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Monday 14 September 2015

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 22 September 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 28 July 2015 and 25 August 2015 1 - 18

To approve the Minutes of the meeting of the Committee held on 28 July 2015 and 25 August 2015.

3: Interests 19 - 20

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: Future Library Provision

21 - 120

A report proposing the future of the library provision following the Council debate.

Officer: Jane Brady: 01484 221000

Wards

Affected: All Wards

9: Kirklees Neighbourhood Housing Performance

121 -
162

A report updating Cabinet on the services, outcomes and outputs for tenants delivered through Kirklees Neighbourhood Housing (KNH) over the last financial year.

Officer: Helen Geldart 01484 221000

Wards

Affected: All Wards

10: Scrutiny Call-in Report - Parks and Open Spaces Maintenance Standards

163 -
166

A report advising members of the decision reached by the Overview and Scrutiny Management Committee following their consideration of the Call-In.

Officer: Helen Kilroy 01484 21000

Wards

Affected: All Wards

11: Parks and open Spaces Maintenance Standards - Part 1

167 -
172

A report updating Cabinet on the progress of delivering new service standards to parks and open spaces sites and to reflect recommendations following the scrutiny process.

Officer: Rob Dalby

Wards

Affected: All Wards

12: Parks and open Spaces Maintenance Standards - Part 2

173 -
220

A report seeking approval of the engagement strategy regarding the revised service standards for grounds maintenance by District Committees.

Officer: Rob Dalby

Wards

Affected: All Wards

13: Statement of Community Involvement 221 - 266

A report seeking approval for adoption of the Statement of Community Involvement.

Officer: Richard Hollinson: 01484 221000

Wards

Affected: All Wards

14: Primary Pupil Places in the Huddersfield South West area 267 - 378

A report advising members on the outcome of the statutory processes for the related statutory proposals by Kirklees Council and the Leeds Diocesan Board of Education within The Diocese of West Yorkshire and the Dales to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years.

Officer: Jo-Anne Sanders 01484 221000

Wards

Affected: Crosland Moor and Netherton

15: Update on the current position following the publication of the invitation to seek proposals to run a new 630 place primary free (academy) school in Huddersfield South West. 379 - 382

A report providing an update about the current position following the publication of the invitation to seek proposals to establish a new 630 place all-through primary free (academy) school for pupils aged 4-11 years to serve the Huddersfield South West area.

Officer: Jo-Anne Sanders: 01484 221000

Wards

Affected: Crosland Moor and Netherton

16: Home to School Transport Review - Policy Changes 383 - 442

A report seeking approval for the home to school transport policies for 2015/16 and 2016/17.

Officer: Michael Bunting

Wards

Affected: All Wards

17: Council Budget Strategy Update 2016-17 to 2018-19 443 - 460

A report seeking agreement of the provisional budget strategy that informs the MTFP update as set out in Section 2.2 of this report, as a basis for member consideration at full Council.

Officer: Debbie Hogg

Wards

Affected: All Wards

18: Corporate Performance Report - Quarter 1 2015/16 461 - 512

A report, supported by reports on progress against outcomes in the Joint Health and Wellbeing Strategy and Kirklees Economic Strategy, providing Members with an overview of the Council's performance at the end of quarter 1, 2015/16.

Officer: Sue Grigg: 01484 221000

19: Housing Delivery plan - Small Sites Project (POS Objection) 513 - 520

A report seeking consideration of one objection for the land at Elm Street in Newsome.

Officer: Mark Gregory

Wards

Affected: Newsome

20: Kirklees Excellent Homes for Life project - Potential Refinance of Senior Debt 521 - 524

To outline the potential, to refinance the senior debt finance, supporting the Excellent Homes for Life (EHL), PFI project.

Officer: Paul Kemp 01484 221000

Wards

Affected: All Wards

21: Future Options for the Delivery of Housing Functions and Services (including repairs and maintenance) 525 - 538

A report setting out the direction for the future delivery of council housing management and maintenance services.

Helen Geldart 01484 221000

Wards

Affected: All Wards

22: Kirklees Council support of the Friends of the Earth 'Run on Sun' Solar Schools Strategy 539 - 544

A report seeking approval of a request to support the Friends of the Earth initiative and approve the request to write to Kirklees schools to encourage them to consider solar technologies.

Officer: John Atkinson 01484 221000

Wards

Affected: All Wards

23: Highway Asset Management

545 -
564

A report seeking commitment to the implementation of highway asset management and endorsing the Highway asset management policy and strategy.

Officer: Kathryn Broadbent 01484 221000

Wards

Affected: All Wards

24: A638 Bradford Road, Littletown - Principal Road Reconstruction and Resurfacing

565 -
570

A report seeking approval for a scheme to reconstruct 1.78km of the A638 Bradford Road, Littletown.

Officer: Katherine Hunt: 01484 221000

Wards

Affected: Cleckheaton; Liversedge and Gomersal

25: Thornhill Road, Marsh - Road Reconstruction and Resurfacing

571 -
574

A report seeking approval for a scheme to reconstruct Thornhill Road, Marsh from A640 New Hey Road to Occupation Road.

Officer: Katherine Hunt: 01484 221000

Wards

Affected: Greenhead; Lindley

26: Huddersfield Connectivity Project - Trial Contra-flow Cycle Lane Proposal 575 - 582

A report presenting options and seeking approval to incorporate a trial contra-flow cycle lane into the Huddersfield Connectivity Project on High Street and Ramsden Street.

Officer: Chris Dunn: 01484 221000

Wards

Affected: Newsome

27: Southgate Huddersfield: Site preparation 583 - 594

A report seeking approval to prepare the site for development, and to note an outline programme for site clearance works.

Officer: Peter Steniulis and Liam Wilcox 01484 221000

Wards

Affected: Dalton; Newsome

28: Proposed Demolition of Nos 172 - 184 Wakefield Road, Moldgreen and in Principle Approval for a Compulsory Purchase Order for No. 184 595 - 602

A report seeking approval for the demolition of nos 172 – 184 Wakefield Road and to seek in principle approval to acquire No. 184 Wakefield Road by Compulsory Purchase Order.

Officer: Julie Hyde: 01484 221000

Wards

Affected: Newsome

29: 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 item 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.

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- 30. Southgate Huddersfield - Site Preparation** 603 -
A private appendix in relation to the previous public agenda item. 604

Officer: Peter Steniulis and Liam Wilcox

Wards

Affected: Dalton; Newsome

- 31. Proposed Demolition of Nos 172 - 184 Wakefield Road, Moldgreen and in Principle Approval for a Compulsory Purchase Order for No. 184** 605 -
Approval for a Compulsory Purchase Order for No. 184 606

Approval for a Compulsory Purchase Order for No. 184

A private appendix in relation to the previous public agenda item.

Officer: Julie Hyde: 01484 221000

Wards

Affected: Newsome

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 28th July 2015

Present: Councillor David Sheard (Chair)
Councillor Jean Calvert
Councillor Steve Hall
Councillor Viv Kendrick
Councillor Peter McBride
Councillor Shabir Pandor
Councillor Cathy Scott
Councillor Graham Turner

Apologies: Councillor Erin Hill

In attendance: Councillors Bolt, Holmes, Light, Marchington, Patrick,
K Pinnock, Smith and Smaje

44 Membership of the Committee

Apologies for absence were received on behalf of Councillor Hill

45 Minutes of previous meeting held on 16 June 2015

Item deferred.

46 Interests

No interests were declared.

47 Admission of the Public

It was noted that Agenda Items 21 and 22 would be considered in private session.
(Minute No's 64 and 65 refer)

48 Deputations/Petitions

Cabinet received deputations from;

(a) Jenny Tomlinson Walsh on behalf of The Friends of Mirfield Library (in relation to Agenda Item 19) (Minute No. 62 refers)

(b) Hilary Wainwright on behalf of The Friends of Birstall Library and Information Centre (in relation to Agenda Item 19) (Minute No. 62 refers)

(c) Christopher Marsden on behalf of Huddersfield Civic Society (in relation to Agenda Item 18) (Minute No. 61 refers)

49 Public Question Time

No questions were asked.

50 Member Question Time

No questions were asked.

51 Highways Capital Plan 2015/16

Cabinet received a report which requested that consideration be given to a detailed Highways Capital Plan for 2015/16. The report advised that on 30 June 2015 Cabinet had considered a report on an updated 5 year Capital Investment Plan which included a sum of £17.228m for Highways Services. The Highways Capital Plan as attached at Appendix 1 to the report, added individual scheme detail to the approved summary programme for 2015/2016, as had been set out in Appendix 6 of the report considered at Cabinet on 30 June 2015. Cabinet noted that the proposed detailed Highways Capital Plan was subject to Council approval of the updated Capital Investment Plan at the meeting on 29 July 2015. The report also provided information on a number of new and increased grant funding opportunities for 2015/2016 which were determined at a National or West Yorkshire Combined Authority level and which had a direct influence on the final 2015/2016 Highways Capital Plan.

The report advised that Capital Investment in the 2015/2016 Highways Capital Plan amounted to £6.216m which was funded through prudential borrowing. It was noted that the average cost of financing this level of borrowing was 6.7% per annum, equating to £416k per annum. The report advised that all virements, additions and deletions would be reported retrospectively to Cabinet in accordance with Financial Procedure Rule 3.13, and would bring the management of the Highways Capital Plan in line with other Council Capital Programmes.

RESOLVED -

(1) That the additional £0.861m grant income applied to the highways baseline allocation for 2015/2016 be noted.

(2) That the detailed Capital Plan in the sum of £17.228m, as detailed in Appendix 1 of the report, be approved.

(3) That authority be delegated, in accordance with Financial Procedure Rules 3.12 and 3.13, to the Director of Place to manage the Highways Capital Plan.

52 Development Management Charter

Cabinet received a report which set out details of the Development Management Charter for Kirklees. It was noted that the Charter would set out in one place all current practices and the Council's approach to the various stages of the planning process. It was designed to be a guide to developers, communities and applicants in terms of setting out expectations of the Development Management Service. It also provided an outline of the consultation and notification procedures and practices to be adopted by the Council in respect of its Development Management function. It was noted that the Council would review the Charter periodically in order to ensure that it remained up to date and provide an accurate summary of the Council's Development Management consultation and notification processes. The

Development Management Charter was attached at Appendix A of the report and set out all of the Council's approaches to the various stages of the planning process, particularly in relation to pre-application discussion and consultation, involvement of elected members, approach to applications and conditions, planning performance agreements, methods of notification/consultation and how comments and feedback are utilised. Table 2 of the Appendix A also provided information on the legal notification standards for different types of planning applications. Cabinet were asked to endorse the document and agreed for it to be published on the Council's website.

RESOLVED -

(1) That the Development Management Charter for Kirklees be approved and published on the Council's website.

(2) That developers, communities and planning agents be made aware of the expectations and standards as set out in the Development Management Charter for Kirklees.

53

Parks and Open Spaces Maintenance Standards

(Under the provision of Council Procedure Rule 36(1) Cabinet received representations from Councillors K Pinnock, Smaje, Holmes, Patrick, Bolt, Light and Marchington)

Cabinet received a report which provided information on the progress on delivering new service standards to Parks and Open Spaces sites, and also sought approval of recommendations to adopt the new service standards subject to regular review and for District Committees to influence local changes within the allocated resources.

The report explained that, following a budget decision in February 2015 to reduce the budget of Parks and Open Spaces by £1.3m, changes had been required to the operating model in order to enable the scaling of the service and for resources to be targeted where they were needed. The report advised that sites had now been assigned into four categories in terms of reducing maintenance and planting, which ranged from Gold, which received the highest level of maintenance to Silver and Bronze. A copy of the Service Standards, as set out in Appendix A to the report, identified how standards would affect sites and included a list of sites showing which standard had currently been allocated by District Committee area. It advised that the new Service Standards in maintenance started to be introduced from April 2005 in order to allow the impact through the growing season to be monitored and to allow for a period of feedback to identify the impact which the changes may have had upon the landscape and the users of the sites. It was noted that the new Service Standards in terms of planting and floral displays would be implemented by April 2016. Feedback which had been received for each District Committee area was set out in Appendix B to the report.

RESOLVED -

(1) That the new service standards for Parks and Open Spaces Maintenance Standards, as attached at Appendix A of the report, be adopted, and that flexibility to change the service standards identified in Appendix A be devolved to District

Committees to allow changes as required to meet community need within the allocated resource.

(2) That regular reviews be completed at key points to capture all seasons and that information be fed via District Committees.

(3) That the Assistant Director (Physical Resources and Procurement) be delegated responsibility to find the most cost effective solution to the future provision of seasonal plants on order to achieve best value.

(In accordance with Scrutiny Protocol Procedure Rule 18, this decision was subsequently called in for review by the Overview and Scrutiny Management Committee)

54 Consideration of the Adoption of the Sexual Entertainment Licensing Regime
(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor Marchington)

Cabinet received a report, prior to its submission to Council on 29 July 2015, which requested that consideration be given 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). It was noted that the adoption of this legislation would bring the Authority in line with the four other West Yorkshire Authority areas, all of which had adopted the legislation and have a 'sexual entertainment venue Licensing Policy' in place. The report advised that this approach would prevent applications by undesirable operators who had not been able to satisfy the policies of other Authorities or who fell outside the number of sexual entertainment venues determined for other Authority area policies and had therefore been refused. It was also requested that Council gave consideration to the introduction of a policy relating to sex establishment, and the licensing of a new category of sex establishment called sexual entertainment venue.

It was noted that a period of public consultation had been carried out between 3 December 2014 and 9 January 2015 which had asked partners, relevant stakeholders and the public whether the Council should adopt the legislation and, if so, in which areas of the District any sexual entertainment venue should be located. A short questionnaire had been made available on the licensing website and had been sent to an extensive list of consultees which were identified at Appendix 4 of the report.

It was noted that the meeting of Licensing and Safety Committee, held on 11 February 2015, had resolved that Council be recommended to adopt the Amended Schedule 3 of the Local Government (Miscellaneous) Provisions (Act 1982) for the Kirklees Authority area, along with the proposed policy relating to sex establishments.

RESOLVED - That the report be submitted to the meeting of Council on 29 July 2015 with a recommendation that the legislative scheme and the Sexual Establishment Licensing Policy be adopted with effect from 1 October 2015.

55 Reorganisation of Waste Collection Rounds

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor Light)

Cabinet received a report which sought approval for the introduction of new waste collection rounds, working practices, and a change to current policy. It advised that work had been undertaken to develop a set of proposals to deliver frontline waste collection services in a more effective and efficient way. It advised that studying delivery models from Neighbouring and National Authorities, and receiving the experience of industry bodies including APSE and WRAP had provided the opportunity to introduce on board technology to improve operational knowledge, improve productivity through new working patterns and a zonal approach, enable better utilisation of the fleet through a new working pattern and aid in achieving budget reductions with minimal impact upon residents.

The report advised that the key aspects of the proposals were (i) introducing a 38 hour, 4 day bin collection service, operating Monday to Thursday (ii) changes to the day of the week and the time of the collection for residents, an increase in the productivity and reduction in resource requirements, the temporary collection of excess waste from the first grey bin collection to accommodate residents who may be subject to an extended period of time due to the collection changes and clarity in regards to the Council policy for excess waste.

The report advised that the proposals would allow the Council to retain a significant efficiency savings by implementing a new operating model that could adapt to future changes. It advised that this could be achieved without any compulsory redundancies, through collective agreement with Trade Unions and with minimal impact upon the residents of Kirklees.

The report advised that subject to approval, the introduction of this proposal would include (i) the finalisation of a prepared mobilisation plan with an agreed implementation date (ii) the role out of communication and an awareness campaign to inform residents of the changes and how it would affect them (iii) the rollout of on board technology to coincide with and support the introduction of new collection rounds (iv) the activation of changes to terms and conditions of employment and (v) the organisation of excess waste collections.

RESOLVED -

(1) That the proposals for the reorganisation of waste collection rounds, as detailed within the report, be approved in order to deliver efficiencies to support the Medium Term Financial Plan.

(2) That approval be given to the collection of excess waste at the first collection in order to accommodate residents who may have an extended period of time between collections.

(3) That it be noted that the proposed implementation date for the revised collection rounds was week commencing 7 September 2015.

56 District Committees and the Housing Revenue Account Estate & Environmental Works

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors Smaje and Marchington)

Cabinet received a report which advised that, since 2008 the Council have identified Housing Revenue Account Resources in order to fund tenant led environmental works on Council owned estates which were managed by Kirklees Neighbourhood Housing. The Cabinet had previously agreed that in 2015/2016 the Housing Revenue Budget - Estate and Environmental Works, which totalled £700k should be determined by District Committees, subject to discussions between the Cabinet Portfolio Holder for Housing and Relief of Poverty, and representatives of tenants and residents. The submitted report provided information on the discussions and set out the final criteria for District Committees to follow in terms of exercising the delegation from Cabinet to allocate the Housing Revenue Account - Estate and Environment Works budget. It was noted that the District Committees would be allocated resources in accordance with the number of Council homes in each district. It was noted that Ward Councillors would work with tenants and residents representatives, Kirklees Federation of Tenants and Residents Association, Kirklees Neighbourhood Housing staff and other services as necessary in order to identify and prioritise schemes which would address the district priorities and desired outcomes, comply with Housing Revenue Account ring-fenced spending requirements, and which were feasible within the resources available. It was noted that Ward Councillors would present prioritised schemes to District Committees for formal approval during September and October.

RESOLVED -

(1) That approval be given to the delegation of the Housing Revenue Account Estate and Environmental Works to District Committees.

(2) That the criteria and process for identifying, prioritising and approving schemes, as outlined in paragraphs 2 and 3 of the report, be approved.

57 Use of New Council Development Resources

Cabinet received a report which sought approval for investment in resources to support the Council's journey to a New Council, through the use of £2.85m New Council Developments reserve.

The report advised that, over the next 3 year period, the Council needed to undergo a significant change programme in order to achieve the fiscal reductions which were currently identified. It stated that the Council would need to realise a further £69m of savings and cuts while redesigning services in order to mitigate the impacts on local people and businesses, and do so in a way that allows Council priorities to be met within the resources available.

The report advised that the meeting of Council in February 2015 had agreed the redesignation of existing Council reserves totalling £3m, to a New Council Development reserve. The meeting of Cabinet on 2 June 2015 had reaffirmed the redesignation of the £3m from existing Council reserves as part of the final accounts process for 2014/2015. The meeting of Budget Council had also approved specific

commitments against this reserve totalling £150k for Passivhaus and other energy renewable feasibility studies, leaving a balance of £2.85m reserve which was currently uncommitted.

Cabinet were advised that the Director of Place had considered the support needs identified and requested that Cabinet give delegation to allocate funding from the uncommitted £2.5m against the following categories of spend, identified as critical to the overall success of the Council transformation programme over the 2015-2018 financial plan, (i) procurement and provision (ii) backfilling of officer roles and (iii) support for other areas of the New Council change programme.

The report advised that Cabinet would receive regular reports as part of the normal quarterly revenue monitoring cycle on the use of the New Council Development reserve and the overall work programme work programme of the New Council.

RESOLVED -

(1) That approval be given to the use of currently uncommitted £2.85m New Council Developments reserve against the broad categories of spend as detailed within the report.

(2) That authority be delegated to the Director of Resources to allocate the reserve to specific activities within the broad categories of spend, and to report the use of the reserve in more detail within the quarterly revenue monitoring report.

58

Bradley Business Park

Cabinet received a report which sought approval for the marketing and disposal of the remaining Council owned land for phase 3 of development at Bradley Business Park.

The report indicated that the Council was under a statutory duty to obtain the best consideration that could reasonably be obtained when disposing of land and property and that this would represent the best price reasonably obtainable for the disposal where the principal aim was to maximise the value of receipt. It advised that the unrestricted value should take account of whatever uses might be permitted by the Local Planning Authority. The report advised that the market value of the phase 3 land had been assessed by the Council's external auditors and that a copy of their report was attached as an exempt Appendix.

The report advised that the sale and the subsequent development of the land could result in approximately 14,000 square metres of new business floor space which would be capable of accommodating approximately 200 jobs, and would therefore meet priorities as set out in the draft Kirklees Economic Strategy 2014-2020. It also indicated that the Council would obtain capital receipts from the sale of the land and that the Authority would also receive a proportion of business rates income from future occupiers.

RESOLVED -

(1) That authority be delegated to the Assistant Director (Physical Resources and Procurement), in consultation with the Assistant Director (Investment and Regeneration) to market the land for Business Class B1 (b) research and

development and B1 (c) light industry, with any B1(a) offices being ancillary to B1(b) and B1(c) uses.

(2) That authority be delegated to the Assistant Director (Legal, Governance and Monitoring), in consultation with the Assistant Director (Physical Resources and Procurement) and the Assistant Director (Investment and Regeneration), to negotiate, enter into and execute all appropriate documentation with preferred purchaser(s) of the land for best consideration obtainable following marketing.

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

Cabinet received a report which indicated that the Council's Accounts for 2014-2015 needed to be audited and approved by Corporate Governance and Audit Committee by the end of September 2015. The submitted report provided an update on the progress towards achieving the process by the required date. The report therefore set out an update on progress relating to the final accounts and also provided information on bad debt write offs for 2014/2015. An Appendix to the report set out details of debts written off in 2014/2015, and provided a comparison of those written off in 2013/2014. It also provided a detailed analysis for the reasons for write off in 2014/2015. Cabinet noted that during 2014/2015 £8.9m of debt had been written off, compared to £7.4m in the previous year.

RESOLVED -

(1) That the progress on the final accounts 2014/2015 be noted.

(2) That the information, as detailed in the Appendix to the report, regarding bad debt write offs 2014/15, be noted.

60 Appointment of Panel Members (Educational Admission Appeals)

Cabinet received a report which requested that consideration be given to the reappointment of several members of the Education Admission Appeals Panel. It was noted that the report was brought to Cabinet as Panel Members have to be appointed by the Local Education Authority and that there was no delegation for this below Cabinet level.

The report advised that the appointment of several Panel Members was due to expire shortly and all had confirmed they would wish for their terms of appointment to be renewed. It was noted that the appointment would help in maintaining a suitably sized pool of Appeal Panel Members who were qualified to determine the Local Authority's Admission Appeal decisions.

RESOLVED - 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.

61 Implications arising from the Education Funding Agency Proposals for the Mount Pleasant Primary School site

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors Marchington and Light)

Cabinet - 28 July 2015

Cabinet received a report which provided an update on the current position regarding the new build school for Mount Pleasant Primary School and the associated decant of the whole school into temporary accommodation at Yews Hill Road, Huddersfield.

The report advised that the Education Funding Agency and the Council have been working for the past 2 years to develop a project for the replacement of Mount Pleasant Primary School. It advised that in June 2014 a Section 151 letter had been agreed between the Council and the Education Funding Agency which committed the EFA to the clearance of the existing site and replace with a new build school, with an estimated investment value of £8m -£10m. In return, the Local Authority had accepted responsibility for funding and delivering the decant of the whole school of site for a sufficient period to enable the new build development to occur. The report advised that the estimated cost of the decant was £2m and that at the meeting of the Council on 16 July 2014, Revenue Rollover of £2m to cover the cost of decanting pupils at Mount Pleasant Primary School, pending site refurbishment, was approved.

The report advised that the EFA had appointed Kier Construction to deliver the new build school and amended external layout. Due to the site constraints and complexities in relation to ground levels and existing buildings, the contractor had encountered difficulties in producing a compliant design within the funding envelope provided by the EFA, as a consequence the start date had been moved from summer 2015 to early 2016, and it was estimated that the completion date of all works on site would be May 2017.

The report highlighted that the local community centre and associated clock tower building were a non-designated heritage asset of a local interest on the site and that concerns regarding proposals to demolish the building had already been raised by members of the local community and Huddersfield Civic Society.

RESOLVED -

(1) That approval be given for the implementation of the decant programme for Mount Pleasant Primary School, with a maximum revenue budget of £3.85m, subject to the approval of the rollover bid (as referenced in paragraph 3.3 of the considered report) by Council on 29 July 2015.

(2) That, pursuant to (1) above, Officers be authorised to proceed with implementation and, in particular, to 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 the EFA financial close is achieved.

(3) That, pursuant to (2) above, if a decision is taken to delay signature of the modular accommodation contract, the Director of Resources be authorised to provide an appropriate Section 151 letter to the Education Funding Agency regarding delay costs as detailed in Appendix B of the report.

(4) That, subject to the approval of funding by Council, Officers be authorised 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.

(5) That if approval is not given for the project to proceed, Officers be authorised to take all appropriate and necessary action to inform relevant parties and other such steps necessary to withdraw the project

(6) That the Member of Parliament for Colne Valley and other interested community groups be invited to put forward funded proposals for the future use and retention of the clock tower.

62 Library Service Review

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors Smaje, Patrick, Light and K Pinnock)

Cabinet received a report in relation to future Library provision which set out the headline results of the consultation on the future development of the Library service.

The report advised that, as part of the Council's need to reduce budgets it had been identified that during the term of the Medium Term Financial Plan the Library service budget was reduced by £1.854m. A period of consultation had been carried out from 19 January 2015, for a 12 week period, by QA Research, who were asked to provide a robust evaluation of the Library service amongst a representative sample of residents throughout the district. The results of the consultation were appended to the report.

The report advised that, in determining a future service there were a number of principals that were important to ensure that the Council (i) met the equality needs of communities by having regard to citizens who suffer disabilities or are disadvantaged because they live in areas of deprivation (ii) put forward a proposal that was financially sustainable in the longer term by ensuring the service offer matches the needs of communities, was flexible and could be delivered in different ways (iii) determined a service offer with regard to how well the existing service is used and the relevant aspects of the service and (iv) would seek to maximise community involvement through volunteers and friends of groups.

It was noted that the report would be submitted to Council on 29 July 2015 in order to enable a debate on the results of the consultation and the development of the principals in developing future Library provision.

RESOLVED - That the outcome of the consultation on the Library Service Review, as detailed in the report be noted, and that the item be referred to the meeting of Council on 29 July 2015 for further discussion.

63 Exclusion of the Public

RESOLVED - That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for 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, as specifically stated in the undermentioned Minutes.

64 Bradley Business Park

(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. It is considered that disclosure of the information would be contrary to the confidential terms on which it has been provided to the Council, and disclosure could also prejudice negotiations regarding the disposal of land and the Council obtaining best consideration. The public interest in maintaining the exemption which would protect the interest of the Council and the company and individual concerned, outweighs the public interest in disclosing the information and provider greater openness in the Council's decision making)

Cabinet received a valuation report in relation to land at Bradley Business Park (phase 2) prior to the determination of Agenda Items 15 (Minute No. 58 refers)

65 Implications arising from the Education Funding Agency proposals for the Mount Pleasant Primary School Site

(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 at 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 the information including, greater accountability, transparency and spending public money and openness in Council decision making)

Cabinet received commercially confidential information in relation to implications arising from the Education Funding Agency proposals for the Mount Pleasant Primary School site prior to the determination of Agenda Item 18 (Minute No. 61 refers)

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 25th August 2015

Present: Councillor David Sheard (Chair)
Councillor Jean Calvert
Councillor Steve Hall
Councillor Erin Hill
Councillor Peter McBride
Councillor Shabir Pandor
Councillor Cathy Scott
Councillor Graham Turner

Apologies: Councillor Viv Kendrick

In attendance: Councillors Patrick, Stublely and J Taylor

66 Membership of the Committee

Apologies for absence were received from Cllr Kendrick.

67 Minutes of previous meeting

RESOLVED - That the Minutes of the meetings held on 2 June, 16 June and 30 June 2015 be approved as correct records.

68 Interests

No interests were declared.

69 Admission of the Public

It was noted that Agenda Item 15 would be considered in public session (Minute No. 80 refers)

70 Deputations/Petitions

No deputations were received.

71 Public Question Time

No questions were asked.

72 Member Question Time

No questions were asked.

73 Corporate Revenue Financial Monitoring Report, Quarter 1, 2015-16

Cabinet received the first in an agreed quarterly cycle on consolidated revenue budget monitoring statements for the financial year. The report and accompanying

appendices, presented an overall forecast revenue outturn for 2015/2016 at Quarter 1, including information on emerging risks and developments. Appendix A to the report also set out a summary update on Council reserves.

The report provided an overview of the Council's general fund, collection fund, housing revenue accounts, and also set out details on the governance arrangements for the Councils New Council Programme Board in relation to budget management.

RESOLVED -

(1) That the forecast position at quarter 1 for the general fund, housing revenue account and collection fund be noted.

(2) That approval be given to the drawdown of £5.6m from earmarked reserves for volume/service pressures.

(3) That approval be given to the use of £246k Special Educational Needs Grant allocation in 2015-2016 to support Children and Families Act implementation, managed through the Learning and Skills Service.

(4) That approval be given to the use of £704k Independent Living Fund, funding transfer from Department of Works and Pensions, to meet transferred client cost commitments, managed through Adults Services.

(5) That it be noted that the Director of Resources had delegated responsibility to the Chair of New Council Programme for overall budget management responsibility of cross-directorate theme related budget activity.

(6) That the £200k commitments to date against the £2.85m New Council Development Reserve be noted.

74 Housing Delivery Plan - Small Sites Project

(Under provision of Council Procedure Rule 36(1) Cabinet received representations from Councillors Stubbley and J Taylor. Under provision of Council Procedure Rule 37 Cabinet received representations from Paul Riordan and Andy Lambert)

Cabinet received a report which explained that the Council owned the freehold on a large number of sites which were not being considered as part of the local Plan process. The sites were considered to be key supporting the economic resilience of the district and supporting the growth of the local economy. The review had indicated that, subject to site assessments, the sites had the potential to create in excess of 250 houses.

The sites were listed at Appendix A of the report, it was noted that they were typically vacant and may have informal uses, such as car parking. The report advised that it was intended to sell the sites through a public bidding process and that Cabinet were asked to consider the disposal of the sites.

Cabinet noted the proposed process for the disposal of the sites, as detailed at paragraph 2.3, and budget implications as set out at paragraph 2.4.

Following public representations at the meeting in relation to site no. 18, Cabinet agreed that, upon acquisition of the title deed, further discussions would take place with local residents regarding the future use of the site.

RESOLVED -

(1) That approval be given to the disposal of sites as listed in Appendix A to the report, subject to there being no objections received in response to current notices advertising the disposal of the open space, and that any further objections received as a result of these notices be brought back to Cabinet for consideration and for a decision on the disposal of the site.

(2) That, having considered the objections to the disposal of sites listed in Appendix B, and the analysis of the objections as detailed in section 3 of the report, approval be given to the disposal of the two sites.

(3) That the process for the disposal of the sites as detailed in the report be endorsed and that authority be delegated to the Assistant Director (Physical Resources and Procurement) to negotiate and finalise the terms of any disposal of a site and any ancillary documents and agreements.

(4) That authority be delegated to the Assistant Director (Legal, Governance and Monitoring) to enter into and execute the instruments of disposition together with any ancillary documents and agreements.

(5) That, notwithstanding the resolutions (1) to (5) above, the disposal of the site at Naylor Street, Batley (site 18), be deferred pending the acquisition of the title deeds and, if acquired, holding a meeting with local residents to further discuss the future of the site.

75 Freehold Asset Transfer of the Public Toilets on Towngate, Holmfirth to the Holme Valley Parish Council

(Under the provision of Council Procedure Rule 36(1) Cabinet received a representation from Councillor Patrick)

Cabinet received a report which set out a proposal to transfer the land and toilets, which currently make up 'the public toilets' situated on Towngate, Holmfirth to Holme Valley Parish Council on a freehold transfer. The report advised that the conditions of the freehold sale would include covenants to ensure that the majority of the building would be restricted to community use only and that the Parish Council would have the right to grant a single lease for 30% of the floor area for commercial use in order to enable funds to be raised to contribute towards the provision of the toilets.

RESOLVED -

(1) That approval be given for the Council to transfer the freehold of public toilets situated on Towngate, Holmfirth to Holme Valley Parish Council for no premium/no consideration and to include covenants to ensure that public toilets situate on Towngate, Holmfirth is a building that is available for community use only.

(2) That, pursuant to (1) above, the transfer shall state that 70% of the floor area of the building is to be used for community use only, though the Parish Council will have the right to grant a single lease of the remaining 30% of the floor area for a commercial use, subject to planning regulations.

(3) That the Assistant Director (Physical Resources and Procurement) and the Assistant Director (Legal, Governance and Monitoring) be delegated authority to negotiate and agree the terms of the freehold transfer that relate to the transfer of the public toilets.

- 76 Freehold Asset Transfer of the Public Toilets on the South east side of the Village Holme, Holmfirth to the Holme Village Residents Association**
(Under the provision of Council Procedure Rule 37, Cabinet received a representation from Shirley Ainsbury, Chair of Holme Village Residents Association)

Cabinet received a proposal which set out details of transferring the land and toilets which currently make up 'the public toilets' situated on the south east side of the Village Holme, Holmfirth, to Holme Village Residents Association on a freehold transfer. The report advised that the condition of the freehold sale would include covenants to ensure that the building was available for community use only. It was noted that the Residents Association was offered a short term full repairing and insuring lease as an interim arrangement in July 2014 with a view to a full freehold transfer of the toilets.

RESOLVED -

(1) That approval be given for the Council to transfer the freehold of the public toilets on the south-east side of the Village Holme to the Holme Village Residents Association for no premium/no consideration and to include covenants to ensure that the building is available for community use only.

(2) That the Assistant Director (Physical Resources and Procurement) and the Assistant Director (Legal, Governance and Monitoring) be delegated authority to negotiate and agree the terms of the freehold transfer that relate to the transfer of the public toilets.

- 77 Revised Independent Sector Residential and Nursing Home Fees 2015/16**
Cabinet received a report which sought approval to increase the fees to independent sector residential and nursing home providers to reflect the impact of the 2015 increase in the national minimum wage.

Appendix 1 to the report set out the proposed fee increases, which would be effective from 5 October 2015. Cabinet noted that fees paid to independent sector providers would need to rise further in April 2016 to take account of the new national living wage which would come into effect in April 2016.

RESOLVED - That the revised Independent Sector Residential and Nursing Home Fees for 2015/2016, as detailed in Appendix 1 to the report, be approved.

- 78 Land at Bradford Road, Dewsbury – former Safeway site**
(Under the provision of Council Procedure Rule 37, Cabinet received a representation from Mr Oxley)

Cabinet gave consideration to a report which sought approval for the marketing and disposal of Council owned land at Bradford Road, Dewsbury, formally occupied by Safeway supermarket. It advised that the site, which the Council had acquired from Lidl in 2008, was now surplus to the Council's requirements and that the Council's title was subject to a restrictive covenant not to use the land for the retail of food and drink within class A1. It was noted that the site was currently unallocated in the Kirklees Unitary Development Plan.

Following the representation to the Cabinet meeting, Cabinet agreed that officers should liaise with adjoining land owners on the site in order to investigate the possibility of future joint developments.

(Cabinet gave consideration to exempt information at agenda item 15 (Minute no. 80 refers) prior to the determination of this item.

RESOLVED -

- (1) That approval be given to the sale of the land, subject to the requirement that the land must be sold by way of tender on the open market.
- (2) That authority be delegated to the Assistant Director (Physical Resources and Procurement), in consultation with the Assistant Director (Investment and Regeneration), to negotiate and agree the terms and conditions of the sale of the land with the successful tenderer.
- (3) That authority be delegated to the Assistant Director (Legal, Governance and Monitoring) to negotiate and seal and enter into all appropriate documents in relation to the sale of the land with the successful tenderer.
- (4) That it be noted that the development of the site will contribute towards the Council's Economic Strategy and that marketing will ensure that the opportunity to develop the site is exposed to the widest possible audience.
- (5) That, pursuant to representations at the meeting, Officers be asked to liaise with all adjoining landowners to examine the possibility of joint developments on the site.

- 79 Exclusion of the Public**

RESOLVED - That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically stated in the undermentioned Minute.

- 80 Land at Bradford Road Dewsbury - former Safeway Site**

(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

Cabinet - 25 August 2015

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.)

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 13 (Minute no. 78 refers).

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: 22 September 2015

Title of report: Future Library Provision

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 Proposes a budget reduction of £500k in 2016/17 and £1,354k in 2017/18
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	14 th September 2015 David Smith
Is it signed off by the Director of Resources?	Yes - 14/09/15
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Yes - 09/09/15 Patricia Hannen
Cabinet member portfolio	Cllr Graham Turner

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

Public or private: PUBLIC

1:0 Purpose of report

1:1 Over the past five years the library service has reduced its budget by £844k. These savings have been achieved through a review of senior management and modernising the service.

1:2 One of the proposals for the Medium Term Financial Plan (MTFP) for the period 2015/16 to 2017/18 was to reduce the budget for library provision from £5,776k to £2,550k. The administration considered that this proposal was too severe and added back £1,372k into the MTFP. This meant for the period of the MTFP the libraries budget would reduce from £5,776k to £3,922k, with reductions of £500k to be made in 2016/17 and £1,354k to be made in 2017/18.

1:3 The purpose of this report is to put forward a proposal that will deliver Library Services against the budget of £3,922k.

2:0 Key points

2:1 Background

2:1:1 The Council is required to make provision for a comprehensive and efficient library service in line with the Public Libraries & Museums Act of 1964. There is however no definition of what 'comprehensive and efficient' means, so it is for each Council to determine what the provision will be and how it will be delivered.

2:1:2 Over many years Kirklees has maintained a tradition of strong investment in the library service and the current offer includes:

- 26 static libraries based on a wide geographic spread across the borough
- 5 mobile libraries that stop at 207 halts
- 3 smaller vans that offer a book delivery service to residents homes, specifically helping frail and disabled residents
- Specialist services; for example transcription services, talking newspapers, and bibliotherapy.
- Professional librarian service for 'one off' and ongoing projects supporting children and adult learning at a variety of locations including schools.
- Events that meet the Council priorities of Early Intervention and Prevention and Economic Resilience and help support the health and well-being of our citizens are delivered in libraries by library staff, partners and community groups.

The detail of current activity for each library is identified at appendix A.

2:2 How the service has changed

2:2:1 The libraries in Kirklees are no longer places for quiet reading and research. They have changed over the years into places that are most frequently hubs of community activity. The introduction of public access computers in 2000 saw more people coming to the service for reasons other than to borrow books and to undertake research.

2:2:2 In 2004 Kirklees Council made the decision to expand the role of libraries to incorporate the provision of information. This was done by enabling access for staff to a variety of Council IT systems. To allow residents to make enquiries at a place that was convenient for them. This further increased the service offer made by the library service.

2:3 Current Usage & Financial Information

2:3:1 The population of Kirklees at the last census is 428,279. Our statistics provide the following information for the period 2014/15.

- The number who have used their library cards 67,459
- The number who have used their library cards with the mobile service 2,598.
- The number of times a computer was booked 283,697
- The number of enquiries that have been made 1,016,150
- The number of events hosted by our library service 11,234
- The number of book & audio visual issues 1,434,565
- The number of visits to library services 2,026,399
- The number of home visits 13,198

2:3:2 Whilst the information identified above shows that 15.75% of the Kirklees population hold a library card and use it, and activity in the other areas identified is high, there has been a small year on year reduction in the number of people who access the service.

Appendix B details the statistical information for 2014/15.

2:3:3 Financial Information - Appendix B also identifies access of the library services based on 2015/16 budget allocation. It is broken down to its component parts and includes the cost of each library and service it provides.

2:4 Approach to determining the future service

2:4:1 In determining what the future of the library service could look like and in order to meet the Government requirements of a comprehensive and effective service, and along with the 5 nationally agreed library offers*, the following criteria were developed.

The library offer should;

- Meet the equality needs of our communities by having regard to citizens who have disabilities or are disadvantaged because they live in areas of deprivation
- Put forward a proposal that is financially sustainable in the long term by ensuring the service offer matches the needs of communities, is flexible and can be delivered in different ways
- Have regard to how well the existing service is used and what aspect of service is relevant
- Seek to maximise community involvement through volunteers and 'friends of groups'

2:4:2 In addition to assessing future service against criteria, the Council also has regard to the outcome of the extensive consultation that was undertaken between January and April 2015. The broad results of the consultation are outlined below and the executive summary can be found at Appendix C. The full report can be found at <http://www.kirklees.gov.uk/leisure/libraries/pdf/LibrariesReviewReport.pdf>

**5 nationally agreed library offers: Reading, Information, Digital Inclusion, Support for Health & Wellbeing and Learning*

2:4:3 The consultation sought the views on three different types of library model. They are;

1. Town Library
2. Community Supported Library
3. Community Run Library

In addition the consultation sought the views on;

Book Drops

Libraries Outreach

Mobile Library Service

Home Library Service

Transcription Service

The merger of Holmfirth Library and Tourist Information Centre

2:4:4 The findings revealed the following;

- Support did exist for the Council to explore new and different ways of delivering a library service in the future
- Libraries were felt to be the heart of communities and that localised provision was important
- There was generally support for the role of the community in helping to deliver services, although concerns did exist in respect of utilising volunteers
- There was a clear willingness for residents to become library volunteers although this varies across the borough.
- Opinions are mixed about moving from existing premises to other community buildings
- There was clear support for Town Libraries and Community Supported Libraries and little or no appetite for Community Run Libraries
- There was strong support for Libraries Outreach, the Home Service and the Transcription Service. Book Drops were unpopular.
- Whilst the consultees didn't support stopping the Mobile Service, few had actually used it
- There was overwhelming support to merge the Library and Tourist Information office in Holmfirth

3:0 Implications for the Council

3:1 Future Library proposal

3:1:1 Based on the following factors;

- The reduction in the budget;
- The criteria set out in Section 2:4 of this report;
- The results of the public consultation;
- The petitions and deputations received
- The issues raised at the Council debate;

It is proposed that the future Library Service should comprise of Town Libraries – which will be fully staffed by Council employees, and Community Supported Libraries

which will be staffed by one Council employee and supported by community volunteers. The table below identifies which library falls into each category.

TOWN LIBRARIES	COMMUNITY SUPPORTED LIBRARIES
○ Huddersfield	○ Almondbury
○ Dewsbury	○ Birkby/Fartown
○ Batley	○ Chestnut Centre
○ Cleckheaton	○ Denby Dale
○ Mirfield	○ Golcar
○ Birstall	○ Greenwood Centre
○ Heckmondwike	○ Honley
○ Holmfirth	○ Kirkheaton
	○ Kirkburton
	○ Lindley
	○ Marsden
	○ Meltham
	○ Rawthorpe/Dalton
	○ Shepley
	○ Skelmanthorpe
	○ Slaithwaite

3:1:2 For the Town Libraries it is proposed that the council meet the costs for providing the library service in full. Volunteers are required to work with the town libraries to enhance the offer to communities.

3:1:3 For Community Supported Libraries there are instances where the asset could be transferred to a community group. Where the asset is transferred the council will not pay a hosting fee to the group for example for rent or utility costs.

3:1:4 In addition to accessing Library Services, the proposal also identifies that there will be a social inclusion offer. This will continue to offer transcription services, talking newspapers, and the home service. There will be continuing outreach by the service librarians who will be working with schools and other groups to support services for both adults and children.

A full breakdown of the proposed social inclusion, development and librarian development service provision is identified at Appendix D.

3:1:5 For those libraries that have been designated as Community Supported Libraries the service has been working with volunteers and has been helping 'Friends of the Library' to be set up. The 'Friends Groups' continue to strengthen and in the past 12 months we have seen a significant rise in people willing to volunteer to support the library. We have a number of good examples where volunteers play a key role and a comprehensive training programme is in place for volunteers. It is up to each volunteer how much or how little extra training they undertake after they have learned the basics around for example: Health and Safety, library policies,

stock, information security, customer care, answering enquiries and working with children and young people.

3:2 Opening hours

3:2:1 As mentioned earlier in this report, significant savings are to be made from the libraries budget. Whilst the analysis of the service offer has been able to identify where a library service continues, it will not be possible to remain open for the same number of hours as they do currently. There will be an overall reduction in hours across the Libraries of 40%. The staffed hours for the proposed Town libraries & Community Supported libraries are detailed at Appendix E. Should the Council accept the proposal as identified in this report, library staff will work with residents and library users to identify the most convenient opening times for each library.

3:2:2 We have used the level of book issues/enquiries, IT usage and visitors to determine level of staffed opening hours. For Community Supported Libraries we have also considered the level of community involvement so far.

3:2:3 Community Supported Libraries will require the support of volunteers to keep them open. The volunteer support will be regularly monitored to ensure that the library service is being supported appropriately. Where volunteer support for the paid member of staff does not attend during the hours agreed for over 25% of the time in a quarterly period, then a report will be developed for cabinet to consider the closure of the service point.

3:3 Holmfirth Library & TIC

3:3:1 During the consultation the people who used Holmfirth library were asked about co-locating the Tourist Information Centre with the library in an effort to reduce the costs of occupying two buildings.

There was significant support from all consulted who thought this was a good idea.

3:4 Service offers to end

3:4:1 In establishing the future service the criteria were applied to each aspect of service provision and there was an assessment of whether or not the criteria were met. Whilst the major objective is to retain as much of the current service as possible the reduction in the budget makes this unfeasible

3:4:2 Thornhill Lees library

3:4:2:1 Thornhill Lees Library is situated in an area of deprivation, the building that it occupies is shared with a children's centre. The children's centre is open for two hours a week. There is a community centre, doctors surgery and pharmacy located within the building complex. There is little appetite for local people to become volunteers to support the library and the service, in comparison with other sites, is not as well used.

3:4:2:2 The conclusion around Thornhill Lees is that it fails to meet the criteria on a number of points due to poor levels of usage, lack of community interest which prevents a flexible approach to delivering a service from this site in the future. Therefore it is proposed that Thornhill Lees library should close by 1st April 2016.

3:4:3 Lepton Library

3:4:3:1 The position regarding Lepton library is very similar to that of Thornhill Lees library, whilst not covering an area that has the same levels of deprivation, the number of people using Lepton is low and reducing. Not enough interest from volunteers to get involved with the library has meant that keeping the library open does not satisfy the criteria.

3:4:3:2 Therefore it is proposed that Lepton library should close by 1 April 2016.

3:4:4 Mobile Library Service

3:4:4:1 There are 5 mobile libraries in use with 1 spare as cover. Mobiles are primarily used for book lending services and are more expensive to run than the static libraries. The way the service is required to be delivered means it fails to be able to be delivered flexibly.

3:4:4:2 Our analysis shows that of the 67,459 active users of the library service 2,598 (3.85%) use the mobile library service. This equates to 0.6% of the population using the mobile service. The analysis also shows that 1437 of users (55.31%) live within a mile radius of a static library, 1149 (44.23%) of users live within a 1 and a 2 mile radius of a static library and 12 (0.46%) of users live outside a two mile radius of a static library. At Appendix F is a map detailing mobile users, halts and proposed static provision.

3:4:4:3 The average cost of an activity in a static library is £1.88 but on the mobile service it is £5.96 per activity. The costs of running a mobile service when compared with the average cost of static library provision means the mobile service doesn't offer value for money. On this basis the proposal is to stop the mobile library service from 1st April 2016.

3:4:4:4 The service will contact all the mobile users who live outside the two mile radius of a static to discuss with them how they might access library services in the future.

3:4:4:5 Those customers that meet the criteria for accessing the home library service will receive appropriate support.

3:5 Current & New service financial information

3:5:1 The financial impact of the proposals identified in 3:1 to 3:4 are detailed in Appendix G. This shows a comparison of the current 2015/16 budget and the budget for the new library service.

3:6 Future location of the library service

3:6:1 Due to the fact that all libraries will operate reduced opening hours, where they are currently situated will need to be reviewed. This cannot be done in isolation and will need to have regard to other services that will be offered in the same location. It is clear from the consultation that residents are keen to retain services and would consider the co-location of services.

3:6:2 Whilst it is understood that the location of the service is important and that residents have an emotional attachment to many of our library buildings their future economic viability has to be considered. Library buildings will be included as part of the Councils wider asset review and consideration will be given as to the most economically viable building to deliver the library service from.

3:7 Staff affected by these proposals

3:7:1 The decisions have an impact on staff in the library service reducing resources from 197.93 to 109.71 a reduction of 88.22 fte (full time equivalent) staff.

3:7:2 The Council's aim in the change process is to ensure we are able to retain the staff who want to continue in the new service and have the skills to do so. While this is likely to involve an assessment process we will ensure appropriate support is offered to individuals.

3:7:3 Options will be discussed on a 1:1 basis with the aim of the reductions in resources being done via the voluntary process available in the redundancy framework.

3:8 Equality impact assessment

3:8:1 The Council has to have due regard to the public sector equality duty when making decisions. Given that the proposals include service closures or a review of opening hours they will impact on service users in some way. The Council will still be operating from 24 static libraries, service users will be able to access services online, the home service will be available to customers who meet the criteria for service (as identified in appendix D) and our development and librarian team will be working with schools and community/friends groups to ensure the national library offer and local priorities are supported appropriately.

3:8:2 With specific regards to the proposal to close the mobile service the service will work with current users. Those that meet the needs for home service will be supported appropriately. Discussions will also be undertaken with customers on the online services they can access and the location of statics and their opening times.

3:8:3 With regards to the closure of Thornhill Lees & Lepton libraries, discussions will be undertaken with users to identify the most appropriate alternative access for them. There are other libraries available within reasonable proximity to both Thornhill Lees and Lepton. Users can also access the library service on line, for example through e-books. There is the opportunity to have a book-drop for the community if there is an appropriate venue identified.

3:8:4 With regards to the revised opening hours the service points will have a paid member of staff in them for the hours quoted in appendix E. For community supported libraries the community and volunteers will be able to open the library when the paid staff are not on site. This could be for users to access IT, borrow a book or run an event. There is also the online service available for all users. All volunteers will be trained appropriately by the library service.

3:8:5 The equality impact assessment for the proposals can be found at appendix H

4:0 Consultees and their opinions

4:1 The Council's budget consultation results from the autumn of 2014 can be found in the following link

<http://democracy.kirklees.gov.uk/Data/Council/201501141800/Agenda/COUNCIL14011552814D.pdf>

4:2 The library consultation 19th January 2015 – 10th April 2015. The results of which can be found in Appendix C and the following link

<http://www.kirklees.gov.uk/leisure/libraries/pdf/LibrariesReviewReport.pdf>

The webcast from the library consultation at 29th July 2015 Council can be found on the following link

http://www.kirklees.public-i.tv/site/mg_bounce.php?mg_m_id=4726

4:3 The petitions received and detailed at Appendix I. These include two petitions presented to the Council meeting on 29th July 2015 as part of undertaking the debate on the outcomes of the library consultation.

4:4 The deputations received and detailed at Appendix I. The deputations were discussed at cabinet on 28th & 29th July 2015.

4:5 The public meetings attended by staff from libraries service detailed at Appendix J.

4:6 The meetings attended by Cllr Turner during and as part of the consultation programme detailed at Appendix I.

5:0 Relevant papers

5:1 The Council budget consultation papers (See 4:1)

5:2 The library consultation papers (See 4:2)

5:3 The library annual statistical report in the following link:

<http://www.kirklees.gov.uk/leisure/libraries/pdf/AnnualReportSummary.pdf>

6:0 Next steps

6:1 This report is submitted to cabinet for a decision as set out in section 7:0 of this report.

7:0 Officer recommendations and reasons

7:1 That the Council delivers a library service from the 8 town libraries and 16 community supported libraries, these will remain in Council control, at the hours set out in appendix E.

7:2 That a social inclusion offer is developed covering the Transcription Service, Kirklees Talking News and the Home Service.

7:3 That the library and the tourist information centre in Holmfirth are merged as soon as practicably possible.

7.4 That by 1st April 2016 the libraries at Thornhill Lees and Lepton are closed and the Mobile library service ceases operation.

7:5 That should the volunteer levels fall below expectations in any of the Community Supported Libraries, where volunteer support for the paid member of staff does not attend during the hours agreed for over 25% of the time in a quarterly period, that a report be developed for cabinet to consider the closure of the service point.

7:6 That for community supported libraries where the asset is transferred the Council will not pay a hosting fee to the group for example for rent or utility costs.

8:0 Cabinet portfolio holder recommendation

8:1 The portfolio holder supports the officer recommendations.

9:0 Contact officers

Dave Thompson Head of Customer Services telephone number 01484-221000

dave.thompson@kirklees.gov.uk

Carol Stump Chief Librarian telephone number 01484-221000

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10:0 Assistant Director responsible

Jane Brady Assistant Director Customer & Exchequer Services telephone number

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- Almondbury is currently open 24.5 hours
- There are 3 Public access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, regular coffee afternoons, self-run readers' group, knit and natter group
- There is an active Friends of Group which has been holding regular committee and public meetings.
- There are currently no active volunteers but there is a list of interested names and a volunteer co-ordinator in place

Budgeted frontline Customer Service Officer costs £31,867. Cost per visit £1.74

LIC Statistics	12/13	13/14	14/15
Visits	37,357	40,433	32,840
Enquiries	14,588	12,244	13,377
IT Usage	2,015	1,698	1,456
Issues	23,098	21,945	18,322
Events	291	222	302
Attendance at events	5939	5532	4585

Ethnic Background	Community (census)	Library Users (Symphony)
White	85.97	48.89
Mixed	3.79	1.11
Asian or Asian British	4.81	1.75
Black or Black British	3.57	1.59
Chinese/Other Ethnic	1.84	2.22
Ethnicity undefined	0	44.44
ALMONDBURY* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.30	48.41
16-29	21.70	9.52
30-64	42.00	23.33
65+	14.80	13.81
Birth date 0		4.92
ALMONDBURY* based on LIC catchment		

- Batley is open 48.5 hours per week
- There are 10 public access computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, school visits, regular coffee plus afternoons, Bookchat, creative writing group, crochet club, Conversation Café, Step by Step job club, Lego club, food bank and uniform collection point
- There is a recently formed Friends of Group which has held a committee meeting and is planning further public meetings.
- There are currently 8 active volunteers assisting with specific projects

Budgeted frontline Customer Service Officer costs £122,982. Cost per visit £1.31

LIC Statistics	12/13	13/14	14/15
Visits	168,126	163,150	154,357
Enquiries	66,794	75,199	64,316
IT Usage	19,062	21,344	20,820
Issues	94,825	87,885	73,004
Events	381	470	702
Attendance at events	6,028	7,089	8,718

Ethnic Background	Community (census)	Library Users (Symphony)
White	59.34	32.32
Mixed	1.42	0.32
Asian or Asian British	38.43	31.82
Black or Black British	0.35	0.50
Chinese/Other Ethnic	0.44	3.71
Ethnicity undefined		31.31

Age Structure	Community (census)	Library Users (Symphony)
0-15	23.70	31.70
16-29	19.70	19.99
30-64	43.30	36.68
Over 65's	13.20	11.00
Birth date 0		0.63

- Birkby is currently open 25 hours
- There are 6 Public access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, coffee afternoons with sewing and crafts, Talk English sessions
- No Friends of Group yet, meetings have been set up to try to organise one.

Budgeted frontline Customer Service Officer costs £34,294. Cost per visit £1.40

LIC Statistics	12/13	13/14	14/15
Visits	48,203	50,953	44,616
Enquiries	19,008	15,654	11,184
IT Usage	7,332	5,992	5,425
Issues	21,086	19,423	14,269
Events	173	323	302
Attendance at events	4,854	6,061	4,376

Ethnic Background	Community (census)	Library Users (Symphony)
White	42.03	10.34
Mixed	5.15	1.88
Asian or Asian British	41.28	61.10
Black or Black British	8.17	4.00
Chinese/Other Ethnic	3.36	11.75
Ethnicity undefined		10.93
BIRKBY FARTOWN* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	23.10	56.05
16-29	24.80	14.81
30-64	49.90	24.44
Over 65's	17.50	1.18
Birth date 0		3.53
BIRKBY FARTOWN* based on LIC catchment		

- Birstall is open 45.5 hours per week
- There are 4 public access computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, school visits, Coffee+, Poetry and Readers groups, creative writing group, healthy walks, knit and natter group, Step by Step Job Club delivered by PVT. Children's craft and drawing groups.
- There is a constituted Friends of Group, holding regular committee and public meetings
- There are 10 volunteers supporting specific projects and day to day tasks

Budgeted frontline Customer Service Officer costs £68,997. Cost per visit £1.05

LIC Statistics	12/13	13/14	14/15
Visits	128,476	118,485	117,113
Enquiries	28,085	28,697	45,655
IT Usage	7,625	7,247	6,814
Issues	51,212	47,105	40,058
Events	611	705	673
Attendance at events	7,863	6,797	7,846

Ethnic Background	Community (census)	Library Users (Symphony)
White	94.49	72.84
Mixed	1.44	0.44
Asian or Asian British	3.16	1.18
Black or Black British	0.40	0.79
Chinese/Other Ethnic	0.51	3.15
Ethnicity undefined	0	21.59

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.90	36.27
16-29	16.30	11.21
30-64	45.10	34.82
Over 65's	17.40	17.04
Birth date 0		0.66

- The Chestnut Centre is currently open 66 hours
- There are 6 Public access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, supported CV/Job Search, Talk English sessions
- No Friends of Group, no volunteers

The service is run via an SLA with Fresh Horizons (2014/15) £84,565. Cost per visit £1.13

LIC Statistics	12/13	13/14	14/15
Visits	99,381	104,605	103,123
Enquiries	40,706	37,696	37,065
IT Usage	11,241	11,834	11,414
Issues	16,041	15,984	11,110
Events	233	272	268
Attendance at events	2,904	3,584	4,171

Ethnic Background	Community (census)	Library Users (Symphony)
White	58.43	35.42
Mixed	9.99	6.10
Asian or Asian British	13.52	7.24
Black or Black British	15.48	21.73
Chinese/Other Ethnic	2.56	10.07
Ethnicity undefined		19.43
CHESTNUT CENTRE* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	24.80	37.10
16-29	19.50	20.58
30-64	49.50	37.81
Over 65's	17.40	1.33
Birth date 0		3.18
CHESTNUT CENTRE* based on LIC catchment		

- Cleckheaton is open 51 hours per week
- There are 10 public access computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, school visits, Gaming (Warhammer) Group, Lego club, Coffee+, Scrabble, Craft and Creative Writing groups, Book Chat, Reading and Poetry Groups, Job club delivered by EVH as well as Family History drop in. The 50+ group run Wii fit, indoor curling sessions and Nordic Walking groups.
- Constituted Friends of Group hold regular committee and public meetings
- Volunteers supporting specific projects e.g. Cleckheaton Literature Festival, Lego club

Budgeted frontline Customer Service Officer costs £114,183. Cost per visit £1.78

LIC Statistics	12/13	13/14	14/15
Visits	117,284	115,373	106,501
Enquiries	36,264	34,963	23,350
IT Usage	11,894	13,311	12,068
Issues	124,842	113,923	105,291
Events	787	918	1,026
Attendance at events	9,026	9,632	11,216

Ethnic Background	Community (census)	Library Users (Symphony)
White	95.84	69.88
Mixed	1.11	0.47
Asian or Asian British	2.17	2.04
Black or Black British	0.47	0.52
Chinese/Other Ethnic	0.40	1.97
Ethnicity undefined		25.11

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.70	30.12
16-29	15.50	10.72
30-64	46.70	36.87
Over 65's	16.90	21.27
Birth date 0		1.02

- Denby Dale is currently open 23 hours
- There are 4 Public access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, weekly coffee afternoons, 2 readers groups, science group and a craft group.
- Denby Dale Community Project co-ordinating volunteers to support the member of staff. Approx. 25 volunteers doing regular sessions in the library

Budgeted frontline Customer Service Officer costs £14,534

Since 02/06/14 has been operating on one member of staff with volunteer support (saving of £16k)

Cost per visit £3.02

LIC Statistics	12/13	13/14	14/15
Visits	20,341	19,445	17,894
Enquiries	3,164	3,847	2,415
IT Usage	1,403	1,476	1,181
Issues	24,817	23,110	21,311
Events	170	169	204
Attendance at events	1,635	1,696	1,682

Ethnic Background	Community (census)	Library Users (Symphony)
White	98.28	50.13
Mixed	0.78	0.13
Asian or Asian British	0.62	0.39
Black or Black British	0.23	0.00
Chinese/Other Ethnic	0.11	0.65
Ethnicity undefined		48.70
DENBY DALE* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.60	41.97
16-29	13.00	8.03
30-64	48.10	28.89
Over 65's	17.80	17.88
Birth date 0		3.24
DENBY DALE* based on LIC catchment		

- Dewsbury is open 52.5 hours per week
- There are 26 public access computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, school visits, Coffee+ and Knit and Natter groups, Bookchat and Readers group as well as Family History workshops and Magic Chairs (chair bound exercise class)
- No Friends of Group
- 2 volunteers supporting day to day tasks

Budgeted frontline Customer Service Officer costs £184,901. Cost per visit £2.33

LIC Statistics	12/13	13/14	14/15
Visits	213,396	213,971	203,996
Enquiries	187,336	125,062	128,089
IT Usage	54,106	51,802	54,340
Issues	138,513	113,787	103,978
Events	348	602	733
Attendance at events	6,516	8,202	9,883

Ethnic Background	Community (census)	Library Users (Symphony)
White	56.25	38.52
Mixed	1.65	0.34
Asian or Asian British	4.11	29.98
Black or Black British	0.46	1.42
Chinese/Other Ethnic	0.52	6.46
Ethnicity undefined		23.28

Age Structure	Community (census)	Library Users (Symphony)
0-15	25.20	25.91
16-29	20.80	25.05
30-64	43.50	39.79
Over 65's	12.30	8.49
Birth date 0		0.75

- Golcar is currently open 24 hours
- There are 4 Public access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, knit ‘n’ natter and self-run readers’ group.
- Active Friends of Group and 20 library volunteers currently undergoing training

Budgeted frontline Customer Service Officer costs £31,550 Cost per visit £2.33

LIC Statistics	12/13	13/14	14/15
Visits	29,096	29,092	23,590
Enquiries	7,672	8,227	5,467
IT Usage	1,860	2,018	1,684
Issues	23,740	23,854	19,433
Events	139	204	175
Attendance at events	3,754	2,914	2,730

Ethnic Background	Community (census)	Library Users (Symphony)
White	95.37	69.08
Mixed	2.17	0.80
Asian or Asian British	1.10	0.23
Black or Black British	0.80	0.23
Chinese/Other Ethnic	0.35	1.84
Ethnicity Undefined		27.82

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.60%	45.52
16-29	16.70%	10.00
30-64	47.90%	30.11
Over 65's	15.30%	11.49
Birth date 0		2.87

- The Greenwood Centre is open 25 hours per week
- There are 10 public access computers
- Activities- craft and conversation group, conversation café, regular children’s holiday activities including Summer reading challenge, school visits, Step by Step Job club and creative writing group.
- No Friends of Group
- 4 volunteers supporting specific projects: creative writing group, herb garden and craft sessions

Budgeted frontline Customer Service Officer costs £33,783. Cost per visit £1.06

LIC Statistics	12/13	13/14	14/15
Visits	45,194	45,185	53,379
Enquiries	24,057	20,829	16,457
IT Usage	17,440	17,253	14,263
Issues	15,862	14,147	11,302
Events	474	473	472
Attendance at events	8,553	6,066	6,275

Ethnic Background	Community (census)	Library Users (Symphony)
White	50.11	11.21
Mixed	2.15	0.06
Asian or Asian British	46.62	56.83
Black or Black British	0.55	1.61
Chinese/Other Ethnic	0.58	11.53
Ethnicity undefined		18.75

Age Structure	Community (census)	Library Users (Symphony)
0-15	25.20	43.30
16-29	20.80	24.74
30-64	43.50	27.19
Over 65's	12.30	3.35
Birth date 0		1.35

- Heckmondwike is open 45 hours per week
- There are 6 public access computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, school visits, Coffee+ and Craft groups
- Friends of Group hold regular committee and public meetings
- Volunteers help with specific projects e.g. Alice in Wonderland event, Read a Book Day

Budgeted frontline Customer Service Officer costs £64,500. Cost per visit £2.25

LIC Statistics	12/13	13/14	14/15
Visits	49,017	49,612	47,731
Enquiries	15,892,	20,045	33,809
IT Usage	8,880	11,612	10,903
Issues	35,405	33,295	32,119
Events	121	218	474
Attendance at events	1,537	2,772	3,342

Ethnic Background	Community (census)	Library Users (Symphony)
White	80.41	48.26
Mixed	1.40	0.50
Asian or Asian British	15.78	26.86
Black or Black British	0.38	1.22
Chinese/Other Ethnic	0.47	2.88
Ethnicity undefined		20.28

Age Structure	Community (census)	Library Users (Symphony)
0-15	21.20	34.79
16-29	18.10	18.88
30-64	46.00	34.02
Over 65's	16.10	11.81
Birth date 0		0.45
HECKMONDWIKE		

- Holmfirth is currently open 51 hours
- There are 13 Public access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, regular coffee mornings in partnership with Action on Hearing Loss, self-run readers’ groups, U3A group, writers group, knitting group, Mental Health Matters support, sharing memories partnership and family history advice sessions.
- An active Holmfirth Library Friends of Group and 14 library volunteers are due to commence training

Budgeted frontline Customer Service Officer costs £116,170 Cost per visit £2.29

LIC Statistics	12/13	13/14	14/15
Visits	87,371	87,224	84,944
Enquiries	47,370	51,580	53,852
IT Usage	9,958	8,912	8,254
Issues	85,011	89,448	82,457
Events	393	410	594
Attendance at events	4,682	7,651	8,975

Ethnic Background	Community (census)	Library Users (Symphony)
White	97.87	56.91
Mixed	1.1	0.21
Asian or Asian British	0.5	0.21
Black or Black British	0.26	0.21
Chinese/Other Ethnic	0.16	1.26
Ethnicity Undefined		41.16

Age Structure	Community (census)	Library Users (Symphony)
0-15	19%	35.08
16-29	12.5%	8.57
30-64	48.4%	34.88
Over 65's	18.3%	19.51
Birth date 0		1.97

- The home library service geographically serves residents in the whole of Kirklees.
- The home library service is available to any Kirklees resident who is unable to visit a library due to reasons of age, infirmity or disability.
- Information about services such as benefits advice, health promotions and safety information is shared with customers by trained and knowledgeable staff.
- The Service currently serves 655 house bound people aged between 40 to 90+ on a fortnightly basis. On average we provide a service for up to 60 people each day which involves staff selecting anything from 2 -15 items per person.
- We currently operate up to three runs per day Monday to Friday from 8.30am till 4.00pm (Includes some of the preparatory work required for the runs, e.g. stock selection.)
- Each run currently serves approximately 20 - 25 customers. Runs are allocated based on areas to prevent overlap and to ensure that we are delivering a cost effective service. We currently have three Home Service Vehicles.
- There are currently no active volunteers

The Home Library Service is available to anybody who is unable to:

1. leave their home
2. travel to a library due to disability, short term incapacity or long term illness
3. carry items to or from a library
4. visit a library due to caring responsibilities

Budgeted running costs £315,360. (includes the majority of operational deliveries costs, vehicles and staff)
Cost per visit £36.29.

HLS Statistics	12/13	13/14	14/15
Visits	13,252	14,235	13,198
Enquiries	1,719	1,996	1,312
Issues	197,388	188,563	172,475
Events	-	1	-
Attendees at events	-	20	-

- Honley is currently open 28 hours
- There are 4 Public access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, Family History Advice sessions, knit ‘n’ natter, self-run readers’ group and Carers Support partnership
- There is an active Friends of Group
- Volunteers have been trained and are supporting library staff for over half of the current opening hours

Budgeted frontline Customer Service Officer costs £38,410 Cost per visit £2.43

LIC Statistics	12/13	13/14	14/15
Visits	29,390	28,344	27,352
Enquiries	9,113	6,621	6,024
IT Usage	3,147	3,021	2,450
Issues	29,099	27,548	24,581
Events	172	176	200
Attendance at events	1,917	1,298	1,757

Ethnic Background	Community (census)	Library Users (Symphony)
White	95.96	62.77
Mixed	1.59	0.63
Asian or Asian British	1.20	0.83
Black or Black British	0.77	0.42
Chinese/Other Ethnic	0.46	2.29
Ethnicity Undefined		33.06

Age Structure	Community (census)	Library Users (Symphony)
0-15	17.40%	35.97
16-29	13.50%	9.18
30-64	46.90%	30.14
Over 65's	18.50%	21.27
Birth date 0		3.44

- Huddersfield is currently open 55 hours
- There are 38 Public Access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, regular digital support sessions; a reference and business information service, including access to on-line business tools and other electronic resources, Local Studies lunch clubs; regular coffee morning which includes either a health related activity or information-giving; a local studies and family history service, including access to on-line resources; regular readers groups and events, including a specialist reading group for the visually impaired; games club; Raspberry PI coding club
- No Friends of Group yet, there is a list of interested volunteers

Budgeted frontline Customer Service Officer costs £638,744 Attendants £95,941. Cost per visit £2.50

LIC Statistics	12/13	13/14	14/15
Visits	611,047	523,593	508,982
Enquiries	309,350	319,334	357,692
IT Usage	109,112	87,635	90,937
Issues	334,315	302,341	271,519
Events	721	870	1,201
Attendance at events	11,341	12,993	13,386

Ethnic Background	Community (census)	Library Users (Symphony)
White	75.93	25.23
Mixed	3.79	0.62
Asian or Asian British	14.17	8.09
Black or Black British	4.18	2.97
Chinese/Other Ethnic	1.93	6.63
Ethnicity undefined		56.74
HUDDERSFIELD		

Age Structure	Community (census)	Library Users (Symphony)
0-15	19.30	18.99
16-29	20.90	19.40
30-64	45.80	43.34
Over 65's	16.50	17.14
Birth date 0		1.12
HUDDERSFIELD		

- Kirkburton is currently open 32 hours
- There are 4 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, regular coffee afternoons, a local history group, family history sessions, self- run Readers' group and a knit and natter group
- There is a Friends of Group
- Volunteers to start training in October 2015

Budgeted frontline Customer Service Officer costs £45,939. Cost per visit £3.16

LIC Statistics	12/13	13/14	14/15
Visits	29,936	28,198	25,534
Enquiries	8,059	5,811	5,024
IT Usage	1,954	2,277	1,930
Issues	38,916	36,261	33,206
Events	241	263	285
Attendance at events	5,233	6,789	5,548

Ethnic Background	Community (census)	Library Users (Symphony)
White	96.71	48.41
Mixed	1.22	0.65
Asian or Asian British	0.97	0.49
Black or Black British	0.41	0.16
Chinese/Other Ethnic	0.69	1.14
Ethnicity undefined		49.14
KIRKBURTON* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	17.40	38.61
16-29	19.50	8.41
30-64	44.40	35.10
Over 65's	16.30	17.22
Birth date 0		0.57
KIRKBURTON* based on LIC catchment		

- Kirkheaton is open 15 hours per week
- There are 3 public access computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, school visits, regular coffee afternoons, Knit and natter group. Reading group and History group
- No Friends of Group
- 12 volunteers work on a rota basis to support one member of staff with day to day tasks

Budgeted frontline Customer Service Officer costs £21,519

Since January 2014 has been operating on one member of staff with volunteer support (saving of £10.5k) Cost per visit £3.14

LIC Statistics	12/13	13/14	14/15
Visits	7,654	8,702	10,948
Enquiries	4,909	3,892	3,695
IT Usage	1,496	935	851
Issues	9,681	9,124	10,180
Events	36	138	203
Attendance at events	912	1,391	2,343

Ethnic Background	Community (census)	Library Users (Symphony)
White	95.48	73.06
Mixed	2.36	0.46
Asian or Asian British	1.18	2.97
Black or Black British	0.81	1.14
Chinese/Other Ethnic	0.14	2.05
Ethnicity undefined		20.32

Age Structure	Community (census)	Library Users (Symphony)
0-15	17.10	48.17
16-29	13.60	7.53
30-64	45.00	26.26
Over 65's	17.40	12.56
Birth date 0		5.48

- Kirklees Transcription Service is open 37 hours per week, 9.00 am till 4.30 pm Monday to Friday.
- The service is delivered from Huddersfield Library from which staff offer a drop in support and information service.
- The service is responsible for providing documentation in alternative formats for people with a visual impairment. The department produces documents in Braille, large print and audio format for those people who cannot access print. This includes producing Council Tax bills in large print and the creation of tactile images such as maps, plans, diagrams.
- The department provide a competitively priced service accessed not only by people with a visual impairment but also businesses, services and organisations with visually impaired customers and clients, e.g. Council Services, theatres, colleges and universities, voluntary organisations and restaurants.
- The service also produces the KR Talking News which is a free fortnightly audio newspaper produced by the department on CD and cassette, delivered to customers through the post or available as an online podcast. The KR Talking News includes views and features from local newspapers circulating within Kirklees.
- Activities - Deliver signposting and awareness raising events, organise exhibitions to introduce new technologies to vulnerable customers in a safe, supportive and non-commercial environment. Partnership work with national, local, voluntary and statutory organisations. Facilitate networking sessions for services, support for the Blind and Low Vision Group with their visual impairment strategy, organise coffee mornings and deliver outreach sessions in schools.
- The service currently works with 1 volunteer who supports with the distribution of the KR Talking Newspaper, 10 volunteers who record the audio transcription work and 35 volunteers who read on a fortnightly basis for the KR Talking Newspaper.

Budgeted frontline staff costs £80,408.

KTS Statistics	12/13	13/14	14/15
Customer Contacts	8,832	13,038	12,151
Enquiries	989	949	1,024
Jobs Completed	226	226	261
Net Income	-	£3,118	£4,419
Volunteer Hours	127	212	176
Events	-	-	17
Attendees at events	-	-	333

- Lepton is currently open 22 hours
- There are 5 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, weekly coffee mornings readers group and family history sessions.
- Early stages of setting up a Friends of Group, some meetings have been held

Budgeted frontline Customer Service Officer costs £28,263. Cost per visit £4.22

LIC Statistics	12/13	13/14	14/15
Visits	12,295	12,349	10,594
Enquiries	7,111	6,094	3,229
IT Usage	2,023	1,913	1,737
Issues	15,838	15,603	14,291
Events	79	129	133
Attendance at events	500	949	1,504

Ethnic Background	Community (census)	Library Users (Symphony)
White	93.43	51.42
Mixed	1.67	1.09
Asian or Asian British	2.49	1.96
Black or Black British	0.73	1.09
Chinese/Other Ethnic	0.31	1.09
Ethnicity undefined		43.36
LEPTON* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.50	44.88
16-26	14.00	11.98
30-64	49.60	28.10
Over 65's	19.40	13.73
Birth date 0		1.09
LEPTON* based on LIC catchment		

- Lindley is currently open 37.5 hours
- There are 8 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, weekly walkers group, Nordic Walkers, current affairs discussion group, readers groups, poetry group and a knitting group
- There is an active Friends of Group which has officers and constitution. Volunteer co-ordinator in place
- Regular Friends of Group meetings taking place.

Budgeted frontline Customer Service Officer costs £44,936. Cost per visit £1.14

LIC Statistics	12/13	13/14	14/15
Visits	69,828	71,245	64,948
Enquiries	24,424	26,180	23,994
IT Usage	7,487	8,142	7,134
Issues	79,294	74,747	69,292
Events	352	484	488
Attendance at events	7,708	8,981	6,419

Ethnic Background	Community (census)	Library Users (Symphony)
White	81.29	51.76
Mixed	3.07	1.07
Asian or Asian British	12.09	5.80
Black or Black British	2.14	1.22
Chinese/Other Ethnic	1.41	3.83
Ethnicity undefined		36.32
LINDLEY* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.30	41.57
16-29	16.70	9.67
30-64	47.80	29.61
Over 65's	19.70	17.61
Birth date 0		1.54
LINDLEY* based on LIC catchment		

- Marsden is currently open 30.5 hours
- There are 4 Public Access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits and a home educators group, readers’ groups, book chat, family history advice sessions, CAB surgery and the storytelling group
- A friends of group is in the early stages of forming and 16 library volunteers are due to commence training

Budgeted frontline Customer Service Officer costs £46,180 Cost per visit £1.99

LIC Statistics	12/13	13/14	14/15
Visits	42,437	50,624	40,416
Enquiries	13,730	16,873	12,794
IT Usage	3,318	3,679	3,178
Issues	20,805	18,332	16,058
Events	392	359	240
Attendance at events	4,373	4,046	3,056

Ethnic Background	Community (census)	Library Users (Symphony)
White	97.80	54.72
Mixed	0.92	0.22
Asian or Asian British	0.28	0.45
Black or Black British	0.64	0.22
Chinese/Other Ethnic	0.33	0.56
Ethnicity Undefined		43.82

Age Structure	Community (census)	Library Users (Symphony)
0-15	17.90%	36.63
16-29	13.30%	8.76
30-64	41.30%	34.04
Over 65's	12.10%	15.84
Birth date 0		4.72

- Meltham is currently open 28.5 hours
- There are 4 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, a regular readers' group
- An active Meltham Library Friends of Group and 13 volunteers currently undergoing training

Budgeted frontline Customer Service Officer costs £43,695 Cost per visit 2.25

LIC Statistics	12/13	13/14	14/15
Visits	29,052	34,682	34,005
Enquiries	10,103	14,972	14,830
IT Usage	2,732	3,418	2,731
Issues	26,877	26,524	24,343
Events	86	117	118
Attendance at events	2,449	2,015	1,750

Ethnic Background	Community (census)	Library Users (Symphony)
White	95.62	42.98
Mixed	1.28	0.83
Asian or Asian British	2.54	0.09
Black or Black British	0.27	0.09
Chinese/Other Ethnic	0.30	2.59
Ethnicity Undefined		53.42

Age Structure	Community (census)	Library Users (Symphony)
0-15	17.70%	33.55
16-29	13.60%	11.74
30-64	45.60%	29.11
Over 65's	19.00%	24.03
Birth date 0		1.57

- Mirfield is open 51 hours per week
- There are 10 public access computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, school visits, weekly walking group, armchair exercises, Family History drop in, 3 reading groups and recently formed Knit and Natter group, Chess Club and Dementia Cafe
- Has an active Friends of Group holding regular committee and public meetings
- 12 volunteers are supporting specific projects and day to day tasks

Budgeted frontline Customer Service Officer costs £114,361. Cost per visit £2.49

LIC Statistics	12/13	13/14	14/15
Visits	97,936	93,080	79,881
Enquiries	33,021	30,989	29,478
IT Usage	10,776	9,692	9,472
Issues	98,317	95,868	87,027
Events	361	453	398
Attendance at events	3,719	6,418	4,849

Ethnic Background	Community (census)	Library Users (Symphony)
White	96.34	52.60
Mixed	1.47	0.35
Asian or Asian British	1.47	0.96
Black or Black British	1.47	0.41
Chinese/Other Ethnic	0.40	1.62
Ethnicity undefined	0.31	44.07

Age Structure	Community (census)	Library Users (Symphony)
0-15	16.80	28.52
16-29	14.50	8.47
30-64	41.20	35.04
Over 65's	16.70	25.91
Birth date 0		2.03

- The mobile library service geographically serves the whole of Kirklees.
- Mobile libraries have a presence in every single council ward from the urban areas of north Kirklees such as Dewsbury, Batley and Thornhill, to the rural areas of south Kirklees such as Home Valley and Colne Valley.
- The two Mobile Library and Information Centre (LIC) vehicles have a satellite link, public access computers and office space. These Mobile LICs visit the same ten routes across Kirklees on a weekly basis.
- In addition the three Mobile library vehicles visit up to three routes daily across Kirklees on a fortnightly basis. The Mobile libraries visit a total of 27 routes over the fortnight with an additional outreach service on a termly basis to schools across Kirklees.
- In total the Mobile library & LIC vehicles visit 207 different halts (stops) over a two week period.
- The total number of hours the mobiles vehicles are at stops equates to 136 hours per week.
- Activities – regular children’s holiday activities including Summer reading challenge, school visits which include storytime, presence at local community events, partnership work with local businesses – Cummins, Electoral Services - Voter Registration promotion.
- There are currently no active volunteers

Budgeted running costs £392,764. Cost per visit £18.97.

Mobile Statistics	12/13	13/14	14/15
Visits	34,933	38,682	30,666
Enquiries	9,081	10,880	8,283
IT Usage	364	208	12
Issues	95,234	88,940	89,393
Events	219	187	218
Attendees at events	10,225	9,764	8,004

- Rawthorpe is currently open 25 hours
- There are 6 Public Access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, Midwives surgery, Health Visitors Child wellbeing clinic, weekly coffee afternoons and a walking group
- No Friends of Group, but 2 volunteers in training

Budgeted frontline Customer Service Officer costs £32,347. Cost per visit £1.95

LIC Statistics	12/13	13/14	14/15
Visits	37,168	38,191	30,438
Enquiries	11,339	13,228	5,686
IT Usage	5,370	5,554	5,017
Issues	12,383	12,731	11,252
Events	157	138	136
Attendance at events	1,080	1,657	1,169

Ethnic Background	Community (census)	Library Users (Symphony)
White	80.08	55.76
Mixed	4.54	4.58
Asian or Asian British	7.74	5.27
Black or Black British	5.91	12.07
Chinese/Other Ethnic	1.75	7.21
Ethnicity undefined		15.12
RAWTHORPE DALTON* LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	19.80	53.54
16-29	18.60	13.87
30-64	40.40	26.35
Over 65's	13.00	2.77
Birth date 0		3.47
RAWTHORPE DALTON* LIC catchment		

- Shepley is currently open 19 hours
- There are 5 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, weekly coffee afternoons, weekly healthy walk group, readers' group. Venue for community meetings outside of LIC opening hours e.g. WI, Good Companions, Bird and Wildlife group
- Shepley Hub Community Incorporated Charity formed, looking at asset transfer
- One trained volunteer regularly working with staff, a storytime volunteer and a second in training

Budgeted frontline Customer Service Officer costs £23,571. Cost per visit £2.29

LIC Statistics	12/13	13/14	14/15
Visits	24,779	22,371	20,613
Enquiries	10,461	10,030	9,366
IT Usage	1,322	1,115	875
Issues	21,498	19,472	17,626
Events	378	417	385
Attendance at events	6,035	5,029	5,682

Ethnic Background	Community (census)	Library Users (Symphony)
White	98.40	84.24
Mixed	0.74	0.36
Asian or Asian British	0.45	0.54
Black or Black British	0.13	0
Chinese/Other Ethnic	0.26	1.45
Ethnicity undefined		13.41
SHEPLEY*based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	20.40	40.58
16-29	11.60	5.62
30-64	45.30	28.44
Over 65's	18.70	23.55
Birth date 0		1.81
SHEPLEY*based on LIC catchment		

- Skelmanthorpe is currently open 37 hours
- There are 2 Public Access Computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly school visits, family history sessions, 2 readers groups and a craft group. Room hire venue for community groups e.g. U3A, Alzheimer’s carers, Children’s Centre Baby Massage.
- Established Friends of Group with officers and Constitution, regular meetings being held.
- Volunteers in training ready to support staff in the library

Budgeted frontline Customer Service Officer costs £43,994. Cost per visit £2.47

LIC Statistics	12/13	13/14	14/15
Visits	36,737	35,571	34,160
Enquiries	7,777	7,280	7,457
IT Usage	1,620	1,637	1,578
Issues	23,635	22,621	19,897
Events	413	379	511
Attendance at events	3,431	3,229	4,186

Ethnic Background	Community (census)	Library Users (Symphony)
White	98.43	72.61
Mixed	0.56	0.56
Asian or Asian British	0.50	0.45
Black or Black British	0.18	0.22
Chinese/Other Ethnic	0.12	1.00
Ethnicity undefined		25.17
SKELMANTHORPE* based on LIC catchment		

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.20	40.31
16-29	13.90	7.80
30-64	46.60	29.62
Over 65's	17.40	21.27
Birth date 0		1.00
SKELMANTHORPE* based on LIC catchment		

- Slaithwaite is currently open 24.5 hours
- There are 4 Public Access Computers
- Activities- weekly storytime, regular children's holiday activities including Summer reading challenge, weekly school visits, Coffee Plus, readers' group, writers group and Action on Hearing Loss partnership
- There is currently no friends of group.
- One regular volunteer who helps out at coffee mornings

Budgeted frontline Customer Service Officer costs £34,951 Cost per visit £2.83

LIC Statistics	12/13	13/14	14/15
Visits	31,654	34,388	21,505
Enquiries	7,744	9,598	6,176
IT Usage	3,079	2,648	2,098
Issues	19,907	19,467	16,382
Events	322	258	228
Attendance at events	3,034	2,452	2,240

Ethnic Background	Community (census)	Library Users (Symphony)
White	96.92	45.70
Mixed	1.36	0.66
Asian or Asian British	0.76	0.55
Black or Black British	0.67	0.77
Chinese/Other Ethnic	0.98	1.55
Ethnicity Undefined		50.77

Age Structure	Community (census)	Library Users (Symphony)
0-15	18.60%	39.62
16-29	15.50%	8.28
30-64	45.70%	35.21
Over 65's	14.30%	16.00
Birth date 0		0.88

- Thornhill Lees is open 25 hours per week
- There are 4 public access computers
- Activities- weekly storytime, regular children’s holiday activities including Summer reading challenge, weekly children’s craft activities, monthly Coffee+, regular Craft group sessions and two Conversation Cafes, Step by Step job club
- No Friends of Group
- 1 volunteer supporting specific projects

Budgeted frontline Customer Service Officer costs £36,452. Cost per visit £3.06

LIC Statistics	12/13	13/14	14/15
Visits	37,697	36,506	21,577
Enquiries	12,023	8,217	6,771
IT Usage	3,457	3,909	5,075
Issues	14,894	11,815	11,701
Events	334	131	341
Attendance at events	3,731	2,895	4,352

Ethnic Background	Community (census)	Library Users (Symphony)
White	42.30	21.16
Mixed	1.41	0.30
Asian or Asian British	55.14	54.69
Black or Black British	0.47	0.30
Chinese/Other Ethnic	0.68	6.26
Ethnicity undefined		17.29

Age Structure	Community (census)	Library Users (Symphony)
0-15	29.20	60.66
16-29	20.10	12.67
30-64	49.00	22.50
Over 65's	15.30	2.24
Birth date 0		1.94

Servicepoint/Ward	Hours Open	Active Borrowers	Enquiries	IT usage	Total Issues	Total Activities	Activity per hour	No Visits 2014/15	No of visits per hour	Customer & Exchequer 2015/16 Original Budget							
										Annual Expenditure Budget	Annual Income Budget	Annual Relief Budget	Annual Manag't Budget	Total Budget	Budgeted Cost per hour	Budgeted Cost per visit	Budgeted Cost per activity
Almondbury	24.50	600	13,377	1,456	18,322	33,155	26	32,840	26	32,689	-918	8,336	16,960	£57,067	£44.79	£1.74	£1.72
Batley	48.50	4,966	64,316	20,820	73,004	158,140	63	154,357	61	120,750	-11,450	30,791	62,648	£202,739	£80.39	£1.31	£1.28
Birkby	25.00	844	11,184	5,425	14,269	30,878	24	44,616	34	35,630	-961	9,086	18,486	£62,240	£47.88	£1.40	£2.02
Birstall	45.50	2,281	45,655	6,814	40,058	92,527	39	117,113	49	70,651	-2,921	18,016	36,656	£122,402	£51.73	£1.05	£1.32
Chestnut centre	66.00	1,118	37,065	11,414	11,110	59,589	17	103,123	30	91,082	-1,159		26,681	£116,604	£33.98	£1.13	£1.96
Cleckheaton	51.00	4,300	23,350	12,068	105,291	140,709	53	106,501	40	112,940	-10,821	28,800	58,596	£189,515	£71.46	£1.78	£1.35
Denby Dale	23.00	784	2,415	1,181	21,311	24,907	21	17,894	15	31,390	-1,582	8,004	16,286	£54,098	£45.23	£3.02	£2.17
Dewsbury	52.50	9,080	125,089	54,340	103,978	283,407	104	203,996	75	188,213	-20,528	47,994	97,650	£313,329	£114.77	£1.54	£1.11
Golcar	24.00	880	5,467	1,684	19,433	26,584	21	23,590	19	31,550	-976	8,045	16,369	£54,988	£44.06	£2.33	£2.07
Greenwood Centre	25.00	1,535	16,457	14,263	11,302	42,022	32	53,379	41	34,177	-4,076	8,715	17,732	£56,548	£43.50	£1.06	£1.35
Heckmondwike	45.00	2,225	33,809	10,903	32,119	76,831	33	47,731	20	62,824	-3,952	16,020	32,595	£107,487	£45.93	£2.25	£1.40
Holmfirth	51.00	3,429	53,852	8,254	82,457	144,563	55	84,944	32	116,170	-11,622	29,623	60,272	£194,443	£73.32	£2.29	£1.35
Honley	28.00	970	6,024	2,450	24,581	33,055	23	27,352	19	38,410	-1,594	9,794	19,928	£66,539	£45.70	£2.43	£2.01
Huddersfield	52.50	17,218	357,692	90,937	271,519	720,148	264	508,982	186	760,668	-77,833	193,969	394,655	£1,271,459	£465.74	£2.50	£1.77
Kirkburton	32.00	1,244	5,024	1,930	33,206	40,160	24	25,534	15	47,404	-3,427	12,088	24,594	£80,659	£48.47	£3.16	£2.01
Kirkheaton	15.00	427	3,695	851	10,180	14,726	19	10,948	14	20,391	-1,765	5,200	10,579	£34,405	£44.11	£3.14	£2.34
Lepton	22.00	450	3,229	1,737	14,291	19,257	17	10,594	9	29,053	-6,778	7,408	15,073	£44,757	£39.12	£4.22	£2.32
Lindley	37.50	2,546	23,994	7,134	69,292	100,420	51	64,948	33	46,356	-8,473	11,821	24,051	£73,754	£37.82	£1.14	£0.73
Marsden	24.00	882	12,794	3,178	16,058	32,030	26	40,416	32	46,180	-1,599	11,776	23,959	£80,316	£64.36	£1.99	£2.51
Meltham	30.50	1,086	14,830	2,731	24,343	41,904	26	34,005	21	43,695	-1,048	11,142	22,670	£76,459	£48.21	£2.25	£1.82
Mirfield	51.00	3,491	29,478	9,472	87,027	125,977	48	79,881	30	117,925	-10,223	30,071	61,183	£198,955	£75.02	£2.49	£1.58
Rawthorpe/Dalton	25.00	715	5,686	5,017	11,252	21,955	17	30,438	23	34,161	-1,230	8,711	17,724	£59,366	£45.67	£1.95	£2.70
Shepley	19.00	566	9,366	875	17,626	27,867	28	20,613	21	27,986	-2,463	7,136	14,520	£47,179	£47.75	£2.29	£1.69
Skelmanthorpe	37.00	903	7,457	1,578	19,897	28,932	15	34,160	18	48,576	-1,828	12,387	25,203	£84,337	£43.83	£2.47	£2.92
Slaithwaite	24.50	906	6,176	2,098	16,382	24,656	19	21,505	17	34,951	-1,059	8,912	18,134	£60,938	£47.83	£2.83	£2.47
Thornhill Lees	25.50	640	6,771	5,075	11,701	23,547	18	21,577	16	37,563	-669	9,579	19,489	£65,961	£49.74	£3.06	£2.80
Holmfirth TIC	52.00		29,051			29,051	11	61,498	23	55,203	-8,442		28,641	£75,402	£27.89	£1.23	£2.60
Home Service		651	1,312		172,475	173,787		13,198		315,360	0		163,617	£478,977		£36.29	£2.76
Mobile Service		2,598	8,283	12	89,393	97,688		30,666		392,764	-14,744		203,777	£581,797		£18.97	£5.96
Batley CSC	42.50		30,404			30,404	39			23,638	0		12,264	£35,902			
Cleckheaton CSC	42.50		18,907			18,907	17			37,292	-5,234		19,348	£51,406			
Transcription Service						0				80,408	-5,231		41,718	£116,895			
Red Doles Lane		124	3,941		12,688	16,629				94,528	0		49,044	£143,572			
Book Fund										578,598				£578,598			
Totals		67,459	1,016,150	283,697	1,434,565	2,734,412		2,026,399		3,839,176	-224,606	553,424	1,671,102	£5,839,096			

Annual Management cost Includes Librarian, Development librarian Customer Service Managers and Senior Managers

Library Review Research 2015 – Executive Summary

For Kirklees Council

11 June 2015



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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.

Project number: STAKE04-6934
Title: Kirklees Library Review Research
Location: S:\ProjectFiles\K\Kirklees_Council\STAKE04-6934_Kirklees_Library_Review_Research_2014\Reports\Kirklees_Council_Libraries_Review_Report_(Executive_Summary)_V3f.doc
Date: 16 June 2015
Report status: Final
Approved by: Nick Lynch
Authors: Michael Fountain, Kay Silversides.
Kerry Watson and Jeremy Bushnell
Comments: Michael.fountain@qaresearch.co.uk

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

Social Inclusion offer

Library Services for people with disabilities

LICs aim to provide a totally inclusive service for all including those with a disability or other condition such as dementia, dyslexia, autism etc.

Publicity and promotion

Including targeted promotions to groups that might be isolated or vulnerable.
Including alternative formats such as large print, audio and braille.

Visually impaired

Kirklees Transcription Service ensures people are able to access the world of information be it in education, employment or leisure. The service ensures provision of Braille, large print, spoken word and other types of accessible media and assistive technologies e.g. Rollerball mouse for PCs, large keyboards and screen reading accessible software e.g. screen magnification.

The Kirklees Recorder Talking News, a talking newspaper is produced and distributed across Kirklees to those people unable to read a print newspaper whether that be due to visual impairment, physical disability, or other reason that means accessing print is difficult e.g. dyslexia.

We take part in the national initiative Six Steps and Make a Noise in Libraries fortnight.

Promote the services of RNIB and subscribe to the Clearvision project that provides materials in Braille and Moon for children with visual impairment.

Physical disability

Most of our libraries have wheelchair access including ramps and accessible WCs. Loop systems are available in many of our sites.

Mental health

Bibliotherapy on acute wards, rehabilitation wards and book chats in LICs which are completely integrative.

Resources

LICs provide a comprehensive range of resources for visually impaired people and those with conditions such as dyslexia, to help them increase their independence and wellbeing;

Consultation

We have endeavoured to ensure that the needs of people with a disability are included in surveys and consultations. This has led to their needs being taken into consideration when planning, developing and delivering services.

Partnership work

We work with several partners eg recent work with national charity Arthritis Care promoting services available to support people with disabilities. Our staff are trained to signpost to service providers e.g. Gateway to Care.

Access

Our LICs provide accessible space that can be used for events and activities by other partner's e.g recent partnership work with the Stroke Association. This would not have been possible if we had not been able to ensure access to WCs, ramps etc.

Training

Our staff are encouraged to take opportunities for training to increase their knowledge of disabilities and conditions. So ensuring appropriate provision of services and information eg Deaf Awareness, Lip Reading, supporting children with special needs.

Kirklees Transcription Service provides training for our own staff, council staff and partners in accessible print and design. They also deliver training to raise awareness of eye conditions and how to guide a visually impaired person.

Assistive technologies

Access to IT e.g Rollerball mouse for PCs, large keyboards and screen reading accessible software e.g. screen magnification.

Home Service

The Home Library Service is available to anybody who is unable to - 1: Leave their home, 2: Travel to a library due to disability, short term incapacity or long term illness, 3: Carry items to or from a library or 4: Visit a library due to caring responsibilities .

The service also provides services to care homes and other settings e.g. Priory Hospital at Dewsbury which services men with mental health issues, learning disabilities, autism etc.

Dyslexia friendly zone at Huddersfield Library

Services to children

Early years settings and school visits are inclusive and cater for ages, abilities and needs etc

We also target work with children at special schools eg Ravenhall, Castle Hill. Collections of resources cover audio, large print.

Stock

e- books

Audio

Large Print

Barrington Stoke

Access to activities and events

Including Large Print and audio available in reader's group collection.

Themed coffee mornings covering topics such as long term conditions or guide dogs.

Work with Action on Hearing Loss sessions eg at Slaithwaite.

Visually Impaired reading groups

Work with Kirklees College, 6 book challenge, for people who have a learning disability and with Pathways (Pathways provides individually tailored functional rehabilitation (activity-based therapies) across Kirklees. The service is aimed at individuals who are ready to increase their activity levels, but require initial support, often due to reduced levels of confidence and social anxiety).

Library and Information Centres Outreach Offer to Communities.

Development Librarians are responsible for horizon scanning - evaluating new national, regional and local initiatives to see how they enable the service to support the Council's priorities and deliver on the National Library Offers. They lead on introducing and embedding changes in the service in the areas listed below

In future they will continue to do the above but with more emphasis on identifying and filling gaps in service by seeking funding, working in partnership, working with volunteers and the training and support this entails.

Librarians deliver:

- **Lifelong Learning.**
E.g. planning and delivering learning sessions around financial literacy
- **Skills for Life (Literacy, Numeracy and I.T support)**
E.g. The Six book Challenge – working with people with learning disabilities
- **Local and Family History Support**
E.g Planning sessions and activities to teach people how to use Ancestry
- **Volunteer Support**
E.g Planning and delivering training sessions on stock management or how to deliver story times.
- **A well balanced stock which adheres to the service's stock policy and meets the educational, recreational and research needs of customers both now and in the future.**
E.g liaising with stock providers to ensure the stock in each service points meets the diverse needs of the users.
- **A service which is consistently imaginative and makes effective use of new technologies**
E.g teaching users how to use their Kindle or e-book device.
- **A programme of book related activities for all sections of the community.**
Planning events for children e.g. Summer Reading Challenge activities, ensuring partners deliver events to our standards and with Health and Safety and Safeguarding in mind.
- **A comprehensive and speedy information service dealing with a wide range of complex enquiries**

- E.g assisting new businesses to access relevant databases and materials to help them with set up.

At the moment a lot of this work is centred on the Library and Information Centres, in anticipation that people will cross the threshold to access the offer

The new model for Librarian working is to focus on **working out in communities with partners, with schools with parents and teachers, and less emphasis on events in libraries.**

The Library outreach offer will focus on the national library offers: **Reading, Health, Digital, Learning and Information** and supporting the Council priorities – **Early Intervention and Prevention and Economic Resilience.**

The outreach offer will be open to all people, regardless of age, ethnicity, disability or ability to pay but will consist of targeted work to a large degree.

It is envisaged the librarians will spend 30% of their time on outreach, 30% on supporting activities delivered by town and community supported libraries (e.g. training volunteers) and 35% on the planning and development of projects which would cut across all the strands of the library service.

Examples of the kind of work it is envisaged that librarians will undertake might be delivering specialist class visits, for example at Cleckheaton where school children were researching local history, managing a programme of reading related events and delivering training for staff and volunteers.

Currently Librarians use the schools dashboard to identify those schools where results in literacy indicate additional support would be beneficial (often correlates with number of free school meals etc....) so in addition to an authority wide offer, certain schools are targeted by a Librarian who advocates for the intervention we can provide e.g. Summer Reading Challenge, Carnegie/Greenaway shadowing.

In future this targeting will include those schools where access to public library resources has reduced (ie. those no longer in vicinity of a convenient mobile halt) and the work with the school will incorporate a greater emphasis on getting the message across to the parents who will need to facilitate access to library resources.

As now, the Librarians will approach schools but will only be able to work with them if the schools are willing. Experience shows us that where a successful project has taken place, schools are keen for partnership working to continue. A balance will need to be struck in maintaining working relationships with those schools whilst extending our offer to other schools – this could involve volunteers.

Appendix E – proposed opening hours

Town Libraries

Rationale for opening hours

We have used the following criteria: **level of book issues/enquiries, IT usage and visitors** to determine level of staffed opening hours.

Library	Opening Hours per week
Huddersfield	50
Dewsbury	50
Batley	35
Birstall	30
Cleckheaton	35
Heckmondwike	30
Holmfirth	40
Mirfield	35

Community Supported Libraries


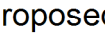
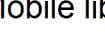
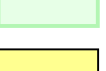
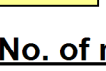
Rationale for opening hours

We have used the following criteria: **level of book issues/enquiries, IT usage and visitors** to determine level of staffed opening hours. We have also considered the level of community involvement so far. Lindley is as busy as Heckmondwike & Birstall – so whilst not a town library requires this level of staffed opening hours*






Library	Opening Hours
Almondbury	15
Birkby/Fartown	20
Chestnut Centre	20
Denby Dale	15
Golcar	15
Greenwood Centre	20
Honley	15
Kirkburton	15
Kirkheaton	5
Lindley	30*
Marsden	20
Meltham	20
Rawthorpe/Dalton	15
Shepley	15
Skelmanthorpe	15
Slaithwaite	15

Libraries, Mobile Library Users, Mobile Library Halts, One and Two Mile Radii

Key

-  Kirklees boundary
-  Proposed libraries
-  Mobile library halts
-  1 mile radius around libraries
-  2 mile radius around libraries

No. of mobile users (postcodes)

-  1 to 2 (878)
-  2 to 3 (277)
-  3 to 5 (158)
-  5 to 8 (46)
-  8 to 22 (16)



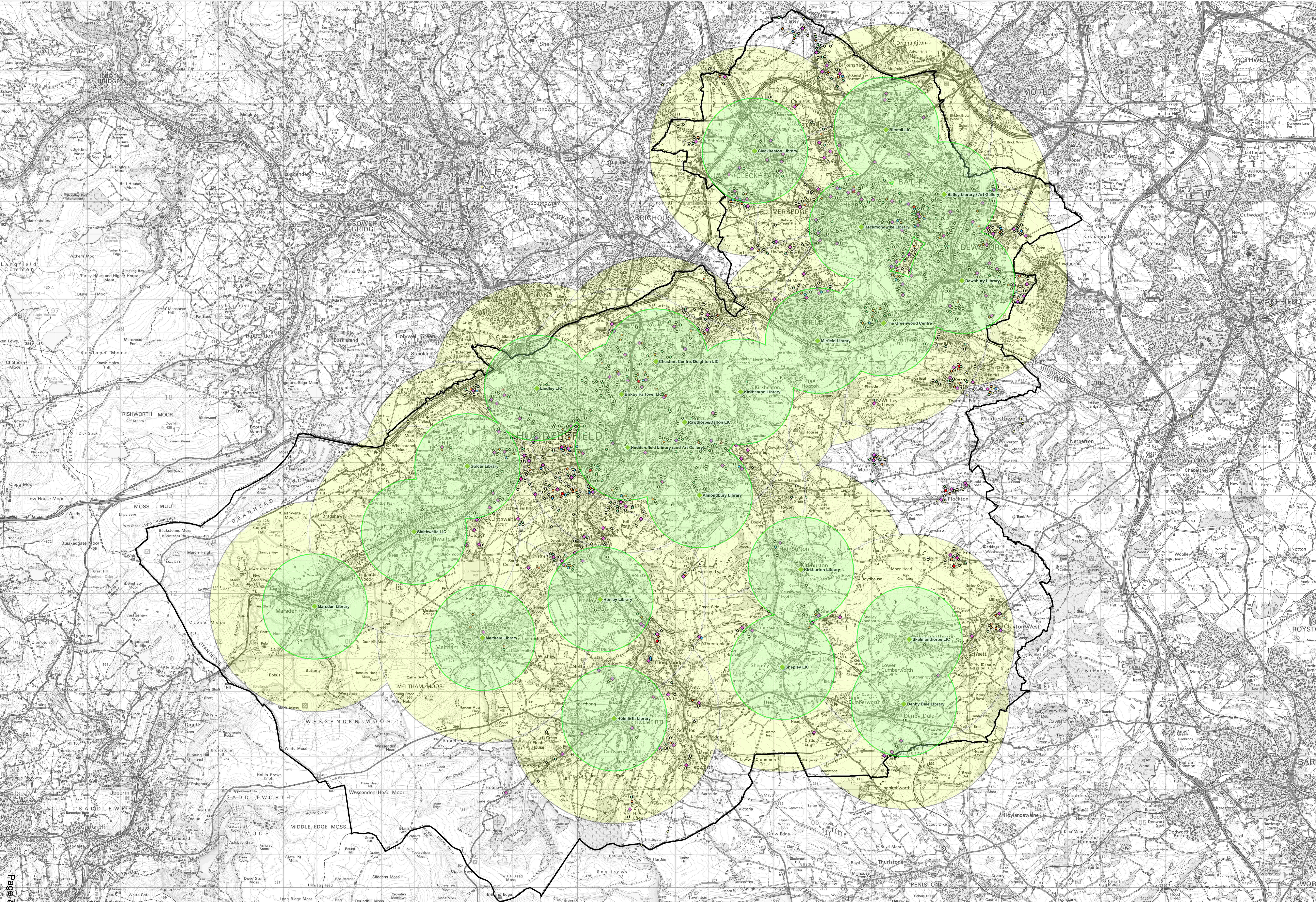
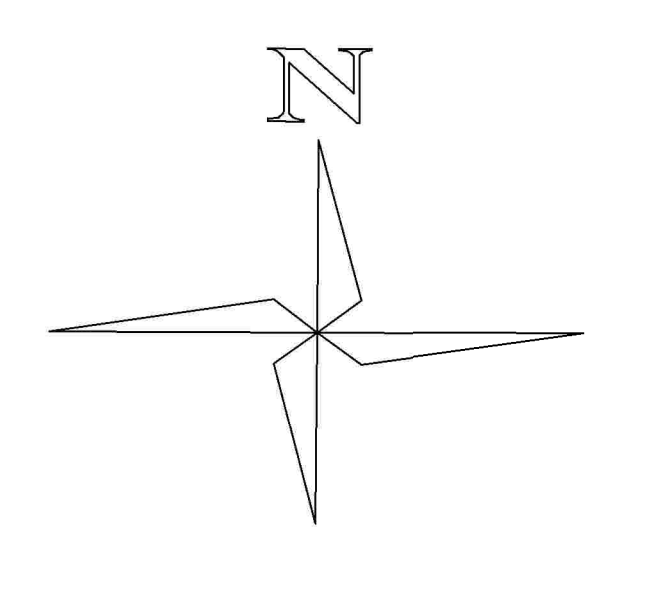
Policy Unit
Geographic Research and Information Team

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 Ordnance Survey 100019241



LIC's 2015/16 Original Budget Comparison: New Structure Proposal For 2017

Frontline Sites

Appendix (G)

Service Provider	C&E Original Budgeted FTE's	Proposed C&E FTE's	C&E Gross Original Budget	Proposed C&E Gross Budget	C&E Original Income Budget	Proposed C&E Income Budget	C&E Net Expenditure Original Budget	Proposed C&E Net Expenditure Budget
KTS & KTN	3.18	2.41	80,408	60,984	-5,231	-1,500	75,177	59,484
Huddersfield	27.56	22.11	675,226	551,917	-77,833	-25,000	597,393	526,917
Dewsbury LIC	6.97	5.59	165,001	142,605	-20,528	-5,500	144,473	137,105
Batley LIC	5.3	3.00	128,087	75,179	-11,450	-3,000	116,637	72,179
Birstall	3.04	1.76	70,651	43,767	-2,921	-2,000	67,730	41,767
Cleckheaton LIC (excludes CCP?)	3.74	2.97	84,547	73,529	-10,821	-3,500	73,726	70,029
Heckmondwike	2.61	1.76	62,824	43,767	-3,952	-1,500	58,872	42,267
Mirfield	4.72	2.03	117,925	50,270	-10,223	-3,000	107,702	47,270
Holmfirth LIC & TIC	6.93	3.41	171,373	84,933	-20,064	-4,500	151,309	80,433
Honley	1.58	0.46	38,410	12,055	-1,594	-500	36,816	11,555
Denby Dale	1.29	0.46	31,390	12,055	-1,582	-500	29,808	11,555
Home Services	8.00	6.00	315,360	204,359	0	0	315,360	204,359
Lindley	1.74	0.88	46,356	22,634	-8,473	-2,500	37,883	20,134
Shepley	1.06	0.46	24,312	12,055	-2,463	-500	21,849	11,555
Meltham	1.78	0.61	43,695	15,631	-1,048	-500	42,647	15,131
Golcar	1.37	0.46	31,550	12,055	-976	-500	30,574	11,555
Slaithwaite	1.48	0.46	34,951	12,055	-1,059	-500	33,892	11,555
Kirkheaton	0.84	0.15	20,391	3,576	-1,765	0	18,626	3,576
Almondbury	1.45	0.46	32,689	12,055	-918	-500	31,771	11,555
Birkby Fartown	1.41	0.61	35,630	15,631	-961	-500	34,669	15,131
Rawthorpe Dalton	1.29	0.46	34,161	12,055	-1,230	-500	32,931	11,555
Greenwood Ctr	1.45	0.61	34,177	15,631	-4,076	-500	30,101	15,131
Kirkburton	1.91	0.46	47,404	12,055	-3,427	-500	43,977	11,555
Marsden	1.84	0.61	46,180	15,631	-1,599	-500	44,581	15,131
Skelmanthorpe	1.79	0.46	46,814	12,055	-1,828	-500	44,986	11,555
Cleckheaton CSC	1.54	0.00	37,292	0	-5,234	0	32,058	0
Chestnut Ctr	0	0.00	91,082	14,000	-1,159	-500	89,923	13,500
TOTAL	95.87	58.63	2,547,886	1,542,535	-202,415	-59,000	2,345,471	1,483,535

Peripatetic Frontline Staff

Service Provider	C&E Original Budgeted FTE's	Proposed C&E FTE's	C&E Gross Original Budget	Proposed C&E Gross Budget	C&E Original Income Budget	Proposed C&E Income Budget	C&E Net Expenditure Original Budget	Proposed C&E Net Expenditure Budget
Development Librarian	5.08	3.00	193,368	116,593		0	193,368	116,593
Librarian	12.38	10.00	414,705	351,428		0	414,705	351,428
CSM	20.52	10.00	680,171	351,428		0	680,171	351,428
Relief CSO's	23.74	15.00	553,424	360,897		0	553,424	360,897
Attendant's	9.74	3.00	158,784	49,777		0	158,784	49,777
TOTAL	71.46	41.00	2,000,452	1,230,123	0	0	2,000,452	1,230,123

LIC Service Wide Budgets

Service Provider	C&E Original Budgeted FTE's	Proposed C&E FTE's	C&E Gross Original Budget	Proposed C&E Gross Budget	C&E Original Income Budget	Proposed C&E Income Budget	C&E Net Expenditure Original Budget	Proposed C&E Net Expenditure Budget
LIC Support	9.5	4.00	289,981	105,099	-44682	0	245,299	105,099
LIC HQ-Senior Management	4.00	4.00	198,511	200,078		0	198,511	200,078
Red Doles	2.08	2.08	94,528	95,340		0	94,528	95,340
Bookfund		0.00	578,598	520,000		0	578,598	520,000
Non Site Specific budgets	4	0.00	5,696	293,422	-66,648	-5,500	-60,952	287,922
TOTAL	19.08	10.08	1,167,314	1,213,939	-111,330	-5,500	1,055,984	1,208,439

LIC Proposed Site Closures

Service Provider	C&E Original Budgeted FTE's	Proposed C&E FTE's	C&E Gross Original Budget	Proposed C&E Gross Budget	C&E Original Income Budget	Proposed C&E Income Budget	C&E Net Expenditure Original Budget	Proposed C&E Net Expenditure Budget
Lepton	1.24	0.00	29,053	0	-6,778	0	22,275	0
Thornhill Lees	1.62	0.00	37,563	0	-669	0	36,894	0
Mobiles	8.66	0.00	392,764	0	-14,744	0	378,020	0
TOTAL	11.52	0	459,380	0	-22,191	0	437,189	0

Budget Comparison Summary

Service Provider	C&E Original Budgeted FTE's	Proposed C&E FTE's	C&E Gross Original Budget	Proposed C&E Gross Budget	C&E Original Income Budget	Proposed C&E Income Budget	C&E Net Expenditure Original Budget	Proposed C&E Net Expenditure Budget
Comparison Summary	197.93	109.71	6,175,032	3,986,598	-335,936	-64,500	5,839,096	3,922,098

EQUALITY IMPACT ASSESSMENT STAGE 3 – CUSTOMER FOCUS ASSESSMENT

Before you start you may want to refer to the [background thinking](#) and the [stage 3 guidance](#) document for help with this section.

BACKGROUND INFORMATION

(set the context of what you want to do and why. Provide evidence of appropriate research and evidence to support your rationale)

The Council's Core Budget Proposal includes £3.9 million to run a library service. This is a reduction of £1.8 million on previous budget.

Between January and April 2015 the Council consulted with the public on proposed changes to the library service.

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;

- o Face-to-face sample survey amongst a representative sample of 1,072 residents
- o Self-completion postal/online survey made available to all residents and completed by 4,675 respondents
- o 2 focus groups with Library Service users and 2 with staff
- o Telephone survey with 50 users of the Transcription Service

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- o 8 focus groups carried out by the Council with stakeholders
- o Survey of 162 children and young people carried out by the Council

Proposals

Town Libraries

These static libraries will serve the larger towns in the Kirklees area. The following options cover what will be provided by the service and this will require the involvement of volunteers. Huddersfield, Dewsbury, Batley, Birstall, Cleckheaton, Heckmondwike, Holmfirth, Mirfield.

Community Supported Libraries

These libraries will serve their communities with the help of established Friends of Groups and volunteers. Where appropriate we will work with groups around asset transfer and co-location in order to house the library service. Almondbury, Birkby/Fartown, Chestnut Centre, Denby Dale, Golcar, Greenwood Centre, Honley, Kirkburton, Kirkheaton, Lindley, Marsden, Meltham, Rawthorpe/Dalton, Shepley, Skelmanthorpe, Slaithwaite.

Proposed to close unless community come forward

The following libraries we propose to close for a combination of different reasons, including community involvement expressed so far, proximity to other libraries and transport links, current usage and low numbers responding to self-completion surveys. Lepton and Thornhill Lees.

Specialist Services

We will continue to provide Tourist Information through a merged library and tourist office at Holmfirth and at Visitor Information points in Huddersfield, Dewsbury and Marsden.

We will retain the Transcription Service that offers alternative formats e.g. Braille and Audio of standard print materials.

To ensure that older, disabled or visually impaired people can still access library services, we propose a more cost effective and personalised Mobile Home Library Service with individual deliveries to care homes and people in their own homes.

We will also review the work librarians do in the community and supporting activities in static libraries. Using their knowledge, experience and awareness

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librarians will continue to plan and introduce service developments that ensure we are meeting national agendas and local council priorities.

Proposal to Close the Mobile Service

Library Closures

WHO IS LIKELY TO BE AFFECTED BY THE PROPOSAL AND HOW (think about barriers, access, effects, outcomes etc)

Equality Group (protected characteristic)	Direct or Secondary Impact (state)	Positive, negative or neutral effect (state)	Please explain Address each group individually.
Impact of closure of Service Points throughout Kirklees.			
All users	Direct		<p>General</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Introduction of e-books and more opportunities to access services online – for people who are online and who are confident users of digital technology increased online activity is good news and can mean services are delivered quickly. Introduction of Wi-Fi into libraries will enhance access. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Not all users have access to the internet or have PCs or laptops at home. • Welfare reform has had an impact on why people use libraries and staff are supporting around this issue more and more.

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<p>Age</p>	<p>Direct</p>		<ul style="list-style-type: none"> • Access to a local library means that those who read a lot can visit frequently and take a few books at a time. Going to a library further away may mean less visits and the need to carry more books. This could impact on the elderly and those with a disability. Home Service will have capacity to take on more users. • Potential impact on remaining libraries in terms of ability to satisfy demand. <p>Children and Young People</p> <p><u>Potential Positive Impact</u></p> <ul style="list-style-type: none"> • Children and Young People are more likely to use e-books and access information via mobile devices. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Many children and young people would find it difficult to regularly travel to another library if their local library closed. • Pre-school and school age – potential impact on educational attainment and health and wellbeing • Opportunities for volunteering will be less, less (including work experience and Duke of Edinburgh placements). <p>Adults</p> <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Potential impact in relation to access to IT for benefits, access to courses and essential skills training, particularly around employment e.g Job opportunities, CV and job application forms • Opportunities for volunteering will be less.
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			<p>Older People</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • The Home Service will still deliver books to people at home and in residential care homes, who could not otherwise get to a library. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Many older people would find it difficult to regularly travel to another library if their local library closed. For elderly people having a library within walking distance gives a purpose to regular walks. • Older people use their local libraries as a meeting place to prevent social isolation, potential impact on health and wellbeing • Older people do not always have access to the internet and often require more support. • Older people are often on a lower income.
<p>Disability</p>	<p>Direct</p>		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • The Home Service will still deliver books to people at home and in residential care homes, who could not otherwise get to a library. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Many disabled people would find it difficult to regularly travel to another library if their local library closed. • Potential impact on health and wellbeing

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Disability - Visual Impairment			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Braille and audio services and the free Talking Newspaper for the blind will be accessible through the Kirklees Transcription Service. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Identified under general disabilities
Disability – Mental Health			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • We will continue to provide Bibliotherapy (helping people improve mental health and wellbeing) as part of the Librarian Outreach Programme. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Local libraries are seen as a safe, neutral environment and users with mental health issues often build up relationships with staff members and may feel the busier town libraries would not offer them the same service.
Disability – Learning Needs and Autism			<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Local libraries are seen as a safe, neutral environment and users with

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			learning difficulties often build up relationships with staff members and may feel the busier town libraries would not offer them the same service.
Marriage & Civil Partnership			Unknown impact?
Pregnancy & Maternity	Direct		<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Activities for babies also act as a support network for new parents and many people would be concerned if they lost this local resource • Information and signposting to support services could be lost.
Race	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Books available in other languages are held at the core libraries. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Some of our local libraries are used much more by ethnic minorities. Closure could affect their ability to use the library service. For example in Birkby/Fartown LIC is seen as a safe and neutral space and Asian women are allowed to access the facility but would not be allowed to travel to another library in another town. • People with English as a second language often use libraries for internet access and printing. • Migrant workers move around and may be disadvantaged by closure of local libraries. • Potential impact in relation to ESOL, access to IT. • If ability to join in group activities are removed this could result in social isolation and have an adverse effect on health and wellbeing and fostering of good relations between different groups.

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Religion and belief	Direct		<ul style="list-style-type: none"> • People access information through our book stock and leaflets
Sex			<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Could affect parents of pre-school and school age children mainly women who attend events as a means of preventing social isolation, depression etc.
Sexual Orientation	Direct		<ul style="list-style-type: none"> • People access information through our book stock and leaflets
Other groups (e.g. carers (socioeconomic, travellers etc)	Direct		<p>Socio-economic</p> <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • People living in areas of higher deprivation, where there are a high proportion of lone parents, lower levels of car ownership and more people with low educational qualifications and experiencing poverty would be disadvantaged by a loss of local service. • Potential impact in relation to access to IT for benefits, especially job seekers allowance, access to courses and essential skills training, particularly around employment e.g Job opportunities, CV and job application forms. Unemployed use library facilities more and more. <p>Carers</p> <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Potential impact in relation to social isolation, rural isolation and respite opportunities.

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<p>Geographical Impact and/or community cohesion.</p>	<p>Direct</p>		<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Rural isolation if outlying libraries close • Cost of travel to town library • Time taken to travel to town library • Local libraries offer a wide range of activities/facilities for the community, potentially reducing community tensions. Withdrawal of this opportunity could increase community tension. • Staff often pick up on potential tensions and this local knowledge would be removed.
<p>Staffing implications</p>	<p>Direct</p>		<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Whilst every effort would be made to deploy staff there will inevitably be some redundancies. The library service has a high proportion of female staff

WHO IS LIKELY TO BE AFFECTED BY THE PROPOSAL AND HOW (think about barriers, access, effects, outcomes etc.)			
Equality Group (protected characteristic)	Direct or Secondary Impact (state)	Positive, negative or neutral effect (state)	Please explain Address each group individually.
Impact of Community Supported Library and Information Centres (CSLICs)			
Age	Direct		<p><u>General Concerns</u></p> <p>A concern is whether volunteers in community supported library and information centres (CSLICs) will have sufficient knowledge, skills and training to enable them to meet the needs of people of different ages as compared with staff employed by the Council.</p> <p>Another general concern is the ability of volunteers to offer fully differentiated services and activities to cater for diverse needs.</p> <p>This is being addressed in the training given.</p> <p>Children and Young Adults</p> <p><u>Potential positive and neutral impacts:</u></p> <ul style="list-style-type: none"> • CSLICs will continue to provide books, internet access, and access to Summer Reading Challenge, Story Times and Rhyme Times.

			<p>There could be an opportunity for CSLICs to open at more convenient times for children.</p> <ul style="list-style-type: none"> • There is the potential for CSLICs to offer a wider range of activities/facilities for the community outside of library opening hours, some of which they may target at young adults, such as film nights, as already done at Chestnut centre or coffee shops. • Older children and teenagers may benefit positively from the anonymity of using a self-service kiosk as opposed to taking their book selection to a member of staff. • Children will be able engage with new technologies to enjoy using the self-issue machines to issue and take out their own material. • CSLICs should look to involve children on their steering groups or committees. • Parents and carers with pushchairs will still be able to access the stock as volunteers will receive training in the correct layout of the library. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Library staff are a trusted source of advice for young people – there is a concern that volunteers cannot match this. • Many children and young people will be concerned about the sustainability of the CSLIC model, as they would find it difficult to regularly travel to another library if their local library reduced it’s opening hours, did not offer hours accessible to those in school or closed. • Potentially volunteers will not be able to access the full borrower details on the Library Management system – something that is especially useful for children borrowing lots of books. • There are concerns about the ability of volunteers to identify
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			<p>appropriate books at the right level for children to support their literacy development. Training would need to be robust but is not something quickly learnt.</p> <ul style="list-style-type: none"> • Safeguarding – some parents may have concerns about taking their children to a library supported by volunteers rather than paid staff, and some children could be deterred themselves from going to the library. • Some parents could be concerned that volunteers may have unreasonable expectations of child behaviour, based on their own views of parenting and that the libraries will not be as child friendly as they currently are. • Young people or parents seeking information other than in books or the internet may need to wait while the volunteer uses the Enquire service or telephone a staffed library. <p>Adults</p> <p><u>Potential positive and neutral impacts:</u></p> <ul style="list-style-type: none"> • CSLICs will be able to propose increases in library opening hours for the benefit of the local community. This may make the library more accessible for adults who are working or who have other commitments during the day. • The library remaining open will benefit those on low incomes who cannot afford to travel to another library and who need to use the free internet for job searching and other similar activities. • Activities which adults can attend at the library which aid social inclusion, e.g. children’s events, reading groups, job clubs, learning events will continue. • Volunteering will enable more people in the community to gain
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			<p>new skills and experiences.</p> <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Often volunteers come from existing community groups in the area and this can be potentially off putting and seen as ‘cliquey’. <p>Older People</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • It has been shown nationally that many of the volunteers who come forward to support libraries are retired people who are looking to remain active and play a part in their community. This can have a positive impact on social inclusion and health and wellbeing, fostering good relations amongst the community and encouraging older people to participate in public life. • Experience of self-service kiosks at Huddersfield Library suggests many elderly people adapt quickly to the self-service kiosks • As people get older their library needs will still be met locally and they will have local access to any special services they need e.g. large print or talking books <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Potentially volunteers will not be able to access the full borrower details on the Library Management system – something that is especially useful for older people borrowing lots of books who are unable to remember what they have read.
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			<ul style="list-style-type: none"> • Older people may be worried about losing a trusted member of staff who knows them and their reading habits, and having to deal with a number of volunteers. • Some older people may be less able to use a self-service kiosk and also prefer the face to face contact and help from staff. • Safeguarding – some vulnerable adults and their carers may have concerns about using a library run by volunteers rather than paid staff.
Disability - General	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Users with a disability will still be able to enjoy access to a wide range of services, such as free audiobooks, assistive computer technology, hearing loops in all service points. Braille services and the free Talking Newspaper for the blind will be accessible through the Kirklees Transcription Service. • The Home Service will still deliver books to people at home and in residential care homes, who could not otherwise get to a library. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Some disabled people may be less able to use a self-service kiosk and also prefer the face to face contact and help from staff. • Safeguarding – some disabled people may have concerns about using a library supported by volunteers rather than paid staff. A concern is whether the volunteers in CSLICs will have sufficient training to enable them to meet the needs of people with different

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			<p>types of disabilities compared with staff employed by the Council. This will be addressed through training</p> <ul style="list-style-type: none"> • People with disabilities may be concerned with the sustainability of the service as they may not feel comfortable accessing a larger library and are likely to have more difficulties travelling.
Disability - Visual Impairment			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Braille and audio services and the free Talking Newspaper for the blind will be accessible through the Kirklees Transcription Service. • Volunteers will receive training on how to help people with assistive technology <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Potentially volunteers will not be able to access the full borrower details on the Library Management system – something that could be useful for visually impaired people.
Disability – Mental Health			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • People looking for information on more sensitive subjects will benefit from greater anonymity offered by self-service kiosks and the website. • There will still be access to information on mental health issues through the libraries health and wellbeing initiatives and signposting to partners. e.g Richmond Fellowship, Public Health. <p><u>Potential Negative Impacts</u></p>

			<ul style="list-style-type: none"> Volunteers are likely to be from the community they are serving and confidentiality issues could put some users off.
Disability – Learning Needs and Autism			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> As the Council will continue to provide stock for the CSLICs people with learning difficulties will still be able to access resources to support health and wellbeing, reading and learning. Providing opportunities for volunteering to people with learning difficulties/autism could be a valuable chance for them to gain experience and develop skills. Extra support would be required. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> People with a learning disability/autism may have concerns about how a volunteer will be able to support them, and people who struggle to cope with change may be concerned at the number of different volunteers they have to interact with. This may impact on the level of trust and confidence they have in the library to help them and the fear of not getting enough support could dissuade people from using the service. People with dyslexia or learning disabilities may be less able to register on line and may need support to access services via the web.
Disability - Hearing Impairment			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> All CSLICs would have a hearing loop <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> No others identified other than outlined in general disabilities.

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<p>Disability - Physical</p>			<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Volunteers will receive training on the layout of the shelving units so there should be no change to the ability of the wheelchair users • People with disabilities have many ways of accessing the library service without visiting a branch – such as through online resources. Also the Home Service has free access to books, ebooks and eaudiobooks. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • No others identified other than outlined in general disabilities.
<p>Marriage & Civil Partnership</p>	<p>Direct</p>		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • No other impacts identified other than set out above. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • A concern is whether the volunteers in CSLICs will have sufficient training to enable them to meet the needs of people with different lifestyles. • Volunteers are likely to be from the community they are serving and confidentiality issues could put some users off.
<p>Pregnancy & Maternity</p>	<p>Direct</p>		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • Continued access to literature, self-help books and signposting to partners who work in this field e.g. Auntie Pam’s. • CSLICS will continue to provide activities for babies and new mums. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Volunteers are likely to be from the community they are serving and confidentiality issues could put some users off.

			<ul style="list-style-type: none"> • Activities for babies also act as a support network for new parents and many people would be concerned if they lost this local resource if the CSLIC was unsustainable.
Race	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • The introduction of volunteers presents an opportunity to increase the diversity of the people serving the public through Kirklees Libraries. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Members of different races may be discouraged from using the library if the volunteers are not representative of the local community. • Some communities in North Kirklees where there is a higher level of ethnic minorities have higher levels of social deprivation. For instance at Ravensthorpe the IT provision is highly valued as some people cannot afford to own PCs and laptops. Many people would be concerned if they lost this local resource if the CSLIC was unsustainable, or if no-one from the community came forward to run the service. • People who have English as a second language may be discouraged from using the library if they find the self-issue machines difficult to operate without assistance. To be addressed through training. • There may be concerns from members of ethnic minorities about the ability of volunteers to help them with specific cultural requirements and they may not have the same level of trust in a volunteer as they would in paid staff. This could dissuade them

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			from using the library.
Religion and belief	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • The introduction of volunteers presents an opportunity to increase the diversity of the people serving the public through Kirklees Libraries. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Members of different faiths may be discouraged from using the library if the volunteers are not representative of the local community. • Some established volunteer groups are based around church or religious organisations.
Sex	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • This could be an opportunity to train male volunteers, so this could raise the profile of men working in libraries and could positively impact on the number of male library users • If the CSLICs increase opening hours this could be advantageous to working men and women who have limited availability for going into the library. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • No other negative impacts identified.
Sexual Orientation	Direct		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • People looking for information on more sensitive subjects will benefit from greater anonymity offered by self-service kiosks and the website.

			<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> Some people may have concerns about using a library supported by volunteers. A concern is whether the volunteers in CSLICs will have sufficient training to enable them to meet the needs of people with different protected characteristics compared with staff employed by the Council. This will be addressed through training.
<p>Other groups (e.g. carers (socioeconomic, travellers etc)</p>	<p>Direct</p>		<p>Gypsy, Roma and Travellers</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> Gypsy, Roma and Traveller people who do not have a current fixed address will be able to join the library in the same way they would now. Work with Gypsy, Roma and Traveller people could still continue through the librarian outreach programme if sufficient core budget remains. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> Gypsy, Roma and Traveller people could feel apprehensive about approaching a volunteer run library, as they may be concerned that the volunteers will not meet the same standards in terms of inclusion. <p>Carers</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> Provision of signposting and information will still be available through CSLICS

			<ul style="list-style-type: none"> • Extension of opening hours could benefit Carers providing a quiet space for study and leisure. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • Volunteers will make more use of online or telephone to answer enquiries, Delays could present a barrier to Carers who may need information quickly. <p>Socio-economic</p> <p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • People in deprived areas will benefit from libraries staying open. • Opportunities for volunteering and the skills and experience gained could be beneficial for unemployed people when looking for work. <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> • People in more deprived or rural areas with no access to a car or public transport will have concerns about the sustainability of the CSLICS. People in areas of higher need are likely to require greater support and be less able to self-serve.
<p>Community Cohesion.</p>	<p>Direct</p>		<p><u>Potential Positive and Neutral Impacts</u></p> <ul style="list-style-type: none"> • This could be an opportunity to involve more people from the community, therefore helping to promote understanding and promote positive relationships. • There is the potential for CSLICs to offer a wider range of activities/facilities for the community outside of library opening hours, some of which they may target at young adults, such as film nights, as already done at Chestnut centre or coffee shops, this may reduce tensions and give opportunities to positively promote

Appendix H

			<p>community cohesion.</p> <p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> At present paid staff are made aware of potential community tensions and have a good relationship with the Police and Community Support Officers. It would not be appropriate for volunteers to be given the same level of community tension information.
Staffing implications	Direct		<p><u>Potential Negative Impacts</u></p> <ul style="list-style-type: none"> Whilst every effort would be made to deploy staff there will inevitably be some redundancies. . The library service has a high proportion of female staff.

CONSULTATION, ENGAGEMENT & PARTNERSHIP

How do you plan to consult? With who? Why?

Already done: Plus Survey, Village Library Consultation, and Library Consultation
<http://www2.kirklees.gov.uk/involve/entry.aspx?id=428>

However, we would need to do more specific consultation for EIAs on actual closures.

- Which groups protected under the Equality Act 2010 would be affected?
- What the impacts would be on those groups
- What mitigating actions could be put in place to eliminate or reduce impacts

Appendix H

Identify stakeholders/stakeholder groups and contact.
What were the results of the <i>general</i> consultation?
http://www.kirklees.gov.uk/involve/publisheddoc.aspx?ref=hgcb1eiu&e=508
What were the results of <i>specific</i> consultation?
http://www.kirklees.gov.uk/leisure/libraries/consultation.aspx
Where is the evidence of consultation that you have undertaken?
http://www.kirklees.gov.uk/leisure/libraries/consultation.aspx

WHAT NEXT ?
What has happened as a result of the consultation?
Cabinet Report submitted for decision on 22 nd of September 2015
What action will you now be taking? Detail any mitigation actions where necessary?
Service Review
How will any outcomes be monitored, reviewed, evaluated and promoted where necessary?

Review of sustainability of volunteers helping to provide the service will take place on a site basis at 6 monthly intervals.
Any Additional Information



This is the end of the Equality Impact Process. By now you should have been able to clearly demonstrate and evidence your thinking and decision(s). An update sheet has been provided should you wish to add any information at a later stage. **IT SHOULD NOW BE PUBLISHED.**

- Save this document for your own records
- Complete and save a front sheet
- Use the EIA checklist to make sure you have done everything that is required.
- Send this, a front sheet, stage 2 document and your screening tool if you have completed one to equalityanddiversity@kirklees.gov.uk

UPDATE / REVIEW SHEET
Enter text here

Date received	Format of petition	Signatures	Subject of petition	Response to petition
05-Nov-14	Paper	167	Petition about the closure of Birstall Library.	An officer will investigate and respond to the petition.
10-Dec-14	Paper and E-petition	3903	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.
14-Jan-15	Paper	11010	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.
02-Apr-15	Paper	2498	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.

10-Dec-2014	Paper	1102	Petition requesting the retention of Birstall Library and Information Centre, Market, Children's Centre and Oakwell Hall and Country Park.	This petition has been passed to the assistant Director – Customer and Exchequer Services who will investigate and respond to the Lead Petitioner. This petition will be considered as part of the Budget Consultation Exercise.
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The Batley & Cleckheaton petitions were heard at full council on 29th July 2015

In addition to these paper ones there are e-petitions that are as follows:

Petition	Petitioner	Petition target	Closing date	Signature Count
Protect Batley Library	Malcolm Haigh	Kirklees Council	Tue, 30 Jun 15	665
Petition To Save Heckmondwike Library	Alexandra Helen Bullock	Kirklees Council	Mon, 4 Jan 16	68
Petition to Save Mirfield Library	Cllr James Taylor	Kirklees Council	Wed, 3 Feb 16	361

Protect Batley Library	Collecting signatures (Closing date: 30 th June 2015)	e-petition	595	We the undersigned strongly object to any plan to move Batley Library to a new venue and sell off the iconic Carnegie Library building which was given by Andrew Carnegie to the public of Batley more than 100 years ago. The building, complete with public clock, is a vital part of the outstanding Batley town centre conservation area and the service offered there is crucial to the wellbeing, enrichment and education of people of all ages. To sell it off would rob the people of Batley of what is rightfully theirs and decimate any image of Batley being a town of which to be proud.
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<p>Petition to Save Heckmondwike Library</p>	<p>Collecting signatures (Closing date: 4th January 2016)</p>	<p>e-petition</p>	<p>26</p>	<p>We, the undersigned, strongly object to any proposals to close Heckmondwike Library, or to sell the purpose-built building, which would leave the town of Heckmondwike without a library, and result in significant numbers of staff job losses.</p> <p>--</p> <p>The Library is the only civic building in Heckmondwike, and is a community focal point. Users also come from many surrounding areas. In addition to traditional loan services and photocopying/fax, we have special loan collections of quick reads, graphic novels, and a Local History and Reference Collection. Heckmondwike Library provides free public computer access, which is constantly in demand, and hosts basic IT skills courses, local speakers, craft groups, conversation groups, and an under-5s group.</p> <p>Heckmondwike has no other centre for Citizens Advice, or a Job Centre. Drop-ins for assisted job searches, a Job Centre outreach service, and facilities such as utility bill payments, issuing of Kirklees Passports, Gateway to Care enquiries, and Blue Badge applications, are all currently offered by our library, and are necessities for our local population.</p>
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Deputations received.

14 January 2015: Paul Scaife (UNISON) re: potential cuts to Library Service & Gary Furner requesting retention of Cleckheaton Library. The decision is included at the end of the following link:
[https://democracy.kirklees.gov.uk/Data/Cabinet%20\(Holding%20Executive%20to%20Account\)/201501141645/Agenda/CHEA14011552747X.pdf](https://democracy.kirklees.gov.uk/Data/Cabinet%20(Holding%20Executive%20to%20Account)/201501141645/Agenda/CHEA14011552747X.pdf)

28th July 2015: Cleckheaton, Mirfield & Birstall Libraries.
 29th July 2015: Cleckheaton, Mirfield & Honley Libraries.

Consultations

As part of the consultation and research Cllr Graham Turner did the following.

- Visited every library and been behind the scenes at them all,
- Visited Red Doles Lane, spent half day out with the Home Delivery Service, spent half a day with the Transcription Service.
- Spent all day with the library staff at the library away day.
- Whilst going round the libraries on my visits I have spoken to many users, staff.

- Attend public meetings in Golcar, Holmfirth, Mirfield, Cleckheaton, Denby Dale, and Skelmanthorpe. Also met residents in Lepton.
- Spoken to some of these groups several times.
- Visited York library trust.
- Attended a full day's conference at Manchester central library to discuss the future of libraries nationally.
- Invited all Councillors to meet with me. Some responded by e mail which you have.
- Met with - Cllrs Judith Hughes, Linda Wilkinson, Liz Smaje, Andrew Pinnock , Nicola Turner , Musarrat Khan, Peter McBride , Naheed Mayer, Hilary Richards Mohan Sokhal, Sheikh Ullah , Donna Bellamy, Bill Armer ,John Taylor ,Nigel Patrick.

The Chief Librarian received 4 emails from the public expressing concerns and two petitions from schools in Cleckheaton (Whitcliffe Mount and Whitechapel Primary),

Service Point	Discussions/Meetings and Dates	Cllr Involvement	Officer Involvement
<p>*On-going Friends of Groups meetings or discussions with public/volunteers are now taking place at regular intervals – with the exception of: Chestnut Centre, Dewsbury, Greenwood Centre, Huddersfield, Rawthorpe/Dalton and Thornhill Lees. Work is on-going to build capacity in these areas.</p>			
<p>Almondbury</p>	<p>Public Meeting 20/09/14 Public meeting Saturday 24/1/15 Friends Group formed first meeting 07/02/15- meetings on going</p>	<p>Arranged by Cllr Phil Scott Arranged by Cllr Wilkinson</p>	<p>Carol and Alison attended. Kathryn attended Kathryn and Gillian attending</p>
<p>Batley</p>	<p>Meeting with MP, Mike Wood and 4 concerned residents. Planning meeting District Committee 16/12/14 Public meeting District Committee 20/1/15 Crochet group</p>	<p>Photo call on LIC steps March 2014 Petition submitted to Council Jan 2015 Cllr Turner on site visit</p>	<p>Carol and Alison attended. Carol attended. Carol and Alison attended Carol and Alison in attendance</p>
<p>Birkby/Fartown</p>	<p>29/03/15 Israt Ali (conservative MP candidate) held public meeting 20/05/15 meeting to start FoG- 6 attended 9 and 16/6/15 public (Carol</p>	<p>Cllr Turner spoke, Cllrs Carol Pattison and Mohan Sokhal attended</p>	<p>Carol and Kathryn attended Kathryn attended Kathryn attended- small turn</p>

	Williams) held meetings to canvass for more friends		outs no further action
Birstall	<p>Chamber of Trade – possible request for meeting not materialised.</p> <p>Meeting with MP, Mike Wood and 4 concerned residents</p> <p>Public meeting 8/12/14</p> <p>Planning meeting District Committee 16/12/14</p> <p>Public meeting District Committee 20/1/15</p> <p>Ward Forum 25/2/15</p>	<p>Save Birstall photo call in market place Summer 2014.</p> <p>Petition submitted to Council Nov 2014</p> <p>Cllr Light attended</p>	<p>Carol and Alison attended</p> <p>Carol and Alison attended</p> <p>Carol and Alison attended</p> <p>Alison to attend</p>
Cleckheaton	<p>Meeting with MP, Mike Wood and 4 concerned residents</p> <p>Public meeting 1/12/14</p>	<p>Lib Dem update Nov 2014 focus on LIC</p> <p>Petition submitted to Council Jan 2015</p> <p>Cllr A Pinnock attended.</p>	<p>Discussion with Ian Stringer September 2014 (member of IFLA). He is in contact with CL protest group. Carol advised re: budget proposals and suggested a meeting – nothing happened.</p> <p>Carol and Alison attended</p>

	<p>Planning meeting District Committee 16/12/14</p> <p>Friends of Group formed Jan 2015</p> <p>Public meeting District Committee 20/1/15</p> <p>FOG meeting 9/2/15</p>	<p>Cllr A Pinnock attended</p> <p>Cllr Turner attended as well as Cllrs A Pinnock and Lawson.</p>	<p>Carol attended.</p> <p>Carol and Alison attended.</p> <p>Alison attended</p>
Deighton -Chestnut Centre	<p>Mike McCusker shown interest in FH running completely</p>	<p>Mike McCusker informed he needs to talk to Ward Councillors</p>	<p>Carol and Kathryn had initial discussion.</p>
Denby Dale	<p>Trustees Meetings on going</p> <p>Training volunteers 17/09/14</p>	<p>Attended by Cllr Graham Turner and Cllr Jim Dodds</p>	<p>Kathryn attends (Carol attends Asset Transfer Meetings)</p>
Dewsbury	<p>Meeting with Cllr O'Donovan - 03/09/14</p> <p>District Planning meeting 14/10/14</p> <p>District Public Meeting 11/11/14</p> <p>District Planning meeting 13/1/15</p>	<p>Cllr O'Donovan</p>	<p>Carol attended with Alison</p> <p>Carol attended.</p> <p>Carol and Alison attended</p> <p>Carol and Alison attended</p>

Golcar	<p>Public meeting held– 28/07/14</p> <p>Public Meeting – 27/09/14</p> <p>Steering Group Meeting – 22/10/14 Discussion re FOG constitution</p> <p>Volunteer Group Meeting – 03/11/14 SD updated on volunteer information</p> <p>Steering Group Meeting – 10/11/14 Discussion re FOG constitution</p> <p>Visit to Milnsbridge Village Hall – To view as possible book drop location. 17/11/14</p> <p>GO steering group meeting. 01/12/14</p> <p>GO FOG AGM 06/12/14</p> <p>GO asset transfer meeting 07/01/15</p>	<p>Attended by Cllrs Turner/Richards/Marchington/Iredale Organised by Cllr Hilary Richards Attended by Cllrs Turner and Richards</p> <p>Attended by Cllr Richards/Marchington/Iredale. Included steering group members</p> <p>Attended by Cllr Richards/Marchington and members of the public.</p> <p>Attended by Cllr Richards/Marchington and members of the public.</p> <p>Met with Robert Iredale – Trustee</p> <p>Attended by Cllrs and members of the steering group Attended by Cllrs and Steering group/volunteer group members</p> <p>Attended by Cllr Richards</p>	<p>Carol attended</p> <p>Carol attended</p> <p>Salma attended</p> <p>Salma attended</p> <p>Salma attended</p> <p>Salma attended</p> <p>Salma and Steph Shaw</p> <p>Steph Shaw</p> <p>Sally Beaumont, Habiban Zaman, SD,</p>

	GO FOG Management Committee 08/01/15	Cllr Richards and Cllr Marchington	SD and Steph Shaw
Heckmondwike	<p>Planning meeting District Committee 16/12/14</p> <p>Public meeting 13/1/15</p> <p>Public meeting District Committee 20/1/15</p> <p>FOG formed Feb 2015</p> <p>Meeting John Appleyard, Chair of FOG</p>	<p>Cllrs Hall and Sheard in attendance</p> <p>Cllr Turner on site visit</p>	<p>Carol attended</p> <p>Carol and Alison attended</p> <p>Carol and Alison attended</p> <p>Carol and Alison in attendance</p>
Holmfirth	<p>Asset transfer discussion 11/09/14</p> <p>Meeting with Headmaster Holmfirth High School re: Holmfirth Adult ED Centre 7/11/14</p> <p>Public meeting with a view to setting up a FOG 15/01/15</p> <p>24/03/15 1st Meeting with HF members to set up a FOG</p>	<p>Parish Councillors</p> <p>Cllr Graham Turner</p>	<p>Carol meeting with Jonathan Quarmby and Parish Councillors (didn't happen) Carol and Salma attended.</p> <p>Attended by Carol Stump and Salma Dad</p> <p>Salma Dad</p>

<p>Honley</p>	<p>Ongoing meetings with FOG. FOG have asked for a meeting with Carol re: Policy Committee news 11/09/14 Training session for volunteers 18/09/14 02/03/15 Meeting with HL FOG re future plans</p>	<p>Cllr Greaves seem to be mostly involved. Cllr Greaves</p>	<p>Carol and Salma to attend. Salma meets with FOG. Salma Dad</p>
<p>Huddersfield</p>			
<p>Kirkburton</p>	<p>Parish Councillors meeting to discuss future. Meeting with Parish Cllrs 08/09/14 Meeting 7/10/14 07/11/14 Meeting with 2 parish Councillors and architect 01/12/14 meeting Parish Councillors Public meeting arranged for 26/02/15 1st April initial call for FoG, July FoG formed- now ongoing</p>	<p>Cllr Barraclough mostly involved. Parish Cllr John Hirst Parish Cllr Hirst, Barraclough Organised by Parish Councillors</p>	<p>Kathryn has been asked to supply costings for running the LIC and has hosted a site visit by Ward/Parish Cllrs. Kathryn attending Carol and Kathryn Kathryn attended Kathryn attended Kathryn attending</p>
<p>Kirkheaton</p>	<p>Volunteers now supporting service delivery on a regular basis Yetton Together still in contact with PRP</p>		<p>Alison has proposed beginning discussions with YT in new Year regarding LIC provision post</p>

	<p>Meeting Trish Mellor, Chair YT 30/1/15</p> <p>13/2/15 Meeting with representatives of YT committee</p>	<p>Alison attended</p> <p>Cllr Turner on site visit</p>	<p>August 2014 when Council lease ends</p> <p>Alison and Carol in attendance</p>
Lepton	<p>Initial interest from Methodist Church re: book drop if LIC closes</p> <p>28/02/15 public meeting</p> <p>9/06/15 Call for FoG meeting held</p>	<p>Cllr Phil Scott waiting until after Almondbury meeting to progress further.</p> <p>Organised by Cllr Wilkinson</p> <p>Cllrs Hughes, Wilkinson attended</p>	<p>Kathryn spoken to Methodist Church</p> <p>Carol attended</p> <p>Kathryn attended</p>
Lindley	<p>Public Meeting - 04/09/14</p> <p>Meeting with Cllr Burke 17/12/14</p> <p>Public meeting s re volunteering 26/1/15 and 12/2/15.</p> <p>05/03/15 First Friends of meeting- ongoing</p>	<p>Cllr Cahal Burke organising. Kathryn informed Cllrs Hemingway and Brice about the meeting. Cllr Burke organised</p> <p>Cllr Burke organised</p> <p>Cllrs Burke, Hemingway attend</p>	<p>Carol and Kathryn attended.</p> <p>Kathryn attended</p> <p>Kathryn attended</p> <p>Kathryn attending</p>

<p>Marsden</p>	<p>Meeting with Marsden Management Committee - 21/10/14</p> <p>Public Meeting 24/11/14 with Marsden Mechanics Committee re library update and potential FOG set up.</p>		<p>Carol and Salma attended.</p> <p>Carol and Salma attended</p>
<p>Meltham</p>	<p>Public meeting - 14/08/14 Meeting – 28/08/14 FOG visited Hudds library and B/F (to look at a reduced space).</p> <p>Meeting with FOG members</p> <p>Public meeting 26/11/14 regarding library update and volunteering</p> <p>Meeting with Meltham FOG and Richard Noon 19/01/15</p> <p>Meeting with FOG</p>	<p>Cllr Doveton-Holroyd leading.</p> <p>Cllr Greaves, Cllr Lyons, Cllr Doveton</p>	<p>No attendance requested. Carol/Salma attended</p> <p>Ann Emery hosted.</p> <p>Carol and Salma attended</p> <p>Salma attended.</p> <p>Salma and Diane Wood attended</p> <p>Salma Dad</p>
<p>Mirfield</p>	<p>Meeting with Cllr O’Donovan - 03/09/14</p> <p>District Planning meeting 14/10/14</p> <p>District Public Meeting 11/11/14</p>	<p>Ward Councillors called public meeting 2nd Sept. No contact/publicity since.</p> <p>Cllr O’Donovan</p>	<p>Carol attended with Alison</p> <p>Carol attended with Alison</p>

	Meeting with D. Pinder, Chair of Town Council re possibility of public meeting	Alison attended	
Ravensthorpe – Greenwood Centre	Meeting with Cllr O’Donovan - 03/09/14 District Planning meeting 14/10/14 District Public Meeting 11/11/14 Residents Action Group called public meeting 20 th Oct. Small number of volunteers coming forward Second public meeting held 19/1/15	Cllr O’Donovan Cllr Karen Rowland and Paula Sherriff attended Cllr Karen Rowland attended	Carol attended with Alison Carol and Alison attended Carol and Jane attended. Carol attended (Alison came late from another meeting)
Rawthorpe/Dalton			
Shepley	Village Association meeting: 30/09/14 10/11/14 Village Association, locality meeting re asset transfer 4/12/14 8/12/15 Village Association Meeting	3 members SVA plus Habi Community support, conference call Sophie (locality) Meeting Will Roebuck and Shepley Village association with ward councillors Will Roebuck organised, several put names forward to work ideas up. Will Roebuck and those interested in being on CIC committee. Agreed to	Carol and Kathryn attended. Kathryn attended Kathryn attended Kathryn attended

	14/01/15 follow up meeting from 8/12/14 10/02/15 Shepley Hub CIC library work package meeting-ongoing	be a CIC and agreed directors Organised by Roger Prescott	Kathryn attended Kathryn and Sue Wimpenny attended
Skelmanthorpe	Public Meeting -21/08/14 Public Meeting – 24/09/14 Public Meeting- 11/11/13 Public Meeting 13/01/15 Friends of SK LIC meeting 11/02/15-ongoing	Cllr Graham Turner organised Cllr Graham Turner organised Cllr Graham Turner organised Cllr Graham Turner organised- now formed Friends of Skelmanthorpe Library Cllr Turner Chair	Kathryn attended. Carol and Kathryn attended Kathryn attended Kathryn and Liz Booth attended
Slaithwaite			
Thornhill Lees	Petition organised by library users ongoing Meeting with Cllr O’Donovan - 03/09/14 District Planning meeting 14/10/14 District Public Meeting 11/11/14 Public Meeting arranged by LIC users 13/12/15	Cllr O’Donovan Cllr Ahmed attended	Carol and Alison attended. Carol and Alison attended Carol and Alison attended

Mobiles/Home Service/KTS			
Other area involvement	<p>Longwood Mechanics Hall – Robert Iredale asked for meeting to discuss book drop. 08/09/14.</p> <p>Also possible request for book drop in Milnsbridge</p> <p>Meeting Paddock Village Trust about support for their library</p>	<p>Cllr Iredale’s husband.</p> <p>Cllr Iredale’s husband</p>	<p>Alison and Salma attended.</p> <p>Carol and Alison attended</p>

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Name of meeting: CABINET
Date: 22 September 2015

Title of report: KNH Performance

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	Jacqui Gedman - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 10/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 11/09/15
Cabinet member portfolio	Councillor Cathy Scott - Housing and the Relief of Poverty

Electoral [wards](#) affected: ALL

Ward councillors consulted: N/A

Public or private: Public

1. Purpose of report

- 1.1 To update Cabinet on the services, outcomes and outputs for tenants delivered through Kirklees Neighbourhood Housing (KNH) over the last financial year.

2. Key points

- 2.1 KNH is an arm's length management organisation, which is wholly owned by the Council. This means that ownership of all the housing stock and land, remains with the Council and the tenants are Council tenants.
- 2.2 The Council commissions KNH to implement Council policies.

- 2.3 The attached annual report to Cabinet and Council, is part of the governance arrangements, which enable the Council to hold KNH to account. This is supported through a variety of mechanisms including :-
- a. Councillor representation on the Board of KNH. There is a direct line of accountability through the Council political nominees from each party on the KNH board. This strengthens direct accountability to the Council.
 - b. Direct reporting to the lead Portfolio holder/Place by AD for Streetscene and Housing and KNH Chief Executive.
 - c. Monthly reporting to the corporate resource briefing on the management of the Housing Revenue Account.
 - d. The Assistant Director (AD) of Streetscene and Housing has a primary role in holding KNH to account. This has been supported by internal mechanisms, including monthly liaison and quarterly reviews.
 - e. In addition to the representation of tenants and residents views by Councillors, KNH has challenge from Kirklees Federation of Tenants and Residents Association (KFTRA); Published annual reports with feedback channels available; Independent surveys which check tenants' perceptions. On an annual basis an independent comprehensive survey takes place to gain the views of over 500 randomly selected tenants.
 - f. The existing 5 year management agreement with KNH is due for renewal in March 2017.

2.4 The attached report looks at achievements against and progress towards

- The Council's core housing management and maintenance contractual requirements of KNH.
 - Successes included tenant satisfaction of 86%; days taken to re-let homes down from 36 days to 29 days; the number of empty homes at the year-end continues to show positive progress and was down by 61 to 254; rent arrears held by former tenants reduced from £1.7 million to £1.59 million.
- KNH's contribution to Council and its partner's strategic priorities.

2.5 The report also highlights opportunities and challenges including, but not limited to, national policy changes, welfare reform, localism and the related budget implications.

3. Implications for the Council

- 3.1 The management and maintenance of Council housing is delivered effectively in Kirklees within the allocated resources.
- 3.2 The perception of tenants and residents is positive towards the Council/KNH.

4. Consultees and their opinions

N/A

5. Next steps

KNH take on board feedback from Cabinet and continue to work in partnership/work towards delivering the Council's strategic objectives as outlined in the delivery plan.

The report is shared for full Council debate in October.

6. Officer recommendations and reasons

Cabinet note the achievements of the last financial year and the basis on which KNH are commissioned to deliver services/outcomes.

7. Cabinet portfolio holder recommendation

The portfolio holder, Councillor Cathy Scott, would like Cabinet, to note the achievements of the last financial year and the basis on which KNH are commissioned to deliver services/outcomes.

8. Contact officer and relevant papers

Helen Geldart, Head of Housing Services
Direct dial: 07976 497659
Email: helen.geldart@kirklees.gov.uk

KNH performance report – please see Appendix A.

9. Assistant Director responsible

Kim Brear, Assistant Director, Streetscene and Housing.



Annual report to Kirklees Council, 2014-15

August 2015

Quality Homes and Services in Successful Communities

Foreword by Dave Harris, Chair of KNH

On behalf of the Board and our staff, I am proud to present this annual report to the Council on the performance of Kirklees Neighbourhood Housing for the 2014/15 financial year. It tells the story of yet another year of strong achievements and hopefully gives a real sense of the quality and breadth of the services we provide to tenants and the communities in which they live. I hope the value for money appendix also shows that we do this with a constant eye for efficiencies and that our performance compares well with the best social housing providers. That tenant satisfaction with our services and support remains consistently high is especially pleasing for all of us, as that is the foundation of all we do.

KNH is part of the Kirklees family and together we are here to help deliver the Council's corporate priorities and support our most vulnerable communities as they come under increasing stress. We should all be proud of our 23000 Council houses, do everything we can to keep them decent places to live in and to protect them for future generations. Demand outstrips supply with over 10000 people wanting a Council home. Given the current environment facing social housing providers this demand will unfortunately not be met. The question 'where are our children going to live?' that underpinned the Council debate on the Kirklees Housing Strategy at full Council in November 2014 remains unanswered. The housing crisis continues and affordable good quality homes remain out of reach of far too many of our residents.

The Council has recognised that we need to build more homes. We need to build a range of different homes to meet particular needs. We need to provide homes for our ageing population. We know that a decent home is a major factor in everyone's health and wellbeing. We especially need to build more Council houses so people have truly affordable rents and a secure and decent home in which to live and bring up their families. This is at the heart of the Housing Strategy and KNH is working closely with the Council and other partners to try and deliver as much of this as possible given current circumstances.

The future is more than challenging. Several recent announcements of changes in national housing policy will make the task of meeting housing need more difficult for all of us. The four year rent reduction, announced in the July budget, will reduce the money in the HRA available for housing investment in Kirklees by £24M. Together with all social housing providers our 30 year business plan has been overturned at a stroke and will have to be revised downwards. This will have a negative effect on individuals and communities at a time when they need our support the most. In such times partners have to work ever more closely together, examine other ways of delivering services and use all the creativity and commitment we collectively have in planning for the future. KNH will continue to play its part in this and I hope this annual report gives you the confidence that we are a financially sound, well led, value driven company, with dedicated staff ready and willing to move forward on a wide range of long term partnership projects with you over the coming years.

I would like to thank our staff, our Council colleagues, other Partners and my Board colleagues for the hard work they have all put in over the past year. Special thanks to Cllr Cathy Scott, our Cabinet Member, for all her support and encouragement and to all our Councillors who have helped our work in their communities with their knowledge and commitment to improving the lives of our tenants.

Finally a very special thank you to Simon Rogers, our Chief Executive, who retires in December. Simon has led KNH since it was formed in 2002. He has done it with skill, dedication, compassion and consummate professionalism. He has helped many people along the way. Without his contribution KNH would not be the excellent organisation it is today. We have already begun the search for our new Chief Executive and Simon's proud legacy is that his successor will build on the strongest of foundations as we work with the Council in meeting the challenges to come. Simon goes with the very best wishes of all of us for his future journey.

Dave Harris
Chair of KNH
August 2015

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The cover photo shows Cllr Cathy Scott, Kirklees Council’s Lead Member for Housing, opening the newly refurbished retirement living scheme at Denham Court, Batley

1.0 Purpose of this report

1.1 This report sets out the activities and progress Kirklees Neighbourhood Housing (KNH) has made during 2014/15. It also sets out how KNH can continue to deliver services for the Council to help meet its objectives over the coming period. The report is set out in the following sections:

2.0 Background

3.0 Context and governance

4.0 Meeting the Council's requirements for housing management

5.0 Contributing to the Council's strategies and priorities:

- Economic resilience
- Health and well-being
- Early intervention and prevention

6.0 Our plans for the future

1.2 Also included at appendix 2 is our Value For Money report which sets out our approach, achievements and next steps in achieving efficiencies.

1.3 At appendix 3 is our Maintaining our Equality Duties 2015 report. This sets out what progress we are making in achieving our equality objectives as an employer and in the communities with which we work.

2.0 Background

2.1 KNH is a housing management company, 100% owned by Kirklees Council, set up in 2002 to deliver the Council's Housing Strategy for 23,000 homes. In managing the Council's homes, as well as nearly 200 for other partners, KNH is one of the largest housing organisations in the country, and the tenants remain tenants of the Council, not KNH.

2.2 The current management contract commenced in April 2012; the current contract expires in March 2017.

2.3 KNH's mission - *Quality Homes and Services in Successful Communities* – reflects the fact that whilst we are a provider of services for the Council's tenants, we also have an essential role to play in helping individuals and communities develop and prosper. KNH manage some of the most deprived areas of the borough; in partnership with the Council, the positive way in which we engage with communities and other organisations will be increasingly important as we tackle the challenges ahead and work with individuals and communities to help them do more for themselves and each other.

2.4 The Council's Delivery Plan for KNH identifies the key areas of work for the organisation; it is outcome focused and provides clear links to the Council's vision and priorities.

- 2.5 Performance management of KNH in the Council sits with the Place Directorate and is the responsibility of the Assistant Director of Housing. There are quarterly performance review meetings involving the Council's Lead Member for Housing, Assistant Director of Housing, KNH Chair and senior managers. The reviews focus on the key performance indicators as well as KNH's contribution to Council strategies and priorities; they review progress and policy to ensure that risks are taken into account and appropriate actions are taken to ensure outcomes are achieved. These business meetings are complemented by regular meetings with the Leader of the Council and Lead Member for Housing involving the KNH Chair and other Board members, as well as meetings with other senior political figures and the Council's Chief Executive, Directors and Assistant Directors. Coupled with this are a range of more informal relationship development sessions to ensure KNH is playing a full and active role as part of the Kirklees family.
- 2.6 KNH employs 380 staff, with a senior management team of three supported by five heads of service. The senior team, in common with other public service bodies, has reduced significantly over recent years.
- 2.7 KNH have sought to operate as an employer of choice and have, over several years developed our approach to Investors in People (IIP). Following a detailed inspection in late 2014, we were awarded IIP Gold, the highest level of achievement. For the first time, we also entered the Sunday Times 'Top 100 Companies to Work For' award. We were shortlisted in late 2014, and were awarded 90th place in the Top 100 Not For Profit section in February.
- 2.8 There continued to be significant challenges during 2014/15. For instance, the continued impact of welfare reform coupled with the more general economic climate saw a further 1300 tenants seek support for financial advice. Over the last two years, over 10% of tenants have sought and received debt advice from KNH staff. The roll out of Universal Credit is expected to present challenges to customers, and KNH is planning with the Council how those challenges can be met. There is no doubt that KNH, along with every other housing provider, is dealing with a set of circumstances that have had a profound impact on the delivery of services, and continue to do so. However, in spite of these and other challenges, for 2014/5 KNH can report a positive set of results.

3.0 Context and governance

- 3.1 KNH is run by a board of 15 non-executive directors; all are volunteers. Five members are appointed by the Council; five independents are appointed through a recruitment and selection process; and five are tenant representatives. The Board has overall responsibility for the strategic management of KNH.
- 3.2 During 2014/15, the Board continued to take a rigorous approach to the governance of the company. As well as ensuring that Board members have the right skills and attributes to succeed through their appraisal and training programme, the Chair and committee chairs have a prominent role in supporting the rest of the Board in driving improvement and holding the executive to account.

3.3 KNH's purpose is to meet the Council's requirements as set out in The Council's Delivery Plan for KNH and we seek to do this through the delivery of our mission: **Quality Homes and Services in Successful Communities**. This report updates the Council and other partners on progress during the last financial year in three areas:

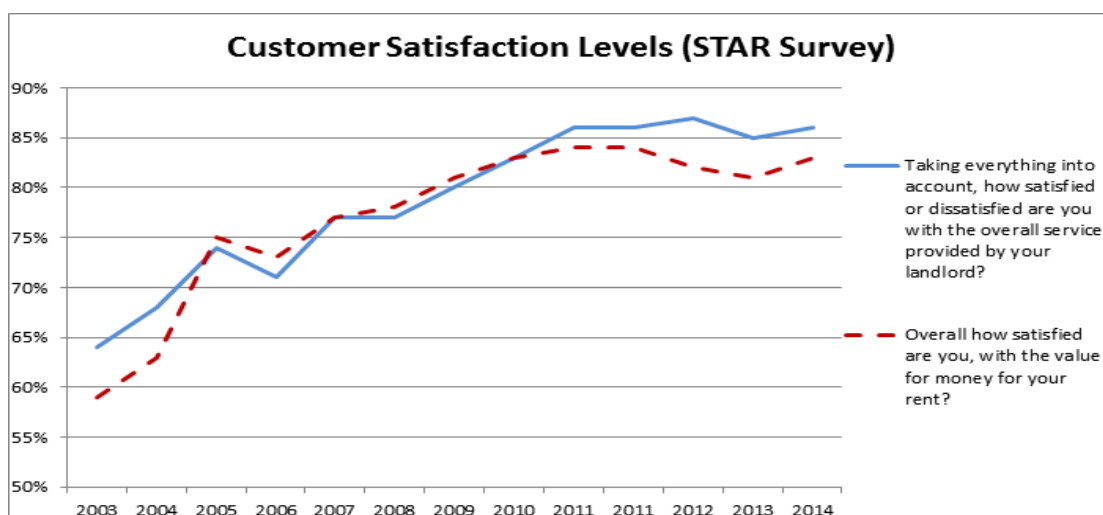
- how KNH is delivering the Council's requirements for housing management
- how we contribute to the Council's housing and related strategies and add value more widely to the Council's corporate objectives and those of its partners
- how we plan to assist the Council further to help meet its strategic objectives in the medium term

4.0 Meeting the Council's requirements for housing management

This section looks at how KNH is meeting the Council's requirements, as set out in the Council's Delivery Plan for KNH. The table at Appendix 2 shows how KNH has performed over the last two years against key performance indicators and against a benchmark group. This section looks at the main areas of housing management performance, including tenant satisfaction, rent collection, repairs, and the management of empty homes.

4.1 Tenant satisfaction with KNH services

4.1.1 The view of tenants on the service provided by KNH is a key indicator of service quality. An annual survey is carried out by an independent organisation to a national standard, known as the STAR survey. The graph below shows how overall satisfaction and satisfaction with KNH's value for money has changed since 2003.



- 4.1.2 The survey questions are based on a nationally agreed set to enable benchmarking. In late 2014, 2,800 tenants were randomly selected for survey, 850 responded, a response rate of 30%. The statistics referred to in this report are from this source.
- 4.1.3 In the past year, overall tenant satisfaction with the service provided by KNH rose by 1% to 86%. Overall satisfaction is clearly linked to tenant satisfaction with the repairs service (85% satisfied) quality of their home (83% satisfied), and that KNH listens and acts on views (65%). Satisfaction with value for money has also increased over the past year from 81 to 83%.
- 4.1.4 Satisfaction with KNH listening to tenant views and taking them into account rose from 62% to 65%. Whilst this is an improvement, it is an area requiring continued work as the result is below that of similar organisations.
- 4.1.5 Satisfaction with the neighbourhood remained at a similar level to the previous year at 84%, but has increased from 80% over the last five years, a reflection of the investment into neighbourhood improvements, Streetscene services such as grounds maintenance, and the work of KNH's popular estate caretaking service. Recent satisfaction rates show little variation between neighbourhoods – something that has not always been the case. However there will be major challenges in maintaining this level of satisfaction given funding changes in the near future.
- 4.1.6 In 2014/15, the survey showed 83% of tenants are satisfied with the quality of their home. Given the very high value tenants place on the repairs service, the partnership between Building Services and KNH is crucial to maintaining a cost effective, highly valued repairs service with high levels of satisfaction. During the last year, satisfaction with the repairs service showed an increase of 3% from the previous year to 85%. This equates to some of the best performers for repairs services nationally.
- 4.1.7 In autumn 2014, KNH was re-accredited with the national Customer Excellence Award, and following a full review, was reaccredited in July 2015.
- 4.1.8 KNH's telephony service through the Support and Information Team has faced another challenging year. The team received almost 120,000 calls in the year, a small reduction compared to the previous year. However the length and complexity of calls increased, with call waits at over 2 minutes and call times lasting over six minutes. This change has continued since 2013 and the introduction of welfare changes.
- 4.1.9 We reviewed the team during the year and call wait times so far in 2015/16 are now reducing to around 1 minute. Quality checks, carried out by a group of customers, shows the quality of service has remained high. As well as calls made to customers to assist them with bidding for homes, a wide range of housing and other concerns are dealt with by the team

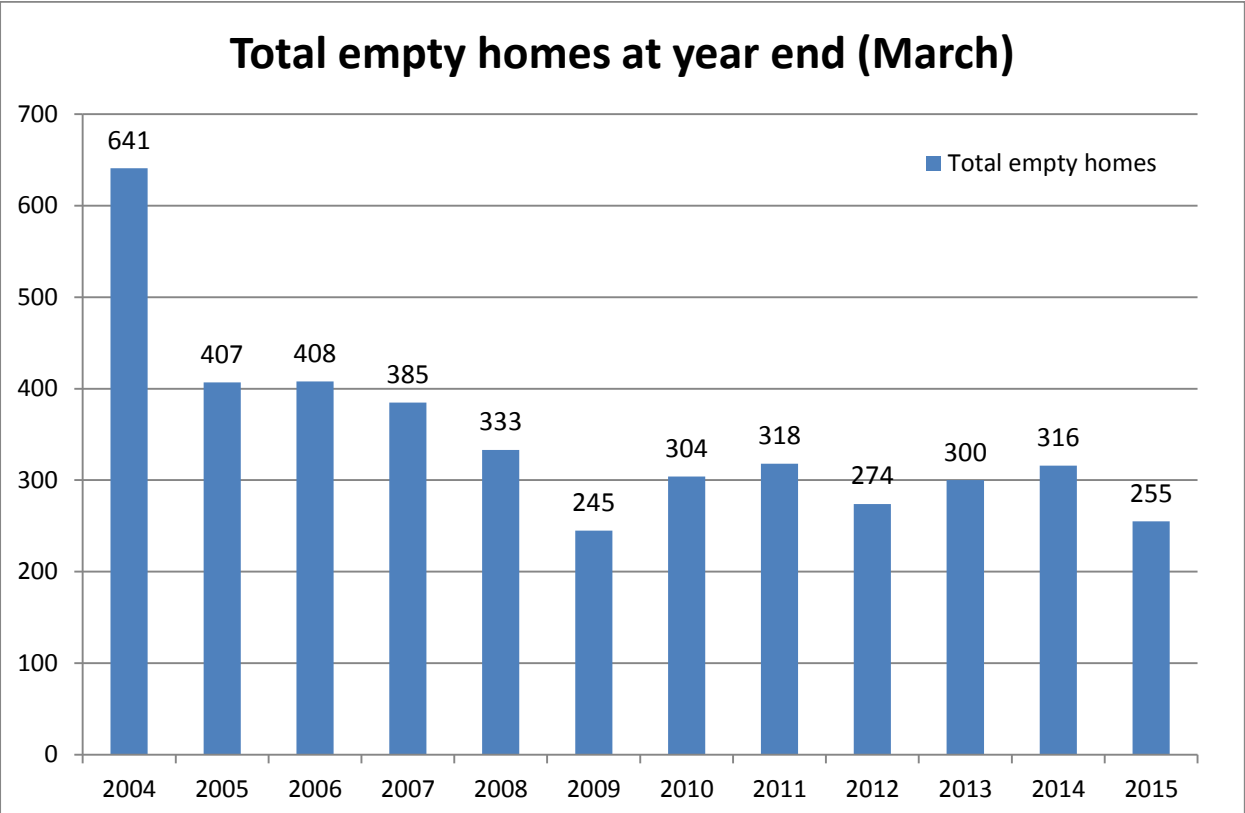
4.2 Empty homes

- 4.2.1 There was a significant improvement in empty homes performance during the year. In total 2497 homes were re-let during 2014/15 with just 255 empty at the end of March – just over 1% of the total stock. Since last year this is 61 fewer empty homes – a reduction of nearly 20%. In

contrast to last year, the first year of the under occupation charge, tenancy terminations decreased by around 11% with houses in particular turning over less frequently.

- 4.2.2 The average time taken to re-let a home reduced from 36 to 29 days, a reduction of 7 days and 20% quicker than last year. The reduction in turnover has helped this performance, but comprehensive reviews of the lettings process in partnership with Building Services – whose time to repair empty homes reduced by 3.5 days - has had the major impact. The improved performance generated an additional £300,000 for the HRA.
- 4.2.3 The lower levels of stock turnover brought the pattern back in line with historical trends. However, Kirklees turnover is relatively higher than many other areas. This may in part at least be policy driven, and it can mean that people are more able to find solutions to their housing problems. However, it also has a direct impact on costs as empty homes need to be repaired, and there are significant costs associated with the re-letting process.
- 4.2.4 KNH's 'Homefit' team continue to work with tenants under-occupying to help them find new homes more suited to their needs. Over the past year, 112 tenants with two or more spare bedrooms have been helped in this way. Another 106 found smaller homes through the allocations process.
- 4.2.5 Although the improved performance shows KNH are making more efficient use of the Council's homes, there remain 10,000 applicants on the housing waiting list, many with limited prospects of finding a suitable home as demand far outstrips supply.
- 4.2.6 KNH fully recognises the need to continue to maintain pressure in reducing empty homes numbers and re-let times. Together with Building Services colleagues, the 'LEAN' review undertaken in this last year took out unnecessary procedures and inefficiencies, but there is more to be done. In addition we will continue to work with Council colleagues to review and update allocations policies to aid more efficient letting of homes. In order to help people help themselves we are making major efforts to support mutual exchanges – in the past year 72 homes were let through this route compared to 60 in 2013/14.

As the graph shows, empty homes numbers have reduced compared to historical trends



Homefit – matching housing to tenants' needs



Homefit Officer, Sarah Jowitt, with a tenant whose life has been transformed by the service

A lady we helped last year lived in a three bedroom property and was really struggling to pay the under-occupation charge since her son and daughter had left home. She was unable to heat the property or pay for any food.

Only a year or so ago she was in work but due to ill health, she had to give up her job as she worked with heavy machinery. She was struggling to get used to living on benefits, rather than a full time wage. She became more withdrawn and her health deteriorated as she became more isolated as she could not afford to go out other than to medical appointments. Her mum was also very unwell and needed care and support, which our tenant could not give her.

When one of our arrears recovery officers visited her, they noticed that she was really struggling and managed to get her a food parcel and some credit for her gas and electric. They also made a referral to the Homefit team. A Homefit officer registered her application for Choose 'n' Move and helped support her with bidding for properties. It was not long before she had an offer of a bungalow nearer to her mum and the team arranged a removals service to help her on the day. They also helped her contact the utility companies so she could get settled into her new home.

This lady now lives only a few streets away from her mum. She can walk to see her every day and both of them benefit from the new arrangements. She is no longer paying the under-occupation charge and so is better able to afford to eat and to heat her home. She seems much more confident and loves that she has a bungalow, where she feels much safer, as she still has blackouts and falls. She is extremely thankful for the extra support from Homefit and would not have had the confidence or resources to sort her move without our support.

By staff from different teams working together, this lady now has a fresh start in a property that is more affordable and manageable for her. The effect on her mental health has been overwhelmingly positive and she can now begin to try and re-build her life.

4.3 Income collection

- 4.3.1 KNH is responsible for the collection of the Council's £80.6 million annual rent debit, including the 4.5% rent increase. **By the end of the year, 100.5% of the £80.6 million rent due had been collected.** In other words all the rent due in the year was collected as well as a substantial proportion of rent arrears. KNH are members of a northern benchmarking group including over 20 Housing Associations, ALMO's and Councils. For this last year KNH's performance on rent collection was the best in the group.

Summary of rent collection

	2013/14	2014/15
Rent collected as % in year debit (excluding historical debt*)	99.5%	100.5%
Rent collected (including historical debt *)	96.8%	97.2%
Current rent arrears (including historical debt)	£1.700 million	£1.594 million
Former arrears cash collected	£357,000	£369,310

**Historical debt includes as yet uncollected debt on current tenant accounts*

- 4.3.2 Working in close collaboration with the Council, KNH was braced for the impact of welfare reform, and in particular the under-occupation charge. The challenge was to maintain rent collection rates whilst at the same time balancing the very real needs of tenants whose incomes had fallen and who were also having to find additional finance to cover additional costs.
- 4.3.3 The Council agreed to continue to fund additional debt advisers, and their role, as well as greater support for the rent collection team, has been critical to this success. The number of debt advice referrals increased again to over 1300 cases, with increasingly complex multi-debt cases. However the emphasis on prevention is proving effective in the current climate: around £90,000 of unclaimed benefit has been awarded, £25,000 of debt owing to other creditors has been written off, and nearly £50,000 charitable and trust fund payments have been made. All of this significantly reduces financial pressure on tenants leaving them able to pay their rent. Collection rates show that this investment has been value for money, and current benchmarking show KNH to be one of the best performers nationally.
- 4.3.4 A continued increase in the number of tenants on direct debit, now at 7,500, has had the effect of steadying collection patterns whilst helping tenants manage their finances. The implementation of this policy, coupled with the preventative approach has had a very positive impact on rent collection. Significantly, and bucking the national trend, evictions were down from 152 to 147. Not only is this good news for tenants who are able to pay their rent and stay in their homes, it reduces costs and pressures on Council and other services.
- 4.3.5 In addition, KNH have arranged over 120 food parcels, helped 75 families with Christmas presents through the KNH toy store, and collected £369,000 of former tenant arrears, exceeding last year's collection.

- 4.3.6 The use of Discretionary Housing Payments (DHP) has had a positive impact on rent collection. However this can only ever be a temporary solution, and as payments to tenants come to an end in the current year, further pressure will arise in maintaining collection rates.

Debt advice team – helping tenants manage the impact of welfare reform

Our debt advisors helped more than 1300 people last year

A 48 year old single tenant went to the Customer Service Centre in an emotional state. She had no money, no gas, no electricity and hadn't eaten for three days. She was extremely distressed, emaciated and depressed and was immediately sent to see the Debt Advice Team at Perseverance House. When she arrived she broke down and was extremely anxious. We gave her a couple of bars of chocolate and a warm drink.

Once she had recovered, we began to see what else we could do to help. After a period of employment, she claimed Job Seekers Allowance but she had a number of deductions taken from her benefit. This left her with insufficient income to meet all of her essential expenditure, which meant she felt overwhelmed, helpless and she ignored calls, letters and people at the door step. As a result, she had built up rent arrears and eviction proceedings were being considered. Bailiffs were pursuing her council tax debt and she was incurring bank charges each month. In addition, she owed around £8,000 to other creditors.

We used a KNH discretionary fund to credit her gas and electric meters and arranged a food parcel. We were then able to reduce the amount of deductions from her benefit and avert further recovery action for rent arrears. We persuaded the bailiffs to return recovery to the Council Tax Section and negotiated a payment plan with them. We applied to Yorkshire Water Community Trust, who cleared her water debt. The bank agreed to refund £60 to her account. Finally, we applied to a charity, who agreed that her income was insufficient so they have agreed to give her an additional £260 every two months to supplement her income. They have also agreed to pay the £90 for a Debt Relief Order. This will result in her being debt free. As a result of the advice and support she received, the tenant was relieved, warm and had food in her cupboards. She has started smiling again.

The introduction of Universal Credit – introduced in summer 2015 in Kirklees – will present very considerable challenges to KNH and the Council in the collection of rents and other charges. We continue to work closely with Council officers to develop strategies and programmes to reduce the risks of lower rent collection rates and support vulnerable people as these changes are introduced.

4.4 Repairs and maintenance

4.4.1 On behalf of the Council, KNH delivered £24m of capital investment and £20m of revenue, funded through the HRA. As a result of the capital investment, over 3,000 homes were improved, including:

Component	Total
Bathrooms	395
Boilers	987
Electrical Systems (Full Rewires)	185
Partial Rewires	355
External Doors	672
Heating systems	436
Kitchens	286
Roofs	278

The purpose of the investment is to ensure that the £250m decent homes programmes that transformed the condition of the Council’s housing stock, and even more importantly gave tenants homes they can be proud of, is maintained and enhanced.

4.4.2 Several large capital schemes were either completed or started during the year. The sheltered housing complex at Denham Court, Batley, was completely refurbished, reducing 34 unpopular bedsits to 18 very popular, state of the art flats. The work was completed on time, under budget and to a very high standard by Kirklees Building Services.

4.4.3 Work also started on the 2,000 home photo-voltaic programme, which will help tenants reduce their fuel bills, reduce CO₂ emissions, but through the tariff arrangements, all costs will be recouped by the council in around 12 years. This and other energy efficiency schemes have resulted in KNH meeting the Council's 30% CO₂ target five years ahead of plan.

Denham Court – improving homes, improving lives



Sue Smith, with Cllr Cathy Scott in her beautiful new home at Denham Court

Residents of Denham Court retirement living scheme in Batley are enjoying the benefits of a major investment in their homes. The nine-month project has involved converting 34 bedsits, which were built in the 1970s and had become dated and unpopular, into 18 spacious, attractive and modern lifetime homes for the over-60s.

The end result is the culmination of lengthy consultation with the residents, and team work has been key to the success of the project. Residents, KNH staff, and staff from several council departments, including contractors Kirklees Building Services, as well as local suppliers, worked together during every stage of the project to make sure that the work went smoothly and that everyone was satisfied with the progress being made.

Each flat has been renovated to a high standard and designed to provide modern, spacious, comfortable and secure homes. All the new flats are up to the Lifetime Homes standard, so if residents have increasing mobility or other needs, they can be accommodated within the new flats without the tenant having to move.

The communal areas have also been improved, with new lighting, furniture and decoration giving them a 'hotel' like atmosphere. The communal kitchen, laundry and hairdressing room have also been upgraded. Outside, additional fencing has been installed, and the residents have planted flowers and shrubs within the grounds to give the final finishing touch to Denham Court.

Residents are thrilled with the results. According to Ted Brooksbank, "the past few months have been similar to the TV programme 'Grand Designs.' What a transformation! The renovation has been an unqualified success and exceeded all our expectations.

His views were echoed by neighbour Sue Smith, who said: "It was well worth the wait and it's lovely being back in such a beautiful home to be proud of."

For Colin Jones, the difference is more than cosmetic: "My new home has made a big difference to my life. There's lots more room and it's not as closed in as much as the old flat. After suffering major health problems over the last two years, I feel my new home will help further my recovery."

- 4.4.4 Other external investment includes around £600k in support of green initiatives such as thermal render, connection to gas networks, narrow cavity insulation and external rendering.
- 4.4.5 In summary, the capital expenditure has ensured Kirklees homes remain above the 'decent standard' with high levels of energy efficiency.
- 4.4.6 In addition to capital spend, over £20 million was spent on revenue works including 70,000 responsive repairs (a small decrease in numbers), gas servicing and repairs to empty homes. Tenant satisfaction with the repairs service increased from 82 to 85%, making the service comparatively one of the best for this measure.
- 4.4.7 Benchmark information from other housing organisations shows that Kirklees costs are relatively low for investment per property and responsive revenue repairs. However, continuing work will be needed to extract greater value from repairs budgets, and there continues to be pressure on damp and condensation resources as a result of fuel poverty.

KNH and Building Services will continue to work in partnership to manage repairs programmes, enabling a focus on high levels of customer satisfaction and value for money, whilst retaining a flexible and efficient workforce.

4.5 Value for money

4.5.1 A detailed value for money assessment is included as an appendix to this report. Our approach is to follow the Homes and Communities Agency value for money standard which applies to Registered Social Landlords. The standard looks at return on assets – how the investment in homes is adding value; savings made through efficiency measures; and how those savings have been reinvested to the benefit of residents and the wider community. As an arms-length company, KNH is not obliged to follow this route, but it is good practise and provides a challenge to the more traditional approaches to value for money. Some of the key value for money outcomes achieved over the past 12 months and covered in more detail in the appendix, are set out below:

- Reduction in empty homes numbers and in time taken to re-let homes has generated an additional £320k.
- Improved performance in rent collection has generated an additional £576k (representing extra cash collections on current and former tenant arrears).
- KNH has delivered around £500k of internal efficiency savings through more efficient working practices (e.g. savings on transport) as well as one off savings from procurement, including reduced insurance costs arising from actions by the Council insurance service.

- The repairs and maintenance contract with Kirklees Building Services has helped deliver significant efficiency savings, with core investment in the housing stock (maintaining decency and planned maintenance), being delivered within the budgets set at the award of the contract in 2006.
- Additional external income to fund energy efficiency measures amounting to around £600k.

5.0 Contributing to the Council's strategies and priorities

Economic resilience

5.1. Investment in the Council's Homes

- 5.1.1 Covered elsewhere in this report is the performance of KNH, and Building Services in maintaining the Council's homes. However, there are broader economic consequences and benefits arising from this work. Some £50m capital and revenue funding is invested annually. A high proportion (85%) of the work is carried out by Building Services, of whom some 90% of the workforce live in Kirklees. Subject to procurement rules, supplies and services are purchased locally, or at least within the region.
- 5.1.2 Major capital schemes, such as that at Denham Court, are not only improving the lives of residents, they are enhancing the skills base for the teams carrying out the work, aiding the move to a more flexible workforce able to compete more widely to deliver income targets, but also maintaining a healthy supply chain for goods and materials.
- 5.1.3 The recently commenced photo-voltaic programme will provide a two-year work stream for local suppliers – scaffolding for instance –as well as further enhancing Building Services' skills base in the fitting and maintenance of energy efficiency measures – which could be applied to other tenures in future years.
- 5.1.4 A biomass fuel boiler has been installed in Dewsbury providing heat and hot water to 180 homes, reducing running costs and CO₂ emissions. The £400k costs were fully funded through the energy supplier.

5.2 Increasing the supply of new homes

- 5.2.1 KNH are fully involved in the new housing delivery programme, which followed the Council's commitment to new homes agreed at Council in November 2014.
- 5.2.2 We are examining the potential to develop two small sites with Building Services, the intention being for Building Services to build new council owned homes on the sites. We are also working with Council colleagues to progress other small sites that may be suitable for fast track development.

- 5.2.3 Through 2014/15, KNH staff and Council colleagues have been developing new proposals for more than 60 new affordable homes through QSH (Quality Social Housing). KNH already manage 15 homes supplied by QSH. Their model delivers new high quality homes at affordable rents but without public subsidy, something of a unique model. Construction of 15 new homes will start in Huddersfield in late summer 2015 with a further 49 starting in Dewsbury late 2015 early 2016.
- 5.2.4 During 2014/15, as part of the housing delivery programme, KNH commenced a programme of buying back former Right to Buy homes. So far around 20 homes have been identified, several already purchased, and it is expected some 12 -15 will be bought during 2015/16, enabling the housing needs of families to be met that would not otherwise be the case.
- 5.2.5 Since early 2013, KNH have been managing private rented sector homes for landlords; the numbers are small, but growing. Whilst this generates income, it also helps build the quality of housing management and stock maintenance (for instance by making regular gas servicing a requirement) in what is a fast growing sector. It also enables people on the Council's housing list to access high quality housing that might not otherwise be available to them. This work was shortlisted for a national award.
- 5.2.6 Working in partnership with colleagues in the Council, 27 properties have been improved and re-let through the empty clusters programme, returning formerly empty commercial properties to social housing, let from the waiting list.

5.3 Training and employment

- 5.3.1 KNH has had a programme of apprentice recruitment for many years. During this year, five apprentices were appointed, three of whom have gained employment with KNH or other organisations and two who are continuing with their apprenticeship. We have enhanced that programme by engaging with other programmes such as Headstart and now have four Headstart trainees working with us. We have also set aside funds to support the Headstart programme from KNH's own resources.
- 5.3.2 KNH's employment advisor works closely with the rent collection team to help and support tenants in financial difficulties into work. Over the past year, 530 tenants have been engaged in discussions about employment and training, 44 have been supported into training and 17 into employment through the work of the advisor.

There are many examples of how the service has helped change lives, for instance:

Dave has a partner and two small children and has had a long period without employment. The KNH advisor helped him through the construction skills certification process; he went on to do voluntary work for a local charity, delivering furniture and household items. He was then referred into the Headstart programme and went through the interview and training programme with Calderdale and Kirklees Careers Service. He has now started work with a not for profit organisation working 30 hours weekly. This has changed his life and that of his family.

Given anticipated changes to the benefits system, and in particular the ending of automatic entitlement to Housing Benefit for the under 21s, this area of work will become even more important and will be supported with additional resources.

Health and well being

5.4 Adaptations and improvements

- 5.4.1 During the year, the Council's Accessible Homes Team adapted 889 Council properties, enabling tenants to live more independently and securely in their homes. KNH area staff work closely with the Accessible Homes Team, making referrals and liaising between the various parties. In addition of all the 2,500 lets completed last year, some 20% were moves for medical reasons; over 500 people have had their medical needs met through rehousing to a more suitable home.

Medical Advisory Officers assessed an applicant who was caring for her severely disabled brother, with other complex family circumstances. The property they were living in was totally unsuitable and her brother was at severe risk of falls. He couldn't attend day care and medical appointments and social services were also involved.

The family bid on a 3 bed property through the councils Choose n Move scheme and as they has been awarded high medical priority to move they came top of the shortlist but the property did not have any adaptations. AHT surveyor visited with KNH surveyor to the void property and identified as possibly being suitable for the family/client's needs. Void work was specified by KNH surveyor and adaptation work was specified by AHT surveyor. Both elements of the specified work was ordered to same contractor and carried out concurrently which enabled a speedier completion of the all the work and the family were able to move into to a suitable, fully adapted property much sooner. Not only a speedier solution for the disabled occupant who had become at physical risk but also preventing the more costly social care interventions.

5.5 Older People's Support Service

- 5.5.1 The service provides low level support for the over 60s in some 500 retirement living scheme units and for the over 50s in the wider community. In total 744 tenants are supported.
- 5.5.2 The service goes well beyond day to day support but also develops and runs a wide range of activities for residents of the schemes as well as the wider community. Some examples include: games afternoons (including intergenerational events), arts and crafts, the ever popular ukulele lessons and even a 'Reet Yorkshire Day'. In total 188 events were held involving nearly 2,500 residents. These events help keep older people active, connected with their community and neighbours, and residents are also running events; doing more for themselves and others.



Maryam Nisar from the Older People Support Service, with tenant Beryl Croft, at last year's community fun day at Gomersal cricket ground

Every year, our older people's service organises a community fun day to bring tenants from the different retirement schemes together with other members of the community. Last year's event attracted over 250 people. Those attending took part in a range of fun and games, including egg & spoon races, Wii games, bowling, bingo, quizzes and competitions. They were entertained by Kirklees Music School over 55s ukulele orchestra, Staincliffe line dancers and the Bradford Bulls.

To commemorate the 70th anniversary of the Normandy landings, there was a '40s theme to the day, including a programme designed by local school children, Caitlin Holroyd and Gilbert Clough, who took part in an art competition run at Gomersal St Mary's.

The aim of the event was to encourage older people to stay active and to bring different age groups together to break down the sense of isolation that older people sometimes feel.

The fun day, which included stalls, a tombola and raffle, raised over £1400 for the older people's support service to improve the quality of life for older citizens living in Kirklees and for two nominated charities. Barclays Bank kindly agreed to match fund £1000 of the money raised.

5.6 Tackling Fuel Poverty

- 5.6.1 Around £600,000 additional income was generated through external funding to support investment in energy efficient measures. Over 100 homes benefitted from thermal render, significantly reducing fuel bills.
- 5.6.2 Gas supplies have been installed to a further 160 all electric properties with 90% of the costs coming from Northern Gas Networks. There is in place a follow up heating programme which, through the installation of highly efficient boilers will also reduce heating bills.
- 5.6.3 Discussions have commenced with colleagues in Public Health and the CCG's about ways in which partnership working could reduce fuel poverty, and thereby reduce costs further downstream as a result of health problems associated with cold damp homes. There is an enormous amount of evidence to show how cold homes are one of the wider determinants affecting health, we are hoping to make progress in this area in 2015/16.

5.7 Tackling anti-social behaviour

- 5.7.1 Living in a safe home in a safe neighbourhood has a positive effect on people's health and wellbeing. The anti-social behaviour partnership dealt with 411 cases last year, slightly fewer than the year before. Most cases reported both to the partnership and Police are 'nuisance' and are dealt with at an early stage, not requiring enforcement action.
- 5.7.2 In addition there is access to mediation; 25 cases were referred this last year. Time taken from reporting to closure is around 65 days, consistent with previous years.

5.8 Home from Home

- 5.8.1 Home from Home aims to meet the needs of people who would otherwise have to stay in hospital or access other care whilst they recuperate or wait for adaptations to their home. In either case, this can leave people in a less than ideal environment, reducing mobility and motivation, and at a greater cost. In partnership with Adult Services, KNH have let two properties for this purpose, helping to reduce pressure on hospital and other care services. A recent review of the programme has identified the need to open up the scheme to a wider age range and generally increase referrals to what is a popular and cost saving scheme.

5.9 Plant It Grow It Eat IT (PIGIEI)

5.9.1 This scheme, formerly lottery funded, has been supported through KNH resources to enable continuity and further development. It encourages communities to develop their own growing space, grow fruit and vegetables and then utilise the produce to enhance diets. It therefore meets several objectives: community involvement, physical activity, and improved diet. KNH's role is increasingly becoming one of assisting communities to take these roles on themselves, to manage and maintain the resource for the benefit of the community as a whole.

Early intervention and prevention

KNH have a wide range of services and projects which assist in early intervention. Examples are identified in this section to illustrate some of this work. KNH work with a very wide range of partners as well as the Council, including; Kirklees sports and recreation, Volunteering Kirklees, Cities of Service, Kirklees Community Learning Trust, Adult Learning, Barclays Bank, to name a few. The work also includes our contribution to the Stronger Families programme.

KNH has a long history of working closely with communities and individuals as recipients of the service; to scrutinise service delivery, as consultees on service developments and in engaging the wider community. The need to enable people and communities to do more for themselves and each other is changing our approach to this work, in much the same way as PIGIE is seeking to do.

5.10 Think Smart Recycle

5.10.1 This partnership with Fusion Housing continues to grow and reach a wider community. The scheme enables tenants to set up home more quickly and supports the sustainability of new tenancies.

5.10.2 There has been a 100% increase in deliveries with 160 people benefiting each month from good quality recycled furnishings and white goods. The average benefit value is around £300 per recipient.

5.11 Stronger families

- 5.11.1 The stronger families team in KNH have been lead practitioners for 32 families. Many of the families no longer need support and are successfully supporting themselves. Examples of successful outcomes include 17 families who have been supported because they were at risk of eviction as a result of rent arrears.
- 5.11.2 The programme has been extended for a further four years, with revised criteria, and funding has been agreed for a further year.

5.12 Community engagement

- 5.12.1 The Community Engagement Team, together with local housing staff, have run a wide range of activities through the year. These include
- 12 play schemes involving 350 children
 - Nearly 100 activities involving 850 participants
 - Facilitated 16 health and wellbeing activity programmes
 - Worked intensively with 90 volunteers to enable them to take on more
 - Obtained £117,000 funding for community groups
- 5.12.2 The development work at Windybank, Cleckheaton, illustrates some of the success KNH has had towards community and personal, development.
- 5.12.3 Our 'Achievers' programme - developing the confidence and skills to generate community leaders for the future - goes from strength to strength.
- The very first Achievers learning group has been formed; in four months membership has grown 26 people, who aim to reduce social isolation locally through teaching others how to craft.
 - The first cohort of Achievers Ambassadors (Community Learning Champions) received their induction training and are now in action on KNH communities, encouraging people in their local communities to access learning at all levels.
 - 31 KNH tenants have achieved qualifications, assisting them in their community roles and their career aspirations.
- 5.12.4 The tenants' movement in Kirklees, and in particular the tenants' federation (KFTRA), has undertaken a significant change during the course of the year. With support from senior staff in KNH and the Council's Housing Service, KFTRA have completely revised their governance arrangements, developed a new business plan, reduced costs and refocused their work. For instance, they have won two years of funding from Community Partnerships for their "Communities who Can" project, which aims to tackle loneliness and isolation, and improve people's health and wellbeing, making a direct contribution to the Council's objectives around early intervention.

Windybank community learning scheme



Participants in the cake decorating scheme, which fostered a love of learning at Windybank

The refurbishment of the community centre and development of a children's gardening club was the catalyst that generated the community. This was followed by a baking and cake decorating course run by Kirklees College that had practical benefits and generated an interest in learning. The cake courses were followed by cooking on a budget, DIY (which helped engage men in learning), IT and job skills courses. As a result, community members have progressed:

- Three are now accredited sports leaders working with over 40 children
- Five have found employment
- Three are now reading friends at the local school
- Others have gone on to be digital champions, joined weight loss classes or learnt to supervise outdoor activities for children

The case of Windybank shows how, from a small start, in this case cake decorating, people have gone onto to learn, develop and find employment, doing more for themselves and each other. The group won a Kirklees adult learners award in 2014 and in July 2015, the project won a national award for 'most innovative resident engagement project' from the National Federation of ALMOs.

6.0 Our plans for the future

6.1 Performance management

6.1.1 KNH recognise that maintaining high levels of performance is essential to the maintenance of a healthy HRA and therefore the ability of the Council to fund both current and new services. With this in mind, KNH are planning for the following:

- Joint work with the Council and DWP to implement Universal Credit as smoothly and seamlessly as possible, including investigating the potential of monthly debits to match the new UC payment arrangements, which will also reduce collection costs.
- Investigate and respond to the change in Housing Benefit which will end the right to HB for 18 – 21 year olds. This will mean working with tenants to increase access to job opportunities and community involvement.
- Continue to drive down empty homes re-let times through the implementation of further stages of the LEAN review.
- To improve the service for the maintenance of the Council's homes and work with the Council to implement the findings of the housing management options appraisal.

6.2 Contributing to the Council's economic strategy

6.2.1 Investment in the Council's homes

- In collaboration with Council colleagues, review the opportunities for those retirement living schemes suffering low demand and make recommendations on refurbishment, re-modelling or more radical proposals, including the potential for conversion to extra care.
- Complete the PV programme to 2,000 council homes, and investigate the potential for other energy saving measures to tackle fuel poverty
- Achieve 100% access for gas servicing, currently at 99.6%

6.2.2 Maximise new housing supply

- Complete a business case for Council new build, in partnership with Building Services, to build new council owned homes on small sites.
- Work with the Council to complete the needs assessments and related investigations for the large sites at Ashbrow, Soot Hill and elsewhere.
- Continue to develop the relationship with QSH to identify and develop sites for further affordable homes funded privately.

- Extend our work with the private rented sector to bring more homes into KNH management, improving standards of management and maintenance and enabling housing needs to be better met. This neighbourhood-focused approach will deliver benefits to the wider community as well as to individuals.

6.2.3 Apprenticeships and jobs

- Extend our work with Headstart until March 2016 and, with the Council, examine ways to retain the initiative.
- Extend our employment advice service, in particular to support 18 – 21 year olds who will lose Housing Benefit.

6.3 Health and well being

- Continue to work with Public Health and clinical commissioning groups to develop opportunities to tackle fuel poverty.
- Work with partners to develop a better response to the growing incidence of poor mental health.

6.4 Early intervention and prevention

6.4.1 In coordination with Adult Services, other Council services and partners, implement our service development pilots:

- Extend the community leadership programme (Achievers).
- Commence the community learning champions programme in autumn 2015.
- Develop the handyperson service for older people, focusing on the prevention of slips, trips and falls.
- Develop community hubs in retirement living schemes.
- Extend the play in the community and summer holidays programme for children.

7.0 Further information

If you would like more information about any details in this report, please contact

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Appendix 1: Performance table

Note for 2014/15, Performance information is available and shown here. Comparative cost information requires processing through the Housemark benchmarking service and will not be available until later on in the year. The KNH fee for 2014/15 was based on an inflation only increase for 2013/14, therefore comparative figures will be similar.

Performance Indicator	2013/14	Upper quartile:English ALMO, LSVT and Met/District councils outside London and the SE with stock of over 10000 homes 2014/15	Outturn 2014/15	Target 2014/15
% satisfaction with services	85% ⁽¹⁾	89%	86% ⁽¹⁾	85%
% satisfaction with neighbourhood	85% ⁽¹⁾	86.6%	84% ⁽¹⁾	85%
% repairs appointments made and kept	92.4%	99% ⁽²⁾	95.5%	93 – 98%
% satisfaction with repairs	82% ⁽¹⁾	86.6%	85% ⁽¹⁾	85%
Average re-let time (days)	36.05	19.83 ⁽³⁾	29.82	30-33
% rent loss on empty homes	1.8%	1.22%	1.4%	1.80%
% rent collected (including historical debt)	96.8%	98.1%	97.2%	96.0%
Notes				
(1) Results from STAR survey				
(2) Proportion of all appointments made that are kept				
(3) Standard relets only				

Appendix 2: Value for money assessment

1.0 Introduction

- 1.1 This appendix provides more information on KNH's value for money (VfM) assessment to complement the rest of the annual report. It is set out along similar lines to the Homes and Communities VfM self-assessment requirement for Housing Associations. It is done in this way not because KNH or the Council are obliged to do so, but as good practice within a tested framework with which performance on VfM can be better explained.
- 1.2 In context, Kirklees HRA turns over more than £85 million annually, and the Council owns approximately 22,500 homes. Of that, KNH's budget amounts to around £14.4 million.
- 1.3 Housing management performance, tenant satisfaction with the overall service, satisfaction with value for money, and satisfaction with the neighbourhood as a place to live, have all been maintained, and many have increased, during a period of cost reductions.

2.0 KNH's comparative costs









- 2.1 KNH are members of Housemark, an organisation owned by the Chartered Institute of Housing who run a benchmarking service of which most social housing organisations are members. The Housemark VfM assessment is measured on a peer group basis. KNH's benchmarking group is large council or ex-council housing organisations with more than 10,000 properties excluding those in London and the South East. A summary of the benchmarking is on page 29.
- 2.2 The peer group benchmarking shows KNH have amongst the very lowest overhead costs in the comparator group. Housing management costs are a little lower than average. This is a good result considering that KNH's Customer Service and Value for Money strategies set out to support front line services.
- 2.3 Our approach has been to offer a consistent level of service across the whole area, but to invest in a more intensive service in areas of greatest need and vulnerability. For instance, we have a Young Peoples Tenancy Support Team who manage tenancies for those aged 16 -19. This has resulted in lower turnover of tenancies and fewer terminations for reasons such as eviction or abandonment. In 2014/15 of the 132 new tenancies created, only 12 ended and eight of those were for positive reasons.
- 2.4 The Older People's Support Service provides 494 homes for older people. Good quality accommodation, combined with activities designed to keep residents healthy and active, have been shown to be reducing the need for higher levels of care by Adult Services, and we are working on ways in which this can be accurately measured. The Home from Home project, which provides temporary accommodation to relieve bed blocking by people wanting to leave hospital but who have no place to live, was estimated to have generated net short term savings of £42,00 within the first nine months. Further forecasting upon an extension of the scheme showed a possible saving















of £115k per year. This does not include any calculation of long term savings due to costs for earlier admissions to residential care homes.

- 2.5 Lower than average management costs are affected by the relatively high stock turnover, which for 2014/15 was 11.8%. Additional work by Housemark, commissioned by KNH in 2013 to drill down in more detail on costs, indicates this is characteristic of a number of registered social landlords and local authorities along the M62 corridor. This has an impact across empty homes costs, management of the allocations process, and related activities such as new tenancy visits and re-let times. However it can also mean more people are finding a home to meet their needs.
- 2.6 Resident involvement costs are lower than average when compared to the benchmark group. This cost also includes the costs of the tenant involvement mechanisms funded through the HRA. This element of service was reviewed last year, and a number of changes have been put into place to reduce cost and increase effectiveness.
- 2.7 In terms of service user perceptions, the STAR tenants' survey (a national, independent survey) in 2014 showed that 83% of tenants thought that the rent for their property represents value for money. Satisfaction has risen from 59% in 2003, with a slight increase of 2% in the last year.
- 2.8 Repair and maintenance costs show major works and cyclical maintenance to be low cost compared to the peer group. STAR satisfaction survey data on repairs at 85% (an increase of 3% from the previous year) puts satisfaction with the repairs service in line with top national performers.
- 2.9 Overhead costs as a percentage of direct revenue cost indicators show KNH's approach of supporting front-line services has continued. IT, premises, finance and central overheads are all in line to the best performers.

Housemark VFM Benchmarked Against Large Housing Organisations (excluding those in London and the south East)

Efficiency Summary for Kirklees Neighbourhood Housing						
Business activity	Cost KPI	Cost KPI Quartile		Quality KPI	Quality KPI Quartile	
		KNH (2013/2014)	KNH (2012/2013)		KNH (2013/2014)	KNH (2012/2013)
Overheads	Overhead costs as % adjusted turnover			Overhead costs as % direct revenue costs		
Major works & cyclical maintenance	Total CPP of Major Works & Cyclical Maintenance			Percentage of tenants satisfied with the overall quality of their home (GN & HfOP)		
				Percentage of dwellings that are non-decent		
Responsive repairs & void works	Total CPP of Responsive Repairs & Void Works			Percentage of tenants satisfied with repairs and maintenance (GN & HfOP)		
				Average number of calendar days taken to complete repairs		
				Average re-let time in days (standard re-lets)		
Housing management	Total CPP of Housing Management			Percentage of tenants satisfied with the service provided (GN & HfOP)		

				Percentage of anti-social behaviour cases resolved successfully		
				Current tenant rent arrears as % of rent due		
Estate services	Total CPP of Estate Services			Percentage of tenants satisfied with their neighbourhood as a place to live (GN &HfOP)		

Quartile key							
	Upper Quartile	Middle Upper	Median	Middle Lower	Lower Quartile	N/A	No Data
Valid dataset							
Small dataset							

3.0 Actions to improve

Actions in 2014/15 to improve value for money and reduce costs further include:

- 3.1 We are using a LEAN review of the whole empty homes process in collaboration with the Council's Building Services. We aimed to reduce empty homes rent loss from 1.8% in 2013/14 to below 1.5% by end 2015/16. Last year we reduced this figure to 1.4%, which saved £320,000 for the HRA
- 3.2 Contributing to the Council's objectives – efficiencies which have been made in KNH fee expenditure – has resulted in £638k savings in the year. Savings have made it possible for the KNH Board to allocate an additional £200K to put towards Council priorities in communities like supporting the Headstart scheme to get unemployed people into work. An additional £500K has been allocated from KNH savings to support the Council's housing objectives.
- 3.3 A review with the Council of allocations policy to ensure the most effective use of homes. Projected savings from further changes are more difficult to quantify at this stage. However, each reduction of 1% in stock turnover could release repair costs savings of around £250k back to the HRA.

- 3.4 A reduction in back office costs during 2015/16 through, amongst other things, the rationalisation of KNH office premises. This is expected to release an additional saving of up to £100,000 to be re-invested to further improve working method efficiencies, including IT support, as well as investing in projects to increase availability of debt advice, support for older people and enhanced digital inclusion.
- 3.5 In the emergency budget in July 2015, the Chancellor stated that social housing rents will fall by 1% per year for the next four years. Accomplishing this will pose a considerable challenge to all social housing providers as business plans have typically assumed annual rent increases of CPI+1%. In short, after four years, income levels are likely to be 12.9% lower than has been assumed in previous 30 year plans, and there will be £24.4M less cash in the HRA. Maintaining current service levels and investment plans will not be possible with this income reduction. This change further increases KNH's need to focus on achieving VfM throughout its activities.

4.0 VfM gains and outcomes for service users

- 4.1 Over the period 2011/12 – 2013/14 KNH had a 12% efficiency target set by the Council. In cash terms this equates to savings of around £1.5 million; the target has been met. KNH's approach to reducing costs over this period, as referred to above, has been to identify front line services which were felt to be of high importance. Those services were protected from immediate cost reductions, but were expected to deliver internally driven VfM. Other cost centres, in particular back office costs, were reduced in scale and in staff numbers. This is a continuation of a process that has seen, for instance, the halving of directors numbers to two. In addition there continues to be an approach to ensure there is no duplication with Council services.
- 4.2 In order to reduce costs to the HRA, Direct Debit is now being pushed as the primary method of paying rent. This is the lowest cost method, and a campaign to increase take-up of this method means over 7,500 tenants now pay by Direct Debit.
- 4.3 We have streamlined our mutual exchange scheme to facilitate tenants finding their own housing solutions online. This has resulted in 72 mutual exchanges taking place during the year (an increase of 20% on the previous year). This approach makes savings in staff time letting properties as well as in cleaning and repair cost to every empty home.
- 4.4 The Housemark benchmarking shows KNH's overhead costs to be amongst the lowest of the peer group.

	2011/12	2012/13	2013/14
Overhead costs as % of total costs	17.04%	14.7%	12.77%

- 4.5 The reduction in KNH expenditure has contributed to an increase in HRA balances. This has given greater assurance to the long term maintenance of decent homes and services, and will be used by the Council to support the long term maintenance of the stock, and increase energy efficiency measures. This includes a large scale photo-voltaic (PV)

programme, specialist cavity insulation measures for non-traditional properties, and more investment in renewable heat measures.

- 4.6 In terms of services, additional resources of around £250,000 have been invested in debt and financial advice services provided by rent collection staff in order to manage the challenges of welfare reform. In 2014/15, KNH reduced rent arrears by £100K, collected 100.45% of rent due, provided debt advice to 1300 cases and brought in £160K external income from charities to help with debt relief for tenants.
- 4.7 Savings have also been used to directly help tenants through activities such as helping people to grow their own food and the KNH Achievers programme, which encourages people to take up learning opportunities and improve their employment chances. These upstream activities improve health, community cohesion and help people live healthy, productive lives.
- 4.8 The transfer of resources through efficiency savings from KNH to the HRA has also assisted the Council to be in a sound position to make decisions not only about the future maintenance of homes and services to tenants, but also opens up the potential to develop new services and new supply.
- 4.9 During this period, satisfaction with the service remained high, rising from 83% to 87% over the three years, before falling slightly to 85% in late 2013, and rising again to 86%. The fluctuations in recent years are not statistically significant. During the same period, satisfaction with the neighbourhood as a place to live rose from 80% to 84%. This reflects continued investment in front line and tenant facing services to tackle ASB, improve the maintenance of neighbourhoods through the council's grounds maintenance service – for instance through the work of the KNH estate caretaking team, and investment in the environment of neighbourhoods through the decentralised tenant-led budgets.
- 4.10 Since its introduction three years ago, tenant scrutiny has developed into a constructive and challenging enhancement to the development of services. A series of service enhancements have been identified and the KNH Board has, almost without exception, agreed to implement the findings. Improvements in the lettable standard, communal area cleaning, and better communication with tenants across a range of service areas, have been implemented at no additional cost. Last year, estate inspection and the handyman service were scrutinised in detail.
- 4.11 The repairs and maintenance partnership with Kirklees Building Services has helped deliver significant efficiency savings, with core investment in the housing stock (maintaining decency and planned maintenance), being delivered within the budgets set at the award of the contract in 2006. In the same period the Building Cost Index has risen by about 20%. These efficiencies have been achieved without compromising standards, and tenant satisfaction with repairs has remained high throughout the period.
- 4.12 This has freed up money for key Council priorities with funding being made available, backed by significant external grant funding, for green investment and tackling fuel poverty initiatives. These have directly benefit tenants by reducing fuel bills by around £4 per week. Most notably the Council has been able to commence a large scale solar PV

programme, targeting those at most risk of fuel poverty, a project that has only been possible because of the prudent approach taken to investment over many years.

5.0 Investment and return on the Council's housing assets

- 5.1 The existing use value of the Council's housing stock managed by KNH is £460 million at April 2014, an average of just over £20,000 per property. The investment to protect and improve the value of the Council's asset and maintain the decent homes standard following investment of £250 million through the decent homes programme is a key strategic priority of the Council. The investment plan reflects this priority.
- 5.2 The Housing Revenue Account is set out over a long term 30 year planning horizon, with detailed plans for investment over the next five years in support of this overall strategic approach. Excluding refusals, which are estimated at just over 4%, all of the Council's homes meet the decent homes standard.
- 5.3 KNH carry out stock condition surveys on a rolling four year programme, 100% of the external condition of homes is known and over 90% of internal condition. The data is analysed using a sophisticated data base to inform future investment priorities.
- 5.4 Tenant satisfaction with the overall quality of their home has stayed consistently around 83% over recent years.
- 5.5 Housemark benchmarked costs for 2013/14 show major works and cyclical maintenance costs are very good value for money, amongst the best in the peer group. In the period from 2010 to 2014, as a result of focused and consistent investment, the costs of cyclical maintenance have reduced by around 30%, releasing resources in the HRA to meet other Council priorities.
- 5.6 Social value and environmental returns are an important aspect of the investment strategy. As part of this, a focus on improvements to energy efficiency assists in reducing fuel poverty and reducing CO₂. KNH have a target to reduce CO₂ emissions from the Council's housing stock by 30% by 2020, and this target was achieved in 2014/15.
- 5.7 In support of greater energy efficiency, in 2013/14 KNH fitted over 1,000 energy efficient boilers, installed additional insulation to 1,250 homes, externally rendered 180 homes with highly energy efficient material and installed gas heating to 80 homes previously reliant on electric heating. The installation of gas infrastructure was funded by the supplier. It is estimated that the external render will reduce fuel bills by at least £4.00 weekly. These measures were supported by external investment of over £650,000. The SAP (energy efficiency rating) of the Council's homes is around 70, amongst the best performers, but further investment in 'hard to treat' homes, including the large scale PV programme from 2014/15, will increase the rating and reduce costs for tenants. This investment will also increase the overall value of the stock.
- 5.8 Significant investment was carried out in 2014 to the former Southgate flats in Huddersfield centre. The finished product has revitalised a formerly run down building and is providing high quality low cost homes to over 40 tenants. This regeneration work won a national award for managing energy efficiency and reducing fuel poverty.

- 5.9 As a key supplier of repair and maintenance services, the council's Building Services have consistently developed an extensive training and apprenticeship programme. They currently have 33 apprenticeships and have recruited a further 10 to replace 10 who will be graduating this year.
- 5.10 Over the next year, KNH will work with Council colleagues to analyse in greater depth the cost effectiveness of investment and the relative impact of investment decisions at a granular level.

6.0 Summary

- 6.1 KNH have significantly reduced costs over the medium term. The focus on cost reduction has been on overhead costs, and in controlling the cost of the repairs and maintenance service. Both of these are now amongst the lowest in the comparator group. Over the past five years, satisfaction with the service has risen from the mid-70s to mid-80s and remains consistently at that level.
- 6.2 Over the period we have
- Reduced overall costs and in particular back office costs.
 - Improved tenant satisfaction.
 - Increased rent collection performance.
 - Helped tenants with fuel costs through energy efficiency measures.
 - Supported people to manage their finances through an enhanced debt advice service.
 - Maintained high satisfaction and low costs for the repairs service.
 - Enhanced the quality of homes by building on the decent homes standard and enhancing energy efficiency.
 - Introduced pilot initiatives funded from efficiency savings in order to support Council priorities.
- 6.3 In the next few years we will:
- Introduce proposals and efficiencies in-line with the rent reductions imposed by central government on all social housing landlords.
 - Keep under review and take steps to reduce housing management costs, in particular through measures to reduce stock turnover, and improve re-let times.
 - Work with the Council to analyse the stock in greater depth to identify those elements which are not making a positive contribution to the business plan, and develop actions to address this. We are already developing models which can assist us in accurately analysing the relative costs and income at a granular level.
 - In spite of already low costs, continue to control overhead costs in KNH, whilst being mindful of the need to ensure resources are in place to support front line operations. More focus will be brought to working smarter and proactively in order to make best use of available resources.
 - Work with the Council to invest in preventative services which will help people manage successful tenancies, reducing costs elsewhere in the public sector.

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Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Overview and Scrutiny Management Committee –
 Recommendation from Call-In Hearing – 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. The decision being called-in affects all electoral wards
Is it in the Council's Forward Plan?	Yes. The decision being called in first went in the Forward Plan on 10 June 2015
Is it eligible for "call in" by Scrutiny?	Not applicable
Date signed off by <u>Director</u> & name	
Is it signed off by the Director of Resources?	Yes 11.9.15 – Debbie Hogg on behalf of David Smith
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Yes 11.9.15 – Patricia Hannen on behalf of Julie Muscroft
Cabinet member portfolio	Resources and Community Safety

Electoral [wards](#) affected: The Parks and Open Spaces Maintenance Standards affects all electoral wards in Kirklees.

Ward councillors consulted: None.

Public or private: Public

1. Purpose of report

To advise the Cabinet of the decision reached by the Overview and Scrutiny Management Committee on 20th August 2015, following their consideration of the Call-In in respect of the decision made by Cabinet on 28th July 2015 on 'Parks and Open Spaces Maintenance Standards'.

2. Key points

2.1 On 20 August 2015, the Overview and Scrutiny Management Committee met to consider the Call-In in respect of the decision made by Cabinet on 28 July 2015 on 'Parks and Open Spaces Maintenance Standards'.

2.2 The Panel considered evidence from the Councillors who were signatories to the Call-In, the Cabinet Member for Resources and Community Safety, an officer from the Streetscene and Housing Service and members of the public in attendance at the meeting. The Panel had also studied all relevant

background information used in the decision-making process to determine the rationale behind the decision and to determine if it had been made in accordance with the Council's decision-making principles.

2.3 According to the Overview and Scrutiny Procedure Rules, the Panel had three options available to it:

- (1) To take no further action and free the decision for implementation.
- (2) To refer it back to Cabinet with recommendations for amendment.
- (3) To refer it back to the next Council, if the Panel considered that the decision was not made in accordance with the budget or policy framework.

2.4 The Panel had sought advice from the Assistant Director for Legal, Governance & Monitoring and was satisfied that the third option did not apply in this instance.

Scrutiny Decision

2.5 It was therefore the Panel's decision that, taking all factors into account, the decision be referred back to Cabinet.

In respect of the financial information, this was insufficient particularly regarding the decision to devolve the flexibility to change service standards to District Committees.

The Committee found that the report to Cabinet had a rationale for each level of service standards.

The Committee found that, whilst there was no statutory obligation to consult on grass cutting and maintenance issues, it would have been good practice to inform ward councillors, consult with Friends Groups and make the public aware. The Committee found some evidence of consultation but it was inadequate to the change proposed. The budget book indicated that the budget savings would be made through modernised working practices, together with targeted support from Councillors, community groups and neighbourhoods, however this was not evident in the approach to date.

The Committee considered the decision making principles and felt that there had not been adequate consideration of all relevant factors, in particular financial / resource implications, views of affected groups and evidence of considering other options. The Committee do not consider this omission to have been intentional.

Scrutiny Recommendations

2.7 In light of the above findings, the Committee concluded that the report should be referred back to Cabinet with the following recommendations:

- (1) There is insufficient information for District Committees to be able to make decisions, Further information should be provided for them to be able to do so.**

(2) It is important that we develop a clear approach to engage with Friends Groups and other community led organisations and ward members to support this change, as outlined in the Budget statement

(3) The Committee supports part 3 of the decision:

“That the Assistant Director (Physical Resources and Procurement) be delegated responsibility to find the most cost effective solution to the future provision of seasonal plants in order to achieve best value.”

However, the options should be reported back to Cabinet.

The Committee is anxious that changes are being implemented before research is undertaken.

3. Implications for the Council

This report sets out the recommendations of the Overview and Scrutiny Management Committee and the Cabinet has a number of options available to it. The implications for the Council will be dependent upon the course of action taken by the Cabinet.

4. Consultees and their opinions

None.

5. Next steps

In considering the Scrutiny Panel’s recommendation, Cabinet has the following courses of action available:

- Accept the recommendation of the Scrutiny Panel and amend its decision;
- Decide that further work needs to be done and defer the item until this is completed. The Scrutiny Panel should be kept informed of the work as it progresses and be formally notified when it is to be reconsidered;
- Not accept the view of the Scrutiny Panel and confirm its original decision;
- Refer the issue for discussion at the next appropriate Council meeting.

6. Officer recommendations and reasons

That the Cabinet consider the Scrutiny Panel’s recommendation and determine one of the courses of action set out in paragraph 5 above.

7. Cabinet portfolio holder recommendation

As this is a Scrutiny referral, this is not applicable.

8. Contact officer and relevant papers

Helen Kilroy, Principal Governance & Democratic Engagement Officer
Tel: 01484 221000 E-mail: helen.kilroy@kirklees.gov.uk

Relevant papers: Agenda papers of Overview and Scrutiny Management Committee on 20 August 2014 and the Cabinet meeting held on 28 July 2015.

9. Assistant director responsible

Julie Muscroft, Assistant Director: Legal, Governance & Monitoring
Joanne Bartholomew, Assistant Director, Place

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Name of meeting: CABINET

Date: 22nd September 2015

Title of report: Parks and Open Spaces Service Standards Part 1

This report, is as a result of recommendations made, following a call-in by Scrutiny, held on 20 August 2015

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 - 14/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 11/09/15
Cabinet member portfolio	Councillor Steve Hall, Planning, Highways and Open Spaces

Electoral [wards](#) affected: ALL

Ward councillors consulted: N/A

Public or private: PUBLIC

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 across all of Kirklees and to reflect recommendations following the scrutiny process.
- 1.2 The report seeks agreement of the recommendations to adopt the new service standards subject to regular review and for District Committees to annually influence local changes within resource allocation.
- 1.3 The report is also to seek approval from Cabinet to delegate responsibility to the Assistant Director (Physical Resources and Procurement) for the most cost effective procurement of seasonal plants in order to achieve best value.

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 This change in service standards has led to a projected annual saving of £834,000.
- 2.1.2 The reduction equates to approximately 50,000 less hours of resource.
- 2.1.3 For context the service is responsible for cutting 350 hectares of grass in parks and open spaces (which equates to 490 football pitches) and also cuts an additional area 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 the new standards the impacts that reduced maintenance and display regimes have has been considered and have been minimised as far as possible.
- 2.2.2 Sites have been assigned into 5 categories of reducing maintenance and planting ranging from Gold which will receive the highest level of maintenance, Silver and Bronze to the introduction of Natural areas that receive the least maintenance. Some sites will be allocated as Gold but also as Strategic areas that are of wider significance that a single District.
- 2.2.3 Strategic sites will include the five principal parks, cemetery and crematoria grounds and some town centres, and these will be detailed on the plans. These areas are considered Strategic which means that they cannot be altered at a District level, with exception of enhancements via community capacity. Any addition, removal or alteration to the status of these sites will be a Cabinet decision.
- 2.2.4 The methodology for allocation of standards across Districts is included in Appendix C.
- 2.2.3 A copy of the service standards are attached in (Appendix A) which identifies how the standards will affect sites, including an example list of sites to provide a high level indication of which standard has

currently been allocated, broken down into District Committee areas. This is not intended to be an exhaustive list, a full list will be provided to District Committees as part of the engagement strategy.

2.2.4 New service standards in maintenance started to be introduced from April 2015 across all of Kirklees in order to see the impact through the growing season and the current configuration ran until 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 The new service standards in planting and floral displays will be implemented by April 2016.

2.3 Service standard variation

2.3.1 At the discretion of District Committees it will be possible to trade areas of service standard to either increase or decrease in identified areas within the agreed overall framework of that District.

2.3.2 The District Committees have an allocation of hanging baskets and bedding areas. The location of these can be influenced at a District Committee level.

2.3.3 This means that if a District Committee is of the opinion that an area that is maintained at Silver standard is actually used at a level that Bronze would be more appropriate they can say that this area can be dropped in standard. This will release capacity to increase the service standards elsewhere.

2.3.4 The estimated comparison chart that will be used is shown below:

Standard	Square metre comparison
Gold	1
Silver	3
Bronze	5
Natural	35

2.3.5 There may be some slight variations to this table to reflect the specific geographies of a site for example the interaction with any other amenities, access or infrastructure characteristics.

2.3.6 The engagement process is more fully explained in Cabinet Report Parks and Open Spaces Service Standards Part 2.

2.4 Feedback

2.4.1 The feedback on maintenance from the trial period has come from a number of forums i.e. Facebook, email, Councillors and staff, this is all based on subjective reports and there has been no qualitative or quantitative research or analysis undertaken.

2.4.2 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

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

2.5 Recommendations

- 2.5.1 That the new service standards are adopted in Parks and Open Spaces.
- 2.5.2 That service change analysis is done to capture all seasons to understand the real impact of the changes and this is reported back to Cabinet in the New Year.
- 2.5.3 That the decision making is devolved to District Committees to allow changes to the standard a site is allocated to reflect local community need within the resource allocation for the District.
- 2.5.4 To note that given the need to ensure Best Value the Assistant Director for Physical Resources and Procurement is delegated the responsibility to find the most cost effective solution to the future provision of seasonal plants and will report the options back to Cabinet.

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 To implement the associated Engagement Strategy.

6. Officer recommendations and reasons

- 6.1 That Cabinet members be aware of the new service standards and the issues identified in the feedback and that the recommendations in 2.4 are approved.

7. Cabinet portfolio holder recommendation

- 7.1 The portfolio holder, Councillor Steve Hall, would like Cabinet Members to be aware of the new service standards and the issues identified in the feedback and that the recommendations in 2.4 are approved.

8. Contact officer and relevant papers

Officers:

Rob Dalby, Parks and greenspaces manager, Streetscene and Housing

Tel: (01484) 221000

Email: rob.dalby@kirklees.gov.uk

Papers:

Service standards (Appendix A)

Feedback (Appendix B)

9. Assistant director responsible

Joanne Bartholomew - Assistant Director - Place

Tel: (01484) 221000

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Name of meeting: CABINET
Date: 22 September 2015

Title of report: Parks and Open Spaces Service Standards Part 2 - Engagement Strategy

This report, is as a result of recommendations made, following a call-in by Scrutiny, held on 20 August 2015

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 - 14/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 11/09/15
Cabinet member portfolio	Councillor Steve Hall, Planning, Highways and Open Spaces

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

Public or private: PUBLIC

1. Purpose of report

- 1.1 This report is to gain agreement from Cabinet on the planned engagement strategy regarding the application of the revised service standards for grounds maintenance by District Committees.

2. Key points

2.1 Background

- 2.1.1 As set out in the report Parks and Open Spaces Service Standards Part 1, brought before Cabinet for agreement, the service standards for grounds maintenance for parks and open spaces has changed to reflect the available resources to manage them.

- 2.1.2 This change is set out in a tiered structure of differing services standards each with a defined outcome of maintenance this is categorised as Natural, Bronze, Silver, Gold and Strategic – these standards are set out in the report mentioned in 2.1.1
- 2.1.3 Each District Committee within Kirklees has a number of sites each with a defined service level, with the intention that the application of service levels could change annually at the discretion of the District Committee, these changes have to however sit within the framework of the complete allocation of works to that District.
- 2.1.4 In practical terms this means that if you have a 100m² of gold standard space it can be surrendered to a lower silver standard releasing either an additional 300m² of silver or 500m² of bronze standard maintenance.
- 2.1.5 In order to reach this agreed service standard per site within each District there needs to be an engagement strategy to allow elected members and all other interested parties such as friends groups to both understand the implications of the service standard changes and be able to influence the application of them.

2.2 Engagement strategy

- 2.2.1 There will be plans produced for all the sites affected by these changes, showing the service standards proposed and with a summary table to show what this will mean in terms of maintenance schedules for these sites.
- 2.2.2 There are a number of sites that are excluded from this, these include the five principal parks, cemetery and crematoria grounds and some town centres, and these will be detailed on the plans. These areas are considered strategic which means that they cannot be altered at a District level, with exception of enhancements via community capacity.
- 2.2.3 In order for each Committee to make a fully informed decision based on the information presented, each area will have an itemised equivalency table setting out the total sites available for consideration and the overall number as defined back to gold standard.
- 2.2.4 Each District Committee will be presented with the plans and then invited to create a working group to consider them and come up with their agreed application of service standards across their District. This will be supported by an officer if so wished.
- 2.2.5 There will also be a wider public engagement including known friends groups, other constituted user groups and wherever possible the general public to understand both their views and if they are willing to volunteer within these spaces, possibly freeing up capacity to undertake other tasks not suitable for volunteers..
- 2.2.6 The various engagement streams will together produce the final application of service standards for a District that will be brought back to the District Committee to approve.

- 2.2.7 These applications will be re-visited annually by the District Committees to allow for any changes that may have occurred in the District.

2.3 Other organisations to be involved

- 2.3.1 The natural management of area's could be perceived as abandonment, however the creation of floristically diverse, and more species rich area's has a real benefit for wildlife
- 2.3.2 In order to create the best benefit for wildlife Kirklees will look to follow the model of other councils such as Sheffield that have undertaken a partnership approach to the management of such area's with the local wildlife trust and similar organisations, this could for example include Natural Kirklees.

2.4 Recommendations

- 2.4.1 That the engagement strategy be approved to allow District Committees to make informed choices on the application of grounds maintenance standards of their Districts annually.
- 2.4.2 That it is agreed that the Council can manage some resources in partnership with third party organisations.

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, 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. The timescales for the completion of the engagement and confirmation of decisions by District Committees for the next financial year will be from October to January. If there is failure to agree within these timescales then the decision will be taken by Cabinet.
- 5.2 Public engagement undertaken to gain a full understanding of the service requirements and wishes in the districts to help inform member decisions

6. Officer recommendations and reasons

- 6.1 That Cabinet members approve the recommendations in 2.4

7. Cabinet portfolio holder recommendation

- 7.1 The portfolio holder, Councillor Steve Hall, is in agreement with the report and would like Cabinet Members to approve the recommendations in 2.4.

8. Contact officer and relevant papers

Officers:

Rob Dalby - Parks and Greenspaces Manager - Operations

Streetscene and Housing

Tel: (01484) 221000

Email: rob.dalby@kirklees.gov.uk

Committee report: Parks and Open Spaces Service Standards Part 1

9. Assistant director responsible

Joanne Bartholomew - Assistant Director - Place

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

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

Kirklees Rural District Committee

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

Locations

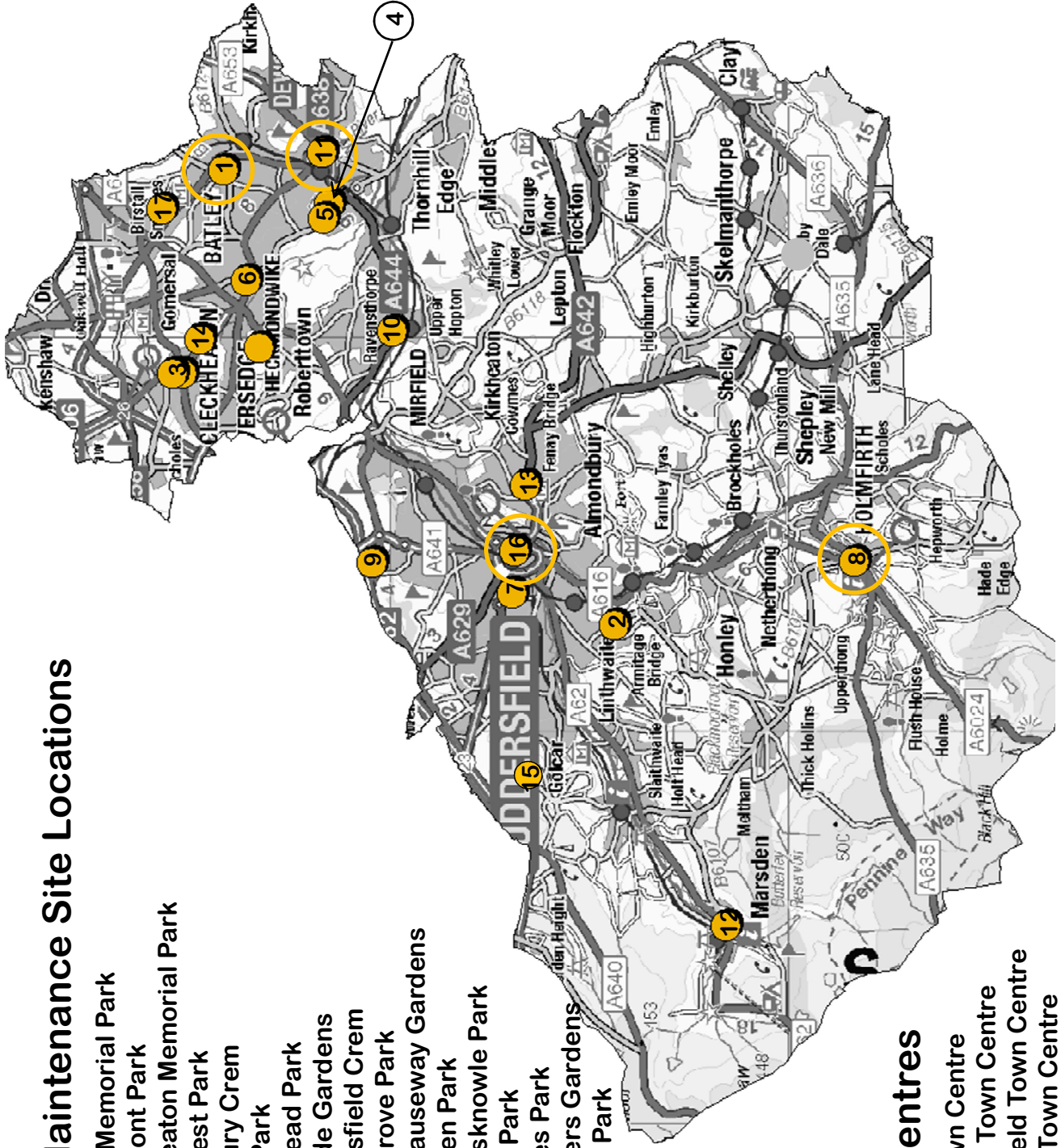
Gold Maintenance Site Locations

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

Site Locations

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 & Spennorth District Committee

- Bempton Grove
- Benny Parr Close O/S
- Broomsdale 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
- Spennorth Park/Darley Road Area
- St Johns Parish Church

Batley & Spenneth 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
- Briestfield 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!!!!'

'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

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

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

Appendix C – Methodology of Standards Application

1. History

- 1.1. The maintenance of sites was previously determined by the specifications written for Compulsory Competitive Tendering (CCT) and these were based on 8 geographical areas.
- 1.2. The level of maintenance a site received depended on the frequencies specified in each tender and further variances in frequencies were made by Area Managers to suit the local environment and operations.
- 1.3. This meant that there was previously no overall consistent standard for maintenance and frequencies and operations could be different from site to site.
- 1.4. Moving forward into New Council there was a need for consistency but allowing flexibility to local need.

2. New service standards

- 2.1. A base line for the parks and open spaces standards was taken from the Housing standards that had been developed a few years earlier for the maintenance of communal areas and open spaces on housing estates.
- 2.2. The housing standards were uniform and consistent to deliver a generally acceptable standard that had proven to be successful through improvements in satisfaction levels from tenants and residents associations since the standards were introduced.
- 2.3. The cost of maintaining a site depends on its size, the available facilities and the horticultural features (e.g. shrubs, hedges and flower beds), it would therefore be inappropriate to determine that a site must be maintained within £X allocation.
- 2.4. Therefore the standards for parks and open spaces were developed at an available resource allocation level.
- 2.5. Data on parks usage is not available, unlike a library that records the number of books it lends out and the cost per book, there is no quantitative data available for the usage numbers of our parks and open spaces.
- 2.6. With the lack of data to help prioritise sites officers took a professional view using local knowledge and principal parks, areas with sports facilities and children's play areas would be maintained to lessen the impact on people's health and wellbeing.
- 2.7. Accordingly the level of standard allocated to a site was based on the facilities on site as they were likely to indicate a higher usage for formal activities.

Appendix C – Methodology of Standards Application

- 2.8. In developing the new operating model allowances were built in to the resource allocation to allow for, travel to and from sites, machinery breakdown, punctures, adverse weather etc.
- 2.9. A level of flexibility is also built into the adhoc/reactive budget that allows for minor changes to be made to site classifications as usage may change into the future.
- 2.10. Since the new standards have been run Parks and Open Spaces have been successful in increasing the number of Green flag parks from 3 to 4.

3. Methodology applied to Gold Sites

- 4 major town centres (1 primary and secondary each in North and south of District; also equates to 1 town centre within each DC)
- PLUS the major greenspace within that town centre area
 - Huddersfield: plus St Peters Gardens (HDC)
 - Holmfirth: plus Holmside Gardens (KRDC)
 - Dewsbury: plus Longcausway Gardens (DMDC)
 - Batley: plus Batley Memorial Park – already included as a memorial (BSDC)
- Principal Parks (these are our established major parks, containing varied public facilities and widespread planting)
 - Greenhead Park, Huddersfield
 - Crow Nest Park, Dewsbury
 - Wilton Park, Batley
 - Beaumont Park, Netherton
 - Ravensknowle Park, Dalton
 - Royds Park, Cleckheaton
- Memorial parks (where we maintain war memorials within green spaces)
 - Batley Memorial Park
 - Cleckheaton Memorial Park
 - Ings Grove Park, Mirfield
 - Green Park, Heckmondwike
- Crematoria
 - Huddersfield Crematorium
 - Dewsbury Crematorium

Appendix C – Methodology of Standards Application

- Ensuring other main settlements not already included all have at least one prominent quality maintained open greenspace where we own an asset:
 - Peoples Park, Honley
 - Marsden Park

Ensures the main centres in each DC area have at least one accessible quality maintained greenspace:

HUDDERSFIELD	DEWSBURY & MIRFIELD	BATLEY & SPEN	KIRKLEES RURAL
Hudds Town Centre	Dewsbury Town Centre	Batley Town Centre	Holmfirth Town Centre
St Peter’s Gardens	Longcausway Gardens	Wilton Park	Holmeside Gardens
Greenhead Park	Crow Nest Park	Green Park, H’wike	People’s Park, Honley
Ravensknowle Park	Dewsbury Crem	Royds Park, Cleckheaton	Marsden Park
Beaumont Park	Ings Grove Mirfield	Cleckheaton Memorial Park	
Huddersfield Crem		Batley Memorial Park	

4. Methodology applied to Silver sites

- Areas that are located within busy centres, or are well used by the local community.
- Planting can be present to create a welcoming place and recreation or sports facilities can also be available.
- Sites that fall into the Silver classification are, Secondary Parks, Recreation Grounds (with facilities), Rest Gardens and Smaller town & village centres.

5. Methodology applied to Bronze sites

- Lowering maintenance on sites that have no recreation provision and have lower usage meant that we could have more Silver sites where facilities could still be used.
- Grass areas that still provide valuable green open space but do not have a formal use.
- Sites that fall into the Bronze classification are, Areas within secondary Parks (without facilities), Open Spaces, Recreation Grounds (without sports facilities), Highway Verges and Greenways.

6. Methodology applied to Natural areas

6.1. Areas or parts of sites that are used for informal activities.

6.2. 12 months before the introduction of the trial some natural areas were piloted to monitor the impact on the landscape, usage of the site and gauge the reaction of local residents.

Appendix C – Methodology of Standards Application

- 6.3. There was very little impact on use or reaction from the public on the piloted natural areas and this led to the introducing natural areas to the standards for areas that were not as well used.
- 6.4. Local authorities are also urged to reduce cutting and introduce natural areas to protect wildflowers and pollinators.
- 6.5. Some redundant sports pitches are still being maintained pending the outcome of the sports pitch strategy that highlights gaps in provision meaning that some areas appear unused but pitches may be bought back into play.

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Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Statement of Community Involvement

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
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 - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 04/09/15
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft - 10/09/15
Cabinet member portfolio	Cllr P McBride - Transportation, Skills, Jobs and Regional Affairs

Electoral [wards](#) affected: All

Ward councillors consulted: No

Public or private: Public

1. Purpose of report

The purpose of the report is to advise Cabinet of the responses received during the consultation period (attached at appendix 1) on the draft Statement of Community Involvement (SCI) and to seek Cabinet approval for adoption of the SCI (attached at appendix 2). The SCI sets out how the council will consult and work with communities and stakeholders to develop planning policy documents such as the Kirklees Local Plan or guidance on specific issues.

2. Key points

2.1 Background

The production of a SCI is a government requirement and the council adopted its first SCI in September 2006. A review of the SCI has been undertaken in the light of:

- changes to planning legislation and regulations;
- changes to the way the council operates and the impact on services; and
- advances in technology and the use of digital technology for communication.

Changes to planning legislation and regulations impacted on the plan process itself and placed an increased focus on early engagement and community involvement. The SCI is based on the current guidance as set out in: Localism Act 2011, National Planning Policy Framework (NPPF) 2012, Town and Country Planning Local Planning (England) Regulations 2012 and Town and Country Planning (England) Neighbourhood Planning (General) Regulations 2012.

The SCI has been written in the context of the Kirklees Involving Communities Framework which sets out a common partnership approach to involving communities in Kirklees. To put the SCI in context, the purpose of the SCI is to set out the range of methods to be considered when undertaking consultation and the range of groups to be consulted. The details of how this will be undertaken will be published prior to the specific consultation event to ensure effective engagement. The purpose of the SCI is to provide a framework for consultation on planning policy and the way comments received will be used to inform documents. The council's specific programme of planning policy documents will be set out later in the Local Development Scheme.

For the avoidance of doubt, it is the role of the Local Plan which will be subject to public consultation which sets out the council's approach to its spatial strategy; and it is the Development Management Charter which refers to planning application procedures.

Cabinet, at its meeting on 16th June 2015 resolved that the Director of Place be authorised to commence the consultation exercise on the Draft SCI. Further, that officers be authorised to analyse and review the document in the light of the representations received and to produce a revised SCI to be reported to Cabinet as an Executive function and Council adoption, if appropriate.

The draft SCI was consulted on for a four week period from July 1st to 30th July 2015.

2.1 Key Changes

The responses to the public consultation are attached at appendix 1 together with an officer response and any proposed changes to the SCI. The revised and updated SCI is attached at appendix 2 for approval for adoption. The changes

have been identified on the revised SCI by (i) including the 14 Recommendations) and (ii) where text has a strike through this is to delete reference to the consultation draft and to update the tense of the document.

3. Implications for the Council

Benefit

The benefit of having a revised, up to date SCI is that it will give clarity and transparency on how the community and stakeholders will be involved in the Local Plan process.

When the Local Plan is tested at examination it will be subject to Legal Compliance tests (Stage 1, Activity 2 and 3 together test how community engagement has been undertaken as part of the preparation of the development plan document). Having an up to date SCI will be a key piece of evidence demonstrating that the council has addressed its commitment to engagement and involved the community in its preparation through consultation.

Risks

The risk of not having an up to date SCI is the potential for increased representation at development plan examinations on the basis that the council has not set out its position on engagement. It may also lead to disengagement from the process.

Costs

The cost of all contacts on the local plan database being consulted and invited to make comments on the SCI was met from the existing Local Plan Budget. Following adoption of the document, there will be a small extra cost for printing to ensure that paper copies are available to view at Huddersfield Civic Centre 3 and Dewsbury Service Centre.

Equalities

A stage 2 Equality Impact Assessment was undertaken for the draft SCI which is attached at appendix 3. This has been reviewed in the light of the proposed changes and no adverse equalities impacts have been identified.

4. Consultees and their opinions

All contacts on the Local Plan database were notified of the consultation on the SCI and invited to comment. This included both statutory consultees and the public. Responses are outlined in Appendix 1.

5. Next steps

Subject to a Cabinet resolution to adopt the SCI, the SCI will be placed on the council's website and all contacts on the Local Plan database will be notified of its adoption.

6. Officer recommendations and reasons

That Cabinet adopts the SCI as outlined at appendix 2 with delegated authority to the Director of Place to agree minor amendments (such as paragraph renumbering, formatting and removal of recommendation references) and that it is placed on the council's website and all contacts on the Local Plan database are notified of its adoption.

7. Cabinet portfolio holder recommendation

The portfolio holder, Cllr P McBride, agrees with the officer recommendations and for the report to proceed to Cabinet.

8. Contact officer and relevant papers

Richard Hollinson
Policy Group Leader
01484 221000
richard.hollinson@kirklees.gov.uk

Jo Scrutton
Principal Planning Officer
01484 221000
johanna.scrutton@kirklees.gov.uk

Background Papers – Statement of Community Involvement – Adopted 2006, Localism Act 2011, National Planning Policy Framework (NPPF) 2012, Town and Country Planning Local Planning (England) Regulations 2012; and Town and Country Planning (England) Neighbourhood Planning (General) Regulations 2012.

9. Assistant director responsible

Paul Kemp
Assistant Director (Acting)
Place - Investment and Regeneration
01484 221000
paul.kemp@kirklees.gov.uk

Appendix 1 - Responses received on the consultation on the draft Statement of Community Involvement

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
All	Individual	The document should be written in plain English.	The proposed recommendations in the report seeks to resolve this comment.
All	Individual	<p>The revised draft Statement of Community Involvement says all the right things but not how this will be achieved. In particular, the Equality Impact Assessment states the need to consult with all those covered by the Equality Act with protected characteristics but fails to cover this adequately. Fostering good relations is essential with disabled people.</p> <p>Ensuring consultation of disabled people is a complex, time consuming and costly process but is an essential part of consultation.</p>	<p>The purpose of the SCI is to set out the range of methods to be considered when undertaking consultation and the range of groups to be consulted. The details of how this will be undertaken will be published prior to the specific consultation event and will be based on a proper consideration of the most appropriate methods and consultees to ensure effective engagement including engagement with disabled people.</p> <p>The details of the consultation will be made available prior to the start of the consultation by a range of mechanisms including writing to everyone on the database, press releases, social media and use of the council's website. This is set out in sections 2.12 -2.14.</p> <p>The Local Development Scheme outlines broad timescales when this will be delivered. The LDS is the document which defines the documents and timetable to be consulted on</p> <p>The details for specific events are not detailed in the SCI as this will vary according to the scope and nature of the consultation.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
			<p>Consultees will be informed of the details in advance of the start of a consultation event. This can be further clarified in the SCI.</p> <p>Reference: See Recommendation 3: (below) Amend paragraph 2.13 to read: <i><u>“Consultees will be informed of the nature and scope of the consultation and any additional consultation documents prior to the start of the consultation period/event to raise public awareness. Details will also be available on the council’s website”.</u></i></p> <p>No change proposed.</p>
All	Individual	How are you planning on engaging with young people in this process? They are unlikely to be gathered if you only view them as residents. There must be a way of engaging them through schools/youth parliament/etc.	<p>The methods for engaging with young people will depend on the type of consultation and the issues to be consulted on. Working directly with schools/youth parliaments is one way that this can be achieved and will be considered when planning specific events.</p> <p>Recommendation 1: <i><u>Amend 2.4 to make reference to marginalised groups which includes young people, disabled people, religious group, ethnic groups.</u></i></p> <p>Recommendation 2: <i><u>Amend 2.15 to make reference to schools/youth parliaments as an example of communication.</u></i></p>
All	Individual	For clarity, the community involvement on any matter outlined within the SCI should	There is no statutory requirement to undertake a vote for all adults and the cost would be

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>be submitted to a vote for all adults (18+).</p> <p>There should be well advertised public meetings prior to this for clarification and transparency. The outcome of which should be made public and subject to appeal with valid reason.</p>	<p>prohibitive to do this for every consultation event.</p> <p>Paragraph 2.15 makes reference to the use of workshops, discussion groups, exhibitions, road shows and unmanned displays as a potential method of communication.</p> <p>Paragraph 2.13 makes reference to consultees being informed of consultation locations prior to the start of the consultation. Whenever possible, the council will seek to feedback on the issues raised and the outcomes as a result of consultation. This is addressed at 2.17.</p> <p>To register on the Local Plan database, individuals should ring/write to/e-mail the Policy and Strategy Team. Details are/will be included on the website and consultation material. This is outlined at paragraph 2.6</p> <p>No change proposed.</p>
All	Individual	It is incomprehensible.	The proposed recommendations set out in the report seek to resolve this comment.
All	Individual	There is no consideration to Birdledge or similar villages who are in the green belt who need development to thrive. Need to consider rural community needs such as provision for employment, affordable housing, social needs. Stop overcrowding areas of North Kirklees and release land in	<p>This comment was submitted on the SCI. However, it is not the purpose of the SCI to deal with the council's spatial strategy. This will be dealt with as part of the Local Plan.</p> <p>The draft Local plan will be subject to consultation in November 2015 and provides</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		south Kirklees such as Birdsedge, Highflatts to enable people and families to enjoy village life.	the opportunity to comment on the council's proposed development strategy. No change proposed.
All	Individual	Will Kirklees Planners speak at community meetings to help answer questions.	Paragraph 2.15 makes reference to the use of workshops, discussion groups, exhibitions, road shows and unmanned displays as a potential method of communication. No change proposed.
All	Individual	The Development Management Charter needs to be placed on the website. The link to the Local Development Scheme on the website is not working.	The Development Management Charter was endorsed by cabinet on 28 th July 2015 and is now on the website. The link to LDS has been resolved. No change proposed.
All	Individual	Consultations with residents in areas affected must be meaningful and not just an exercise in public relations. People must be able to feel that their views will be listened to and taken into account. This has not been one of Kirklees strengths in the past and 'must try harder'.	Noted. The purpose of the SCI is to provide a framework for consultation to increase transparency. Reference is made in paragraph 2.17 to ensure transparency of the process. No change proposed.
All	Individual	Consultation is a waste of time due to cost for tax payer and decisions are already made. The process is merely a tick box exercise to comply with statutory duties. Do not consider the document to be truthful as it does not contain all the facts about how processes will be carried out.	Noted. The purpose of the SCI is to provide a framework for consultation to increase transparency. The Local Development Scheme outlines broad timescales when this will be delivered. The details for specific events are not detailed

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
			<p>in the SCI as this will vary according to the scope and nature of the consultation. Consultees will be informed of the details in advance of the start of a consultation event. This can be further clarified in the SCI.</p> <p>Recommendation 3: Amend paragraph 2.13 to read: <i><u>“Consultees will be informed of the nature and scope of the consultation and any additional consultation documents prior to the start of the consultation period/event to raise public awareness. Details will also be available on the council’s website”.</u></i></p> <p>To register on the Local Plan database, individuals should ring/write to/e-mail the Policy and Strategy Team. Details are/will be included on the website and consultation material. This is outlined at paragraph 2.6</p>
All	Individual	The SCI will not stop Kirklees pushing through development of green belt and farm land, instead of using existing brown field sites and disused buildings. In areas affected by development, there should be more input from local residents in any proposed affected areas.	<p>This comment was submitted on the SCI. However, it is not the purpose of the SCI to deal with the council’s spatial strategy. This will be dealt with as part of the Local Plan.</p> <p>The draft Local plan will be subject to consultation in November 2015 and provides the opportunity to comment on the council’s proposed development strategy.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
			No change proposed.
Section 1	Individual	<p>Searching the Kirklees website to find the SCI was not clear.</p> <p>Also, you indicate that you would have preferred my response to be via the website - but I was not confident the portal would give me space or could be edited before it was seen by appropriate Kirklees officers, so I emailed my response.</p> <p>In the <u>Introduction in Section 1</u>, it was clear that you realise communication is a weakness across the whole of Kirklees. This view is based on the experience of the Clayton Fields Action Group. So, with respect to the revised proposals within this SCI, it is clear that there has been little improvement in the communication for the setting up of the Planning Inspectors hearing for the Appeal by the Clayton Fields developer regarding Kirklees Non-determination of their revised Planning Application. Further detailed comments submitted on the notification process and attendance at the appeal.</p> <p>The <u>Introduction</u> further mentions the need for 'the transparency.....of the</p>	<p>Amendments have been made to website format to address concerns.</p> <p>The SCI refers to the Planning Policy consultation system. The intention is that in the future, consultation responses can be made via this system, allowing editing and sufficient space. This also allows respondents to see their response and the responses made by others.</p> <p>The SCI deals with consultation on planning policy matters and not the development management process. These comments have been forwarded to development management for consideration as part of the Development Management Charter.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>process' - it was only the Planning Inspector (in answer to the question) who indicated that he would be responding to the Appeal in 5 weeks (next week) - not the end of the day as we were advised, nor the end of the week the developers were apparently expecting.</p> <p>In the <u>Background and the need for review</u>, it is clear that Kirklees accepts that its processes need to change, particularly as it states they already conflict with government requirements, since September 2006, when the last SCI regulations and planning regulations were changed - notwithstanding the subsequent changes over the last 9 years.</p> <p>In <u>Section 2</u>, you detail the <u>Community involvement in planning policy</u>, in which you indicate what documents you will consult on. The Local Development Scheme (LDS) is the timetable you will work to - which is on your website. It is a very broad brush programme approach, and is already out of date. My thought is that you should notify all parties when it is updated, which it inevitably will be, to ensure your consultees are able to respond within the revised timetable. You also indicate you are going to produce</p>	<p>The council has consulted on a draft SCI in order to update its adopted document.</p> <p>The update of the Local Development Scheme is currently in progress and will be placed on the council's website and all contacts on the Local Plan database notified of the revised document. To register on the Local Plan database, individuals should ring/write to/e-mail the Policy and Strategy Team. Details are/ will be included on the website and consultation material. This is outlined at paragraph 2.6</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>a Local Plan, but there is no indication on its scope. If you were to consider Edgerton, would it be the area covered by the Edgerton Conservation Area, or would it cover a larger neighbourhood including say the Birkby Conservation Area, or would it be wider still, to include Lindley, Marsh and Paddock? You also indicate there will be Area Action Plans (AAPs). You suggest they would be more appropriate for town centre areas - would there also be a need for a Marsh Area and a Lindley Area Action Plan? These townships are in need of an overall strategy plan, but who would you consult with for these developments involving commercial interests as well as residential interests?</p> <p>How does the current (out of date) UDP and the replacement LDF (withdrawn at 1st Draft) documents and associated documentation compare in style to the latest Short/Mid/Long term planning proposals, presumably still in Draft versions?</p> <p>Would these 'special interest' areas be covered by <u>Supplementary Planning Documents</u>? You indicate these would 'focus on specific topics in greater detail'</p>	<p>The scope of the Local Plan was consulted on as part of the Early Engagement on the Local Plan and information on this is outlined on the council's website.</p> <p>There is further opportunity to comment on the scope and content of the Local Plan when a draft is consulted on in November 2015.</p> <p>There is currently no agreed programme to produce Area Action Plans within the Local Development Scheme. The SCI refers to Area Action Plans as an example of a planning policy document that the council could produce.</p> <p>It is proposed to consult on the draft Local Plan in November 2015.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>You also indicate there would be a <u>Development Plan Document (DPD)</u> which would be part of an <u>Area Action Plan (AAP)</u>, but there is no description of the hierarchy of each of these plans. There is a reference to all these plans being part of the 'statutory procedural stages' which are included in the Town and Country Planning (Local Planning) (England) Regulations 2012. If you are asking me to comment on the revised SCI document, surely you should provide me as a 'consultee' with a better description of how you intend to go forward with your Planning Policy?</p> <p>Even further down on your list are <u>Strategic Master Plans, Sustainability Assessment</u> - and the funding mechanism of the <u>Community Infrastructure Levy (CIL)</u> - which leads into the <u>Neighbourhood Plans</u>. These apparently will be developed by the 'Community' - but obviously must follow agreed statutory policies - which you have not described, but will be decided by the <u>Neighbourhood Planning Body</u>.</p>	<p>There is currently no agreed programme to produce SPDs within the Local Development Scheme.</p> <p>The SCI refers to examples of Supplementary Planning Documents (SPDs) as examples of planning policy documents that the council could produce.</p> <p>Recommendation 4: <u>To include a diagram showing the hierarchy of Planning policy documents and their relationship at section 2.2.</u></p> <p>See Recommendation 4 (above) which clarifies the body responsible for producing the plan.</p> <p>Recommendation 5: <u>To amend section 2.2 to include the following text:</u> <u>"Community Infrastructure Levy is produced by</u></p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>You indicate you have a list of 6500 individuals and organisations <u>Who you will consult</u> (I presume I am one of them. There is no way Kirklees can monitor the performance of their consultees without giving them appropriate training, guidance and support.</p> <p>Where do the councillors fit into this</p>	<p><i>the council. Local authorities must allocate at least 15% of levy receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. This 15% will be administered by parish and Town Councils. Communities which draw up a neighbourhood plan or neighbourhood development order and secure the consent of local people in a referendum will benefit from 25% of the levy revenues arising from development taking place in their area”.</i></p> <p>Recommendation 6: <i>To amend the Neighbourhood Plan text to make reference to the role of Parish/Town Councils and designated Neighbourhood Planning Bodies.</i></p> <p>All contacts on the Local Plan database will be consulted on all planning policy documents.</p> <p>Paragraph 2.15 sets out methods for consulting and supporting people to enable comment, which includes setting out the scope of the consultation, feedback methods, preparation of questionnaires, leaflets, exhibitions, road shows or drop in sessions. Reference is also made to summary information and the preparation of frequently asked questions as an additional way to support individuals and</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>planning hierarchy?</p> <p>The Duty to Cooperate, covered by the Localism Act (2011), appears to require Kirklees to consult with adjoining councils and public bodies to make the aspirations of the 'community' as effective as possible. For example, links to the M62 require improvement for business purposes, to get vehicles into Huddersfield (in particular) efficiently. This will require road improvements to Bradford Road (the new Rastrick link), New Hey Road (East bound exit), Halifax Road (Ainley Top alternatives) and Brighouse Road (Cooper Bridge improvements/diversions). Also improvements links to the M1 (Wakefield Road improvements to Lepton/Flockton/Clayton West) and Barnsley Road (improvements through Shelley), also Sheffield Road (improvements through Holmfirth) - for starters. For Huddersfield to be the place to Grow, transport links have to be improved - and trains have to go direct to London and link to Leeds/Manchester/Wakefield/Sheffield - for starters.</p> <p>I cannot see in this SCI document how and</p>	<p>organisations make comments.</p> <p>No change proposed.</p> <p>Recommendation 7: <u>To amend the SCI to include a new section on the role of councillors and planning policy.</u></p> <p>This comment was submitted on the SCI. However, it is not the purpose of the SCI to deal with the council's spatial strategy. This will be dealt with as part of the Local Plan.</p> <p>The draft Local plan will be subject to consultation in November 2015 and provides the opportunity to comment on the council's proposed development strategy.</p> <p>No change proposed.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>at what level the community will be involved in this consultation exercise.</p> <p>The <u>Methods</u> you have described have no depth or substance. People do not have the spare time to spend on the matters discussed above, but what has been described in this consultation document indicates that the existing councillors will have little else remaining to administer if these planning and development issues are dealt with by local consultees - so fewer councillors would be required.</p> <p>My concern is that the consultation with the community by the Kirklees officers would be lop-sided. The consultees would be part-time contributors to the full-time officers workload - but the time Kirklees officers would spend with the developers would increase. The power I have seen that the developers currently exert over the officers is considerable - would the consultees within the community be able to ensure the community gets what it wants, or would there be further local frustration in being unable to influence the long term future of its communities' needs?</p>	<p>Paragraph 2.1 refers to the Local Development Scheme which sets out the programme for commenting on identified planning policy documents. All consultees on the Local Plan database will be contacted on the consultation on the draft Local Plan.</p> <p>See Recommendation 7 on the role of councillors Recommendation 7: <u>To amend the SCI to include a new section on the role of councillors and planning policy</u></p> <p>The SCI sets out a commitment at paragraph 2.4 to consult with a range of groups who live or work in the district including residents and developers and landowners.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
			<p>To register on the Local Plan database, individuals should ring/write to/e-mail the Policy and Strategy Team. Details are/will be included on the website and consultation material. This is outlined at paragraph 2.6</p> <p>No change proposed.</p>
All	Natural England	Supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters both in terms of shaping policy and participation of determining planning applications.	<p>Noted.</p> <p>The SCI does not deal with consultation on planning applications. This is dealt with in the Development Management Charter.</p>
All	Mr J Taylor Parish Councillor and Shepley Village Association	<p>Support the revised draft Statement of Community Involvement.</p> <p>Just build on what is documented. More information should be made available in Library and Information Centres (those which will continue under the current review). Use the schools to contact hard to contact families and distribute information via the school bags.</p>	<p>Noted.</p> <p>Paragraph 2.13 states that hard copies of documents will be made available at Huddersfield Civic Centre 3, Dewsbury Service Centre at Dewsbury Town Hall and other public buildings subject to the nature and scope of the consultation. Consultees will be informed of any additional locations prior to the start of the consultation period/event. This provides the council with the flexibility of changing or adding further locations subject to the nature and scope of consultation.</p> <p>See Recommendation 2 with regard to schools. Recommendation 2:</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>Welcome the comments around the use of social media but there are also a number of local community websites which could be used, providing links to consultation documents which may be more effective than the Kirklees website or use of the local press.</p>	<p><u>Amend 2.15 to make reference to schools/youth parliaments as an example of communication</u> Paragraph 2.15 makes reference to maximising the use of networks or communication channels used by other services where required in order to target consultation more effectively and/or to reach “marginalised groups or communities”. This could be amended to make reference to local community websites where known.</p> <p>Recommendation 8: <u>Amend paragraph 2.15 to read:</u> <u>“share information internally and maximise the use of networks or communication channels used by other services or local community websites where required in order to target consultation more effectively and/or to reach “marginalised groups” or communities.</u></p>
All	Individual	<p>Whilst the document covers procedure and timescales many problems arise because many people fail to read the information that is issued. Greater effort should be made to convey information through the local press and make the notices bolder. Efforts should be made to encourage the public to understand the process.</p> <p>Make it mandatory that written notices to adjoining owners etc. are included in all</p>	<p>Reference is made to the use of local media and press releases within the SCI. Comments about format noted.</p> <p>The SCI only deals with planning policy. The Development Management Charter refers to</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		applications, without them, applications are not considered.	the planning application procedures.
2.15	Individual	<p>Reference is made to key individuals and groups and that includes developers and landowners but no direct contact has been made from the LPA or an invitation to discuss the site with the LPA or the local community.</p> <p>From paragraph 2.15 it is clear that the council intends to publicise various stages of the local plan preparation widely and using a range of media. It appears that some workshops and or discussion groups with “key stakeholders” has already taken place at the early engagement stage of the Local Plan. Question which stakeholders are key and would suggest that landowners and developers are key to delivery of new development and must be actively engaged going forward.</p> <p>The SCI should be amended to include reference to direct meetings with interested landowners and their representatives.</p> <p>Local community meetings and meetings involving landowners and the council are vital and important in the context of the soundness of the Plan.</p>	<p>Comments on a specific site proposed for inclusion in the Local Plan have been addressed as part of the preparation of the draft Local Plan and are not reported within this report.</p> <p>A targeted workshop was held as part of the early engagement on the Local Plan. Invitees were invited across all groups of consultees including landowners and developers to ensure that views were representative of all groups.</p> <p>The key stakeholders will depend on the nature and scope of consultation.</p> <p>Paragraph 2.4 already makes reference to developers and landowners.</p> <p>Section 2.15 includes a variety of indirect and direct methods of consultation for all groups and the methods chosen will depend on the nature and scope of the consultation. It is therefore, not considered appropriate to include reference to direct meetings just in respect of landowners and developers. Additionally, any of the groups listed at paragraph 2.4 can request a meeting with the council.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		Have all reasonable alternatives been considered and assessed.	The consideration of reasonable alternatives is not the purpose of the SCI. The process of considering reasonable alternatives will be outlined in the Sustainability Appraisal document which supports the Local Plan. Both documents will be available at the time of the draft Local Plan consultation. No change proposed.
1.10	Individual	I am mindful of the dire failings of the council concerning the previous public involvement which fills me with trepidation for the future. It is important to achieve the widest public awareness of the local Plan consultation and to ensure that the intentions of the LDF are presented to the public in the clearest possible manner.	Noted. The draft Local Plan consultation arrangements will be published in advance of the publication of the consultation draft in order to raise public awareness. These arrangements will be outlined on the council's website, be subject to press releases and social media and all contacts on the Local Plan database will be notified. No change proposed.
All	Individual	The document is hugely improved from previous version. The main point I would make is that somehow you have to reassure people about the value of their views and that the Council will actually listen and take account of public opinion. It is important that the Council is very clear about what it will do with the comments made in any consultation process and how those views will be used in the decision making	Paragraph 2.17 sets out the council's approach to feedback. Feedback documents will be available to view on the council's website. Recommendation 9: <u>To amend paragraph 2.17 to make reference to information will be made available on the council's website</u> In addition see Recommendation 7 about new text on the role of the councillors and planning policy Recommendation 7:

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>process.</p> <p>Your document is good on the way in which the consultation process will be conducted but weak on what happens afterwards. It would be useful to describe how the views will be collated and analysed, who will do this work, who will see the results of the consultation and how the views expressed be used alongside other decision making criteria.</p> <p>Is there a decision making framework, are there clear criteria set out and if so where have these come from? This sort of transparency will help to give comfort to those who care but doubt the Council's sincerity.</p>	<p><u>To amend the SCI to include a new section on the role of councillors and planning policy</u></p> <p>In the case of the Local Plan, as part of determining the soundness of the plan at Examination, the council will need to provide an audit trail of how views have shaped the plan.</p> <p>Recommendation 10 <u>To amend 2.17 to refer to the Local Plan and soundness testing.</u></p>
All	Mobile Operators Association	<p>We request that the mobile operators and Mono Consultants Limited continue to be informed of Planning policy consultations. Agree that e-mails informing interested parties of consultations are the most effective method of communication.</p> <p>Agree that consultation documents should be available to view on the council's website.</p>	<p>Noted and agreed.</p> <p>Noted.</p>
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
All	Individual	The revised draft SCI seems a typical document, confusing and without actually saying anything. More information required on what the council will do for consultation rather than might do.	<p>The Local Development Scheme outlines broad timescales when this will be delivered. The LDS is the document which defines the documents and timetable to be consulted on</p> <p>The details for specific events are not detailed in the SCI as this will vary according to the scope and nature of the consultation. Consultees will be informed of the details in advance of the start of a consultation event. This can be further clarified in the SCI.</p> <p>Reference: See Recommendation 3: Amend paragraph 2.13 to read: <i><u>“Consultees will be informed of the nature and scope of the consultation and any additional consultation documents prior to the start of the consultation period/event to raise public awareness. Details will also be available on the council’s website”.</u></i></p>
All	Individual	Detailed comments submitted on the SCI regarding plans to build more houses on the fields between Grange Road and Soothill Lane.	<p>This comment was submitted on the SCI but is more appropriate to be included as feedback on the Local Plan Early engagement and will be automatically incorporated into that process.</p> <p>The draft Local plan will be subject to consultation in November 2015 and provides a further opportunity to comment on the council’s proposed development strategy</p>
2.15	Individual	There is no reference to using district	Recommendation 11:

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		committees to inform people about consultations happening.	<i>To include reference to the use of District Committees in paragraph 2.15.</i>
All	Individual	Building more houses in Fixby is a recipe for disaster. Houses mean people who require the services of schools, roads, shops, GPs, hospitals, recreation areas. The present plans of the council are inadequate and the area will lose its character.	This comment was submitted on the SCI but is more appropriate to be included as feedback on the Local Plan Early engagement. The draft Local plan will be subject to consultation in November 2015 and provides an opportunity to comment on the council's proposed development strategy.
	Meltham Town Council	Although the document covers all the various points of community involvement it is not presented in a user friendly way. Using jargon, acronyms and terminology will not entice people to get involved. A more straightforward, plain English version should be used to attract comments and involvement from all parts of our community.	Recommendation 12: <i>Amend document to include a glossary.</i>
	Canal and River Trust	It is noted that the SCI deals only with planning policy and not the planning application process which is addressed in the Kirklees Development Management Charter. The Trust would wish to be consulted on all future policy documents to consider any potential future impact on its assets. The Trust has no specific comments to make on the details set out in the draft	Noted. The Canal and River Trust is on the Local Plan database and will continue to be consulted on all planning policy documents. Noted.

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>SCI, the nature of documents to be consulted upon or methods of communication, all of which seem reasonable and welcome commitment to, where possible, exceeding minimum standards for community involvement.</p> <p>It would be useful to see appendices detailing specific groups or interests whom you would generally consult and information on how such groups could ensure that they are on your list of potential consultees for particular documents.</p>	<p>It is considered a list of consultees could make the document easily out of date but agree clarification is required and therefore propose that examples of specific and general consultees are defined. Any group who wish to check they are on the list or wish to be added can contact the Policy and Strategy Team.</p> <p>Recommendation 13: <u>To include a definition of what constitutes a specific or general consultee as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012 under paragraph 2.4.</u></p>
	Individual	<p>Whilst we appreciate that there will be some housing development, we feel that 400 houses would have a negative impact on the Fixby area.</p>	<p>This comment was submitted on the SCI but is more appropriate to be included as feedback on the Local Plan.</p> <p>The draft Local plan will be subject to consultation in November 2015 and provides an opportunity to comment on the council's proposed development strategy.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
All	Individual	The whole document is incoherent in its attempt to define the consultation process.	The proposed recommendations seek to address this comment.
Intro	Individual	Who decides on the degree of flexibility on the consultation processes	Cabinet- the Local Plan consultation plan will be presented to Cabinet for agreement. No changes proposed.
Background	Individual	The reference to the SCI no longer having the same status as previously infers that Kirklees wants flexibility over delivery	Legislation, and not the council, dictates the status accorded to SCI. However, despite the SCI no longer having development plan status, the council is still required to adopt a SCI. Additionally, National Planning Policy Framework and statutory requirements require the council to have early and meaningful engagement with neighbourhoods, local organisations and businesses and to adhere to minimum legal requirements for consultation. The production of an SCI demonstrates clarity and transparency over consultation methods and the way comments will be used to inform development plan documents. No changes proposed.
Section 2	Individual	Unclear as to which documents and consultees will be consulted on	The LDS is the document which defines the other documents and timetable to be consulted on and add Recommendation 14: <i><u>Amend paragraph 2.2 to make it clear that the documents listed are examples of the types of document to be consulted on and that the Local Development Scheme will set out the council's agreed programme of documents.</u></i>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
2.1	Individual	<p>Is the LDS the document which defines the documents and timetable to be consulted on?</p> <p>When the LDS is produced, it should instigate a clear means of initiating consultation and feedback.</p>	<p>Yes. This is set out on paragraph 2.1.</p> <p>The LDS contains timelines for consultation on planning policy documents. Feedback processes are outlined in paragraph 2.17 of the SCI. No further changes proposed.</p>
2.15	Individual	<p>The general public not focussed groups need involving through normal means of communication. Newspapers, flyers. Kirklees Together should be an excellent means of generating interest. Dedicated, specialised websites will not interest or involve the general public.</p>	<p>Paragraph 2.15 outlines methods of consultation which apply equally to the general public and focus groups. There may be times that a focus group is used for consultation in order to test out a concept prior to wider consultation or because the consultation relates to a specialist or specific topic. This will be outlined in the scope of the consultation.</p> <p>Reference: See Recommendation 3: Amend paragraph 2.13 to read: <i><u>“Consultees will be informed of the nature and scope of the consultation and any additional consultation documents prior to the start of the consultation period/event to raise public awareness. Details will also be available on the council’s website”.</u></i></p>
	Individual	<p>The draft SCI details many variables in the consultation process without any coherent logical relationships. It must be simple, logical with clear documents, consultation method and feedback processes.</p>	<p>See Recommendation 4 regarding hierarchy of planning policy documents.</p> <p>Recommendation 4: <i><u>To include a diagram showing the hierarchy of Planning policy documents and their relationship at section 2.2.</u></i></p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
			See recommendation 9 on feedback. Recommendation 9: <i><u>To amend paragraph 2.17 to make reference to Information will be made available on the council's website</u></i>
1.6, 1.9 and 1.10	Individual	The government are giving Council's more power to defend local communities regarding inconsiderate planning. This should mean <ul style="list-style-type: none"> • more consideration of options and local priorities and concerns (1.6); • the needs of the community for early engagement and more involvement (1.9); • council's no longer have to submit SCI to Government for independent examination, therefore communities should have a bigger voice (1.10) 	Noted. These points are already addressed in paragraphs 1.6, 1.9 and 1.10. No change proposed.
2.2	Individual	More Local Planning. Communities should be heard on issues such as local needs, housing including affordable housing, local economy, community infrastructure and facilities and safeguarding the environment	Agree. The list of documents set out at 2.2 demonstrates how individuals and local communities can contribute to the debate on these issues. The emerging Local Plan provides a key opportunity to comment on such issues. No change proposed.
2.4	Individual	The council should seek the views of those who already live in the area.	Agree. Reference is made in 2.4 to residents. No change proposed.

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
2.10	Individual	<p>Local aspirations – too many meetings have been biased. Views are not listened to. The worries of overcrowded schools, doctors, roads and wildlife are important. Before building on Green belt, the brownfield sites should be built on first. Many are derelict sites. Also there are thousands of homes for sale in Kirklees so no need to build anyway.</p>	<p>It is not the purpose of the SCI to set out the council’s approach to its spatial strategy or proposed development. This is the role of the Local Plan which will be subject to public consultation. Additionally, Paragraph 2.10 refers to the council’s duty to co-operate requirements. The council has a statutory duty to work with defined bodies on strategic cross boundary matters, one of the purposes of which is to ensure that infrastructure is properly considered and consideration given to how this will be delivered to support proposed development. Local views are considered through consultation and the Local plan consultation provides an opportunity to comment on these issues.</p>
	Castle Hill Civic Associates	<p>Confirmation that the on-line planning consultation system of 6,500 will in the future be the one used to identify potential consultees on planning policies.</p> <p>Are Castle Hill Civic Associates included on the register?</p> <p>What categories/areas of planning policy will the Castle Hill Civic Associates be</p>	<p>All individuals and organisations listed on the current database will continue to be consulted on planning policy documents until such time as they request to be removed for it. Equally, the council will continue to accept new requests in the usual way (see immediately below) contacting the council and requesting your details to be added to the database) to be placed on the database to be consulted.</p> <p>Yes.</p>

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
		<p>consulted on?</p> <p>How does anyone go about being included on the register?</p>	<p>The Castle Hill Civic Associates will be consulted on all planning policy documents listed in the Local Development Scheme.</p> <p>To register on the Local Plan database, individuals should ring/write to/e-mail the Policy and Strategy Team. Details will be included on the website and consultation material. This is outlined at paragraph 2.6</p> <p>No change proposed.</p>
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	NHS North Kirklees Clinical Commissioning Group	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	West Yorkshire Archaeology Advisory Service	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Huddersfield Ramblers Association	Support the revised draft Statement of Community Involvement.	Noted.

Para No:	Respondent and Organisation (if applicable)	Main issues from consultation	Council response
All	Hade Edge Action for Residents	Support the revised draft Statement of Community Involvement.	Noted.
All	Historic England	At this stage we have no comments to make regarding the SCI.	Noted.
All	Oldham Council	No comments to make on the SCI consultation.	Noted.
All	Planning Advisor Sustainable Places Team (Yorkshire)	No comments.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Individual	Support the revised draft Statement of Community Involvement.	Noted.
All	Wakefield Council	Support the revised draft Statement of Community Involvement.	Noted.

Appendix 2 – Proposed Final Statement of Community Involvement for Adoption

Section 1

1. Introduction

- 1.1 The purpose of the Statement of Community Involvement (SCI) is to set out how Kirklees Council will work with local communities and stakeholders to develop planning policy documents such as the Kirklees Local Plan or guidance on specific issues.
- 1.2 It ~~will form~~ sets out a series of guidelines on the scope of community involvement, how and when Kirklees will undertake consultation and engagement and how you can become involved.
- 1.3 National Planning Policy Framework paragraph 155 states:
- “Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made”.
- 1.4 The document seeks to promote involvement in the plan at an early stage in order to work towards a consensus and thereby reduce the scope for delay at later stages. By getting involved and having your say you can help to shape the way your area looks.
- 1.5 There are also statutory requirements that the council must meet at each stage of plan preparation. The SCI sets out the range of engagement processes we will use to engage and consult on planning documents. These may vary according to the issue under consideration as it is important to retain a degree of flexibility. In this way, methods can be tailored to the specific planning document. Additionally, flexible engagement processes will allow us to respond to potential future changes in the regulations; changes to the way the council operates; and to respond to any new methods of communication and engagement which may become available over the life of the document.
- 1.6 In setting out clear guidance we aim to:
- increase public awareness of the planning process and how to get involved;
 - ensure a transparent process based on consideration of a range of options and local priorities and concerns;
 - provide an opportunity to help groups and individuals shape the local plan and make representations on its contents; and
 - help create a sense of ownership on planning issues.
- 1.7 Involvement in the planning application process is outlined in the Kirklees Development Management Charter.

This document was adopted by Cabinet on 22nd September 2015.

Background and the need for review

- 1.8 The production of a Statement of Community Involvement (SCI) is a government requirement¹ and the council adopted its first SCI in September 2006. A review of the SCI ~~has been~~ was undertaken in the light of:
- changes to planning legislation and regulations;
 - changes to the way the council operates and the consequent impact on services;
 - advances in technology and the use of digital technology for communication; and
 - the council's Involving Communities Framework (available to view on the council's website).
- 1.9 Changes to planning legislation and regulations impacted on the plan process itself and placed an increased focus on early engagement and community involvement. The SCI is based on the current guidance as set out in:
- Localism Act 2011;
 - National Planning Policy Framework (NPPF) 2012;
 - Town and Country Planning Local Planning (England) Regulations 2012; and
 - Neighbourhood Planning (General) Regulations 2012.
- 1.10 ~~The minimum legal requirements for consultation on local plans (and other Local Development Documents) has been amended to produce a more efficient plan making process. This means that the previously adopted SCI does not reflect the new stages of plan preparation. Additionally, the SCI no longer has the same status and is no longer considered to be a development plan document. The council is therefore, able to adopt its own SCI without the need to submit it to the Secretary of State for independent examination.~~
- 1.11 ~~The council's decision to undertake a radical review of the way it operates, the services it will provide and the implications for the resources and practices makes it timely to consider our approaches to community engagement. We have prepared a new SCI to provide a community engagement framework which is up to date, flexible, deliverable and cost effective. The advances in technology and particularly the use of digital media provide a real opportunity to develop new ways of working.~~

~~How to comment~~

~~1.12 The council is undertaking public consultation on this draft Statement of Community Involvement prior to its adoption.~~

~~1.13 This draft SCI will be available for consultation for a four week period from 4th July – 30th July 2105.~~

¹ Section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004 as amended

~~1.14 Comments should be made via the council's on-line response form or e-mailed to local.development@kirklees.gov.uk or sent to:~~

~~Planning Policy Group
PO Box B93
Civic Centre 3
Off Market Street
Huddersfield
HD1 2LR~~

~~1.15 All comments received will be assessed and the SCI reviewed in the light of these comments prior to a final version being adopted by the council.~~

Format of the document

- 1.16 Section 1 - Introduction
Section 2 - Community involvement in Planning Policy
- what documents we will consult on;
 - who we will consult with;
 - how we will consult and communicate.

Section 2

2 Community involvement in planning policy

What documents we will consult on

- 2.1 We will set out a timetable for producing planning policy documents. This timetable is known as the Local Development Scheme (LDS) and tells you when documents will be produced and when you can expect to get involved. A copy of the LDS is available to view on the council's website at:
<http://www.kirklees.gov.uk/localPlan/pdf/kirkleesPlaceToGrow.pdf>
- 2.2 The LDS will contain the key planning policy documents to be consulted on and opportunities for early engagement. In developing the policy documents, we may also undertake some consultation which includes targeted workshops on key pieces of evidence. The scope of consultation will vary according to the issues to be debated.

The following documents are examples of planning policy documents which may be identified in the Local Development Scheme for consultation)
(Recommendation 14).

Local Plan

A Local Plan sets out a vision and a framework for the future development of the area. It will address needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design. It is a

critical tool in guiding decisions about individual development proposals, since Local Plans (together with any neighbourhood plans that have been made) are the starting point for considering whether applications can be approved. It is important for us to put an up to date plan in place to positively guide development decisions.

Area Action Plans (AAP)

An Area Action Plan (AAP) is a Development Plan Document (DPD) that provides specific planning policy guidance for an area where significant regeneration or investment needs to be managed. A local authority can have a number of AAPs. They often relate to town centre areas and in all cases have a strong focus on delivery and implementation. There are statutory requirements for consultation but depending on the nature and scope of the AAP, we would seek to identify additional opportunities to engage with interested stakeholders in its preparation.

Supplementary Planning Documents (SPD)

These documents focus on specific topics in greater detail, providing policy guidance to support the Local Plan policies. Examples of potential SPDs are design, affordable housing, development standards.

The statutory procedural stages for making a Local Plan and Supplementary Planning Documents are different and are contained in: Town and Country Planning (Local Planning) (England) Regulations 2012.

Strategic Master Plans, Development Frameworks or Briefs

These documents relate to individual site allocations and set out the specific details required at a planning application stage. There is no statutory process for preparing these documents but we will consult and engage on them to increase awareness of planning issues and involve the community.

Sustainability Appraisal and Strategic Environmental Assessment

These are appraisal processes which evaluate the environmental, social and economic impacts of a plan, policy or programme and its reasonable alternatives. They take place alongside the Local Plan/DPDs and some SPDs. The first stage of the sustainability process is to produce a Scoping Report.

There are three statutory consultees on Sustainability Appraisal: Environment Agency, Historic England and Natural England.

Community Infrastructure Levy (CIL)

This is a charge that is levied on new development floorspace and is intended to contribute towards the provision of infrastructure. There are two main stages of statutory consultation: preliminary draft charging schedule and the draft charging schedule.

Community Infrastructure Levy is produced by the council. Local authorities must allocate at least 15% of levy receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. This 15% will be administered by parish and Town Councils. Communities which draw up a neighbourhood plan or neighbourhood development order and secure

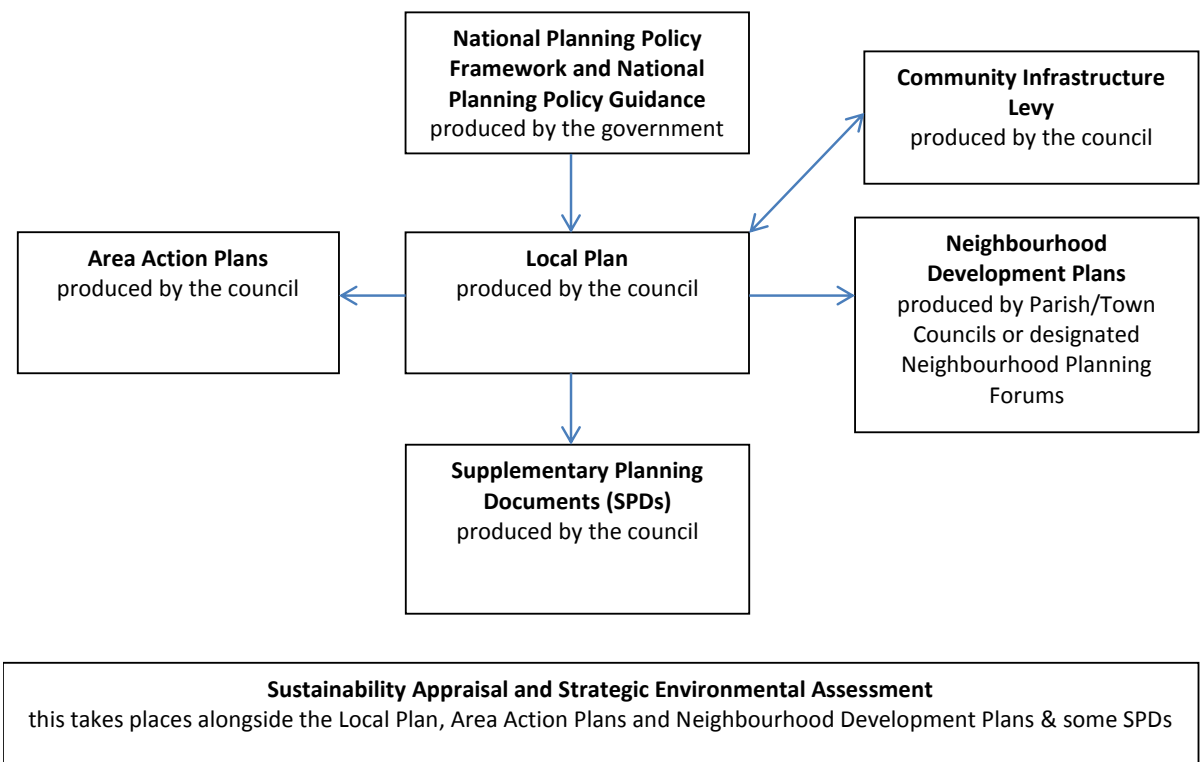
the consent of local people in a referendum will benefit from 25% of the levy revenues arising from development taking place in their area.
(Recommendation 5).

Neighbourhood Plans

Neighbourhood plans are produced by the Parish/Town Council or a designated Neighbourhood Planning Forum where a Parish/Town Council does not exist **(Recommendation 6)** community to develop a shared vision for their neighbourhood and shape the development and growth within the local area. They are subject to a statutory process and must be in conformity with the strategic policies in the Local Plan and have regard to national planning policy. Following examination by an independent examiner and a favourable vote in a referendum they can be adopted by the council and form part of the development plan. As such they have significant weight in determining planning applications.

The council has statutory duties to publicise the neighbourhood plan at specified stages. However, it is the role of the neighbourhood plan responsible body (Parish/Town Council or designated Neighbourhood Planning Body) **(Recommendation 6)** to ensure that the plan is representative and shaped by consultation. How and when this is undertaken is decided by the neighbourhood planning body.

Hierarchy of planning policy documents



(Recommendation 4)

Who will we consult?

- 2.3 This depends on the type of document and the nature of the consultation. Regulations and government guidance specify the bodies and organisations that we must notify when preparing the Local Plan or Supplementary Planning Documents. The regulations do provide some discretion over whether to notify certain bodies particularly if that document or issue is not likely to be of interest or relevance to it.
- 2.4 We will aim to consult relevant groups where a proposal will directly affect them. Generally we will seek the views of those who live or work in the district relevant to the document being consulted on such as:
- residents;
 - marginalised groups which includes young people, elderly, disabled, religious groups, ethnic groups; (Recommendation 1)
 - adjoining local authorities;
 - parish and town councils;
 - specific consultees bodies - organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations;
 - general consultees bodies - organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the local planning authority's area. (Recommendation 13)
 - interest groups;
 - voluntary organisations;
 - businesses;
 - developers and landowners.
- 2.5 Our Planning Policy on-line consultation system contains approximately 6,500 individuals or organisations. We will notify contacts on this system at the relevant statutory consultation stages for each type of document. Consultees will be encouraged to supply an e-mail contact as this is more time and cost efficient than sending letters and will be encouraged to submit comments electronically where they are able to do so.
- 2.6 Details on how to register will be outlined in our consultation material and on the Local Plan section of our website. The information saved on the system will be used in accordance with the Council's registration under the Data Protection Act 1998.

- 2.7 We will monitor registered contacts to identify areas or groups which are not represented or under-represented. We will then take action to encourage involvement from these groups.

Duty to co-operate

- 2.8 The Localism Act (2011) places a “duty to co-operate” on all local authorities and a number of public bodies which requires on-going, constructive and effective engagement on areas of plan making which may have strategic cross boundary implications. This does not apply to all planning policy documents.
- 2.9 The public bodies are set out in [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by [The National Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional and Saving Provisions\) Order 2013](#).
- 2.10 These bodies play a key role in delivering local aspirations, and cooperation between the bodies and local planning authorities is vital to make Local Plans as effective as possible on strategic cross boundary matters. The bodies should make proportionate responses in how they do this and tailor their degree of cooperation to maximise the effectiveness of plans.
- 2.11 The duty to co-operate is in addition to continuing to consult a number of statutory groups such as neighbouring authorities or local or national agencies.

How we will consult and communicate:

- 2.12 All consultation, engagement and feedback documents will be placed on the council’s website.
- 2.13 Hard copies of the document will be made available at Huddersfield Civic Centre 3, Dewsbury Service Centre ~~Centre Cash and Information Centre at Dewsbury Town Hall~~ and other public buildings subject to the nature and scope of the consultation. Consultees will be informed of *the nature and scope of the consultation* any additional locations prior to the start of the consultation period/event *in order to raise public awareness. Details will be available on the website (Recommendation 3).*
- 2.14 The council will seek to maximise the use of its own Planning Policy on-line system by using it for consultation and for respondents making comments. This has time and cost savings as all the contacts for the Local Plan and associated documents are contained on the system and the use of the system for inputting and analysing comments makes it quicker and easier to run reports on comments made, especially when undertaking multiple rounds of consultation on a single policy document.

Methods

2.15 The following methods may be used for consultation and engagement. The methods chosen will be tailored to the specific stage and will be proportionate to the importance of the document.

- **we will work with our corporate communications team** to identify the most effective channels of communication including the use of local media by preparing press releases to circulate to local newspapers and radio stations, or working with newspapers to prepare articles or advertisements to raise awareness and promote issues.

In the case of neighbourhood plans, there is a requirement to produce statutory notices when publicising a neighbourhood area boundary or a proposed neighbourhood forum. However, there is now no requirement to do this for the Local Plan.

- **share information internally and maximise the use of networks or communication channels used by other services *or local community websites (Recommendation 8)*** where required in order to target consultation more effectively and/or to reach “marginalised groups or communities;
- **use of council publications** such as Kirklees Together (where timing allows) to include articles. Kirklees Together is currently distributed quarterly to households across the district;
- **use of social networking** sites in accordance with the council’s policy on social media;
- **prepare questionnaires, leaflets** which summarise the key issues to be addressed or seek views on specific questions. They could also be used to direct interested parties to more detailed documents, evidence or details of events. The questionnaires and leaflets will be available to view on line or paper copies will be made available at the council’s main office and where practicable in other locations in the area with where is a high turnover of visitors. These locations may vary according to the nature and scope of the consultation and will be advertised on the council’s website.
- **interactive workshops or discussion groups with key stakeholders.** This could involve the use of external facilitators. They have been used to great effect at the early engagement stage of the Local Plan with targeted organisations to debate specific elements of the plan process.
- **deliver presentations or hold question and answer sessions at meetings of existing groups where resources allow.** This could include *District Committees (Recommendation 11)* Parish and Town Council meetings, Residents’ Associations, Business Groups, interest groups or neighbourhood plan groups, *schools/youth parliaments (Recommendation 2)*;
- **posters, flyers or site notices** – these may be used to raise awareness of consultation events or meetings or to make residents aware of proposals that could affect their area. These could be displayed in public places or places where there is a high volume of people;
- **hold exhibitions or road shows with unmanned displays or staffed drop-in sessions.** Consideration will be given to the accessibility of locations and the timing of the event. We will produce summary information and frequently

asked questions (FAQ's) to inform consultation stages and provide the scope of the event;

- **meetings with elected members** – members will be kept informed of progress and plans through briefings, workshops and e-mail.

Principles

2.16 We will:

- produce a Local Development Scheme which sets out the key documents to be produced, timescales and associated consultation stages. This will be made available to view via the council's website;
- meet and where practicably possible and necessary will exceed the minimum standards for community involvement as set out in legislation;
- make every effort to avoid consulting over holiday periods. However, where this is not possible due to the project timescales/funding etc. then the consultation will normally be no less than eight weeks.
- give guidance on the purpose, aims and scope of the consultation so respondents know what they can comment on and how their comments will be taken into account;
- wherever practicably possible, co-ordinate consultation internally using the council's corporate consultation systems in order to make cost efficiencies;
- where consultation is not subject to statutory timescales, give people sufficient time to respond to the consultation;
- make widespread use of electronic and modern media techniques wherever possible to make consultation more cost-effective, easier and quicker. The council's website will be used to advertise events/stages and host information;
- ensure that consultation is accessible to all to make it easy for groups or individuals with limited knowledge of the planning process to get involved;
- use consultation methods that are appropriate to the stage of plan making in order to maximise opportunities for involvement, while making sure the resources they require are proportionate and cost-effective;
- whenever possible, provide feedback to reflect how comments received have been incorporated into the process;
- *where possible* ensure that written information can be made available in alternative, accessible formats if requested, such as large print, Braille, audio or translated into another language;
- evaluate and monitor the effectiveness of consultation.

The role of councillors in planning policy

2.17 Councillors have an extremely important role to play in the planning process, both as decision makers and as somebody who will represent the views of local people. For example, before the Local Plan can be submitted for independent examination it must be agreed by a meeting of all Councillors. Councillors will also help you to understand the planning process and assist you to respond to consultations on the Local Plan or planning policy documents. They will also communicate your views to officers and other councillors so as to ensure that all

views are taken into account when determining how the council should proceed. (Recommendation 7).

Feedback

- 2.17 A feedback report will usually be produced documenting the level and nature of comments made and how comments have been used to inform the next stage of the planning document or process. In the case of the Local Plan, as part of determining the soundness of the plan at Examination, the council will need to provide an audit trail of how views have shaped the document. (Recommendation 10). In some cases, the council may identify specific modifications to a plan which may then be subject to further consultation. Information will be available on the council's website. (Recommendation 9).

Further information

- 2.18 If you have any questions on the information contained in this document, please contact us at: E-mail local.development@kirklees.gov.uk or write to us at:

Planning Policy Group
PO Box B93
Civic Centre 3
Off Market Street
Huddersfield
HD1 2JR

GLOSSARY

Adoption – The stage at which the development plan/Local Plan becomes the legal basis for all future planning decisions in the district?

Development Plan Documents (DPD) – Documents prepared by the local planning authority (including the Local Plan) setting out the main spatial strategy, policies and proposals for the area. These documents will be statutory documents and subject to an independent examination by an Inspector. They will undergo rigorous procedures of community involvement and consultation. DPDs must be consistent with and have regard to national planning policy.

Duty to Cooperate – Created by the Localism Act 2011. It places a legal duty on the Council to engage constructively, actively and on an ongoing basis with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

Examination – The purpose of the Examination is to consider if the development plan is sound. The majority of representations made at Examination will usually be written representations. However, in some instances a Planning Inspector may allow representations to be examined by way of oral hearings, for example round table discussions, informal hearing sessions and formal hearing sessions.

General Consultation Bodies – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the local planning authority's area.

Local Development Document (LDD) – The collective term covering Development Plan Documents and Supplementary Planning Documents.

Local Development Scheme (LDS) – A three year project plan outlining the Councils programme for preparing the Local Plan.

Local Plan – Collective term for the Development Plan Documents that set out the spatial vision and strategy for the District including policies and proposals. The Local Plan is a key part of the development plan.

Marginalised groups – Groups of people or organisations within the community who the local planning authority have found more difficult to engage with in the planning system. They include older people, religious, disabled and ethnic minority groups.

National Planning Policy Framework (NPPF) – It sets out the government's national planning requirements, policies and objectives.

Neighbourhood Development Plan (NDP) – A plan for the neighbourhood area which is prepared by an authorised community group. The plan must be in general agreement with the overall plan for the local authority area and can include general planning policies and allocations for new development.

Specific Consultation Bodies – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations.

Stakeholders – A person or organisation with an interest or concern in something.

Statement of Community Involvement (SCI) – Outlines the approach of the council to involving the community in preparing the Local Plan and planning policy documents.

Supplementary Planning Documents (SPD) – Documents that expand on policies and proposals in Development Plan Documents.

Sustainability Appraisal (SA) – An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. The SA seeks to ensure that proposals contribute to the achievement of sustainable development. Tests of Soundness – The tests outlined in the National Planning Policy Framework that DPDs are judged against. **(Recommendation 12).**

Appendix 3 Equality Impact Assessment

Background

The Council has an existing Statement of Community involvement (SCI) that was adopted in 2006 following examination by an independent examiner. The purpose of this document is to set out how Kirklees Council will work with local communities and stakeholders to develop policy documents such as the Kirklees Local Plan or guidance on specific issues.

A review of the SCI has been undertaken in the light of:

- changes to planning legislation and regulations;
- changes to the way the council operates and the impact on services;
- advances in technology and the use of digital technology for communication; and
- the council's Involving Communities Framework.

The council now proposes to adopt an updated Statement of Community Involvement.

In what way does your current service delivery help to:	How might your proposal affect your capacity to:	How will you mitigate any adverse effects? <small>(You will need to review how effective these measures have been)</small>
End Unlawful Discrimination?	End Unlawful Discrimination?	
<p>The adopted SCI aims to ensure that all sections of the community have the opportunity to contribute to planning decisions made by the council. The Planning and Compulsory Purchase Act 2004 introduced significant changes to the planning system including the requirement to undertake effective consultation so that communities had an opportunity to be involved in the decisions that may affect them.</p>	<p>The SCI has been revised and a draft SCI produced for consultation. It is based on the current guidance as set out in:</p> <ul style="list-style-type: none"> • Localism Act 2011; • National Planning Policy Framework (NPPF) 2012; • Town and Country Planning Local Planning (England) Regulations 2012; and • Town and Country Planning (England) Neighbourhood Planning (General) Regulations 2012. <p>Regulations require the council to consult with the specific and general consultees on planning policy documents including the following:</p> <p style="padding-left: 40px;">(a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area</p>	<p>Review comments received in response to the consultation on the SCI.</p> <p>Monitor and, where appropriate, act on comments received from groups who have “protected characteristics” under the Equality Act 2010 and consultation activities for each planning policy activity. The SCI makes reference to the review of consultation in respect of the nature and the scope of the documents being consulted on.</p> <p>Monitor and review the Statement of Community Involvement through the Council's Annual Monitoring Report and through consultation feedback processes.</p>

	<p>(b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area</p> <p>(c) bodies which represent the interests of different religious groups in the local planning authority's area</p> <p>(d) bodies which represent the interests of disabled persons in the local planning authority's area, (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;</p> <p>The draft SCI contains consultation principles based on the above statutory requirements.</p>	
Promote Equality of Opportunity?	Promote Equality of Opportunity?	
<p>The SCI aims to ensure the active, meaningful and continuous involvement of local communities and stakeholders. It aims to ensure that we consider how to involve the community and benefit from its local knowledge and views.</p>	<p>The revised draft SCI has the same aims as the previously adopted version.</p> <p>The benefit of having a revised, up to date SCI is that it will give clarity and transparency on how the community and stakeholders will be involved in the Local Plan process.</p>	<p>Review comments received in response to the consultation on the SCI.</p> <p>Monitor and, where appropriate, act on comments received from groups who have "protected characteristics" under the Equality Act 2010 and consultation activities for each planning policy activity. The SCI makes</p>

	It reflects revised statutory minimum levels of consultation and the increased focus on the use of technology to reach a wider audience.	reference to the review of consultation in respect of the nature and the scope of the documents being consulted on. Monitor and review the Statement of Community Involvement through the Council's Annual Monitoring Report and through consultation feedback processes.
Foster Good Relations Between People As above.	Foster Good Relations Between People Groups to be targeted included those listed above and: <ul style="list-style-type: none"> • residents • community, voluntary and specialist groups • businesses, developers, landowners and agents • statutory consultation organisations and government departments • adjoining local authorities • parish and town councils 	Review comments received in response to the consultation on the SCI. Monitor and, where appropriate, act on comments received from groups who have "protected characteristics" under the Equality Act 2010 and consultation activities for each planning policy activity. The SCI makes reference to the review of consultation in respect of the nature and the scope of the documents being consulted on. Monitor and review the Statement of Community Involvement through the Council's Annual Monitoring Report and through consultation feedback processes.



Cabinet: 22nd September 2015

Report Title: Decision on the proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

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> and name	Alison O'Sullivan
Is it signed off by the Director of Resources?	David Smith (Debbie Hogg)
Is it signed off by the Assistant Director Legal and Governance?	Julie Muscroft (Karl Larrad)
Cabinet member portfolio	Councillor Shabir Pandor.

Electoral wards affected: Crosland Moor and Netherton

Ward councillors consulted: Yes

Public or private: Public

1. Purpose of report

1.1 To advise members on the outcome of the statutory processes for the related statutory proposals by Kirklees Council and the Leeds Diocesan Board of Education within The Diocese of West Yorkshire and the Dales.

- To establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

1.2 To advise members of the conclusions and recommendations of the School Organisation Advisory Group (SOAG) regarding the statutory process followed for the proposals.

1.3 To recommend that members approve the related proposals

The report does not provide an update on proposals to establish a new 630 place primary free (academy) school for pupils aged 4-11 years to serve the Huddersfield South West area. This proposal is subject to a separate statutory process and the proposal is to be decided by the Regional Schools Commissioner. It is intended to provide an update on this proposal to Cabinet once a decision has been made.

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2. Background

2.1 The provision of school places to meet “basic need”

Kirklees Local Authority has a statutory duty to ensure that there are sufficient high quality school places to meet the needs of Kirklees families and communities. This is described as “basic need”. Over the last 12-13 years, the school age population in Kirklees has increased by approximately 20% from the smallest pupil age group (which is now in the secondary schools) to the current reception and pre-school age groups. A similar pattern is repeated in most urban authorities nationwide. One of the areas where there is a need for school places is in the Huddersfield South West area.

Following a series of collaborative discussions between Kirklees Council and a strategic group representative of providers in the South West Huddersfield area, and following exploration in outline of what is technically possible and affordable, the statutory proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision has been developed to support the best educational outcomes for children.

On the 24th March 2015 Cabinet received a report about the current and proposed position for place planning in Huddersfield South West area and Cabinet approved that statutory process be taken forward for proposals that would secure sufficient high quality places to meet basic need.

2.2 The current pattern of primary and secondary schools in the south west Huddersfield area

Current primary and secondary schools

- ***Dryclough CE (VC) Infant School** provides education for 4 to 7 year olds (including nursery provision) with a Published Admission Number (PAN) of 140 pupils per year group. The school is federated with Thornton Lodge Nursery School.
- **Crosland Moor Junior School** provides education for 7 to 11 year olds with a PAN of 150 pupils per year group.
- ***Thornton Lodge Nursery School** provides education for 130 part-time early learning places (nursery children aged 3-4 years) and has 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children aged 2-5 years). The school is federated with Dryclough CE (VC) Infant School.
- **Mount Pleasant Primary School** provides education for 3 to 11 year olds (including nursery provision). The PAN for the school is 90. This means the school can admit 90 pupils in each year group from ages 4 to 11. There are up to 78 part-time nursery places.
- **Moor End Academy** provides education for 11-16 year olds. The PAN for the school is 180. This means the school can admit 180 pupils in each year group.

* Schools that are federated have a single governing body and leadership team.

2.3 The proposed pattern of primary and secondary schools in the south west Huddersfield area.

- To establish a new 840 place all-through Church of England voluntary controlled

primary school for pupils aged 2-11 with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

No changes are proposed to either Mount Pleasant Primary School or Moor End Academy.

3. The statutory process regarding the related statutory proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

School organisation decisions for Local Authority maintained schools have to follow a process set out by law. Kirklees Local Authority has had due regard to legislation and followed the 5-stage statutory process in respect of these proposals.

The five stages are:

- Statutory Consultation
- Publication
- Representation
- Decision
- Implementation

For decision making purposes, this section of the report reviews the performance of the first three stages of the statutory process to confirm that they have been carried out in full compliance with the law and relevant Department for Education (DfE) guidance.

The report then analyses any representations received from interested parties submitted during the representation period using the main sections of the DfE Decision Makers Guidance.

The proposals and any representations that are received are presented for the consideration of decision makers so that they can then determine the proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11, with early learning and childcare provision, by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

The Cabinet, as decision maker considering this proposal has to have regard to certain guidance issued by the DfE and this is appended to this report.

Appendix 7 School Organisation - Maintained Schools Annex B: Guidance for Decision-makers January 2014

3.1 Consultation

The Cabinet decision on 24 March 2015 authorised officers to undertake a statutory consultation that would consider the following:

- Bring together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School by working in collaboration with The Diocese of West Yorkshire and the Dales to propose a replacement 840 place all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision. It is intended that the 840 places would be established over time.
- The proposed new school would continue to be in the existing site and buildings that are currently used for Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.
- With a Published Admission Number (PAN) of 120 for 4-11 year olds (from Reception

2016) and over time retaining 840 primary school places.

- retaining the 130 part-time early learning places (nursery children aged 3-4 years) and retain the existing 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children aged 2-5 years)

A seven week (six week term time) statutory consultation took place between 20 April and 5 June 2015 to seek the views of parents/carers, school staff, professionals, governors, pupils, the local community and other stakeholders. Please refer to Appendix 1 for the consultation document that was specifically developed for this consultation.

On the 30 June 2015, Cabinet received the outcomes of the statutory consultation and it was agreed to proceed to the next stage of the statutory process, which was for the publication of the related statutory proposals.

3.2 Publication and Representation

On the 9 July 2015 the combined statutory notice (Appendix 2) was published in the Huddersfield Examiner and copies of the statutory notice and statutory proposals (Appendix 3) were posted on the 9th July 2015 at the gates of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School. The statutory notice and proposals were also sent to Head teachers and Governing Bodies of these three schools. Copies of the statutory proposals were also given to the following venues;

- Thornton Lodge Community Centre
- Crosland Moor Community Learning Centre

From the publication date of 9th July 2015 copies of the complete statutory proposals were available upon request from Kirklees School Organisation and Planning Team, Civic Centre 1, Huddersfield. The proposals were also published on the Councils website. On 5th August 2015 the representation period ended.

3.3 Decision : The role of the Kirklees School Organisation Advisory Group (SOAG)

The Local Authority is the decision maker for these statutory proposals and under Kirklees arrangements, Kirklees Council Cabinet is the decision making body.

The Kirklees School Organisation Advisory Group (SOAG) was established by Cabinet on 12th September 2007 to advise the Cabinet on school organisation decision-making matters. The constitution and purpose of SOAG is attached at Appendix 4. SOAG exists to provide advice to Cabinet, but Cabinet is the decision maker.

3.4 Review of the statutory processes to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

The Kirklees SOAG met on 17 August 2015 to review the statutory process and any representations received for the proposals and to formulate advice for Cabinet as decision maker. The note of the meeting is attached at Appendix 5.

3.4.1 Representations received regarding the statutory process

No representations have been received during the representation period.

3.4.2 Statutory process check by SOAG

The details relating to the statutory processes for the related statutory proposals are set out in the check sheets attached at appendix 6.

3.4.3 SOAG conclusions about the process: The statutory notice, related statutory

proposals and statutory processes are valid and within time limits;

- statutory consultation has been carried out.
- The published statutory notice complies with statutory requirements.
- The related proposals are related to each other but not related to any other proposals for any other school and are not related to any proposals published by the EFA. The proposals are valid and can be decided by Kirklees Council Cabinet.
- The statutory four week period has been allowed for representation.
- The decision has been brought to the cabinet on 22 September 2015, which is within two months after the end of the statutory four week representation period which ended on the 5 August 2015.

3.4.4 SOAG advice: Kirklees Council Cabinet can decide the statutory proposals under Paragraph 8 of Schedule 2 of the Education and Inspections Act 2006.

4.0 SOAG review of the related proposals and representations using the DfE guidance for decision makers.

4.1 Factors to be considered in making the decisions about the related statutory proposals.

In order to support decision making by Cabinet, a range of factors have been considered. These factors are derived from the guidance issued by the Department for Education. **School Organisation Maintained Schools. Annex B: Guidance for Decision Makers January 2014.** Factors can vary depending upon the nature and type of proposals. The full list is presented in **Appendix 7**, accompanied by responses to the relevant factors for these proposals;

A: Consideration of consultation and representation period

B: Education standards and diversity of provision

C: Demand

D: School size

E: Proposed admission arrangements (including post 16 provision)

F: National curriculum

G: Equal opportunities issues

H: Community cohesion

I: Travel and accessibility

J: Capital

K: School premises and playing fields

L: Suitability

M: Competition (under section 7 EIA 2006)

N: Closure proposals (under s15 EIA 2006)

O: Rural schools

P: Early years provision

Q: Nursery school closures

R: Balance of denominational provision

S: Community services

On 17th August 2015, the SOAG examined the rationale for the related proposals against each of the above factors. The SOAG reviewed a statement of the rationale for the proposals for each section of the guidance. The guidance and rationale are set out in **Appendix 7**.

4.2 SOAG conclusions for decision makers

The SOAG agreed that the statutory process had been followed and enabled a detailed presentation of the related statutory proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

The proposal has been designed to enable the Council to work with the Diocese of West Yorkshire and the Dales to establish an all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision by bringing together all three schools into a single school with one governing body and head teacher. The Diocese of West Yorkshire and the Dales are the proposers for the new all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision that would replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

4.3 Officers' recommendations for decision makers regarding the proposals

Guidance note: Type of decision

The decision maker can make one of four types of decision for the statutory proposals:

- reject the proposals;
- approve the proposals without modification;
- approve the proposals with a modification, having consulted the LA and/or governing bodies of the schools (as appropriate); or
- approve the proposals with or without modification subject to certain prescribed events (such as the granting of planning permission) being met.

Following the SOAG review, officers recommend, subject to consideration of any further matters raised at the decision-making meeting, that the related statutory proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School, can be considered for approval for the following reasons (**see Appendix 5- Notes of SOAG meeting held on the 17th August 2015**).

4.4.1 A: CONSIDERATION OF CONSULTATION AND REPRESENTATION PERIOD

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

Kirklees Local Authority has had due regard to legislation and followed the statutory process in respect of these proposals. New School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 came into force on 28 January 2014. The Council carried out a seven week (six week term time) statutory consultation to

ensure the maximum opportunity was available to all key stakeholders to understand and comment upon the statutory proposals, prior to their publication. On the 30th June 2015 Kirklees Council's Cabinet (decision making authority) received the outcomes report of the statutory consultation and it was agreed to proceed with the statutory process and commence with the publication of the related statutory notice and proposals.

The publication of the statutory notice, statutory proposals and representation period commenced on 9th July 2015 and ended on 5th August 2015 therefore lasting for a period of four weeks and meeting the requirements of School Organisation Regulations.

4.4.2 B: EDUCATION STANDARDS AND DIVERSITY OF PROVISION

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

For full details of the rationale for the proposals, please see Appendix 7. The proposed establishment of an all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision in Huddersfield South West is intended to improve the educational standards attained by children. This is achieved through better and more flexible management of learning, without a change of school at age 7. There is the benefit of more continuity and flexibility and more opportunities to meet individual needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs. There is more consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body. There is closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special educational needs, are supported effectively from the Foundation Stage through to the end of Year 6.

4.4.3 C: DEMAND

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposal is for a technical closure of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to enable a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision to be established. The proposed new all-through voluntary controlled primary school's Published Admission Number (PAN) would be 120. Dryclough CE (VC) Infant School has a PAN of 140 starting in Reception.

Crosland Moor Junior School has a PAN of 150 starting at Year 3. The proposed new all-through Church of England voluntary controlled primary school would over time become an 840 place primary school from reception through to year 6. Accounting for the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the proposal to establish a new primary free (academy) school would re-provide these 20 reception places from the 1st September 2016.

The Council's school place planning data for 2014 and 2015 provides clear evidence that there is a continuing need for school places in Huddersfield South West, in order to meet local demand. The Council has adopted a range of strategies in order to meet this need, which includes using spare capacity where available, establishing one off bulge classes, or making permanent expansions to existing schools. There is no surplus capacity in existing schools in Huddersfield South West. In addition to this proposal, the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West would ensure that there would be sufficient capacity to meet demand from 2016 onwards.

4.4.4 D: SCHOOL SIZE

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed closure of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School is a technical closure in order that the all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision can be established. It is proposed that the all-through Church of England voluntary controlled primary school would have a PAN of 120 per year group for 4-11 years old (from reception 2016) and over time, retaining 840 primary school places in total. However, the new school would operate in the existing buildings and on the same sites in which the three current schools are located; the proposal therefore is considered viable and cost-effective.

4.4.5 E: PROPOSED ADMISSION ARRANGEMENTS (including post 16 provision)

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would have a published admission number of 120 pupils per year group for pupils aged between 4-11 years. In addition the school would provide 130 part-time early learning places (nursery children aged 2-4 years) and provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The admissions policy for the proposed new school would be fully compliant with the Schools Admissions Code.

The Council would consider all admissions application, including any received from

other Local Authorities. If there are fewer applicants than there are places available, everyone who applies would be offered a place. When there are more applicants than there are places available the following admission criteria would be applied in order:

For children of statutory school age, Kirklees admission (over subscription criteria) criteria for voluntary controlled schools are: 1. Children in public care (looked after children) or a child who was previously looked after; 2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule); 3. Children who live in the school's PAA; 4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule); 5. Children who live outside the school's PAA.

For childcare places, it is expected that the existing policy as applied by Thornton Lodge Nursery School would apply, which means that the proposed new school would control its own admission policy but as children often start at different times in the year the school would usually work on a 'first come first served' basis.

The proposed new school would admit children with statements of special educational needs or an education health and care plan where such statements or plans name the school. It is not proposed to give priority for admissions to pupils on any religious grounds.

4.4.6 F: NATIONAL CURRICULUM

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would meet the general requirements of the National Curriculum including the Early Years Foundation Stage.

4.4.7 G: EQUAL OPPORTUNITY ISSUES

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

A full equalities impact assessment (EIA) has been completed and will be published with the decision report, prior to a final decision being taken on the proposals by Kirklees Council Cabinet (the decision making body). The EIA demonstrates that due regard has been taken and that the proposals would have little, if any adverse impact from an equalities perspective.

The proposal to bring together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to establish an all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early

learning and childcare provision would have a positive impact as it would facilitate closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between school, parents, carers, and outside agencies can therefore help to impact positively on community and social cohesion and foster good relations.

The ethnicity profile of the pupil cohorts that would attend the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision are expected to be very similar to the existing cohorts at Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School. This is because children attending the three schools currently would automatically become part of the proposed all-through Church of England voluntary controlled primary school. The school would provide co-educational places and be all inclusive. The proposal would have no adverse impact on sexual orientation given the new school is proposed to be co-educational. There would be no adverse impact on any children with Special Educational Needs (SEN) as any such children attending one of the three schools now would automatically become part of the proposed new school. In addition, any new children with SEN would be considered for admission in to the proposed new school in the normal way. Therefore it is considered the proposal is not discriminatory and does support the advancement of equality of opportunity.

4.4.8 H: COMMUNITY COHESION

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposal is intended to have a positive impact on the community, by providing the opportunity for an increased level of continuity of services for children and parents through the sustainable provision of primary education in the Crosland Moor area. All the pupils attending the three schools would automatically become part of the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision on the 1st May 2016. Therefore, the proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would continue to serve the local community in ensuring sufficient school places for local children and families.

Moreover, it is envisaged that the proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision, would have an important role in the local community, as do the three schools now, by building on existing strengths. The proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would ensure, alongside other schools in the area and the proposed new primary free (academy) school that there are sufficient places for children from the local community that is future proofed for the projected pupil demographic. The school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups.

4.4.9 I: TRAVEL AND ACCESSIBILITY

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would operate in the existing buildings and on the same sites in which the three current schools are located. Children on roll at the existing three schools would automatically become part of the proposed new all-through Church of England voluntary controlled primary school. Therefore the proposal should not adversely impact any disadvantaged groups, as the proposal enables a significant level of continuity for travel and accessibility for local children and families and other organisations that may access the existing schools.

During the statutory consultation period, some respondents who strongly opposed the proposals, raised concerns about the possibility of traffic and congestion being increased on Dryclough Road and in the area, which would be significant issue that would need careful consideration if the proposals were to be approved.

In its response to the consultation, the Council explained that it would carefully consider road safety issues and ensure that appropriate extra measures were in place to manage the impact of any potential increased levels of traffic congestion. The Council also explained that it would promote sustainable travel, e.g. encouraging parents, carers and children to walk to school.

4.4.10 J: CAPITAL

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

There are no direct, essential capital implications arising as a result of these proposals. This is because the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would utilise existing capacity in the three schools that are proposed for technical closure. There is sufficient capacity across the existing three schools to enable this and therefore, there is no requirement for a physical expansion and capital investment. Implementation of the proposals is not therefore reliant on any capital funding being made available from the Education Funding Agency.

However should the proposal be approved for implementation then it is intended that the existing accommodation over the two sites will be reviewed to identify opportunities to support the three schools in coming together. This work may result in future capital expenditure.

4.4.11 K: SCHOOL PREMISES AND PLAYING FIELDS

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland

Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would continue to use the existing three school sites and therefore the same school premises and playing fields. There is no proposed encroachment on to any existing playing field given that there is no requirement for any physical expansion as a result of implementation of these proposals. Pupils attending the proposed new school would have a mix of hard standing and paying field provision that currently exists across the three schools.

4.4.12 L: SUITABILITY

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposal is intended to bring together and replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to establish an all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision.

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level.

4.4.13 M: COMPETITION (under section 7 EIA 2006)

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposal is to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision under Section 11 (2) of the Education and Inspections Act 2006 which enables new maintained schools to be established without a competition in specific circumstances.

This legislation enables proposals for a new community or foundation primary school (that is to replace a maintained infant and maintained junior school), and proposals for a new school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation. (DfE – Establishing new maintained schools – Departmental Advice for local authorities and new school proposers - June 2013). Secretary of State consent is not required for proposals published under Section 11 of the Education and Inspections Act 2006.

4.4.14 N: CLOSURE PROPOSALS (under s15 EIA 2006)

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland

Moor Junior School and Thornton Lodge Nursery School should be approved because:

There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Dryclough (CE) VC Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School would automatically become part of the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision on the 1st May 2016.

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would have a published admission number of 120; therefore, over time the school would become an 840 place primary school from reception through to year 6.

Accounting for the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the Council is seeking proposals to establish a new primary free (academy) school in Huddersfield South West from the 1st May 2016, with pupil places being available from the 1st September 2016. There would be no changes to the existing number of early years places currently offered by Thornton Lodge Nursery School as the exact same number of early years and child care places would be offered by the proposed new all-through voluntary controlled primary school.

4.4.15 O: RURAL SCHOOLS

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School are not classified as Rural Primary Schools; therefore this is not a relevant consideration.

4.4.16 P: EARLY YEARS PROVISION

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

There would be no loss of any existing nursery or early years provision as a result of the implementation of these proposals. The proposed new all-through voluntary controlled primary school for pupils aged 2-11, with early learning and childcare provision would retain the same level and scope of early years provision to that which is currently provided by Thornton Lodge Nursery School. The provision currently provided by Thornton Lodge Nursery School across both its Yews Hill Road and Dryclough Road site would be retained in full. This means that the proposed new all-through voluntary controlled primary school would provide the following level of early years provision:

Provide 130 part-time early learning places (nursery children aged 2-4 years)

Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The length of sessions

would be the same as offered now by Thornton Lodge Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

4.4.17 Q: NURSERY SCHOOL CLOSURES

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed new all-through voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would retain the same level and scope of early years provision to that which is currently provided by Thornton Lodge Nursery School. The provision currently provided by Thornton Lodge Nursery School across both its Yews Hill Road and Dryclough Road site will be retained in full. This means that the proposed new all-through voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would provide the following level of early years provision:

Retain 130 part-time early learning places (nursery children aged 2-4 years)

Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The length of sessions would be the same as offered now by Thornton Lodge Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

The proposed new all-through voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would build on the existing strengths of the federated Thornton Lodge Nursery school and Dryclough CE (VC) Infant School as it would provide opportunities to successfully integrate early years provision with child care services within an all-through setting and form closer, effective working relationship until the end of Key Stage 2.

There is demand for early years and child care places in the area as can be evidenced via the take up of existing places at Thornton Lodge Nursery School. There is sufficient early learning and childcare places in the local area (see the Crosland Moor and Netherton childcare sufficiency ward profile).

The proposal is for a technical closure of Thornton Lodge Nursery School, to enable a new all-through voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision to be established. The proposed technical closure would maintain the existing number of nursery places offered by Thornton Lodge Nursery School and the existing split site arrangement would also be maintained and so the impact on children and families of this proposed technical closure is considered to be minimal. The impact on other local providers both in and outside of the school sector is also considered to be minimal. Given the nature of the proposal detailed assessments of capacity, quality and sustainability of provision in schools, and in settings outside of the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school has not been considered.

4.4.18 R: BALANCE OF DENOMINATIONAL PROVISION

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland

Moor Junior School and Thornton Lodge Nursery School should be approved because:

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level. The proposed new school would maintain Church of England presence with the school system in Huddersfield South West and meet the demand for such places which can be evidenced via the foundations of Dryclough CE (VC) Infant School. The proposed new all-through Voluntary Controlled primary school, with nursery provision would aim to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It would encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils. Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council are committed to the newly created school being distinctive and inclusive in supporting all children and their families in learning and development. There is a common agreement that the school would be welcoming and accessible to the wider community. It would ensure equality of opportunity and work to remove any barrier to success. The Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council believe that in combining the ethos and values of the three schools would impact positively on teaching and learning, provide a firm foundation for cultural, continuous and sustained improvement to offer exciting and innovative opportunities for the whole school and local community.

4.4.19 S: COMMUNITY SERVICES

No representations were received

Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School should be approved because:

The proposed new all-through voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups. As the work to develop Community Hubs continues there may be opportunities in the future to provide services in different ways.

4.5 Officer conclusions and recommendation to the decision makers

To approve the proposal for Kirklees Council to discontinue Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School on 30 April 2016

To approve the proposal to establish a new all-through voluntary controlled primary school, for pupils aged 2-11 years with early learning and childcare provision which is to be implemented by the Leeds Diocesan Board of Education, within the Diocese of West Yorkshire and the Dales on 1st May 2016.

As both of these proposals are related the recommendation to Kirklees Council Cabinet is to approve the related statutory proposals.

5. Implications for the Council

5.1 HR Implications

5.1.2 The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision. The related proposals are intended to continue and enhance the current level of provision for children in the area; however there are human resource implications. The proposed new school is likely to require broadly similar levels of staffing albeit with a different staffing structure to suit the larger organisation, HR staff would need to work with the governing bodies and head teachers of the three schools regarding any revision to staffing structures and following this, consultation would need to be held with staff and recognised Trade Unions. Kirklees LA would continue to be the employer.

5.2 Financial Implications

5.2.1 Revenue Budget - Advice: The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision

The proposals are being made for educational not financial reasons.

The Dedicated Schools Grant (DSG) budget that the Council receives from government can only be spent on education, there is no revenue implication arising from this proposal for the Council's own budget. The DSG budget for each individual school is determined by a formula that includes a block grant for every school but most of the funding allocation is determined by reference to the number of pupils on roll.

The formula-driven revenue budget allocation for a single 4-11 school with 840 places would actually be lower than that for the two separate schools because only one block grant can be allocated under the formula. The second block grant would be phased out of the new school's allocation over a three year period. The underlying reduction in funding should be offset by potential savings from operating as one school. In addition, funding for the new school's nursery provision would be provided from the DSG Early Years funding block on much the same basis as the funding provided to the current Nursery school, again with some form of transitional protection applied to the specific Nursery school block grant which would cease.

5.2.2 Capital

The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

There is no essential direct capital costs associated with the implementation of this proposal. There is sufficient accommodation across the two sites to establish an 840 place all-through voluntary controlled primary school over time. However should the proposal be approved for implementation then it is intended that the existing accommodation over the two sites will be reviewed to identify opportunities to support the three schools in coming together. This work may result in future capital expenditure.

5.3 Council priorities

Council policies affected by this proposal include the Children & Young People Plan. The proposals will support the Council priorities which are to;

Enhance life chances for young people

Working in partnership to improve health and educational attainment to enable them to reach their full potential. The proposals offer the opportunity to continue to significantly

improve and enhance the overall educational opportunities and achievements of young people in Kirklees.

Support older people to be healthy, active and involved in their communities

Focusing on preventative work, while empowering those with long term conditions to live independent lives to the full and be in control of making their own decisions.

Business growth and jobs

Creating the right conditions for business to sustain the Kirklees economy, facilitating investment in skills, jobs and homes and providing pathways into work.

Provide effective and productive services

Ensuring services are focused on the needs of the community and delivering excellent value for money.

6. Consultees and their opinions

A statutory consultation on the proposed new all-through voluntary controlled primary school for pupils aged 2-11 with early learning and childcare provision, took place between 20 April and 5 June 2015 to seek the views of parents/carers, school staff, professionals, governors, pupils, the local community and other stakeholders. Cabinet received the report of the outcomes of the consultation and the views expressed by stakeholders during this consultation are described in detail in that Cabinet report. The Cabinet agreed to proceed with the statutory processes for the proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

During the 4 week representation period, no representations have been received.

This report brings stakeholders views and comments regarding the statutory proposals to decision makers attention for full consideration giving due regard to the factors for decision making derived from the guidance issued by the **Department for Education. School Organisation Maintained Schools. Annex B: Guidance for Decision Makers January 2014**

7. Next steps

7.1 The proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision. If the Cabinet approve the proposals then officers would support and work with the Governing Bodies of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to finalise arrangements for pupils, parents, staff and other stakeholders in order to ensure that effective plans are put in place to implement the proposals from the 1st May 2016.

8. Officer recommendations and reasons. The related proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

8.1 It is recommended that Members:-

- a. Note the advice of Kirklees SOAG that the related proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and

Thornton Lodge Nursery School are valid and that the required statutory processes have been carried out.

- b. Agree that in their role as decision makers, they will take the decision regarding the proposals within the statutory time period.
- c. Acknowledge the outcomes and recommendations of the Kirklees SOAG meeting from 17 August 2015 and the associated officer recommendations for the proposals.
- d. note the HR and financial implications of approving the proposals
- e. Confirm that in meeting the obligations of the Equality Act 2010 and the Public Sector Equality Duty 2011 full regard has been given to the Equalities Impact Assessment throughout the statutory process for the proposal including the decision regarding approval.
- f. Authorise the proposer, The Diocese of West Yorkshire and the Dales to make an application to the DfE to designate the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11, with early learning and childcare provision as a school with religious character.

8.2 It is recommended that Members approve without modification or condition the related statutory proposals:

by Kirklees LA;

1. to discontinue Dryclough CE (VC) Infant School on 30 April 2016
2. to discontinue Crosland Moor Junior School on 30 April 2016
3. to discontinue Thornton Lodge Nursery School on 30 April 2016

by The Diocese of West Yorkshire and the Dales to;

1. Approve the proposal by The Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision on 1 May 2016.

The related proposals should be approved for the following reasons:-

- a. to improve the provision for all children and recognise the value and popularity of the schools with parents and the community;
- b. to strongly support the continued improvement in standards for children at the schools and to consolidate and extend the existing strengths of the schools;
- c. to consolidate, strengthen and secure the range and diversity of primary age provision in Crosland Moor area;
- d. to place every child at the heart of the process of meeting their learning, social and emotional needs;
- e. to assure places for all children in the proposed all- through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision all through primary school without any displacement of pupils and to meet the continuing need for places in the area;
- f. to assure and maintain places for local children in the proposed new school and to maintain the existing services for the local community;
- g. to have no effect on car usage. The proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would operate in the existing buildings and on the same sites in which Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School are located.

- h. to continue and enhance the provision currently available Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School schools;
- i. to meet the criteria of the DfE SEN improvement test. The proposed all- through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision school would result in reducing the number of transition points, which is likely to improve the outcomes for all pupils with SEN;
- j. to support the efficient and effective use of revenue funding and existing school site and premises in meeting the needs of pupils.
- k. to provide opportunities for improving consistency and transition and allow staff to progress and develop.

It is recommended that Members request officers to support and work proactively with the federated Governing Bodies of Dryclough CE (VC) Infant School, Thornton Lodge Nursery School and the Governing Body of Crosland Moor Junior School to finalise arrangements for pupils, parents, staff and other stakeholders in order to sensitively manage changes to implement the proposals from 1st May 2016.

9. Portfolio Holders' recommendation

We are committed to improve the quality of education in our primary schools to give every child the best possible start. Dryclough CE(VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School are three schools which are geographically very close together, serving the same community, which already have close working relationships and could be easily developed into an all-through primary school for pupils aged 2-11, with early learning and childcare places.

The feedback received during the statutory process confirmed that there is support from local stakeholders and we are pleased to be collaborating with the Diocese of West Yorkshire and the Dales as part of these proposals for the Huddersfield South West area. We are keen that the highest quality provision is available fairly to all children to ensure that they have the very best educational experience.

The proposals to bring together Thornton lodge Nursery School, Dryclough CE(VC) Infant School and Crosland Moor Junior into one organisation are intended to make sure that families would gain the advantages of having a single school which would build on the strengths that currently exist.

For these reasons we support the officer recommendations to approve the proposals and would want to ensure that collectively the Council, school leaders, governing bodies and the Diocese work with local families to prepare for the amalgamation to be implemented.

10. CONTACT OFFICERS

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11. BACKGROUND PAPERS

- **Cabinet Report 30 June 2015** Report on the outcomes from the statutory consultation for members' consideration on the proposal about primary pupil places in the Huddersfield South West
- **Cabinet Report 24 March 2015** Primary pupil places in the Huddersfield South West area
- "Securing sufficient school places to enable access for children and young people to an excellent local education system". Kirklees May 2013 and June 2014

A consultation about primary pupil places in Huddersfield South West

- Bring together Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School and create one primary school.
- Create a new primary academy school on the site of Moor End Academy.
- Retain Mount Pleasant Primary School.

This consultation document tells you the reasons for our proposals and how the decision making process works. Please take time to read the document and tell us your views and comments on the attached consultation response form at the back of this booklet.

The closing date for responses is
Friday 5 June 2015

Why are we making these proposals?

Kirklees Council has a legal duty to make sure that there are enough high quality school places to meet the needs of Kirklees families and communities. This is described as 'basic need'.

The school age population in Kirklees has been increasing over the last decade. Data shows that there is a need for additional primary school places in Huddersfield South West, ready for September 2016.

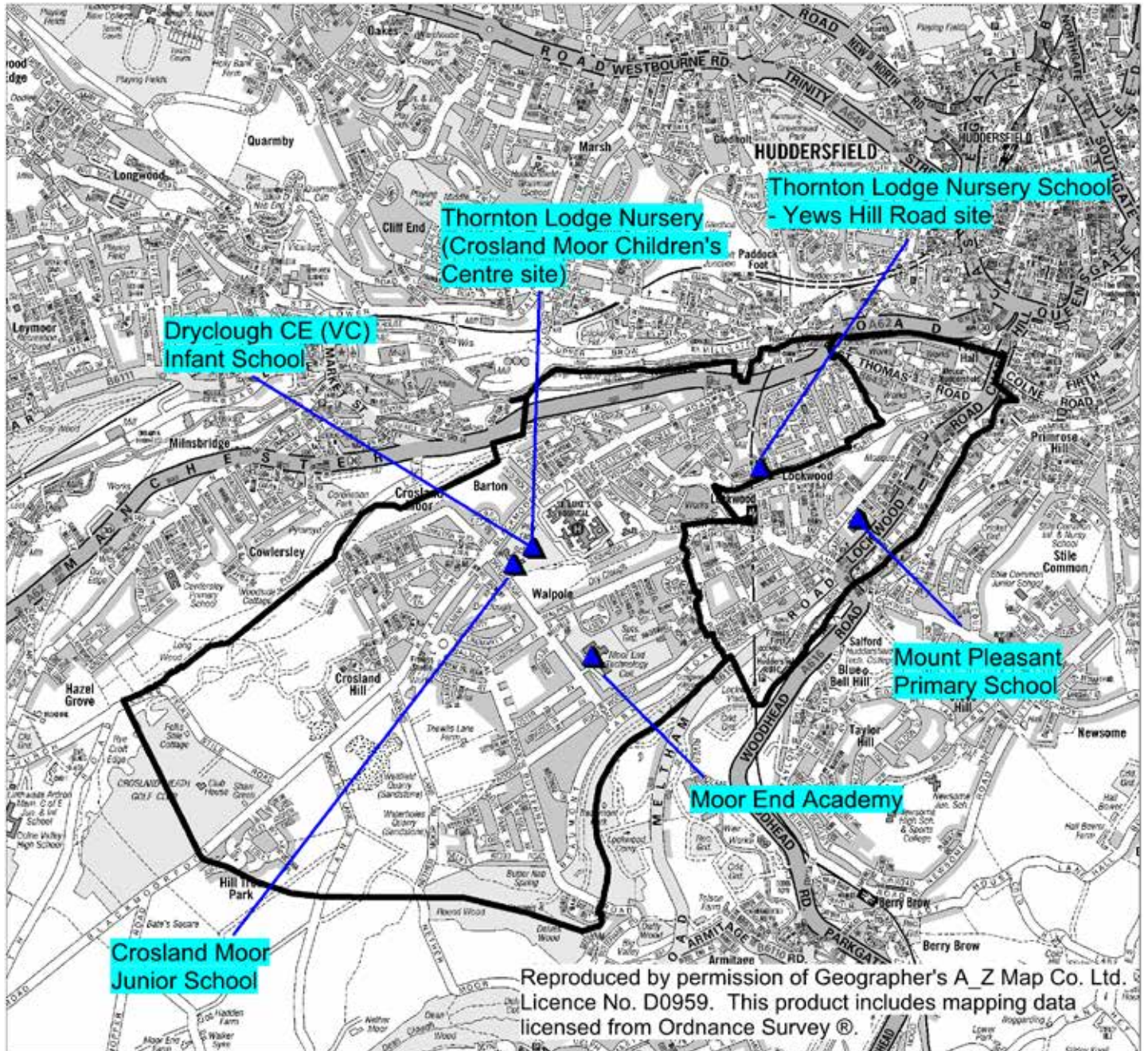
The proposals described in this consultation document have been developed in close partnership with schools and providers in Huddersfield South West.

They are designed to meet the additional demand for primary school places, whilst achieving the highest possible standards of care and education for children and their families in the area.

The current pattern of primary and secondary schools in Huddersfield South West

- Dryclough CE (VC) Infant School provides education for 4 to 7 year olds. The Published Admission Number (PAN) is 140 – this means the school can admit 140 pupils per year group. The school is federated with Thornton Lodge Nursery School, this means that there is one governing body and leadership team responsible for both schools.
- Thornton Lodge Nursery School provides education for 130 part-time early learning places (nursery children aged 3-4 years) and has 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children aged 2-5 years).
- Crosland Moor Junior School provides education for 7-11 year olds with a PAN of 150 pupils per year group.
- Mount Pleasant Primary School provides education for 3-11 year olds (including nursery provision) with a PAN of 90 pupils per year group for ages 4-11. There are also up to 78 part-time nursery places.
- Moor End Academy provides secondary education for 11-16 year olds with a PAN of 180 pupils per year group.

Where are the existing schools serving Huddersfield South West?



The proposals

Proposal 1: Bringing together Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School

This is a proposal to establish a new all-through Church of England voluntary controlled primary school with nursery provision:

- To cater for children aged 2 to 11.
- With a PAN of 120 pupils per year group for 4-11 year olds (from reception 2016), and over time retaining 840 primary school places in total.
- Retaining 130 part-time early learning places (nursery children aged 3-4 years) as well as:
- Retaining the existing 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children aged 2-5 years).

'Bringing together' means joining all three schools into a single school with one governing body and head teacher.

Dryclough CE (VC) Infant School is a Church of England voluntary controlled school. Education law says that the new school would need to retain voluntary controlled status. The fairest way to bring the schools together would be:

- The Council proposes the technical 'closure' of Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School.
- The Diocese of West Yorkshire & The Dales propose a new replacement all-through Church of England Voluntary Controlled primary school. The new school would continue in the existing buildings and on the same sites as are being used now.

However, the new school would be created as part of this legal process and would open on the same day that the existing schools were technically closed. It would continue in the existing buildings and on the same sites in which the three current schools are located. There would be no interruption to the education of children at the three schools.

The new replacement primary school would have 120 places per year group and 840 places in total from reception through to Year 6. This would happen over time, starting with 120 reception places in September 2016.

The table opposite illustrates how total pupil numbers, from reception through to Year 6, would change each year. The numbers would fall annually until settling at 840 (ie. 120 places per year group). However, another proposal outlined in this document would provide an extra 630 places elsewhere in Huddersfield South West. This means there would be an overall increase across the area, meeting the needs of the local community.

It is important to note that all pupils attending Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School would automatically become part of the new all-through primary school. Children who are in key stage 1 would be there until the end of Year 6, giving continuity throughout their time at primary school.

	Dryclough CE (VC) / key stage 1			Crosland Moor Junior / key stage 2				Total primary pupils
	reception	Y1	Y2	Y3	Y4	Y5	Y6	
2015-16	140	140	140	150	150	150	150	1020
All-through CE (VC) primary school from 1 May 2016								
	reception	Y1	Y2	Y3	Y4	Y5	Y6	
2016-17	120	140	140	150	150	150	150	1000
2017-18	120	120	140	150	150	150	150	980
2018-19	120	120	120	150	150	150	150	960
2019-20	120	120	120	120	150	150	150	930
2020-21	120	120	120	120	120	150	150	900
2021-22	120	120	120	120	120	120	150	870
2022-23	120	120	120	120	120	120	120	840
2023-24	120	120	120	120	120	120	120	840

Diagram illustrating how the proposed overall statutory school age pupil numbers would reduce over successive school years as each new reception class joins the school, to give 7 year groups of 120 pupils ie 840 pupils in total.

Why create an all-through primary school with nursery provision?

The proposal provides an opportunity to explore reducing transition points i.e. the number of changes children make when they transfer from a pre-school setting to foundation stage, to key stage 1 and through to key stage 2. A reduction in transition points can improve educational outcomes. The council has already worked with school leaders, governing bodies, and where applicable The Diocese of West Yorkshire & The Dales, to successfully establish several all-through primary schools.

By bringing the schools together, there would be the opportunity to build on the existing strengths of all three schools to support the improvement of educational outcomes for children.

The benefits of all-through primary schools

- Improved continuity and progress from Early Learning and key stage 1 to key stage 2 through smoother transition. For example, a single school would have common approaches to curriculum planning, assessment, record keeping and target setting. Staff have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.
- More flexibility and opportunities to meet individual pupil needs by tailoring learning experiences. For example, Year 3 children who require further experience of the key stage 1 curriculum and more able Year 2 children requiring the challenge of the key stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.
- More opportunities for social development. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.
- More consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body.

- Closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.
- More opportunity for children to attend the same school as older or younger brothers and sisters.
- Increased opportunities for staff to work with a larger team, thus supporting professional development and providing further opportunities to take on new responsibilities.
- More effective use of the accommodation, facilities and resources.
- Reduced duplication and economies of scale in the management of budgets.

A word from The Diocese of West Yorkshire & The Dales Board of Education

The Diocese of West Yorkshire & The Dales Board of Education welcomes and supports the collaborative way in which the proposals have been developed between Kirklees Council and the three schools.

What would the admissions policy be for the all-through school?

As a voluntary controlled school, the new all-through primary school would continue to operate admissions in line with the Kirklees Council policy.

Children would not need to fill out a transfer form between key stage 1 and key stage 2 which would mean children who start in reception would be able to remain there until the end of Year 6, giving continuity throughout their time at primary school.

The proposed Priority Admission Area (PAA) for the new school is proposed to be the same as Dryclough CE (VC) Infant School and Crosland Moor Junior School (please see map on page 2).

How would the proposed changes affect my child presently attending Thornton Lodge Nursery School?

1 May 2016 is the proposed date to establish the proposed all-through Church of England Voluntary Controlled Primary School.

Those children who are due to start full-time school in a reception class in September 2015 (children with dates of birth between 1 September 2010 and 31 August 2011) will transfer to the places that were allocated on offer day.

Children currently under four years old attending nursery/child care places at Thornton Lodge Nursery School, at the Dryclough Road site or at the Yews Hill Road site would continue to do so, should the new primary school be established on the 1 May 2016.

In-line with current policy, there would be no automatic transfer from the nursery to the reception class and parents would still need to complete an application form at the appropriate time.

Those children who are due to start full-time school in a reception class in September 2016 (children with dates of birth between 1 September 2011 and 31 August 2012) will need to complete an application for full-time school by the closing date of 15 January 2016. Children would then transfer to the places that will be allocated on offer day.

Those children who are due to start full-time school in a reception class in September 2017 (children with dates of birth between 1 September 2012 and 31 August 2013) will need to complete an application for full-time school by the closing date of 15 January 2017. Children would then transfer to the places that will be allocated on offer day.

Those children who are due to start full-time school in a reception class in September 2018 (children with dates of birth between 1 September 2013 and 31 August 2014) will need to complete an application for full-time school by the closing date of 15 January 2018. Children would then transfer to the places that will be allocated on offer day.

How would the proposed changes affect my child currently attending Dryclough CE (VC) Infant School?

1 May 2016 is the proposed date to establish the proposed all-through CE (VC) primary school.

It is proposed that children that are educated in the current infant school building would continue to do so up to the end of year 2, should the proposals be implemented.

The chart below shows how the changes would affect pupils each year as they progress through to the proposed all-through CE (VC) primary school. Find the current year group of your child and follow the row across from September 2014.

School Year beginning	Sept 2014	Sept 2015	*1 May 2016 Proposed implementation date for all-through CE (VC) primary school	Sept 2016	Sept 2017	Sept 2018	Sept 2019	Sept 2020
Current Reception Year at Dryclough CE (VC) Infant School	Dryclough CE (VC) Infant School	Year 1 (Age 6)	Year 1 (Age 6)	Year 2 (Age 7)	Year 3 (Age 8)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)
	Crosland Moor Junior School (or other Key Stage 2 choices)							
Current Year 1 at Dryclough CE (VC) Infant School	Reception (Age 5)	Year 1 (Age 6)	Year 2 (Age 7)	Year 3 (Age 8)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)	Transfer to secondary (Key Stage 3) choices
	Year 1 (Age 6)	Year 2 (Age 7)	Year 3 (Age 8)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)		
Current Year 2 Dryclough CE (VC) Infant School	Year 2 (Age 7)	Year 3 (Age 8)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)	Transfer to secondary choices		
	Year 2 (Age 7)	Year 3 (Age 8)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)			

How would the proposed changes affect my child currently attending Crosland Moor Junior School?

1 May 2016 is the proposed date to establish the proposed all-through CE (VC) primary school.

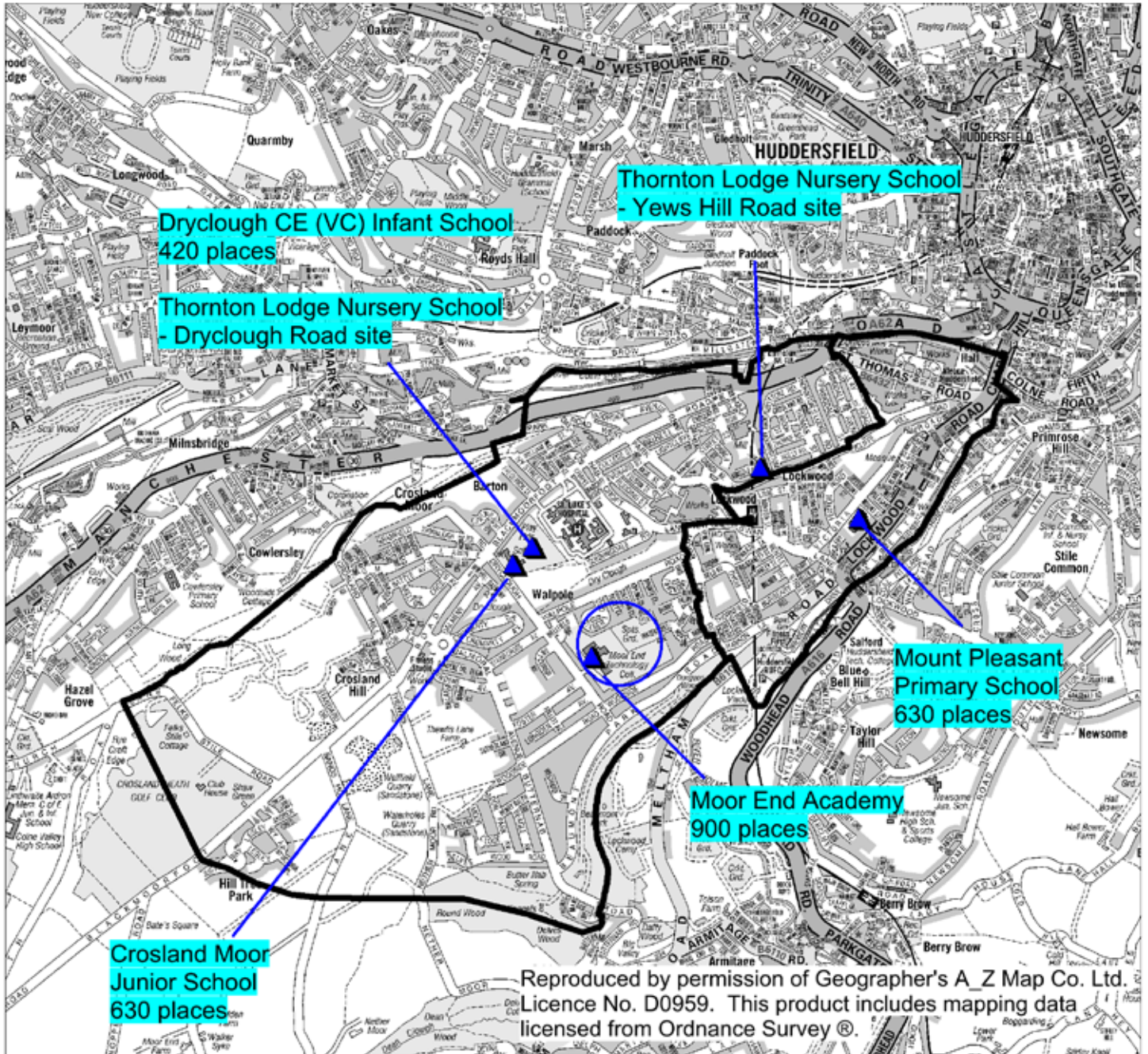
It is proposed that children that are educated in the current junior school building would continue to do so up to the end of year 6, should the proposals be implemented.

The chart below shows how the changes would affect pupils each year as they progress through to the proposed all-through CE (VC) primary school.

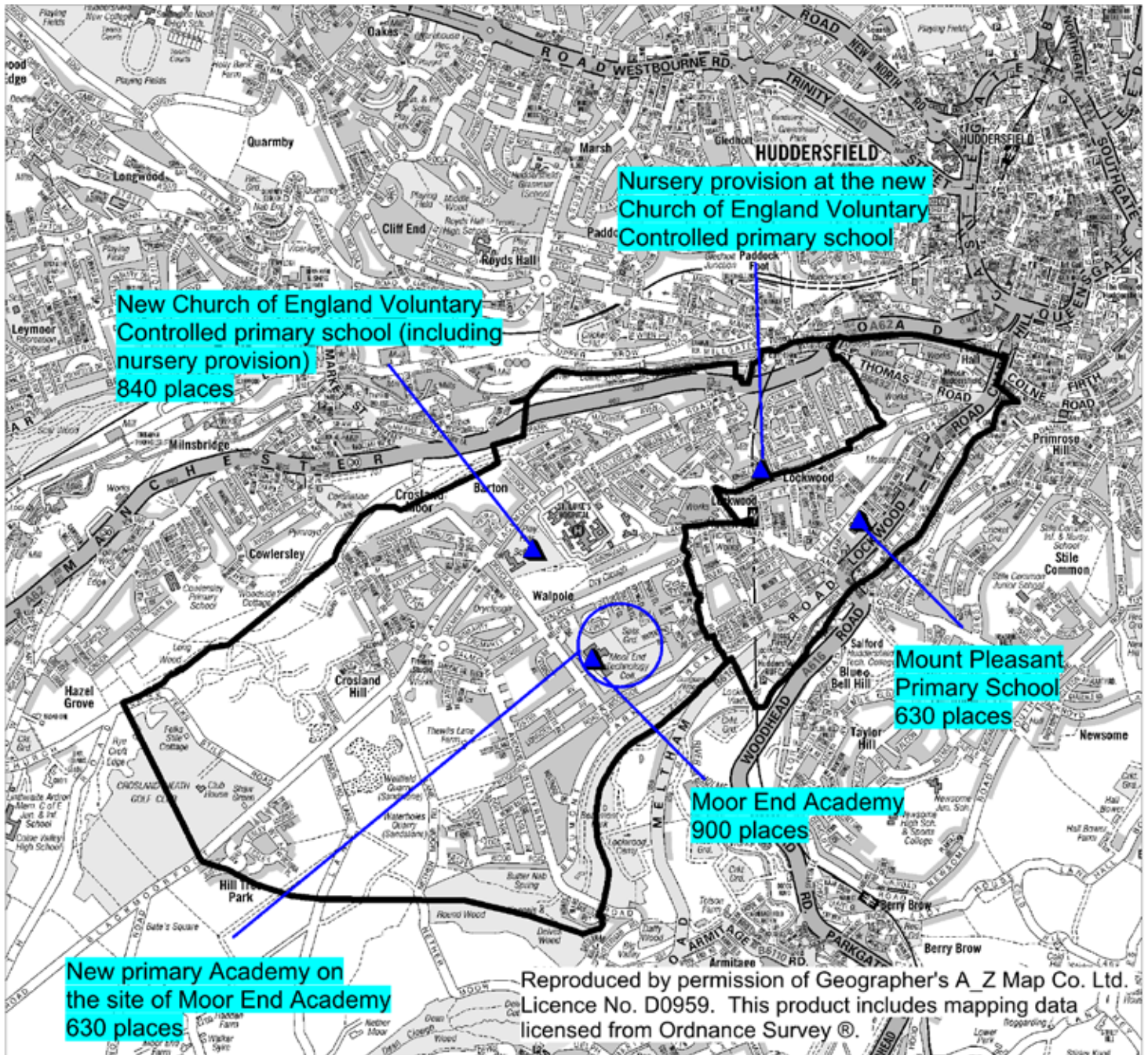
Find the current year group of your child and follow the row across from September 2014.

School Year beginning	Sept 2014	Sept 2015	*1 May 2016 Proposed implementation date for all-through CE (VC) primary school	Sept 2016	Sept 2017	Sept 2018
	Crosland Moor Junior School			proposed all-through CE (VC) primary school		
Current year 3 at Crosland Moor Junior School	Year 3 (Age 8)	Year 4 (Age 9)	Year 4 (Age 9)	Year 5 (Age 10)	Year 6 (Age 11)	Transfer to secondary (Key Stage 3) choices
Current year 4 Crosland Moor Junior School	Year 4 (Age 9)	Year 5 (Age 10)	Year 5 (Age 10)	Year 6 (Age 10)	Transfer to secondary (Key Stage 3) choices	
Current year 5 Crosland Moor Junior School	Year 5 (Age 10)	Year 6 (Age 11)	Year 6 (Age 11)	Transfer to secondary (Key Stage 3) choices		
Current year 6 Crosland Moor Junior School	Year 6 (Age 11)	Transfer to secondary (Key Stage 3) choices				

Map to show current provision of school places and location in Huddersfield South West



Map to show proposed provision of school places and location in Huddersfield South West



How would the proposals impact upon travel?

Should the proposals be approved for implementation then it is expected that that there would be no impact on travel for parents and carers of children attending the three schools. This is because no buildings are proposed to close as part of these proposals.

What would happen to staff?

Staff would be organised within the new school in a way that best supports the needs of the children and the community. It is anticipated that staff at all three schools would be employed within the all-through primary school.

Any future change to the staffing structure would be fully consulted on and endorsed by the governing body of the new school.

What would happen to governors?

If the decision is made to go ahead with the proposals, the existing governing bodies will continue to govern their separate schools until the implementation date and will also work in collaboration towards establishing the all-through primary school by setting up a temporary governing body. The temporary governing body would be made up from members of the governing bodies of each of the existing schools. It would be responsible for working on the staffing structure and for supporting a smooth transition to the new arrangements.

Proposal 2: Create a new primary academy school on the site of Moor End Academy

To meet the need in the area, it is proposed to establish a new 630-place primary school in a new building using part of the Moor End Academy site. Moor End Multi Academy Trust has given their agreement in principle for part of the site to be utilised for this purpose.

- To cater for children aged 4-11.
- With a PAN of 90 pupils per year group for 4-11 year olds, from reception 2016 providing 630 primary school places in total.

The primary places would be built up in stages, starting with a 90-place reception class in September 2016, and increasing year by year over 6 further years as the primary pupils progress through the school. This would result in a three-class entry, 630 place primary provision. The table below shows how this would be implemented.

	infant/key stage 1			junior /key stage 2				Total primary pupils
	reception	Y1	Y2	Y3	Y4	Y5	Y6	
2016-17	90							90
2017-18	90	90						180
2018-19	90	90	90					270
2019-20	90	90	90	90				360
2020-21	90	90	90	90	90			450
2021-22	90	90	90	90	90	90		540
2022-23	90	90	90	90	90	90	90	630
2023-24	90	90	90	90	90	90	90	630

Diagram illustrating how the proposed pupil numbers would build up over successive school years as each new reception class joins the school, to give 7 year groups of 90 pupils ie 630 pupils in total.

Up to 30 of the places that are proposed are places that would have been available at Dryclough CE (VC) Infant School and Crosland Moor Junior School. This means that over time there are an extra 60 new primary places per year to serve the Huddersfield South West area.

Current legislation for establishing new schools (The Education Act 2011) means that the new school would be an academy (more information can be found at www.gov.uk/government/publications/academy-and-free-school-presumption).

The new school would be part of the Kirklees Family of Schools and work collaboratively with other schools and providers in the area as well as the council.

The new school would not be maintained by the council but would be funded directly from central government. It remains the council's role to plan and secure sufficient school places and this is why the council is publishing these proposals.

The council is carrying out this period of consultation to establish the principles and explain the rationale for the proposal. At the end of the consultation period the council will invite proposals from groups and organisations who might be interested in working with us to establish the new primary academy.

Who could attend the new primary Academy?

The new primary academy is being proposed to meet the growing need for primary school places in the South West area of Huddersfield. As an Academy, the school's academy trust would be the admission authority and be responsible for deciding the admissions policy and oversubscription criteria in line with government regulations and local authority policy; however, the council wishes to commission admission arrangements that would complement those of other primary schools in the area to support parents being able to access local places.

The admissions policy would be reviewed annually (as is now) as the proposed primary academy built up all of the primary year groups.

The proposed number of places in the reception class for the 2016-17 school year would be 90. There would be no places available in years 1 to 6 in 2016-17. The year groups would be built up year on year as pupils progressed through the academy.

If there are fewer applicants than there are places available, everyone who applies would be offered a place. If there are more applicants than there are places available, children would be offered places in priority order of oversubscription.

Children in public care (looked after children) and children who were previously looked after are always the highest priority for admission to any school.

The school would admit children with an Education Health and Care Plan or a statement of Special Educational Needs where the school is named on the statement.

As part of this consultation, the council wishes to seek views about how the admissions policy should operate.

Many schools in Kirklees have a Priority Admission Area (PAA) or a catchment area.

Option 1 is for the new primary academy school and the new voluntary controlled all-through primary school to share the same PAA (please see the map on page 10 to show the area suggested). This would mean that families who live in the PAA would have priority for admission to both schools.

Option 2 is for the new primary academy school not to have a PAA, but for oversubscription to be decided by those applicants living nearest to the school (measured in a straight line).

Feedback from the consultation process will be used to shape the proposed admission policy.

How would the proposals impact upon travel?

The proposal seeks to ensure that there are sufficient school places for local families which would minimise the need for travel whilst encouraging children, parents and carers to walk to school.

The council would also consider road safety issues and ensure that appropriate extra measures are in place before the new school provision opens. There are a number of tools that have been successfully used to achieve this, for example School Travel Plans, safe walking routes and “walking buses” as well as discussions with public transport providers.

Retain Mount Pleasant Primary School

There are no statutory proposals being made about Mount Pleasant Primary School.

Mount Pleasant Primary School is a close partner of other schools in the area and, in recent years, additional pupil places have been added to meet the growing basic need. The school now caters for 630 pupils from Reception to Year 6, admitting up to 90 pupils per year group.

The council was successful as part of the government’s Priority Schools Building Programme, in securing funding to rebuild the school on its current site. The school, the council and the Education Funding Agency are currently working towards this.

What happens next?

This consultation is open between **20 April-5 June**. You have until then to express your views in writing, or in person at meetings. Once the consultation has finished, all feedback will be considered by The Diocese of West Yorkshire & The Dales Board of Education and by Kirklees Cabinet (the council's main decision making body), who will decide whether to move to the next stages which are set out in the table below.

Establishing a new primary academy		Bringing together Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School	
Timeline	Activity		Timeline
April-May 2015	Consultation period about proposal and outline the specification required for the new school	Statutory consultation on proposals in collaboration with the Diocese of West Yorkshire and The Dales	April-May 2015
June 2015	Consultation outcomes to Kirklees Council Cabinet	Consultation outcome to Kirklees Council Cabinet	June 2015
July 2015	Seek proposals from academy sponsors to run the new academy school	Publication of statutory notices and proposals and period of representation	July 2015
August - September 2015	Engagement with Department for Education and locally preferred proposer	No activity	August - September 2015
September-October 2015	Department for Education Sponsor approval	No activity	September-October 2015
October 2015	Successful proposer consultation on whether they should enter into a funding agreement for the new school with the Secretary of State	Report to Cabinet for final decision about proposals	October 2015
October 2015 -August 2016	Pre-opening processes	Preparation time for bringing the schools together	October 2015 -April 2016
From May 2016	Implementation (new build would follow)	Implementation	From May 2016

Consultation events

The following informal events are open to anyone who would like to find out more and discuss the proposals, including local families and members of the community.

Please come along and see us between the times indicated below.

Date	Venue	Time
29 April	Thornton Lodge Nursery School	9:00-10:00am
30 April	Moor End Academy	4:00-5:00pm
6 May	Thornton Lodge Nursery School (Yews Hill Road Site)	8:45-9:30am
6 May	Crosland Moor Junior School	2:30-3:30pm
7 May	Mount Pleasant Primary School	8:45-9:15am 2:45-3:15pm
12 May	Dryclough CE (VC) Infant School	3:00-4:00pm
19 May	Crosland Moor Junior School	8:30-9:30am

Officers from the council will be present to answer questions and hear your views. As the people most concerned with your children's education, we want to know what you think. You can also take part in the consultation on our website www.kirklees.gov.uk/schoolorganisation. Alternatively, you can complete and return the attached response form.

In addition to these events, there will be opportunities for consultation with staff and governors.

Response form

Please send this form or a letter to:

By post: FREEPOST, Kirklees Council, RTBS-CYHU-LSEC, School Organisation and Planning Team (Postage is free, you do not need a stamp).

In person: At one of the consultation drop-in sessions or hand it in at one of the schools.

Online: You can also take part in the consultation on our website:

www.kirklees.gov.uk/schoolorganisation

Email: Please note that you can contact us via email should you have any queries regarding these proposals. Please send your emails to **school.organisation@kirklees.gov.uk**

Please make sure you respond by **5 June 2015** to ensure that your views are heard.

Consultation response form

Do you support or oppose the proposals to:

- Bring together Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School to form a single Church of England Voluntary Controlled primary school with nursery provision for pupils aged 2-11.

Please ✓ tick one of these boxes. When answering please continue on a separate sheet if necessary.

Strongly support	Support	Neither support nor oppose	Oppose	Strongly oppose	Don't know

Why have you decided that is your view? Please tell us about it along with anything else you would like us to consider.

Do you support or oppose the proposal to create a new primary academy on the site of Moor End Academy ?

Strongly support	Support	Neither support nor oppose	Oppose	Strongly oppose	Don't know

Why have you decided that is your view? Please tell us about it along with anything else you would like us to consider.

As explained on page 13, there are 2 options for the admission policy for the new primary academy. Which option do you prefer?

Option 1	Option 2	Don't know

Why have you decided that is your view? Please tell us about it along with anything else you would like us to consider?



About you

This section asks you for some information that will help us to analyse the results of the survey and to see who has taken part. You will not be identified by any of the information you provide.

I am a: (Please tick ✓ and complete all those that apply to you)

<input type="checkbox"/>	Parent/carer	Your child's/children's school/s:
<input type="checkbox"/>	Pupil	Your school:
<input type="checkbox"/>	Governor	Your school:
<input type="checkbox"/>	Member of staff	Your school:
<input type="checkbox"/>	Local resident	Please tell us:
<input type="checkbox"/>	Other	Please tell us:

How would you describe your ethnic origin? (Please tick ✓ one box)

<p>White</p> <p>English/Welsh/Scottish/ Northern Irish/British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Gypsy or Irish Traveller <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/> (Please write in).....</p> <p>Mixed</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/> (Please write in).....</p>	<p>Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/> (Please write in).....</p> <p>Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/> (Please write in).....</p>	<p>Other ethnic group</p> <p>Arab <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>(Please write in)</p>
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Please write in your postcode:

(We will not use this information to contact you)

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Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 2-11 years and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School

1) Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 2-11 years.

Notice is given that the Leeds Diocesan Board of Education, within the Diocese of West Yorkshire and the Dales, Church House, 1 South Parade, Wakefield, WF1 1LP, intends to establish a new all-through Church of England Voluntary Controlled primary school under section 11 (2) of the Education and Inspections Act 2006.

It is proposed that the school will open on 1 May 2016. The proposed school would bring together and replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

The school would be situated in the premises of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School at Dryclough Road, Crosland Moor, Huddersfield, HD4 5HX and 128A Yews Hill Road, Lockwood, Huddersfield, HD1 3SP. The school would serve the Crosland Moor community as defined in the current Priority Admission Area for the existing schools.

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level. The school would aim to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It would encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils. Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council are committed to the newly created school being distinctive and inclusive in supporting all children and their families in learning and development. There is a common agreement that the school would be welcoming and accessible to the wider community. It would ensure equality of opportunity and work to remove any barrier to success. The Leeds Diocesan Board of Education and Kirklees Council believe that combining the ethos of the current schools to form the ethos of the new school would impact positively on teaching and learning, provide a firm foundation for cultural, continuous and sustained improvement to offer exciting and innovative opportunities for the whole school and community.

The proposed school would have a Church of England religious character and it is confirmed that as Proposer, the Leeds Diocesan Board of Education intends to ask the Secretary of State for Education to designate the school as a school with religious character.

The new school would cater for pupils between 2-11 years, with a published admission number of 120 pupils per year group for 4-11 years (from reception 2016) and over time reaching 840 primary school places in total. 130 part-time early learning places (nursery children aged 3-4 years) as well as 52 full time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years).

There is no proposal for the proposed new all-through Church of England Voluntary Controlled primary school

to have specific provision reserved for pupils with specific special educational needs.

Kirklees admission criteria for Voluntary Controlled schools are: 1. Children in public care (looked after children) or a child who was previously looked after; 2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule); 3. Children who live in the school's PAA; 4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule); 5. Children who live outside the school's PAA. It is not proposed to give priority for admissions to pupils on religious grounds.

The new school would occupy the same premises as the existing three separate schools and there would be no change to the travel arrangements for existing or future pupils. This proposal is related to proposals (2), (3) and (4) below to discontinue Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

This notice is an extract from the completed proposal. Copies of the complete proposal can be obtained from Revd Canon Ian Wildey, Deputy Diocesan Director of Education, The Diocese of West Yorkshire and the Dales, Church House, 1 South Parade, Wakefield, WF1 1LP or Kirklees Council School Organisation and Planning Team, Civic Centre 1, Ground Floor, Huddersfield, HD1 2NF.

2) Linked proposal to close Dryclough CE (VC) Infant School

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Civic Centre 1; High Street, Huddersfield HD1 2NF intends to discontinue Dryclough CE (VC) Infant School Dryclough Road, Crosland Moor, Huddersfield, HD4 5HX, a voluntary controlled school, on 30-April 2016.

This proposal is related to proposal (1) above to establish a new Church of England Voluntary Controlled primary school in the same premises and proposal (3) below, to discontinue Crosland Moor Junior School and proposal (4) below, to discontinue Thornton Lodge Nursery School.

All pupils would be transferred to the roll of the new all-through Church of England Voluntary Controlled primary school proposed to be established in the same premises on 1 May 2016. The proposed new all-through Church of England Voluntary Controlled primary school would use the same premises as the existing buildings, therefore there are no travel implications arising from this proposal.

There is no specialised provision reserved for pupils with special educational needs at this school.

Statutory consultation requirements relating to this proposal have been complied with.

3) Linked proposal to close Crosland Moor Junior School

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Civic Centre 1; High Street, Huddersfield HD1 2NF intends to discontinue Crosland Moor Junior School, Dryclough Road, Crosland Moor, Huddersfield, HD4 5HX, a community school, on 30 April 2016.

This proposal is related to proposal (1) above to establish a new all-through Church of England Voluntary Controlled primary school in the same premises and proposal (2) above, to discontinue Dryclough CE (VC) Infant School and proposal (4) below, to discontinue Thornton Lodge Nursery School.

All pupils would be transferred to the roll of the new all-through Church of England Voluntary Controlled primary school proposed to be established in the same premises on 1 May 2016. The proposed new all-through Church of England Voluntary Controlled primary school would use the same premises as the existing buildings therefore there are no travel implications arising from this proposal.

There is no specialised provision reserved for pupils with special educational needs at this school.

Statutory consultation requirements relating to this proposal have been complied with.

4) Linked proposal to close Thornton Lodge Nursery School

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Civic Centre 1, High Street, Huddersfield HD2 1NF intends to discontinue Thornton Lodge Nursery School, 128A Yews Hill Road, Lockwood, Huddersfield, HD1 3SP, a local authority nursery school, on the 30th April 2016.

This proposal is related to proposal (1) above to establish a new all-through Church of England Voluntary Controlled primary school in the same premises and proposal (2) above, to discontinue Dryclough CE (VC) Infant School and proposal (3) above, to discontinue Crosland Moor Junior School.

All pupils would be transferred to the roll of the new all-through Church of England Voluntary Controlled primary school proposed to be established in the same premises on 1 May 2016. The proposed new all-through Church of England Voluntary Controlled primary school would use the same premises as the existing buildings therefore there are no travel implications arising from this proposal.

There is no specialised provision reserved for pupils with special educational needs at this school.

Statutory consultation requirements relating to this proposal have been complied with.

All applicable statutory consultation requirements relating to these proposals have been complied with. The proposals within this notice are related and therefore reliant upon each other and have therefore been considered together during the statutory consultation period. This notice is an extract from the complete proposals. Copies of the complete proposals can be obtained from: Kirklees Council, School Organisation and Planning Team, Civic Centre 1, Ground Floor, Huddersfield, HD1 2NF. Tel: 01484 221000. Copies of the full proposals are available on the Kirklees Council website www.kirklees.gov.uk/schoolorganisation

Within four weeks from the date of publication of these proposals i.e. 5th August 2015 any person may object to or make comments on the proposals by sending them to Alison O'Sullivan, Director for Children and Young People, c/o Kirklees Council, School Organisation and Planning Team, Civic Centre 1, Ground Floor, Huddersfield, HD1 2NF, or via Council email at: school.organisation@kirklees.gov.uk

Signed: Revd Canon Ian Wildey, Deputy Diocesan Director of Education Diocese of West Yorkshire and the Dales
Signed: Alison O'Sullivan – Director for Children and Young People, Kirklees Council
Publication Date: 9th July 2015

Explanatory notes Kirklees Council intends to create a new primary academy school on the site of Moor End Academy. It is proposed to cater for children aged 4-11 years, with a published admission number of 90 pupils per year groups for 4-11 years old, from reception 2016 providing 630 primary school place in total. It is intended that the new primary academy school will meet the basic need for primary school places in Huddersfield South West and allow the published admission number at the proposed new all-through Church of England Voluntary Controlled primary school to be set at 120 as described under item 1 of this statutory notice. The proposal to establish a new primary academy school on the site of Moor End Academy is to be decided by the Secretary of State for Education.

PART 1: Proposal to discontinue Thornton Lodge Nursery School on 30th April 2016

Information specified in Schedule 2 of The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.

Contact details

1. The name and contact address of the local authority or governing body publishing the proposals and the name, address and category of the school it is proposed that should be discontinued.

Kirklees Council, Civic Centre 1, Huddersfield, HD1 2NF intends to discontinue Thornton Lodge Nursery School, 128A Yews Hill Road, Lockwood, Huddersfield, HD1 3SP, a Local Authority nursery school.

Implementation

2. The date on which it is proposed to close the school, or where it is proposed that the closure be implemented in stages, the dates of and information about each stage.

It is proposed to discontinue Thornton Lodge Nursery School on the 30th April 2016

Objectives and reason for closure

3. A statement explaining the reason why closure of the school is considered necessary.

The proposal is for a technical closure of Thornton Lodge Nursery School to enable a new all-through Voluntary Controlled primary school with nursery provision to be established as described in Part 4 of this proposal.

The council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and where applicable the Diocese of West Yorkshire and the Dales (its predecessor organisation the Diocese of Wakefield) to successfully establish an all-through primary school, that has effectively reduced transition points between key stages of education.

In addition, the establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning and smooth transition to each stage of learning. Please refer to Part 4 of this proposal for further information on the proposed new all-through Voluntary Controlled primary school, with nursery provision.

The proposed technical closure would maintain the existing number of nursery places offered by Thornton Lodge Nursery School and the existing split site arrangement would also be maintained and so the impact on children and families of this proposed technical closure is considered to be minimal.

In line with the current admissions policy there would be no automatic transfer from nursery to the reception class and parents would need to complete the Primary Common Application Form at the appropriate time. This does not affect the right of parents or carers to seek admission to other schools which have places available.

This proposal has been developed in partnership with the federated governing body of Thornton Lodge Nursery School and Dryclough CE (VC) Infant School.

Pupil numbers and admissions

4. The numbers (distinguishing between compulsory and non-compulsory school age pupils), age range, sex, and special educational needs of pupils (distinguishing between boarding and day pupils) for whom provision is currently made at the school.

At the time of the publication of this proposal, there are 108 full-time equivalent pupils on roll, 48 girls and 60 boys. There are 28 full time equivalent boys and girls in day-care.

The provision at Thornton Lodge Nursery School is inclusive but does not include specialist services for children with a disability. There are no boarding pupils at this nursery school.

Displaced Pupils

5. A statement and supporting evidence about the need for school places in the area including whether there is sufficient capacity to accommodate displaced pupils.

There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Thornton Lodge Nursery School would automatically become part of the proposed new all-through Church of England Voluntary Controlled primary school with nursery provision on 1 May 2016. Pupils currently attending Thornton Lodge Nursery School at either the Yews Hill Road site or Dryclough Road site would continue to do so.

The existing number of places in Thornton Lodge Nursery School would be replaced directly with places in the proposed new all-through Voluntary Controlled primary school, with nursery provision. This includes the equivalent level of provision to that which is presently provided by Thornton Lodge Nursery School. As a result, there would be no need for any displacement of current pupils.

There is a clear and continuing need for early years places in Huddersfield South West. During the course of 2015 the council has carried out a significant level of engagement with the schools community in Huddersfield South West, as well as with parents and carers, elected members and other key stakeholders to ensure a wide understanding was achieved regarding the need for additional school places in Huddersfield South West. In partnership with the schools community in Huddersfield South West the council has developed and consulted upon a proposal to establish a new 630 place primary academy school in the area from the 1st September 2016. A copy of the consultation report has been widely circulated to the schools community in Huddersfield South West. A link to the report is available in the consultation section of this proposal.

The proposed closure of Thornton Lodge Nursery School is not intended to change the number of early year's places available but to enable the direct replacement of places in the closing school with places in the proposed new all-through Voluntary Controlled primary school, with nursery provision.

In line with the current admissions policy there would be no automatic transfer from nursery to the reception class and parents would need to complete the Primary Common Application Form at the appropriate time. This does not affect the right of parents or carers to seek admission to other schools which have places available.

6. Details of the schools or further education colleges at which pupils at the school to be discontinued will be offered places, including:
- any interim arrangements;
 - the provision that is to be made for those pupils who receive educational provision recognised by the local authority as reserved for children with special educational needs; and
 - in the case of special schools, the alternative provision made by local authorities other than the local authority which maintains the school.

All the pupils who attend Thornton Lodge Nursery School on 30 April 2016 would automatically become part of the proposed new all-through Church of England Voluntary Controlled primary school with nursery provision and so no interim arrangements are necessary. In line with the current admissions policy there would be no automatic transfer from nursery to the reception class and parents will need to complete the Primary Common Application Form at the appropriate time. This does not affect the right of parents or carers to seek admission to other schools which have places available.

There is no specialised provision reserved for pupils with special educational needs at Thornton Lodge Nursery School.

Thornton Lodge Nursery School is not a designated Special School.

7. Details of any other measures proposed to be taken to increase the number of school or further education college places available in consequence of the proposed discontinuance.

Please see items 5 and 6 above which explain the nature of the proposal and outlines the strategy for meeting the need for primary school places in Huddersfield South West.

Impact on the Community

8. A statement and supporting evidence about the impact on the community of the closure of the school and any measures proposed to mitigate any adverse impact.

As explained under items three and five of this proposal, there would be no loss of early year's provision to the local community as a result of these proposals being implemented. The proposal is intended to have a positive impact on the community by providing the opportunity for an increased level of continuity of services for children and parents through the sustainable provision of primary education in the Crosland Moor area of Huddersfield South West.

It is envisaged that the proposed all-through Voluntary Controlled primary school, with nursery provision would have an important role in the local community, as does Thornton Lodge Nursery School now. The proposal aims to build on existing strengths of the school. The proposed all-through Voluntary Controlled primary school with nursery provision would ensure, alongside other schools in the area and the proposed new primary academy school that there are sufficient places for children from within the local community that is future proofed for the projected pupil demographic. The school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups. As the work to develop Community Hubs continues there may be opportunities in the future to provide services in different ways.

During the statutory consultation period many respondents (including local residents) raised concerns about the possibility of traffic and congestion being increased on Dryclough Road and in the area, which would be a significant issue that would need careful consideration if the proposal were to be approved for implementation.

The council would carefully consider road safety issues and ensure that appropriate extra measures are in place to manage the impact of any potential increased levels of traffic congestion.

Rural Primary Schools

9. Where proposals relate to a rural primary school designated as such by an order made for the purposes of section 15, a statement that the local authority or the governing body (as the case may be considered section 15(4)).

Under The Designation of Rural Primary Schools (England) 2014 Order Thornton Lodge Nursery School is not designated a Rural School.

Balance of denominational provision

10. Where the school has a religious character, a statement about the impact of the proposed closure on the balance of denominational provision in the area and the impact on parental choice.

Thornton Lodge Nursery Schools is a Local Authority Nursery School without any religious character.

Maintained nursery schools

11. Where proposals relate to the discontinuance of a maintained nursery school, a statement setting out—

- (a) the local authority's assessment of the quality and quantity of the alternative provision compared to the school proposed to be discontinued and the proposed arrangements to ensure the expertise and specialism continues to be available; and
- (b) the accessibility and convenience of replacement provision for local parents.

Thornton Lodge Nursery Schools most recent full Ofsted inspection was in November 2013, in which the school's overall effectiveness was judged as 'Requires improvement'. As explained under item 3 of this proposal the Council has a policy to explore opportunities for reducing transition points and in partnership and collaboration with schools and other key stakeholders, has successfully established another all-through primary school in the borough. Items 5 and 6 that deal with displaced pupils explain that there will be no net loss of nursery places, should the proposals be approved for implementation. Existing expertise in early years at Thornton Lodge Nursery School would continue to be harnessed in the proposed new all-through Voluntary Controlled primary school, with nursery provision.

All of the existing places available at Thornton Lodge Nursery School would be available in the proposed new all-through Voluntary Controlled primary school, with nursery provision as described under Part 4 of this proposal and would provide the following benefits.

- A wider range of learning resources can be shared and the greater curriculum flexibility makes it easier to tailor learning experiences to meet individual needs.
- A wider age range of pupils can give more opportunities for social development which can raise self-esteem and help to promote responsible behaviour.
- Longer term relationships between the school, parents, carers and outside agencies to support pupils effectively from early years and through Key Stages 1 and 2.
- Staff would have longer to get to know the children and the consistency of staffing and provision for vulnerable children gives greater security for parents and carers.
- Children can attend the same school as older or younger brothers and sisters for longer.
- More effective use of the accommodation, facilities and resources.

As described under Item 5 of this proposal pupils currently attending Thornton Lodge Nursery School at either the Yews Hill Road site or Dryclough Road site would continue to do so should the proposal be approved for implementation.

Sixth form provision

12. Where the school proposed to be discontinued provides sixth form education, the effect for 16 to 19 year olds in the area that the closure will have in respect of —

- (a) their educational or training achievements;
- (b) their participation in education or training; and
- (c) the range of educational or training opportunities available to them.

Thornton Lodge Nursery School has no designated sixth form provision.

Special educational provision

13. Where existing provision that is recognised by the LA as reserved for pupils with special educational needs is being discontinued, a statement as to how the LA or the governing body believes the proposal is likely to lead to improvements in the standard, quality and/or range of the educational provision for these children.

Thornton Lodge Nursery School has no specialised provision reserved for pupils with special educational needs.

Travel

14. Details of the length and journeys to alternative provision

The current buildings of Thornton Lodge Nursery School at Yews Hill Road and Dryclough Road would continue to be used, should the proposal be approved for implementation and therefore travel arrangements are not affected.

15. The proposed arrangements for travel of displaced pupils to other schools including how they will help to work against increased car use.

With reference to item 14 above – not applicable.

Consultation

16. Decision-makers will need to be assured that consultation has taken place, and that the statutory process has been adhered to. Therefore proposals should include evidence that the period of statutory consultation took place, and the results of that consultation.

A seven week (six week term time) statutory consultation took place between 20th April 2015 and 5th June 2015. Consultation documents were written and produced with due regard to 'The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013'. Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at Moor End Academy, Crosland Moor Junior School, Mount Pleasant Primary School, Dryclough CE (VC) Infant School and Thornton Lodge Nursery School. Copies of the consultation document were also sent to elected members, trade union representatives, neighbouring local authorities, local community groups and to interested officers from across the Council. The consultation document was also made available on the Council's website. Eight consultation events were developed for parents and carers, members of the local community and other interested parties to have an opportunity to discuss the proposals with officers from the Council. From over 3,133 consultation documents circulated, 33 responses were received. Responses have been received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Thornton Lodge Nursery School.

The majority of respondents to the consultation either strongly supported or supported this proposal. However a modest number of respondents strongly opposed the proposals or neither supported nor opposed the proposals. Respondents who supported the proposals identified several benefits associated with all-through schools. These included a reduction in the number of transition points, increased levels of continuity and also providing the opportunity for teaching staff to get to know the children for longer and thus help to raise educational outcomes.

Many respondents who were both supportive and in opposition to the proposals, expressed significant levels of concern over the possibility of increased levels of traffic congestion and also road safety. Respondents wanted assurances that the Council would implement the right measures to mitigate potential impacts to ensure the safety of children and members of the local community.

During the consultation period, no new issues have come to light that would challenge the rationale of the proposals.

For further information please use the link below to access the report for the consultation that was decided on the 30th June 2015.

<https://democracy.kirklees.gov.uk/documents/s3833/b.%202015-06-30%20Outcomes%20Hudds%20SW%20-%20final%20combined%20file.pdf>

PART 2: Proposal to discontinue Dryclough CE (VC) Infant School on 30th April 2016

Information specified in Schedule 2 of The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.

Contact details

1. The name and contact address of the local authority or governing body publishing the proposals and the name, address and category of the school it is proposed that should be discontinued.

Kirklees Council, Civic Centre 1, Huddersfield, HD1 2NF intends to discontinue Dryclough CE (VC) Infant School, Dryclough Road, Crosland Moor, Huddersfield, HD4 5HX, a Voluntary Controlled school.

Implementation

2. The date on which it is proposed to close the school, or where it is proposed that the closure be implemented in stages, the dates of and information about each stage.

It is proposed to discontinue Dryclough CE (VC) Infant School on the 30th April 2016

Reason for closure

3. A statement explaining the reason why closure of the school is considered necessary.

The proposal is for a technical closure of Dryclough CE (VC) Infant School to enable a new all-through primary school with nursery provision to be established as described in Part 4 of this proposal. This proposal has been developed in partnership with the federated governing body of Thornton Lodge Nursery School and Dryclough CE (VC) Infant School.

The schools most recent Ofsted inspection in February 2015 judged the school's overall effectiveness as 'Requires improvement'. The schools prior inspection was also Requires Improvement.

The council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and where applicable the Diocese of West Yorkshire and the Dales (its predecessor organisation the Diocese of Wakefield) to successfully establish an all-through primary school in the borough, that has effectively reduced transition points between key stages of education.

The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning and smooth transition to each stage of learning. Please refer to Part 4 of this proposal for further information on the proposed new all-through Voluntary Controlled primary school.

Pupil numbers and admissions

4. The numbers (distinguishing between compulsory and non-compulsory school age pupils), age range, sex, and special educational needs of pupils (distinguishing between boarding and day pupils) for whom provision is currently made at the school.

For the January 2015 school census Dryclough CE (VC) Infant School had a number on roll of 413 (189 boys and 224 girls).

The provision at Dryclough CE (VC) Infant School is inclusive but does not include specialist services for children with a disability. There are no boarding pupils at the school.

Displaced Pupils

5. A statement and supporting evidence about the need for school places in the area including whether there is sufficient capacity to accommodate displaced pupils.

There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Dryclough CE (VC) Infant School would automatically become part of the proposed new all-through Church of England Voluntary Controlled primary school with nursery provision on the 1st May 2016. Pupils at Dryclough CE (VC) Infant School would remain in the same building as they are in currently.

There is a clear and continuing need for primary school places in Huddersfield South West. During the course of 2015 the council has carried out a significant level of engagement with the schools community in Huddersfield South West, as well as with parents and carers, elected members and other key stakeholders to ensure a wide understanding was achieved regarding the need for additional school places in Huddersfield South West. In partnership with the schools community in Huddersfield South West the council has developed and consulted upon a proposal to establish a new 630 place primary academy school in the area from the 1st September 2016. A copy of this report has been widely circulated to the schools community in Huddersfield South West. A link to the report is available in the consultation section of this proposal.

Dryclough CE (VC) has a published admission number of 140 starting in Reception. The proposed new all-through Voluntary Controlled primary school, with nursery provision, would have a published admission number of 120; therefore, over time the new school would become an 840 place primary school from reception through to year 6. Accounting for the proposal to establish a new 630 place primary school academy school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the proposal to establish a new primary academy school would re-provide these 20 reception places from the 1st September 2016.

There would be no need for any displacement of current pupils; all pupils currently on roll at Dryclough CE (VC) Infant School would be guaranteed a place in the proposed new all-through Voluntary Controlled primary school, with nursery provision.

6. Details of the schools or further education colleges at which pupils at the school to be discontinued will be offered places, including:
- any interim arrangements;
 - the provision that is to be made for those pupils who receive educational provision recognised by the local authority as reserved for children with special educational needs; and
 - in the case of special schools, the alternative provision made by local authorities other than the local authority which maintain the school.

All the pupils who attend Dryclough CE (VC) Infant School on 1st May 2016 would automatically become part of the proposed new all-through Church of England voluntary controlled primary school with nursery provision. Pupils would be entitled to a place at the proposed new all through Church of England voluntary controlled primary school with nursery provision up to the age of 11.

This does not affect the right of parents or carers to seek admission to other schools which have places available.

There is no specialised provision reserved for pupils with special educational needs at Dryclough CE (VC) Infant School.

Dryclough CE (VC) Infant School is not a special school.

7. Details of any other measures proposed to be taken to increase the number of school or further education college places available in consequence of the proposed discontinuance.

With reference to item 5 and 6 above there would be no net loss of places in Huddersfield South West as the council is seeking proposals to establish a new primary academy school in Huddersfield South West that would re-provide these 20 reception places from the 1st September 2016.

Impact on the Community

8. A statement and supporting evidence about the impact on the community of the closure of the school and any measures proposed to mitigate any adverse impact.

The proposals are intended to have a positive impact on the community, by providing the opportunity for an increased level of continuity of services for children and parents through the sustainable provision of primary education in the Crosland Moor area.

It is envisaged that the proposed all-through primary school, with nursery provision, would have an important role in the local community, as does Dryclough CE (VC) Infant School now. The proposal aims to build on existing strengths of the school. The proposed new all-through Voluntary Controlled primary school, with nursery provision would ensure, alongside other schools in the area and the proposed new primary academy school that there are sufficient places for children from the local community that is future proofed for the projected pupil demographic. The school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups. As the work to develop Community Hubs continues there may be opportunities in the future to provide services in different ways.

During the statutory consultation period many respondents raised concerns about the possibility of traffic and congestion being increased on Dryclough Road and in the area, which would be a significant issue that would need careful consideration if the proposals were to be approved.

The council will carefully consider road safety issues and ensure that appropriate extra measures are in place to manage the impact of any potential increased levels of traffic congestion.

Rural Primary Schools

9. Where proposals relate to a rural primary school designated as such by an order made for the purposes of section 15, a statement that the local authority or the governing body (as the case may be considered section 15(4)).

Under The Designation of Rural Primary Schools (England) 2014 Order Dryclough CE (VC) Infant School is not designated a Rural School.

Balance of denominational provision

10. Where the school has a religious character, a statement about the impact of the proposed closure on the balance of denominational provision in the area and the impact on parental choice.

It is proposed that the closure of Dryclough CE (VC) Infant School would be linked to the establishment of the proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision. Provision for reception and key stage one would remain on the same site. Denominational provision for infant school age pupils in the area would be maintained and there should be no impact on parental choice. There would be an increase in denominational places for junior school age pupils in the area. The new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level. The school would aim to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It would encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience it offers to all its pupils. The Diocese of West Yorkshire and the Dales, Leeds Diocesan Board

of Education and Kirklees Council are committed to the newly created school being distinctive and inclusive in supporting all children and their families in learning and development. There is a common agreement that the school would be welcoming and accessible to the wider community. It would ensure equality of opportunity and work to remove any barrier to success. Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council believe that combining the ethos and values of the school and the other two schools that are subject to this proposal, to form the ethos and values of the new school would impact positively on teaching and learning, provide a firm foundation for culture of continuous, sustained improvement, and to offer an exciting and innovative opportunity for the whole school community.

Maintained nursery schools

11. Where proposals relate to the discontinuance of a maintained nursery school, a statement setting out—
- the local authority's assessment of the quality and quantity of the alternative provision compared to the school proposed to be discontinued and the proposed arrangements to ensure the expertise and specialism continues to be available; and
 - the accessibility and convenience of replacement provision for local parents.

Dryclough CE (VC) Infant School is not a maintained nursery school.

Sixth form provision

12. Where the school proposed to be discontinued provides sixth form education, the effect for 16 to 19 year olds in the area that the closure will have in respect of —
- their educational or training achievements;
 - their participation in education or training; and
 - the range of educational or training opportunities available to them.

Dryclough CE (VC) Infant School does not have a sixth form provision.

Special educational provision

13. Where existing provision that is recognised by the LA as reserved for pupils with special educational needs is being discontinued, a statement as to how the LA or the governing body believes the proposal is likely to lead to improvements in the standard, quality and/or range of the educational provision for these children.

Dryclough CE (VC) Infant School has no specialised provision reserved for pupils with special educational needs.

Travel

14. Details of the length and journeys to alternative provision

The current building on Dryclough Road would continue to be used and therefore travel arrangements are not affected.

15. The proposed arrangements for travel of displaced pupils to other schools including how they will help to work against increased car use.

With reference to item 14 above – not applicable.

16. Consultation

Decision-makers will need to be assured that consultation has taken place, and that the statutory process has been adhered to. Therefore proposals should include evidence that the period of statutory consultation took place, and the results of that consultation.

A seven week (six week term time) statutory consultation took place between 20th April 2015 and 5th June 2015. Consultation documents were written and produced with due regard to 'The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013'. Consultation documents were made widely available. Consultation

documents were sent to the families of pupils, governors and staff at Moor End Academy, Crosland Moor Junior School, Mount Pleasant Primary School, Dryclough CE (VC) Infant School and Thornton Lodge Nursery School. Copies of the consultation document were also sent to elected members, trade union representatives, neighbouring local authorities, local community groups and to interested officers from across the Council. The consultation document was also made available on the Council's website. Eight consultation events were developed for parents and carers, members of the local community and other interested parties to have an opportunity to discuss the proposals with officers from the Council. From over 3,133 consultation documents circulated, 33 responses were received. Responses have been received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Thornton Lodge Nursery School.

The majority of respondents to the consultation either strongly supported or supported this proposal. However a modest number of respondents strongly opposed the proposals or neither supported nor opposed the proposals. Respondents who supported the proposals identified several benefits associated with all-through schools. These included a reduction in the number of transition points, increased levels of continuity and also providing the opportunity for teaching staff to get to know the children for longer and thus help to raise educational outcomes.

Many respondents who were both supportive and in opposition to the proposals, expressed significant levels of concern over the possibility of increased levels of traffic congestion and also road safety. Respondents wanted assurances that the Council would implement the right measures to mitigate potential impacts to ensure the safety of children and members of the local community.

During the consultation period, no new issues have come to light that would challenge the rationale of the proposals.

For further information please use the link below to access the report for the consultation that was decided on the 30th June 2015.

<https://democracy.kirklees.gov.uk/documents/s3833/b.%202015-06-30%20Outcomes%20Hudds%20SW%20-%20final%20combined%20file.pdf>

PART3: Proposal to discontinue Crosland Moor Junior School on 30th April 2016

Information specified in Schedule 2 of The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.

Contact details

1. The name and contact address of the local authority or governing body publishing the proposals and the name, address and category of the school it is proposed that should be discontinued.

Kirklees Council, Civic Centre 1, Huddersfield, HD1 2NF intends to discontinue Crosland Moor Junior School, Dryclough Road, Crosland Moor, Huddersfield, HD4 5HX, a community school.

Implementation

2. The date on which it is proposed to close the school, or where it is proposed that the closure be implemented in stages, the dates of and information about each stage.

It is proposed to discontinue Crosland Moor Junior School on the 30th April 2016

Reason for closure

3. A statement explaining the reason why closure of the school is considered necessary.

The proposed technical closure of Crosland Moor Junior School would enable the establishment of a new all-through Voluntary Controlled primary school with nursery provision which would create new opportunities to raise standards of teaching and learning and raise educational outcomes for children.

A recent Ofsted inspection of Crosland Moor Junior School in which the school's overall effectiveness was judged as Good.

The proposal is for a technical closure of Crosland Moor Junior School to enable a new all through primary school with nursery provision to be established as described in Part 4 of this proposal.

The proposal has been developed in partnership with the governing body of Crosland Moor Junior School.

The council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and where applicable the Diocese of West Yorkshire and the Dales (its predecessor organisation the Diocese of Wakefield) to successfully establish an all-through primary school in the borough, that have effectively reduced transition points between key stages of education.

The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning and smooth transition to each stage of learning. Please refer to Part 4 of this proposal for further information on the proposed new all-through Voluntary Controlled primary school.

Pupil numbers and admissions

4. The numbers (distinguishing between compulsory and non-compulsory school age pupils), age range, sex, and special educational needs of pupils (distinguishing between boarding and day pupils) for whom provision is currently made at the school.

As per the published January 2015 school census, numbers on roll for 7-11 year olds at Crosland Moor Junior School was 484 (260 Boys and 224 girls).

The provision is inclusive but does not include specialist services for children with a disability.

There are no boarding pupils at the school.

Displaced Pupils

5. A statement and supporting evidence about the need for school places in the area including whether there is sufficient capacity to accommodate displaced pupils.

There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Crosland Moor Junior School would automatically become part of the proposed new all-through Church of England Voluntary Controlled primary school with nursery provision on the 1st May 2016. Pupils at Crosland Moor Junior School would remain in the same building.

There is a clear and continuing need for primary school places in Huddersfield South West. During the course of 2015 the council has carried out a significant level of engagement with the schools community in Huddersfield South West, as well as with parents and carers, elected members and other key stakeholders to ensure a wide understanding was achieved regarding the need for additional school places in Huddersfield South West. In partnership with the schools community in Huddersfield South West the council has developed and consulted upon a proposal to establish a new 630 place primary academy school in the area

from the 1st September 2016. A copy of this report has been widely circulated to the schools community in Huddersfield South West. A link to the report is available in the consultation section of this proposal.

Crosland Moor Junior School has a published admission number of 150 starting in Year 3. The proposed new all-through Voluntary Controlled primary school would have a published admission number of 120, therefore, over time the school would become an 840 place primary school from reception through to year 6. Accounting for the proposal to establish a new 630 place primary school academy school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the council is seeking proposals to establish a new primary academy school in Huddersfield South West from the 1st September 2016.

6. Details of the schools or further education colleges at which pupils at the school to be discontinued will be offered places, including:
- (a) any interim arrangements;
 - (b) the provision that is to be made for those pupils who receive educational provision recognised by the local authority as reserved for children with special educational needs; and
 - (c) in the case of special schools, the alternative provision made by local authorities other than the local authority which maintain the school.

All the pupils who attend Crosland Moor Junior School on 1st May 2016 would automatically become part of the proposed new all through Church of England voluntary controlled primary school, with nursery provision. Pupils would be entitled to a place at the proposed new all-through Church of England voluntary controlled primary school up to the age of 11.

This does not affect the right of parents or carers to seek admission to other schools which have places available.

There is no specialised provision reserved for pupils with special educational needs at Crosland Moor Junior School.

Crosland Moor Junior School is not a special school.

7. Details of any other measures proposed to be taken to increase the number of school or further education college places available in consequence of the proposed discontinuance.

With reference to item 5 and 6 above there would be no net loss of places in Huddersfield South West as the council is seeking proposals to establish a new primary academy school in Huddersfield South West from the 1st September 2016.

Impact on the Community

8. A statement and supporting evidence about the impact on the community of the closure of the school and any measures proposed to mitigate any adverse impact.

The proposals are intended to have a positive impact on the community, by providing the opportunity for an increased level of continuity of services for children and parents through the sustainable provision of primary education in the Crosland Moor area.

It is envisaged that the proposed all-through Church of England voluntary controlled primary school would have an important role in the local community, as does Crosland Moor Junior School now. The proposal aims to build on the existing strengths of the school. The proposed all-through Voluntary Controlled primary school, with nursery provision, would ensure, alongside other schools in the area and the proposed new academy school that there are sufficient places for children from the local community that is future proofed for the projected pupil demographic. The school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups. As the work to develop Community Hubs continues

there may be opportunities in the future to provide services in different ways.

During the statutory consultation period many respondents raised concerns about the possibility of traffic and congestion being increased on Dryclough Road and in the area, which would be a significant issue that would need careful consideration if the proposals were to be approved.

The council will carefully consider road safety issues and ensure that appropriate extra measures are in place to manage the impact of any potential increased levels of traffic congestion.

Rural Primary Schools

9. Where proposals relate to a rural primary school designated as such by an order made for the purposes of section 15, a statement that the local authority or the governing body (as the case may be considered section 15(4).

Under The Designation of Rural Primary Schools (England) 2014 Order Crosland Moor Junior School is not designated a Rural School.

Balance of denominational provision

10. Where the school has a religious character, a statement about the impact of the proposed closure on the balance of denominational provision in the area and the impact on parental choice.

Crosland Moor Junior Schools is a community school without any religious character.

Maintained nursery schools

11. Where proposals relate to the discontinuance of a maintained nursery school, a statement setting out—
- (a) the local authority's assessment of the quality and quantity of the alternative provision compared to the school proposed to be discontinued and the proposed arrangements to ensure the expertise and specialism continues to be available; and
 - (b) the accessibility and convenience of replacement provision for local parents.

Crosland Moor Junior School has no nursery provision.

Sixth form provision

12. Where the school proposed to be discontinued provides sixth form education, the effect for 16 to 19 year olds in the area that the closure will have in respect of —
- (a) their educational or training achievements;
 - (b) their participation in education or training; and
 - (c) the range of educational or training opportunities available to them.

Crosland Moor Junior School does not have a sixth form provision.

Special educational provision

13. Where existing provision that is recognised by the LA as reserved for pupils with special educational needs is being discontinued, a statement as to how the LA or the governing body believes the proposal is likely to lead to improvements in the standard, quality and/or range of the educational provision for these children.

Crosland Moor Junior School is not a school that is reserved for children with special educational needs.

Travel

14. Details of the length and journeys to alternative provision

The current building on Dryclough Road would continue to be used and therefore travel

arrangements are not affected.

15. The proposed arrangements for travel of displaced pupils to other schools including how they will help to work against increased car use.

Not applicable

16. Consultation

Decision-makers will need to be assured that consultation has taken place, and that the statutory process has been adhered to. Therefore proposals should include evidence that the period of statutory consultation took place, and the results of that consultation.

A seven week (six week term time) statutory consultation took place between 20th April 2015 and 5th June 2015. Consultation documents were written and produced with due regard to 'The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013'. Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at Moor End Academy, Crosland Moor Junior School, Mount Pleasant Primary School, Dryclough CE (VC) Infant School and Thornton Lodge Nursery School. Copies of the consultation document were also sent to elected members, trade union representatives, neighbouring local authorities, local community groups and to interested officers from across the Council. The consultation document was also made available on the Council's website. Eight consultation events were developed for parents and carers, members of the local community and other interested parties to have an opportunity to discuss the proposals with officers from the Council. From over 3,133 consultation documents circulated, 33 responses were received. Responses have been received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Thornton Lodge Nursery School.

The majority of respondents to the consultation either strongly supported or supported this proposal. However a modest number of respondents strongly opposed the proposals or neither supported nor opposed the proposals. Respondents who supported the proposals identified several benefits associated with all-through schools. These included a reduction in the number of transition points, increased levels of continuity and also providing the opportunity for teaching staff to get to know the children for longer and thus help to raise educational outcomes.

Many respondents who were both supportive and in opposition to the proposals, expressed significant levels of concern over the possibility of increased levels of traffic congestion and also road safety. Respondents wanted assurances that the Council would implement the right measures to mitigate potential impacts to ensure the safety of children and members of the local community.

During the consultation period, no new issues have come to light that would challenge the rationale of the proposals.

For further information please use the link below to access the report for the consultation that was decided on the 30th June 2015.

<https://democracy.kirklees.gov.uk/documents/s3833/b.%202015-06-30%20Outcomes%20Hudds%20SW%20-%20final%20combined%20file.pdf>

Part 4 - Complete Proposal to establish a Church of England Voluntary Controlled 2-11 primary school to serve Huddersfield South West

Proposals published under section 11 (2) of the Education and Inspections Act 2006.

Contact details

- The name and contact address of the local authority or the proposers (as the case may be).

Leeds Diocesan Board of Education, within the Diocese of West Yorkshire and the Dales,
Church House, 1 South Parade, Wakefield, WF1 1LP

Implementation

2. The date on which it is proposed that the school be opened or, where it is proposed that the opening be implemented in stages, the dates of and information about each stage.

The proposed new all-through Church of England Voluntary Controlled primary school would open on 1st May 2016, subject to approval.

3. Where the proposals are to establish a voluntary, foundation or foundation special school, a statement as to whether the proposals are to be implemented by the local authority or by the proposers, and if the proposals are to be implemented by both,

- a) a statement as to the extent that they are to be implemented by each body, and.
- b) a statement as to the extent to which the capital costs of implementation are to be met by each body.

The proposal to establish a new all-through Voluntary Controlled primary school, with nursery provision is to be implemented by the Leeds Diocesan Board of Education, within the Diocese of West Yorkshire and the Dales and Kirklees Council. Officers from the Council will develop detailed plans to ensure a successful implementation in partnership with Diocesan officers and school leadership, should the proposal be approved for implementation.

There are no capital costs associated with the implementation of this proposal as the proposal aims to utilise existing school buildings and sites for which there is already sufficient and suitable physical capacity that is required to establish the proposed all-through Church of England Voluntary Controlled Primary School.

Reason for the new school

4. A statement explaining the reason why the new school is considered necessary and whether it is to replace an existing school or schools.

The proposal is intended to bring together and replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to establish a new all-through Church of England Voluntary Controlled primary school that would also include nursery provision that is equivalent to that which is currently provided by Thornton Lodge Nursery School.

The council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and where applicable the Diocese of West Yorkshire and the Dales (its predecessor organisation the Diocese of Wakefield) to already establish another all-through primary school. The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning and smooth transition to each stage of learning. In addition, all-through primary schools have the following benefits.

- A wider range of learning resources can be shared and the greater curriculum flexibility makes it easier to tailor learning experiences to meet individual needs.
- A wider age range of pupils can give more opportunities for social development which can raise self-esteem and help to promote responsible behaviour.
- Longer term relationships between the school, parents, carers and outside agencies to support pupils effectively from early years and through Key Stages 1 and 2.
- Staff would have longer to get to know the children and the consistency of staffing.

- and provision for vulnerable children gives greater security for parents and carers.
- Children can attend the same school as older or younger brothers and sisters for longer.
 - More effective use of the accommodation, facilities and resources.

Category

5. The category of school that it is proposed be established (a foundation or foundation special school and, if so, whether it is to have a foundation, a voluntary school, a community or community special school, or a local authority maintained nursery school) and, if required by section 10, a statement that the Secretary of State's consent has been obtained to publish the proposals.

The proposal is to establish a new Church of England Voluntary Controlled primary school with nursery provision under Section 11 (2) of the Education and Inspections Act 2006 which provides for the following:

Proposals for a new community or foundation primary school that is to replace a maintained infant and maintained junior school. Proposals for a new school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation. (DfE – Establishing new maintained schools – Departmental Advice for local authorities and new school proposers - June 2013). Secretary of State consent is not required for proposals published under Section 11 of the Education and Inspections Act 2006.

Ethos and religious character

6. A short statement setting out the proposed ethos of the school, including details of any educational philosophy, which it is proposed that the school will adhere to.

7. If it is proposed that the school is to have a religious character, confirmation of the religion or religious denomination in accordance with whose tenets religious education will, or may be required to be provided at the school; and a statement that the proposers intend to ask the Secretary of State to designate the school as a school with such a religious character.

8. Where it is proposed that the school—

- a) has a religious character, evidence of the demand in the area for education in accordance with the tenets of the religion; or
- b) adheres to a particular philosophy, evidence of the demand for education in accordance with that philosophy that is not already met in other maintained schools or Academies in the area.

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level. The proposed new school would maintain Church of England presence with the school system in Huddersfield South West and meet the demand for such places which can be evidenced via the foundations of Dryclough CE (VC) Infant School. The proposed new all-through Voluntary Controlled primary school, with nursery provision would aim to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It would encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils. Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council are committed to the newly created school being distinctive and inclusive in supporting all children and their families in learning and development. There is a common agreement that the school would be welcoming and accessible to the wider community. It would ensure equality of opportunity and work to remove any barrier to success. The Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council believe that in combining the ethos and values of the three schools that are identified in Parts 1-3 of this statutory proposal, to form the ethos and values of the new school would impact positively on teaching and learning, provide a firm foundation for cultural, continuous and sustained improvement to offer exciting and innovative opportunities for the whole school and local community.

The proposed school would have a Church of England religious character and it is confirmed that as Proposer, the Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales intends to ask the Secretary of State for Education to designate the

school as a school with religious character.

Pupil numbers and admissions

9. The numbers (distinguishing between compulsory and non-compulsory school age pupils), age range, sex, and special educational needs of pupils (distinguishing between boarding and day pupils) for whom provision is to be made at the school.

The proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision would provide the following :

- Cater for pupils between 2-11 years.
- Have a published admission number of 120 pupils per year group for 4-11 years (from reception 2016) and over time reaching 840 primary school places in total.
- Provide 130 part-time early learning places (nursery children aged 2-4 years)
- Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years).

There is no proposal for the proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision to have specific provision reserved for pupils with specific special educational needs, or have any boarding provision.

Admission arrangements

10. Except in relation to proposals for special schools, the proposed admission arrangements and over-subscription criteria for the new school including, where the school is proposed to be a foundation or voluntary school which is to have a religious character—

- a) the extent to which priority for places is proposed to be given to children of the school's religion or religious denomination; and.
- b) the extent, if any, to which priority is to be given to children of other religions or religious denominations or to children having no religion or religious denomination. .

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order.

For children of statutory school age, Kirklees admission (over subscription criteria) criteria for Voluntary Controlled schools are: 1. Children in public care (looked after children) or a child who was previously looked after; 2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule); 3. Children who live in the school's PAA; 4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule); 5. Children who live outside the school's PAA.

For nursery children the school control their own admission policy.

For childcare places the school again control their own admission policy but as children often start at different times in the year they will usually work on a 'first come first served' basis.

Schools will admit children with statements of special educational needs where the statement names the school.

It is not proposed to give priority for admissions to pupils on any religious grounds.

Early years provision

11. Where the proposals are to include provision for pupils aged two to five—

- a) details of how the early years provision will be organised, including the number of full-time and part-time pupils, the number of places, the number and length of sessions in each week, and the services for disabled children that will be offered; .

- b) how the school will integrate the early years provision with childcare services, and how the proposals for the establishment of the school are consistent with the integration of early years provision with childcare;.
- c) evidence of parental demand for additional provision of early year's provision;
- d) assessment of capacity, quality and sustainability of provision in schools, and in settings outside of the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school; and .
- e) the reasons why schools and settings outside the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school and which have spare capacity, cannot make provision for any forecast increase in the numbers of such children.

The proposed new all-through Voluntary Controlled primary school with nursery provision would retain the same level and scope of early year's provision to that which is currently provided by Thornton Lodge Nursery School. The provision currently provided by Thornton Lodge Nursery School across both its Yews Hill Road and Dryclough Road site will be retained in full. This means that the proposed new all-through Voluntary Controlled Primary School, with nursery provision would provide the following level of early year's provision:

Provide 130 part-time early learning places (nursery children aged 2-4 years)

Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The length of sessions would be the same as offered now by Thornton Lodge Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

The proposed new all-through Voluntary Controlled Primary School, with nursery provision would build on the existing strengths of the federated Thornton Lodge Nursery school and Dryclough CE (VC) Infant School to successfully integrate early year's provision with child care services within an all-through setting and form closer, effective working relationship until the end of Key Stage 2.

There is demand for early years and child care places in the area as can be evidenced via the take up of existing places at Thornton Lodge Nursery School. There are sufficient early learning and childcare places in the local area (see the [Crosland Moor and Netherton childcare sufficiency ward profile](#)).

As the proposal is for a technical closure of Thornton Lodge Nursery School to enable a new all-through Voluntary Controlled primary school with nursery provision to be established. The proposed technical closure would maintain the existing number of nursery places offered by Thornton Lodge Nursery School and the existing split site arrangement would also be maintained and so the impact on children and families of this proposed technical closure is considered to be minimal. The impact on other local providers both in and outside of the school sector is also considered to be minimal. Given the nature of the proposal detailed assessments of capacity, quality and sustainability of provision in schools, and in settings outside of the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school has not been considered.

Sixth form provision

12. Where it is proposed that the school will provide sixth form education, how for 16 to 19 year olds in the area the proposals will—

- a) improve the educational or training achievements;
- b) increase participation in education or training; and.
- c) expand the range of educational or training opportunities available to them.

The proposed new all-through Voluntary Controlled primary school will not include a sixth form provision.

Special educational needs provision

13. Whether the school will have provision that is recognised by the local authority as reserved for

children with special educational needs and, if so, the nature of such provision.

14. Details of the proposed policy of the school relating to the education of pupils with special educational needs.

15. Where the school will replace existing educational provision for children with special educational needs—

- a) a statement on how the proposer believes the proposal is likely to lead to improvements in the standard, quality and range of educational provision for these children; .
- b) details of the improvements that the proposals will bring in respect of— .
 - (i) access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local authority's Accessibility Strategy; .
 - (ii) access to specialist staff, both education and other professionals, including any external support or outreach services; .
 - (iii) access to suitable accommodation; and .
 - (iv) supply of suitable places.

The proposed new all-through Voluntary Controlled primary school will have no specialised provision reserved for pupils with special educational needs.

Single sex school

16. Where the school is to admit pupils of a single sex—

- a) evidence of local demand for single sex education and how this will be met if the proposals are approved; and .
- b) a statement giving details of the likely effect the new school will have on the balance of provision of single sex education in the area.

The proposed new all-through Voluntary Controlled primary school will be a school that caters for both boys and girls.

Curriculum

17. Confirmation that the school will meet the general requirements in relation to the curriculum contained in section 78 of EA 2002(1) and an outline of any provision that will be in addition to the basic curriculum required by section 80 of EA 2002(2), in particular any 14-19 vocational education.

The proposed new all-through Voluntary Controlled primary school will meet the general requirements of the National Curriculum.

Relevant experience of proposers

18. Evidence of any relevant experience in education held by the proposers including details of any involvement in the improvement of standards in education.

The historic Diocese of Wakefield and its successor, The Diocese of West Yorkshire and the Dales have been closely involved in education provision for very many years. The council has already worked closely with Diocese officers to successfully establish another all-through primary school in the borough. As explained throughout these proposals the Council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and where applicable the Diocese of West Yorkshire and the Dales (its predecessor organisation the Diocese of Wakefield) to successfully establish an all-through primary school. The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning and smooth transition to each stage of learning.

Effects on standards and contributions to school improvement

19. Information and supporting evidence on—

- a) how the school will contribute to enhancing the diversity and quality of education in the area; and
- b) how the school will contribute to school improvement.

The proposed all through Church of England Voluntary Controlled primary school would maintain Church of England based school places in Huddersfield South West. It is envisaged that the proposed all-through primary school would have an important role in Huddersfield South West, as do the existing three schools now, the proposal aims to build on the existing strengths that already exist. The proposed all-through school would ensure, alongside other schools in the area and the proposed new primary academy school that there are sufficient quality places for children from the local community that is future proofed for the projected pupil demographic.

The proposed establishment of an all-through primary school in Huddersfield South West is intended to improve the educational standards attained by children. This is achieved through better and more flexible management of learning, without a change of school at age 7.

There is the benefit of more continuity. For example, a single school would have common approaches to curriculum planning, assessment, record keeping and target setting. Staff have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.

There is the benefit of more flexibility and more opportunities to meet individual needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.

There are more opportunities for social development. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.

There is more consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body.

There is closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.

There is more opportunity for children to attend the same school as older or younger brothers and sisters.

There are more opportunities for staff to work with a larger team, thus supporting professional development and providing further opportunities to take on new responsibilities.

Location and costs

20. A statement about—

- a) the area or particular community or communities which the new school is expected to serve;
- b) the location of the site or sites including, where appropriate, the postal address or addresses;
- c) the current ownership and tenure (freehold or leasehold) on which the site will be held, and if the site is to be held on a lease, details of the proposed lease;
- d) whether the site is currently used for the purposes of another school and if so why the site will no longer be required by the other school;
- e) the estimated capital costs of providing the site and how those costs will be met (including the extent to which the costs are to be met by the proposers and the local authority) and how the proposers intend to fund their share of the costs of implementing the proposals (if any); .
- f) whether planning permission is needed under the Town and Country Planning Act 1990, and when it is anticipated that it will be obtained;

- g) confirmation from the Secretary of State or local authority (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

The proposed new all-through Church of England Voluntary Controlled primary school would occupy the same premises as Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School. The proposed new school would continue to serve the Crosland Moor community as defined in the current Priority Admission Area for the existing schools. There are no anticipated capital costs or other costs for site acquisition in establishing the new school. The implementation of this proposal is not subject to any planning permission being granted.

In accordance with the Schedule 2, Part 4 of the Education and Inspections Act 2006 for school land and buildings ownership for Voluntary Controlled schools, ownership of the land and buildings (except playing fields) of Thornton Lodge Nursery School and Crosland Moor Junior School would transfer to the Diocese of West Yorkshire and the Dales.

Travel

21. The proposed arrangements for travel of pupils to the school.

The new all-through Church of England Voluntary Controlled primary school would occupy the same premises as the existing three separate schools and there would be no change to the travel arrangements for existing or future pupils.

Federation

22. Details of any proposals for the school to be established as a federated school.

It is proposed the new all-through Church of England voluntary controlled primary school with nursery provision will have a single leadership team and governing body. Therefore federation does not form any aspect of these proposals.

Voluntary aided schools

23. Where the school is to be a voluntary aided school—
- details of the trusts on which the site is to be held; and
 - confirmation that the governing body will be able and willing to carry out their obligations under Schedule 3 to SSFA 1998.(3)

The proposed new all-through Church of England primary school, with nursery provision is to have a Voluntary Controlled status.

Foundation schools

24. Where the school is to be a foundation or foundation special school, confirmation as to—
- whether it will have a foundation and if so, the name or proposed name of the foundation;
 - the rationale for the foundation and the particular ethos that it will bring to the school; .
 - the details of membership of the foundation, including the names of the members;
 - the proposed constitution of the governing body; and
 - details of the foundation's charitable objects.

With reference to item 23 the proposed new school is to be a Church of England Voluntary controlled all-through primary school, with nursery provision.

Independent schools entering the maintained sector

25. Where a school is an independent school entering the maintained sector—
- a statement that the requirements of section 11(3) are met;
 - a statement as to whether the premises will meet the requirements of the School Premises (England) Regulations 2012(4) and, if not,.
 - details of how the premises are deficient; and
 - details of how it is intended to remedy the deficiency.

With reference to items 23 and 24 above this question is not applicable.

26. Consultation

Decision-makers will need to be assured that consultation has taken place, and that the statutory process has been adhered to. Therefore proposals should include evidence that the period of statutory consultation took place, and the results of that consultation.

A seven week (six week term time) statutory consultation took place between 20th April 2015 and 5th June 2015. Consultation documents were written and produced with due regard to 'The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013'. Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at Moor End Academy, Crosland Moor Junior School, Mount Pleasant Primary School, Dryclough CE (VC) Infant School and Thornton Lodge Nursery School. Copies of the consultation document were also sent to elected members, trade union representatives, neighbouring local authorities, local community groups and to interested officers from across the Council. The consultation document was also made available on the Council's website. Eight consultation events were developed for parents and carers, members of the local community and other interested parties to have an opportunity to discuss the proposals with officers from the Council. From over 3,133 consultation documents circulated, 33 responses were received. Responses have been received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Thornton Lodge Nursery School.

The majority of respondents to the consultation either strongly supported or supported this proposal. However a modest number of respondents strongly opposed the proposals or neither supported nor opposed the proposals. Respondents who supported the proposals identified several benefits associated with all-through schools. These included a reduction in the number of transition points, increased levels of continuity and also providing the opportunity for teaching staff to get to know the children for longer and thus help to raise educational outcomes.

Many respondents who were both supportive and in opposition to the proposals, expressed significant levels of concern over the possibility of increased levels of traffic congestion and also road safety. Respondents wanted assurances that the Council would implement the right measures to mitigate potential impacts to ensure the safety of children and members of the local community.

During the consultation period, no new issues have come to light that would challenge the rationale of the proposals.

For further information please use the link below to access the report for the consultation that was decided on the 30th June.

<https://democracy.kirklees.gov.uk/documents/s3833/b.%202015-06-30%20Outcomes%20Hudds%20SW%20-%20final%20combined%20file.pdf>

Kirklees School Organisation Advisory Group Constitution & Purpose

The Education and Inspections Act 2006 confirms Local Authority responsibility for school organisation decision-making.

To assist the Local Authority in reaching decisions on school organisation statutory notices, a School Organisation Advisory Group will be established to consider and advise Cabinet, as the decision-making body, on statutory proposals related to school organisation.

The Advisory group will not have decision-making powers.

Constitution of the School Organisation Advisory Group

Membership of the Advisory Group will be as follows:

1. Member representation in line with the current political ratio of the Council (6)
2. Schools representative (1)
3. Governing Body representative (1)
4. Diocesan representatives. (Catholic and Anglican) (2)
5. Learning Skills Council (1)
6. Minority Community representative (1)

The Chair of the School Organisation Advisory Group will be the lead member for Children and Young People Service.

The group may decide to invite other individuals to attend the group to receive information related to the school organisation proposal as appropriate.

As an Advisory group, the Council's quorum guidelines do not apply.

Purpose of the School Organisation Advisory Group

The proposed draft terms of reference for the School Organisation Advisory Group are detailed below.

At the end of the 4 week statutory notice period where the notice outlines a school organisation proposal, the School Organisation Advisory Group will meet as soon as possible to:

- Check and confirm that all required information is available regarding the school organisation proposal;
- Check and confirm that the published notice complies with statutory requirements;
- Check and confirm that the statutory consultation (where applicable) has been carried out prior to the publication of the Notice;
- Consider the prescribed information related to the proposal to change the pattern of school provision;
- Consider the proposal for change with regard to the DfE guidance on implementing change to the pattern of school organisation; (School Organisation Maintained Schools Annex B: Guidance For Decision Makers).
- Consider any objections received during the statutory notice period and the Local Authority response to these objections;
- Receive a presentation on the proposal for change from the Proposer;
- Having considered the statutory proposal with regard to the above, prepare a list of reasons for the decision they would recommend to Cabinet in respect of the school organisation proposal. This should be prepared using the factors to be considered in the statutory guidance as the framework for their collective view

Notes of School Organisation Advisory Group – 17th August 2015

1. Introductions and membership apologies

Present: Councillor Shabir Pandor (chair)
Councillor Marielle O'Neill

Officers in support: Jo-Anne Sanders (School Organisation and Planning)
Rajesh Singh (School Organisation and Planning)
Shahzia Ashraf (School Organisation and Planning)

Apologies: Councillor Pinnock
Councillor Karen Allison
Councillor Erin Hill
Councillor Lisa Holmes
Jane Acklam Head of Moor End Academy
Diocese of West Yorkshire and the Dales
Diocese of Leeds

2. Overview of the meeting-Purpose of SOAG:

- Review of the statutory process regarding the related statutory proposals to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision by bringing together Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School.

For the benefit of new members of the group Jo-Anne Sanders explained how the group had evolved and also the group's role in the context of decision making.

Rajesh Singh explained that the proposal to establish a new primary free (academy) school in Huddersfield South West was subject to a separate statutory process and as such was not under review at this meeting.

3. (1,2,3) Review of the statutory process using check list 1 – Proposal to discontinue Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School

- Comments under section 2.8 (h) it was acknowledged that statutory notice and proposal were submitted late to the DfE however the DfE have acknowledged receipt and raised no issues over the proposals.

4. Review of the statutory process using check list 2. Proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision.

4. (c) SOAG conclusions and recommendations to decision makers:

- Statutory consultation has been carried out.
- The published statutory notice complies with statutory requirements.
- The related proposals are related to each other but not related to any other proposals. for any other school and are not related to any proposals published by the EFA.
- The proposals are valid and can be decided by Kirklees Council Cabinet.
- The statutory four week period has been allowed for representation.

- The decisions have been brought to the cabinet on 22nd September 2015 , which is within two months after the end of the statutory four week representation period which ended on the 5th August 2015.

SOAG Advice: Kirklees Council Cabinet can decide the proposals under its current decision making powers.

5. Review of factors from DfE guidance to be considered in making the decisions. These factors are derived from the guidance issued by the Department for Education. School Organisation Maintained Schools. Annex B: Guidance for Decision Makers January 2014. Factors can vary depending upon the nature and type of proposals. The full list of factors is presented in Appendix 7, accompanied by responses to the relevant factors for these proposals. The relevant factors for these proposals are:

- A: Consideration of consultation and representation period
- B: Education standards and diversity of provision.
- C: Demand
- D: School size
- E: Proposed admission arrangements (including post 16 provision)
- F: National curriculum
- G: Equal opportunities issues
- H: Community cohesion
- I: Travel and accessibility
- J: Capital
- K: School premises and playing fields
- L: Suitability
- M: Competition (under section 7 EIA 2006)
- N: Closure proposals (under s15 EIA 2006)
- O: Rural schools
- P: Early year's provision
- Q: Nursery school closures
- R: Balance of denominational provision
- S: Community services

- The rationale for the proposals was examined against each of the above factors and associated guidance.
- The factors, guidance and rationale for the proposals are set out in Appendix 7.

Comments

- It was agreed that the rationale for the proposals was clear and it was acknowledged that statutory consultation had enabled all key stakeholders to develop an understanding of the proposals.

6. Final conclusions and recommendations.

SOAG conclusions for decision makers: SOAG agreed that:

- The statutory process had enabled a full and detailed presentation of the proposals to interested parties and that views and comments had been presented for consideration at all stages of the process.
- The rationale for the proposals had been clearly articulated against the factors in the decision maker's guidance (see appendix 7).
- Issues raised in consultation had been presented for full consideration against the factors in decision maker's guidance.
- Cabinet are able to reach a decision regarding the proposals.

2. Statutory process Check List 1.

Schools	Statutory Proposal
<ul style="list-style-type: none"> Dryclough CE (VC) Infant School Crosland Moor Junior School Thornton Lodge Nursery School 	Proposal to discontinue Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School on the 30th April 2016

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has formal consultation taken place?		Y	Statutory Consultation Outcome report :30.06.15
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	Statutory Consultation Outcome report :30.06.15 A seven week (six week term time) statutory consultation took place between the 20.04.2015 and 05.06. 2015.
	b. Do the consultation documents provide sufficient information to those who are being consulted?	Y	Statutory Consultation Outcome report 30.06.15 (Appendix B)
	c. Do the consultation materials make it clear how interested parties can make their views known?	Y	Statutory Consultation Outcome report 30.06.15 (Appendix B)
	d. Does the report that summarises the outcome of the consultation demonstrate how the views expressed during the consultation have been taken into account in reaching any subsequent decision as to the publication of proposals?	Y	Statutory Consultation Outcome report 30.06.15
1.3 New Option	a. Did a new option emerge during consultation?	N	Statutory Consultation Outcome report 30.06.15
	b. If so did a further consultation take place?	N/A	N/A
1.4 Evidence that interested parties have been consulted. To Include	a. the governing body of any school which is the subject of proposals (if the LA are publishing proposals);	Y	Statutory Consultation Outcome report 30.06.15 (Appendix A,B,C) The report provides details of the distribution of consultation material to these key stakeholder groups as well as formal engagement with officers from the Council at a number of consultation events that were held during the consultation period. The proposal affects Dryclough CE (VC) Infant School. This proposal has been developed in partnership with the Diocese of West Yorkshire and the Dales.
	b. the LA that maintains the school (if the governing body is publishing the proposals);	N/A	
	c. families of pupils, teachers and other staff at the schools	Y	
	d. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	Y	
	e. the governing bodies, teachers and other staff of any other school that may be affected;	Y	
	f. families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;	Y	
	g. any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals;	Y	
	h. (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;	Y	
	i. the trustees of the school (if any)	N/A	
	j. (if the proposals affect the provision of full-time 14-19 education) the Young People's Learning Agency (YPLA);	N/A	
k. MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals;	Y		
l. the local district or parish council where the school that is the subject of the proposals is situated;	Y		

	m. any other interested party, for example, the Early Years Development and Child Care Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises; and	Y	
	n. such other persons as appear to the proposers to be appropriate.	Y	
1.5 Pupils	Have pupils been formally consulted?	N	

2. PUBLICATION		Y,N,N/A	NOTES/EVIDENCE
2.1	Have formal proposals been published by the appropriate body (i.e. LA/GB etc) and explain how copies can be obtained, how anybody can object to or comment on the proposals, the date by which comments should be received and the address to which comments should be submitted?	Y	The LA can propose the closure of Community and Controlled schools
2.2	a. Does the complete proposal contain all the specified information?	Y	See statutory proposal
	b. Has proposal been published within 12 months of the consultation end	Y	Statutory consultation period ended 05.06. 2015 and statutory proposals published 09.07.15
2.3 Statutory notice	a. Has a statutory notice been prepared?	Y	See Statutory Notice
	b. Has the statutory notice been published in a local newspaper?	Y	The statutory notice was published in Huddersfield Examiner on 09.07.15
	c. Has the statutory notice been posted at the main entrance of the school (or all entrances if there are more than one)?	Y	Posted at the entrances to the three schools on the 09.07.15 (see photo's in the pack for further information)
	d. Has the statutory notice/proposal been posted in other conspicuous areas in the area served by the school (eg local library, community centre, post office etc.)?	Y	Thornton Lodge community centre and Crosland Moor Community Learning Centre
2.4 Related proposals	a. Is this proposal interdependent on another proposal?	Y	The proposal to establish a new all-through Church of England Voluntary Controlled primary school – see check sheet 2
	b. If so, is the related proposal included on the same Statutory Notice?	Y	Statutory Notice
	c. If so, is this clearly identified in the Statutory Notice?	Y	Statutory Notice
	d. If so, is it clear who is proposing what on the Statutory Notice?	Y	Statutory Notice
2.5 Implementation date	a. Is the implementation date for the proposal specified on the statutory notice?	Y	Statutory Notice
	c. Is the time scale for implementation reasonable (proposals should be implemented within 3 years of their publication with the possible exception of Authority wide re-organisations.)?	Y	Proposals published 09.07.15 for implementation on 01.05.2016
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	Y	Statutory Notice
	b. If not, has an explanatory note been included alongside the Statutory Notice?	Y	Statutory Notice
2.7	Has the council's legal team advised on the validity of the Statutory Notice? <i>* If a published notice has not been properly formulated in accordance with regulations, the notice may be judged invalid and therefore ineligible to be determined by the LA or the schools adjudicator. Should this be the case a revised notice must be published clearly stating that it is a replacement notice.*</i>	Y	Council's legal officer has reviewed the Statutory Notice in conjunction with the School Organisation and Planning Team
2.8 Have the proposers distributed the complete proposal and notice to all relevant parties?	a. On date of publication (closure) <ul style="list-style-type: none"> to governing body of school proposed for closure - LA publishes proposals to LA that maintains the school- where governing body publishes the proposals. 	Y	On date of publication 09.07.15 delivered to: <ul style="list-style-type: none"> Dryclough CE (VC) Infant School Crosland Moor Junior School Thornton Lodge Nursery School
	Within a week of publication		
	b. any other LA likely to be affected by the proposals;	N	N/A
	c. the Diocesan Board of Education for any diocese of the Church of England which is comprised in the area of the LA;	Y	The Diocese of West Yorkshire and the Dales

	d. the bishop of a diocese of the Roman Catholic Church which is comprised in the area of the LA;	N	N/A
	e. the Education Funding Agency for England if the school provides 14-16 education or sixth form education;	N/A	N/A
	f. where the school is a voluntary or foundation - the trustees or foundation body	N/A	N/A
	g. any person who requests a copy.	Y	*NB no copies have been requested
	h. Department for Education	N	Submitted late to the DfE. But the DfE have acknowledged receipt and raised no issues over the proposal.

3. REPRESENTATION		Y,N,N/A	NOTES/EVIDENCE
3.1	Has an appropriate period been allowed for representation?	Y	4 weeks - 09.07.15 – 05.08.15
3.2	Have any representations been received during this period?	N	

4. DECISION – A decision must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		Y,N, N/A	NOTES/EVIDENCE
4.1	Is this a decision to be made by the LA or the schools adjudicator?	LA	Representation period ended 05.08.15 and decision-making cabinet is scheduled for 22 nd September Recommendation made by SOAG and reported to cabinet for approval within a 2 month time frame.
4.3	Closure - Is this a decision determined under Paragraph 19 of Schedule 2 to EIA 2006? <i>Where proposals are published by the LA and there are no objections and the proposals are not "related" to other proposals, the proposals must be determined by the LA under Paragraph 19 of Schedule 2 to EIA 2006. The proposals should then be decided within 2 months (and if not, the proposals must be referred to the schools adjudicator) and there is no provision for an appeal against the LA's decision. A conditional approval cannot be given where proposals are decided under this paragraph.</i>	N	This proposal is related to a proposal to establish a new all-through Church of England Voluntary Controlled primary school. See Check List 2
4.4	Closure - Is this a decision decided under Paragraph 8 of Schedule 2 to EIA 2006? <i>If there are objections to the proposals, or there are no objections but the proposals are "related" to other proposals, the proposals must be decided under Paragraph 8 of Schedule 2 to EIA 2006.</i>	Y	This must be a decision under paragraph 8 of Schedule 2 because these are related proposals.

2. Statutory process Check List 2.

Statutory Proposal to establish a new Church of England Voluntary Controlled primary school for pupils aged between 2-11 to serve Huddersfield South West

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has formal consultation taken place?		Y	Statutory Consultation Outcome report :30.06.15
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	Statutory Consultation Outcome report :30.06.15 A seven week (six week term time) statutory consultation took place between the 20.04.2015 and 05.06. 2015.
	b. Do the consultation documents provide sufficient information to those who are being consulted?	Y	Statutory Consultation Outcome report 30.06.15 (Appendix B)
	c. Do the consultation materials make it clear how interested parties can make their views known?	Y	Statutory Consultation Outcome report 30.06.15 (Appendix B)
	d. Does the report that summarises the outcome of the consultation demonstrate how the views expressed during the consultation have been taken into account in reaching any subsequent decision as to the publication of proposals?	Y	Statutory Consultation Outcome report 30.06.15
1.3 New Option	a. Did a new option emerge during consultation?	N	Statutory Consultation Outcome report 30.06.15
	b. If so did a further consultation take place?	N/A	N/A
1.4 Evidence that interested parties have been consulted. To Include	a. the governing body of any school which is the subject of proposals (if the LA are publishing proposals);	Y	Statutory Consultation Outcome report 30.06.15 (Appendix A,B,C) The report provides details of the distribution of consultation material to these key stakeholder groups as well as formal engagement with officers from the Council at a number of consultation events that were held during the consultation period. The proposal affects Dryclough CE (VC) Infant School. The proposer is The Diocese of West Yorkshire and the Dales.
	b. the LA that maintains the school (if the governing body is publishing the proposals);	N/A	
	c. families of pupils, teachers and other staff at the schools	Y	
	d. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	Y	
	e. the governing bodies, teachers and other staff of any other school that may be affected;	Y	
	f. families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;	Y	
	g. any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals;	Y	
	h. (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;	Y	
	i. the trustees of the school (if any)	N/A	
	j. (if the proposals affect the provision of full-time 14-19 education) the Young People's Learning Agency (YPLA);	N/A	
	k. MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals;	Y	
	l. the local district or parish council where the school that is the subject of the proposals is situated;	Y	
	m. any other interested party, for example, the Early Years Development and Child Care Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises; and	Y	
	n. such other persons as appear to the proposers to be appropriate.	Y	

1.5 Pupils	Have pupils been formally consulted?	N	
2. PUBLICATION		Y,N,N/A	NOTES/EVIDENCE
2.1	Have formal proposals been published by the appropriate body (i.e. LA/GB etc) and explain how copies can be obtained, how anybody can object to or comment on the proposals, the date by which comments should be received and the address to which comments should be submitted?	Y	The Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales
2.2	a. Does the complete proposal contain all the specified information?	Y	See statutory proposal
	b. Has proposal been published within 12 months of the consultation end	Y	Statutory consultation period ended 05.06. 2015 and statutory proposals published 09.07.15
2.3 Statutory notice	a. Has a statutory notice been prepared?	Y	See Statutory Notice
	b. Has the statutory notice been published in a local newspaper?	Y	The statutory notice was published in Huddersfield Examiner on 09.07.15
	c. Has the statutory notice been posted at the main entrance of the school (or all entrances if there are more than one)?	Y	Posted at the entrances to the three schools on the 09.07.15 (see photo's in the pack for further information)
	d. Has the statutory notice/proposal been posted in other conspicuous areas in the area served by the school (eg local library, community centre, post office etc.)?	Y	Thornton Lodge community centre and Crosland Moor Community Learning Centre
2.4 Related proposals	a. Is this proposal interdependent on another proposal?	Y	The proposal to establish a new all-through Church of England Voluntary Controlled primary school – see check sheet 2
	b. If so, is the related proposal included on the same Statutory Notice?	Y	Statutory Notice
	c. If so, is this clearly identified in the Statutory Notice?	Y	Statutory Notice
	d. If so, is it clear who is proposing what on the Statutory Notice?	Y	Statutory Notice
2.5 Implementation date	a. Is the implementation date for the proposal specified on the statutory notice?	Y	Statutory Notice
	c. Is the time scale for implementation reasonable (proposals should be implemented within 3 years of their publication with the possible exception of Authority wide re-organisations.)?	Y	Proposals published 09.07.15 for implementation on 01.05.2016
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	Y	Statutory Notice
	b. If not, has an explanatory note been included alongside the Statutory Notice?	Y	Statutory Notice
2.7	Has the council's legal team advised on the validity of the Statutory Notice? <i>* If a published notice has not been properly formulated in accordance with regulations, the notice may be judged invalid and therefore ineligible to be determined by the LA or the schools adjudicator. Should this be the case a revised notice must be published clearly stating that it is a replacement notice.*</i>	Y	Council's legal officer has reviewed the Statutory Notice in conjunction with the School Organisation and Planning Team
2.8 Have the proposers distributed the complete proposal and notice to all relevant parties?	a. On date of publication (closure) <ul style="list-style-type: none"> • to governing body of school proposed for closure - LA publishes proposals • to governing body of school proposed for closure - LA publishes proposals • to LA that maintains the school- where governing body publishes the proposals. • Within a week of publication (new school) • to LA where Diocese proposes new school 	Y	On date of publication 09.07.15 delivered to: <ul style="list-style-type: none"> • Dryclough CE (VC) Infant School • Crosland Moor Junior School • Thornton Lodge Nursery School
	Within a week of publication		
	b. any other LA likely to be affected by the proposals;	N	N/A
	c. the Diocesan Board of Education for any diocese of the Church of England which is comprised in the area of the LA;	Y	The Diocese of West Yorkshire and the Dales
	d. the bishop of a diocese of the Roman Catholic Church which is comprised in the area of the LA;	N	N/A
	e. the Education Funding Agency for England if the school provides 14-16 education or sixth form education;	N/A	N/A
	f. where the school is a voluntary or foundation - the trustees or foundation	N/A	N/A

	body		
	g. any person who requests a copy.	Y	*NB no copies have been requested
	h. Department for Education	N	Submitted late to the DfE. But the DfE have acknowledged receipt and raised no issues over the proposals.

3. REPRESENTATION		Y,N,N/A	NOTES/EVIDENCE
3.1	Has an appropriate period been allowed for representation?	Y	09.07.15 – 05.08.15
3.2	Have any representations been received during this period?	N	

4. DECISION – A decision must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		Y,N, N/A	NOTES/EVIDENCE
4.1	Is this a decision to be made by the LA or the schools adjudicator?	LA	Representation period ended 05.08.15 and decision-making cabinet is scheduled for 22 nd September Recommendation made by SOAG and reported to cabinet for approval within a 2 month time frame.
4.2	Is this a decision take under Part 2 of Schedule 2 of the Education and Inspections Act 2006? Note regarding Special Cases (section 11 of the EIA 2006) <i>The consent of the secretary of state is no longer required to publish maintained school proposals in certain circumstances. Section 11 EIA 2006, as amended by the EA 2011 provides for the following:</i> <i>Proposals for a new school resulting from the re-organisation of existing faith schools in an area, including an existing faith school.</i> <i>Proposals for a new community or foundation primary school that is to replace a maintained infant and maintained junior school.</i> <i>In each case a statutory process, as set out in Schedule 2 to EIA 2006 and the Establishment and Discontinuance Regulations, must be undertaken. The Schools Adjudicator will decide local authority proposals, and local authorities will decide proposals from other proposers (except foundation school proposals where the local authority is involved as a member of the foundation (Trust), in which case the Adjudicator will be the decision maker).</i>	Y	We have confirmed this with the Council's legal team. The proposal to establish a new Church of England Voluntary Controlled primary school has been considered with and is related to the proposed discontinuance of Dryclough CE (VC) Infant School. Crosland Moor Junior School and Thornton Lodge Nursery School.

Factors to be considered in decision making

The factors which are being considered are derived from guidance issued by the Department for Education. School Organisation Maintained Schools. Annex B: Guidance for Decision Makers January 2014, as these proposals have been published after this date.

Paragraph numbers highlighted in **dark grey** relate to factors that are relevant to all types of proposals and these are factors **10-29**. The relevant headings are highlighted in yellow for ease of identification.

Paragraph numbers **highlighted in light grey** relate to additional factors relevant to these proposals. Which include some of the additional factors relevant to proposals for new maintained schools (**41-53**) and additional factors relevant to closure proposals (factors **54-65**). The relevant headings are highlighted in yellow for ease of identification.

Factors that are not highlighted are considered not to be relevant to these proposals. These have been identified as; "Not applicable to these proposals" and are highlighted in red; however for clarity these are fully listed.

CONSIDERATION OF CONSULTATION AND REPRESENTATION PERIOD 10

(10) The decision-maker will need to be satisfied that the appropriate consultation and/or representation period has been carried out and that the proposer has had regard to the responses received.

If the proposer has failed to meet the statutory requirements; a proposal may be deemed invalid and therefore should be rejected.

The decision-maker must consider all the views submitted, including all support for, objections to and comments on the proposal.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS.

(10) Kirklees Local Authority has had due regard to legislation and followed the statutory process in respect of these proposals. New School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 came into force on 28 January 2014. The Council carried out a seven week (six week term time) statutory consultation to ensure the maximum opportunity was available to all key stakeholders to understand and comment upon the statutory proposals, prior to their publication. On the 30th June 2015, Kirklees Council's Cabinet (decision making authority) received the outcomes report of the statutory consultation and it was agreed to continue with the statutory process and commence with the publication of the related statutory notice and proposals.

The publication of the statutory notice, statutory proposals and representation period commenced on 9th July 2015 and ended on 5th August 2015 therefore lasting for a period of four weeks and meeting the requirements of School Organisation Regulations.

EDUCATION STANDARDS AND DIVERSITY OF PROVISION 11/12

(11) Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the aspirations of parents; raise local standards and narrow attainment gaps.

(12) The decision-maker should also take into account the extent to which the proposal is consistent with the government's policy on academies as set out on the department's website.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(11) The proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would maintain Church of England based school places in Huddersfield South West. It is envisaged that the proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would have an important role in Huddersfield South West, as do the existing three schools now, the proposal aims to build on the existing strengths that already exist. The proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would ensure, alongside other schools in the area and the proposed new primary free (academy) school that there are sufficient quality places for children from the local community that is future proofed for the projected pupil demographic.

The proposed establishment of an all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision in Huddersfield South West is intended to improve the educational standards attained by children. This is achieved through better and more flexible management of learning, without a change of school at age 7.

There is the benefit of more continuity. For example, a single school would have common approaches to curriculum planning, assessment, record keeping and target setting. Staff would have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.

There is the benefit of more flexibility and more opportunities to meet individual needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.

There are more opportunities for social development. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.

There is more consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body.

There is closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.

There is more opportunity for children to attend the same school as older or younger brothers and sisters.

There are more opportunities for staff to work with a larger team, thus supporting professional development and providing further opportunities to take on new responsibilities.

(12) The proposal to establish a new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision under Section 11 (2) of the Education and Inspections Act 2006 which, enables new maintained schools to be established, without a competition, but within specific circumstances. Proposals for a new community or foundation primary school that is to replace a maintained infant and maintained junior school. Proposals for a new school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation. (DfE – Establishing new maintained schools – Departmental Advice for local authorities and new school proposers - June 2013). Secretary of State consent is not required for proposals published under Section 11 of the Education and Inspections Act 2006.

DEMAND 13/14/15

(13) In assessing the demand for new school places the decision-maker should consider the evidence presented for any projected increase in pupil population (such as planned housing developments) and any new provision opening in the area (including free schools).

(14) The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.

(15) Reducing surplus places is not a priority (unless running at very high levels). For parental choice to work effectively there may be some surplus capacity in the system as a whole. Competition from additional schools and places in the system will lead to pressure on existing schools to improve standards.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(13) The proposal is for a technical closure of Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School to enable a new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision to be established. The proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision's Published Admission Number (PAN) would be 120. Dryclough CE (VC) Infant School has a PAN of 140 starting in Reception. Crosland Moor Junior Schools, PAN is 150 starting at Year 3. The proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would over time become an 840 place primary school from reception through to year 6. Accounting for the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the proposal to establish a new primary academy school would re-provide these 20 reception places from the 1st September 2016.

(14/15) The Councils school place planning data for 2014 and 2015 provides clear evidence that there is a continuing need for school places in Huddersfield South West, in order to meet local demand. The Council has adopted a range of strategies in order to meet this need, which includes using spare capacity where available, establishing one off bulge classes, or making permanent expansions to existing schools. There is no surplus capacity in existing schools in Huddersfield South West. In addition to this proposal, the Council's proposal to establish a new 630 place primary free (academy) school in Huddersfield South West would ensure that there would be sufficient capacity to meet demand from 2016 onwards.

SCHOOL SIZE16

(16) Decision makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(16) The proposed closure of Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School is a technical closure in order that the proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision can be established. It is proposed that the all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would

have a PAN of 120 per year group for 4-11 years old (from reception 2016) and over time retaining 840 primary school places in total. However, the new school would operate in the existing buildings and on the same sites in which the three current schools are located; the proposal therefore is considered viable and cost-effective.

PROPOSED ADMISSION ARRANGEMENTS (including post 16 provision) 17/18

(17) In assessing demand the decision-maker should consider all expected admission applications, not only those from the area of the LA in which the school is situated.

(18) Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code. Although the decision-maker cannot modify proposed admission arrangements, the decision-maker should inform the proposer where arrangements seem unsatisfactory and the admission authority should be given the opportunity to revise them.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(17-18) The proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would have a published admission number of 120 pupils per year group for 4-11 years. In addition the school would provide 130 part-time early learning places (nursery children aged 2-4 years) and provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The admissions policy for the proposed new school would be fully compliant with the Schools Admissions Code.

The Council would consider all admissions application, including any received from other Local Authorities. If there are fewer applicants than there are places available, everyone who applies would be offered a place. When there are more applicants than there are places available the following admission criteria would be applied in order:

For children of statutory school age, Kirklees admission (over subscription criteria) criteria for Voluntary Controlled schools are: 1. Children in public care (looked after children) or a child who was previously looked after; 2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule); 3. Children who live in the school's PAA; 4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule); 5. Children who live outside the school's PAA.

For childcare places, it is expected that the existing policy as applied by Thornton Lodge Nursery School would apply, which means that the proposed new school would control its own admission policy but as children often start at different times in the proposed new school would usually work on a 'first come first served' basis.

The proposed new school would admit children with statements of special educational needs or an education health and care plan where such statements or plans name the school. It is not proposed to give priority for admissions to pupils on any religious grounds.

NATIONAL CURRICULUM 19

(19) All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community. In addition, Kirklees gives a flexible range of provision and support that can respond to the needs of individual pupils and parental preferences, in a safe environment where young people can thrive in buildings and provision tailored to meet their special educational need or disability and which takes full account of educational considerations, in particular the

need to ensure a broad and balanced curriculum, within a learning environment where children can be healthy and stay safe.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(19) The proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would meet the general requirements of the National Curriculum including the Early Years Foundation Stage.

EQUAL OPPORTUNITY ISSUES 20/21

(20) The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to:

- eliminate discrimination;
- advance equality of opportunity;
- and foster good relations.

(21) The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there should be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(20/21). A full equalities impact assessment (EIA) has been completed and will be published with the decision report, prior to a final decision being taken on the proposals by Kirklees Council Cabinet (the decision making body). The EIA demonstrates that due regard has been taken and that the proposals would have little, if any adverse impact from an equalities perspective.

The proposal to bring together Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School to establish an all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would have a positive impact as it would facilitate closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between school, parents, carers, and outside agencies can therefore help to impact positively on community and social cohesion and foster good relations.

The ethnicity profile of the pupil cohorts that would attend the proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision are expected to be very similar to the existing cohorts at Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School. This is because children attending the three schools currently would automatically become part of the proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision. The school would provide co-educational places and be all inclusive. The proposal would have no adverse impact on sexual orientation given the new school is proposed to be co-educational. There would be no adverse impact on any children with Special Educational Needs (SEN) as any such children attending one of the three schools now would automatically become part of the proposed new school. In addition, any new children with SEN would be considered for admission in to the proposed new school in

the normal way. Therefore it is considered the proposal is not discriminatory and does support the advancement of equality of opportunity.

COMMUNITY COHESION 22

(22) Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.

REPRESENTATIONS: None

OFFICER COMMENT: None

RATIONALE FOR THE PROPOSALS

(22) The proposal is intended to have a positive impact on the community, by providing the opportunity for an increased level of continuity of services for children and parents through the sustainable provision of primary education in the Crosland Moor area. All the pupils attending the three schools would automatically become part of the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision on the 1st May 2016. Therefore, the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would continue to serve the local community in ensuring sufficient school places for local children and families.

Moreover, it is envisaged that the proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would have an important role in the local community, as do the three schools now, by building on existing strengths. The proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would ensure, alongside other schools in the area and the proposed new primary free (academy) school that there are sufficient places for children from the local community that is future proofed for the projected pupil demographic. The school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups.

TRAVEL AND ACCESSIBILITY 23/24/25

(23) Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.

(24) The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

(25) A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

REPRESENTATIONS: None

OFFICER COMMENT: None

RATIONALE FOR THE PROPOSALS

(23) The proposed all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision would operate in the existing buildings and on the same sites in which the three current schools are located. Children on roll at the existing three schools would automatically become part of the proposed new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision.

Therefore the proposal should not adversely impact any disadvantaged groups, as the proposal enables a significant level of continuity for travel and accessibility for local children and families and other organisations who may access the existing schools.

(24/25) During the statutory consultation period, some respondents who strongly opposed the proposals, raising concerns about the possibility of traffic and congestion being increased on Dryclough Road and in the area, which would be significant issue that would need careful consideration if the proposals were to be approved.

In its response to the consultation, the Council explained that it would carefully consider road safety issues and ensure that appropriate extra measures were in place to manage the impact of any potential increased levels of traffic congestion. The Council also explained that it would promote sustainable travel, e.g. encouraging parents, carers and children to walk to school.

CAPITAL 26/27

26. The decision-maker should be satisfied that any land, premises or capital required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal cannot be approved conditionally upon funding being made available.

27. Where proposers are relying on the department as the source of capital funding, there can be no assumption that the approval of a proposal will trigger the release of capital funds from the department, unless the department has previously confirmed in writing that such resources will be available; nor can any allocation 'in principle' be increased. In such circumstances the proposal should be rejected, or consideration deferred until it is clear that the capital necessary to implement the proposal will be provided.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(26/27) There are no direct, essential capital implications arising as a result of these proposals. This is because the proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would utilise existing capacity in the three schools that are proposed for technical closure. There is sufficient capacity across the existing three schools to enable this and therefore, there is no requirement for a physical expansion and capital investment. Implementation of the proposal is not therefore reliant on any capital funding being made available from the Education Funding Agency.

However should the proposal be approved for implementation then it is intended that the existing accommodation over the two sites will be reviewed to identify opportunities to support the three schools in coming together. This work may result in future capital expenditure.

SCHOOL PREMISES AND PLAYING FIELDS 28/29

(28) Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

(29) Setting out suggested areas for pitches and games courts are in place although the department has been clear that these are non-statutory.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(28/29) The proposed all-through Church of England voluntary controlled primary school, for pupils aged

2-11 years, with early learning and childcare provision would continue to use the existing three school sites and therefore the same school premises and playing fields. There is no proposed encroachment on to any existing playing field given that there is no requirement for any physical expansion as a result of implementation of these proposals. Pupils attending the proposed new school would continue to have access to a mix of hard standing and paying field provision that currently exists across the three schools.

FACTORS RELEVANT TO CERTAIN TYPES OF PROPOSALS

EXPANSION 30. **Not applicable to these proposals**

(30) When deciding on a proposal for an expansion on an additional site (a 'satellite school'), decision-makers will need to consider whether the new provision is genuinely a change to an existing school or is in effect a new school (which would trigger the academy presumption in circumstances where there is a need for a new school in the area). Decisions will need to be taken on a case-by-case basis, but decision-makers will need to consider the following non-exhaustive list of factors which are intended to expose the extent to which the new site is integrated with the existing site, and to ensure that it will serve the same community as the existing site:

- The reasons for the expansion
- What is the rationale for this approach and this particular site?
- Admission and curriculum arrangements
- How will the new site be used (e.g. which age groups/pupils will it serve)?
- What will the admission arrangements be?
- Will there be movement of pupils between sites?
- Governance and administration
- How will whole school activities be managed?
- Will staff be employed on contracts to work on both sites? How frequently will they do so?
- What governance, leadership and management arrangements will be put in place to oversee the new site (e.g. will the new site be governed by the same governing body and the same school leadership team)?
- Physical characteristics of the school
- How will facilities across the two sites be used (e.g. sharing of the facilities and resources available at the two sites, such as playing fields)?
- Is the new site in an area that is easily accessible to the community that the current school serves?

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS **Not applicable to these proposals**

EXPANSION OF EXISTING GRAMMAR SCHOOLS 31 **Not applicable to these proposals**

(31) Legislation prohibits the establishment of new grammar schools⁷. Expansion of any existing grammar school onto a satellite site can only happen if it is a genuine continuance of the same school. Decision-makers must consider the factors listed in paragraph 30 on 'expansions' when deciding if an

expansion is a legitimate enlargement of an existing school.
REPRESENTATIONS None
OFFICER COMMENT None
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

CHANGES TO BOARDING PROVISION 32 Not applicable to these proposals
(32) In making a decision on a proposal to close a school that has boarding provision, or to remove boarding provision from a school that is not closing, the decision-maker should consider whether there is a state maintained boarding school within reasonable distance from the school. The decision-maker should consider whether there are satisfactory alternative boarding arrangements for those currently in the school and those who may need boarding places in the foreseeable future, including the children of service families.
REPRESENTATIONS
OFFICER COMMENT None
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

ADDITION OF POST 16 PROVISION 33/34/35/36/37 Not applicable to these proposals
(33) In assessing a proposal to add post-16 provision, decision-makers should look for evidence that the proposal will improve, extend the range, and increase participation in high quality educational or training opportunities for post-16 pupils within the LA or local area.
(34) The decision-maker should also look for evidence on how new places will fit within the 16-19 organisation in an area and that schools have collaborated with other local providers in drawing up a proposal.
(35) The decision-maker may turn down a proposal to add post-16 provision if there is compelling and objective evidence that the expansion would undermine the viability, given the lagged funding arrangements, of an existing high quality post-16 provider.
(36) Decision-makers should consider the viability of a proposal bearing in mind the formulaic approach to funding; that the school will have to bear any potential diseconomies of scale; and the impact of future demographic trends.
(37) A proposal should take account of the timeline for agreeing 16-19 funding which will be available in the most recent guidance on the department's website. Decision-makers should note that post-16 funding runs on an August – July academic year cycle
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

CHANGES OF CATEGORY TO VOLUNTARY AIDED 38 Not applicable to these proposals
(38) For a proposal to change the category of a school to voluntary-aided, the decision-maker must be satisfied that the governing body and/or the Foundation are able and willing to meet their financial responsibilities for building work. The decision-maker may wish to consider whether the governing body has access to sufficient funds to enable it to meet 10% of its capital expenditure for at least five years

from the date of implementation, taking into account anticipated building projects.
REPRESENTATIONS None
OFFICER COMMENT None
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

<p>CHANGES TO SPECIAL EDUCATIONAL NEEDS PROVISION THE SEN IMPROVEMENT TEST 39/40 Not applicable to these proposals</p> <p>(39) In planning and commissioning SEN provision or considering a proposal for change, LAs should aim for a flexible range of provision and support that can respond to the needs of individual pupils and parental preferences. This is favourable to establishing broad categories of provision according to special educational need or disability. Decision-makers should ensure that proposals:</p> <ul style="list-style-type: none"> • take account of parental preferences for particular styles of provision or education settings; • take account of any relevant local offer for children and young people with SEN and disabilities and the views expressed on it; • offer a range of provision to respond to the needs of individual children and young people, taking account of collaborative arrangements (including between special and mainstream), extended school and Children’s Centre provision; regional centres (of expertise) and regional and sub-regional provision; out of LA day and residential special provision; • take full account of educational considerations, in particular the need to ensure a broad and balanced curriculum, within a learning environment where children can be healthy and stay safe; • support the LA’s strategy for making schools and settings more accessible to disabled children and young people and their scheme for promoting equality of opportunity for disabled people; • provide access to appropriately trained staff and access to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community; • ensure appropriate provision for 14-19 year-olds; and • ensure that appropriate full-time education will be available to all displaced pupils. Their statements of special educational needs must be amended and all parental rights must be ensured. Other interested partners, such as the Health Authority should be involved. Pupils should not be placed long-term or permanently in a Pupil Referral Unit (PRU) if a special school place is what they need. <p>(40). When considering any reorganisation of provision that the LA considers to be reserved for pupils with special educational needs, including that which might lead to children being displaced, proposers will need to demonstrate how the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for those children. Decision-makers should make clear how they are satisfied that this SEN improvement test has been met, including how they have taken account of parental or independent representations which question the proposer’s assessment.</p>
REPRESENTATIONS None
OFFICER COMMENT None
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

ADDITIONAL FACTORS RELEVANT TO PROPOSALS FOR NEW MAINTAINED SCHOOLS

<p>SUITABILITY 41</p> <p>(41)When considering a proposal for a new maintained school, the decision-maker should consider each proposal on its merits, and take into account all matters relevant to the proposal. Any proposals put</p>

forward by organisations which advocate violence or other illegal activity must be rejected. In order to be approved, a proposal should demonstrate that they would support UK democratic values including respect for the basis on which UK laws are made and applied; respect for democracy; support for individual liberties within the law; and mutual tolerance and respect.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

The proposal is intended to bring together and replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to establish an all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision.

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level.

COMPETITION (under section 7 EIA 2006) 42/43/44/45

(42). Where a LA considers that there is a need for a new school in its area it must first seek proposals to establish an academy/free school under section 6A of EIA 2006 (though proposals may also be made under section 10 and 11 of the EIA 2006). In such cases the Secretary of State is the decision-maker. However, in exceptional circumstances where no academy/free school proposals are received (or are received but are deemed unsuitable) a statutory competition under section 7 of the EIA 2006 may be held. Where there is demand for faith places the LA may seek to establish a new faith VA school (see paragraphs 47-51).

(43). Where two or more proposals are complementary, and together meet the requirements for the new school, the decision-maker may approve all the proposals.

(44). The specification for the new school is only the minimum requirement; a proposal may go beyond this. Where a proposal is not in line with the specification, the decision-maker must consider the potential impact of the difference to the specification.

(45). Where additional provision is proposed (e.g. early years or a sixth-form) the decision-maker should first judge the merits of the main proposal against the others. If the proposal is judged to be superior, the decision-maker should consider the additional elements and whether they should be approved. If the decision-maker considers they cannot be approved, they may consider a modification to the proposal, but will need to first consult the proposers and - if the proposal includes provision for 14-19 year olds - the Education Funding Agency (EFA).

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

The proposal is to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision in accordance with Section 11 (2) of the Education and Inspections Act 2006 which enables new maintained schools to be established without a competition in specific circumstances.

This legislation enables proposals for a new community or foundation primary school (that is to replace a maintained infant and maintained junior school), and proposals for a new school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation. (DfE – Establishing new maintained schools – Departmental Advice for local authorities and new school proposers - June 2013). Secretary of State consent is not required for proposals published under Section 11 of the Education and Inspections Act 2006.

CAPITAL IN COMPETITIONS (46) Not applicable to these proposals

(46) For competitions the LA will be expected to provide premises and meet the capital costs of implementing the winning proposal, and must include a statement to this effect in the notice inviting proposals. Where the estimated premises requirements and/or capital costs of a proposal submitted in response to a competition exceed the initial cost estimate made by the LA, the decision-maker should consider the reasons for the additional requirements and/or costs, as set out in the proposal and whether there is agreement to their provision.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS Not applicable to these proposals

The proposal to establish a new Church of England Voluntary Controlled primary school with nursery provision is not subject to a competitive process, as already explained the proposed new school is being established under section 11(2) special cases of the Education and Inspections Act which enables new maintained schools to be established in certain circumstances.

NEW VOLUNTARY-AIDED SCHOOLS (under section 11 of EIA 2006) 47/48/49/50/51 Not applicable to these proposals

(47). Section 11 of the EIA 2006 permits a new VA school to be proposed without the requirement for the Secretary of State's approval. Such a school must be proposed following the required statutory process and may be for a school with or without a designated religious character.

(48). Many VA schools are schools with a religious character. The department recognises the important contribution that faith schools make to the education system and that 'faith need' (demand for faith places on choice grounds) may be viewed as separate from 'basic need' (demand for new school places).

(49). When assessing basic need, LAs need to look at the general demand for places and if a new school is needed to address basic need, must go down the academy presumption route. Where there is a demand for faith places, the law allows for LAs to seek to establish a new academy with religious designation, or for other proposers to establish new VA schools outside the presumption process.

(50). The approval of a new school to meet local demand for faith places may also meet the demand (or some of the demand) for basic need.

(51). Legislation allows maintained schools to seek to convert to academy status.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS Not applicable to these proposals

The proposal seeks to establish a new Voluntary Controlled Primary School.

INDEPENDENT FAITH SCHOOLS JOINING THE MAINTAINED SECTOR 52 Not applicable to these proposals

(52) Legislation allows an independent faith school to move into the maintained sector. However, decision-makers must ensure that the decision to proceed with such a proposal is clearly based on value for money and that the school is able to meet the high standards expected of state-funded educational provision. The department would expect the decision-maker to consider the following points:

- that there is genuine demand/need for this type of school place in the local community;
- that the current and projected financial health of the proposer is strong;
- that the proposal represents long term value for money for the taxpayer;
- that the school will be able to deliver the whole of the national curriculum to the expected high standard
- that all aspects of due diligence have been considered and undertaken; and that the school building is appropriate for the delivery of a high standard of education and in good condition throughout, or can easily be improved to meet such standards.

REPRESENTATIONS Not applicable

OFFICER COMMENT Not applicable

RATIONALE FOR THE PROPOSALS Not applicable to these proposals

REPLACEMENT GRAMMAR SCHOOLS 53 Not applicable to these proposals

(53) A new school can only be designated as a grammar school by the Secretary of State where it is being established in place of one or more closing grammar schools⁸. Decision-makers should therefore satisfy themselves that if a new school is proposed as a grammar school it is eligible for designation. Where an existing grammar school is expanding the proposer and decision maker must consider the points listed in paragraph 30.

REPRESENTATIONS Not applicable

OFFICER COMMENT Not applicable

RATIONALE FOR THE PROPOSALS Not applicable to these proposals

ADDITIONAL FACTORS RELEVANT TO CLOSURE PROPOSALS

CLOSURE PROPOSALS (under s15 EIA 2006) 54

(54) The decision-maker should be satisfied that there is sufficient capacity to accommodate displaced pupils in the area, taking into account the overall quality of provision, the likely supply and future demand for places. The decision-maker should consider the popularity with parents of the schools in which spare capacity exists and evidence of parents' aspirations for those schools.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(54) There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Dryclough (CE) VC Infant School, Thornton Lodge Nursery School and Crosland Moor Junior School would automatically become part of the proposed new Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision on the 1st May 2016.

The proposal is intended to bring together and replace Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School to establish an all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision.

Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level would have a published admission number of 120; therefore, over time the school would become an 840 place primary school from reception through to year 6. Accounting for the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West, there would be no net loss of places in Huddersfield South West, as the Council is seeking proposals to establish a new primary (free) academy school in Huddersfield South West from the 1st September 2016. There would be no changes to the existing number of early year's places currently offered by Thornton Lodge Nursery School as the exact same number of early years and child care places would be offered by the proposed new all-through Voluntary Controlled Primary School with nursery provision.

SCHOOLS TO BE REPLACED BY PROVISION IN A MORE SUCCESSFUL/POPULAR SCHOOL 55

(55) Such proposals should normally be approved, subject to evidence provided.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS **Not applicable to these proposals**

SCHOOLS CAUSING CONCERN 56

(56) For all closure proposals involving schools causing concern, copies of the Ofsted monitoring letters for the relevant schools should be made available. Decision-makers should have regard to the length of time the school has been in special measures, requiring improvement or otherwise causing concern. The decision-maker should also have regard to the progress the school has made, the prognosis for improvement, and the availability of places at other existing or proposed schools within a reasonable travelling distance. There is a presumption that these proposals should be approved, subject to checking that there are sufficient accessible places of an acceptable standard available to accommodate displaced pupils and to meet foreseeable future demand for places in the area.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS - **Not applicable to these proposals**

RURAL SCHOOLS 57/58/59

(57). There is a presumption against the closure of rural schools. This does not mean that a rural school will never close, but the case for closure should be strong and the proposal clearly in the best interests of educational provision in the area. Those proposing closure should provide evidence to show that they have carefully considered the following:

- alternatives to closure including the potential for federation with another local school or conversion to academy status and joining a multi-academy trust or umbrella trust to increase the school's viability;
- Not applicable where a rural infant and junior school on the same site are closing to establish a new primary school on the same site(s).
- the scope for an extended school to provide local community services; and facilities e.g. child care

facilities, family and adult learning, healthcare, community internet access etc.;

- the transport implications; and
- the overall and long term impact on local people and the community of closure of the village school and of the loss of the building as a community facility.

(58). When deciding a proposal for the closure of a rural primary school the decision-maker must refer to the Designation of Rural Primary Schools Order to confirm that the school is a rural school.

(59). For secondary schools, the decision-maker must decide whether a school is to be regarded as rural for the purpose of considering a proposal. In doing so the decision-maker should have regard to the department's register of schools – EduBase which includes a rural/urban indicator for each school in England. Where a school is not recorded as rural on Edubase, the decision-maker can consider evidence provided by interested parties, that a particular school should be regarded as rural.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School are not classified as Rural Primary Schools; therefore this is not a relevant consideration.

EARLY YEARS PROVISION 60/61

(60). In considering a proposal to close a school which currently includes early years provision, the decision-maker should consider whether the alternative provision will integrate pre-school education with childcare services and/or with other services for young children and their families; and should have particular regard to the views of the Early Years Development and Childcare Partnership.

(61). The decision-maker should also consider whether the new, alternative/extended early years provision will maintain or enhance the standard of educational provision for early years and flexibility of access for parents. Alternative provision could be with providers in the private, voluntary or independent sector.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(60/61) The proposed all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would retain the same level and scope of early year's provision to that which is currently provided by Thornton Lodge Nursery School and Dryclough CE (VC) Infant School.

The provision currently provided by Thornton Lodge Nursery School across both its Yews Hill Road and Dryclough Road site would be retained in full. This means that the proposed new all-through Voluntary Controlled Primary School, with nursery provision would provide the following level of early year's provision:

Provide 130 part-time early learning places (nursery children aged 2-4 years)
 Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The length of sessions would be the same as offered now by Thornton Lodge Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-

11 years with early learning and childcare provision would provide 120 places at reception.

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would build on the existing strengths of the federated Thornton Lodge Nursery school and Dryclough CE (VC) Infant School to successfully integrate early year's provision with child care services within an all-through setting and form closer, effective working relationship until the end of Key Stage 2.

NURSERY SCHOOL CLOSURES 62

(62). There is a presumption against the closure of nursery schools. This does not mean that a nursery school will never close, but the case for closure should be strong and the proposal should demonstrate that:

- plans to develop alternative provision clearly demonstrate that it will be at least as equal in terms of the quantity as the provision provided by the nursery school with no loss of expertise and specialism; and
- replacement provision is more accessible and more convenient for local parents.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(62) The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision would retain the same level and scope of early year's provision to that which is currently provided by Thornton Lodge Nursery School. The provision currently provided by Thornton Lodge Nursery School across both its Yews Hill Road and Dryclough Road site will be retained in full. This means that the proposed new all-through voluntary controlled primary school for pupils aged 2-11 years, with early learning and childcare provision would provide the following level of early year's provision:

Provide 130 part-time early learning places (nursery children aged 2-4 years)

Provide 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children 2-5 years). The length of sessions would be the same as offered now by Thornton Lodge Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision, would build on the existing strengths of the federated Thornton Lodge Nursery school and Dryclough CE (VC) Infant School to successfully integrate early year's provision with child care services within an all-through setting and form closer, effective working relationship until the end of Key Stage 2.

There is demand for early years and child care places in the area as can be evidenced via the take up of existing places at Thornton Lodge Nursery School. There are sufficient early learning and childcare places in the local area (see the [Crosland Moor and Netherton childcare sufficiency ward profile](#)).

As the proposal is for a technical closure of Thornton Lodge Nursery School to enable The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision to be established, the proposed technical closure would maintain the existing number of nursery places offered by Thornton Lodge Nursery School and the existing split site arrangement would also be maintained and so the impact on children and families of this proposed technical closure is considered to be minimal. The impact on other local providers both in and outside of the school sector is also considered to be minimal. Given the nature of the proposal detailed assessments of capacity, quality and sustainability of provision in schools, and in settings outside of the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school

has not been considered.

BALANCE OF DENOMINATIONAL PROVISION 63/64

(63). In deciding a proposal to close a school with religious character, decision-makers should consider the effect that this will have on the balance of denominational provision in the area.

(64). The decision-maker should not normally approve the closure of a school with a religious character where the proposal would result in a reduction in the proportion of relevant denominational places in the area. However, this guidance does not apply in cases where the school concerned is severely under-subscribed, standards have been consistently low or where an infant and junior school (at least one of which has a religious character) are to be replaced by a new all-through primary school with the same religious character on the site of one or both of the predecessor schools.

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS

(63/64) Recognising the foundation of Dryclough CE (VC) Infant School the new school would preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level. The proposed new school would maintain Church of England presence with the school system in Huddersfield South West and meet the demand for such places which can be evidenced via the foundations of Dryclough CE (VC) Infant School. The proposed new all-through Voluntary Controlled primary school, with nursery provision would aim to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It would encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils. Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council are committed to the newly created school being distinctive and inclusive in supporting all children and their families in learning and development. There is a common agreement that the school would be welcoming and accessible to the wider community. It would ensure equality of opportunity and work to remove any barrier to success. The Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales and Kirklees Council believe that in combining the ethos and values of the three schools would impact positively on teaching and learning, provide a firm foundation for cultural, continuous and sustained improvement to offer exciting and innovative opportunities for the whole school and local community.

Dryclough (CE) VC Infant School's most recent Ofsted inspection in February 2015 judged the school's overall effectiveness as 'Requires improvement'. The schools prior inspection was also Requires Improvement.

The proposed school would have a Church of England religious character and it is confirmed that as Proposer, the Leeds Diocesan Board of Education within the Diocese of West Yorkshire and the Dales intends to ask the Secretary of State for Education to designate the school as a school with religious character.

COMMUNITY SERVICES 65

(65) Some schools may be a focal point for family and community activity, providing extended services for a range of users, and its closure may have wider social consequences. In considering proposals for the closure of such schools, the effect on families and the community should be considered. Where the school is providing access to extended services, provision should be made for the pupils and their families to access similar services through their new schools or other means.

REPRESENTATIONS

OFFICER COMMENT**RATIONALE FOR THE PROPOSALS**

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision. school would continue to be a focal point for the community and be integral in ensuring local educational provisions work effectively both with each other as well as with local organisations and groups. As the work to develop Community Hubs continues there may be opportunities in the future to provide services in different ways.

ADDITIONAL FACTORS RELEVANT TO PROPOSALS TO CHANGE CATEGORY TO FOUNDATION, ACQUIRE/REMOVE A TRUST AND ACQUIRE/REMOVE A FOUNDATION MAJORITY GOVERNING BODY

STANDARDS 66/67/68 Not applicable to these proposals

(66) Decision Makers should consider the impact of changing category to foundation and acquiring or removing a Trust on educational standards at the school. Factors to consider include:

- the impact of the proposals on the quality, range and diversity of educational provision in the school;
- the impact of the proposals on the curriculum offered by the school, including, if appropriate, the development of the school's specialism;
- the experience and track record of the Trust members, including any educational experience and expertise of the proposed trustees;
- how the Trust might raise/has raised pupils' aspirations and contributes to the ethos and culture of the school;
- whether and how the proposals advance/have advanced national and local transformation strategies;
- the particular expertise and background of Trust members. For example, a school seeking to better prepare its pupils for higher education might have a higher education institution as a partner.

(67) In assessing standards at the school, the decision-maker should take account of recent reports from Ofsted or other inspectorates and a range of performance data. Recent trends in applications for places at the school (as a measure of popularity) and the local reputation of the school may also be relevant context for a decision.

(68) The government wants to see more schools benefit from the freedom to control their own assets, employ their own staff and set their own admissions criteria. However, if a proposal is not considered strong enough to significantly improve standards at a school that requires it, the decision maker should consider rejecting the proposal

REPRESENTATIONS None

OFFICER COMMENT None

RATIONALE FOR THE PROPOSALS Not applicable to these proposals

COMMUNITY COHESION 69 Not applicable to these proposals

(69) Trusts have a duty to promote community cohesion. In addition to the factors outlined in paragraph 22, the decision-maker should also carefully consider the Trust's plans for partnership working with other schools, agencies or voluntary bodies.

REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

GENERAL POINTS ON ACQUIRING A TRUST 70 Not applicable to these proposals
<p>(70). For new Trust schools (foundation schools with a charitable foundation) the decision-maker must be satisfied that the following criteria are met for the proposal to be approved:</p> <ul style="list-style-type: none"> • the proposal is not seeking to alter the religious character of a school or for a school to acquire or lose a religious character. These alterations cannot be made simply by acquiring a Trust; • the necessary work is underway to establish the Trust as a charity and as a corporate body; and • that none of the trustees are disqualified from exercising the function of trustee, either by virtue of: <ul style="list-style-type: none"> • disqualifications under company or charity law; • disqualifications from working with children or young people; • not having obtained a criminal record check certificate¹⁴; or • the Requirements Regulations which disqualify certain persons from acting as charity trustees.
REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

OTHER POINTS ON TRUST PROPOSALS 71 Not applicable to these proposals
<p>(71). Additionally, there are a number of other factors which should be considered when adding or removing a Trust:</p> <ul style="list-style-type: none"> • whether the Trust acts as the Trust for any other schools and/or any of the members are already part of an existing Trust; • if the proposed Trust partners already have a relationship with the school or other schools, how those schools perform (although the absence of a track record should not in itself be grounds for regarding proposals less favourably); <p>how the partners propose to identify and appoint governors. What, if any, support would the Trust/foundation give to governors?</p> <ul style="list-style-type: none"> • to what extent the proposed Trust partners have knowledge of the local community and the specific needs of the school/area and to what extent the proposal addresses these; and • the particular expertise and background of Trust members.
REPRESENTATIONS

OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

GENERAL POINT ON REMOVING A TRUST 72 Not applicable to these proposals
(72) If a proposal is for the removal of a Trust, the governing body should consider the proposal in the context of the original proposal to acquire the Trust, and consider whether the Trust has fulfilled its expectations. Where new information has come to light regarding the suitability of Trust partners, this should be considered.
REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

SUITABILITY OF PARTNERS 73/74 Not applicable to these proposals
(73) Decision-makers will need to be satisfied of the suitability of Trust partners and members. They should use their own discretion and judgement in determining on a case-by-case basis what circumstances might prevent the reputation of a Trust partner being in keeping with the charitable objectives of a Trust, or could bring the school into disrepute. However, the decision-maker should seek to come to a balanced judgement, considering the suitability and reputation of the current/potential Trust. Decision-makers should seek to assure themselves that: <ul style="list-style-type: none"> the Trust members and proposed trustees (where the trustees are specified in the proposals) are not involved in illegal activities and/or activities which could bring the school into disrepute; the Trust partners are not involved in activities that may be considered inappropriate for children and young people (e.g. tobacco, gambling, adult entertainment, alcohol).
(74)The following sources may provide information on the history of potential Trust partners (N/A)
REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

LAND AND ASSETS, WHEN REMOVING A TRUST/FOUNDATION MAJORITY 75/76 Not applicable to these proposals
75. When removing a Trust, the governing body is required to resolve all issues relating to land and assets before the publication of proposals, including any consideration or compensation that may be due to any of the parties. Where the parties cannot agree, the issues may be referred to the Schools Adjudicator to determine.
76. The Schools Adjudicator will take account of a governing body's ability to pay when determining any compensation. Therefore, all of these issues must be resolved by the point at which the decision is made and the amount of compensation due to either party may be a factor in deciding proposals to remove a Trust.
REPRESENTATIONS

OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

FINANCE - WHEN REMOVING A TRUST/FOUNDATION MAJORITY 77 Not applicable to these proposals
77. Trusts are under no obligation to provide financial assistance to a school, but there may be instances where the Trust does provide investment. The well-being and educational opportunities of pupils at the school should be paramount, and no governing body should feel financial obligations prevent the removal of a Trust where this is in the best interests of pupils and parents.
REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

OTHER SERVICES PROVIDED BY THE TRUST WHEN REMOVING A TRUST/FOUNDATION MAJORITY 78 Not applicable to these proposals
78. Trusts may offer a variety of services to the school, such as careers advice, work experience placements, strategic partnerships with other schools, and access to higher education resources and so on. The damage to relationships and/or loss of any of these advantages should be weighed up against the improvements envisaged by a change in governance or the removal of the Trust
REPRESENTATIONS
OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

EQUALITY IMPACT ASSESSMENT FRONT COVER Appendix 8

Service Details

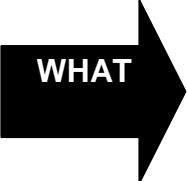
Ref No.

(to be allocated by the equality and diversity team)

Directorate:	Service:
Children and Young People	Learning and Skills
Lead Officer:	Service Area/Team:
Jo-Anne Sanders	School Organisation and Planning
Officers responsible for Assessment:	Date:
Jo-Anne Sanders	15.04.15

About the proposal

What are you planning to do?

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Change/Reduce
<input type="checkbox"/> Remove
<input checked="" type="checkbox"/> Introduce or charge
<input type="checkbox"/> Review |  | <input checked="" type="checkbox"/> Service provision to the public
<input type="checkbox"/> Policy
<input type="checkbox"/> Employment Practice/Profile |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

Assessed level of Impact

- High
 Medium
 Low

Budget Affected

- Capital
 Revenue

How has this issue come about?

- | | |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Budget Proposal | <input type="checkbox"/> New funding/Grant Aid |
| <input checked="" type="checkbox"/> Service Plan | <input checked="" type="checkbox"/> Legal Duty |
| <input type="checkbox"/> Loss/reduction in funding
(inc. end of funding period) | <input checked="" type="checkbox"/> Other (please state) Analysis of pupil numbers and improving educational outcomes for children and young people _____ |

Proposal detail (give a brief outline of what this is about – no max words)

It is proposed to establish a new all-through Church of England voluntary controlled primary school for children aged 2-11 with early learning and childcare provision via the technical closure of Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School.

Who is the proposal likely to impact?

- | | | |
|------------------------------------------------|-------------------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Marriage & Civil Partnership | <input type="checkbox"/> Religion & Belief |
| <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Pregnancy & Maternity | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Gender Reassignment | <input type="checkbox"/> Race | <input type="checkbox"/> Sexual Orientation |

Other (please state) _

Which ward area(s) is this likely to affect? Crosland Moor and Netherton
Have any of the following been completed? Y N

Stage 1 Screening Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stage 2 Legal Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stage 3 Customer focus assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the proposal likely to have an adverse impact on compliance with the Public Sector Equality Duty? Y N

Ending Unlawful Discrimination, harassment & Victimisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promoting Equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foster Good Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>

List any supporting documents

March 2015. Report outlining the current position across the Council in relation to securing sufficient learning places for primary, secondary and specialist school age children.
March 2015. Primary pupil places in the Huddersfield South West area.
June 2015. Consultation outcomes report for proposals affecting primary school places in Huddersfield South West.

Authorisation

Sign off by lead officer (name)	Signature	Date
JO-ANNE SANDERS		April 2015. Updated August 2015 2015
Sign off by Assistant Director (name)		Date
GILL ELLIS		September 2015
Proposed Review Date		
September 2015		

Further Authorisation

Authorising Body	Signature	Date

Equality and community cohesion impact assessment –

Introduction : Equality, Diversity and Community Cohesion Impact Assessments

Equality, diversity and community cohesion impact assessments have been developed in Kirklees as a response to the duty to promote equality and cohesion.

Kirklees is required to meet the obligations of the Equality Act 2010 and the Public Sector Equality Duty 2011 and be able to demonstrate that full regard has been given to the Equalities Impact Assessment throughout the statutory process for statutory proposals including the decision regarding approval.

The approach is firmly grounded on the principles and values embodied in the Kirklees Children & Young People Plan

1 The Equality and Community Cohesion Impact Assessment Process for proposed changes to school Organisation

- The framework for this equality and cohesion impact assessment is based on a model for educational policy proposals that originally came from the predecessor to the DfE.
- The framework addresses issues of positive or negative impact on any dimensions of equality and cohesion - disability equality, gender equality and ethnicity equality, religion and belief, sexual orientation and community cohesion.
- It also seeks to generate opportunities to promote equality and cohesion.
- It will be used to generate equality and cohesion impact assessments for proposed school organisation and category changes.

2 Equality and cohesion impact assessment statements

- The proposals are assessed for likely positive or negative impact on any dimensions of equality or cohesion using the statements below.
- If there is any negative or adverse impact, the assessment will examine how the proposals can be changed or modified, whether the impact can be minimised or where necessary how it can be justified.
- The proposals are assessed to ascertain where equality and cohesion can be promoted.

Equality and cohesion impact assessment statements

- A.** A positive impact is explicitly intended and very likely.
- B.** An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist.
- C.** An adverse impact is unlikely. On the contrary there is potential to reduce barriers and inequalities that currently exist. There is insufficient evidence, however, for this assessment to be made with as much confidence as is desirable.
- D.** Adverse impact is unlikely, but positive impact is also unlikely.
- E.** Adverse impact is probable or certain, since certain groups will be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary.
- F.** Adverse impact is probable or certain for certain groups but the policy as a whole can nevertheless be justified.

Proposals for primary pupil places in the Huddersfield south west area

- Proposal to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare provision and to close Dryclough CE (VC) Infant School, Crosland Moor Junior School and Thornton Lodge Nursery School Moor Junior School

	Impact Assessment	Reason for Impact	Details of People Impacted (e.g. BME community, wheelchair users, females etc)	Evidence (this may include statistics or data already collected)	Comments
Ethnicity	Adverse impact is unlikely, but positive impact is also unlikely.	The ethnicity profile of the pupil cohorts that would attend the proposed new C of E, voluntary control all-through primary school are expected to be very similar to the existing cohorts at Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School. This is because children attending the three schools currently would automatically become part of the voluntary controlled primary school, should the proposals be implemented.	Primary school aged children- No impact envisaged (see reasons for impact)	See Kirklees Council Cabinet Report – Primary Pupil Places in the Huddersfield South West Area.	None
Community and Social Cohesion	A positive impact is explicitly intended and very likely	The proposal to bring together Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School to establish a single all-through primary school would facilitate closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between school, parents, carers, and outside agencies can therefore help to impact positively on community and social cohesion.	Primary school aged children	See Statutory consultation outcomes report	None
Religion/Belief	A positive impact is explicitly intended and very likely	The proposed new Church of England voluntary controlled all-through primary school would result in no reduction of existing C of E school places as the new all-through primary school would maintain this religious character.	Primary school aged children	See Kirklees Council Cabinet Report – Primary Pupil Places in the Huddersfield South West Area.	None

	Impact Assessment	Reason for Impact	Details of People Impacted (e.g. BME community, wheelchair users, females etc)	Evidence (this may include statistics or data already collected)	Comments
SEN, Inclusion and Disability	A positive impact is explicitly intended and very likely	The proposal to bring together Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School to establish a single all-through primary school would facilitate closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between school, parents, carers, and outside agencies can ensure that all pupils, but particularly those with special educational needs are supported effectively from the Foundation Stage through to the end of Year 6.	Primary school aged children	See Statutory consultation outcomes report	None
Gender	Adverse impact is unlikely, but positive impact is also unlikely	Both proposals would provide co-educational places and be all inclusive.	Primary school aged children	See Kirklees Council Cabinet Report – Primary Pupil Places in the Huddersfield South West Area.	None
Age	A positive impact is explicitly intended and very likely	The proposal to bring together Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School to establish a single all-through primary school flexibility and more opportunities to meet individual needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. All through schools also provide greater opportunities for social development of children. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children’s self-esteem	Primary school aged children	See Kirklees Council Cabinet Report – Primary Pupil Places in the Huddersfield South West Area.	None

	Impact Assessment	Reason for Impact	Details of People Impacted (e.g. BME community, wheelchair users, females etc)	Evidence (this may include statistics or data already collected)	Comments
Sexual Orientation	Adverse impact is unlikely, but positive impact is also unlikely.	The proposal would have no impact on sexual orientation. As explained in the section of this document above that deals with gender the proposal would provide co-educational places and be all-inclusive.	Primary school aged children	See Kirklees Council Cabinet Report – Primary Pupil Places in the Huddersfield South West Area and See Statutory consultation outcomes report	None
Transport	A positive impact is explicitly intended and very likely	Although the proposals involve the technical closure of Thornton Lodge Nursery School, Dryclough CE (VC) and Crosland Moor Junior School. No building would be closed and so for children, parents and carers of the schools a continuity of provision would remain in place.	Primary school aged children	See Statutory consultation outcomes report	None

EQUALITY SCREENING TOOL

Appendix 8

This screening tool has been developed to assist you to make an initial assessment on the priority you may give to a proposal about, or review of a service, function, or policy in your area. It acts to indicate the likely impact this proposal could have on groups of people. Multiple proposals, or alternate options, can be run individually through this tool. It should be completed by someone who has knowledge of both the issue and the employees who will be carrying out the work. **[If you feel that there is likely to be a high impact then you can go straight to Stage 2 Document (Ensuring Legal Compliance)]**

LEVEL OF IMPACT Is an indication of the likely impact your proposal could have upon communities &/or employees.

GREEN = low; YELLOW = medium rising to - AMBER = high medium; RED = High;

RISK This is an indication of the chance of not being able to mount a successful defence if challenged.

GREEN =low; YELLOW = medium; AMBER = high medium; RED = High;

NB There is always a risk of challenge. A lack of evidence leads to a high score.

Directorate:
Children and Adults
Lead Officer:
Jo-Anne Sanders
Officers responsible for Assessment:
Jo-Anne Sanders, Janet Bolton

Service:
Learning and Skills
Service Area:
School Organisation
Date of Review:
16th April 2015

Impact Scores (max = 100)

30 and below - your proposal is likely to have little if any impact.

31 - 40 An EIA could be considered

41 - 54 your proposal is likely to have a wide impact. An EIA is advised

55 and above An EIA is STRONGLY advised

RISK (see above)

Irrespective of the impact score; **IF risk background is GREEN less than 30%** then there is **likely to be sufficient evidence** demonstrate that **DUE REGARD** has been taken.

LEVEL OF IMPACT	RISK (%)
27	-2

QUESTION No.	WHAT IS YOUR PROPOSAL?	type y or n	Comments (please explain your answer)
1	To withdraw a service, activity or presence	N	The Council is proposing to establish a new all-through Church of England voluntary controlled primary school, for pupils aged 2-11 with early learning and childcare provision, to serve the Huddersfield South West area. The proposed new school would require the technical closure of three schools, which are; Thornton Lodge Nursery School, Dryclough CofE (VC) Infant School and Crosland Moor Junior School. The buildings that are in current use across these three schools would continue to deliver education to the same age groups as they do now, as the proposed new school would be established in these buildings. Therefore, no buildings would be closed and so for children presently attending any of the schools a continuity of provision would remain in place. Should the proposals be approved for implementation then the proposed new primary school would have a published admission number of 120. This would be an overall reduction to the current published admission numbers for Dryclough CofE (VC) Infant School and Crosland Moor Junior School, however the Council is proposing to establish a new primary free (academy) school on the site of Moor End Academy in order to meet the need for school places. These proposals are a key part of proposals for Huddersfield South West that the council has consulted key stakeholder groups on. Places would be re-provided to ensure that there is no loss of places in the area.
2	To reduce a a service, activity or presence	N	
3	To introduce or increase a charge for Service	N	
4	To change to a commissioned service	N	
5	To introduce, review or change a policy or procedure	Y	
6	To introduce a new service or activity	N	
7	Is this about improving access to, or delivery of a service.	Y	
8	Will you require supporting evidence on this issue	Y	
WHO WILL IT AFFECT?			
9	Does this affect Employees? If YES please list	Y	The proposals affect Crosland Moor and Netherton electoral ward. The proposals may have an impact on staff presently working at Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School. Any future changes to staffing structures will be fully discussed with staff, governors and trade union representatives. As part of the consultation process staff from the schools have had the opportunity to discuss the proposals with officers from the LA. Children with Special Educational Needs that attend Crosland Moor Junior School and Dryclough CE (VC) Infant School and Thornton Lodge Nursery School will not be impacted by these proposals, as there are no plans to change any services delivered to these children.
10	Does this affect a <u>Single Ward or Locality ONLY</u>	Y	
11	Does this affect most of Kirklees or its Residents	N	
12	Does this issue concern ANY Protected Characteristic Group.	Y	
13	Can you foresee a negative impact on any Protected Characteristic Group(s)? If YES please state what these could be.	N	
14	If IMPACT at this stage is less than 15 answer Y to this question		IF YOU CAN ANSWER YES HERE THEN DO NOT ANSWER ANY FURTHER QUESTIONS
TAKING DUE REGARD			
<i>Where consultation was needed:</i>			
15	Have you got any general intelligence (research, consultation, etc.)? If YES please list any related documents.	Y	(15) General Intelligence. The Council published a report outlining the current position across Kirklees in relation to securing sufficient learning places for primary, secondary and specialist school age children in March 2015. The Council has carried out a seven week (six week term time) statutory consultation on these proposals which commenced in April 2015. Following the completion of the consultation the views of all stakeholders were reported back to Kirklees Council Cabinet, for feedback and a decision as to whether or not to proceed to the next stage of the statutory process for school re-organisation. As described in the main decision report and associated appendices, the Cabinet gave permission to proceed to the publication of statutory notices and proposals. (17) Internal legal advice has been sought and received. (19) The public can access a decision report via the Councils meeting page of its external website. The local authority also ensures that key stakeholders are kept up to date on key issues.
16	Have you got any specific intelligence (research, consultation, etc.)? If YES please list any related documents.	Y	
17	Have you taken specialist advice? (Legal, E&D Team, etc). If YES please state.	Y	
18	Have You considered your Public Sector Equality Duty? Please provide a rationale	Y	
19	Can the Public access a "Decision Report"? If YES state where and how it can be accessed.	Y	
20	Can you mitigate any negative effect? Please state how	Y	
21	Do you have any supporting evidence? If YES please list the documents	Y	
22	Have you published your information? If YES state where.	Y	

ONLY IF your proposal is likely to have little or no impact upon groups and you are confident that you have evidence to support your proposal and this document. (RISK less than 30% [GREEN])



- 1) Save this scoresheet;
- 2) Complete and save a 'Front Sheet';
- 3) Make sure you have gathered any supporting evidence documents and they are listed above
- 4) SEND Electronic copies of this tool and a front sheet to equalityanddiversity@kirklees.gov.uk



IF your proposal is likely to have medium or above impact upon groups AND you are not confident that you have evidence to support your proposal and this document. (RISK greater than 30% [yellow, amber, red])

- 1) Save this scoresheet;
- 2) Proceed to Stage 2 document (Ensuring Legal Compliance)

EQUALITY IMPACT ASSESSMENT STAGE 2 – ENSURING LEGAL COMPLIANCE

In what way does your current service delivery help to:	How might your proposal affect your capacity to:	How will you mitigate any adverse effects? <small>(You will need to review how effective these measures have been)</small>
End Unlawful Discrimination?	End Unlawful Discrimination?	End Unlawful Discrimination?
The Council has a statutory duty to ensure that there are sufficient school places to meet the needs of its area. The proposal enables the Council to meet this duty and also provide high quality places for local children and families.	Should the proposals be approved for implementation then it would ensure that children and young people and their families have access to high quality, inclusive and sufficient local school places. The proposal provides a degree of continuity for local families as the proposed new school would be established in the existing buildings of Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School.	Careful planning with children and young people and their families would be implemented so that transition is smooth and timely, and personalised plans are put into place to deal with specific issues relating to these children and young people. The Council would establish a dedicated project team that would consist of officers from the Council who would work in partnership with the leadership of the three schools to manage the transition to the new arrangements.
Promote Equality of Opportunity?	Promote Equality of Opportunity?	Promote Equality of Opportunity?
It ensures that children and young people and their families have access to school places that are fully inclusive.	Please see above.	The effects are considered to be generally positive. Transition of children and young people to the proposed new all-through voluntary controlled primary school would be planned carefully – see above.

Foster Good Relations Between People	Foster Good Relations Between People	Foster Good Relations Between People
<p>There are a range of opportunities to do this, for example an all-through primary school provides an opportunity for closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.</p>	<p>See opposite.</p>	<p>See opposite.</p>

Think about what you are planning to change; and what impact that will have upon 'your' compliance with the Public Sector Equality Duty (refer to [guidance sheet](#) complete with examples where necessary)

ONLY IF You are confident that there is little if any negative affect on your public sector equality duty and/or you have all the necessary evidence to support your proposal.



- Save this sheet for your own records
- Complete and save a front sheet
- Send this, a front sheet and your screening tool if you have completed one to equalityanddiversity@kirklees.gov.uk

- **IF** the proposal is likely to be high or medium/high impact on equality groups,

AND

- You do not have any supporting evidence needed for your proposal (such as consultation)
- Your proposal is likely to have a negative affect on your ability to comply with the Public Sector Equality Duty. Proceed to stage 3 Customer focus assessment.



EQUALITY IMPACT ASSESSMENT STAGE 3 – CUSTOMER FOCUS ASSESSMENT

Before you start make you may want to refer to the [background thinking](#) and the [stage 3 guidance](#) document for help with this section.

BACKGROUND INFORMATION

(set the context of what you want to do and why. Provide evidence of appropriate research and evidence to support your rationale)

To bring together Thornton Lodge Nursery School, Dryclough CE (VC) Infant School and Crosland Moor Junior School to establish a new all-through Church of England voluntary controlled primary school for pupils aged 2-11 years with early learning and childcare places.

- to cater for school and nursery children aged 2 to 11
- with a PAN of 120 pupils per year group for 4-11 year olds (from Reception 2016), and over time retaining 840 primary school places in total.
- retaining 130 part-time early learning places (nursery children aged 3-4 years) and retain the existing 52 full-time flexible childcare places which can be used for a mixture of early learning and fee paying childcare places (children aged 2-5 years).

WHO IS LIKELY TO BE AFFECTED BY THE PROPOSAL AND HOW (think about barriers, access, effects, outcomes etc)

Equality Group (protected characteristic)	Direct or Secondary Impact (state)	Positive, negative or neutral effect	Please explain Address each group individually.

		(state)	
Age	secondary	neutral	<p>The proposed establishment of an all-through Church of England voluntary controlled primary school, for pupils aged 2-11 years, with early learning and childcare provision in Huddersfield South West is intended to improve the educational standards attained by children. This is achieved through better and more flexible management of learning, without a change of school at age 7.</p> <p>There is the benefit of more continuity. For example, a single school would have common approaches to curriculum planning, assessment, record keeping and target setting. Staff would have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.</p> <p>There is the benefit of more flexibility and more opportunities to meet individual needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.</p> <p>There are more opportunities for social development. For example, older children can have</p>

Appendix 8

			some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.
Disability	secondary	positive	There is closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.
Marriage & civil partnership	secondary	neutral	No issues
Pregnancy & maternity	secondary	neutral	No issues
Race	secondary	neutral	No issues
Religion and belief	secondary	neutral	No issues
Sex	secondary	neutral	No issues
Sexual Orientation	secondary	neutral	No issues
Other groups (e.g. carers (socioeconomic, travellers etc)	direct	positive	No issues
Geographical Impact and/or	direct	positive	

community cohesion.			
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CONSULTATION, ENGAGEMENT & PARTNERSHIP

How do you plan to consult? With who? Why?

All stakeholders – Children and young people and their parents and families, staff at all affected schools, governors at affected schools and the local communities.

What were the results of the general consultation?

A statutory consultation was carried out in April, May and June 2015.

What were the results of specific consultation?

The majority of respondents to the consultation either strongly supported or supported this proposal. However a modest number of respondents strongly opposed the proposals or neither supported nor opposed the proposals. Respondents who supported the proposals identified several benefits associated with all-through schools. These included a reduction in the number of transition points, increased levels of continuity and also providing the opportunity for teaching staff to get to know the children for longer and thus help to raise educational outcomes.

The Council has completed a seven week consultation and this included meetings with staff and governors from Thornton Lodge Nursery School, Dryclough C of E (VC) Infant and Nursery School, Crosland Moor Junior School. The outcomes of this consultation were reported to Kirklees Cabinet on the 30th June and the outcomes are highlighted in the previous section of this assessment.

Where is the evidence of consultation that you have undertaken?

A statutory consultation was carried out in 2015. The evidence was published in a public report that was published on the Council's

website on the 22nd June 2015. Key stakeholders were notified on the day of publication and sent a link to the report.

WHAT NEXT ?

What has happened as a result of the consultation?

The Local Authority has published statutory proposals and the proposals are to be decided by Kirklees Council Cabinet on the 22nd September 2015.

What action will you now be taking? Detail any mitigation actions where necessary?

Should the proposals be approved the LA will continue to work with Thornton Lodge Nursery School, Dryclough C of E (VC) Infant and Nursery School and Crosland Moor Junior School, as well as key stakeholders including parents and carers to carefully manage transition. The LA will establish a dedicated project team that will consist of officers from across the Council and leadership from all three schools to manage all key work streams and any associated risks.

How will any outcomes be monitored, reviewed, evaluated and promoted where necessary?

Via the Schools Strategic Co-ordinating Board and other management level meetings for schools that occur across the Council.

Any Additional Information

N/A



This is the end of the Equality Impact Process. By now you should have been able to clearly demonstrate and evidence your thinking and decision(s). An update sheet has been provided should you wish to add any information at a later stage. **IT SHOULD NOW BE PUBLISHED.**

- Save this document for your own records
- Complete and save a front sheet
- Use the EIA checklist to make sure you have done everything that is required.
- Send this, a front sheet, stage 2 document and your screening tool if you have completed one to equalityanddiversity@kirklees.gov.uk

UPDATE / REVIEW SHEET

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Cabinet: 22nd September 2015

Report Title: Update on the current position following the publication of the invitation to seek proposals to run a new 630 place primary free (academy) school in Huddersfield South West.

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 Director and name	Alison O'Sullivan
Is it signed off by the Director of Resources?	David Smith (Debbie Hogg)
Is it signed off by the Assistant Director Legal and Governance?	Julie Muscroft (Karl Larrad)
Cabinet member portfolio	Councillor Shabir Pandor.

Electoral wards affected: Crosland Moor and Netherton

Ward councillors consulted: Yes

Public or private: Public

1. Purpose of report

To update members about the current position following the publication of the invitation to seek proposals to establish a new 630 place all-through primary free (academy) school for pupils aged 4-11 years to serve the Huddersfield South West area.

2. Background

2.1 The provision of school places to meet “basic need”

Kirklees Local Authority has a statutory duty to ensure that there are sufficient high quality school places to meet the needs of Kirklees families and communities. This is described as “basic need”. Over the last 12-13 years, the school age population in Kirklees has increased by approximately 20% from the smallest pupil age group (which is now in the secondary schools) to the current reception and pre-school age groups. A similar pattern is repeated in most urban authorities nationwide. One of the areas where there is a need for school places is in the Huddersfield South West area.

Following a series of collaborative discussions between Kirklees Council and a strategic group, representative of providers in the South West Huddersfield area and following exploration in outline of what is technically possible and affordable, the proposal to establish a new 630 place primary free (academy) school in Huddersfield South West has been developed.

The proposal would enable sufficient primary school places to be available in order to meet the basic need in the Huddersfield South West.

3. Update on invitation to seek proposals to establish a new 630 place primary free (academy) school for pupils aged 4-11 in Huddersfield South West

On the 24th March Kirklees Council Cabinet authorised officers to develop plans for consultation about a proposal to establish a new 630 place primary school in a new building using part of the Moor End Academy site. (Moor End Multi Academy Trust has given their agreement in principle for part of the site to be utilised for this purpose).

- to cater for pupils aged 4 to 11
- with a PAN of 90 for 4-11 year olds, providing 630 primary school places.

The Council carried out a non-statutory consultation between April and June 2015 on this proposal in order to seek the view of key stakeholders and to gain feedback to inform the decision on the formal publication of an invitation to seek proposals from Department for Education (DfE) approved proposers.

The outcomes of this consultation were reported to Kirklees Council Cabinet on the 30th June and Cabinet authorised officers to proceed to seek invitations from proposers to run a new primary free (academy) school for Huddersfield South West. This process commenced on the 14th July. Officers have liaised with the DfE over publication of the invitation to seek proposals and followed relevant DfE guidance in the development and publication of these proposals.

The period for the invitation to seek proposals ended on the 24th August. The Council received one proposal. The proposal received has been reviewed against the Council's published assessment criteria, following this process a recommendation has been sent to the DfE.

New free (academy) school proposals are decided by the Regional Schools Commissioner (RSC), on behalf of Secretary of State for Education. DfE advice states that the Council should await the Regional Schools Commissioner's decision before formally making public the outcome of any assessment.

4. Implications for the Council

4.1 HR Implications

There are no human resource implications for the Council. As the employer of staff in the new school, the proposer to be appointed by the Regional Schools Commissioner would have the responsibility to develop a staffing structure to deliver the planned curriculum of the new school.

4.2 Financial Implications

4.2.1 Revenue Budget

The Council's Dedicated Schools Grant allocation would be used to provide funding to address the revenue costs of the new free (academy) school. This amounts to annual per pupil revenue funding allocated in line with the established local formula for funding schools and academies, pre-opening development costs and post-opening funds required to address the diseconomies of scale that would be present until the school has grown to its intended number of year groups. The Council is expected to work with the selected proposer to agree a reasonable and mutually acceptable funding plan to cover the pre and post opening

costs. In addition, the successful proposer will receive a one-off grant payment of £25,000 towards the legal costs associated with establishing the new free (academy) school.

4.3 Capital

There are direct capital implications, should this proposal be approved for implementation by the Regional Schools Commissioner. The Council is responsible for providing a site for the proposed new school, and meeting all the associated capital costs.

There are sufficient capital allocations within the Council's approved capital investment plan to deliver the outcomes of the proposal if approved (i.e. the new build school and the temporary arrangements). From the formative work that has been completed so far, indicative costs for the new school building are around £11M.

Members should be asked to authorise officers from Physical Resources and Procurement to work on the required capital project and to report back to Cabinet with detailed proposals in 2016.

5. Consultees and their opinions

The Council carried out a non-statutory consultation on the proposal to establish a new 630 place primary free (academy) school for pupils aged 4-11 in Huddersfield South West as described in section 3 of this report. The outcomes of this consultation were reported to Cabinet on the 30th June.

Following the decision by the Regional Schools Commissioner, the successful proposer will be required to carry out further consultation with key stakeholders on the new primary free (academy) school to establish whether the proposer should enter into a funding agreement with the Secretary of State.

6. Next steps

Set out below are the next stages of the process to establish the proposed primary free (academy) school including indicative timescales and next steps that are subject to decision making.

- September/October 2015 Regional Schools Commissioner decision
- October/November 2015 Successful proposer carries out a public consultation on whether they should enter into a funding agreement for the proposed new school with the Secretary of State.
- November 2015-August 2016. Pre-opening processes.
- From 1st May 2016 Implementation.
- Pupil places being available from 1st September 2016.

7. Officer recommendations

a. note that one proposal has been received which has been reviewed in accordance with the Council's published assessment criteria and that a recommendation has been made to the DfE.

b. acknowledge that new free (academy) school proposals are decided by the Regional Schools Commissioner on behalf of Secretary of State for Education.

c. Subject to approval of the proposal by the Regional Schools Commissioner, authorise officers from Physical Resources and Procurement to work on the required capital project and to report back to Cabinet with detailed proposals in 2016.

8. Portfolio Holders' recommendation

We are committed to ensure that there are enough high quality learning places available to meet demographic growth which is why the Council invited proposals to establish a new school for the Huddersfield South West Area. We acknowledge that the final decision about the successful proposer for this school is a decision that is made by the Regional Schools Commissioner; however, it is important to explain that the council has received one application in response to the invitation that was published in July. As soon as the outcome is known, we will want to ensure that this is communicated with local stakeholders, particularly families in Huddersfield South West area.

For these reasons we support the officer recommendations and acknowledge that further updates will be brought to Cabinet in due course.

9. Contact Officers

Jo-Anne Sanders Deputy Assistant Director: LA Statutory Duties
jo-anne.sanders@kirklees.gov.uk

Assistant Director responsible

Gill Ellis. Assistant Director for Learning and Skills
gill.ellis@kirklees.gov.uk

10. Background Papers

- **Cabinet Report 30 June 2015** Report on the outcomes from the statutory consultation for members' consideration on the proposal about primary pupil places in the Huddersfield South West
- **Cabinet Report 24 March 2015** Primary pupil places in the Huddersfield South West area
- "Securing sufficient school places to enable access for children and young people to an excellent local education system". Kirklees May 2013 and June 2014



Meeting: CABINET – 22nd September 2015

Title of report: Home to School Transport - Policy Changes

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 will have a significant effect on two or more wards
Is it in the Council's Forward Plan?	Yes - Previously submitted to Cabinet - 27 January 2015
Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 10/09/15
Cabinet member portfolio	Cllr Graham Turner Cllr Shabir Pandor

Electoral [wards](#) affected: All

Ward councillors consulted: Cabinet Meeting – 27th January 2015 and 2nd June 2015

Public or private: Public

1. Purpose of report

- 1.1 Following Cabinet's provisional decision on 2nd June 2015 to review transport assistance to children who currently travel to a school chosen on the basis of religion or belief from September 2016, this report sets out a revised policy in accordance with Cabinet's preferred policy option.
- 1.2 The report seeks approval for the Policy for Home to School Transport Arrangements for 2015/16.
- 1.3 The report seeks approval for the Policy for Home to School Transport Arrangements for 2016/17.

2. Key points

- 2.1 As a result of unprecedented Government cut-backs, the Council is facing extreme pressures on increasingly limited budgets. It is necessary for the Council to review all areas of its activities and expenditure particularly those areas of discretionary provision. Since 2011, the Council has saved £83m, through a council-wide review of senior management, back office management and support services. It has been possible to generate these savings with minimal impacts on frontline services. However, we now have to consider more fundamental changes to find further savings of £69m by 2018. Efficiency savings will not be sufficient and consequently, the Council has to reduce the budgets of many frontline services.
- 2.2 Provision of transport to children on the basis of their attending a school for reasons of religion and belief is, in the main, discretionary. The Council currently provides transport assistance to 456¹ pupils travelling to a school based on religion or belief.
- 2.3 The total cost for this assistance is £116k per annum. The Council's Home to school transport budget has a savings target of £455k in 2015/16. Adoption of the recommended policy option of withdrawal of

¹ this figure can vary slightly throughout the academic year

discretionary transport to faith schools would result in an indicative saving of £111,000 per annum from implementation in September 2016.

- 2.4 In January 2015, Cabinet authorised officers to undertake a consultation on the discretionary elements of the Home to School Transport Policy. The consultation invited views on the proposal to remove the provision of transport assistance where children travel to a school chosen because of a parent's or a child's religion or belief. Many other local authorities have already or plan to discontinue or severely restrict the routine provision of assistance with travel to faith schools.
- 2.5 Families who meet either of the "low income" criteria have a statutory entitlement to free transport if they wish to attend a school on grounds of religion or belief that is between 2 and 15 miles from their home address. This entitlement is unaffected by this proposal. Further, as explained below, those children with special educational needs who have a statutory entitlement to free home to school transport will not be affected by these proposals.
- 2.6 The legislation which places a duty on the Council to provide free home to school transport is contained principally in the Education Act 1996. Local authorities have a duty to provide free home to school transport for eligible children of compulsory school age living in the local authority's area. The law provides an extensive definition of who is deemed to be an "eligible" child.
- 2.7 Section 508B of the 1996 Act sets out the duty to provide free travel arrangements for "eligible children" to "qualifying schools". The Authority will continue to make arrangements for free transport arrangements where there is a statutory duty to do so.
- 2.8 The statutory criteria are:
- children who have special educational needs, a disability or a mobility problem
 - children who live within the statutory walking distance to school,

but there is no suitable available walking route. The statutory walking distances are:

(a) for a child under the age of 8 years - 2 miles;

(b) for a child aged 8 years and over - 3 miles

- children who live outside the statutory walking distances and no suitable school place is available nearer to their home
- children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit

2.9 In addition to its legal duties outlined above, section 508C of the 1996 Act allows local authorities to choose to provide free transport for a wider range of pupils. In considering whether or not to do so, section 9 of the 1996 Act requires Local Authorities to take into consideration, among other factors, the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

2.10 Section 509AD of the 1996 Act requires local authorities to “have regard”, among other things, to the wish of the parent for their child to attend a school on the grounds of the parent’s religion or belief. Kirklees has previously chosen to support families with travel to denominational schools, but there is no general statutory duty requiring local authorities to provide free transport to such schools. It is therefore open to the Council to consider whether such provision should be discontinued.

2.11 New guidance on “Home to School Travel and Transport” was issued by the Department for Education in 2014. A link to the guidance is included in this report. The Council is required to have regard to the guidance in determining its Home to School transport arrangements. Members will see that there is specific guidance on travel assistance on grounds of religion and belief at paragraphs 38 to 42 of the guidance.

2.12 Prior to the launch of the consultation, officers wrote to all head teachers (including the heads of Faith schools) notifying them of the

proposal to commence the consultation process. As part of the consultation, officers from the Transport Team attended a meeting of cross phase head teachers on 28th January 2015 and offered to attend further meetings of primary and secondary heads. A written briefing was sent to each head teacher phase group. The Council distributed 65,000 leaflets to schools for distribution to parents. The leaflets publicised “drop in” meetings to be held in Dewsbury and Huddersfield.

- 2.13 The public consultation attracted 926 responses from interested parties and residents in Kirklees.
- 2.14 72% of all of those who responded agreed that the council should end free travel to faith schools.
- 2.15 83% of Kirklees residents who responded agreed that the council should end free travel to faith schools.
- 2.16 22% of all of those who responded disagreed that the council should end free travel to faith schools.
- 2.17 16% of Kirklees residents who responded disagreed that the council should end free travel to faith schools.
- 2.18 62% of those who responded belong to the Christian religion including Church of England, Catholic, Protestant and all other Christian denominations.
- 2.19 Comments from some respondents who disagreed that the council should end free travel to faith schools are shown in APPENDIX 1.
- 2.20 The Policy for Home to School Transport Arrangements for 2015/16 will inform parents of changes confirmed by Cabinet that will be implemented from September 2016.
- 2.21 The Policy for Home to School Transport Arrangements for 2016/17 will reflect the policy changes confirmed by Cabinet.

- 2.22 Both policies expressly refer to the relevant statutory guidance; and the Council's legal duties and discretionary powers in relation to school transport.

3. Implications

For the Council

- 3.1 In accordance with Section 149 of the Equality Act 2010, an Equality impact assessment has been undertaken. The Equality Screening Tool indicates that there is a medium level of impact² on a small number of families belonging to a protected characteristic group – the group most directly affected by the changes are Catholic families.
- 3.2 During the consultation process, some arguments were advanced as to why the Council would be acting unlawfully if it were to exercise its discretion by varying its policy. Subsequent to the Cabinet decision of 2nd June 2015 the Council received correspondence on behalf of the Blessed Peter Snow Catholic Academy Trust. Blessed Peter Snow is the Academy trust of St John Fisher Catholic High School. A significant proportion of the 1190 students attending St John Fisher benefit from the current transport arrangements and the Council should have due regard to the views expressed by the Trust in making its decision. The letter from Baxter Caulfield Solicitors (the Trust's lawyers), dated 3rd July 2015, and the response letter from the Council, dated 21st July 2015, are attached to this report (APPENDIX 2 and APPENDIX 3 respectively).
- 3.3 As stated in earlier paragraphs of this report, neither the Education Act 1996 nor the Secretary of State's Guidance provides that a person choosing a denominational school is entitled to free school transport.
- 3.4 In addition, section 149 of the Equality Act 2010 requires the Council to

² Score of 40 obtained

have due regard to the need to eliminate discrimination and to promote equality of opportunity between different protected groups and to foster good relations between those who share the protected characteristics, and others who do not. Religion or belief is a protected characteristic.

- 3.5 Protocol 1, Article 2 of the European Convention does not oblige a State to provide free transport to faith schools.
- 3.6 The Council must also take account of the requirements of disabled parents and children in the application of the changes and make reasonable adjustments where required by individual circumstances.
- 3.7 The Council will also put in place a review and appeals procedure for parents who wish to challenge a decision about:
- the transport arrangements offered;
 - their child's eligibility;
 - the distance measurement;
 - the safety of the route ; and
 - exceptional cases
- 3.8 The proposed changes envisage that the ending to the automatic provision of home to school transport for faith reasons be phased in so that it takes effect from September 2016. The Council believes that this will provide parents who are affected by the changes time to make any necessary new travel arrangements or make provision for any additional expense. The more protracted phased approaches (as per options 5.2 and 5.3 in Cabinet Report *Return to Statutory Provision in School Transport*, dated 2nd June 2015), would result in a period of 12 and five years respectively before all of the annual savings were realised.
- 3.9 The proposed changes represent a slightly quicker phasing than seen in other nearby councils, but are in line with the general approach.

On School Admissions

- 3.10 An analysis is currently being conducted by the School Organisation & Planning Team in order to produce a list of the nearest schools with available places for the 456 children currently in receipt of transport assistance to faith schools. This will demonstrate the possible impact on school admissions in the event parents decide to remove their child from their current school.
- 3.11 Data to show the distance each child would have to travel to his/her nearest school with an available place will form part of the analysis.
- 3.12 The results of this analysis will enable us to calculate what percentage of the indicative savings can be realised (as some children may still be eligible under distance).

On Transport Network

- 3.13 The West Yorkshire Combined Authority (WYCA – formerly known as Metro) has confirmed that the removal of transport assistance to pupils attending schools based on their religion or belief will not have any impact on the transport network provision.
- 3.14 The network will be retained (subject to the usual efficiency savings) and the only difference will be that pupils will be required to pay a fare.
- 3.15 The K3 statutory bus to St John Fisher will become a socially necessary route funded by the WYCA.

On faith schools

- 3.16 It is impossible to say what percentage of parents of the 456 pupils will choose to move their child to the nearest qualifying, available school, and therefore the impact on attendance to the relevant faith schools is inestimable.

Other implications

- 3.17 Early indications show that most of the 456 pupils will fall under the qualifying distance and will therefore not be entitled to transport support in the future. Therefore a majority of the £111k annual savings will be realised from September 2016.³

4. Consultees and their opinions

- 4.1 This report is presented to Cabinet for information and decision. It has been prepared consequent to the following consultations:

- Public consultation (2nd February 2015 – 2nd April 2015) as summarised above
- Subsequent representations on behalf of Blessed Peter Snow Catholic Academy trust

5. Next steps

- 5.1 Cabinet is invited to approve the Policy for Home to School Transport Arrangements for 2015/16.
- 5.2 Cabinet is invited to approve the Policy for Home to School Transport Arrangements for 2016/17.

6. Officer recommendations and reasons

- 6.1 Cabinet approve the home to school transport policies for 2015/16 and 2016/17 with the effect that assistance for Home to School is no longer automatically provided for travel to faith schools from September 2016.

³ 2016/17 savings will be in-year savings

7. Cabinet portfolio holder recommendation

- 7.1 Cllr Shabir Pandor agrees, that the preferred policy option to remove transport assistance to children, who currently travel to a school chosen on the basis of religion or belief, should be implemented from September 2016.
- 7.2 Cllr Graham Turner agrees that the preferred policy option to remove transport assistance to children, who currently travel to a school, chosen on the basis of religion or belief, should be implemented from September 2016.

8. Contact officer and relevant papers

Officers:

Michael Bunting – Passenger Transport Manager – Physical Resources and Procurement (PRP)

Papers:

- Kirklees Council's Policy for Home to School Transport Arrangements for 2014-2015
- Kirklees Council's draft Policy for Home to School Transport Arrangements for 2015-2016
- Kirklees Council's draft Policy for Home to School Transport Arrangements for 2016-2017
- Equality Screening Tool – Stage one
- Home to school travel and transport guidance: Statutory guidance for local authorities:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445407/Home_to_School_Travel_and_Transport_Guidance.pdf
- Letter from Baxter Caulfield Solicitors (the Trust's lawyers), dated 3rd July 2015 (APPENDIX 2)
- Kirklees Council's response letter to Baxter Caulfield Solicitors, dated 21st July 2015 (APPENDIX 3)

9. Assistant Director responsible

- Joanne Bartholomew, Assistant Director - Place
- Gill Ellis, Assistant Director – Children and Young People – Learning

APPENDIX 1

Q: ‘If you disagree, please tell us why, including any other suggestions you might have.’

Illustrative comments received from respondents **currently receiving assistance** with school transport (this could be as a student, parent, teacher or governor at a faith school) and who **disagree** it should end

64 comments (from 163 respondents)

Key themes of the comments received:

- Cannot afford to transport children to school otherwise
- Want to continue education in faith school
- Would affect child’s education (truant / moving schools)
- Local schools would be impacted by additional students applying for places as they cannot afford to travel to faith school

“...I would have to move them to a school closer to us....This is turn would not be following their faith, as we are Roman catholic. I cannot afford to pay nearly £10 per day to get my children to and home from school....”

“I strongly disagree because if you take away my free school bus I will have to stop going to the school that I love. The school that helps me with my faith....”

“ending free transport penalises the children + families who use these schools + will put financial burden on already over-stretched family budgets.”

- The suggested policy change is discriminatory against them and / or their religion:

“I think if you remove the free transport you are discriminating against catholics....”

“...Removing transport has a disproportionate effect on us the parents of Catholic children attending Catholic Schools. – I believe this is a form of religious discrimination....”

- The policy change impacts on their choice of education given by the 1944 Education Act:

"... Our right to state funded denominational education, enshrined in the 1944 Education Act is being removed...."

"I believe the decision goes against the 1944 Education Act which protected denominational education...."

The following comments may be the result of some confusion about what service is being removed and suggest the respondent believes that designated buses and/or routes are being removed

- Negative effects on the environment, traffic congestion and child safety:

"...to send children as young as 11 out on dark mornings as early as half seven to ensure they get there on time how is this safe?"

"...would you be happy for an 11 year old to catch 4 buses a day ,alone, crossing kirklees on public transport?..."

"...It is an extremely environmentally friendly option rather than increasing the amount of cars on the road...."

A few suggestions offered by respondents are:

- stopping free bus passes to children due to start at faith schools
- phasing out the service offered
- opening more faith schools
- making school transport free for all

"...If you are going to take the free transport away then you should open more Catholic high schools around my area."

"The council should provide free transport to all schools because it is for education. and faith schools also educate."

"...open a Roman Catholic school close to my house."

"It would only be fair to stop free bus passes for children due to start. Perhaps phase out free passes from the new Year sevens when they finish school..."

Illustrative comments received from respondents **not currently receiving assistance** with school transport (this could be as a student, parent, teacher or governor at a faith school) and who **disagree** it should end

89 comments (from 698 respondents)

Key themes of the comments received:

- Should not be penalised for attending faith school / on grounds of religion
- Only a small bit of budget – should not be taken from children /education
- Only a small number of catholic schools in the area – limited choice, have to travel

“Children have a right to go to a faith school and it isn’t their fault they have to travel further...”

“...religion should not be used as an issue for cut – backs in our society.”

“The children shouldn’t have to suffer, Kirklees shouldn’t cut back on costs when it comes to children....”

“...If every town had a faith school, then we would not have a problem but unfortunately this isn’t so. Please keep the transport.”

“only one faith school in a large area for Catholic ed.”

- Change to policy too late (school choices have been made)

“Kirklees Council should have made their proposal clear before the school application deadline on 31st Oct. that way parents could have made an informed choice...assistance should be phased out or those affected should be allowed to change the school choices !!!”

- Could make bus route not viable and therefore remove it from paying students
- Affects more low Income families

“...The buses will not be viable and so will not follow the same route....”

“...low incomes will be forced to send their child to the nearest school,... higher income families the luxury of choice”

“...The poorest families will suffer...”

A few suggestions offered by respondents are:

- Build more faith schools
- Phase in policy change
- Charge small fee or run dedicated free buses and remove free travel pass
- Free transport for all children

“All children have the right to attend school and access FREE transport & education

APPENDIX 2

OUR REF: PB/VT

YOUR REF:

paul.booth@baxlaw.co.uk

BY EMAIL: Adrian.lythgo@kirklees.gov.uk

BY FIRST CLASS MAIL

Chief Executive
Kirklees Council
Civic Centre 3
PO Box B24
Market Street
Huddersfield
HD1 1WG

3 July 2015

Dear Sir

Our Client: Blessed Peter Snow Catholic Academy Trust

We act for Blessed Peter Snow Catholic Academy Trust of St John Fisher Catholic Voluntary Academy, Oxford Road, Dewsbury, WF13 4LL. Since the conversion of St John Fisher Catholic High School to a Catholic Voluntary Academy in 2014, our client is responsible for the management and operation of St John Fisher Catholic Academy ("St John Fisher").

St John Fisher is a Catholic Academy of 1,190 students in total, of whom 979 are aged 11 to 16 years (years 7 to 11). Of years 7 to 11, 77% of students are Catholic. St John Fisher serves the whole of North Kirklees, as well as Birkenshaw, Morley and other areas. A substantial proportion of St John Fisher students reside further than 3 miles from St John Fisher. St John Fisher is the only Catholic school for ages 11 to 16 in the area which it serves.

The current policy for home to school transport of Kirklees Council provides (so far as is material) that:-

- (1) where a parent has expressed a preference for a school based on religion or belief, transport assistance will be offered where children aged 8 to 16 years attend the nearest suitable school preferred on grounds of religion or belief, and live more than 3 miles, but not more than 15 miles from that school (paragraph 2.4 of the policy);

- (2) transport assistance will be provided to the end of the school year in which the young person attains 16 years of age, subject to satisfactory attendance (note 1a);
- (3) where a pupil is attending the nearest appropriate school and changes home address but does not wish to change school, assistance will not normally be provided, except for secondary pupils in years 10 or 11 subject to the distance being over 3 miles (paragraph 2.6);
- (4) the Authority reserves the right to withdraw free transport in the event of mis-use by pupils (paragraph 4.1);
- (5) the Authority reserves the right to withdraw transport where school cards or boarding cards have been issued in error (paragraph 5.5).

The Department for Education has issued statutory guidance for local authorities on the exercise of their statutory powers. The current version of the DfE Guidance is dated July 2014. This provides:-

- (6) (paragraph 38) that (in accordance with article 2 of the First Protocol to the European Convention on Human Rights (“ECHR”) local authorities need to respect parents’ religious and philosophical convictions as to the education to be provided for their children, give careful consideration to discrimination issues and seek legal opinion if they are unsure about the effect of the policies, before publishing them each year;
- (7) (paragraph 41) that the Secretary of State expects local authorities to consider all possible options before disturbing well established arrangements, some of which have been associated with local agreements or understandings about the siting of faith schools;
- (8) (paragraph 41) that local authorities should pay particularly careful attention to the potential impact of any changes on low income families whose parents adhere to a particular faith and philosophy, and who have expressed a preference for a particular school because of their religious or philosophical beliefs. (For these purposes, “low income families” means those not eligible under the extended rights applicable to those receiving free school meals or whose parents are in receipt of the maximum level of working tax credit, for which particular provisions apply).
- (9) (paragraph 42) that local authorities need to be aware of their obligation not to discriminate under article 14 of ECHR;
- (10) (paragraph 52) that local authorities consult widely (and for at least 28 working days during term time) on any proposed changes to their local policies on school travel arrangements with all interested parties;
- (11) (paragraph 53) that good practice is that the introduction of changes should be phased-in so that children who start under one set of transport arrangements continue to benefit from them until they either conclude their education at that school or choose to move to another school. It points out that parents make school choices based on, amongst other things, the home to school transport arrangements

for a particular school, and that any changes might impact adversely on individual family budgets.

Although no specific notification or communication was received by our client or St John Fisher, we understand that on 2 June 2015 the Cabinet of Kirklees Council decided to support paragraph 5.4 of a report to Cabinet misleadingly entitled “Return to statutory provision in school transport” (to which title we shall again refer below), and that officers be directed to draft a revised policy for further consideration by Cabinet, and that (i) a report be submitted appraising Cabinet of the implications for Council in relation to the Public Sector Equality Duty (ii) the draft policy shall expressly report to the relevant statutory guidance and the Council’s legal duties and discretionary powers in relation to school transport.

The proposal at paragraph 5.4 of the report, was the removal “of all transport assistance to current children that [sic] travel to a school chosen because of a parent’s or child’s religion or belief from September 2016”. The alternative proposals were (apart from no change) that there be phased removal.

So far as our client or we are aware, no draft policy has yet been prepared, nor has there been any equality impact assessment. The only public consultation which there has been amounted to what was effectively a straw poll of those responding to a rudimentary online survey, as to whether the respondent agreed or disagreed that the Council should end free travel to faith schools, and which would appear to be of no statistical or other values.

On the afternoon of 1 July 2015, the Headteacher of St John Fisher was sent by Mr Michael Bunting, Passenger Transport Manager, after the event, a copy of a letter which was said to have been sent by Mr Bunting to all affected parents. This was sent without any prior consultation or warning and despite the fact that a revised policy remains to be considered.

If proceeded, with this proposal would fly in the face of the Council’s obligations, particularly to children who are already attending St John Fisher. It would mean that families, including (but not limited to) those who do not qualify for extended arrangements, who are on low income would be faced with the unexpected requirement to pay considerable sums for the daily transport of their child/children to and from school which (by definition) is further than 3 miles away, in circumstances where:-


- (a) St John Fisher was chosen in accordance with the parents’ exercise of their preference, (as recognised by the Education Act 1996 and the ECHR) to obtain for their client an education in accordance with their religion or belief.
- (b) Travel assistance is currently provided pursuant to the existing policy which expressly states that it would be provided “to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance”, which gives rise to a legitimate expectation in this regard.
- (c) No regard (in accordance with the obligations of the Council) has been given to:-
 - (i) the adverse impact on the child and the child’s education from a change of school and the disruption thereby caused;
 - (ii) the particular effect which changes would have on children and their families on low income (who are not eligible for extended rights);

- (iii) the greater adverse impact which the change will have on persons who have a disability (within the meaning of section 6 of the Equality Act 2010 (whether they be parents or carers, or children).
- (d) The proposed change takes no account of the statutory guidance that changes should be phased in so that children who start under one set of transport arrangements continue to benefit from them until they conclude their education or choose to move to another school.
- (e) The report on which the Cabinet proceeded misleadingly suggests that the Council is merely returning to statutory arrangements. No reference has been made or, evidently, consideration given, to the long standing nature of the current arrangements, which (in one form or another) have, until the present proposed change, existed as long as anyone can remember.
- (f) There has been no specific consultation with our client or St John Fisher. There has been public consultation of a very modest sort and which is falsely suggested (in paragraph 2.7 of the report) that “83% of Kirklees residents agreed that the Council should end free travel to faith schools.” That is obviously untrue.
- (g) No consideration appears to have been given in the consultation, nor opinion canvassed, as to what the effect would be, in particular, on families whose children currently attend a faith school with transport assistance including those on low income or with disabled family members.

Our client is particularly concerned that a failure, which is entirely inconsistent with statutory guidance or the legitimate expectation of those children currently attending or due to attend St John Fisher (or what has happened in other local authorities), to phase the removal of provision, so that it is removed for those children currently in receipt thereof, will cause serious and unnecessary disruption to the education of its current students which might only be avoided by significant and, to many, unaffordable, financial expense.

The Cabinet is invited to agree to reconsider its decision in this respect. There has been no consultation of any description about a proposed end of provision without phasing.

We look forward to receiving a response by 17 July 2015 failing which an application for judicial review may be made.

Yours faithfully
BAXTER CAULFIELD


APPENDIX 3



Legal, Governance and Monitoring
PO Box 1274
Huddersfield
HD1 2WZ

Tel: 01484 221000
Fax: 01484 221423

Email: john.chapman@kirklees.gov.uk
www.kirklees.gov.uk

21 July 2015

Our Reference: LAG/JC/SG/GL10991/JHC

Baxter Caulfield Solicitors
BY EMAIL

Dear Sirs

Re Your Client: Blessed Peter Snow - The Catholic Academy Trust

Thank you for your letter of the 3rd July 2015.

The Council notes and understands your client's interest in this issue.

As your client will understand the Council, in common with other local authorities, is required to make very substantial savings in its expenditure in the coming years. This is as a result of cuts in provision made by central government over which the Council has no control.

The scale of the cuts requires the Council to review all areas of its activities and particularly areas of discretionary expenditure.

The Council consequently is reviewing the area of discretionary school transport provision. This is in common with neighbouring local authorities who we understand have all made changes to their School Transport Policies involving restrictions and limitations on discretionary school transport to faith schools.

On 27th January 2015, the Council's Cabinet publicly decided to authorise officers to undertake a consultation on the discretionary elements of the School Transport Policy including provision of transport to faith schools. This decision was reported in the local media and we note also that Mr Higgins, Head Teacher of St John Fisher Catholic Academy, attending Cabinet on the 13th January to present a petition on the subject. Prior to the decision of Cabinet, the Council had written to all head teachers notifying them of the report that was to be considered seeking authority to commence the consultation process.

As part of the consultation, officers from the Transport Service attended a meeting of cross-phase head teachers on the 28th January. Officers offered to attend further separate meetings of primary head teachers and secondary head teachers. These

offers were declined by the respective groups. Officers then sent a written briefing to each head teacher phase.

Officers wrote again to all head teachers on the 28th January, inviting them to help share information with parents through the Pupil Post – this communication was copied to all school “office” mailboxes in order to ensure that it was seen by school leaders. The Council distributed 65,000 individual leaflets to schools for distribution to parents. The leaflets publicised to the public “Drop In” Meetings to be held on the 10th March in Huddersfield and 12th March in Dewsbury.

The outcome of the consultation was reported to Cabinet on the 2nd January. The report informed members that there had been 926 responses from individuals and interested parties of which 72% expressed the view that discretionary free travel to faith schools should be curtailed. The report specifically drew the attention of members to the Council’s statutory duties and responsibilities in relation to school transport and the discretionary provision. The attention of members was drawn to the statutory guidance issued by the Secretary of State (which you refer to extensively in your letter). The attention of members was also specifically drawn to Section 509AD of the Education Act 1996, which requires local authorities to have regard to religion and belief in exercise of their travel functions.

Cabinet took no final decision as to what changes are to be made. As set out in your letter, officers were authorised to prepare a draft policy providing for the removal of transport assistance to school’s chosen on the grounds of religion and belief for further consideration by Cabinet. That draft policy has not yet been completed. Once the draft policy is completed it will be considered further by the Council with full consideration of the Council’s legal obligations and discretionary powers. All the material factors identified in your letter will be taken into account by officers and members before any final decision is made. This will include consideration of phasing-in the changes and the Council’s responsibilities and obligations to children already in receipt of travel assistance.

Your letter suggests that an application for Judicial Review may be made. Your letter does not comply with the relevant pre-action protocol. However, the substantive point we would make in response to your suggestion is that any such application would be obviously premature and misconceived. The Council has not made a final determination and proposals remain at a formative stage. An application for Judicial Review would in our respectful submission be unlikely to receive permission. Should such an application be made then we would draw the attention of the Court to this letter in relation to any application for costs.

Yours faithfully

John Chapman
Senior Legal Officer
for Assistant Director – Legal, Governance and Monitoring

EQUALITY SCREENING TOOL

This screening tool has been developed to assist you to make an initial assessment on the priority you may give to a proposal about, or review of a service, function, or policy in your area. It acts to indicate the likely impact this proposal could have on groups of people. Multiple proposals, or alternate options, can be run individually through this tool. It should be completed by someone who has knowledge of both the issue and the employees who will be carrying out the work. **[If you feel that there is likely to be a high impact then you can go straight to Stage 2 Document (Ensuring Legal Compliance)]**

LEVEL OF IMPACT Is an indication of the likely impact your proposal could have upon communities &/or employees.
GREEN = low; YELLOW = medium rising to - AMBER = high medium; RED = High;

RISK This is an indication of the chance of not being able to mount a successful defence if challenged.
GREEN =low; YELLOW = medium; AMBER = high medium; RED = High;
NB There is always a risk of challenge. A lack of evidence leads to a high score.

Directorate:
Place
Lead Officer:
Michael Bunting
Officers responsible for Assessment:
Michael Bunting

Service:
PRP
Service Area:
Schools Transport - Return to Statutory Provision
Date of Review:
12th August 2015

Impact Scores (max = 100)

- 30 and below** - your proposal is likely to have little if any impact.
- 31 - 40** An EIA could be considered
- 41 - 54** your proposal is likely to have a **wide impact**. An EIA is advised
- 55 and above** An EIA is **STRONGLY** advised

RISK (see above)

Irrespective of the impact score; **IF risk background is GREEN less than 30%** then there is **likely to be sufficient evidence** demonstrate that **DUE REGARD** has been taken.

LEVEL OF IMPACT	RISK (%)
40	52

QUESTION No.	WHAT IS YOUR PROPOSAL?	type y or n	Comments (please explain your answer)
1	To withdraw a service, activity or presence	Y	To amend the Home to School Transport Policy to remove the discretionary provision of transport on the grounds of religion or belief.
2	To reduce a service, activity or presence	N	
3	To introduce or increase a charge for Service	N	
4	To change to a commissioned service	N	
5	To introduce, review or change a policy or procedure	Y	
6	To introduce a new service or activity	N	
7	Is this about improving access to, or delivery of a service.	N	
8	Will you require supporting evidence on this issue	N	
WHO WILL IT AFFECT?			
9	Does this affect Employees? If YES please list	N	This affects approximately 456 children attending Catholic schools who currently receive discretionary home to school transport assistance on the grounds of their (or their parents') religion or belief. These children qualify either because of the distance they live from the school or because they are in receipt of free school meals or working tax credit. Those in receipt of free school meals or whose parents/carers receive the maximum working tax credit will be unaffected. SEN children will no longer qualify for transport to schools based on their religion or belief, but may still qualify if the school is their nearest qualifying school.
10	Does this affect a <u>Single Ward or Locality ONLY</u>	N	
11	Does this affect most or all of its Residents	N	
12	Does this issue concern ANY Protected Characteristic Group.	Y	
13	Can you foresee a negative impact on any Protected Characteristic Group(s)? If YES please state what these could be.	Y	
14	If IMPACT at this stage is less than 15 answer Y to this question		IF YOU CAN ANSWER YES HERE THEN DO NOT ANSWER ANY FURTHER QUESTIONS

TAKING DUE REGARD			
<i>Where consultation was needed:</i>			
15	Have you got any general intelligence (research, consultation, etc.)? If YES please list any related documents.	Y	We are aware that this discretionary provision has been removed already by a number of neighbouring authorities. The first stage in the process was to undertake a consultation exercise which included all parents in Kirklees and the Catholic schools. The result of the consultation exercise was published in April 2015 and is contained in th Cabinet report of 2nd June 2015 and 22nd September 2015. - Legal advice has been taken throughout this process.
16	Have you got any specific intelligence (research, consultation, etc.)? If YES please list any related documents.	N	
17	Have you taken specialist advice? (Legal, E&D Team, etc). If YES please state.	Y	
18	Have You considered your Public Sector Equality Duty? Please provide a rationale	Y	
19	Can the Public access a "Decision Report"? If YES state where and how it can be accessed.	N	
20	Can you mitigate any negative effect? Please state how	N	
21	Do you have any supporting evidence? If YES please list the documents	N	
22	Have you published your information? If YES state where.	N	



ONLY IF your proposal is likely to have **little or no impact** upon groups and you are confident that you have evidence to support your proposal and this document. (RISK less than 30% [GREEN])

- 1) Save this scoresheet;
- 2) Complete and save a 'Front Sheet';
- 3) Make sure you have gathered any supporting evidence documents and they are listed above
- 4) SEND Electronic copies of this tool and a front sheet to equalityanddiversity@kirklees.gov.uk



IF your proposal is likely to have **medium or above impact upon groups AND** you are not confident that you have evidence to support your proposal and this document. (RISK greater than 30% [yellow, amber, red])

- 1) Save this scoresheet;
- 2) Proceed to Stage 2 document (Ensuring Legal Compliance)

Policy for home to school transport arrangements for 2014-2015

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Kirklees Home to School Transport Policy

1. Legislation

It is the intention of Kirklees Council to comply with the statutory requirements of the Education Act 1996 and updated by the Education and Inspections Act 2006. The policy set out in this document became applicable to children of primary school age on or after 1 September 2007 and to secondary school age pupils on or after 1 September 2008.

The policy applies to all pupils permanently residing in Kirklees who attend a 'qualifying school' as set out in the Education and Inspections Act 2006 (and detailed in 1g below).

- 1.1 It is the responsibility of the parents or carers of a pupil to ensure that he/she attends school. However, in certain circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.2 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in s.508A of the Education Act 1996. The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.
- 1.3 The new Schedule 35B to the 1996 Act (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for children from lower income groups (see 2.3).
- 1.4 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.

Notes for section one

- 1a. Compulsory age is defined as 5 years of age to the day prior to the young person's 16th birthday. Transport assistance will be provided to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance.
- 1b. Qualifying' school (see 1.e below) is defined as nearest suitable and available school including schools situated outside the Kirklees boundary where education is provided according to the child's age, aptitude, ability and faith.
- 1c. Distance is defined as the distance from the pupil's home address by the nearest walking route. For the purpose of measuring distances are measured from the pupil's gate or the end of their property nearest to the public highway to the nearest accessible school entrance.
- 1d. The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.
- 1e. The Customer and Exchequer Service use actual measurements taken by walking the route. The walks have been done over a number of years and you will be provided with a refusal letter if you do not qualify.
- 1f. The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the session times as

approved by the governing body of a qualifying school.

The only exception to this is for pupils who receive transport under 2.2 and who attend after school enrichment classes.

1g. 'Qualifying' schools are:

1. community, foundation, voluntary aided or voluntary controlled schools;
2. community or foundation special schools;
3. non-maintained special schools;
4. pupil referral units;
5. maintained nursery schools;
6. city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or Academies;
7. in relation to a child with SEN, an independent school (other than a CTC, CCTA, or Academy) will be a 'qualifying' school if it is the only school named in the child's statement, or it is the nearest of two or more schools named in the statement.

2.1 Eligibility criteria - General

For pupils to be eligible for transport assistance they will normally have to travel more than 2 miles (from reception up to and including Yr 3), or 3 miles (Yr 4 up to and including Yr 11) and be attending the nearest qualifying and available school to the child's permanent home address. This route will be measured along the nearest available walking route.

Where the Authority is not able to admit a child to the nearest qualifying and available School, assistance will be provided to the next nearest qualifying and available school, subject to the distance to school exceeding 2 miles (from reception up to and including Yr 3) or 3 miles (Yr 4 up to and including Yr 11).

All mileage limits will be measured as detailed in 1.d above. The 6 mile upper limit in 2.3.2 and the 15 mile upper limit in 2.3.3 are not walking routes. In short the upper limits will be measured along roads

2.2 Eligibility criteria – SEN (see notes on page 7)

Pupils who have a Statement of SEN will receive transport free of charge regardless of distance if all of the following apply:

- Transport is specified in Part 4 of the Statement; and
- The child is attending the nearest appropriate school named in the Statement and
- The child has a physical or medical condition that prevents them from walking (accompanied as necessary)

2.2.1 Where an SEN Child attends a mainstream school free transport assistance will be provided subject to the 2 or 3 mile limit.

2.2.2 Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as such in the child's statement) the Authority will not provide assistance with transport.

2.3 Eligibility for Families on lower income

Children from low income families, ie, those entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit, will be eligible for home to school transport assistance if they meet the following criteria:

2.3.1 Primary aged children (up to age 11) are entitled to free travel arrangements to their nearest qualifying school where the distance to that school is over 2 miles from their home.

2.3.2 Children aged 11-16 are entitled to free travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), where they live more than 2 miles, but less than 6 miles from that school.

2.3.3 Children aged 11 to 16 where parents express a preference for a school based on religion or belief, where they live more than 2 miles but not more than 15 miles from that school to the nearest suitable school

2.3.4 Once eligibility has been confirmed on income grounds, the pupil would be eligible for

the entirety of the school year for which the assessment has been made.

2.4 Eligibility on the grounds of Religion or belief (see notes on pg 7)

Where a parent has expressed a preference for a school and that preference is based on the parent's religion or belief, transport assistance will be offered if they meet the following criteria:

- 2.4.1 Where children up to the age of eight years attend the nearest suitable school preferred on grounds of religion or belief, and live more than 2 miles, but not more than 15 miles from that school.
- 2.4.2 Where children aged 8 to 16 attend the nearest suitable school preferred on grounds of religion or belief, and live more than 3 miles, but not more than 15 miles from that school.
- 2.4.3 Pupils attending a denominational school outside of Kirklees will only be considered providing they meet the above criteria.

2.5 Parental choice

Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school assistance will not normally be provided by the Authority.

2.6 Change of home address

Where a pupil is attending the nearest appropriate school and changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for secondary pupils in Years 10 or 11 subject to the distance being over 3 miles. Proof of move will be required.

2.7 Pupils who reside at more than one address

Eligibility for transport is assessed on the child's permanent home address. Where parents are divorced or separated the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents qualify, individual agreements will be reached between both parents and the Authority.

2.8 Temporary medical conditions

Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance, regardless of distance, if they are attending a qualifying school and the parent is unable to provide their own transport. Medical evidence will be required to support the application.

2.9 Excluded pupils

Transport assistance will be provided to those pupils who have been permanently excluded from school to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.

Where a pupil is registered at a school, but is attending a place other than a school following exclusion, the duty to make travel arrangements will apply to the other place rather than the school where they are registered.

2.10 Disabled Parents and Carers

Children whose parents are disabled and are, as a result of their condition, unable to accompany their child on the walking route to their nearest qualifying school should apply to the Transport Team for assistance.

A full assessment of the parents needs will be undertaken by the Transport Team, the results of which will form part of the assessment for assistance with transport for the child.

Assistance may involve the provision of an escort who could accompany such children on the journey to school in order for the walking route to be considered safe. Only in very exceptional circumstances would this assistance be in the form of a taxi.

This assistance would be withdrawn as soon as the parents incapacity has ended and all arrangements will be reviewed on a termly basis.

3. Post 16 provision

Transport assistance will be considered for children aged 16+ to facilitate participation by them in further education in accordance with the Authority's Post 16 Transport Policy which is available from the Transport Team, High Street Buildings or on the Council website.

4. Behaviour and misuse

4.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:

4.1.1 the indefinite withdrawal of the child's school card or boarding card;

4.1.2 a ban from the bus for a period of time;

4.1.3 prosecution by the police;

4.1.4 the requirement to pay for any damage caused by the child.

4.2 Parents will be informed in writing of any such incidents outlining any action to be taken.

5. Transport provision and charges

5.1 The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school card or boarding card will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.

5.2 Where there is spare capacity on a taxi provision it may be possible for siblings (who do not qualify for free home to school transport) to travel on a 'grace and favour' basis whilst space is available. A charge may be made for this.

5.3 Where there is spare capacity on a boarding card bus provided by the Authority it may be possible for parents of pupils who do not qualify for free transport to purchase a pass whilst space is available. Further information is available from Metro on 0113 3481122

5.4 Where a pupil loses or defaces their pass it is the parents' responsibility to make arrangements to obtain a replacement for which there will be a cost. It is the parents' responsibility to ensure that the pupil pays the appropriate fare until a replacement pass has

been received. If it is a boarding card and fares are not accepted on the bus a temporary card can be obtained from their school.

- 5.5 The Authority reserves the right to withdraw transport where school cards or boarding cards have been issued in error. Normally, a pupil will be allowed to keep their pass until the end of the term in which parents are informed. If a card has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the card after the agreed period could result in a charge being levied.

6. How do I check if my child qualifies?

The Council has produced 'Help with School Travel' leaflet that will help you to assess if your child qualifies for help with travel expenses, which is available on the Council website.

Advice and information is also available:

For Home to school transport:

Transport Team, High Street Buildings, Huddersfield, HD1 2ND

Tel: 01484 221000

Email: school.transport@kirklees.gov.uk

For Bus passes, contact:

Customer and Exchequer Services, School Bus Passes, Civic Centre I, High Street
Huddersfield, HD1 2XD Tel:01484 221000

Email: free.buspasses4schools@kirklees.gov.uk

7. Assessment process

- 7.1 Where parents feel they meet the eligibility criteria set out in this document, they will need to complete an application form TA1 and return it to Customer and Exchequer Service who will assess and provide a written response within 7 days. Alternatively you can download and complete the form from the Council website.
- 7.2 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively

8. Right of appeal

In cases where transport assistance is refused, parents have the right of appeal to Appeal Panel. If circumstances change and the applicant no longer qualifies because the school is no longer the nearest to their home, support with transport will be withdrawn with immediate effect.

Renewal applications are subject to annual review which occasionally leads to the withdrawal of transport.

Additionally applicants may declare a change in circumstances which can lead to the withdrawal of transport.

If transport is withdrawn you will be given 1 months notice and within that time you have the right to lodge an appeal. In such circumstances current transport arrangements for a pupil will continue until an appeal is heard.

9. Quality standards

- 9.1 Applications for bus passes can be obtained from your child's school, the Kirklees website, or from the Customer and Exchequer Service. Requests will be responded to within 7 days.
- 9.2 Pupils who qualify for assistance in the form of a bus pass can expect to receive the bus pass within 3 weeks of the application being received in the Customer and Exchequer Service.
- 9.3 Pupils who have had their bus pass stolen / lost can expect to receive a replacement within 7 days of the loss being reported to the Customer and Exchequer Service.

Failure, by the LA, to meet the above deadlines will entitle you to reclaim the travel expenses incurred by you.

Notes on Transport assistance for SEN pupils;

- 2.a Where pupils with a Statement of SEN qualify for transport, assistance will be provided in a way that promotes independence for the pupil.
- 2.b Transport assistance may be provided in the following ways (this list is not exhaustive)
- i) Independent travel training to enable pupils to use public transport or travel independently;
 - ii) a bus pass;
 - iii) payment to parents to transport the pupil themselves;
 - iv) a walking travel escort;
 - v) an escort to accompany a pupil on public transport;
 - vi) transport from a pick up point (taxi or specialist transport);
 - vii) home to school transport (taxi or specialist transport).
- 2.c Where transport assistance is provided it remains the parents or carers responsibility to ensure their child's safety by making any necessary arrangements for their child/ren to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.
- 2.d Transport provision will be reviewed on a regular basis including at the Annual Review meeting in order where possible to move towards a greater degree of independence for the child or young person.
- 2.e Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified above on a termly and half-termly basis.

Notes on religion or belief:

- 2.4a Section 509AD of the 1996 Act (inserted by the Education and Inspections Act 2006) places a duty on local authorities in fulfilling their duties and exercising their powers relating to travel to have regard to parent's religion or belief.
- 2.4b 'Belief' equates to 'conviction' and has to be more than an opinion or idea. A belief must be genuinely held and the parent bears a heavy burden of showing that it is the real reason for whatever it is they are doing.
- 2.4c Beliefs which are not included in the duty are:
- a wish for a child to attend a particular category of school (eg a grammar school);
 - Preference for a particular type of management or governance which does not affect the curricula or teaching at the school;
 - a belief that a child should be educated privately;
 - a wish for a child to attend school where they will be taught in a particular language;

- objection to rules requiring that a school uniform must be worn;
- content of school curriculum (sex education) provided that the curriculum did not amount to indoctrination incompatible with a parent's religious or philosophical convictions.
- objections to the curriculum, where special arrangements made by the school or authorities (such as allowing children to be withdrawn from class) ensure the curriculum is not 'forced' on them contrary to their convictions;
- belief that a child should receive a particular type of educational provision.

Policy for home to school transport arrangements for 2015-2016

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Kirklees Home to School Transport Policy

1. Legislation

Kirklees Council complies with the statutory requirements for the provision of Home to school transport in the Education Act 1996. The policy applies to all pupils permanently residing in Kirklees who attend a 'qualifying school' as set out in the Education and Inspections Act 2006 (and detailed in 1g below).

- 1.1 It is the responsibility of the parents/carers of a pupil to ensure that he/she attends school. However, in certain circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.2 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in s.508A of the Education Act 1996. The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.
- 1.3 Schedule 35B to the 1996 Act (inserted by the Education and Inspections Act 2006) includes an extension of rights to free school travel arrangements for children from lower income groups (see 2.3).
- 1.4 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.

Notes for section one

- 1a. Compulsory age is defined as 5 years of age to the day prior to the young person's 16th birthday. Transport assistance will be provided to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance.
- 1b. 'Qualifying' school (see 1.e below) is defined as nearest suitable and available school including schools situated outside the Kirklees boundary where education is provided according to the child's age, aptitude, ability and, until the end of academic year 2015/2016, faith.
- 1c. Distance is defined as the distance from the pupil's home address by the nearest walking route. For the purpose of measuring distances are measured from the pupil's gate or the end of their property nearest to the public highway to the nearest accessible school entrance.
- 1d. The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.
- 1e. The Customer and Exchequer Service use actual measurements taken by walking the route. The walks have been done over a number of years and you will be provided with a refusal letter explain the reasons if you do not qualify under the distance criteria.
- 1f. The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the session times as approved by the governing body of a qualifying school.

The only exception to this is for pupils who receive transport under 2.2 and who attend after school enrichment classes.

1g. 'Qualifying' schools are:

1. community, foundation, voluntary aided or voluntary controlled schools;
2. community or foundation special schools;
3. non-maintained special schools;
4. pupil referral units;
5. maintained nursery schools;
6. city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or Academies;
7. in relation to a child with SEN, an independent school (other than a CTC, CCTA, or Academy) will be a 'qualifying' school if it is the only school named in the child's statement, or it is the nearest of two or more schools named in the statement.

2.1 Eligibility criteria – General

For pupils to be eligible for transport assistance they will normally have to travel more than 2 miles (from reception up to and including Yr 3), or 3 miles (Yr 4 up to and including Yr 11) and be attending the nearest qualifying and available school to the child's permanent home address. This route will be measured along the nearest available walking route.

Where the Authority is not able to admit a child to the nearest qualifying and available School, assistance will be provided to the next nearest qualifying and available school, subject to the distance to school exceeding 2 miles (from reception up to and including Yr 3) or 3 miles (Yr 4 up to and including Yr 11).

All mileage limits will be measured as detailed in 1.d above. The 6 mile upper limit in 2.3.2 and the 15 mile upper limit in 2.3.3 are not walking routes. In short the upper limits will be measured along roads

2.2 Eligibility criteria – SEN (see notes on page 7)

Pupils who have a Statement of SEN will receive transport free of charge regardless of distance if all of the following apply:

- Transport is specified in Part 4 of the Statement; and
- The child is attending the nearest appropriate school named in the Statement and
- The child has a physical or medical condition that prevents them from walking (accompanied as necessary)

2.2.1 Where an SEN Child attends a mainstream school free transport assistance will be provided subject to the 2 or 3 mile limit.

2.2.2 Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as such in the child's statement) the Authority will not provide assistance with transport.

2.3 Eligibility for families on lower income

Children from low income families, ie, those entitled to free school meals, or whose parents/carers are in receipt of the maximum level of Working Tax Credit, will be eligible for home to school transport assistance if they meet the following criteria:

2.3.1 Primary aged children (up to age 11) are entitled to free travel arrangements to their nearest qualifying school where the distance to that school is over 2 miles from their home.

2.3.2 Children aged 11-16 are entitled to free travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), where they live more than 2 miles, but less than 6 miles from that school.

2.3.3 Children aged 11 to 16 where parents/carers express a preference for a school based on religion or belief, where they live more than 2 miles but not more than 15 miles from that school to the nearest suitable school

- 2.3.4 Once eligibility has been confirmed on income grounds, the pupil would be eligible for the entirety of the school year for which the assessment has been made.

Following a public consultation from 02/02/2015 to 02/04/2015 and in light of cuts in funding, provision of transport assistance to those attending schools based on religion or belief was reviewed by the Council. From September 2016 transport for children attending schools on the basis of religion or belief will not ordinarily receive discretionary assistance with transport. However, children will continue to be eligible for transport assistance to schools based on religion or belief beyond September 2016 if they qualify under the low income grounds subject to the distance limitations as at 2.3.3.

Many other Councils in this area and elsewhere have adopted a similar policy limiting discretionary travel assistance to faith schools

2.4 Eligibility on the grounds of religion or belief until September 2016

Where a parent has expressed a preference for a school and that preference is based on the parent's religion or belief, transport assistance will be offered if they meet the following criteria:

- 2.4.1 Where children up to the age of eight years attend the nearest suitable school preferred on grounds of religion or belief, and live more than 2 miles, but not more than 15 miles from that school.
- 2.4.2 Where children aged 8 to 16 attend the nearest suitable school preferred on grounds of religion or belief, and live more than 3 miles, but not more than 15 miles from that school.
- 2.4.3 Pupils attending a denominational school outside of Kirklees will only be considered providing they meet the above criteria.

From September 2016 transport for children attending schools on the basis of religion or belief will not ordinarily receive discretionary assistance with transport. However, children will continue to be eligible for transport assistance to schools based on religion or belief beyond September 2016 if they qualify under the low income grounds subject to the distance limitations as at 2.3.3. Until the end of academic year 2015/2016, the provision of transport assistance to those attending schools based on religion or belief will continue to be provided as per section 2.4 of this policy.

2.5 Parental choice

Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school assistance will not normally be provided by the Authority.

2.6 Change of home address

Where a pupil is attending the nearest appropriate school and changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for secondary pupils in Years 10 or 11 subject to the distance being over 3 miles. Proof of move will be required.

2.7 Pupils who reside at more than one address

Eligibility for transport is assessed on the child's permanent home address. Where parents/carers are divorced or separated the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents/carers qualify, individual agreements will be reached between both parents/carers and the Authority.

2.8 Temporary medical conditions

Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance, regardless of distance, if they are attending a qualifying school and the parent is unable to provide their own transport. Medical evidence will be required to support the application.

2.9 Excluded pupils

Transport assistance will be provided to those pupils who have been permanently excluded from school to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.

Where a pupil is registered at a school, but is attending a place other than a school following exclusion, the duty to make travel arrangements will apply to the other place rather than the school where they are registered.

2.10 Disabled parents and carers

Children whose parents/carers are disabled and are, as a result of their condition, unable to accompany their child on the walking route to their nearest qualifying school should apply to the Transport Team for assistance.

A full assessment of the parents/carers needs will be undertaken by the Transport Team, the results of which will form part of the assessment for assistance with transport for the child.

Assistance may involve the provision of an escort who could accompany such children on the journey to school in order for the walking route to be considered safe. Only in very exceptional circumstances would this assistance be in the form of a taxi.

This assistance would be withdrawn as soon as the parents'/carers' incapacity has ended and all arrangements will be reviewed on a termly basis.

3. Post 16 provision

Transport assistance will be considered for children aged 16+ to facilitate participation by them in further education in accordance with the Authority's Post 16 Transport Policy which is available from the Transport Team, High Street Buildings or on the Council website.

4. Behaviour and misuse

4.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:

4.1.1 the indefinite withdrawal of the child's school card or boarding card;

41. 2 a ban from the bus for a period of time;

4.1.3 prosecution by the police;

4.1.4 the requirement to pay for any damage caused by the child.

4.2 Parents/carers will be informed in writing of any such incidents outlining any action to be taken.

5. Transport provision and charges

5.1 The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school card or boarding card will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.

5.2 Where there is spare capacity on a taxi provision it may be possible for siblings (who do not qualify for free home to school transport) to travel on a 'grace and favour' basis whilst space is available. A charge may be made for this.

5.3 Where there is spare capacity on a boarding card bus provided by the Authority it may be possible for parents/carers of pupils who do not qualify for free transport to purchase a pass whilst space is available. Further information is available from Metro on 0113 3481122

5.4 Where a pupil loses or defaces their pass it is the parents'/carers' responsibility to make arrangements to obtain a replacement for which there will be a cost. It is the parents'/carers' responsibility to ensure that the pupil pays the appropriate fare until a replacement pass has been received. If it is a boarding card and fares are not accepted on the bus a temporary card can be obtained from their school.

5.5 The Authority reserves the right to withdraw transport where school cards or boarding cards have been issued in error. Normally, a pupil will be allowed to keep their pass until the end of the term in which parents/carers are informed. If a card has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the card after the agreed period could result in a charge being levied.

6. How do I check if my child qualifies?

The Council has produced 'Help with School Travel' leaflet that will help you to assess if your child qualifies for help with travel expenses, which is available on the Council website.

Advice and information is also available:

For Home to school transport:

Transport Team, High Street Buildings, Huddersfield, HD1 2ND

Tel: 01484 221000

Email: school.transport@kirklees.gov.uk

For Bus passes, contact:

Customer and Exchequer Services, School Bus Passes, Civic Centre I, High Street
Huddersfield, HD1 2XD Tel:01484 221000

Email: free.buspasses4schools@kirklees.gov.uk

7. Assessment process

7.1 Where parents/carers feel they meet the eligibility criteria set out in this document, they will need to complete an application form TA1 and return it to Customer and Exchequer Services

who will assess and provide a written response within 7 days. Alternatively you can download and complete the form from the Council website.

- 7.2 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively

8. Right of review and appeal

In cases where transport assistance is refused, parents/carers have the right of appeal. If parents/carers wish to appeal, they should initially contact the Transport Team who will provide full details of the two stage appeal process. If circumstances change and the applicant no longer qualifies because the school is no longer the nearest to their home, support with transport will be withdrawn with immediate effect.

Renewal applications are subject to annual review which occasionally leads to the withdrawal of transport. Additionally applicants may declare a change in circumstances which can lead to the withdrawal of transport.

If transport is withdrawn you will be given 1 months notice and within that time you have the right to lodge an appeal. In such circumstances current transport arrangements for a pupil will continue until an appeal is heard.

9. Quality standards

- 9.1 Applications for bus passes can be obtained from your child's school, the Kirklees website, or from the Customer and Exchequer Service. Requests will be responded to within 7 days.
- 9.2 Pupils who qualify for assistance in the form of a bus pass can expect to receive the bus pass within 3 weeks of the application being received in the Customer and Exchequer Service.
- 9.3 Pupils who have had their bus pass stolen / lost can expect to receive a replacement within 7 days of the loss being reported to the Customer and Exchequer Service.

Failure, by the LA, to meet the above deadlines will entitle you to reclaim the travel expenses incurred by you.

10. Discretionary powers (Section 508C)

- 10.1 Section 508C of the Act provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free transport.
- 10.2 Kirklees Council will exercise such discretionary powers to provide free transport support to pupils of compulsory school age on a case by case basis and only in exceptional circumstances.

Notes on Transport assistance for SEN pupils;

- 2.a Where pupils with a Statement of SEN qualify for transport, assistance will be provided in a way that promotes independence for the pupil.
- 2.b Transport assistance may be provided in the following ways (this list is not exhaustive)
- i) Independent travel training to enable pupils to use public transport or travel independently;
 - ii) a bus pass;
 - iii) payment to parents/carers to transport the pupil themselves;

- iv) a walking travel escort;
 - v) an escort to accompany a pupil on public transport;
 - vi) transport from a pick up point (taxi or specialist transport);
 - vii) home to school transport (taxi or specialist transport).
- 2.c Where transport assistance is provided it remains the parents/carers responsibility to ensure their child's safety by making any necessary arrangements for their child/ren to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.
- 2.d Transport provision will be reviewed on a regular basis including at the Annual Review meeting in order where possible to move towards a greater degree of independence for the child or young person.
- 2.e Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified above on a termly and half-termly basis.

Policy for home to school transport arrangements for 2016-2017

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Kirklees Home to School Transport Policy

1. Legislation

It is the intention of Kirklees Council to comply with the statutory requirements of the Education Act 1996 and updated by the Education and Inspections Act 2006. The policy applies to all pupils permanently residing in Kirklees who attend a 'qualifying school' as set out in the Education and Inspections Act 2006 (and detailed in 1g below).

- 1.1 It is the responsibility of the parents/carers of a pupil to ensure that he/she attends school. However, in certain circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.2 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in s.508A of the Education Act 1996. The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.
- 1.3 The new Schedule 35B to the 1996 Act (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for children from lower income groups (see 2.3).
- 1.4 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.

Notes for section one

- 1a. Compulsory age is defined as 5 years of age to the day prior to the young person's 16th birthday. Transport assistance will be provided to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance.
- 1b. Qualifying' school (see 1.e below) is defined as nearest suitable and available school including schools situated outside the Kirklees boundary where education is provided according to the child's age, aptitude, and ability.
- 1c. Distance is defined as the distance from the pupil's home address by the nearest walking route. For the purpose of measuring distances are measured from the pupil's gate or the end of their property nearest to the public highway to the nearest accessible school entrance.
- 1d. The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.
- 1e. The Customer and Exchequer Service use actual measurements taken by walking the route. The walks have been done over a number of years and you will be provided with a refusal letter if you do not qualify.
- 1f. The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the session times as approved by the governing body of a qualifying school.
The only exception to this is for pupils who receive transport under 2.2 and who attend after

school enrichment classes.

- 1g. 'Qualifying' schools are:
1. community, foundation, voluntary aided or voluntary controlled schools;
 2. community or foundation special schools;
 3. non-maintained special schools;
 4. pupil referral units;
 5. maintained nursery schools;
 6. city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or Academies;
 7. in relation to a child with SEN, an independent school (other than a CTC, CCTA, or Academy) will be a 'qualifying' school if it is the only school named in the child's statement, or it is the nearest of two or more schools named in the statement.

2.1 Eligibility criteria – General

For pupils to be eligible for transport assistance they will normally have to travel more than 2 miles (from reception up to and including Yr 3), or 3 miles (Yr 4 up to and including Yr 11) and be attending the nearest qualifying and available school to the child's permanent home address. This route will be measured along the nearest available walking route.

Where the Authority is not able to admit a child to the nearest qualifying and available School, assistance will be provided to the next nearest qualifying and available school, subject to the distance to school exceeding 2 miles (from reception up to and including Yr 3) or 3 miles (Yr 4 up to and including Yr 11).

All mileage limits will be measured as detailed in 1.d above. The 6 mile upper limit in 2.3.2 and the 15 mile upper limit in 2.3.3 are not walking routes. In short the upper limits will be measured along roads

2.2 Eligibility criteria – SEN (see notes on page 7)

Pupils who have a Statement of SEN will receive transport free of charge regardless of distance if all of the following apply:

- Transport is specified in Part 4 of the Statement; and
- The child is attending the nearest appropriate school named in the Statement and
- The child has a physical or medical condition that prevents them from walking (accompanied as necessary)

2.2.1 Where an SEN Child attends a mainstream school free transport assistance will be provided subject to the 2 or 3 mile limit.

2.2.2 Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as such in the child's statement) the Authority will not provide assistance with transport.

2.3 Eligibility for families on lower income

Children from low income families, ie, those entitled to free school meals, or whose parents/carers are in receipt of the maximum level of Working Tax Credit, will be eligible for home to school transport assistance if they meet the following criteria:

2.3.1 Primary aged children (up to age 11) are entitled to free travel arrangements to their nearest qualifying school where the distance to that school is over 2 miles from their home.

2.3.2 Children aged 11-16 are entitled to free travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), where they live more than 2 miles, but less than 6 miles from that school.

2.3.3 Children aged 11 to 16 where parents/carers express a preference for a school based on religion or belief, where they live more than 2 miles but not more than 15 miles from that school to the nearest suitable school

2.3.4 Once eligibility has been confirmed on income grounds, the pupil would be eligible for

the entirety of the school year for which the assessment has been made.

2.4 Parental choice

Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school assistance will not normally be provided by the Authority.

2.5 Change of home address

Where a pupil is attending the nearest appropriate school and changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for secondary pupils in Years 10 or 11 subject to the distance being over 3 miles. Proof of move will be required.

2.6 Pupils who reside at more than one address

Eligibility for transport is assessed on the child's permanent home address. Where parents/carers are divorced or separated the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents/carers qualify, individual agreements will be reached between both parents/carers and the Authority.

2.7 Temporary medical conditions

Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance, regardless of distance, if they are attending a qualifying school and the parent is unable to provide their own transport. Medical evidence will be required to support the application.

2.8 Excluded pupils

Transport assistance will be provided to those pupils who have been permanently excluded from school to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.

Where a pupil is registered at a school, but is attending a place other than a school following exclusion, the duty to make travel arrangements will apply to the other place rather than the school where they are registered.

2.9 Disabled parents and Carers

Children whose parents/carers are disabled and are, as a result of their condition, unable to accompany their child on the walking route to their nearest qualifying school should apply to the Transport Team for assistance.

A full assessment of the parents/carers needs will be undertaken by the Transport Team, the results of which will form part of the assessment for assistance with transport for the child.

Assistance may involve the provision of an escort who could accompany such children on the journey to school in order for the walking route to be considered safe. Only in very exceptional circumstances would this assistance be in the form of a taxi.

This assistance would be withdrawn as soon as the parents/carers incapacity has ended and all arrangements will be reviewed on a termly basis.

3. Post 16 provision

Transport assistance will be considered for children aged 16+ to facilitate participation by them in further education in accordance with the Authority's Post 16 Transport Policy which is available from the Transport Team, High Street Buildings or on the Council website.

4. Behaviour and misuse

4.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:

4.1.1 the indefinite withdrawal of the child's school card or boarding card;

4.1.2 a ban from the bus for a period of time;

4.1.3 prosecution by the police;

4.1.4 the requirement to pay for any damage caused by the child.

4.2 Parents/carers will be informed in writing of any such incidents outlining any action to be taken.

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- 2.e Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified above on a termly and half-termly basis.



Name of meeting: Cabinet 22 September/Council, 7 October 2015

Title of report: Council Budget Strategy Update 2016-17 to 2018-19

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?	No
Is it eligible for "call in" by Scrutiny?	No
Date signed off by Director & name	David Smith, 4th September 2015
Is it signed off by the Director of Resources?	Yes
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	No legal implications
Cabinet member portfolio	Resources

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

1. Purpose of report

- 1.1 To determine the Cabinet's approach to the annual update of the Council's Medium Term Financial Plan (MTFP). This is reported to full Council each year, and sets a framework for the development of draft spending plans for future years by officers and Cabinet, for consideration by all members in due course (at full Council the following February).
- 1.2 The Cabinet is required under Financial Procedure Rules to submit to Council a provisional budget strategy for the following 3 years, no later than October each year.

2. Key points

2.1 BACKGROUND

- 2.1.1 National government's policy on reducing the national debt burden through significant public expenditure reductions has had a significant impact on Council funding; both over the lifetime of the previous parliament and further anticipated funding reductions over the lifetime of the current parliament.
- 2.1.2 The Council has planned for and achieved savings of £83m between 2011-15, and last year's budget strategy update report indicated a further savings requirement of £69m over the 2015-18 period; £152m in total over 2011-18.
- 2.1.3 In view of the continued scale of national funding reductions over the 2015-18 period, the Council's MTFP has been informed in particular by the aim of delivering options for re-shaping to a New Council, guided by the Council's two strategies; Economic Strategy and Health & Wellbeing strategy, to achieve the following:
- i) the Council will use available resources to best effect/support the Council's priorities, and
 - ii) the Council can live within its means for the foreseeable future
- 2.1.4 The re-shaping to a New Council also reflects a focus on developing cross-Directorate options which includes specific priorities on Early Intervention and Prevention, and Economic Resilience.
- 2.1.5 Full Council on 18 February 2015 approved a balanced revenue budget for 2015-16 to meet a **£25.3m** funding gap for the year, incorporating planned net savings of £13m, and the use of available one-off balances of just under £12.3m.
- 2.1.6 Years 2 and 3 of the MTFP include a broader range of cross-Directorate proposals as the shape of the Council moves towards a New Council, acknowledging that these proposals will continue to be developed over the MTFP; coordinated through a New Council Programme Board, chaired by the Director of Economy, Environment & Skills.
- 2.1.7 The approved budget plans further noted that longer term, even after taking account of year 2 and 3 proposals as above, and further use of one-off balances of £15m over the 2016-18 period, there was a remaining funding gap of £15.3m from 2016/17 onwards. This would need to be addressed through future budget rounds.
- 2.1.8 The detailed revenue budget book accompanying the approved budget 2015-18 can be found by the following web link for information:

2.1.9 A review of current funding gap assumptions has been undertaken to help inform the 2016-19 MTFP update, also incorporating a new year 3. This has resulted in an updated forecast funding gap which is summarised in Appendix 1 attached, and also incorporates some sensitivity analysis; in particular informed by the 8 July 2015 Government budget announcement (see also section 2.2.4 below).

2.1.10 The provisional budget strategy underpinning the 2016-19 MTFP update, which incorporates updated high level cost and income assumptions, is set out in the following section below.

2.2 PROVISIONAL BUDGET STRATEGY

2.2.1 The provisional budget strategy starting point is to roll forward existing year 2 and 3 MTFP savings, including cross-Directorate savings, as these are key to the delivery of a New Council. Years 2 and 3 of the current MTFP therefore roll forward 'as is' into years 1 and 2 of the 2016-19 MTFP update. The only exception is £300k existing savings associated with a review of payrolls deferred from 2016-17 to 2018-19.

2.2.2 Some of the proposals rolled forward as above, represent an increase in budget risk taken, in particular with regard to demand led budgets in Adults and Children & Young People's services. This approach will continue to be kept under review, alongside Council's policy on reserves and balances.

2.2.3 There has been an early high level review of other high level 'central budget' cost and 'Council funding' income assumptions, informed by a combination of emerging national and local intelligence. This suggests an updated funding gap of just over £7m in 2016-17, rising to £12m in 2017-18 and £28m by 2018-19, compared to a previous forecast funding gap starting point of £15.3m in 2016-17. The updated funding gap is consistent with the February 2015 approved budget in so far as it assumes a continuation of national funding reductions over the next 3 years, similar in scale to recent years.

2.2.4 However, there is some current uncertainty whether or not the scale of forecast national funding reductions will continue in line with the February forecast above. The Local Government Association (LGA) has modelled an alternative funding reduction scenario based on indicative government departmental spending limits to 2020, set out in the detail of the July 8 Budget announcement.

2.2.5 Sections 2.3.2 to 2.3.5 of this report sets out the LGA alternative national funding reduction scenario, which could potentially reduce the Council's forecast funding gap to nil in 2016-17, rising to just £2m in 2017-18, and £22m by 2018-19.

- 2.2.6 Given this current uncertainty, the intention is to set overall Council spending control allocations as set out at Appendix 1, for budget planning purposes. The spending control allocations incorporate the high level cost adjustments set out in section 2.3 of this report, and year 2 and 3 existing budget plan savings, rolled forward. Consideration of any further savings beyond those required to achieve the spending control allocations as set out at Appendix 1, is dependent on the outcome of the Government Autumn Spending Review later in the year.
- 2.2.7 The Government Autumn Statement planned for 25 November 2015 will clarify overall Council funding allocations for 2016-17. It is expected that this will be followed by a detailed grant announcement in December. With a “reset” of the current system due in 2017 following the implementation of the revaluation of business rates, it is not 100% certain what years the grant announcement will cover, possibly only 2016-17.
- 2.2.8 Available “one-off” balances will continue to be used; £15m over the 2016-18 period, to ‘buy time’ for a planned approach to re-shaping Council budgets over the medium term.
- 2.2.9 The financial impact of inflationary uplifts for pay, prices and income is factored into the MTFP for the next 3 years (see also section 2.4.1 to 2.4.4 below)
- 2.2.10 It is assumed that Council expenditure will continue to be contained within low Council Tax rises; assumed at 1.95% per annum over the next 3 years
- 2.2.11 The provisional budget strategy for the Housing Revenue Account will specifically address the financial impact of the Government’s proposed 1% rent reduction per annum over the next 4 years (see also section 2.7 below)
- 2.2.12 The Director of Resources will update members later in the year on any material changes to key assumptions, to reflect both (in-year) corporate monitoring, and most up to date national intelligence; in particular the detailed grant announcement anticipated in December 2015.

2.3 UPDATED COST & INCOME ASSUMPTIONS

- 2.3.1 Table 1 below summarises updated MTFP cost & income assumptions compared to current plans.

Table 1 – MTFP Update - Cost & Income adjustments

Description	Reference	16-17	17-18	18-19
		£m	£m	£m
Existing year 2 & 3 budget plans rolled forward; Funding Gap before balances (cumulative)	Appendix 1	27.1	18.6	18.6
Central Budgets – cost adjustments				
Inflation	2.4.1-2.4.4	-	-	5.0
Treasury Management	2.4.5	(1.7)	(1.7)	(1.7)
Integrated Transport Authority	2.4.6	-	-	0.5
Directorates- cost adjustments				
Monthly payroll ; shared service (HD-One) savings deferred to 18-19	2.2.1	0.3	0.3	
Sub-total		(1.4)	(1.4)	3.8
Council Funding – income adjustments				
Council Tax surplus – transfer to general fund	2.5.1-2.5.5	(3.0)	-	-
Council Tax base review	2.5.1-2.5.5	(2.0)	(2.0)	-
Council Tax Increase; 1.95%, (New Year 3)	2.5.1-2.5.5	-	-	(2.0)
Review of earmarked reserves	2.6.3	(1.8)	-	(2.9)
National funding reduction	2.2.3 & 2.3.2-2.3.4	-	-	10.0
Sub-total		(6.8)	(2.0)	5.1
Net total - adjustments		(8.2)	(3.4)	8.9
Updated Funding Gap before balances (cumulative)		18.9	15.2	27.5
Proposed use of balances	2.6.1	(11.8)	(3.3)	-
Updated Funding Gap after balances (cumulative)		7.1	11.9	27.5

ALTERNATIVE NATIONAL FUNDING REDUCTION SCENARIO

2.3.2 The Office of Budget Responsibility (OBR) set out updated public sector expenditure forecasts to 2020 as part of the 8 July budget announcement. See graph at Appendix 2 which compares these forecasts to those set out in the March budget announcement (on which our current funding assumptions are based).

2.3.3 These updated forecasts suggest, albeit heavily caveated, that there may be scope for government to review the profile of future year public sector funding reductions across years, and how this may translate to specific local government funding reductions to 2020, compared to current MTFP forecasts.

2.3.4 The Local Government Association (LGA) has modelled a potential national funding reduction (revenue support grant or RSG) scenario based on the 8 July Office of Budget Responsibility forecast, set out in the table below:

Table 2 - LGA revenue Support Grant forecast v MTFP Update forecast

Financial Year	MTFP update forecast RSG £000	LGA modelling: based on 8 July OBR forecast £000	Difference £000
2015-16	64,556	64,556	-
2016-17	47,047	56,750	9,703
2017-18	35,440	42,964	7,524
2018-19	25,440	30,877	5,437

Applying the above figures to the MTFP update, compared to Table 1 above, results in the following alternative funding gap scenario:

Table 3 – Funding Gap alternative scenario

	16-17 £m	17-18 £m	18-19 £m
MTFP update – funding gap before balances (Table 1)	18.9	15.2	27.5
Further Revenue Support Grant 'adjustment' (LGA scenario)	(9.7)	(7.5)	(5.4)
Proposed use of balances	(9.2)	(5.9)	-
Funding Gap updated	-	1.8	22.1

2.3.5 Other cost and income adjustments are summarised in the following sections.

2.4 Cost Adjustments

INFLATION

2.4.1 Future year inflation forecasts, at this stage, are allocated to central budgets. Specific inflation for pay, prices and income for 2016-17 will be allocated out to Directorates in due course, to uprate budget proposals to 2016-17 price base. However, an element of prices inflation is retained centrally through the year to be allocated out to services subject to confirmation on specific inflationary uplifts e.g. energy, waste contract prices. Updated inflation budgets are summarised in Table 4 below.

Table 4 – Central contingencies inflation across years (cumulative)

Heading	16-17 £k	16-17 %	17-18 £k	17-18 %	18-19 £	18-19 %
Pay	1,865	1	3,649	1	5,356	1
Prices	9,221	2	15,718	2	22,041	2
Income	(3,312)	2	(6,480)	2	(9,510)	2
Total	7,774		12,887		17,887	
Current Plans	7,774		12,887		12,887	
Difference	0		0		5,000	

2.4.2 The updated inflation calculations above include some scalability to reflect assumed future year savings to meet the funding gaps across years. They also reflect the July 8 budget announcement to maintain local government pay increases at 1% per annum over the next 3 years.

2.4.3 The July 8 budget announcement also contained proposals for a significant uplift in the current national minimum wage for the over 25's, from £6.50 to £7.20 in 2016-17, rising to £9 per hour by 2020. The Local Government Association has estimated that the overall cost pressures on Local Government, who are the major purchasers of these services, could be in excess of £1 billion resultant from a minimum wage uplift to £9 per hour by 2020.

2.4.4 The Council implemented a local living wage from April 2015 at £7.88 per hour, and the financial implications of this were factored into approved budget plans. Consideration would need to be given to the impact of any future national minimum wage uplift compared to the Council's current local living wage hourly rate. Early indications are that the financial implications to the Council from implementing £9 hourly rate by 2020 are additional costs in excess of £400k.

TREASURY MANAGEMENT

2.4.5 The updated treasury management budgets reflect, within the overall figures, reduced borrowing costs together with the impact of previous Cabinet approvals to apply available capital receipts/capital grant/revenue funding to service debt; net (£1.7m) as per Table 1.

INTEGRATED TRANSPORT AUTHORITY

2.4.6 The West Yorkshire Integrated Transport levy assumption for 2018-19 includes an assumed additional funding contribution for that year from West Yorkshire Councils towards financing costs to support a major regional Transport Fund Investment Programme, to be run through the Combined Authority. This Council's estimated additional contribution in 2018-19 is £500k.

2.5 Income Adjustments

COLLECTION FUND

- 2.5.1 The council tax £2m base uplift (equivalent to 1.4% against £141m current budgeted income) reflects continued council tax income collection rates significantly in excess of budgeted assumptions; demonstrated both with the 2014-15 outturn position and through Quarter 1 revenue monitoring 2015-16 reported to Cabinet on 25 August 2015.
- 2.5.2 The current council tax surplus as at April 2015 is £3m and it is anticipated that this will increase to £5m by the end of the financial year as a result of the above. At this stage it is anticipated that £3m can be released into the general fund in 2016-17 to support the MTFP.
- 2.5.3 Council tax increase assumptions over the next 3 years are in line with the current year increase of 1.95% per annum, which is just below the current 2% threshold set by government for triggering a local referendum.
- 2.5.4 There has been no government announcement at this stage concerning freeze grant beyond 2015-16. For illustration, the freeze grant offer in 2015-16 would have been worth £31.6m to Kirklees; equivalent to £1.6m compared to the £2.8m additional income from an actual 1.95% council tax increase applied.
- 2.5.5 Government could also reduce the current 2% council tax increase threshold for triggering a referendum, to a lower percentage, in time for 2015-16.
- 2.5.6 At this stage, the business rates base budget assumptions remain unchanged from current budget plans, noting that there remains some volatility due to the number of current outstanding backdated valuation appeals currently lodged with the Valuation Office. There is a current provision set aside totaling £7.5m to mitigate the financial impact of any successful backdated appeals. However this requirement (and the impact on the business rates base position going forward) will continue to be reviewed in-year.

OTHER GOVERNMENT GRANTS

- 2.5.7 A more detailed breakdown of un-ringfenced grant funding assumptions across the 2016-19 period is shown in Appendix 3 for information. These are consistent with current MTFP assumptions.
- 2.5.8 The budget announcement on 8 July 2015 included the proposed in-year (2015-16) clawback of £200m public health specific grant, nationally. Kirklees' estimated share of the clawback is £1.6m, and this is factored into the Quarter 1 monitoring projections. This estimate is subject to current government consultation which runs to the end of August, setting out options for the saving. The MTFP update at this stage assumes this is an 'in-year' national grant clawback exercise only.
- 2.5.9 Government has also deferred Phase 2 of the Care Act, relating to the capping of client contributions towards their care costs, originally to be implemented from 1 April 2016. This has now been deferred to 2020. The MTFP update does not assume, at this stage, that Government will review the national Care Act New Burdens un-ringfenced grant previously incorporated into the 2015-16 national funding settlement. Kirklees grant allocation in 2015-16 is £1.97m, factored into the current MTFP.

2.6 Balances & Reserves

- 2.6.1 The Council uses the term "reserves" to mean accumulated one-off resources built up over time, that have been set aside or earmarked for specific purposes under 3 broad categories; statutory (i.e. relate to schools only), earmarked, and risk based. Remaining reserves not set aside are referred to as general fund balances. These are summarised below.

Table 4 – Summary Reserves position

	Reserves as at 1/4/15	Reserves commitments over MTFP period 15-19	Remaining reserves	Comments
	£m	£m	£m	
Statutory	(24.0)	24.0	-	Schools related reserves
Earmarked	(64.4)	64.4	-	Commitments include £5.6m drawdown against in-year pressures
Risk based	(9.0)	-	(9.0)	Contingency reserve
General Reserves (balances)	(38.0)	33.0	(5.0)	Remaining reserves reflects minimum balances held
Grand Total	(135.4)	121.4	(14.0)	

2.6.2 The general reserves (balances) commitments over the 2015-19 period reflect both current and future year proposals to support the MTFP, leaving a working balance of £5.0m.

2.6.3 A more detailed breakdown of 'earmarked reserves' as at April 2015 are included at Appendix 4. Assumed earmarked reserves commitments over the 2015-19 MTFP period includes £1.8m specifically within grant reserves, not now required, that can be re-directed to support the MTFP in 2016-17. Assumed commitments also include reserves set aside to continue to support budget risk issues over the medium term; predominantly on demand led budgets.

2.7 **Housing Revenue Account (HRA)**

2.7.1 Another key announcement in the July 8 budget announcement concerns proposals to achieve government target welfare spend reductions by 2020; including the proposal to reduce Council housing and registered provider rents by 1% per annum for each of the following 4 years after 2015-16. Effectively about two-thirds of total social housing rents are supported by housing benefit. It is expected that these proposals will be formalised into a forthcoming Housing Bill later in the year, along with other housing related proposals.

2.7.2 This will have a significant impact on the whole social rented housing sector. The impact on Kirklees HRA is a forecast reduction in annual (base) rental income, in excess of £10m per annum by 2020. To put this into perspective, current year budgeted rental income is £84m.

2.7.3 The £10m calculated annual rent reduction by 2020 is based on a comparison of what government previously allowed for as annual rental increases across the sector (Consumer Price Index or CPI, plus 1%) compared to the current proposal for a 1% per annum reduction over each of the next 4 years. The calculation is also based on current Treasury CPI forecasts over the next 4 years.

2.7.4 The table below sets out the financial implication for Kirklees HRA base line rental income forecasts over the next 4 years, resultant from the 1% rent reduction proposals:

Table 5 – 1% rent reduction HRA rent loss impact over MTFP

Description	16-17	17-18	18-19	19-20
Annual rent increase ; pre-July 8 assumption	1.1%	2.1%	2.6%	2.8%
Annual rent reduction proposal	-1.0%	-1.0%	-1.0%	-1.0%
Rent loss impact (year on year)	£1.8m	£2.6m	£3.0m	£3.2m
Rent loss impact baseline - cumulative	£1.8m	£4.4m	£7.4m	£10.6m

2.7.5 Senior officers will be working closely with lead members over the coming months to undertake a more wide ranging assessment of the financial impact and implications for HRA over the medium term.

2.8 Budget Engagement

2.8.1 The Council's overall budget planning framework includes consideration of wider engagement and timetabling on stakeholder views on high level priorities in resource allocation. In addition, there may be a requirement for more detailed service consultations, led by the relevant services, on specific service budget proposals. These will engage service users as early as possible, and target the groups most likely to be affected.

2.8.2 There is also on-going engagement with the business and voluntary and community sectors

2.8.3 The MTFP update will incorporate updated information and public engagement on the direction of travel that the Council is undertaking, followed by public consultation. It is anticipated that this will take place primarily as an online exercise, during the period 12th October to 22nd November 2015.

2.8.4 Alongside key budget proposals there is accompanying evidence available to members; namely officer led equalities impact assessments, which have been undertaken on a range of budget proposals. This is to ensure that decision makers have due regard to the Council's equalities duties on key decisions.

3. Implications for the Council

A robust Medium Term Financial Plan and budget strategy is a key element of financial and service planning. This will be updated in detail by full Council in February 2016. This report sets a framework for development of draft plans by officers and Cabinet, for consideration by all Members in due course.

4. Consultees and their opinions

This report is based on consultation with the Council's Directors Group and Cabinet Members in assessing the current issues, risks and factors to be addressed.

5. Next steps

Resultant budget proposals will be submitted to Cabinet and full Council. The Director of Resources will co-ordinate the development of draft service plans within the budget framework and planning totals.

Cabinet will bring forward detailed budget proposals in the new year, for consideration at full Council in February 2015.

6. Officer recommendations and reasons

It is recommended that Cabinet:

- i) agrees the provisional budget strategy that informs the MTFP update as set out in Section 2.2 of this report, as a basis for member consideration at full Council,
- ii) notes the early high level review of cost and income assumptions, and resultant spending control allocations and funding gap update, incorporated into Appendix 1 attached,
- iii) notes the proposed budget engagement and consultation approach and timetable, and
- iv) notes that the Director of Resources will update members later in the year on any material changes to high level cost and income assumptions as set out in this MTFP update; in particular informed by the Autumn Statement announcement planned for 25 November 2015, and further by the 2016 Local Government Finance Settlement.

This strategy allows the budget plan to be adjusted for the major factors identified and sets the basis for officers to update draft service plans within a clear Council budget framework.

7. Cabinet portfolio holder recommendation

Cabinet portfolio holders agree with the recommendations

8. Contact officer and relevant papers

Debbie Hogg,
Assistant Director, Financial Management, Risk & Performance

Eamonn Croston, Strategic Council Finance Manager

9. Director responsible

David Smith, Director of Resources

APPENDIX 1 - UPDATED MTFP 2016-19

CURRENT DIRECTORATE PLANS ROLLED INTO 2016-17:	15-16 £000	16-17 £000	17-18 £000	18-19 £000
Children & Young People	73,347	71,743	54,665	54,665
Commissioning, Public Health & Adults Place	93,544	87,892	81,412	81,412
Resources	39,079	35,382	34,952	34,952
Communities, Transformation & Change	36,562	34,478	32,006	32,006
Cross-Directorate Activity	13,670	11,914	8,545	8,545
	936	6,965	14,198	14,198
Directorate Net expenditure	257,165	248,374	225,778	225,778
Central Budgets (MTFP Update)				
Treasury Management	34,171	33,413	34,398	34,398
Contingencies (incl. inflation)	3,066	14,356	20,656	25,356
Central Pension & Related Costs	4,877	4,877	4,877	4,877
Joint Committees	21,226	21,499	21,890	22,390
	63,340	74,145	81,821	87,021
Public Health Grant Contribution to MTFP	(6,403)	(6,423)	(6,472)	(6,472)
Total Net expenditure (Spending Control Allocation)	314,102	316,096	301,127	306,327
COUNCIL FUNDING (MTFP Update):				
<u>Business Rates Retention Scheme</u>				
Business Rates Local Share	(51,441)	(52,470)	(53,519)	(53,519)
Top Up Grant	(21,252)	(21,677)	(22,111)	(22,111)
Revenue Support Grant	<u>(64,556)</u>	<u>(47,047)</u>	<u>(35,440)</u>	<u>(25,440)</u>
	(137,249)	(121,194)	(111,070)	(101,070)
Un-ringfenced Grants	(23,249)	(24,679)	(24,777)	(24,777)
Council Tax	(140,975)	(146,481)	(150,071)	(152,971)
Collection Fund Balances	4,000	(3,000)		
Total Funding	(297,473)	(295,354)	(285,918)	(278,818)
Earmarked Reserves	(4,366)	(1,800)		
Budget shortfall (before use of balances)	12,263	18,942	15,209	27,509
Use of Balances	(12,263)	(11,785)	(3,252)	
Budget shortfall (after use of balances)	0	7,157	11,957	27,509

Memorandum Item

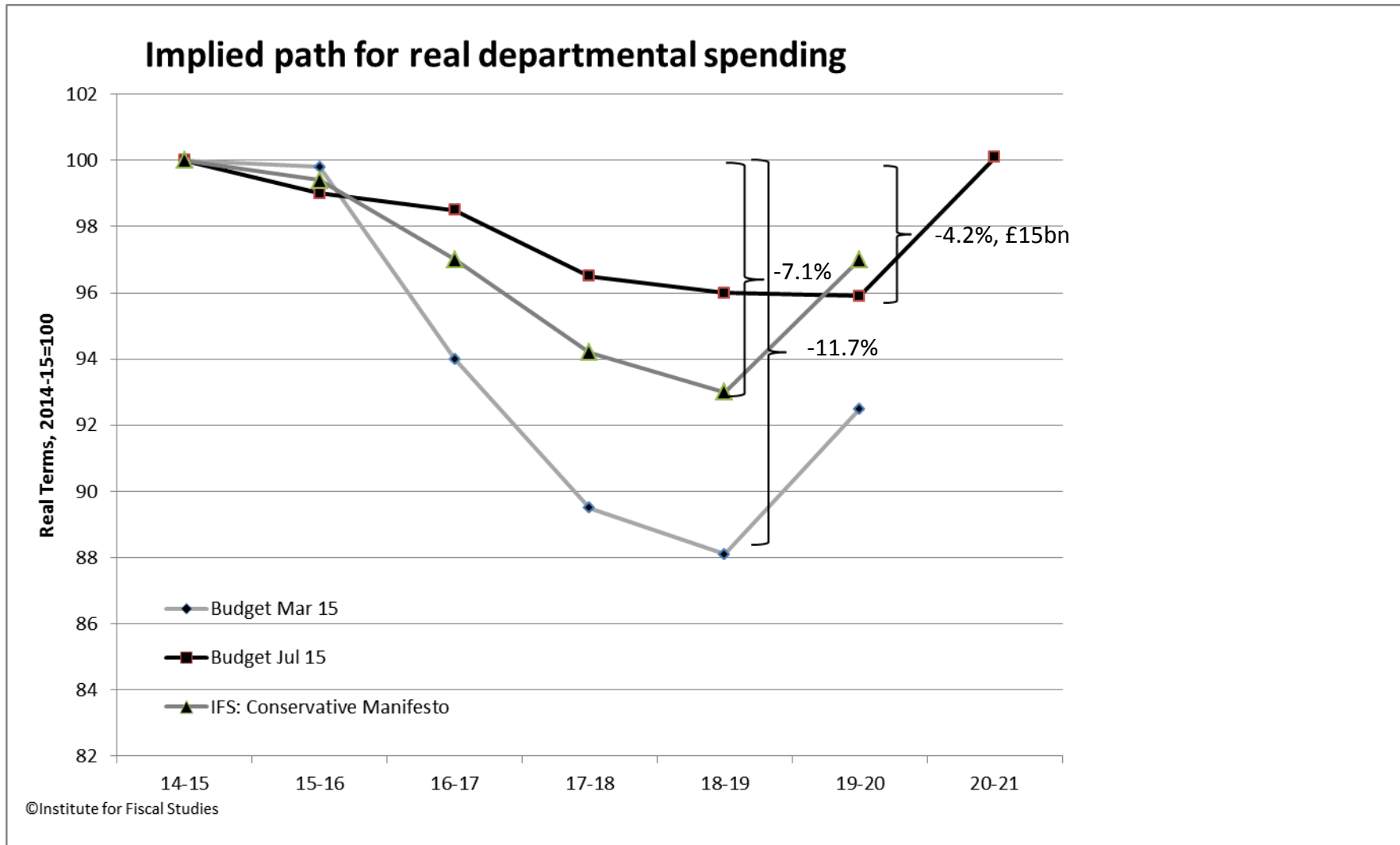
<i>Council Tax Band D</i>	<i>1267.15</i>	<i>1291.86</i>	<i>1317.05</i>	<i>1342.73</i>
<i>Council Tax Increase</i>	<i>1.95%</i>	<i>1.95%</i>	<i>1.95%</i>	<i>1.95%</i>
<i>Council Tax Base</i>	<i>111,254</i>	<i>113,388</i>	<i>113,945</i>	<i>113,925</i>

APPENDIX 1 – UPDATED MTFP 2016-19: ALTERNATIVE SCENARIO

	2015-16 £000	2016-17 £000	2017-18 £000	2018-19 £000
Total Net expenditure (Spending Control Allocation)	314,102	316,096	301,127	306,327
COUNCIL FUNDING (AS PER MTFP UPDATE)				
Business Rates Local Share	(51,441)	(52,470)	(53,519)	(53,519)
Top Up Grant	(21,252)	(21,677)	(22,111)	(22,111)
Revenue Support Grant	(64,556)	(56,747)	(42,940)	(30,940)
	<hr/>	<hr/>	<hr/>	<hr/>
	(137,249)	(130,894)	(118,570)	(106,570)
Un-ringfenced Grants	(23,249)	(24,679)	(24,777)	(24,777)
Council Tax	(140,975)	(146,481)	(150,071)	(152,971)
Collection Fund Balances	4000	(3,000)		
	<hr/>	<hr/>	<hr/>	<hr/>
Total Funding	(297,473)	(305,054)	(293,418)	(284,318)
Earmarked Reserves	(4,366)	(1,800)		
Budget shortfall (before use of balances)	12,263	9,239	7,685	22,072
Use of Balances	(12,263)	(9,239)	(5,900)	
	<hr/>	<hr/>	<hr/>	<hr/>
Budget shortfall (after use of balances)	0	0	1,785	22,072

Memorandum Item

<i>Council Tax Band D</i>	1267.15	1291.86	1317.05	1342.73
<i>Council Tax Increase</i>	1.95%	1.95%	1.95%	1.95%
<i>Council Tax Base</i>	111,254	113,388	113,945	113,925



APPENDIX 3 – UNRINGFENCED GRANTS 2016-19

	15-16 Approved Budget	16-17 MTFP Update	17-18 MTFP Update	18-19 MTFP Update
	£	£	£	£m
Education Services Grant	5.300	5.300	5.300	5.300
Lead Local Flooding	0.067	0.067	0.067	0.067
New Homes Bonus	7.660	9.260	9.260	9.260
Local Reform and Community Voices	0.250	0.250	0.250	0.250
Housing & Council Tax Administration Grant	2.530	2.530	2.530	2.530
Council Tax Support New Burdens	0.100	0.100	0.100	0.100
New Homes Bonus Returned Funding	0.240	0.240	0.240	0.240
Extended Rights to Free Travel	0.093	0.093	0.093	0.093
2% Business Rates increase 'cap'	1.090	1.111	1.134	1.134
Empty Property & Relief Grant	0.635	0.648	0.661	0.674
Small business rates relief grant	3.049	3.110	3.172	3.236
New Burdens Funding (Social Care Act)	1.970	1.970	1.970	1.970
Special Educational Needs Reform Grant	0.265	-	-	-
Total	23.249	24.679	24.777	24.777

Appendix 4 Earmarked/Risk Reserves

	31/3/15	Comments
	£m	
Statutory (£24m)		
School balances/schools grant	(24.0)	£15.6m school balances, £8.4m dedicated schools grant ; (£24m is equivalent to 9.6% of the annual schools budget of £248m)
Earmarked (£64.4m)		
Grants	(19.2)	Deferred spend commitments; specific grants and other external funding
Workforce Restructure	(14.6)	Mainly to cover off Council wide Vol Severance costs; includes Cabinet approved commitment of £0.5m for 'transformation'
Health & Social Care	(9.8)	Earmarked in part for budget risk (volumes)
PFI	(3.2)	Committed spend over years; contractor pre-payments
Journey to New Council	(3.0)	Cabinet approved spend for 'transformation'
Revenue Rollover	(6.8)	Deferred spend commitments ;12/13 and 13/14 revenue rollover
Other	(7.8)	Includes business rates/adverse weather/dilapidations/equip store
Risk Based (£9m)		
Organisational risk	(7.5)	Informed by Corporate risk register
Insurance	(1.5)	Set aside for uninsurable risks
Total	(97.4)	

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Name of meeting: Cabinet

Date: 22nd September 2015

Title of report: Quarter 1, 2015/16 Corporate Performance Report

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?	Not applicable
Is it eligible for call in by Scrutiny?	Not applicable
Date signed off by David Smith, Director of Resources	25/8/15
Is it signed off by the Director of Resources?	Yes
Is it signed off by the Assistant Director - Legal & Governance?	Not applicable
Cabinet member portfolio	Resources

Electoral [wards](#) affected: Not applicable

Ward councillors consulted: Not applicable

Public or private: Public

1. Purpose of report

The purpose of the Corporate Performance Report, supported by reports on progress against outcomes in the Joint Health and Wellbeing Strategy and Kirklees Economic Strategy, is to provide Members with an overview of the Council's performance at the end of quarter 1, 2015/16.

2. Key points

A new approach to performance management has been adopted for 2015/16 which provides a stronger focus on outcomes in the Joint Health and Wellbeing Strategy (JHWS) and the Kirklees Economic Strategy (KES). The associated performance reports provide updates on progress on these outcomes and an overview of performance, financial, risk and the New Council programme.

Executive Team have noted and responded to the quarter 1 updates. Key points included:

- A strong focus on early intervention and prevention, with key examples in quarter 1 being: development of 'Hubs' of people, partners and community representatives; trying new ways of working and addressing the data sharing and IT issues that will support this; joint commissioning.
- Building economic resilience through a focus on regional working, specific sectors of the economy, sufficiency of the workforce, and Kirklees as a great place to live.
- Child and Adolescent Mental Health Services: challenges of the current service in meeting demand, and ongoing work on the contract specification
- Impacts of Government welfare reforms on homelessness, rent and council tax collection, with responses including development of 'Better Off Kirklees'.

- Financial pressures, but also success of funding bids regionally, nationally and at a European level.

3. Implications for the Council

The attached reports show progress in relation to the Council's key strategies and the Corporate Plan for 2015/16.

4. Consultees and their opinions

The performance information that informs the attached reports is considered by Directorate Management Teams prior to presentation to Executive Team.

5. Next steps

The reports may be considered by Overview and Scrutiny Management Committee.

6. Officer recommendations and reasons

It is recommended that the report is noted.

7. Cabinet portfolio holder's recommendations

Not applicable.

8. Contact officer and relevant papers

Directorate Performance Lead Officers:

- Sue Grigg, (Adult and Children's Services & Public Health)
- Nick McMillan (Place)
- Clare O'Regan (Resources & Communities and Transformational Change)

9. Assistant director responsible

Debbie Hogg, Assistant Director for Financial Management, Risk and Performance, telephone 01484 221000

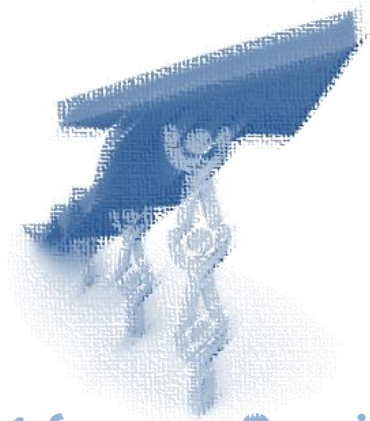
April to June 2015

**Quarter (1)
Corporate Performance
Report**

**Corporate
Performance
Framework**










2015/16



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RAG Key:

	On Track
	
	Off Track
	
	At Risk
	Data Not Due
	Data Missing

1. Summary Overview



Progress:

The overarching themes arising from the analysis of directorate contributions to the JHWS Outcomes at quarter1 are as follows:

We are working to ensure a strong focus on Early Intervention and Prevention as we believe this is the most cost effective and customer focussed way to support and deliver services to the public. We are facilitating 'Hubs' of people, partners and community representatives to create opportunities for increased collaboration, creating new and different ways of working by bringing together expertise and funding in one place.

There are many examples of new and different ways of working across services, partners and the third sector; one of the biggest challenges continues to be data sharing and the IT infrastructure to support the increased level of collaboration to which we aspire.

Our ambition to strengthen our Joint Commissioning approach is progressing well; enabling us to capitalise on local intelligence and joint expertise to develop effective services based on the health and well-being needs of local people. We are working with partners to improve the delivery of CAMHS services however access to services remains a concern.

Across the board we are supporting individuals, groups and communities to develop resilience skills to increase their self-reliance and confidence to meet individual and neighbourhood challenges.

We are using external inspections and Peer Review assessments to challenge us to ensure we remain forward thinking and progressive.

In addition, we have initiated work with performance managers in the CCG's (Clinical Commissioning Groups) to enable us to include within the report their significant contributions to the JHWS outcomes so the report will represent both the council and CCG's.

The overarching themes arising from the analysis of directorate contributions to the KES Outcomes at quarter 1 are as follows:

We are working to ensure a strong focus on economic resilience as we believe this will deliver long lasting impacts that will contribute to sustained economic growth both now and into the future.

The council is concentrating its efforts on specific sectors, with the potential to maximise our unique strengths and skills that will contribute to local economic growth, e.g.

- Consolidating Kirklees as the heart of a growing innovative manufacturing and engineering cluster in the Leeds City Region
- Achieving economic sustainability in the creative sector
- Supporting sufficiency of workforce supply in the local social care sector.

Creating the right conditions for economic resilience and growth is underpinned by a strong focus on employability and skills development. The council is tackling barriers to employability with young

people, for disabled people and is encouraging benefit claimants to become more 'work ready'. We are helping to promote the growth in opportunities for up-skilling through volunteering in local community activities in partnership with the third sector.

Alongside Kirklees being a great place to work, there is also an emphasis on Kirklees being a great place to live. There are several key drivers - sufficiency (of housing, of school places), connectivity (both digital and highways infrastructure), town centre vibrancy, environment and greenspace.

Our significant areas of risk at quarter 1 aligned to the Corporate Risk Log are:

1. The Government's Welfare Reforms are likely to have a significant impact on the Council, by way of increased demand by vulnerable individuals for services, increased risk of homelessness and difficulties in collecting rents and council tax for those who receive lesser support than in the past. This risk already has the maximum score 25, but its overall value is likely to rise. Its wide range means it has once again become a service risk. (Risk Z27)

Mitigating Action/s: We have developed our 'Better Off Policy' in response to the Welfare Reform Changes ensuring residents have access to accessible information to help with benefit claims and advice on getting back into work. We have a Peer Mentor scheme to help young people maintain their home. We achieved above target with our preventative housing policies last year.

3. The current Children's Services risk register identifies Children's & Adolescent Mental Health Services (CAHMS) as having a risk score of 25, however, service arrangements are principally managed by the NHS. The risk relates to the consequences of the CAMHS service current inability to meet the demand for services for children and young people requiring interventions to deal with complex emotional issues. In view of the high score, and that this activity is also identified as a potential risk by the councils NHS partners, it should really be identified as a corporate risk by the council.

Mitigating Action/s: A CAMHS summit has been held for Chief Council Officers (from Kirklees and Calderdale) as part of a joint contract discussions, CCGs and Provider are well established and have an agreed action plan. Work is ongoing to re-specify contract requirements for Kirklees. We have developed more access routes for LAC needing emotional support via CHEWS and CAMHS; however CAMHS provision remains a concern. *For details of key Corporate Risks see Page 20 of this report.*

Funding pressures: Local Government continues to face severe financial constraints and a number of funding opportunities are either ending or being reduced. However, we have made some successful bids regionally, nationally and at a European level to help us mitigate some funding losses or to provide opportunities to develop and trial new and different ways of working. This is evidenced by our positive collective response to the Care Act and the Children and Families Act. *A summary of the current budget position is available on page 21 of this report.*

New Council Programme: In the 1st quarter of 2015-16 the council has continued to develop its programme of work to take us to what is being called 'New Council' by the end of March 2018; an organisation that addresses our budget challenges and provides or commission's services that support our Vision. Detailed programme management and governance arrangements are in place.

More importantly, senior officers have identified and prioritised the change activities that will constitute the scope of that transformation journey and have been considering what supporting resources (internal and external) will be required. *A Summary report is available on page 22.*

2.

Joint Health And Wellbeing Strategy



Outcome (1) Support prevention and early intervention – i.e. focus on stopping health and wellbeing issues from starting

Headline Action		Q1	Q2	Q3	Q4
CHP001	Legislative framework – Health & Social Care	●	○	○	○
CHP002	Stronger families – Trouble Families Programme	●	○	○	○
CTC001	EI&P – crime, anti-social behaviour and extremism	●	○	○	○
FSP001	EI&P – Child protection	●	○	○	○
LS001	Quality of schools and settings – broadening the curriculum	●	○	○	○
LS002	Quality of schools and settings – youth employment	●	○	○	○
PH001	Infection or communicable/non-communicable diseases	●	○	○	○
PH002	Every child has the best start in life	●	○	○	○
PL001	School catering - Best nutritional start in life	●	○	○	○
RES001	EI&P – Resources support to specific frontline programmes	●	○	○	○
SCW001	Care Act implementation	●	○	○	○

Progress against the outcome

Responses to new legislation: The Care Act: Implementation of changes that came into effect on 1/4/15 is going well. Monitoring processes are in place to help us understand the impact the new rules and procedures are having. Plans are in place to ensure that any changes announced in new statutory guidance can be implemented. There is a risk around the late publication which will lead to reduced time to ensure local compliance.

As part of our response to the Children and Families Act the Engagement plan for disabled children and young people is underway and this will also contribute to the next phase of the Local Offer. The Local Offer has been redesigned as a result of consultation with children and families.

Child Sexual Exploitation Training (CSE): 3000 staff in schools have undertaken some training in relation to CSE this includes face to face and on-line training.

Learning and Community Hubs: We are working to develop schools as commissioners and the development of Learning and Community Hubs continues. We are testing out new ways of working and connection with Early Intervention, Prevention and Targeted Support and 'Team around the School. Early Testers include Royds, Almondbury, Carlinghow, Honley, Highbank and Spen Valley.

Learning and Skills Funding: Rollover funding has been secured to develop a limited offer in relation to progression routes and intervention programmes from Sept 2015. Further opportunities via European and Local Economic Partnership (LEP) funding will be scheduled throughout the year. Local needs and priorities have been fed into the Leeds City Region Strategy for European Funding. We are engaging with organisations developing applications for funding in our priority themes including full participation in education, employment and training, apprenticeships, enterprise and innovation.

Stronger Families: 296 families have been identified as eligible for the programme with 130 allocated to a named worker and others awaiting allocation. The Data Sharing Agreement with DCLG

(Department of Communities & Local Government) has been successfully revised to reflect the council's perspective and has been signed by both parties.

Community Cohesion: PREVENT is a priority. All high schools are fully engaged in the PREVENT agenda. The significant key elements we have concentrated on are: training to a range of partnership officers on anti-social behaviour powers and tools; reviewing the Channel Process which identifies and supports individuals at risk; community mobilisation in priority neighbourhoods to build networks and community resilience.

Areas of risk or concern against the outcome

None reported.

Outcome (2) Enable people to have control, independence and resilience		Q1	Q2	Q3	Q4
Headline Action					
CHP003	Wider safeguarding agenda				
FSP002	Resilience & independence for looked after children				
LS003	High quality educational outcomes for young people				
PH003	Self-care approach for people living with Long Term Conditions				
PH004	Major incidents readiness				
PH005	Personal resilience & emotional wellbeing for Young People				
PH006	Healthy living – food, skills & physical activity				
RES002	Access to services – through appropriate channels				
SCW002	Avoidable adult admissions to hospital and long term care				
SCW003	Self-management of adult care packages				

Progress against the outcome

Safeguarding Adults: Local authorities have a statutory duty to establish and run Safeguarding Adults Boards (SABs) to “help and protect” adults at risk in its area. Although not a Care Act requirement we have decided to appoint a chair who was independent of the local authority and partner agencies.

Self-Care Approach: Self-care is integral to Care Closer to Home plans and procurement. The 'Train the Trainer' model of delivery is part of LoCala's 'Maximising Independence' strategy. The joint training programme is being delivered to community care teams across health and social care. Expert Patients Programme, Health Trainers and Physical Activity and Leisure Schemes continue to be marketed and promoted.

A successful pilot took place ending in April 2015. Key themes for development are specifically aimed at improving the user experience i.e.

- How we support people to recognise self-care can assist their long term condition.
- How they can navigate through options to help.
- Ensuring the content of the individual self-care option is specific to the choice made.

Personal Resilience: The young people drug and alcohol specification already includes resilience performance measures; these will be developed for the Children and Adolescent Mental Health Service (CAMHS) specification as the service model is agreed. Two schools are currently testing and

evaluating a self-assessment tool to promote resilience in Children and Young People. Hub schools are being supported to identify the resources needed to engage families and communities in local alliances to identify their priorities and build their capacities to address them.

Community Resilience: Council managers have participated in joint working with the North East Counter Terrorism Unit in the delivery of Project Griffin and Argus sessions as part of the overall PREVENT strategy.

Areas of risk or concern against the outcome

None reported.

Outcome (3) Promote and create opportunities for improving physical and emotional health and wellbeing		Q1	Q2	Q3	Q4
Headline Action					
CTC002	Sustainable culture & leisure opportunities				
FSP003	Therapeutic assessment and support for LAC				
LS004	Joint focus on maximising learning provision				
PH007	Public health support to Council commissioning				
PH008	Health safety wellbeing of council staff				

Progress against the outcome

Physical Wellbeing: The START programme (for overweight/obese young people) has worked with 60 new families. Child participants have shown a 63% reduction in body mass index. Practice Activity and Leisure Scheme (PALs) programme continues with 680 new patients with long term conditions engaged.

All participants/carers reported positive health gains: (49) in 'Steps for Life' (people with dementia), and (73%) of clients on 'Active for Life' (people with mental health conditions) consisting of (137) existing and (69) new carers.

Community engagement work on health inequalities and wellbeing continues to be rolled out e.g. 39 interventions related to smoking, dementia, healthy foods, fitness & general health.

Emotional Wellbeing: From September 2015 the Virtual School pupil premium is being used to support joint working with the Pupil Referral Service, Educational Psychologists and the Children's Emotional Wellbeing Service (CHEWS) to provide additional capacity to be more responsive to LAC needing emotional support. The escalation routes to access a CAMHS service have been updated to reflect the change of resource and staff briefed.

Employee Wellbeing: A comprehensive offer has been provided to support the wellbeing of employees. Activity examples include the following:

- Bespoke health and safety training courses, risk based screenings undertaken for high risk occupations and vaccinations where required.
- Occupational health advice for individual employees (including attendance advice).
- Face to face counselling sessions.
- Tailored individual interventions to improve physical wellbeing enabling them to remain in work, or to return to work after ill-health, injury or accident.

Area of Risk or concern:

Adult Education: Changes have been made to the Community Trust made necessary by national developments. A Significant reduction in the adult skills budget for 2015-16 and further potential changes are also anticipated in the July budget.

Work is under way to develop a proposal to establish a Community Led Local Development Project via European funding (ESF/ERDF) to strengthen the community capacity to increase access to skills and employment in the most disadvantaged communities in Kirklees.

Outcome (4) Reduce avoidable differences in health and wellbeing and prioritise according to need and impact

Headline Action		Q1	Q2	Q3	Q4
CHP004	Access to adult social care services to gain independence				
CTC003	Commission Health watch and NHS Complaints Advocacy				
FSP004	Integration of Special Educational Needs & Disability services				
FSP005	Looked After Children close to home				
FSP006	Youth offender services				
FSP007	Embed Multi Agency Safeguarding Hub into practice				
LS005	Children & Families Act SEN compliance – specialist learning				
PH009	Integrated intelligence function across the Council				
PL002	Access to suitable settled homes				
SCW004	Personalised adult care support				
SCW005	Vision to prevent adult abuse and neglect				

Progress against the outcome

Working Differently: Following briefings with partners Children’s Services introduced the ‘Single Assessment’ in June. An incremental approach has been adopted and the roll-out to (Early Intervention and Targeted Support) EITS will take place in August.

The Multi Agency Safeguarding Hub (MASH) was established on 1st April. It is expected to take 12 months of the operation of the MASH before a trend towards the desired reduction in repeat referrals might be seen. New performance measures have also been introduced to measure success. Successful Homelessness preventions last year reached 1,792, exceeding our 2014-15 target of 1,540.

The recruitment of peer mentors for young people who are experiencing difficulties is helping vulnerable single people keep a roof over their heads.

The transfer of a number of Occupational Therapists from Health to Kirklees Council in July 2015 will improve the effectiveness of our advice regarding aids or adaptations in properties.

Children and Families Act: We are working to develop a whole life Disability Service. The Disabled Children's Strategy Group meets quarterly with an expanded membership including Parents of Children with Additional Needs (PCAN) and representatives of the Voluntary & Community Sector (VCS).

Engagement strategy is being developed leading to commissioning work to engage with children and young people about the new Education, Health & Care (EHC) approaches.

A review of demand across all specialist provisions is taking place as part of the annual audit to determine future need and allocation of resources. Currently south Kirklees outreach work is being carried out by the other Autistic Spectrum Disorder (ASD) provisions.

Development of in-depth guidance for schools, specialist provisions and special schools are being developed to offer a continuum of support for children and young people with ASD.

Safeguarding Adults: Promotion of a Prevention Framework: Specific work is taking place with individual providers where homes are subject to a large scale investigation and improvement planning.

Youth Offending: Kirklees Youth Offending Team (YOT) continues to provide a service to all young people aged 10-17 in the criminal justice system. A number of designated YOT Officers for Looked after Children (LAC) have reduced their level of offending by more than 10% in the last year. Maintaining improvement may be affected if the age profile of the LAC population increases; as the highest proportion of young offenders, are in the older age range. Kirklees YOT also continues to offer a service to all victims of crime, ranging from information regarding outcomes, through letters of apology to direct mediation.

The proportion of direct mediation still remains low.

Areas of risk or concern against the outcome

Development of an Integrated Intelligence Approach: An Integrated intelligence network is well established with agreed terms of reference this now includes Clinical Commissioning Groups (CCG) representation.

Outcome (5) Ensure collaboration and integration across services and partnership organisations		Q1	Q2	Q3	Q4
Headline Action					
CHP005	Integrated commissions to deliver care pathways				
CTC004	Strengthen strategic partnerships, increase collaboration				
LS006	Strategic leadership to education system and partnership				
LS007	Infrastructure planning for schools				
LS008	Learning & community hub programme				
PH010	Embed JHWS in planning for future health & wellbeing				
SCW006	Vulnerable adults health & wellbeing				

Progress against the outcome

Joint commissioning: Work continues, overseen by the Integrated Commissioning Executive and the Chief Officer Group, to take forward the priority areas for more integrated commissioning approaches. The Integrated Children & Families Group continues to lead on the priorities. Contracts that need re-tendering are identified and work has begun on the review of contracts.

A CAMHS summit was held with Chief Officers (from Kirklees and Calderdale Councils) as a joint contract; CCGs and the Provider are established and have an agreed action plan. Work is ongoing to re specify contract requirements for Kirklees.

The Better Care Fund is now in place and all schemes have completed their first stage of monitoring.

Sufficiency of school places. We have sufficient school places for 2015/16 and we are working now to ensure the sufficiency of placements for the academic year 2016/17 this will contribute to the Local Plan. Strategic discussions with corporate colleagues are underway.

Recruitment of School Governors: A new approach to Kirklees Governor Briefing has also been launched. We are exploring digital by default opportunities for the recruitment processes. Online Disclosure & Barring Service (DBS) checking has been adopted. Opportunities via the Associate Framework (Learning and Procurement Model) are being explored. This will allow us to be more proactive in both our recruitment and retention of Governors and Clerks.

Learning and Community Hubs: The vision for learning and community hubs has been developed by schools and sees strong partnerships/clusters/collaborations of schools as the vehicle for delivering a range of services as part of a new council approach. Building the Future Together conference held in July shared the vision and learning so far.

Early Intervention and Prevention Board (EIP) approved testing alternative ways to deliver the statutory children’s centre core offer and to begin to test a co-produced and reshaped EIP offer.

Areas of risk or concern against the outcome

Learning and Community Hubs: IT implementation is at early stage. The IT Think Tank is established to oversee 31 key IT projects for Learning and Skills - of which nearly half are needed for us to meet statutory responsibilities. Additional funding (£40k) agreed to support delivery of IT Programme enabling capacity building to support Tribal System delivery, updates and integration within IT service and to secure additional support from providing company.

Outcome (6) Involve people and communities to create and deliver solutions		Q1	Q2	Q3	Q4
Headline Action					
CTC005	Enable and nurture volunteering and social action				
LS009	Strong partnerships across education sector				
PH011	Community engagement in Joint Strategic Assessment				

Progress against the outcome

Capacity Building: Continuing to strengthen collaboration and partnerships, to test new ideas. The Comoodle Delivery plan and budget were accepted by Bloomberg and 3 community pilots are underway the evaluation will be undertaken by Huddersfield University.

The successful bid to the Community Ownership and Management of Assets (COMA) programme will provide access to funding for Voluntary and Community Services (VCS) groups when they consider becoming asset owners or managers. Consultancy will be available from (COMA) when partnership and groups develop more complex asset advancement options.

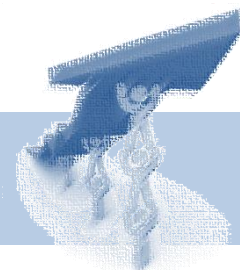
Cities of Service initiatives, ‘MENtors’ and ‘Out and about’ are developing strongly with cross sector input, including the involvement of Cummins with the Hackathon. The sharing/overlying data relating to older people, public transport routes etc. has helped inform and target the project.

Launch of several Community Builders and the Community Builder learning sites have engaged 30 Community Builders delivering 60 Community led activities: identifying key people to help communities realise their potential, building ever wider positive networks and identifying useful resources.

Areas of risk or concern against the outcome

None reported.

3. Kirklees Economic Strategy



Outcome (1) Business... economic competitiveness and profitable business

Headline Action	Q1	Q2	Q3	Q4
CHP006 Accommodation support for vulnerable people	●	○	○	○
CHP007 Development of health & social care market	●	○	○	○
CTC006 Resilient and competitive creative sector	●	○	○	○
LS010 High quality education, learning and skills provision	●	○	○	○
LS011 Connecting businesses to skills	●	○	○	○
PH012 A sustainable food culture to promote health	●	○	○	○
PL003 Kirklees as a manufacturing and engineering cluster	●	○	○	○
PL004 Maximise innovation & enterprise assets	●	○	○	○
PL005 Value for money procurement	●	○	○	○

Progress against the outcome

Manufacturing and Engineering: The Local Enterprise Partnership (LEP) has agreed to support Kirklees in taking the lead role on innovative manufacturing supply chains. We are also talking with neighbouring Local Authority's and the University to develop a regional European Structural Investment Fund (ESIF) bid to map manufacturing supply chains. We have been working with Yorkshire Universities to deliver our ecoda (economic data model) that will provide an interactive visualisation of our regional assets.

Business support: 1.5 Full Time Equivalent Small to Medium Enterprise (SME) Growth Managers have been appointed, who will link 75 businesses a year with the regional, national and local offers. The LEP is supporting a regional roll-out of the Kirklees Business Hub model and we are in discussions with neighbouring LA's to adopt the system.

Innovation assets: Funding approved for the Process Engineering Facility at Kirklees College with a view to starting on site in summer 2015.

Procurement: 100% of eligible contracts have considered social value in establishing the procurement plan. This is based on the contracts that have been awarded this quarter. The value of these contracts is £2.8m and represents 80% of the total value of contracts awarded.

Learning & Community Hubs: Activity is underway to develop local models for commissioning within the community hubs trial/test school areas. Further work is required to ensure data systems link, support appropriate and planned exchange of information between Education, Health and Care. Commercial opportunities: Developing links with Teaching Alliances to secure funding for projects through joint bidding - successful bid made to Education Endowment Fund in summer 2015 for Teaching Assistants.

Creative sector: The Creative Partners Plus Network has planned a Sector Leadership Programme, designed to develop the skills of future leaders in the creative sector so they become less reliant on

the Council. The purpose of the programme is to help creative and cultural organisations to explore their economic sustainability; identify their audiences/market; what their competitive angle (USP) is; the innovation within the organisation; how to maximise innovation through collaboration and consortium working; what benefits they can offer Kirklees as a result.

Areas of risk or concern against the outcome

None reported.

Outcome (2) People... skilled, able and healthy people/communities, supporting good employment rates and outcomes					
Headline Action		Q1	Q2	Q3	Q4
CHP008	Support vulnerable people to employability				
CHP009	Workforce Planning Strategies – Adult Social Care				
CTC007	Up-skilling: creative, community, cultural, physical activity sectors				
FSP008	Looked after children employability				
LS012	Cutting edge pre and post 16 collaborative provision				
LS013	Stronger education/ business links to enhance attainment				
LS014	Routes to high quality employment				
PH013	Tackling health related worklessness				
PL006	Stimulate activity through local land planning				
RES003	Support benefits claimants employability				

Progress against the outcome

Local Planning: Development work on the Local Plan is progressing to timetable. Consultation and engagement work is about to begin.

Jobs and skills: Indicative grant committed to Kirklees companies of over £100k in value is £1.6m matched against total investment from all sources of just under £8m - proposed to create 194 jobs over the next several years. Since inception, the Kirklees Apprenticeship Hub has achieved 268 apprenticeship starts to a profile target of 224 starts by May 2015. Aside of SME engagement activity, specific engagement is taking place with 3rd Sector Leaders in relation to Higher Level apprenticeship. For 2014/15, a total of 174 young people moved from unemployment into a job with the Head Start programme.

Careers services: Collaborative arrangements have been put in place for Careers Information Advice and Guidance and a pilot Internship Programme is under development. Dedicated career advice is in place for Looked After Children.

Claimant employability: The BetterOff Kirklees website, which will help benefit claimants with benefit maximisation and job searches, is on track to go live in the autumn. Alongside this, work has continued on developing take-up of adult learning in priority neighbourhoods, the adult social care workforce strategy, and building skills and confidence in communities.

Volunteering: This quarter saw 16 sports and physical activity coaching and volunteering courses run. 145 people are now trained across a range of areas, e.g., safeguarding, walk leaders, moving

more often, ping pong, first aid, Sports Coach UK, run leaders, Shall we dance leaders. These volunteers are now able to deliver safe and effective activities in their local community.

Social care sector: The social care sector Workforce Strategy has been revised and an updated draft workforce strategy and action plan has been produced. Given the capacity issues in the independent sector, a recruitment campaign is being planned for domiciliary care including videos, case studies, promoted posts through social media, positive news stories in local media etc. This will be an ongoing campaign to promote positive messages of working in the industry. We are also developing a proposal for leadership and management training for independent sector, specifically aimed at existing operational/residential managers and aspiring managers.

Areas of risk or concern against the outcome

There are challenges in engaging with NHS to develop an integrated approach to workforce across health and social care.

Outcome (3) Place... high quality places / environments and infrastructure that support business, health & life

Headline Action		Q1	Q2	Q3	Q4
CTC008	Community involvement in place shaping				
LS015	Secure sufficient quality learning places				
PH014	Embed JHWS KES in infrastructure planning				
PL007	Improve connectivity for communities across Kirklees				
PL008	Increase the number and quality of homes				
PL009	Regeneration initiatives in our town centres				
PL010	Good quality and sufficient social housing				
PL011	Enhance Kirklees through environment & greenspaces				
PL012	Environmental improvements for Kirklees				
RES004	Infrastructure for digital connectivity across Kirklees				

Progress against the outcome

Housing supply: Work is progressing well on the small sites housing development programme (5 homes or less). Five sites have gained planning permission in Q1. Currently on track for awarding our first large site contract by the end of the financial year. A new 3 year affordable housing target is proposed of 700 new affordable homes to be delivered over the period of 2015-18.

Digital connectivity: 250 businesses have expressed an interest in Kirklees Core (the state-of-the-art, gigabit speed, pure fibre optic network to deliver ultra-fast connectivity). Kirklees have secured 42% of the capital allocation from BDUK Phase2 for West Yorkshire - meaning approximately £4.2m for infrastructure in Kirklees alone.

Town centre vibrancy: Construction of new bus gates and other traffic management features (Huddersfield Town Centre Connectivity Project) now underway with the first phase of work on St Georges Square and Station Street now complete. Plans for Dewsbury-on-Sea have revised to scale up the event to counter recent negativity for the Town

Environmental improvements: Kirklees has succeeded in securing West Yorkshire Combined Authority agreement to the principle of Green Street enhancements for the WY Transport Fund. Procurement has been completed to deliver energy efficiency improvements to private homes, now called “Better Homes Yorkshire”. 177 PV solar panel systems have been installed to council housing during Q1.

Environment and greenspace: Trial of new ways of working is now completed for open space maintenance. A Collective Agreement to move to four day zonal working and grey/green bin team re-organisation is in place and is planned for implementation in September. A significant reduction in contaminated loads of Green Bin material at the Thornhill Transfer Station - from 50% contamination to just 1%.

Physical activity strategies: The Physical Activity & Sport Strategy, the Built Sport & Leisure Facilities Strategy and Golf Needs Assessment are progressing well. Supply and demand have been identified in relation to playing pitches and is informing the Local Plan.

Areas of risk or concern against the outcome

Regional connectivity: A lack of financial information and resource concerns still gives cause for concern in relation to the Capital Plan at this early point in the year. Kirklees is actively engaged in discussions about HS2, M62 Junction 24 and the West Yorkshire Single Transport Plan. However, recent announcements to ‘pause’ the Trans Pennine electrification project give cause for concern.

Digital connectivity: The rollout of business broadband and fibre to the cabinet broadband services to 100 sites is now complete, but there have been some service issues that have affected the service availability at some of the newly connected sites. The corporate core fibre network and connection to the wider internet is behind schedule but will be delivered within the next quarter.

4.

Core Performance Indicators



There are 68 core performance indicators in total. A full schedule of indicators and RAG ratings can be found in Appendix (1). This section highlights the exceptions only, those that report either significant risk or significantly high performance.

Adult Services

Key issues

No PI's to be noted.

Children's Services

Key issues

FSCP Good News:

- KI 069 While there has been a significant increase in reoffending rates from the previous equivalent year (0.97 July 11 to June 12), the latest figure of 1.22 (July 12 to June 13) shows a small decrease from 1.29 (April 12 to March 13). Over the past 2 to 3 years there has been a 60% reduction in the cohort size (i.e. the numbers of young people offending is down from 855 (July 09 - June 10), to 265 (July 12 to June 13). This represents very good performance in that the number of young people offending has reduced dramatically over the past three years. It is worth noting that this reduced cohort is more likely to contain a higher proportion of persistent offenders.
- KI 220 Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody - While the numbers are low, and forecast to meet our target there would appear to be a developing trend of more serious offending by the custodial cohort. Thus, of the 5 custodial sentences this quarter, 4 have been section 90/91 which can only be imposed at crown court for serious offences.
- KI 223 Between 2008 and 2013 there was a 75% reduction in First Time Entrants to the Youth justice system. Since 2013 there has been a slight increase. The indications are that this is now stabilised and this is still a 60% reduction from the 2008 peak.

There are 4 KI's to note:

- KI 391 The average time between a child entering care and moving in with its adoptive family, for children who have been adopted - This outcome is based on a small cohort of 4 this year to date with a large range of individual outcomes from 295 to 1,355 days. The target will be challenging due to it being based on the DfE threshold of 14 months (426 days). Work is taking place within the Adoption Team to define the likely cohort and possible outcomes for 2015/16.
Full Adoption Scorecard data for March 2015 will not be available until at least the end of September 2015 but the latest Adoption Leadership Board data for Q3 2014/15 showed the following outcomes: Kirklees 526; West Yorkshire 574; Yorkshire & Humber 517; Statistical Neighbours 567; England 534.
- KI 392 The average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family - This outcome is based on a small cohort of 4 this year to date with a large range of individual outcomes from 87 to 982 days. As for KI 391, the target will be challenging due to it being based on the DfE threshold

of 4 months (121 days). Work is taking place within the Adoption Team to define a likely cohort and possible outcomes for 2015/16.

Full Adoption Scorecard data for March 2015 will not be available until at least the end of September 2015 but the latest adoption Leadership Board data for Q3 2014/15 showed the following outcomes: Kirklees 255; West Yorkshire 255; Yorkshire & Humber 238; Statistical Neighbours 250; England 233.

- KI 397 This indicator will be important in measuring the impact of the newly introduced single assessment process. Previously (and for Q1) this indicator has been calculated using all initial and core assessments. However, the single assessment is now being implemented and from Q2 we will be able to obtain a true reflection of the single assessment timescales.
- KI 443 For the first quarter of this year - of those young people who completed their interventions 69% had a successful outcome. This is the same as the baseline (2014/15). Of the above, there were 3 Looked After young people who completed their intervention. Of these one completed successfully (33.3%), which is also the same as last year's baseline for Looked After Children.

These are provisional figures - the final figures will be available at the end of July following data cleaning.

Communities Transformation & Change

Key issues

- It is noted that no new apprentices with the council in quarter 1 (KI 462) as the majority of apprentices start in August and September, which is expected to bring the PI on target. During Q1 the focus is on recruitment and selection, and 245 applicants registered in the quarter. 3 apprentices completed their qualifications and secured jobs.

Place

Key issues

Good News:

- Customer satisfaction with Building Services is currently running at 98%, the highest satisfaction score the service have ever received. (KI 001)
- 38 apprenticeship starts against a year-end target of 150, with a further 91 in the pipeline (KI 432)
- 20 young people employed set against a target of 86 by year-end on the Head Start Programme (KI 439)
- The total homelessness preventions for 2014/15 are 1,792. This exceeds the target for the year of 1,540. (KI 457)

One PI to note:

- In relation to external investment secured, a number of bidding opportunities for funding were available in the lead up to the General Election, but none of these were secured, hence the Red current RAG. We are looking to identify suitable local, regional and national opportunities across the service going forwards. (KI 325)

Public Health

Key issues

Good News: KI 298a Latest data available from Public Health England is for Q4 2014/15. This shows us to be at 8.1% which means we have met our target set for 2014/15 (8%). We have further

stretched this target to 9% for 2015/16 although it may only seem a relatively small increase this will put us within the top quartile range for comparator local authorities in the country.

KI 488 Latest data available from Public Health England is for Q4 2014/15. This shows us to be at 48%. Although we have set a target of 48% again this year it is important to bear in mind that for previous quarters of 2014/15 we were achieving in the lower 40% area. With the target of 48% this will allow us to stay focussed on ensuring that a high percentage of clients exit alcohol treatment in a successful manner and keep us well above the top quartile range (39%)

Two PI's to note:

- KI 284 The data runs a quarter behind so this data is for Q4. We have started new pieces of work both in north and south Kirklees which will help to increase the numbers referred to the stop smoking service and to target women who smoke in pregnancy. In south Kirklees they will be implementing the PH26 Quitting smoking in pregnancy and following childbirth: self-assessment tool. This will be carried throughout the complete pathway and will help prioritise implementation activity, it will also show any gaps in provision or identify where the needs are. In north Kirklees there is a newly formed smoking in pregnancy task and finish working group created jointly with Kirklees & Wakefield Public Health commissioners, providers and Midyorks Trust. The group will work together on this agenda to share intelligence and direct programmes of work. There have also been a need identified for carbon monoxide (CO) monitors for the Midwifery Service at Dewsbury Hospital, implementation of CO monitoring will meet NICE guidance and hopefully lead to increase in referrals.
- KI 284a There is wide discrepancy between women who smoke in pregnancy and the numbers who smoke when South Asian women are removed from the data. There is a broad scope of work directed at the target groups to reduce this gap. There will be renewed pharmacy stop smoking service targeting the areas of highest deprivation which also include non-South Asian women who smoke in pregnancy, the GP contract will be reviewed to encourage most of those in the highest deprived areas to support. There is a dedicated stop smoking advisor in the north and south who work only on smoking in pregnancy. The advisor in the north is relatively new to the service that has previously worked as a midwife and is making great progress. The numbers of 'Did not attend' (DNA's) are starting to reduce so there is a hope to see this resulting in more quits longer term

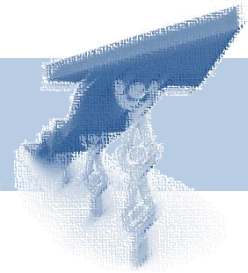
Resources

Key issues

Issues to Note:

- Performance for Freedom of Information (FOI) and Environmental Information Regulation (EIR) requests (KI 363) is at 84%, close to the minimum standard of 85% set by the Information Commissioner's Office. Performance in January was 84%, Feb 87% and March 81% when there were a large number of complex EIR requests to one service.
- Collection of business rates arrears (KI 085) is down in Q1 as the seasonal rateable value amendments increase the amount of business rates due and are backdated so the arrears figure at start of the year can increase as a result of backdated amendments and account liability. It is expected that the target of 35% will be achieved in the remaining quarters.
- The number of ICT standard requests completed within agreed timescales has improved to 83% from 79% in quarter 4, 2014/15 although it is below the target of 90%. (KI 147a)
- Quarter 1 performance for Data Protection requests (KI 366) was 72%. While performance reached 83% in January, in February and March it was 67%. There was a high volume of requests for large amounts of information in these months.

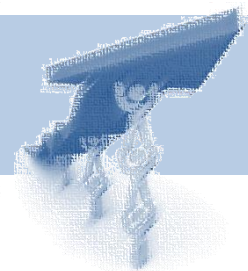
5. Key Service Performance Issues



The Corporate Performance Report focuses only on significant contributions to either the JHWS or KES. This section is an opportunity for Directorates to highlight significant issues in service delivery that fall outside significant contributions to either JHWS or KES.

None highlighted at Quarter 1.

6. Corporate Health Scorecard



Corporate Health Issues

- While the target for rent collection has been stretched from 96% in 2014/15 to 97.5% for 2015/16, the continuing changes to welfare reform are noted as a significant risk to income collection.
- The value of contracts subject to a social value assessment in Q1 was £2.8m and is 80% of the total value of contracts.
- Availability of the ICT network was affected in Q1 by issues with broadband cut over to the new network. Server and service availability was affected by a malware incident in June.
- Payroll accuracy was slightly below target in Q1 having been affected by changes to the teachers' pension scheme.
- 80% of audits demonstrated positive assurance in Q1 i.e. substantial or adequate audit opinion. No concerns about the control environment are reported. The shift in 2015/16 from 5 to 4 audit categories may result in an increase in 'negative' audit opinions.
- 20.7% of the third stage complaints received were upheld or partially upheld. This is consistent with previous year's performance.
- % of contact centre calls answered is on target and is expected to remain so during the peak holiday period due to recruitment of high quality temporary staff.
- Employee perception PIs have shown improvement between October 2014 and March 2015, when additional promotional activity resulted in an increase of about 500 respondents to 2471. Further changes in the sample as well as changes in employee opinion may affect whether this improvement is maintained in September 2015.
- Sickness absence has improved slightly from 10.56 in Q4 2014/15. The same calculation method has been consistently used for both quarters.
- Channel shift will be reported a quarter in arrears in 2015/16. As a baseline, the council (through Customer and Exchequer) received over 9m recorded customer interactions in 2014/15: self-serve = 5.96m (66.07%); telephone = 0.76m (8.44%); face to face including LICs and CSCs = 2.3m (25.49%).

Financials	To succeed financially, what are the key monetary processes that we must manage?		
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Objective	Measure	Q1 Figure	Q1 RAG
Effective management of income to the Council	Rent collected by the Council as a proportion of rents owed	97.5%	
	Proportion of Council Tax collected	18.55%	
	Proportion of Business Rates collected	26.06%	
	Income from sale of land and property	Data not provided	
Economic impact: Effective procurement: Welfare advice	Percentage of eligible contracts over £20k subject to a social value assessment	100%	
	Maximise the value of monetary gain to residents using 'Better off Kirklees' self-service system and welfare employment advice	Not Available	

Customers	To achieve our vision, how do we demonstrate a quality customer experience?		
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Objective	Measure	Q1 Figure	Q1 RAG
Responsiveness to complaints	Percentage of third stage complaints – partial and fully upheld	20.7%	
Effective access to Council services	Percentage of contact centre calls answered	81%	

Internal Business Processes	To satisfy our stakeholders and customers, what business processes must we excel at?		
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Objective	Measure	Q1 Figure	Q1 RAG
Effective deployment of our technology	Availability of ICT network (24 hours)	98.9%	
	Availability of servers and service (24 hours)	98%	
	Number of ICT incidents resolved at first contact	66%	
	Percentage of undisputed invoices paid within 30 days	98.2%	
	Payroll – percentage of payroll accuracy	98.52%	
Effective Council stewardship	Debtor days	51 days	
	Percentage of audits demonstrating arrangements that provide at least adequate assurance	67%	

Learning and Growth	To achieve our vision, how will we sustain our ability to change and improve?		
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Objective	Measure	Q1 Figure	Q1 RAG
Effective leadership & Council management	Percentage of leaders and managers doing a good job of leading change	52%	
	Percentage of employees feeling that the Council is a better place to work compared with 6 months ago	10%	
Absence	Number of sick days lost per full time equivalent employee	10.27 days	

Service Volumes Overview

Area of Activity	Number
Total of authority waste collected (data quarter lagging)	Due at Quarter 2
Percentage of household waste collected (data quarter lagging)	Due at Quarter 2
Percentage of local authority collected waste landfilled (data quarter lagging)	Due at Quarter 2
Number of potholes reported	5906
Number of potholes repaired	5700
Number of kilometres of road substantially resurfaced	5km
Number of kilometres of road surface dressed	58km
Number of Kirklees Neighbourhood Housing (KNH) managed properties	22,566
% KNH managed properties occupied	98.6%
The number of Looked After Children this quarter <ul style="list-style-type: none"> • The number received into care this quarter • The number who have left care this quarter 	620 56 59
Proportion of new referrals proceeding to formal assessment in Adult Social Care	10%
Effectiveness of Short Term Support in Adult Social Care	72%
Care Act - number of new service user assessments complete	Due at Quarter 2
Corporate Training delivered (online and class based learning) - (Numbers receiving)	3626
Channel Shift - % of interactions that are self-serve	66.07%

7.

Key Corporate Risks



The Council Corporate Risk Matrix for 2015/16 was agreed in February 2015.

The following changes to risk profile are noted since that time;

1. The Governments Welfare Reforms are likely to have a significant impact on the Council, by way of increased demand by vulnerable individuals for services, increased risk of homelessness and difficulties in collecting rents and council tax for those who receive lesser support than in the past. This risk already has the maximum score 25, but its overall value is likely to rise. Its wide range means it has once again become a service risk. (Risk Z27)
2. Progress has been made in settling the outstanding claims for refunds of personal search fees, so it is likely that this risk will disappear when the current risk matrix is refreshed. Current score 20. (Risk Z31)
3. The current Children's Services risk register identifies Children's & Adolescent Mental Health Services (CAHMS) as having a risk score of 25, however, service arrangements are principally managed by the NHS. The risk relates to the consequences of the CAMHS service current inability to meet the demand for services for children and young people requiring interventions to deal with complex emotional issues. In view of the high score, and that this activity is also identified as a potential risk by the councils NHS partners, it should really be identified as a corporate risk by the council (new).
4. The current corporate risk matrix includes risk associated with elections. These were seen as particularly significant given the (then) impending General Election. This having now passed, the risk and financial value are reduced. The current score of 16 (4x4) will have thus fallen to below the threshold for inclusion in the corporate matrix.
5. A number of minor modifications also made to the Corporate Matrix to reflect minor changes in risk description, mitigation/controls or values.

8.

Financial Position Overview



Please note: This is a high level extract from the more detailed Quarter 1 revenue monitoring report provided to Cabinet, on the 25 August

The Headline net controllable revenue budget is £314.1million; current forecast is an overall overspend of £783k or 0.2%.

- Within the overall forecast, net Directorate pressures of £13.1m set against £255.2m Directorate budget, suggesting 5.0%. Headline pressures these include:
 - Directorate demand led pressures on Adults £4.4m & Children & Young People £2.9m
 - Waste Services volume pressures £650k & Schools transport budget pressure £1.1m
 - In-year government public health grants clawback; estimated in the region of £1.6m.
- Directorate pressures are being mitigated by:
 - Better Care Funding applied to Adults pressures (£2.2m)
 - Central (contingencies) base budget applied to Directorate pressures (£1.9m)
 - “One-off” earmarked reserves applied to Directorate/service pressures (£5.6m).
- Other Central Budgets forecast underspend £2.5m; of which £1.7m is due to treasury management savings.
- Housing Revenue Account (HRA) forecast a surplus of £1.1m against an annual turnover of £96m.
- Collection Fund – projected in-year forecast is a surplus of £1.8m council tax; due to improved income collection rates.

Emerging developments/risks

- July 8 Budget announcement – early markers for Council budget revenue strategy update include the impact of national minimum wage uplift to £9.
- The Budget announcement also includes a reduction in social housing rents of 1% per annum for each of the next 4 years starting in 2016/17. The estimated impact for Kirklees HRA is a £10m annual loss by 2020 of rent income when compared to current HRA business plan forecasts. A major review of the current HRA business plan is required.

9.

New Council Programme Summary



In the 1st quarter of 2015-16 the council has continued to develop its programme of work to take us to what is being called 'New Council' by the end of March 2018; an organisation that addresses our budget challenges and provides or commission's services that support our Vision. Detailed programme management and governance arrangements are in place.

More importantly, senior officers have identified and prioritised the change activities that will constitute the scope of that transformation journey and have been considering what supporting resources (internal and external) will be required.

In addition, officers have developed a proposed 'Target Operating Model', or design for New Council, which will be used to identify and prioritise additional key actions to support the achievement of the Vision. We are on track to hit our key deadline of commencing more detailed conversations with councillors, about the design options, from July 2015 onwards (hence the Green current and future RAG ratings).

Many of the change activities have already been planned and started and the scope of the New Council programme is now moving from set-up to delivery phases. Progress against plan will be reported into Management Board and the NC Programme Board as appropriate. The real impact, in terms of the achievement of the outcomes in the Vision and our other key strategies will be measured over the life of the programme and beyond.

Appendices



Full Schedule of Core Performance Indicators

Adult Services

Commissioning & Health Partnerships

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 165	Adults with learning disabilities in employment (%)	Increase	10	Not Avail	○
KI 167	Adults in contact with secondary mental health services in employment (%)	Increase	8	Not Avail	○

Social Care & Wellbeing

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 156	Achieving independence for older people through rehabilitation / intermediate care (%)	Increase	95.1	Not Avail	○
KI 158	Social Care clients receiving Self Directed Support (%)	Increase	88	Not Avail	●
KI158a	Social Care clients receiving Direct Payments (%)	Increase	30	30	●
KI 159	Acceptable waiting times for social care assessment (all adults, %)	Increase	80	84.6	●
KI 206	Clients receiving a review (%)	Increase	65	Not Avail	○
KI 442	Permanent Admissions to residential and nursing care homes (per 100,000 population)	Decreasing	50 6	Not Avail	○
KI 487	Effectiveness of short term support services (%)	Increasing	72	71	●

Children's Services

Family Services & Child Protection

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 069	Rate of proven re-offending by young offenders (No.)	Decrease	1.3	1.22	●
KI 220	YP within the Youth Justice System receiving a conviction in court, sentenced to custody (No.)	Decrease	22	5	●
KI 223	First time entrants to the Youth Justice System aged 10-17 years (No.)	Decrease	200	171	●
KI 391	Average time between a child entering care and moving in with its adoptive family (Days)	Decrease	426	786.5	●
KI 392	Average time between LA receiving authority to place a child and LA deciding a match to adoptive family (day)	Decrease	121	486.8	●
KI 397	Percentage of assessments completed within 45 working days (as per Working Together)	Increase	83	64.7	●
KI 443	Successful outcomes for Kirklees LAC who successfully completed their interventions with YOT (%)	Decrease	50	33.3	●

KI 458	Young People aged 16+ on an Order to the YOT who are EET at the end of their intervention (%)	Increase	65	58	
KI 476	Former relevant young people aged 19 - 21 who were in education, employment or training (%)	Increase	50	55.6	
KI 477	Number of Looked after Children (LAC) per 10,000 aged 0 - 17 years (per 10,000)	Decrease	60	63	
KI 479	Repeat Referrals - Percentage of referrals within 12 months of a previous referral (%)	Decrease	22	21.6	

Learning Service

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 012a	Number of schools judged as in an Ofsted category	Decrease	3	3	
KI 014	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths (%)	Increase	65	Annual	
KI 016	Reduction in the no. of schools where less than 40% of pupils achieve 5 or more A*-C Grades at GCSE...	Decrease	0	Annual	
KI 029	Percentage of 16-18 year olds not in employment, education or training (NEET).	Decrease	4.7	5	
KI 033	Looked after children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (incl. English and Maths) (%)	Increase	15	Annual	
KI 369	Take up of free early education and care by 2 year olds (%)	Increase	80	72	
KI 400	Reduction in the number of schools where fewer than 65% of pupils achieve Level 4...	Decrease	20	Annual	
KI 403	Achievement gap between pupils eligible for free school meals (Ever 6) and their peers... (% points)	Decrease	18	Annual	
KI 423	KS 2 attainment for BME groups in achieving at least level 4 in reading, writing and maths – (incl. APKN)	Increase	69	Annual	
KI 425	Looked after children reaching level 4 in Reading at Key Stage 2	Increase	68	Annual	
KI 430	Early Years Foundation Stage - % achieving a good level of development	Increase	Not Avail	Annual	
KI 445	Percentage of young people academic age 17 participating in learning or approved training	Increase	90	89.6	

Communities Transformation & Change

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 188	Reduce the percentage of residents who feel there is a problem with anti-social behaviour in their local area	Decrease	10	10.3	
KI 190	Number of visits to museums	Increase	228,000	49,451	
KI 317	Perception of the level of crime in their local area [% of residents]	Decrease	13	14.2	
KI 462	Number of apprentices within the Council workforce	Increase	120	105	
KI 480	Numbers of sports and physical activity coaches, leaders and volunteers trained	Increase	595	145	
KI 489	Total number of community organisations engaged with by council services	Increase	875	648	

Place




PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 001	Customer Satisfaction with Responsive Repairs (%)	Increase	92.5	98	
KI 060a	Take up of paid school lunches - Primary schools (%)	Increase	56	Not avail	
KI060b	Take up of paid school lunches - Secondary schools (%)	Increase	55	55	
KI 067	People killed or seriously injured in road traffic accidents	Decrease	170	Missing	
KI 074	Number of Homeless Acceptances	Decrease	340	81	
KI 129	Net additional homes provided: net increase in dwelling stock over the year	Increase	1,700	Annual	
KI 130	Number of affordable homes delivered	Increase	175	35	
KI 131a	Percentage of major planning applications determined within agreed timescales	Increase	70	69	
KI 325	External investment secured (measured in £m)	Increase	5	0.2	
KI 432	Number of Apprentice starts with SME employer HUB	Increase	150	38	
KI 433	We will increase the number of jobs created as a result of Council interventions (A2F, LCR, etc.)	Increase	125	Not Avail	
KI 437	Secure £4 of investment from the private sector for every £1 of business investment by the Council	Increase	5	Not Avail	
KI 439	Number of unemployed young people getting a job through the Job Fund	Increase	86	20	
KI 457	Increase the number of cases where homelessness has been prevented or relieved	Increase	1,971	461	

Public Health

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 057a	Prevalence of breastfeeding at 6-8 weeks from birth (%)	Increase	43	43.2	
KI 284	Smoking during pregnancy in Kirklees	Decrease	11	14	
KI284a	Smoking in pregnancy excluding South Asian women (%)	Decrease	11	17	
KI 298a	Drug users that left treatment successfully, not re-presenting to treatment within 6 months...	Increase	9	8.1	
KI 309	NHS Health Checks (%)	Increase	20	9.9	
KI 456	Transformation of food culture in schools by promotion of the Food for Life Partnership healthy eating curriculum	Increase	Not Avail	96	
KI 488	Successful completions as a proportion of all in alcohol treatment	Increase	48	48	

Resources

PI Ref	Title	Good Performance	Target	Quarter Figure	RAG
KI 075	Time taken to process Housing Benefit / Council Tax Benefit Change of circumstance [days]	Decrease	10	8.02	
KI 076	Time taken to process new claims for Housing Benefit/Council Tax Benefit [days]	Decrease	25	28.1	
KI 083	Proportion/amount of council tax previous years arrears collected as at 31 March. [%]	Increase	38	8.72	
KI 085	Proportion/amount of business rates previous years arrears	Increase	35	7.05	

as at 31st March collected [%]					
KI 147a	Number of ICT standard requests completed within agreed timescales	Increase	90	83	
KI 363	% of FOI and Environmental Information Regulation (EIR) requests responded to within 20 working days	Increase	100	84	
KI 366	% of Data Protection information requests replied to within 40 calendar days	Increase	100	72	

April to June 2015

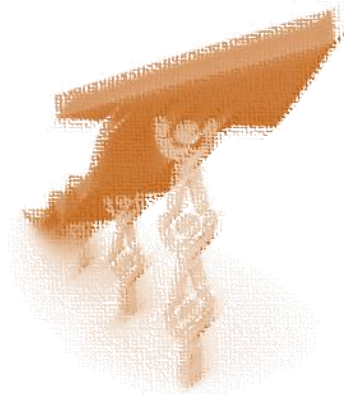
Council Delivery Plans contribution at Quarter (1)

Joint Health & Wellbeing Strategy

**Corporate
Performance
Framework**



2015/16



Contents

This report summarises Quarter 1 performance information from all Directorate Delivery Plans which are focussed on the significant contributions being made to the Joint Health & Wellbeing Strategy.

Strategic Outcomes

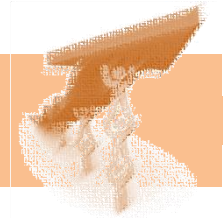
Summary - Overview

- 1. Supporting prevention and early intervention**
- 2. Enabling people to have control, independence
And resilience**
- 3. Promote and create opportunities for improving
Physical and emotional health and wellbeing**
- 4. Reduce avoidable differences in health and wellbeing
And prioritise according to need and impact**
- 5. Ensure collaboration and integration across services
And partnership organisations**
- 6. Involve people and communities to create and
Deliver solutions**

RAG Key:

	On Track
	
	Off Track
	
	At Risk
	Data Missing

JHWS Summary - Overview



The overarching themes arising from the analysis of Directorate Contributions to the JHWS Outcomes at Quarter1 are as follows:

We are working to ensure a strong focus on Early Intervention and Prevention as we believe this is the most cost effective and customer focussed way to support and deliver services to the public. We are facilitating 'Hubs' of people, partners and community representatives to create opportunities for increased collaboration, creating new and different ways of working by bringing together expertise and funding in one place.

There are many examples of new and different ways of working across services, partners and the third sector; one of the biggest challenges continues to be data sharing and the IT infrastructure to support the increased level of collaboration to which we aspire.

Our ambition to strengthen our Joint Commissioning approach is progressing well; enabling us to capitalise on local intelligence and joint expertise to develop effective services based on the health and well-being needs of local people. We are working with partners to improve the delivery of CAMHS services however access to services remains a concern.

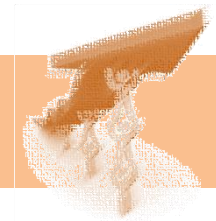
Across the board we are supporting individuals, groups and communities to develop resilience skills to increase their self-reliance and confidence to meet individual and neighbourhood challenges.

We are using external inspections and Peer Review assessments to challenge us to ensure we remain forward thinking and progressive.

In addition we have initiated work with Performance managers in the CCG's (Clinical Commissioning Groups) to enable us to include within the report the CCG's contribution to the JHWS outcomes so the report will become more comprehensive.

Outcome (1)

Supporting prevention and early intervention



<u>Headline Action</u>		Q1	Q2	Q3	Q4
CHP001	Legislative framework – Health & Social Care				
CHP002	Stronger families – Trouble Families Programme				
CTC001	EI&P – crime, anti-social behaviour and extremism				
FSP001	EI&P – Child protection				
LS001	Quality of schools and settings – broadening the curriculum				
LS002	Quality of schools and settings – youth employment				
PH001	Infection or communicable/non-communicable diseases				
PH002	Every child has the best start in life				
PL001	School catering - Best nutritional start in life				
RES001	EI&P – Resources support to specific frontline programmes				
SCW001	Care Act implementation				

Progress against the outcome

Responses to new legislation: The Care Act: Implementation of changes that came into effect on 1/4/15 is going well. Monitoring processes are in place to help us understand the impact the new rules and procedures are having.

We are developing an all age disability service as part of our response to the Children and Families Act the Engagement plan for disabled children and young people is underway and this will also contribute to the next phase of the Local Offer. The Local Offer has been redesigned as a result of consultation with children and families.

Health Protection: 30 audits were undertaken by the Infection Prevention and Control Team in care homes. 6 care homes were escalated to a safeguarding referral following the audit process. The screening and immunisation improvement plan has been developed to tackle low or declining uptake within Kirklees population. The plan identifies the local priorities as agreed by other Health partners.

Learning and Community Hubs: We are working to develop schools as commissioners and the development of Learning and Community Hubs continues. We are testing out new ways of working and connections with Early Intervention, Prevention and Targeted Support and the 'Team around the School'. Early Testers include Royds, Almondbury, Carlinghow, Honley, Highbank and Spen Valley.

Learning and Skills Funding: Rollover funding has been secured to develop a limited offer in relation to progression routes and intervention programmes from Sept 2015. Further opportunities via European and Local Economic Partnership (LEP) funding will be scheduled

throughout the year. Local needs and priorities have been fed into the Leeds City Region Strategy for European Funding. We are engaging with organisations developing applications for funding in our priority themes including full participation in education, employment and training, apprenticeships, enterprise and innovation.

Early Learning & Childcare: We can report good or outstanding inspection outcomes in Private Voluntary and Independent (PVI) sector: day-care 89% (up 2%); childminders 86 %;(no change) Out of school clubs 80% (up 3%).

Breakfast Clubs: We are working with Huddersfield Town Foundation to support free breakfast clubs in Kirklees. A further 2 clubs will be rolled out shortly taking us to a total of 14 across the District. Current uptake of free school meals for primary and secondary combined meals is now at 73%. This is an increase from 53% just 18 months ago

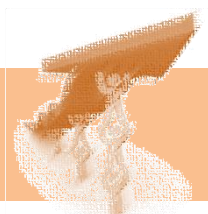
Early Years Health provision: The commissioning responsibility for Public Health 0-5 transfers to Kirklees Council from the 1st Oct 2015. The commissioning responsibility is transferring to the council but the provision of services remains with the current provider.

Stronger Families: 296 families have been identified as eligible for the programme with 130 allocated to a named worker and others awaiting allocation. The Data Sharing Agreement with DCLG (Department of Communities & Local Government) has been successfully revised to reflect the council’s perspective and has been signed by both parties.

Community Cohesion: PREVENT is a priority. The significant key elements we have concentrated on are: training to a range of partnership officers on ASB powers and tools; Reviewing the Channel Process which identifies and supports individuals at risk; community mobilisation in priority neighbourhoods to build networks and community resilience.

Outcome (2)

Enabling people to have control, Independence and resilience



Headline Action		Q1	Q2	Q3	Q4
CHP003	Wider safeguarding agenda	●	○	○	○
FSP002	Resilience & independence for looked after children	●	○	○	○
LS003	High quality educational outcomes for young people	●	○	○	○
PH003	Self-care approach for people living with Long Term Conditions	●	○	○	○
PH004	Major incidents readiness	●	○	○	○
PH005	Personal resilience & emotional wellbeing for Young People	●	○	○	○
PH006	Healthy living – food, skills & physical activity	●	○	○	○
RES002	Access to services – through appropriate channels	●	○	○	○
SCW002	Avoidable adult admissions to hospital and long term care	●	○	○	○
SCW003	Self-management of adult care packages	●	○	○	○

Progress against the outcome

Safeguarding Adults: Local authorities have a statutory duty to establish and run Safeguarding Adults Boards (SABs) to “help and protect” adults at risk in its area. Although not a Care Act requirement we have decided to appoint a chair who was independent of the local authority and partner agencies.

Self-Care Approach: Self-care is integral to Care Closer to Home plans and procurement. The 'Train the Trainer' model of delivery is part of LoCala's 'Maximising Independence' strategy. The joint training programme is being delivered to community care teams across health and social care. Expert Patients Programme, Health Trainers and Physical Activity and Leisure Schemes continue to be marketed and promoted.

A successful pilot took place ending in April 2015. Key themes for development are specifically aimed at improving the user experience i.e.

- How we support people to recognise self-care can assist their long term condition.
- How they can navigate through options to help.
- Ensuring the content of the individual self-care option is specific to the choice made.

Educational Improvements: There has been an Improvement in the number of schools and the number of children attending good and outstanding schools.

The Early Learning Intervention Programme 2014/15 is coming to a close. Planning is underway to prioritise schools and communities for the 2015 programme in September. Peer Challenge from the Association of Directors of Children's Services (ADCS) regional programme confirmed our effective practices and areas for development. Outcomes from their report will inform future plans and targets.

Increasing choice for Care leavers: A recruitment to increase our Supported Lodgings scheme is on track to recruit 10 new carers. Our Staying Put policy is being finalised to increase the potential for Care leavers to remain in current placements until they are older. We are also developing a Peer Mentor scheme to provide additional support to help care leavers achieve and sustain independence.

Business Resilience: Greater Huddersfield Clinical Commissioning Group (GHCCG) is to guide General Practices (GP's) through business continuity. Business Continuity training has also been delivered to 70 domiciliary care providers. An e-learning package for emergency preparedness outlining basic concepts has been produced.

The Channel Strategy was refreshed to incorporate it within the New Council Programme, reaffirming digital by default as a key approach. Self-serve is progressing well with about 250 self-serve PCs in Library & Information Centres (LICs). A further 8 self-serve PCs were added to the Huddersfield Customer Service Centre (CSC), replacing a booth.

Personal Resilience: The young people drug and alcohol specification already includes resilience performance measures; these will be developed for the Children and Adolescent Mental Health Service (CAMHS) specification as the service model is agreed. Two schools are currently testing and evaluating a self-assessment tool to promote resilience in Children

and Young People. Hub schools are being supported to identify the resources needed to engage families and communities in local alliances to identify their priorities and build their capacities to address them.

We have developed a Marketing Strategy in social care to promote Assistive Technology encouraging its creative use in delivering services across the independent sector and home care providers.

Re-ablement continues to achieve positive outcomes for service users and is having a positive impact in contributing to a reduction in Independent Sector provision of long term Home Care. Re-ablement outcomes and measures show positive trajectories - people still at home at 91 days shows a significant improvement (2014/15 actual of 94.1%), we can also evidence effective longer term outcomes above 91 days of (72%).

Community Resilience: Council managers have participated in joint working with the North East Counter Terrorism Unit in the delivery of Project Griffin and Argus sessions as part of the overall PREVENT strategy.

Outcome (3) Promote & create opportunities for improving Physical & emotional health & wellbeing



Headline Action	Q1	Q2	Q3	Q4
CTC002 Sustainable culture & leisure opportunities	●	○	○	○
FSP003 Therapeutic assessment and support for LAC	●	○	○	○
LS004 Joint focus on maximising learning provision	●	○	○	○
PH007 Public health support to Council commissioning	●	○	○	○
PH008 Health safety wellbeing of council staff	●	○	○	○

Progress against the outcome

Physical Wellbeing: The START programme (for overweight/obese young people) has worked with 60 new families. Child participants have shown a 63% reduction in BMI. Practice Activity and Leisure Scheme (PALs) programme continues with 680 new patients with long term conditions engaged.

All participants/carers reported positive health gains: (49) in ‘Steps for Life’ (people with dementia), and (73%) of clients on ‘Active for Life’ (people with mental health conditions) consisting of (137) existing and (69) new carers.

Community engagement work on health inequalities and wellbeing continues to be rolled out e.g. 39 interventions related to smoking, dementia, healthy foods, fitness & general health.

Emotional Wellbeing: From September 2015 the Virtual School pupil premium is being used to support joint working with the Pupil referral service, Educational Psychologists and the

Children’s Emotional Wellbeing Service (CHEWS) to provide additional capacity to be more responsive to LAC needing emotional support. The escalation routes to access a CAMHS service have been updated to reflect the change of resource and staff have been briefed. However, access to services remains an issue.

Employee Wellbeing: A comprehensive offer has been provided to support the wellbeing of employees. Activity examples include the following:

- Bespoke health and safety training courses, risk based screenings undertaken for high risk occupations and vaccinations where required.
- Occupational health advice for individual employees (including attendance advice).
- Face to face counselling sessions.
- Tailored individual interventions to improve physical wellbeing enabling them to remain in work, or to return to work after ill-health, injury or accident.

Area of Risk or concern against the outcome

Adult Education: Changes have been made to the Community Trust made necessary by national developments. A significant reduction in the adult skills budget for 2015-16 and further potential changes are also anticipated in the July budget.

Work is under way to develop a proposal to establish a Community Led Local Development Project via European funding (ESF/ERDF) to strengthen the community capacity to increase access to skills and employment in the most disadvantaged communities in Kirklees.

Outcome (4)	Reduce avoidable differences in health & wellbeing & prioritise according to need and impact	
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Headline Action		Q1	Q2	Q3	Q4
CHP004	Access to adult social care services to gain independence	●	○	○	○
CTC003	Commission Health watch and NHS Complaints Advocacy	●	○	○	○
FSP004	Integration of Special Educational Needs & Disability services	●	○	○	○
FSP005	Looked After Children close to home	●	○	○	○
FSP006	Youth offender services	●	○	○	○
FSP007	Embed Multi Agency Safeguarding Hub into practice	●	○	○	○
LS005	Children & Families Act SEN compliance – specialist learning	●	○	○	○
PH009	Integrated intelligence function across the Council	●	○	○	○
PL002	Access to suitable settled homes	●	○	○	○
SCW004	Personalised adult care support	●	○	○	○
SCW005	Vision to prevent adult abuse and neglect	●	○	○	○

Progress against the outcome

Working Differently: Following briefings with partners Children's Services introduced the 'Single Assessment' in June. An incremental approach has been adopted and the roll-out to (Early Intervention and Targeted Support) EITS will take place in August.

The Multi Agency Safeguarding Hub (MASH) was established on 1st April. It is expected to take 12 months of the operation of the MASH before a trend towards the desired reduction in repeat referrals might be seen. New performance measures have also been introduced to measure success.

Successful Homelessness preventions last year reached 1,792, exceeding our 2014-15 target of 1,540.

The recruitment of peer mentors for young people who are experiencing difficulties is helping vulnerable single people keep a roof over their heads.

The transfer of a number of Occupational Therapists from Health to Kirklees Council in July 2015 will improve the effectiveness of our advice regarding aids or adaptations in properties.

Children and Families Act: Work is ongoing to develop an all age disability service. Disabled Children's Strategy Group meets quarterly with an expanded membership including Parents of Children with Additional Needs (PCAN) and representatives of the Voluntary & Community Sector (VCS).

Engagement strategy is being developed leading to commissioning work to engage with children and young people about the new Education, Health & Care (EHC) approaches.

A review of demand across all specialist provisions is taking place as part of the annual audit to determine future need and allocation of resources. Currently south Kirklees outreach work is being carried out by the other Autistic Spectrum Disorder (ASD) provisions.

Development of in-depth guidance for schools, specialist provisions and special schools are being developed to offer a continuum of support for children and young people with ASD.

Safeguarding Adults: Promotion of a Prevention Framework: Specific work is taking place with individual providers where homes are subject to a large scale investigation and improvement planning.

Healthwatch: We co-ordinated the Yorkshire & Humber Health Watch conference bringing together 40 providers and commissioners to share best practice. Benefits to the Council include links with neighbouring commissioners for technical support and guidance in retendering the service and also increased stakeholder engagement within the commissioning cycle.

Fostering: Recruitment campaigns are ongoing and are being further developed to target new carers with a broader range of skills to increase the diversity of carers; with a view to providing more placements and bringing more Looked After Children (LAC) closer to home.

Youth Offending: A number of designated YOT Officers for Looked after Children (LAC) have reduced their level of offending by more than 10% in the last year. Maintaining improvement may be affected if the age profile of the LAC population increases; as the

highest proportion of young offenders, are in the older age range. Kirklees YOT also continues to offer a service to all victims of crime, ranging from information regarding outcomes, through letters of apology to direct mediation. The proportion of direct mediation still remains low.

Area of Risk or concern against the outcome

Development of an Integrated Intelligence Approach: An Integrated intelligence network is well established with agreed terms of reference this now includes CCG (Clinical Commissioning Groups) representation.

Outcome (5)	Ensure collaboration & integration across services and partnership organisations	
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Headline Action		Q1	Q2	Q3	Q4
CHP005	Integrated commissions to deliver care pathways	●	○	○	○
CTC004	Strengthen strategic partnerships, increase collaboration	●	○	○	○
LS006	Strategic leadership to education system and partnership	●	○	○	○
LS007	Infrastructure planning for schools	●	○	○	○
LS008	Learning & community hub programme	●	○	○	○
PH010	Embed JHWS in planning for future health & wellbeing	●	○	○	○
SCW006	Vulnerable adults health & wellbeing	●	○	○	○

Progress against the outcome

Joint commissioning: Work continues, overseen by the Integrated Commissioning Executive and the Chief Officer Group, to take forward the priority areas for more integrated commissioning approaches. The Integrated Children & Families Group continues to lead on the priorities. Contracts that need re-tendering are identified and work has begun on the review of contracts.

A CAMHS summit was held with Chief Officers from (Kirklees and Calderdale Councils as a joint contract); CCGs and the Provider are established and have an agreed action plan.

Work is ongoing to re specify contract requirements for Kirklees.

The Better Care Fund is now in place and all schemes have completed their first stage of monitoring.

Joint Strategy and Policy responses: The “Strategy lab’ ‘Unthink’ is a partnership approach (Council, Third Sector Leaders and Huddersfield University) tasked with identifying the right questions or problems that need solving, designing, or developing quickly so we determine new ways of responding. A number of national and international stakeholders have shown interest. Its effectiveness is currently being trialled with the new Voluntary and Community Strategy (VCS).

Physical Activity and Sport: Leadership, governance and collaboration of organisations on sport and physical activity is now operational and delivery and action planning is under way. Our Physical Activity and Sport Strategy have a Vision 'of everyone in Kirklees being physically active through work, play, sport, travel or leisure by 2020'.

Learning and Community Hubs: The vision for learning and community hubs has been developed by schools and sees strong partnerships/clusters/collaborations of schools as the vehicle for delivering a range of services as part of a new council approach. Building the Future Together conference held in July shared the vision and learning so far. (Early Intervention and Prevention Board) EIP approved testing alternative ways to deliver the statutory children's centre core offer and to begin to test a co-produced and reshaped EIP offer.

Sufficiency of School Places: We have sufficient school places for 2015/16 and we are working now to ensure the sufficiency of placements for the academic year 2016/17 this will contribute to the Local Plan. Strategic discussions with corporate colleagues are underway. A new approach to Kirklees Governor Briefing has been launched. We are exploring digital by default opportunities for the recruitment processes. Online (Disclosure & Barring Service) DBS checking has been adopted. Opportunities via the Associate Framework (Learning and Procurement Model) are being explored. This will allow us to be more proactive in both our recruitment and retention of Governors and Clerks.

Joint Health and Wellbeing Strategy (JHWS): Performance measures have been developed across council directorates to evidence the Council's significant contributions and progress to delivering the JHWS strategy. Discussions have also been initiated with the Clinical Commissioning Groups with the aim of developing a joint performance framework.

Mental Health: Adult mental health services are currently working on a whole system Transformation Programme which will re configure community teams. Service delivery will be within a 4 step model beginning with primary care (early intervention and prevention), Core, Enhanced and Acute (crisis/Inpatients).













Area of Risk or concern against the outcome

Learning and Community Hubs: IT implementation at early stage. IT Think Tank established to oversee 31 key IT projects for Learning and Skills - of which nearly half are needed for us to meet statutory responsibilities.

Additional funding (£40k) agreed to support delivery of IT Programme enabling capacity building to support Tribal System delivery, updates and integration within IT service and to secure additional support from providing company.

Outcome (6)

Involve people and communities to create and deliver solutions

Headline Action		Q1	Q2	Q3	Q4
CTC005	Enable and nurture volunteering and social action				
LS009	Strong partnerships across education sector				
PH011	Community engagement in Joint Strategic Assessment				

Progress against the outcome

Capacity Building: Continuing to strengthen collaboration and partnerships, to test new ideas. The Comoodle Delivery plan and budget were accepted by Bloomberg and 3 community pilots are underway the evaluation will be undertaken by Huddersfield University.

The successful bid to the Community Ownership and Management of Assets (COMA) programme will provide access to funding for Voluntary and Community Services (VCS) groups when they consider becoming asset owners or managers. Consultancy will be available from (COMA) when partnership and groups develop more complex asset advancement options.

Cities of Service initiatives, 'MENTors' and 'Out and about' are developing strongly with cross sector input, including the involvement of Cummins with the Hackathon. The sharing/overlaying data relating to older people, public transport routes etc. has helped inform and target the project.

Launch of several Community Builders and the Community Builder learning sites have engaged 30 Community Builders delivering 60 Community led activities: identifying key people to help communities realise their potential, building ever wider positive networks and identifying useful resources.

Partnerships across the Learning and Skills Sector: Termly meetings already in place with local college providers. Work is underway through the 6th Form Network to develop a more consistent approach with schools with 6th forms for the new academic year.

Representatives from learning & skills attended all key meetings contributing to agenda. The Progression Board is meeting quarterly and has identified clear priorities in relation to securing appropriate high quality progression pathways for all young people 14-19 (24 for young people with SEND Special Educational Needs and Disabilities) Members of the Board are considering additional activities in the light of significant changes to curriculum, qualifications and funding pre and post 16. Learning Board and excellence Board has also met during Q1.

Reviewing the Joint Strategic Needs Assessment: A Presentation was delivered to a third sector leaders group about the JSA process and representatives from (third Sector Leaders) TSL and Healthwatch sit on the JSA delivery group. Discussions about adopting an asset based approach are under consideration. A model is being designed in partnership with the Community Engagement Team.

April to June 2015

Council Delivery Plans contribution at Quarter (1)

Kirklees Economic Strategy

**Corporate
Performance
Framework**



2015/16








Contents

What follows is the analysis of performance data from Directorate Delivery Plan progress reports for the Quarter. The analysis focuses on the significant contributions being made to the Kirklees Economic Strategy.

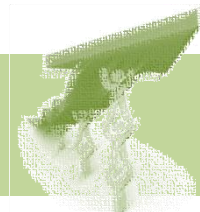
Strategic Outcomes

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1. Business – economic competitiveness and Profitable businesses	3
2. People – skilled, able and healthy people & Communities supporting good employment rates and outcomes	4
3. Place – high quality places / environments and infrastructure that supports business, health and life	7

RAG Key:

	At Risk
	Off Track
	On Track
	On Track
	Data Missing

Overview



The overarching themes arising from the analysis of Directorate contributions to the KES Outcomes at Quarter1 are as follows.

We are working to ensure a strong focus on economic resilience as we believe this will deliver long lasting impacts that will contribute to sustained economic growth both now and into the future. We are facilitating ‘Hubs’ of people, partners and community representatives to create opportunities for increased collaboration, creating new and different ways of working by bringing together expertise and funding in one place.

The council is concentrating its efforts on specific sectors, with the potential to maximise our unique strengths and skills that will contribute to local economic growth, e.g.

- consolidating Kirklees as the heart of a growing innovative manufacturing and engineering cluster in the Leeds City Region
- achieving economic sustainability in the creative sector
- supporting sufficiency of workforce supply in the local social care sector.

Creating the right conditions for economic resilience and growth is underpinned by a strong focus on employability and skills development. The council is tackling barriers to employability in young people, for disabled people and in encouraging benefits claimants to become more ‘work ready’. It also generates many opportunities for up-skilling through volunteering in local community activities.

Alongside Kirklees being a great place to work, there is also an emphasis on Kirklees being a great place to live. There are several key drivers - sufficiency (of housing, of school places), connectivity (both digital and highways infrastructure), town centre vibrancy, environment and greenspace.

Outcome (1)

Business – economic competitiveness and profitable businesses



Headline Action		Q1	Q2	Q3	Q4
CHP006	Accommodation support for vulnerable people	●	○	○	○
CHP007	Market Oversight & Development – Social Care	●	○	○	○
CTC006	Resilient and competitive creative sector	●	○	○	○
LS010	High quality education, learning and skills provision	●	○	○	○
LS011	Connecting businesses to skills	●	○	○	○
PH012	A sustainable food culture to promote health	●	○	○	○
PL003	Kirklees as a manufacturing and engineering cluster	●	○	○	○

PL004	Maximise innovation & enterprise assets				
PL005	Value for money procurement				

Progress against the outcome

Manufacturing and engineering: There has been some significant progress in four key areas that support the consolidation of Kirklees as the heart of a growing and innovative manufacturing and engineering cluster in the Leeds City Region.

- The Local Enterprise Partnership (LEP) has agreed to support Kirklees in taking the lead role on innovative manufacturing supply chains
- We are also talking with neighbouring Local Authority's and the University of Huddersfield to develop a regional European Structural Investment Fund (ESIF) Bid to map manufacturing supply chains.
- We have been working with Yorkshire Universities to deliver our Ecodea (economic data model) that will provide an interactive visualisation of our regional assets – including our supply chains. It's planned the model will be delivered through an access to innovation grant under ESIF.
- We have also appointed (1.5FTE) Small & Medium Enterprise (SME) Growth Managers who will link 75 businesses a year with the regional, national and local offers. They will work alongside 10 counterparts across the LCR to standardise business support.

Support for businesses: The LEP is supporting the regional roll-out of the Kirklees Business Hub model and we are in discussions with neighbouring Local Authorities to adopt the system. Work is also being undertaken to promote the Local Economic Partnership Skills Fund to local businesses and to connect businesses to the LCR Growth Fund via the Business Hub. We supporting more Kirklees businesses to take up the opportunities provided by Local Enterprise Partnership (LEP) Skills funding and our campaigns like "We are International". Additionally, the Hub now includes areas which address cybercrime, fraud and other security issues.

Innovation assets: Funding for the process manufacturing facility at Kirklees New College has been approved and a contractor has been identified with a view to starting on site in June/July 2015. Construction is anticipated to be completed in January 2016.

Creative industries: The Creative Partners Plus Network has planned a Sector Leadership Programme, designed to develop the skills of future leaders in the creative sector so they become less reliant on the Council. The purpose of the programme is to help creative and cultural organisations to explore their economic sustainability; identify their audiences/market; what their competitive angle (USP) is; the innovation within the organisation; how to maximise innovation through collaboration and consortium working; the benefits they can offer Kirklees as a result.

Council procurement - 100% of eligible contracts have considered social value in establishing the procurement plan. This is based on the contracts that have been awarded this quarter. The value of these contracts is £2.8m and represents 80% of the total value of

contracts awarded. A total of 20 quick quotes have been issued this quarter – quick quotes automatically select local suppliers, where they exist, so more opportunities are made available to local businesses.

Local commissioning: We are developing local models for commissioning within community hubs trial / test school areas. Work is ongoing to market services to the childcare sector through the development of sector specific marketing approaches. We continue to develop links with Teaching Alliances to secure funding for projects through joint bidding - a successful bid to Education Endowment Fund in summer 2015 for Teaching Assistants.

Areas of risk or concern against the outcome

None reported for Quarter (1).

Outcome (2)	People – skilled, able and healthy people Communities supporting good Employment rates and outcomes	
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Headline Action		Q1	Q2	Q3	Q4
CHP008	Support vulnerable people to employability	●	○	○	○
CHP009	Workforce Planning Strategies – Adult Social Care	●	○	○	○
CTC007	Up-skilling – creative, community, cultural, physical activity sectors	●	○	○	○
FSP008	Looked after children employability	●	○	○	○
LS012	Cutting edge pre and post 16 collaborative provision	●	○	○	○
LS013	Stronger education/ business links to enhance attainment	●	○	○	○
LS014	Routes to high quality employment	●	○	○	○
PH013	Tackling health related worklessness	●	○	○	○
PL006	Stimulate activity through local land planning	●	○	○	○
RES003	Support benefits claimants employability	●	○	○	○

Progress against the outcome

Local Planning: At present the Local Plan is progressing on schedule. All the project activities have been met. A process of consultation and engagement is about to be undertaken. There is a degree of uncertainty that comes with the process of consultation and engagement and the impact it may have upon Local Plan proposals. Progress will be reported throughout the year. Major planning applications currently stand at 69% completed within agreed timescales (which is just below target the target of 70%). Confidence is high that the target will be met by year end.

Jobs growth: The total indicative amount of grants over £100k in value committed to Kirklees companies is £1.6m matched against total investment from all sources of just under £8m. This is proposed to create 194 jobs over several years. The total indicative amount of

grants under £100k committed to Kirklees companies was in the region of £1.8m matched against a total investment of £14m. This is proposed to create 274 jobs over several years.

Young people employability: The Kirklees Apprenticeship Hub, since its inception, has achieved 268 starts to a profile of 224 to May 2015 and is on track to achieve its profiled target of 380 starts by 31st March 2016. In total 370 businesses have committed to take on 455 apprentices. 89 of these businesses (98 apprentice places) have subsequently withdrawn from the programme. In addition to the 268 apprentices who have started their apprenticeship, a further 91 are in the pipeline.

LCR Target for the Headstart programme over 2 years (March 14 to 16) was 180 job starts. This was achieved by the end of March 15. Further funding has been secured from LCR and a further 80 jobs added to the programme target –increasing to a total of 260 job starts over the lifetime of the programme. To date 194 job starts have been achieved.

A rollover bid has been secured to facilitate access to world of work experience for KS3 pupils - bringing businesses and schools together. The enterprise adviser project has been launched in 11 Secondary Schools which supports relationships between businesses and schools to support progression, work readiness, enterprise and employability skills. A network of Enterprise Governors has been established providing members of governing bodies with the scope to champion enterprise within the curricular of their schools.

Revised collaborative arrangements for Careers Information Advice & Guidance (CIAG) are in place for the financial year 2015-16. Further work is planned to engage a wide range of stakeholders in developing and implementing the longer term strategy. Information about local needs and priorities has been fed into the Leeds City Region Strategy for European Funding. Rollover funding has been secured to establish a limited offer to develop progression routes and intervention programmes from September 2015. Applications for funding in our priority themes including full participation in education, employment and training, apprenticeships, enterprise and innovation are also under development.

Disability employment: A pilot "Internship Programme" is under development, via the Children & Families Act implementation funding at Kirklees College - offering an effective way to support disabled people (furthest from paid employment) to gain the skills and confidence to achieve paid employment in adulthood.

Kirklees has signed up to taking part in the "Employment is Everyone's Business" pilot with National Development Team for Inclusion (NDTI) and BASE which compliments the project. The Richmond Fellowship continues to provide support for people experiencing severe mental health problems through a jointly commissioned contract with the local Clinical Commissioning Groups (CCG's). The service is well used and on average works with around 180 people each quarter to support them towards their employment goals.

Looked after children employability: Agreement to establish the Corporate Parenting Board was approved at Full Council on 24th June 2015. The Board has representatives from Family Support & Child Protection, Learning and Elected Members from each of the 4 political groupings. It ensures that the Council, with its partners, effectively discharges its role as

Corporate Parents for all their Children in Care. A dedicated Careers Advisor has been recruited to work with the Looked After Children & Care Leavers service from the end of May. Focused work with this group of young people will enable and assist in improved outcomes.

The Electronic Personal Education Plan (ePEP) system is now live and training has been provided to Designated Teachers, Social Workers and Independent Reviewing Officers to improve the timeliness and quality of the plans. Full implementation is expected from September 2015.










Benefits claimants: “BetterOff” Kirklees is a new website to help benefit claimants become work ready by maximising benefit income, awareness of 'in & out of work' benefits, information on how to appeal incorrect benefit decisions, incorporating a complete jobs search facility with recorded activity to demonstrate job seekers commitments are met to reduce risk of sanctions. It has been designed for use on smartphones & mobile devices to enable access for users without PCs and for use by professionals to give advice to those who cannot as readily help themselves. Development is progressing well: the site is 69% complete, with 5 months before launch in Oct/Nov.

Volunteer up-skilling: This quarter saw 16 sports and physical activity coaching and volunteering courses run. 145 people are now trained across a range of areas - e.g. safeguarding, walk leaders, moving more often, ping pong, first aid, Sports Coach UK, run leaders, Shall we dance leaders. These volunteers are now able to deliver safe and effective activities in their local community.

Social care sector: The Social Care Sector Workforce Strategy has been revised action plan produced. There are challenges in engaging with NHS to develop an integrated approach to workforce across health and social care. Given the capacity issues in the independent sector, a recruitment campaign is being planned for domiciliary care including videos, case studies, promoted posts through social media and positive news stories in local media. This will be an ongoing campaign to promote positive messages of working in the industry. We are also developing a proposal for leadership and management training for the independent sector, specifically aimed at existing operational/residential managers and aspiring managers.

Areas of risk or concern against the outcome

None reported for Quarter (1).

Outcome (3)	Place – high quality places / environments and infrastructure that supports business, health and life				
Headline Action		Q1	Q2	Q3	Q4
CTC008	Strategic planning – physical activity, community safety				
LS015	Secure sufficient quality learning places				

PH014	Embed JHWS KES in infrastructure planning				
PL007	Improve connectivity for communities across Kirklees				
PL008	Increase the number and quality of homes				
PL009	Regeneration initiatives in our town centres				
PL010	Good quality and sufficient social housing				
PL011	Enhance Kirklees through environment & greenspaces				
PL012	Environmental improvements for Kirklees				
RES004	Infrastructure for digital connectivity across Kirklees				

Progress against the outcome

Community safety: Community Safety awareness raising campaigns have been delivered: scams & frauds (linked to the Target Hardening of 115 properties at risk of domestic burglary); drugs and alcohol services (cards distributed to target groups through businesses across Kirklees); 30 young people attended an alcohol awareness course; use of seat belts especially by children to those at risk of not using them.

Area based leadership teams are established in 4 locality areas to identify and co-ordinate community safety interventions. A Kirklees pilot has been developed under the Human Trafficking National Referral Mechanism in conjunction with the Home Office.

Sufficient school places: Our Sufficiency Strategy continues to be developed to include an updated analysis of demand. Engagement activities on statutory proposals for Huddersfield South West have taken place – an outcome report was presented at Cabinet on 30th June with preparatory work in train. The report was noted and approval given to the next stages of work. Work is in train to support Huddersfield North and Heckmondwike developments. We anticipate further work will be required following completion of the analysis of projected demand. The childcare management framework continues to be implemented. Any pressure for places is identified and appropriate action taken. There are no reports of parents being unable to find suitable childcare or of eligible children being unable to access their free entitlement to early education. Kirklees has expressed an interest in becoming a pilot authority for implementation of the expanded childcare offer for 3 & 4 year olds.

Housing supply: Market testing for the large sites programme is underway as planned. At the same time preparatory work is also underway to ensure we begin procurement in September. We are currently on track to award our first large site contract, in Ashbrow, by the end of the financial year.

Work is progressing well on the small sites housing development programme (sites with 5 homes or less) in the first quarter of 2015/16. Five sites have gained planning permission. This is a solid start in relation to our target of having sales agreed for 20 sites by the end of December 2015.

Highways infrastructure: Highways development work is progressing on (i) A62 Leeds Road – Cooper Bridge Scheme (ii) A629 Halifax Road (Ainley Top to Cavalry Arms) (iii) A616 Lockwood Bar (iv) A62 Gasworks Street.

Digital connectivity: 250 businesses have expressed an interest in Kirklees Core (the new, state-of-the-art, gigabit speed, pure fibre optic network that will deliver ultra-fast connectivity to local businesses). The Council has just signed up to BDUK Phase2, a government project in partnership with neighbouring authorities and BT, which will provide superfast broadband across Kirklees. Kirklees has secured 42% of the capital allocation - meaning approximately £4.2m for infrastructure in Kirklees alone.

Town Centre vibrancy: Work to construct the new bus gates and other traffic management features that will form the Huddersfield Town Centre Connectivity Project is now underway with the first phase of work on St Georges Square and Station Street now complete. Construction of additional bus gates for Westgate, Kirkgate, Market Street and High Street along with other associated works are due to begin in July and will continue throughout the summer.

We are continuing to explore funding opportunities for Pioneer House. A feasibility and an options report is being finalised. One premise is now on site as part of the Dewsbury Town Heritage scheme and another is in the pipeline and making progress through Cabinet.

Community Cohesion: The Breaking Barriers "Growing Together" programme was successfully delivered with 240 children from 4 Dewsbury schools involved. This is a community cohesion project, bringing school age pupils from different schools and backgrounds together to do a planting/growing/environmental project jointly. It builds friendships between the children, improves the local environment (the grown plants will be used in town centre displays etc.), improve relations and encourage interaction between young people.

Plans for Dewsbury-on-Sea have been revised to scale up the event and to maximise the benefits to the Town.

Environmental improvements: The Council has succeeded in securing West Yorkshire Combined Authority agreement to the Principle of Green Street enhancements for the West Yorkshire Transport Fund programme. Delivering energy efficiency improvements to private homes: Procurement has been completed and an interim contract signed for the delivery of the LCR Green Deal/ECO scheme, now called 'Better Homes Yorkshire'. The full contract is to be signed in Quarter (2). The scheme successfully launched to the public in March 2015.

177 photo voltaic solar panel systems have been installed to council housing so far this year, which is in-line with programme projections.

The Programme Board has been established for the West Yorkshire Cycle City Ambition Grant scheme (CCAG) and there are 3 elements to this initiative. The Project Board has been established for the Huddersfield town centre scheme. Routes for Huddersfield have been

identified and feasibility work is underway. The canals scheme is going to be managed by Calderdale.

Environment and greenspace: New refuse collection in-cab technologies have been introduced successfully, in preparation for the move to a four day zonal working pattern. A Collective Agreement to move to four day zonal working and grey/green bin team re-organisation is in place and is planned for implementation in September.

An enforcement and control campaign over the last seven months has achieved excellent results with a significant reduction in contaminated loads of Green Bin material at the Thornhill Transfer Station - from 50% contamination to just 1%.

The trial of new ways of working is now completed for open space maintenance. A feedback report was presented at Cabinet in July to review and recommend operational adjustments. Cabinet members approved the recommendations but will not make the changes until the Overview & Scrutiny Management Committee have reviewed the decision.

Playing Pitches provision: The Physical Activity & Sport Strategy, the Built Sport & Leisure Facilities Strategy and Golf Needs Assessment are progressing well. Supply and demand have been identified in relation to playing pitches and is informing the Local Plan although the Playing Pitch Strategy itself is delayed pending agreement by the National Sporting Governing Bodies of their key recommendations.

Areas of risk or concern against the outcome

Regional connectivity: Kirklees is actively engaged in discussions about HS2, M62 Junction 24 and the West Yorkshire Single Transport Plan. However, recent announcements to 'pause' the Trans Pennine electrification project give cause for concern.

Digital connectivity: The rollout of business broadband and fibre to the cabinet broadband services to 100 sites is now complete, but there have been some service issues that have affected the service availability at some of the newly connected sites. The corporate core fibre network and connection to the wider internet is behind schedule but will be delivered within the next quarter. The shared ducting agreement to allow third parties to rent space in the Kirklees Council ducts is almost complete and will allow the new network to co-exist within our existing infrastructure.



Name of meeting: CABINET
Date: 22nd September 2015

Title of report: Housing Delivery plan - Small Sites Project (POS Objection)

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/ No or "not applicable" If yes give date it first went in
Is it eligible for "call in" by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name Is it signed off by the Director of Resources? Is it signed off by the Assistant Director - Legal & Governance?	- Jacqui Gedman, Director of Place – 11/09/15 - Debbie Hogg, on behalf of David Smith, 14/09/15 - Karl Larrad, on behalf of Julie Muscroft, 14/09/15
Cabinet member portfolio	Joint portfolio Place/ Resources/ Communities

Electoral [wards](#) affected: Newsome

Ward councillors consulted: Yes (as part of the cabinet report dated 25th August 2015)

Public or Private: **PUBLIC**

1. Purpose of report

On 25th August 2015, cabinet agreed the content of the Small Sites report, which included a decision to approve the disposal of sites listed within this report.

This decision was subject to there being no objections received, in response to the disposal notices that were being advertised at the time of the cabinet meeting. It was agreed that any objections received, as a result of these notices, would be brought back to Cabinet for consideration and for a decision on the disposal of any affected site(s).

The consultation period for the required disposal notices has now concluded. In total, the council received one objection, which was for the land at Elm Street in Newsome.

2. Key points

2.1 The decisions before cabinet.

In accordance with our statutory obligations, the project advertised sites for withdrawal as other “open space”, as set out under section 123 (2A), of the Local Government Act 1972. The requirement is to advertise notices in local papers for 2 consecutive weeks. Any objections received as a result of this must then be considered.

One site, Elm Street in Newsome, received an objection which is attached at Appendix A.

Members are asked to consider the objection received in response to the disposal notices advertised and, having considered this objection members are asked to consider approval for the disposal of the site.

Details of the site, and the objection received, are attached at Appendix A.

2.2 Budget

The budget implications were set out in the report dated 25th August 2015, for reference this information is included below;

The cost for the preparation of sites varies but is typically in the region of £6,500 to £7,000. The preparation costs include, for example, Officer time; legal time; planning application submission; ecology reports; topographical reports; flood risk reports; highway reports; noise reports; environmental reports; searches and so forth.

An anticipated potential capital receipt for a typical plot of land to house a single plot could be in the region of £20-30k; a double plot could be in the region of £35-50k and a large detached plot could be in the region of £60k+ but there is a note of caution that these will not be actual net receipt values when considering the preparation costs and officer time. Other factors that could also impact on a potential capital receipt are impossible to determine due to things such as location, supply, demand and competition.

Valuations have not been completed for a number of sites but for illustration purposes only, if it was assumed all sites were medium sized sites and used the lowest valuation (£35k for a double plot), and if all 21 sites were sold, the minimum amount received would be £735,000 in capital receipts. The net value, assuming the highest costs of £7,000 per site, would be £588,000.

Potential additional income from New Homes bonus (NHB) and Council Tax (CT), if the target of 250 units was met, could be in the region of £1.65m over 6 years in NHB and £275k per annum in CT if the units were split between Band A – 100; Band B – 80 and Band C – 70. This calculation is for illustrative purposes only.

The site, at Elm Street, has incurred preparation costs as set out above. Using the methodology described, this site could achieve in the region of £35-£50k. If this site was to sell, the minimum amount received would be £35k. The net value, assuming the highest preparation costs of £7k per site, would be £28k.

2.3 Project benefits

Sites identified for the project, including this one, are seen as key to supporting the economic resilience of the district through the delivery of new additional housing stock. It is also the intent to use this project to stimulate and grow the local house building industry to further support the growth of the local economy.

A high level review of the councils land and property has revealed the potential to create in excess of 250 houses from small sites but ultimately will be dependent on site assessments.

All sites within the project have been evaluated by officers for their strategic value in providing wider economic benefits, and have been appraised for restrictive covenants, encroachments and developability. This includes the site at Elm Street, which has been assessed and considered suitable for potential development.

3. Implications for the Council

Cabinet are asked to note that removing the site at this stage will impact on the final number of sites for disposal; the total potential number of new homes for this phase of the project and the anticipated capital receipt.

As the site identified has incurred preparatory costs, removing it will require these costs to be offset against the capital receipts generated from other sites. This would reduce the anticipated net income which was set out in the report dated 25th August 2015.

4. Consultees and their opinions

Ward members were consulted as part of the 25th August 2015 cabinet report process, the comments received from Newsome ward members can be viewed at Appendix B.

There have been no further consultations for this report.

It should be noted that the objection, noted at Appendix A, was submitted by Councillor Stewart-Turner, on behalf of the Elm and Manor Estate TRA.

5. Next steps

Subject to Cabinet approval officers will:

- a) Submit the planning application for this site
- b) Continue to proceed with this site, in line with the decisions agreed at cabinet on 25th August 2015.

6. Officer recommendations and reasons

It is recommended that:

- 6.1 Cabinet, having considered the objection to the disposals of the site listed in Appendix A and the officer's analysis of this objection, also listed in Appendix A, approves the sale of the site.

7. Cabinet portfolio holder recommendation

- Portfolio holder has agreed the report for consideration at Cabinet.

8. Contact officer and relevant papers

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9. Assistant director responsible

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APPENDIX A – Sites with Public Open Space Objections

Where a local authority wishes to appropriate or dispose of any other type of open space, the amended Local Government Act 1972, section 123 (2A), says that a principle council may not dispose of land under s123, or any land consisting of open space, unless they cause a notice to be advertised of their intention to do so. The notice should specify the land in question and must be advertised for two consecutive weeks in a local newspaper, but there is no requirement to display notices at the site. The authority must carefully consider any objections received to the proposed disposal, it need take no further action on them and may confirm the appropriation or disposal.

The definition of “open space”, in section 336 Town and Country planning act 1990, is any land laid out as public garden, or used for the purposes of public recreation or land used as a disused burial ground.

Comments received

The following objection was received in response to the statutory notices published in the Huddersfield Examiner on 4th and 11th August 2015.

Cabinet are asked to note that the objection received, for the site at Elm Street, have been considered by officers who still consider the site suitable for residential development.

SITE: Elm Street, Newsome

1 individual response was received, **objecting** to the proposed disposal

The objection was submitted by Councillor Stewart-Turner, on behalf of the Elm and Manor TRA.

The grounds of objection can be summarised as follows:-

- Residents feel that the loss of this piece of land would be a blow for the community
- There is no other flat piece of land near-by, and no other community venue
- This piece of land is the only space where residents can erect gazebos, activity shelters, etc. so that they can hold community events (e.g. the garden competition on the 5th September)
- The area is popular for local children to play games, as near-by play area slopes, which limits what they can do on it.
- It is unlikely that there will be objections to developing the 2 other pieces of land near-by, but there is strong local feeling about the retention of this land used for community activities. Residents have asked that the 2 areas that will not be contested are not for students.
- A lot of housing in the area has been let to students, and other people are being forced to move away from friends and family. There is a need for additional social housing in this area.

Site plan - Elm Street, Newsome



PHYSICAL RESOURCES
& PROCUREMENT
Plan No: 15-0068
Scale: 1250
Required by:

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Appendix B –

Newsome ward member responses received, and included as part of the report to cabinet on 25th August 2015.

Newsome

Sites: Elm Street; Manor Street; Moss Street

Date	Councillor	Comment
03.07.2015	Cllr Andrew Cooper	We haven't formed a view as a group yet but if we were to support disposal of these sites I would like to specify that Passivhaus design standards are a condition of sale. I also believe given the nature of the area and its proximity to Town that it would be a good site for social housing developments.
07.07.2015	Cllr Julie Stewart-Turner	I don't see any problem to developing the garage site off Moss Street, but it would be sad to lose the open spaces on Elm Street, as there is very little open space in the area already that can be used for positive social interaction.

No comments received from Cllr Karen Allison

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Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Kirklees Excellent Homes for Life project; Potential Refinance of Senior Debt

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	David Smith - 2.9.15
Is it signed off by the Director of Resources?	Yes - 2.9.15
Is it signed off by the Assistant Director Legal, Governance & Monitoring?	Julie Muscroft - 1.9.15
Cabinet member portfolio	Resources

Electoral [wards](#) affected: N/A
Ward councillors consulted: N/A
Public or private: Public

1.0 Purpose of report

To outline the potential, to refinance the senior debt finance, supporting the Excellent Homes for Life (EHL), PFI project, to produce a significant financial benefit.

2.0 Key points

- 2.1** The EHL project, reached Financial Close in December 2011, at which point the Council entered into a Private Finance Initiative (PFI) contract with a private sector controlled Special Purpose Vehicle (SPV) to design, build, finance and operate 466 units of Housing Revenue Account (HRA), housing of which 150 units would provide supported living in Extra Care facilities. The construction phase went smoothly and all of the units are now operational providing a welcome increase in the stock of affordable housing in Kirklees. To date, the contract has been operating very successfully, with no significant operational difficulties being encountered.
- 2.2** The original providers of the senior debt to the scheme were a consortium of Co-op Bank, Nationwide Building Society and NORD LB. In 2014 as a result of their withdrawal from the investment banking sector, the Co-op Bank

withdrew from the funder consortium with their share of the debt being taken up by the remaining funders. As at the present time the senior debt outstanding in the project is circa £70m.

- 2.3** In early 2015, it became apparent, that favourable movements in the margins which funders apply, to the base cost of funds had occurred in similar infrastructure projects. On the back of this, an approach was made to John Laing Infrastructure Fund (JLIF), who control the SPV, to explore the potential for a refinancing exercise for the senior debt. JLIF agreed that there was merit in exploring this and a report was commissioned, which identified the potential for significant financial benefits to be generated if the debt was refinanced on current terms. The contract requires the larger part of this benefit to flow to the Council and the estimated benefit of this, to the Council is £1.7m at current values if taken as a lump sum. The Council would have the ability to take this benefit in the form of a reduced annual contract fee, over the balance of the contract term, if that was found to be more financially advantageous.
- 2.4** Both the Council and JLIF have agreed to progress, exploring the potential for a refinance and given that the interests of both parties in this matter are closely aligned wherever possible, the costs of appropriate commercial, financial and legal advice will be shared. The Council has appointed Local Partnerships (a national advisory body on major infrastructure projects to the public sector jointly owned by HM Treasury and the Local Government Association), to represent its commercial interests. Legal advisers are in the process of being appointed.
- 2.5** The refinance will either result in one or more of the existing funders, offering to provide the senior debt to the project on more advantageous terms, reflecting the current benchmarked market position, or new funders will be invited to provide the debt on market terms. In either scenario any changes required to the existing contract documentation, will be restricted to the legal documents relating to the scheme funding, to which the existing funders are a party. It is not proposed to make any amendments to the Project Agreement between the Council and the SPV which sets out the service standards, required under the contract and defines the levels of risk each party bears.
- 2.6** As it is likely that the financial outcome of the negotiations will have to be evaluated and if appropriate accepted on fairly short timescales, it is recommended that Cabinet agrees to delegate the final agreement on whether to accept a refinancing offer to the Director of Resources and the authority to execute any required documentation to the Assistant Director (Legal and Governance). Any refinance will only be agreed if the terms produce a financial benefit to the Council and do not amend the current balance of risk between the parties.

1. Implications

Financial

The scoping studies carried out indicate that a substantial financial benefit will be secured by the Council from a refinancing exercise. This will be to the benefit of the Housing Revenue Account (HRA) which funds the EHL project. In the event that a refinance cannot be successfully concluded, then each party would bear the costs of its own technical advice. In the case of the Council these costs are estimated to be in the region of £75k.

2. Officer recommendations and reasons

It is recommended that Cabinet:

- a) note the potential financial benefits, from refinancing the senior debt funding within the Excellent Homes for Life PFI project.
- b) delegate authority to the Director of Resources to agree the terms of any refinance and the Assistant Director (Legal and Governance) to enter into any documentation required to secure this. This will be on the basis that the negotiated terms, demonstrate a financial benefit to the Council and do not amend the current balance of risk between the parties.

3. Portfolio Holders Recommendation

The portfolio holder, Cllr Graham Turner, supports the officer recommendations and for the report to proceed to Cabinet.

4. Contact Officer

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5. Assistant Directors responsible

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Paul Kemp
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Name of meeting: **CABINET**
 Date: **22 September 2015**

Title of report: **Future Options for the Delivery of Housing Functions and Services (including repairs and maintenance)**

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 - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 11/09/15
Cabinet member portfolio	Councillor Cathy Scott Housing and the Relief of Poverty

Electoral [wards](#) affected: All

Ward councillors consulted: None

Public or private: PUBLIC

1. Purpose of report

- 1.1 To set the direction for the future delivery of council housing management and maintenance services.
- 1.2 To consider different delivery models and confirm which option(s) best support the council's strategic priorities and bearing in mind the key drivers for change should be further evaluated in order to inform a final decision on the future delivery of services.
- 1.3 To consider information from the housing sector in relation to the length of housing management and maintenance agreements.

2. Context

There are number of key contextual considerations which need to be acknowledged before examining the different models and options.

- 2.1 Over the next three years, Kirklees Council will embark on a journey to become a very different council. The council vision is 'a district which

combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.’ Each service must consider the role they play in delivering the vision and the council’s strategic priorities which are set out in the Kirklees Economic Strategy and the Joint Health and Wellbeing Strategy.

- 2.2 There is a strong relationship between the council and its Arms Length Management Organisation (ALMO) Kirklees Neighbourhood Housing (KNH), with established partnership arrangements which are demonstrated in reciprocal acceptance of the key strategic housing and wider strategic objectives of both organisations. This synergy of objectives provides a positive basis for future joint working.
- 2.3 The introduction of the self-financing of the Housing Revenue Account (HRA) in April 2012 has led to greater financial freedoms and opportunities which are within the control of the council. Current balances and borrowing headroom mean the council must make decisions on the delivery options to make the best use of this capacity.
- 2.4 The 8th July 2015 budget announcements will have major impacts on the financial projections for all social housing providers, including Kirklees and KNH. Initial estimates indicate a rent loss over four years of £24.4m arising from rent reductions of 1% per annum from 2016/17. The detailed implications arising from this announcement are not yet known but it is clear that any view of future investment capacity will be directly affected and must be considered as part of any decisions around future delivery models.
- 2.5 The Government’s Welfare Reform and Work Bill and Housing Bill are likely to introduce new legislation and requirements, the impact of which are not yet clear but will need to be given further consideration.
- 2.6 The key drivers for a review of the future options for housing management and maintenance services in Kirklees include the opportunity to provide:
 - Better services to tenants and residents
 - Improved value for money and efficiencies plus the opportunity to be innovative in generating income
 - A medium to long term asset management strategy that ensures we have fit for purpose, decent homes to meet the needs of the community and maximises the value of council housing
 - Flexibility for the existing or any new organisation the opportunity to grow. The existing ALMO contract is due for renewal in March 2017.

3. Background

- 3.1 Kirklees Neighbourhood Housing is an Arms Length Management Organisation (ALMO) established by Kirklees Council in 2002. KNH is a wholly owned subsidiary of the council.
- 3.2 KNH was set up to deliver improvements to the condition of the council’s housing stock through the government’s Decent Homes programme and to improve services to tenants and leaseholders. KNH successfully delivered the Decent Homes Programme and has continued to improve tenant satisfaction with services provided.

- 3.3 The current agreement with KNH to manage and maintain the council's 23,000+ homes expires in March 2017.
- 3.4 Kirklees Building Services provide a range of repairs and maintenance services and has an annual turnover of around £40m. Around 80% of its work is on council homes funded by the Housing Revenue Account and around 20% of its work and funding comes from facilities management for the council.
- 3.5 Kirklees Council has retained the strategic housing function and is responsible for the Council's overall housing strategy and policies. In addition the council continues to deliver operational services including housing options, homelessness, adaptations and property condition and tenancy management compliance and enforcement services especially in the private rented sector.
- 3.6 In February 2015 Council agreed through the budget setting process that an expansion of the activities of Building Services be implemented. It was noted this could cover work on private sector and private rented dwellings, and build on their expertise in areas such as gas servicing, pv cell installation and insulation, with the aim being to increase income generated to reinvest in services and also to assist the local private sector in providing high quality work for vulnerable people as part of this expansion.

4. Approach – High level option appraisal

- 4.1 Housing Quality Network (HQN) were commissioned to undertake a first stage high level evidence based review and evaluation of the future options for the delivery of housing functions and services (including repairs and maintenance) in Kirklees.
- 4.2 The review covered consideration of different options including:
 - Status quo – continue as is
 - Large scale stock transfer
 - Take KNH back to the council
 - Merge KNH and Kirklees Building Services
 - Merge some of the council's strategic housing services with KNH and Kirklees Building Services.
- 4.3 Bearing in mind the contextual landscape and the performance of KNH and Kirklees Building Services HQN considered for each of the options the:
 - Pros and cons including financial and legal aspects
 - Opportunities and risks
 - Best practice and knowledge from their expertise in the sector
 - Stakeholder views.

5. Current performance summary

5.1 Performance

KNH and Kirklees Building Services are said to be performing well and reasonably well against key delivery indicators and targets. Benchmarking information indicates however that there is potential for further improvement in both organisations.

5.2 Value for money

In relation to value for money HQN note that KNH demonstrate acceptable performance (HouseMark benchmarking) but recommends that the potential for further efficiencies is explored; especially in the context of the 1% rent reduction from 2016/17.

Kirklees Building Services is said to have tackled many of its less productive attributes by modernising service delivery and reward systems. An analysis of the charging mechanism used for reactive repairs suggests that there is the opportunity for the Council and KNH to further improve value for money by revising procurement or service delivery arrangements. As the market is changing it is suggested that further more detailed analysis of the overall repairs and maintenance costs for the full range and types of work delivered is considered.

In relation to winning work externally it is suggested that the approach taken has been opportunistic and that if the organisation is to grow and contribute in any significant way to resources from other activities that a more strategic 5 year business plan for growth/profit would be needed.

5.3 Support Services (back office)

Both KNH and Kirklees Building Services have service level agreements with the council for the provision of support services. It is recommended that further work is done to ensure value for money. It is noted that the impact of reviewing and possibly removing some or all of these services and the income received by the council for them must be considered in terms of the financial impact upon the council.

6. Option Appraisal HQN Summary and Conclusions

The following section provides a description of each option, a summary of the pros and cons, HQN view of the option and then comment on the high level financial appraisals. (Stake holder views are attached at Appendix 1)

6.1 Status quo

This option envisages no change in the current arrangements, and would involve the award of a further contract to KNH from 2017 onwards.

The following pros and cons were identified by HQN.

Pros	Cons
<ul style="list-style-type: none"> ▪ Avoids any distraction of effort away from dealing with key service issues created by a 'reorganisation' ▪ Maintains the existing, successful approaches and relationships ▪ The Council would maintain direct control of the DLO and Strategic Housing Services, and therefore be able to make decisions on priorities, resource usage and programmes/policies ▪ Council corporate services would maintain their 'client base' 	<ul style="list-style-type: none"> ▪ Opportunities to drive growth, and service efficiency in order to create investment options would be more limited ▪ All services would, to varying degrees, continue to be exposed to reductions in Council resources ▪ The ALMO would continue to be reliant on agreement of its management fee, and so have ongoing uncertainty around future investment and service development capacity ▪ Current frustrations at limitations on the use of resources to meet Council objectives would continue ▪ Opportunities to improve services through integration and greater synergy between ALMO,

	<p>Strategic Services and Building Services would be lost</p> <ul style="list-style-type: none"> Options to mitigate lost rental income arising from the 1% annual rent cut would be limited.
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There is a clear start point of 'if it ain't broke, don't fix it'; and whilst the success of the current arrangements is recognised it is considered that the potential for improving effectiveness and efficiencies and for opening up more innovative opportunities are greater under other options considered.

The financial position would remain the same and whilst it is noted that the separate organisations would continue to make decisions on spending and savings HQN do not explore this further.

6.2 Large Scale Stock Transfer (LSVT)

This is the disposal of the freehold of all the council's housing stock to another organisation. Either an existing housing association or one established for the purpose. This is a 'one-way' option, with the council retaining influence over future decisions (via a Transfer Agreement and Covenants etc.) and also remaining as a key partner of the new landlord, but never returning to a position of ownership and direct control.

The following pros and cons have been identified by HQN.

Pros	Cons
<ul style="list-style-type: none"> Creation of an independent organisation free to deliver investment and services within its business plan capacity Direct access to funding markets enabling use of the asset base Protection of new stock from the Right to Buy and therefore available as affordable, for rent, homes (but likely to change shortly) A new organisation can bring momentum for change, greater efficiency and clearer focus on some key objectives (which, to a point, may be agreed as part of the transfer 'deal' with the Council) 	<ul style="list-style-type: none"> Self-financing HRA open up some of the investment opportunities anyway Delivering a transfer requires a massive input of time and resources, both from the Council and the new organisation The access to funds for direct investment in the stock which drove many transfers has been dealt with via the ALMO route The Council inevitably has less influence over the activities and objectives of the new organisation There is evidence of opposition from both tenants and political leadership. (The Council would have to demonstrate that there was not a majority of tenants against this) Governance and accountability moves one step further away from the Council Protection of new build stock from the right to buy likely to be removed shortly HA constitutions do not necessitate Councillor and tenant representation within the governance structure The 2015 Budget announcements will limit the investment and funding capacity

HQN conclude that at this point in the history of housing services in Kirklees it is hard to construct a cogent argument in favour of LSVT; had it been the case that there may have been overwhelming advantage to tenants and / or the council the option would have been explored further.

A full financial appraisal was not carried out but some key areas of note have been identified for consideration should the option be given further consideration in future, this included for example whether any subsidy or dowry options are available from central government (none relevant to Kirklees are currently or likely in the foreseeable future). It is recognised that there are opportunities for cost savings in the establishment of a new organisations but little evidence to support this looking at other transfers. It is noted that a stock transfer would certainly impose significant financial and opportunity costs on the council.

6.3 Take KNH back to the Council

This option would see KNH (the ALMO) being wound up at the end of its current contract and all services would be returned to the council. This would involve a review of the way in which Building Services are organised within the council, and also the relationship with Strategic Housing Services.

The following pros and cons have been identified by HQN.

Pros	Cons
<ul style="list-style-type: none"> ▪ It would enable a review of all housing related services, as one service division within the Council ▪ Guarantees direct control of resources, priorities, programmes and policies ▪ Clear governance and democratic accountability ▪ Alignment of objectives with other related housing services and community investment ▪ Potential to better 'join up' front line services which interact (repairs, adaptations, options) ▪ Opportunities for longer term savings through improved synergy and reduced duplication of staffing/management (but by no means guaranteed) 	<ul style="list-style-type: none"> ▪ It would require major reorganisation of services, and therefore distract from the delivery of key objectives ▪ It has the feeling of a backward step, and could damage the future effectiveness of the housing landlord service which has built a strong reputation and culture of success ▪ Current funding restrictions mean that the Council would find it difficult to invest in developing a new service arrangement ▪ Future funding reductions would have direct implications for the landlord services ▪ No guarantee of generating any service efficiencies or other savings ▪ Options for income generation and the creation of resources to re-invest are limited. ▪ Examples from other Council's that have opted for this have demonstrated stagnation or deterioration in performance ▪ Loss of 'free' independent board expertise. ▪ There is no general support from decision makers or tenants for this approach

HQN used evidence from council's that have taken their ALMO back in house to show that there is a trend for worsening performance to support their view and the view of key stakeholders, such as Kirklees Federation of Tenants and Residents Association (KFTRA), as the reason why this option was not explored further. The reasons for worsening performance have not been investigated are thought to be many and complex but there is likely to be a connection with the revised arrangements, even if only as a result of a period of disruption.

There would be financial costs associated with reorganisation both on specific things like premises and possible redundancy costs and opportunity costs as staff at all levels are engaged in reshaping the

services and delivery arrangements. It is considered that there may be opportunities for savings should the move back be combined with an amalgamation of services.

6.4 Merge KNH and Kirklees Building Services

This involves the transfer of the whole or part of the Kirklees Building Services from the council, to join the ALMO.

The following pros and cons have been identified by HQN.

Pros	Cons
<ul style="list-style-type: none"> ▪ Clear opportunities for efficiencies and therefore savings ▪ The Council has already charged the DLO with generating surplus – the changes needed to move to a more commercial approach would be facilitated ▪ The ALMO has demonstrated effective governance and accountable links back to tenants; this would encompass a key front line service (repairs) ▪ Decreased direct exposure to reductions in finance and therefore lower risk of job losses ▪ Surpluses could be generated and potentially could be directed through alternative delivery models to support priorities around housing supply and community sustainability ▪ Change programmes to deliver the merger would also be an impetus to improve and modernise ▪ Repairs and asset management programmes would be run together with other landlord services supporting better planning alongside greater efficiency of delivery ▪ Integration would lead to better front end services to tenants ▪ In establishing the new arrangements the Council would maintain some control (through the management agreement and delivery plan) of the future investment plans, strategies and service performance, whilst gaining the benefits of focused leadership and management of the services ▪ An enlarged ALMO organisation would also offer opportunities for other services to be delivered in this way (such as housing options, adaptations, tenancy support), increasing the potential for efficiencies and integration ▪ A larger organisation has greater capacity and reach to contribute directly to regeneration projects (employment, apprenticeships, social enterprise options) ▪ DLO exposure to commercial expertise via independent board members ▪ A merged organisation would create the potential for efficiency savings to offset the loss of income generated by the rent formula reduction 	<ul style="list-style-type: none"> ▪ Efficiency savings would, in part, be in back office services supplied by the Council and would therefore increase pressure on those budgets. (General Fund) ▪ The DLO would be outside direct control of the Council and therefore alignment of priorities is more subject to relationships and partnership and less to specific in house decisions ▪ Repair services for other Council owned assets would be subject to a contractual relationship (which may also be a positive) ▪ There may be some union opposition to another Council service being moved out ▪ Does the DLO have the required leadership, capital, skills and commercial culture to compete effectively and therefore generate commercial activity and surpluses (at scale)?

It is concluded that the advantages of this option outweigh the disadvantages but noted that if this option is to be pursued that a number of practical issues around implementation need to be resolved,

not least the purpose, form and structure of the new organisation. HQN say it is imperative that the aims of the changes are clearly articulated and then arrangements are agreed which best deliver the outcomes sought.

The financial analysis indicates that savings from this option would be primarily generated from reductions in staffing costs and demonstrates how prudent efficiency savings could reduce costs by over £2m. A 5% reduction in staffing costs would equate to almost 50 jobs. There would be opportunities for a merged organisation to use resources differently, to increase turnover and generate surplus. This is however not a 'given' and the merged organisation would need the required leadership, skills and culture in place to behave differently with regard to the commercial bottom line as well as other outcomes and values.

In addition to the integrated model outlined above where KNH and Kirklees Building Services merge into one organisation as a subsidiary of the council there are other models that can be adopted under an integrated model. Exploration of the opportunities / advantages that other subsidiary or trading models offer could be further considered.

6.5 Merge Strategic Housing Services, KNH and Kirklees Building Services

This would involve the establishment of a contractual agreement between the ALMO and the council for the delivery of some elements of strategic housing services.

HQN did not do a full appraisal of this option as it is clear that if the council decide to merge KNH and Kirklees Building Services this will require significant input from leadership teams in both organisations and the corporate centre. A further reorganisation of services would be difficult at the same time and potentially disruptive to both staff and customers.

It is noted that housing options and homelessness and adaptations services are both services which could be considered for transfer to the ALMO but suggested that any such actions should be deferred to allow any new ALMO organisation to be set up and established.

6.6 Conclusion

HQN conclude that the evidence around returning the ALMO to the council or to transferring the stock via LSVT mean that these options are less likely to support the key drivers for change and so are unlikely to be pursued.

The option to retain the status quo is said to be possible and it is noted that services would continue to evolve as they have done over the last years since KNH was established. However this limits the potential to explore innovative ways to increase activity in new markets. Also it does not offer the best opportunity to seek out growth and thereby maximise beneficial impact on communities across Kirklees.

This leads to the view that a merger of KNH and Kirklees Building Services in an arrangement that needs to be defined in detail is the route which the potential for improving housing services across the piece, for identifying efficiencies and for making available investment capacity which may be used for a range of purposes to help the council achieve its overall strategic objectives.

HQN do however stress the importance in the second stage of this review of considering in greater detail the preferred option and of producing a deliverable implementation plan. The next stage must also consider further the impact of the four years of rent reduction announced in the July 2015 budget.

7. Length of agreement

- 7.1 Throughout the housing sector there is a trend towards awarding longer term agreements to ALMO. Longer term agreements are said to allow for greater strategic planning and also reduce the costs and distractions of undertaking regular and complicated reviews both for the council and the ALMO. It is reported that across the sector there a range of different agreement lengths – from 5 up to 30 years.
- 7.2 HQN suggest that the option to establish a longer term agreement is worthy of consideration but that this should include appropriate break clauses, a framework of operational and financial tests and robust performance measures, monitoring and liaison arrangements.

8.1 Implications for the Council

8.1 Finance

As the financial implications of the different options haven't been considered in detail by HQN these would need further consideration as part of more detailed work on Cabinet's preferred option. This should be done in the context of the significant financial challenge being posed by a rent reduction of 1% for 4 years from 2016-17.

Information on the financial implications and strategy will be included in a further report to Cabinet to inform the final decision on the future delivery of housing management and maintenance services and then again as part of the 2016-20 budget process.

8.2 Legal

Legal advice on Cabinet's preferred service delivery model will be required. This will include information in relation to the formation of any new organisation and any legal issues relating to the award of a new and possibly longer management agreement. Resource to support further work on the preferred option including clarifying expectations, roles and responsibilities and governance arrangements and to develop the implementation plan will be required. This will be outlined in the further report to Cabinet mentioned above.

8.3 Human Resources (HR)

HR advice and involvement in further work on the preferred option and to develop the implementation plan will be required. Should the final decision on the future delivery of services involve for example a merger of KNH and Kirklees Building Services the HR resource requirement is likely to be significant and will include support with consulting key stakeholders and ensuring compliance with TUPE regulations and managing the Industrial Relations.

8.4 New Council

The Council's transformation change programme 'New Council' is underway. It is timely to consider a review of housing management and maintenance services alongside other major changes taking place. This will provide the opportunity to maximise the contribution these services and any new organisation can play in delivering the council's vision and strategic priorities as set out in the Kirklees Economic Strategy and the Joint Health and Wellbeing Strategy.

Work to move forward the preferred option will draw on the same resources needed to take forward other significant changes happening within the council.

9. Consultees and their opinions

- 9.1 HQN interviewed and considered the views of key stakeholders. This included the Leaders or nominated representatives of political parties, KNH Board members, KFTRA Board members, senior managers from Kirklees Council and KNH, representatives nominated by Unison, Unite and GMB. The interviewees and a summary of the key points made are appended to the report. (Appendix 1)
- 9.2 Further consultation with key stakeholders will be carried out as part of a more detailed evaluation of Cabinet's preferred service model(s).

10. Next steps

- 10.1 To commission stage 2 of the option appraisal to take forward the necessary detailed analysis of the preferred option(s) to include further consideration of the impact of the four years 1% rent reduction from 2016/17 and the production of a deliverable implementation plan.
- 10.2 To produce a report and implementation plan outlining the key issues and implications of the preferred option which will inform the final decision on the future delivery model for housing management and maintenance services.

11. Officer recommendations and reasons

- 11.1 That Cabinet consider the range of delivery models outlined and note that the conclusions drawn from the high level option appraisal support the merger of KNH and Kirklees Building Services as the option which best supports the council's strategic priorities and takes account of the

key drivers for change. That Cabinet confirm that this option should therefore be further evaluated in order to inform a final decision on the future delivery of housing management and maintenance services.

- 11.2 That Cabinet having considered information from the housing sector in relation to the length of housing management and maintenance agreements agree that further work be carried out to develop and determine the length and content of any new management agreement and appropriate break and termination clauses, a framework of operational and financial tests and robust performance measures, monitoring and liaison arrangements.

12. Cabinet portfolio holder recommendation

- 12.1 The portfolio holder is minded to recommend to Cabinet the option to merge KNH and Kirklees Building Services and recommends that officers therefore be asked to produce a detailed analysis of this option and a longer term management agreement as outlined in section 11 above.
- 12.2 That having completed the more detailed analysis that a further report is brought back to Cabinet in January 2016 in order that the final decision on the future delivery of housing management and maintenance services can be made.

13. Contact officer and relevant papers

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

14. Assistant director responsible

Kim Brear, Assistant Director, Place.

Appendix 1 – Stakeholders and Stakeholder Views

Stakeholder – interviewees

1. Kirklees Council

Councillors:-

David Sheard (Leader), Cathy Scott (Portfolio Holder), Nigel Patrick, Liz Smaje, (Conservative Party) Andrew Marchington, Phil Scott, John Lawson (Liberal Democrat Party) Julie Stewart-Turner, Andrew Cooper (Green Party) Charles Greaves, Terry Lyons (Valley Independent Party)

Officers:-

Kim Brear AD Place, Joanne Bartholomew AD Place, Sue Richards AD Social care and Well-being for Adults, Helen Geldart Head of Housing Services, Building Services Senior Management Team, Eamonn Croston strategic Council Finance Manager, Phil Carver, Finance Manager.

2. Kirklees Neighbourhood Housing

Board Members:-

Dave Harris, Tony Hood, Paul Webley

Officers:-

KNH Senior Management Team

3. Kirklees Federation of Tenants and Residents Associations (KFTRA)

Board Members:-

Cora Carter, Steve Washington, Steve Knight

4. Trade Union Representatives

GMB:-

Paul Appleton, Glyn Wydell

Unite:-

Lyall Singleton, Michael Boustead

Unison:-

Ian Brooke

Stakeholder Views (Summary of key points reported by HQN)

1. Status Quo

- Stakeholders recognise success of current arrangements from their different perspectives.
- A desire to find ways of improving effectiveness even further and opening up opportunities to create meaningful channels to direct investment capacity.

2. LSVT

- Hardly any appetite for this option views expressed that LSVT would gain little political support and outright opposition from active tenants and trade unions.
- Arguments around increased autonomy recognised but feel that the same outcomes could be achieved with stock remaining in council ownership.
- The council's duty to support vulnerable people and direct influence over social factors including housing would be eroded.

3. Take the ALMO back to the council

- Some felt it might bring better alignment of objectives and priorities and save money.
- Little support from others – savings would be minimal
- Would destroy a sound organisation (KNH) that has improved the housing management services to customers
- It would be an unwelcome distraction and disruption to services at a time when the council needs to focus on how to support the most vulnerable in society.
- An effective governance model, with experienced people, and a tenant's voice would be lost.
- KFTRA were dismissive if the option.
- Almost no political will to move in this direction.
- Opportunities to develop Building Services business would be limited.
- Exposure to the commercial experience of the ALMO Board would be lost, jeopardising its ability to generate external income.

4. Merge the ALMO and Kirklees Building Services

- The business would generate income outside the HRA, which would then be available to reinvest in services and/or homes.
- Jobs would be protected from ongoing cuts facing the council by placing distance between them and the cuts, plus exposure to new business could promote job creation.
- The merger would create the impetus to continue the change and improvement programme at the DLO.
- The key service to tenants (repairs) would be directly accountable to them.
- Better opportunities are gained to learn from other housing DLO who can demonstrate real commercial success.
- Duplication of support services and management would be avoided and savings made.
- The DLO could continue to deliver services to the council on a contractual basis but could do so more competitively and at lower cost.
- The combined organisation would be a more effective organisation for delivering regeneration, training, social enterprise support and other services to the whole community, often being able to attract funding not available to the council
- Integrated service delivery provides a greater degree of cohesion for corporate issues eg, safeguarding, crime reduction, vulnerable tenant identification.
- Asset management planning, use of resources and management of risk would be improved, delivering better, more timely services to customers and enabling the DLO to operate more efficiently and strategically.

- Clearly focused management and governance.
- Opportunity to extend the management agreement, some ALMO have up to 30 year arrangements: others have automatic contract renewal subject to certain checks. This would give greater certainty and is strongly supported by KFTRA.
- A cohesive end to end service model provides the opportunity to offer full management services to others external to Kirklees, thus enhancing external income generation opportunities.
- Some questioned if jobs would really be protected, a reduction in duplication may have opposite effect.
- The loss of central support service revenue to the council may be significant if the new organisation pursued a robust cost reduction agenda eg SLA.
- Is the actual capacity of the DLO to create surpluses of any significance? Many have tried, some have failed, and others have struggled to do this at scale.



Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Kirklees Council support of the Friends of the Earth
 'Run on Sun' Solar Schools Strategy

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	Jacqui Gedman - 02/09/2015
Is it signed off by the Director of Resources?	David Smith - 02/09/2015
Is it signed off by the Acting Assistant Director - Legal & Governance?	Julie Muscroft - 11/09/15
Cabinet member portfolio	Cllr Sheard (Leader) Strategic Themes Cllr McBride - Transportation, Skills, Jobs and Regional Affairs Cllr Pandor - Schools and Learning

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

Public or private: Public

1. Purpose of report

To ask Cabinet to consider:

- 1.1. Supporting the Friends of the Earth 'Run on Sun' campaign for schools, which is promoting clean energy and campaigning for a mechanism to facilitate schools investing in solar energy.

- 1.2. Agreeing that the council writes to all schools in Kirklees, encouraging them to consider the benefits of installing solar technologies in advance of the outcome of the Government review of the renewable energy Feed-in Tariff regime (expected late 2015).

2. Key points

- 2.1. The Friends of the Earth (FoE) 'Run on Sun' campaign calls for the Government to ensure that any school that wishes to, gets the support it needs to install Solar renewable energy technologies.
- 2.2. Specifically, the campaign calls for five steps from the Government to facilitate the installation of solar technologies on schools. These are:
 - To allow schools to borrow to invest in solar.
 - To provide guaranteed grid connections for solar school projects.
 - To set up an impartial one-stop shop for solar schools information.
 - To ensure all new schools have renewables and high levels of energy efficiency as standard
 - Beyond schools, make sure the Feed-in Tariff (FIT) works for all rooftop solar systems, and aim for six million solar roofs across the UK by 2020.
- 2.3. Schools are comparatively likely to be suitable for solar technologies (both photovoltaics (PV) and solar thermal) due to possessing relatively large, accessible roof spaces and utilising most energy during daylight hours. Solar PV is a means for schools to both reduce their electricity bill and their carbon emissions. The FoE estimate that a typical secondary school could save £8,000 per year from their energy bill with the income from the FIT repaying installation costs in typically 7-9 years.
- 2.4. Solar is a popular renewable technology in terms of public perception. The latest DECC Public Attitudes Tracker suggests that 81% of the public 'strongly support' or 'support' solar developments.¹
- 2.5. Currently, there are limited routes for schools to invest in solar (or other renewable installations). Most commonly this is for schools to use their own funds or apply to their local authority to borrow on their behalf. There is no specific mechanism for schools to be able to borrow independently to invest in renewables.
- 2.6. Other funding options for solar in schools that have been explored elsewhere in the country include 'crowdsourcing' funds from the local community or by engaging with a solar developer who may install a system at a reduced rate

¹ DECC *Public Attitudes Tracking Survey*, Wave 14, 14th August 2015
(<https://www.gov.uk/government/statistics/public-attitudes-tracking-survey-wave-14>)

(or 'free') up-front but then cover their costs from the ongoing FIT payments to the school.

- 2.7. The recent national Department of Energy & Climate Change (DECC) Solar PV Strategy ² (Part 2 - April 2014) stated that the Government would "lead an initiative specifically targeted at England and Wales' 24,000 schools." However, to date, this has not been announced.
- 2.8. On 22nd July 2015, the Government announced changes to a number of 'low carbon' subsidies, including a full review of the FIT in order to drive "further significant savings". The consultation on this review is due to close on 23 October 2015, and proposes significant reductions to the FIT across the board, with the intention being for revised rates to be implemented on 1st January 2016 ³.
- 2.9. For schools considering Solar PV, prompt development is therefore likely to be beneficial in terms of maximising income from the FIT and delivering savings to energy expenditure.

3. Implications for the Council

- 3.1. This report proposes council support for the FoE initiative. No direct capital funding support to schools for solar installations is proposed.
- 3.2. Further council support to schools will be limited to a 'Frequently Asked Questions' document relating to solar technologies, and , subject to sufficient demand, one seminar event for interested schools.
- 3.3. The installation of solar technologies is an investment decision for Kirklees schools themselves, which would have financial implications for each school concerned.

4. Consultees and their opinions

- 4.1. Cllr Sheard, Leader of the Council, is supportive of the initiative and requested that this paper be prepared.
- 4.2. Cllr McBride, Cabinet Member for Transportation, Skills, Jobs and Regional Affairs, is supportive of the proposals.
- 4.3. Cllr Pandor, Cabinet Member for Schools and Learning is supportive of the proposals and welcomes the opportunity to work with FoE and do our little bit in reducing CO2 emissions and reducing energy usage. He is optimistic that schools will welcome this initiative, not just on commercial grounds, but also

² DECC *UK Solar PV Strategy, Part 2*, 4th April 2014 (<https://www.gov.uk/government/publications/uk-solar-pv-strategy-part-1-roadmap-to-a-brighter-future>)

³ DECC *Consultation on a review of the Feed-in Tariff scheme*, 27th August 2015 (<https://www.gov.uk/government/consultations/consultation-on-a-review-of-the-feed-in-tariff-scheme>)

on environmental grounds and recognises the wider learning this initiative will create for our young learners.

5. Next steps

5.1. Subject to approval of these proposals, Officers from Investment & Regeneration and Physical Resources and Procurement will proceed to:

- Contact the Friends of the Earth to register the Council's support of the 'Run on Sun' initiative.
- Write to all Kirklees schools encouraging them to prioritise making a commercial decision on the benefits of installing solar technologies and highlighting potential changes to the FIT subsidy.
- Arrange a one-off guidance seminar for interested schools, subject to interest.

6. Officer recommendations and reasons

Members are requested to:

- Approve this request to support the FoE initiative as this highlights the need for further assistance for schools to maximise the installation of solar technologies. These can reduce costs for schools and reduce carbon emissions.
- Approve the request to write to Kirklees schools to encourage them to consider solar technologies. The reason for this is that prompt action is considered important in advance of proposed reductions to the FIT.

7. Cabinet portfolio holder recommendation

- Cllr Sheard, Leader of the Council, is supportive of the initiative and requested that this paper be prepared and for it to proceed to Cabinet.
- Cllr McBride, Cabinet Member for Transportation, Skills, Jobs and Regional Affairs, is supportive of the proposals and for the report to proceed to Cabinet.
- Cllr Pandor, Cabinet Member for Schools and Learning is supportive of the proposals and welcomes the opportunity to work with FoE and do our little bit in reducing CO2 emissions and reducing energy usage. He is optimistic that schools will welcome this initiative, not just on commercial grounds, but also on environmental grounds and recognises the wider learning this initiative will create for our young learners and for this report to proceed to Cabinet.

8. Contact officer and relevant papers

John Atkinson

Environment Officer, Investment & Regeneration

Tel. 01484 221000

Email: john.atkinson@kirklees.gov.uk

Relevant Papers:

Friends of the Earth 'Run on Sun' general briefing note:

<https://www.foe.co.uk/sites/default/files/downloads/run-sun-mps-briefing-april-2015-75773.pdf>

Friends of the Earth 'Run on Sun' Local Authority-specific briefing note:

<https://www.foe.co.uk/sites/default/files/downloads/run-sun-briefing-you-can-give-your-local-authority-76895.pdf>

9. Assistant director responsible

Paul Kemp

Assistant Director - Place

Tel. 01484 221000

Email: paul.kemp@kirklees.gov.uk

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Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Highway Asset Management

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 - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 10/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft - 11/09/15
Cabinet member <u>portfolio</u>	Cllr Steve Hall Place (Investment and Housing)

Electoral wards affected: None
Ward councillors consulted: None

Public or private: Public

1. Purpose of report

Cabinet is asked for commitment to the implementation of highway asset management and endorse the Highway asset management policy and strategy.

2. Key points

- 2.1** Highways, including roads, pavements, structures, street lighting, traffic signals, signs and road markings are the council's most valuable asset. The cost of completely replacing all the highways infrastructure would be £3.7 billion. Managing our highways is a critical challenge to Kirklees Council. We have to manage an ageing network with high public expectations for safe, reliable and comfortable travel. At the same time, resources are reducing, with less funding available so increasing pressure on the delivery of the service.

Our highways are increasingly fragile and less resilient to damage from wear and tear, ageing, increasing traffic and severe weather. This regularly results in visible defects like potholes, damaged road signs, defective street lights or traffic signals and weight limits on bridges. These defects are seen and felt by all and often put the council in the media spotlight.

- 2.2** The roads are vital to the economic, social and environmental wellbeing of our area. They provide access for business and communities, as well as contribute to the area's local character and our electorate's quality of life. Highways really do matter to people. Public opinion surveys continually highlight the high level of importance that our communities attach to the roads but dissatisfaction with the condition of local roads and the way they are maintained.
- 2.3** The current tough economic climate poses big challenges to councils to make the best use of limited resources in providing an acceptable highway service to the public, yet critically to maintain the integrity of our highways for future generations.
- 2.4** Public pressure can result in just short-term fixes, to potholes for example, rather than properly planned and implemented longer-term solutions. Short-term repairs provide poor value for money and often undermine the structural integrity of the asset.
- 2.5** HMEP is the Highways Maintenance Efficiency Programme, a Department for Transport funded and sector led transformation programme, which exists to support the highway sector on its journey to transform highway services. HMEP has prepared a guidance document on Highway Infrastructure Asset Management containing a list of recommendations considered so essential that non-compliance will reduce future grant income from the DfT through the Incentive Element of the LTP settlement
- 2.6** Highway infrastructure asset management is an established and widely recommended approach to highway maintenance. Asset management promotes a business-like way to make better use of limited resources and delivers efficient and effective highway maintenance. It takes a long term view of how highways may be managed, focusing on outcomes by ensuring that funds are spent on activities that prevent expensive short-term repairs. This makes the best use of public money whilst minimising the risk involved in investing in highway maintenance.
- 2.7** The Constituent councils of the West Yorkshire Combined Authority (WYCA) – including Kirklees Council, Leeds City Council, Bradford Metropolitan District Council, Calderdale Council, Wakefield Council with the inclusion of City of York Council, have developed an asset management framework as a basis for working together collaboratively to drive best practice through shared knowledge, experience and resources.

- 2.8** The WYCA Asset Management Framework reflects the guidance provided by the Highway Maintenance Efficiency Programme (HMEP) document 'Highway infrastructure Asset Management' and the National Code of Practice 'Well Maintained Highways'.
- 2.9** The attached asset management policy and strategy are elements within the framework that support best practice in asset management.
- 2.10** The Policy provides strategic direction and communicates the purpose in applying asset management to achieve the Authority's objectives. The Strategy sets out long term objectives for managing the Kirklees highway infrastructure in the context of the Authority's long term goals and objectives
- 2.11** In November Highway Authorities are required to submit a self-assessment questionnaire with supporting evidence to demonstrate they are delivering value for money in carrying out a cost effective maintenance service. This incorporates 22 questions on asset management, resilience, customer, benchmarking & efficiency and operational delivery. An essential part of the assessment is to have a published asset management policy and strategy.

3. Implications for the Council

Highways asset management can be delivered within existing legal, financial, human resources and information technology framework.

4. Consultees and their opinions

Officers have had discussions with political groups within the Council. They have noted the report and support approval by Cabinet.

5. Next steps

The asset management policy and strategy are high level documents that take a long term view and will only be updated when there is a change in policy or approach.

A Highway Infrastructure Asset Management Plan will be written to document the asset management process.

6. Officer recommendations and reasons

That Cabinet supports the approach to highways asset management and approves the policy and strategy for highway maintenance as set out in Appendix 1 of this report.

That authority is delegated to the Director of Place to keep policy under review and update as required, in consultation with the portfolio holders, if any change in policy or approach is required.

7. Cabinet portfolio holder recommendation

Cllr Steve Hall has discussed the report with officers and supports the approach to managing highways assets and officer recommendations and for the report to proceed to Cabinet.

8. Contact officer and relevant papers

Kathryn Broadbent
Operations Manager – Highways & Operations
Tel: 01484 221000
Email: kathryn.broadbent@kirklees.gov.uk

Appendix 1 to this report - Highway Asset Management Policy and Strategy Document including appendices

9. Assistant Director responsible

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10. Background Papers

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6 Service Delivery

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10 New Works

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12 Review

Appendices

Appendix A – Highways Assets Managed by Kirklees Council

KIRKLEES COUNCIL

Highway Asset Management Policy and Strategy

1 Introduction

Kirklees Council recognises the importance of its highway infrastructure and how an effectively managed and maintained network contributes to the local economy and achievement of its corporate goals. We understand that effective asset management is a platform to deliver clarity around standards and levels of service, and to work collaboratively to make best use of available resources.

This “Highway Infrastructure Asset Management Policy and Strategy” sets out how the Council will best manage the highway network taking into consideration customer needs, local priorities, asset condition and best use of available resources. It presents the Council’s Strategy for the management of our highway assets as at September 2015 and allows planning over both the short and long term, whilst delivering a minimum whole life cost approach to our Highways Assets.

The highway infrastructure is the Council’s most valuable asset. The gross replacement cost, calculated in accordance with the requirements for Whole of Government Costs, is estimated to be £3.7billion (excluding the notional value of the land) and the current depreciation at £0.8billion

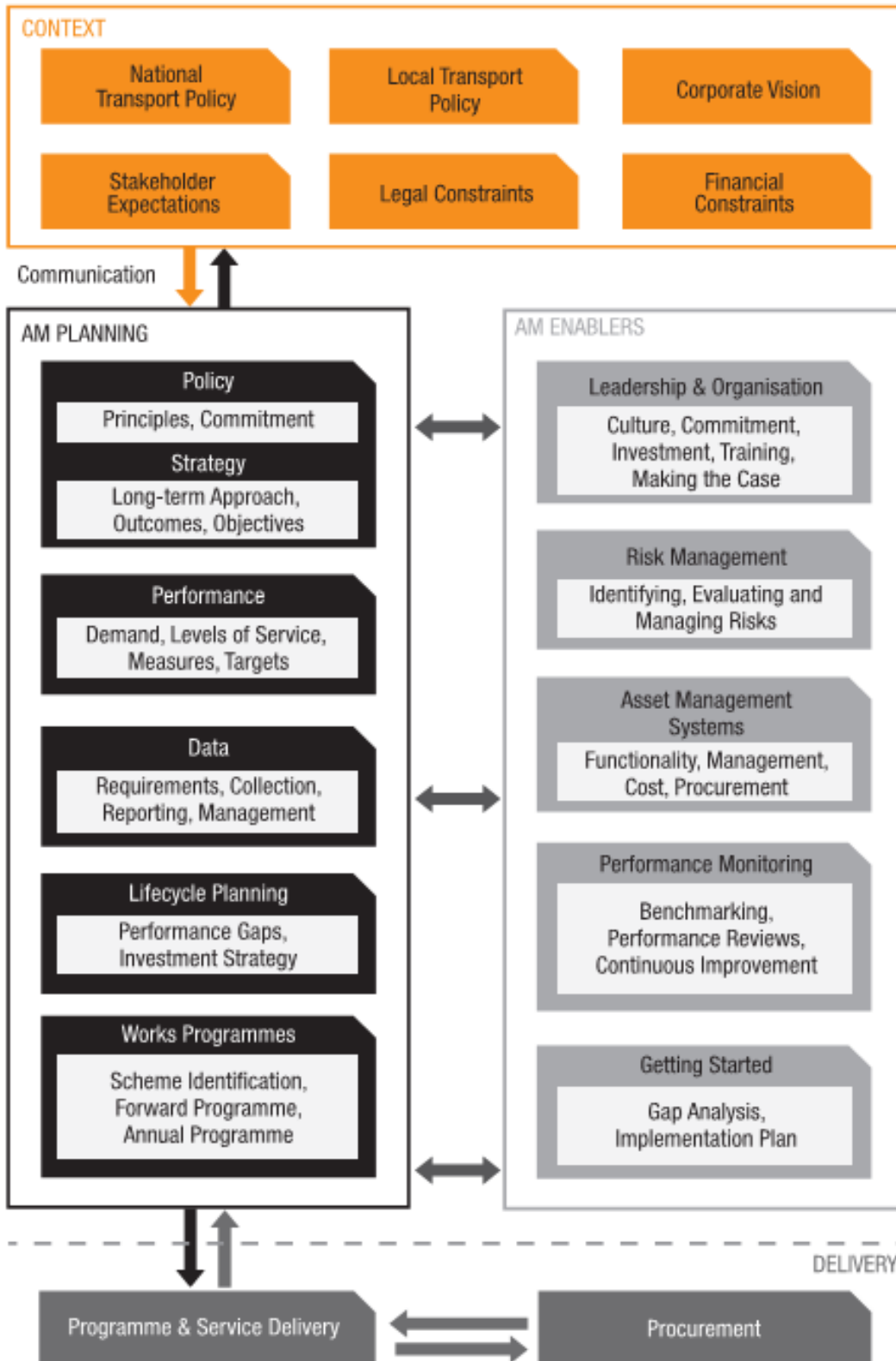
The infrastructure of the highway network is a matter of keen public interest and concern. This was established from the West Yorkshire Customer Satisfaction Transport Tracker Survey 2011. Local businesses and the public who tell us that road condition is very important and that the current condition is less than satisfactory

2 Highway Asset Management Framework

The Constituent councils of the West Yorkshire Combined Authority (WYCA) – Kirklees Council, Leeds City Council, Bradford Metropolitan District Council, Calderdale Council, Wakefield Council with the inclusion of City of York Council, henceforth referred to as the WYCA for simplicity have developed an asset management framework as a basis for working together collaboratively to drive best practice through shared knowledge, experience and resources.

The WYCA Asset Management Framework reflects the guidance provided by the Highway Maintenance Efficiency Programme (HMEP) document ‘Highway infrastructure Asset Management’ and the National Code of Practice ‘Well Maintained Highways’.

The national guidance on an asset management framework is shown diagrammatically in figure 1. The strategic documents needed to implement this framework are shown diagrammatically in figure 2.



(Highway Infrastructure Asset Management Guidance – UKRLG/HMEP, May 2013)

Figure 1 – Asset Management Framework

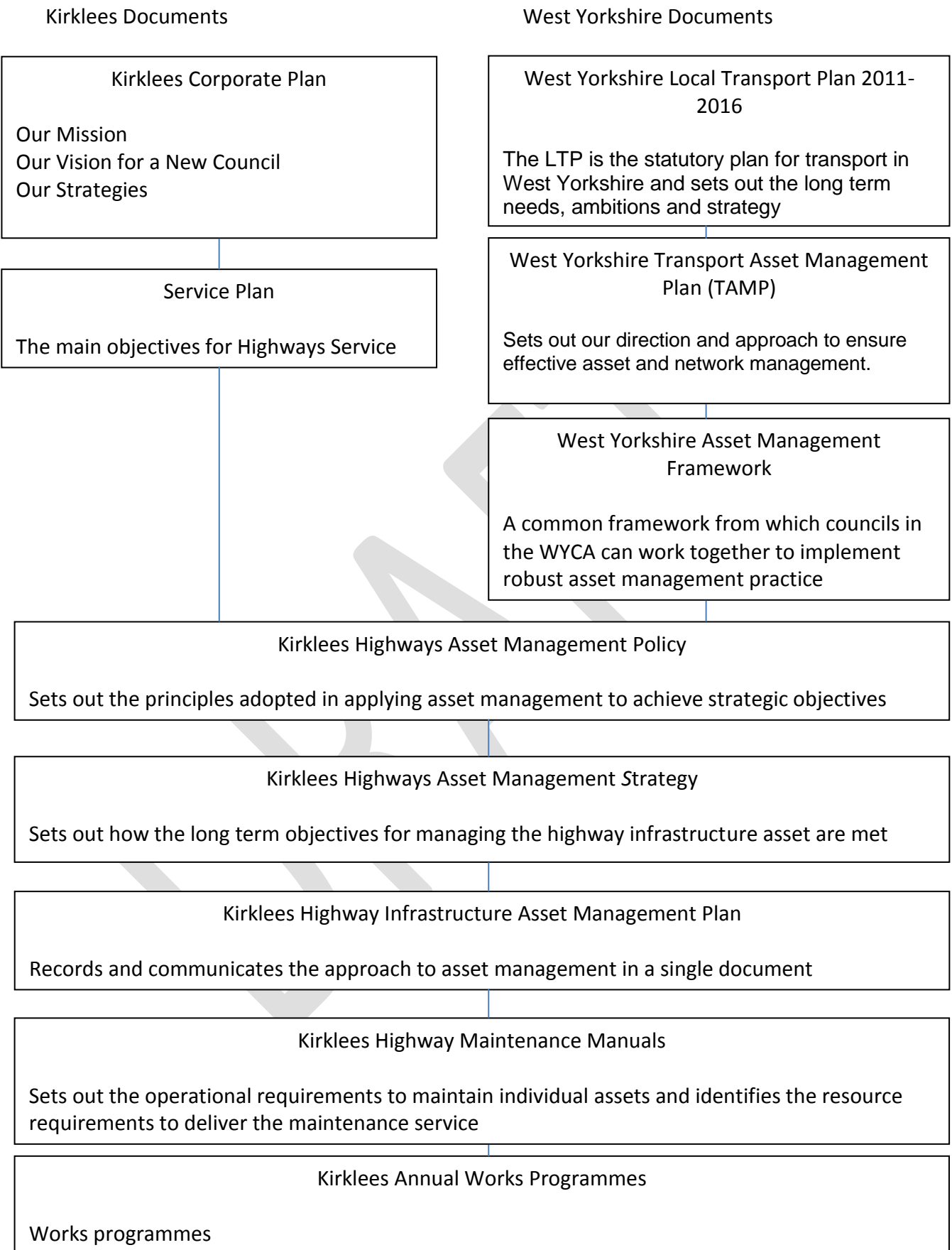


Figure 2 – Asset Management – Strategic Documents

3 Highway Asset Management Implementation Plan

Figure 3 represents the structure for the implementation of asset management for Kirklees within the WYCA context

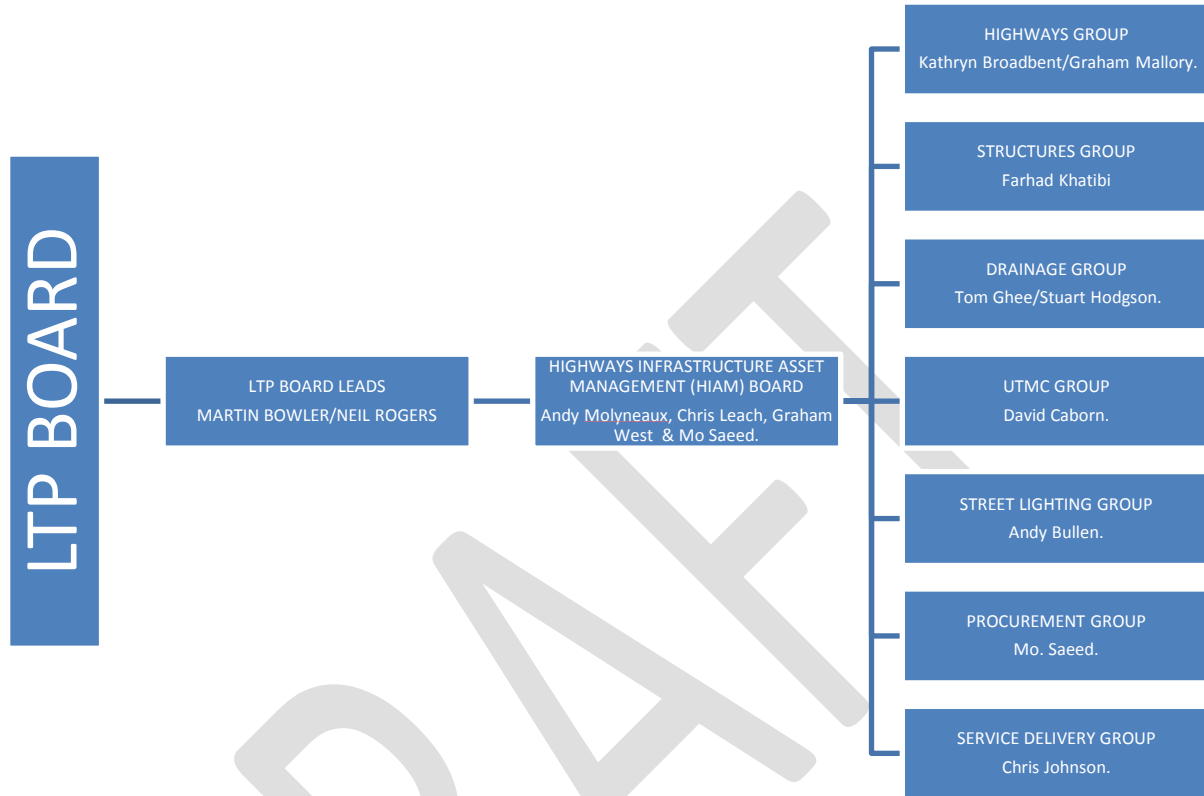


Figure 3 – Asset management Implementation Plan

4 Kirklees Corporate Plan

Our mission

Our mission is to be a modern, flexible and emotionally intelligent organisation able to work with our diverse communities to sustain the services they need, the outcomes we choose and the opportunities they want.

Our vision...

Our vision for the residents and communities of Kirklees is clear. We want Kirklees to be:

'A district which combines a strong, sustainable economy with a great quality of life - leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.'

This is a Kirklees which innovates and creates new solutions through creative collaboration locally, regionally, nationally and internationally, to maximise the welfare of all our residents. A Kirklees which is positive and ambitious, confident in what we can achieve by connecting all of our strengths and harnessing all of our energies.

To deliver this vision in challenging economic circumstances means locally gathered evidence and insight will be paramount. We will need to use all of the resources available in our communities and to build positive, resilient communities that are able to do more for themselves and each other.

Our vision for a New Council

To deliver this vision for the communities of Kirklees, we must be clear about the type of council we need to be. Over the next three years, we will undertake a journey to become a radically ambitious, enabling council focused on the outcomes we achieve and the impact we make.

A council which...

- Connects ideas, people and resources across boundaries of all kinds, supporting communities to harness and build on their strengths.
- Focuses on creating trust and synergy between institutions, businesses and citizens in Kirklees.
- Continues to provide a consistent level of basic services, but will target limited resources as appropriate to meet community needs and strive to maximise the impact of all our services by collaborating with others.
- Safeguards vulnerable citizens, but wherever possible, seeks to not just provide a safety net, but also a route to help people control their own lives and to stay safe and well.

We have called this New Council.

Kirklees Economic Strategy Links

In pursuit of our vision for Kirklees to be recognised as the best place to do business in the north, and one where people prosper and flourish in all of our communities, the Kirklees Economic Strategy includes priorities that a well maintained highway can help to address.

Infrastructure: making it easier for businesses to succeed and for people to access work

Quality places: locations of choice for people, business and investment

Kirklees Joint Health and Wellbeing Strategy Links

No matter where they live, people in Kirklees live their lives confidently, in better health, for longer and experience less inequality.

A well maintained highway network contributes to the decent physical environment within a supportive community that is one of the differences we are trying to make for the people of Kirklees

5 Highway Asset Management Policy

The WYCA Asset Management Framework includes overarching policy statements, to provide strategic direction and communicate purpose in applying asset management to achieve each authority's objectives. These have been adopted as into a Kirklees Highway Asset Management Policy shown in figure 4.

The Asset management Policy is a high level document that confirms The Council's commitment to highways asset management and demonstrates how an asset management approach aligns with the Council's corporate vision and strategic objectives

Kirklees Highway Asset Management Policy

The Policy describes the principles adopted in applying asset management to achieve our strategic objectives

The Council recognises the vital role played by the local highway network in supporting the Authority's Corporate Planning Framework – Our Vision, Economic Strategy, Health and Wellbeing Strategy, The Corporate Plan and Service Delivery Plan.

The Council advocates an asset management approach for the maintenance of the local highway network in order to help deliver the best long term outcomes for local communities.

Issues

- A need to meet our statutory duty of maintaining a safe highway network.
- A need to contribute towards the delivery of the local authority and West Yorkshire Combined Authority corporate visions and objectives.
- Our Vision for a New Council
- A need to maintain the highway assets in an efficient a manner as possible to make the most of limited budgets.
- A need to meet the requirements of local businesses and the public who tell us that road condition is very important and that the current condition is less than satisfactory.

Objectives

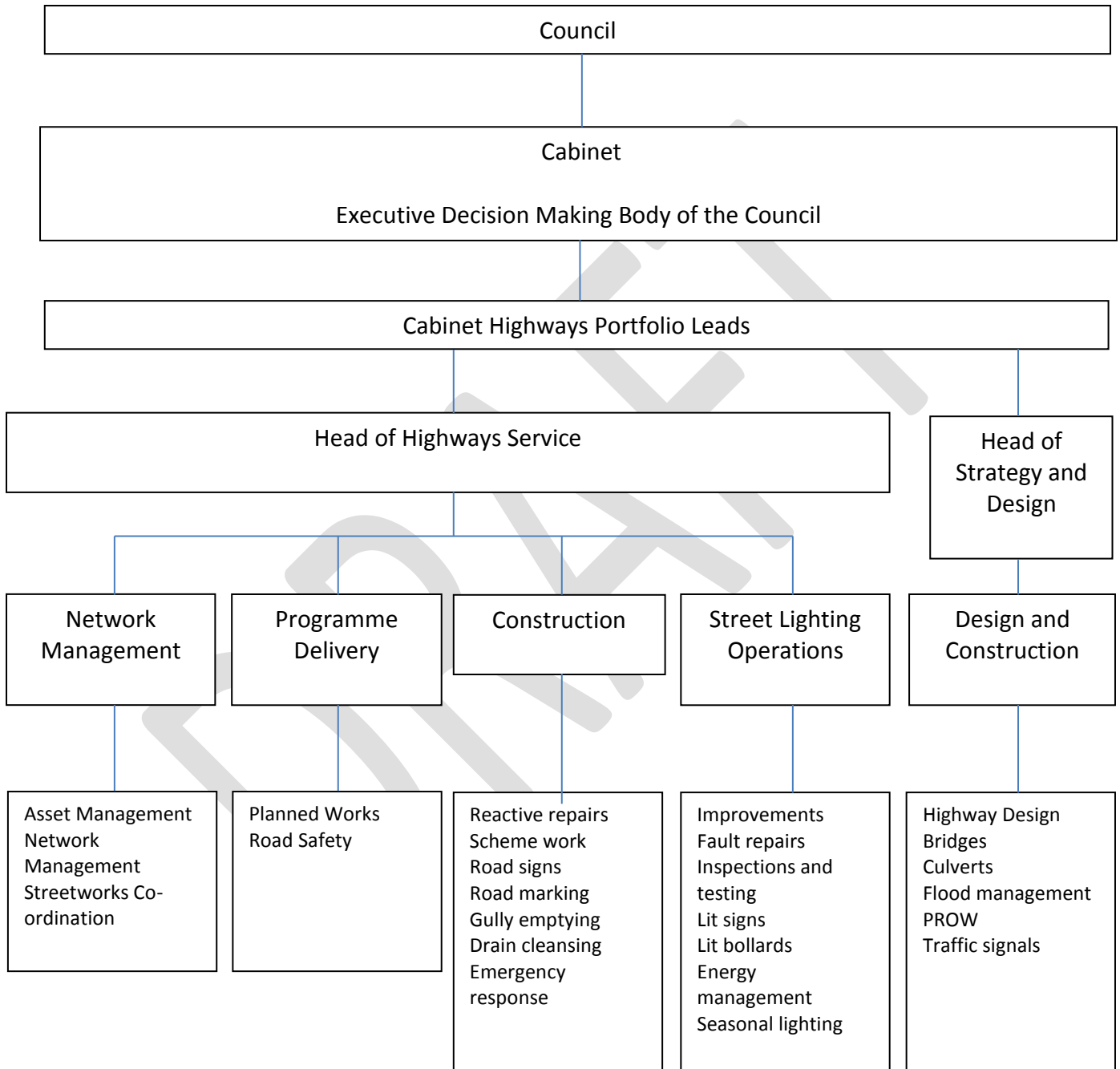
We will embrace asset management principles to

- Identify and agree realistic performance targets for the highway assets.
- Focus on investing in more planned preventative maintenance to minimise disruption, reduce third party claims and make available funds go further.
- Use whole life costing techniques to minimise the cost of asset ownership over the long-term.
- Adopt maintenance strategies that balance the priorities of the customer with the optimised use of available budgets.
- Use lifecycle planning techniques to understand the funding need of the highway assets.
- Make a compelling, evidence based business case to support internal and external funding bids.
- Provide key decision-makers with all of the information required to make those decisions with full knowledge of the associated impacts and consequences.
- Work collaboratively to explore, understand and implement best practice both internally through 'Champion Councils' and externally through industry engagement.

Figure 4 – Kirklees Highway Asset Management Policy

6 Service Delivery

The organisational structure of Kirklees highways operation delivers highway maintenance services through a number of teams



7 Highway Asset Management Strategy

This Highway Infrastructure Asset Management Strategy sets out long term objectives for managing the Kirklees highway infrastructure in the context of the Authority's long term goals and objectives.

This Asset Management Strategy is one of the key strategic documents relating to the Council's Highway Services. A key element of the Strategy is the Council's Highway Infrastructure Asset Management Plan (HIAMP). This Plan contains approved policies and guidance, service standards and interventions in respect to the Council's legal requirements and its service provision.

The core elements of the strategy are

- Inventory and data management
- Levels of service
- Lifecycle Planning, budget projection and valuation
- Risk management

Inventory and Data Management

An inventory of the highways asset is the foundation of the asset management system. Knowledge of the extent and the overall condition enables an overall view of need and a consistent approach

The highway asset has been divided into asset groups. Each group is then broken down into asset elements (See Appendix A).

Major Asset Group	Approximate Asset quantity
Carriageways including associated road markings and drainage infrastructure	1,900km
Footways and cycleways	2,333km
Street lights and illuminated signs	58,800units
Signal controlled crossings and junctions	227no
Structures	684no. plus 400km walls

Inspection and survey regimes for highways assets, particularly to inform national guidance and statutory requirement, provide us with good quality information on our major assets. The knowledge of the asset is not complete and where gaps exist a judgement is made on the cost / use / maintenance of asset data to determine the value in extending the inventory.

Data has been collected in several formats across various asset management platforms. It is proposed that data is consolidated as far as is practical to maximise effectiveness and drive the consistent approach. Much of the information is in a format that complements a GIS based platform.

Levels of Service

Within a strategy these are broad statements that describe the higher level corporate objectives and stakeholder requirements to be achieved from management of the asset from implementing asset management.

To provide a consistent level of basic service with limited resources targeted as appropriate to meet community needs

To strive to maximise the impact of our service by collaboration with others

To ensure early intervention to extend the life of the asset at optimum cost

Lifecycle Planning, Budget Projection and Valuation

In line with national guidance and good practice, Kirklees Council is developing a lifecycle planning approach to managing its highway maintenance activities.

Understanding how long specific maintenance treatments last, the relative cost of these treatments and the Levels of Service provided are essential pre-requisites to good asset management.

When considered alongside defined outcomes life cycle planning enables the development of investment strategy to deliver a defined level of performance, or where funding is constrained, to quantify the effect of funding scenarios on the levels of service that can be delivered. Life cycle planning for major asset groups will be detailed in the Highway Infrastructure Asset Management Plan.

HMEP has developed a life cycle planning toolkit that Kirklees will use to allow deterioration modelling for all all highways assets except structures where deterioration is the principal measure of performance.

Gross Replacement Cost and Depreciated Replacement Cost

Whole of Government Accounts (WGA) has set requirements for the way the value of the highway asset is reported to the HM Treasury in the Authority's audited accounts. When the WGA process has been fully implemented, authorities will be required to meet the strict requirements for financial reporting of their highway asset. For this to be achieved, there is clear need for accurate and detailed inventory information and performance data. This requirement will support asset management by providing an improved understanding of network deterioration and combining that with the levels of service to be achieved.

Risk Management

Successful implementation of the asset Management Framework requires a comprehensive understanding and assessment of the risks and consequences involved. Optimally the network would be operated at the lowest level of risk but as the financial demands of maintaining the network to that standard exceed the available budget it is important to understand to what risks the Council is exposed when making decisions on investment strategies, setting levels of service, and identifying engineering standards.

The Council's Risk management strategy defines the approach to managing risk across the Authority.

Deteriorating asset condition and reductions in funding are a high risk for the Authority within the risk matrix assessment

8 Highway Asset Management Planning

Inherent to this process is a need to understand the influence of budget decisions on customer satisfaction and delivery of the corporate priorities. Furthermore, the impact that investing on one asset element may have on the overall performance of other asset elements, as well as the whole asset, is examined.

The process to allocate maintenance budgets is shown in figure 5

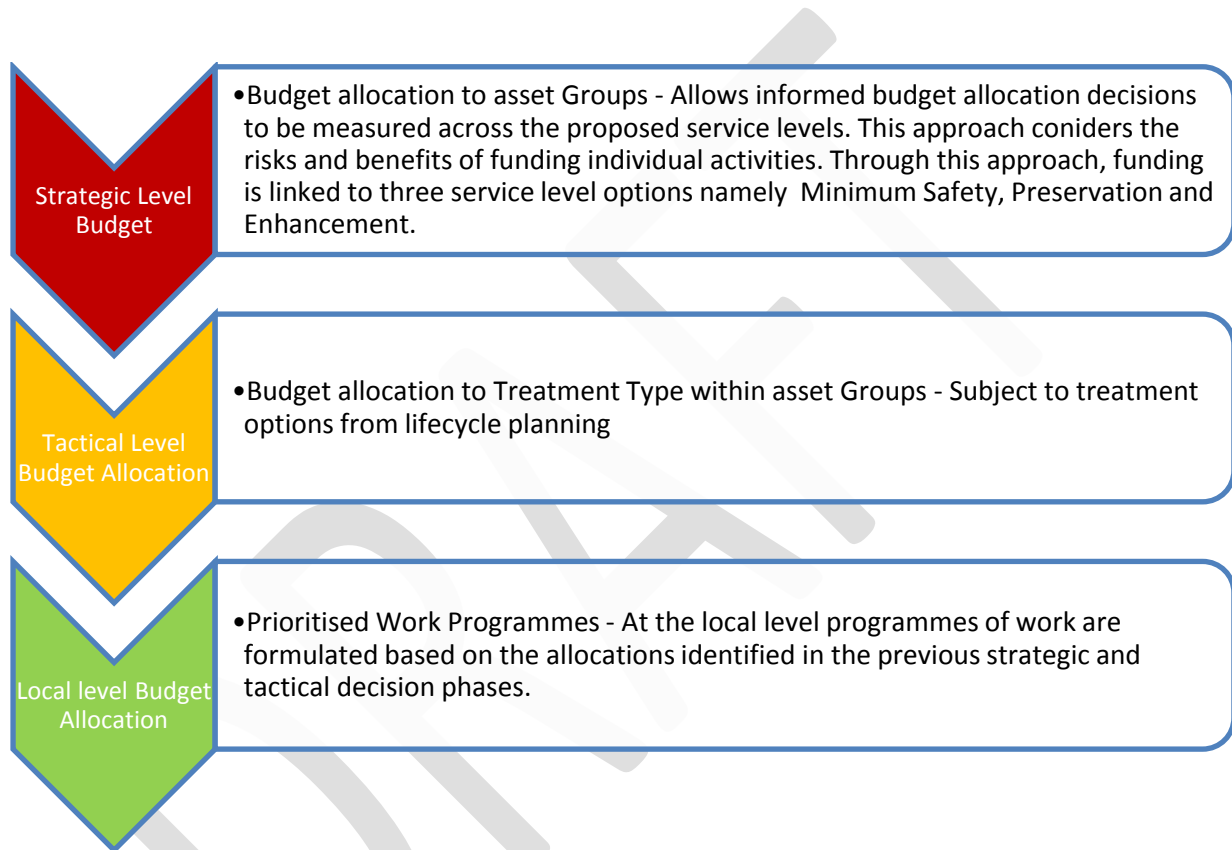


Figure 5 – Budget Allocation Process

9 Sudden Asset Failure

This Strategy advocates a planned and risk based approach to Asset Management, but there may be exceptional circumstances in which a particular asset fails rapidly, beyond prediction. In this event, programmes of work will be reprioritised across all asset groups in order to facilitate the inclusion of additional schemes.

10 New Works

One of the aims of good asset management is to improve co-ordination between highway improvement and highway maintenance schemes. Taking into account the cost and implications of maintaining the asset at the design stage will ensure that whole life costs of schemes are optimised. The Asset Management Strategy aims to raise awareness of this issue, in accordance with national guidance, by ensuring that any new infrastructure, with internal or external funding, has adopted the most appropriate design option and the most appropriate materials.

11 Benefits of the Asset management Strategy

Kirklees goal is to improve public satisfaction with its highway service whilst maintaining value for money and continuing to provide a safe highway network, in line with corporate priorities

The asset management strategy supports continual review and improvement of its processes and procedures, ensuring, as far as possible, that the standards identified in relevant legislation and codes of practice are adopted and that our customers receive a good and efficient service that reflects the resources available.

12 Review

The asset management policy and strategy are high level documents that take a long term view and will only be updated when there is a change in policy or approach.

Customer feedback has been through the West Yorkshire Customer Satisfaction Transport Tracker Survey 2011. Further consultation is planned using the National highways and transport network (NHT) survey from 2015 and the annual outcomes will be communicated to key stakeholders.

DRAFT

Appendix A:Highways Assets Managed by Kirklees Council

Major Asset Group	Asset Element	Asset Quantity	Asset Unit
Highways	Carriageways		
	Principal Roads	210	km
	Roads Connecting communities	240	km
	Unclassified Roads	1450	km
	Total	1900	km
Highways	Footways and Cycleways		
	Primary Walking Route	29	km
	Secondary Walking Route	65	km
	Link Footways	76	km
	Local Access Footways	2129	km
	Cycleways	34	km
	Total	2333	km
UTMC	Traffic Signal Installations		
	Traffic signal junctions	132	no.
	Puffin Crossing	90	no.
	Toucan Crossing	3	no.
	Wig Wag	2	no.
	Total	227	no.
Structures	Bridges and Other Highway Structures		
	Bridges (≥ 1.50m Span)	212	no.
	Tunnel	1	no.
	Retaining wall - estimate	400	km
	Footbridge	215	no.
	Culverts (≥ 1.50m Span)	94	no.
	Subway	8	no.
	Other Structures (mast arm, sign gantries etc)	11	no.
	Other Structures (≥ 1.50m Span) with partial liability (i.e. 3rd Party bridges/culverts carrying adopted highways)	143	no.
Street Lighting			
	Lighting Columns	50213	no.
	Illuminated Bollards	2061	no.
	Illuminated Signs	5466	no.
	Zebra Crossing	432	no.
	Feeder pillars	251	no.
	Refuge island beacons	285	no.
	Variable Message signs	12	no.
	Subway units	85	no.
	Total	58805	no.
Other Asset Group			
	Highway Drains - estimate	250	km
	Highway Gullies and connections	75653	no.
	Surface Water pumping station	1	no.
	Highway Trash Grilles	60	no.
	Road Signs	not measured	
	Road Restraint Systems (crash barriers)	not measured	

Pedestrian Guardrail	not measured	
Trees	not measured	
Verges - estimate	2,500,000	m2



Name of meeting: CABINET
Date: 22 September 2015

Title of report: A638 Bradford Road, Littletown - Principal Road
 Reconstruction and Resurfacing

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 greater than £250k and effects two electoral wards
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 - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft - 14/09/15
Cabinet member portfolio	Place (Planning, Highways & Open Spaces)

Electoral [wards](#) affected: Cleckheaton, Liversedge and Gomersal

Ward councillors consulted: Cllr Andrew Pinnock, Cllr Kath Pinnock, Cllr John Lawson, Cllr Simon Alvy, Cllr Lisa Holmes, Cllr David Hall

Public or private: PUBLIC

1. Purpose of report

This is a key decision to seek approval for a scheme to reconstruct 1.78km of the A638 Bradford Road, Littletown.

2. Key points

- 2.1 Major road improvement works are proposed for the A638 Bradford Road between Leeds Road to Manor Park Road as part of the Principal Road Programme 1A. See plan number HM/84772/CAB for the extent of the works (attached).

- 2.2 The current backlog of A road repairs is around 11km. Timely intervention as condition deteriorates minimises repair costs. The scheme will repair sections within the backlog and halt the deterioration of lengths that would otherwise soon add to the backlog.
- 2.3 The works comprise drainage repairs and road resurfacing.
- 2.4 The scheme is estimated to cost £840,000 with funding from the Principal Roads programme 1A within the approved Highways Capital Plan. The funding source is a grant through the Local Transport Plan (LTP) Maintenance grant allocation. The work will be phased over two financial years. The estimated expenditure in the first year is £315,000. The expenditure in 16/17 will have first call on the budget for that year.
- 2.5 Subject to Cabinet Approval, works are programmed to start in October 2015 to coincide with the school half term holiday
- 2.6 The A638 Bradford Road is the main route from junction 26 of the M62 as well as providing an important link to local communities of Heckmondwike and Cleckheaton. We are aware that this scheme may cause significant difficulties for local businesses, residents and through traffic. Officers will be in discussions with local councillors about the proposed improvements, and how delay and disruption can be minimised where possible.

Early contractor involvement on the resurfacing works should help to mitigate some of the problems which the works will cause.

Proposed actions have been identified so far including:

- Advanced vehicle messaging signs will be erected informing drivers about the intended works and to expect delays.
 - The method of work will be split between daytime off peak working and twilight shifts between the hours of 7pm and 11pm.
 - Some sections of the work will require junctions onto the A638 to be closed to allow work to be carried out safely. The timings of these closures will be considered in order to minimise disruption to local residents and through traffic.
 - Works will be phased, and access to the maximum amount of businesses/properties will be maintained as much as is possible, and the residents and businesses within the affected area will be updated regularly.
 - Sections of the A638 will need to be resurfaced under contra flow as the running lane widths are not adequate to provide safe working zones for the Contractor.
 - Temporary traffic lights will also be required.
 - Working at off peak times to minimise the impact of the work to through traffic.
- 2.7 The scheme was discussed at length during Utility Liaison Meetings by the Streetscene Streetworks Co-ordinator and necessary utility works

have been planned to be carried out prior to the resurfacing. To date Northern Gas Networks completed their works last summer and there are no more motorway closures planned. A Section 58 Protection has been issued for the extents of the length of proposed surfacing which will provide a 5 year protection from utility excavations unless in an emergency situation.

3. Implications for the Council

The scheme contributes to providing real help for communities by halting the deterioration and reducing the maintenance backlog. As a result of this work this road will be removed from our current list of maintenance backlog.

4. Consultees and their opinions

Consultation will be undertaken with local businesses/ residents, the local ward Councillors. A further information letter will go out to all frontage properties/businesses in advance of the scheme starting, detailing the programme for the works.

5. Next steps

Officers will progress the design and construction of the works.

6. Officer recommendations and reasons

That Cabinet approves the scheme for the reconstruction of A638 Bradford Road, Littletown.

Reasons:

The scheme improves a local strategic route and reduces the maintenance backlog.

7. Cabinet portfolio holder recommendation

The Cabinet Portfolio Holder, Cllr Steve Hall, supports the officer recommendations and for the report to proceed to Cabinet.

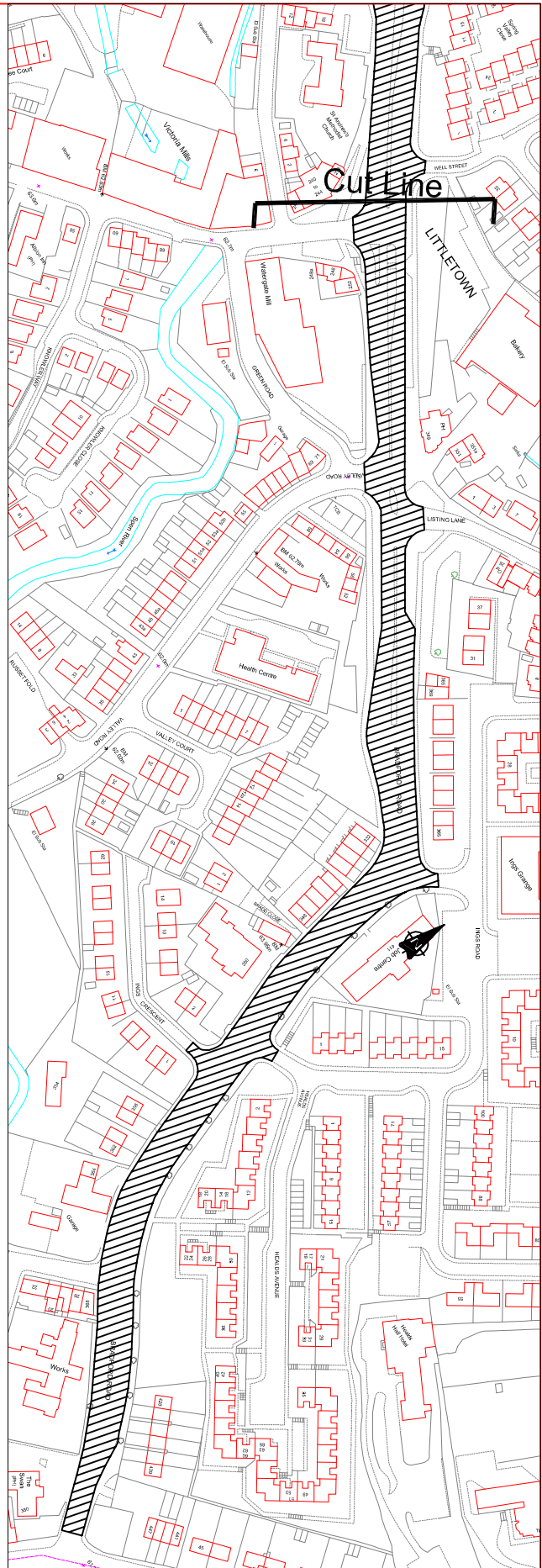
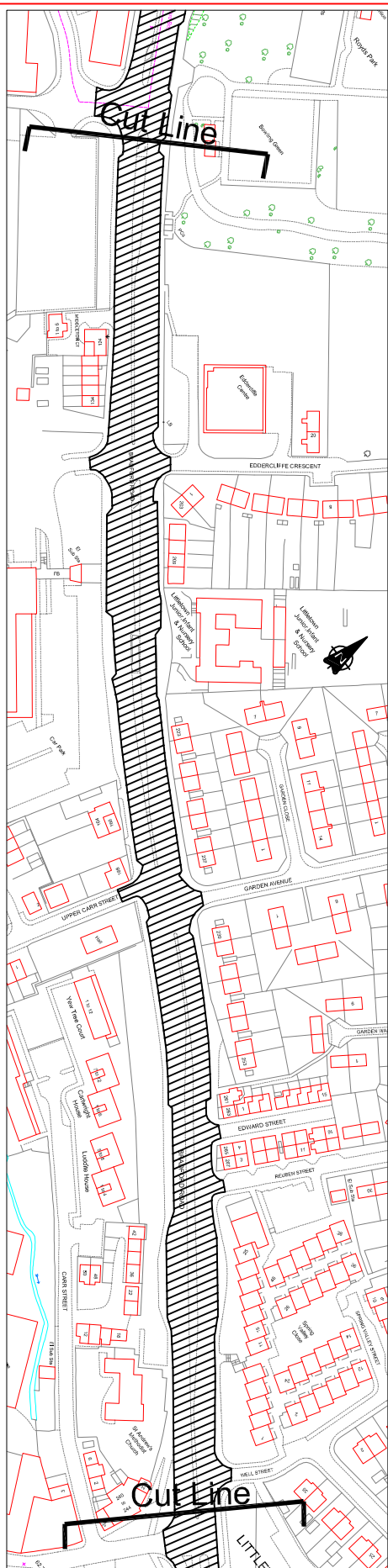
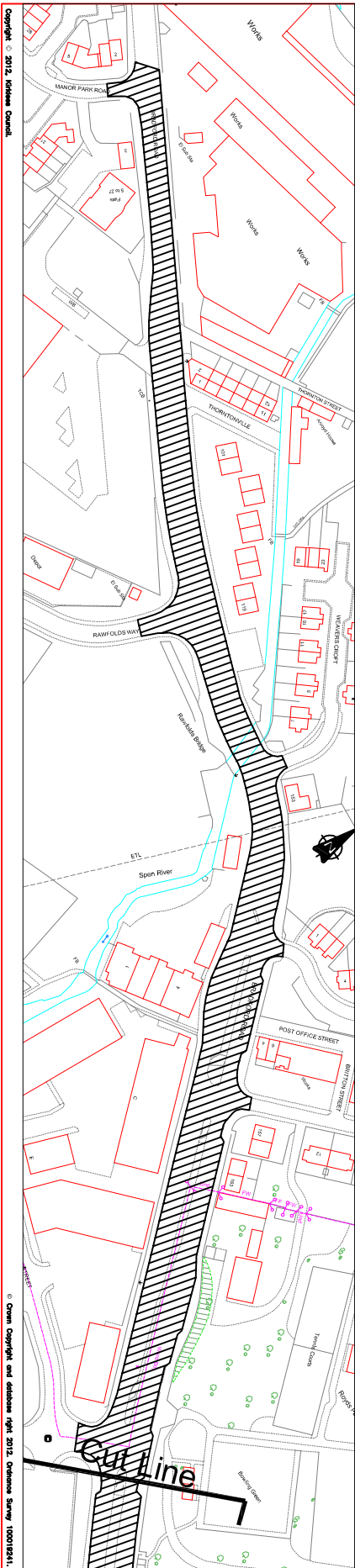
8. Contact officer and relevant papers

Katherine Hunt
Tel: 01484 221000
E-mail: katherine.hunt@kirklees.gov.uk

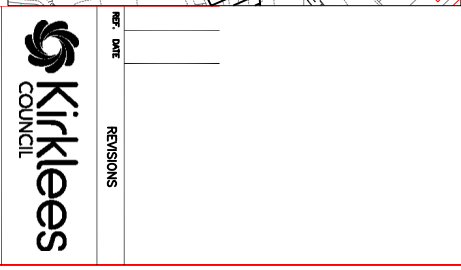
Papers: Appendix 1 – Bradford Road, Littletown Map

9. Assistant Director responsible

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



<p>DATE: 25/04/12</p> <p>PROJECT NO.: 25/04/12</p> <p>DATE: AUG 15</p> <p>PROJECT: A638 BRADFORD ROAD CLECKHEATON</p> <p>TITLE: PROPOSED SURFACING EXTENTS</p> <p>DRAWN BY: HM/04772/CAB</p> <p>CAD No.:</p>	<p>SECTION: PLANNED MAINTENANCE</p> <p>DRAWN: KHH</p> <p>CHECKED:</p>	<p>Directorate of Place</p> <p>Civic Centre 3, Market Street</p> <p>Huddersfield, HD1 2TG</p>	<p>REF. DATE</p> <p>REVISIONS</p>
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Name of meeting: CABINET
Date: 22 September 2015

Title of report: Thornhill Road, Marsh - Road Reconstruction and Resurfacing

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 greater than £250k and effects two electoral wards
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 - 11/09/15
Is it signed off by the Director of Resources?	David Smith - 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft - 14/09/15
Cabinet member portfolio	Place (Planning, Highways & Open Spaces)

Electoral [wards](#) affected: Lindley, Greenhead

Ward councillors consulted: Cllr Carole Pattison, Cllr Mohan Sokhal, Cllr Sheikh Ullah, Cllr Cahal Burke, Cllr Mark Hemingway, Cllr Gemma Wilson.

Public or private: PUBLIC

1. Purpose of report

This is a key decision to seek approval for a scheme to reconstruct Thornhill Road, Marsh from A640 New Hey Road to Occupation Road

2. Key points

- 2.1 Major road improvement works are proposed for Thornhill Road between A640 New Hey Road and Occupation Road as part of the Unclassified Roads programme 1C See plan number HM /84974/CAB for the extent of the works (attached).

- 2.2 The current backlog of unclassified road repairs is around 174km. The works will remove 0.4km from that backlog
- 2.3 The works comprise road resurfacing.
- 2.4 The scheme is estimated to cost £350,000 with funding from the Unclassified Roads programme 1C within the approved Highways Capital Plan. The funding source is a grant through the Local Transport Plan (LTP) Maintenance grant allocation.
- 2.5 Thornhill Road is a busy unclassified road that links the A640 New Hey Road and the A629 Halifax Road. It is also used by visitors/employees of Huddersfield Royal Infirmary to park on. The works complement resurfacing of Thornhill Road from A629 Halifax Road to Occupation Road in 2014.
- 2.6 The first phase of Thornhill Road was completed in 2014. The reconstruction of the first phase from the A629 Halifax Road to Occupation Road was hindered by a shallow water main. The main fractured at a number of joints along the main during our reconstruction works. Lengthy discussions have taken place with Yorkshire Water who has now agreed to structurally reline the water main on phase 2 of Thornhill Road. This, along with other mitigating measures, should prevent any further damage occurring to the water main.
- 2.7 Officers will be in discussions with local councillors about the proposed improvements, and how delay and disruption can be minimised where possible.
- 2.8 Early contractor involvement on the resurfacing works should help to mitigate some of the problems which the works will cause.
- Proposed actions have been identified so far including:
- Advanced works signs will be erected informing drivers about the intended works and to expect delays.
 - The work will be carried out under a road closure between the hours of 9 and 5pm
 - The junction of Rumbold Road onto Thornhill Road will need to be closed to allow the resurfacing work to be carried out safely. The timings of these closures will be considered in order to minimise disruption to local residents and through traffic.
 - Temporary traffic lights will also be required on New Hey Road when working at the New Hey Road junction.
 - Working at off peak times to minimise the impact of the work to through traffic.
- 2.9 A Section 58 Protection has been issued for the extent of the length of proposed surfacing which will provide a 5 year protection from utility excavations unless in an emergency situation.
- 2.10 Subject to approval the works are programmed for February/ March 2016 (weather permitting).

3. Implications for the Council

The scheme contributes to providing real help for communities by halting the deterioration and reducing the maintenance backlog. As a result of this work this road will be removed from our current list of maintenance backlog.

4. Consultees and their opinions

Consultation will be undertaken with local businesses/ residents, the local ward Councillors. A further information letter will go out to all frontage properties/ businesses in advance of the scheme starting, detailing the programme for the works.

5. Next steps

Officers will progress the design and construction of the works.

6. Officer recommendations and reasons

That Cabinet approves the scheme for the reconstruction of Thornhill Road, Edgerton.

Reason:

The scheme improves a local strategic route and reduces the maintenance backlog.

7. Cabinet portfolio holder recommendation

The Cabinet Portfolio Holder, Cllr Steve Hall, supports the officer recommendations and for the report to proceed to Cabinet.

8. Contact officer and relevant papers

Katherine Hunt
Tel: 01484 221000
E-mail: katherine.hunt@kirklees.gov.uk

Papers: Appendix 1 - Thornhill Road, Edgerton Map

9. Assistant Director responsible

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



Directorate of Place
 Civic Centre 3, Market Street
 Huddersfield, HD1 2TG

Project
 THORNHILL ROAD EDGERTON
 PROPOSED RESURFACING

Title
 CABINET PLAN

Scale
 N.T.S

Drawn KHH	Checked
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Section PW	Date FEB 15
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Drawing No/HM/84974/CAB



Name of meeting: Cabinet
Date: 22nd September 2015

Title of report: Huddersfield Connectivity Project - Integration of a Contra-flow Cycle Lane Proposal

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	Jacqui Gedman – 11/09/15
Is it signed off by the Director of Resources?	David Smith – 11/09/15 <i>Debbie Hogg on behalf of</i>
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft – 14/09/15
Cabinet member portfolio	Cllr Peter McBride Place – Investment and Regen

Electoral [wards](#) affected: Newsome

Ward councillors consulted: yes

Public or private: Public

1. Purpose of report

- 1.1 To discuss options to incorporate a contra-flow cycle lane into the Huddersfield Connectivity Project on High Street and Ramsden Street.

2. Key Points

- 2.1 The £1.2m Huddersfield Town Centre Connectivity Project is currently under construction and started on site in May 2015. To minimise disruption the works have been split into small areas and have been programmed to

follow on consecutively throughout the year. Completion and implementation of the bus gates and ANPR enforcement cameras are programmed and on target to be completed by September 2015 with additional works around the Town Hall to complement the scheme and improve existing bus stop facilities programmed to be completed by January 2016 (works will cease from Nov 15 – Jan 16 due to Christmas Restrictions).

- 2.2 As a result of the recently awarded City Connect Cycling grant for Huddersfield, the Kirklees Cycling Public Consultation Group has requested a contra-flow cycle facility on Ramsden St and High St, running from Corporation Street to Albion Street which crosses New Street (Appendix A).
- 2.3 This new cycle facility would provide a missing key link for cyclists to access the town centre in an east to west direction at the southern end of town.
- 2.4 To avoid abortive works there is an opportunity to install the contra-flow cycle lane within the on-going town centre work that's due to be completed this financial year, although to date officers are aware that no public consultation has been undertaken on the potential contra flow cycle lane.
- 2.5 The following timeline demonstrates why, because of timings, it has not been possible to undertake consultation on this proposal prior to this cabinet meeting:-
 - Public consultation on the main town centre works was undertaken from **19th January** till the **16th of February** and went for decision at cabinet on the **15th April 2015**.
 - Award of City Cycle Ambition grant confirmed **February 2015**
 - Development work on phase 1 of the CCAG projects commenced **May 2015**
 - Construction of Huddersfield Connectivity project commences on site **11th May 2015**
 - Request for a contra-flow cycle way was presented by Cycle Consultation group and feasibility studies were carried out in early **June/July 2015**
 - The practical implications, costs and deliverability of the contra-flow facility were assessed **August 2015** and considered that it would be beneficial to incorporate this proposal into the on-going town centre connectivity project.
 - A report to cabinet for consideration of the contra-flow has been written and submitted **September 2015**
- 2.6 Since there is currently ongoing work within the town centre, consideration has been given to (i) what implications that additional work may have on the connectivity project; and (ii) alternatively if the contra-flow is ultimately

omitted what abortive work could have been done, and three options developed namely:

Option 1 - Incorporate the contra-flow proposals into the Huddersfield Connectivity Project with a contingency plan in place if the cycle infrastructure needs to be removed at a future date.

Option 2 - Construct the Huddersfield Connectivity project as approved at Cabinet and do not include contra-flow proposals

Option 3 - Trial a temporary contra-flow facility prior to implementation or removal using temporary signing and guarding.

2.7 The pros and cons of each option were considered and are summarised in the table below:

Option 1 - Incorporate the contra-flow proposals into the Huddersfield Connectivity Project with a contingency plan in place if the cycle infrastructure needs to be removed at a future date.	
<p>Pro's:</p> <ul style="list-style-type: none"> - Delivers a piece of key cycling infrastructure within the town centre to link a series of existing networks and provide links for future cycle networks. E.g. Access to the new Leisure Centre. - Reduces the risk of any abortive works - Provides fulfilment of HTC connectivity project (from a project management aspect) - Provides the most cost effective option to implement the works - Reduces disruption to the public/ transport network if all the work is carried out under existing road closures. 	<p>Con's:</p> <ul style="list-style-type: none"> - An amendment to an existing project would be implemented without normal consultation practices. - If the contra-flow is not supported ultimately, small amounts of abortive work will be required to remove the facility.
Option 2 - Construct the Huddersfield Connectivity project as approved at Cabinet and do not include contra-flow proposals	
<p>Pro's:</p> <ul style="list-style-type: none"> - Continuity of an approved scheme in Huddersfield Town Centre as consulted and advertised. 	<p>Con's:</p> <ul style="list-style-type: none"> - Risk of abortive works on the HTC connectivity project. The council may need to revisit the site at a later date to implement a permanent facility as part of the proposed CC2 project.

	<ul style="list-style-type: none"> - If the contra-flow is not constructed as part of the Connectivity Project it may be omitted from the CC2 proposals as abortive work would deter any future addition.
<p>Option 3 - Trial a temporary contra-flow facility prior to implementation or removal using temporary signing and guarding.</p>	
<p>Pro's:</p> <ul style="list-style-type: none"> - Provides time period for comments for/against the scheme to be collated and provide justification for permanent implementation or subsequent removal of the contra-flow - Would allow CC2 project to develop further which could assist in providing consultation materials, funding etc. 	<p>Con's:</p> <ul style="list-style-type: none"> - Risk of abortive works on the HTC connectivity project. The council will not be able to trial the proposal without carrying out temporary accommodation works and then also need to revisit the site at a later date to either (a) install the facility permanently or (b) remove the facility and complete the part constructed main town centre connectivity project. - Carrying out a trial with accommodation works that would reduce the risk of abortive works would look untidy and could sway the public against a permanent facility if they cannot picture the 'finished product'. - Further disruption for public within the town centre when additional road closures are required to implement facility or finish original proposals

2.8 Cabinet are also asked to note that implementing the contra-flow facility as part of the Connectivity Project would not require any further alteration to parking facilities, taxi ranks than those previously approved. Also, that the existing footways on High Street and Ramsden Street would still be widened as approved in the Connectivity Project and the existing one-way carriageway narrowed to incorporate the contra-flow

3 Implications for the Council

Financial

3.1 The cost of the contra-flow cycle lane is approx. £45k, but this amount will be covered from the CCAG grant awarded to Huddersfield Town centre and so no extra costs will be incurred by the council.

Resources

3.2 The design and implementation of the scheme can be undertaken within existing staff resource. The Ramsden Street/High Street works for the Connectivity Project are programmed to commence on the 12th October 2015 and if approval is granted the additional work will be incorporated into the programmed work.

4. Consultees and their opinions

4.1 As explained in paragraph 2.5, No consultation has been carried out on the proposals to date.

Local Councillors Cllr Julie Stewart-Turner and Cllr Karen Alison have been on the proposals and had no concerns about the implementation of the Contra-flow facility being implemented as part of the on-going works.

5. Next steps

5.1 Option 1

Details of this report will be sent to owners/tenants directly affected by the work in advance of Cabinet on the 22nd September 2015. Works will then be implemented into the connectivity project and commence on site 12th October 2015.

Option 2

No further consultation would be required

Option 3

As described in Option 1 above.

6. Officer recommendations and reasons

6.1 To implement (Option 1) a Contra-flow cycle lane as part of the on-going Huddersfield Connectivity Project.

Reasons:

- Delivers a piece of key cycling infrastructure within the town centre
- Reduces the risk of any abortive works
- Provides fulfilment of HTC connectivity project
- Provides the most cost effective option to implement the works
- Reduces disruption to the public/ transport network

7. Cabinet portfolio holder recommendation

Cllr Peter McBride supports the implementation of Option 1

8. Contact officers and relevant papers

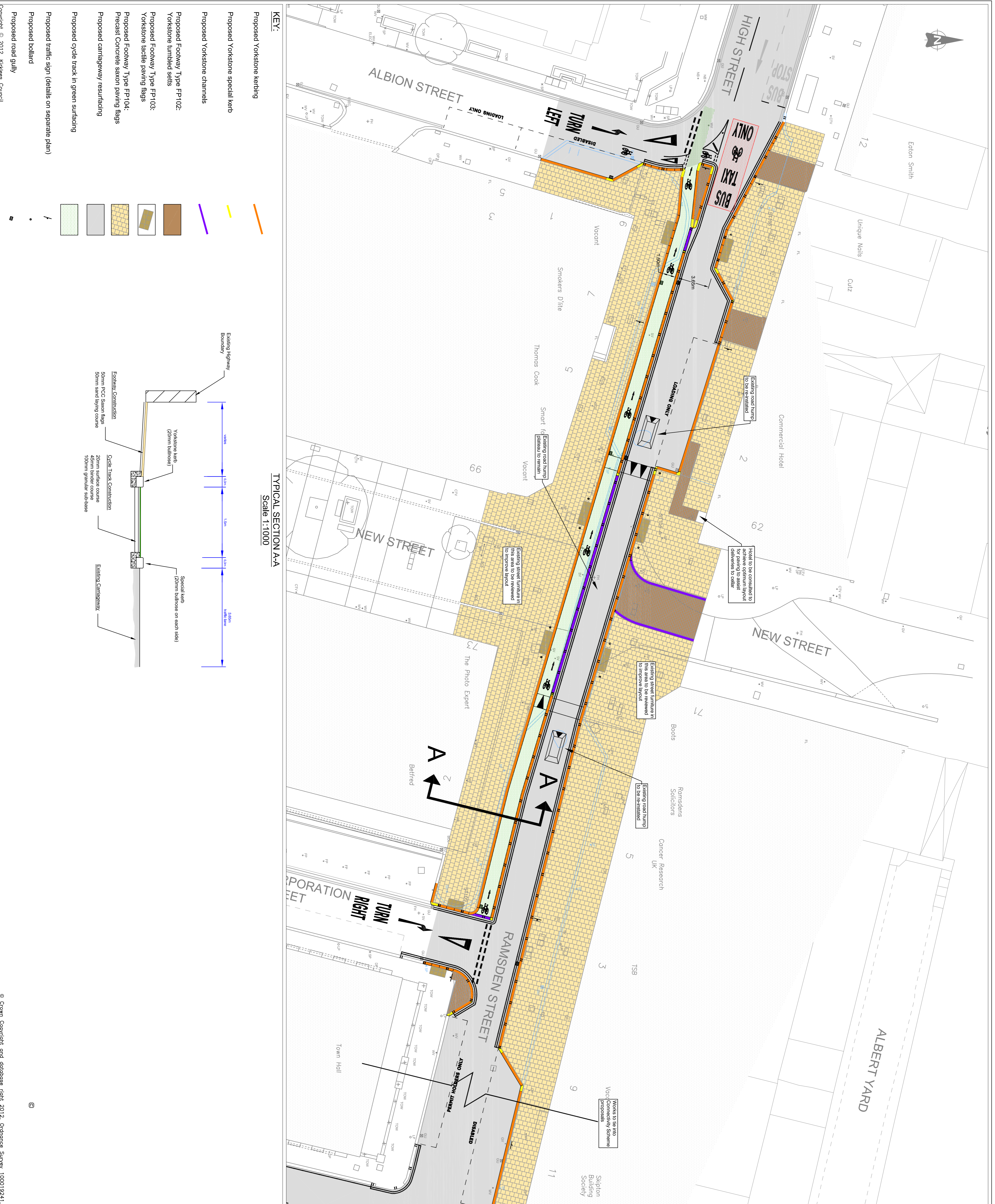
Chris Dunn
Principal Engineer – Highway Design
Investment & Regeneration
Tel: 01484 221000
Email: chris.dunn@kirklees.gov.uk

Relevant Papers:

APPENDIX A: Cycle contra flow proposal plan

9. Assistant director responsible

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Assistant Director – Place
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Email: paul.kemp@kirklees.gov.uk



SECTION		HIGHWAY DEVELOPMENT	
DRAWN	BV	CHECKED	CD
SCALE	1:200	PROJECT NO.	25/84208
		DATE	06/08/15
PROJECT HUDDERSFIELD TOWN CENTRE ACCESSIBILITY PROJECT AREA 10			
TITLE High Street / Ramsden Street Proposed Footway Improvements Contrailow Cycle Track Concept			
DRAWING No. HD/1317/Arca 10/01A			
CAD No.			

Directorate of Place
Civic Centre 3, Market Street
Huddersfield, HD1 2TG



REF.	DATE	REVISIONS

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Name of meeting: Cabinet
Date: 22 September 2015

Title of report: Southgate Huddersfield: Site preparation

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 Proposed expenditure exceeds £250,000
Is it in the Council's Forward Plan?	Yes 06/08/15
Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 07/09/15
Is it signed off by the Director of Resources?	David Smith – 03/09/15
Is it signed off by the Assistant Director - Legal, Governance & Monitoring?	Julie Muscroft – 03/09/15
Cabinet member portfolio	Transportation, Skills, Jobs and Regional Affairs Resources and Community Safety

Electoral [wards](#) affected: The site is located in Dalton Ward and adjoins Newsome Ward.

Ward councillors consulted: The Ward councillors of both Dalton and Newsome have been consulted.

Public: Report and Appendix 1: Site plan

Private: Appendix 2: Cost breakdown estimate

1.0 Purpose of report

1.1 To seek approval for an outline specification for, and expenditure on, works and fees for demolition and associated activities, in order to prepare the site for development, and to note an outline programme for site clearance works.

2.0 Key points

a) Background

- 2.1 On 30 June 2015, Cabinet noted a report relating to Old Leeds Road Huddersfield advising that, following the exercise of the Chief Executive's emergency powers during the election period, the Council had entered into an Exit Agreement with Tesco Stores Ltd and other Tesco group companies on 18 May 2015. Under the Exit Agreement, the parties withdrew from the Agreement for Sale of 2010, the Council retained its land, Tesco transferred its adjoining land to the Council, and Tesco made an appropriate financial settlement to the Council.
- 2.2 Tesco was to have re-developed the site for a retail store, but in January 2015 abandoned plans there and at 48 other sites across the UK. As a result of the Exit Agreement and Transfer, the Council now owns the entire development site between the ring road (Southgate), Leeds Road and Old Leeds Road which extends to approximately 2.744 hectares (6.785 acres). A site plan is included at Appendix 1, with the boundary edged red. Crown House adjoins the site to the south-west.
- 2.3 Cabinet also noted that officers were making arrangements for site security. Proposals would be drawn up for demolition, and options for end use(s) worked through, and reports on both these matters would be brought to Cabinet for decisions in due course.
- 2.4 At the same meeting Cabinet also endorsed a report on 'Capital Investment Plan 2015/16-2019/20 Inclusive of Rollover'. The report included a recommendation that £2 million of additional capital investment be included within the Strategic Asset Utilisation priority to meet cost pressures relating to clearance works at strategic sites, and was approved by full Council on 29 July 2015.
- 2.5 The present report deals with site preparation at Old Leeds Road, now re-named 'Southgate Huddersfield' for marketing purposes. It considers the extent of proposed demolition; an outline specification for the works; the estimated costs including expenditure on other activities prior to any disposal and development of the site; and an outline programme for the works.

b) Extent of proposed demolition

- 2.6 All the buildings on the Southgate site are now vacant. Replacement facilities have been provided off-site, in the form of the new Huddersfield Leisure Centre at Spring Grove, a new data centre, and IT staff relocated to existing Council offices. On the north side of Leeds Road, Harold Wilson Court (formerly Richmond Flats) has been refurbished and is managed for the Council by Kirklees Neighbourhood Housing (KNH). A Car Park Closure Order was implemented on 27 April 2015.

- 2.7 The Council has taken commercial advice from consultants DTZ. In their report, DTZ state that “it is our opinion that all buildings, possibly with the exception of Ibbotson and Lonsbrough Flats for reasons we will explain further, would need to be cleared to enable future development. First, “whilst it might be perceived that the Pine Street car park could offer some utility within a future scheme, the location of this at the prime frontage of the site would not be favoured by the development market.
- 2.8 “In terms of the other assets within the site, the Sports Centre has clearly reached the end of its economic life and does not have an identifiable market which would be prepared to invest significant sums required to bring it back into repair and up to a modern standard. Likewise the computer centre, which was of a bespoke design, has again reached the end of its useful economic life and there is not a perceived demand which could show viability. It is an asset which would require significant expenditure to bring it into use with only relatively low capital values achievable. Even if, for example, converted to full office use, other offices close by are readily available ... including for example Crown House.
- 2.9 “In terms of the other commercial buildings on the site, including those [acquired from] Tesco, all of these are in a dilapidated or advanced state of disrepair and in our opinion again they have reached the end of their useful economic life. A sale of the buildings as standing in isolation would be problematic and unlikely to show value in excess of site value”.
- 2.10 Finally, DTZ considered whether there is value remaining within the two multi-storey blocks of Ibbotson and Lonsbrough Flats. As part of this, they undertook outline development appraisals, taking into account the capital cost of remodelling the similar Richmond Flats in 2013, for conversion to alternative types of housing. DTZ first appraised options for sale in the market; renting in the open market; and student accommodation. They concluded that “each of these three proposals show significant negative residual values and ... have to be regarded as unviable”. The consultants also considered conversion for the social rented sector by either a Registered Provider or the Council. DTZ looked at borrowing costs and rental streams, and concluded that “in pure economic terms, given the cost of conversion at circa £6.3 million [for both blocks], some form of budget subsidy would be required in order to pursue either of these two options”.
- 2.11 In DTZ’s opinion, retention of the flats “would lose both the potential for achieving site redevelopment value, and prime frontage for the remainder of the site. In other words there would be an opportunity cost. Firstly, there would be a loss of approximately 0.498 hectare (1.231 acres) of the most valuable element of the site... off-set by the second effect, namely the saving in the demolition cost of the flats”. DTZ’s calculations showed that the first figure would outweigh the second, with the result that there would be a net opportunity cost if the flats were to be retained.
- 2.12 Furthermore, retention of Ibbotson and Lonsbrough Flats would compromise the comprehensive re-development of the entire site. Not only do the blocks

occupy approximately 49% of what DTZ consider to be the prime frontage land, but they also take up around 18% of the entire site. This is not to say that residential development would be unviable on the site, but if it is to be included it would be better to procure housing through new development rather than conversion of existing buildings.

- 2.13 Richmond Flats was refurbished in 2013 because, under the Agreement for Sale with Tesco, the Council needed to re-house tenants from Ibbotson and Lonsbrough Flats to make way for a new store development. Richmond Flats provided an opportunity nearby to forward-fund the delivery of modern accommodation in a timely manner. The finished scheme is also considered to be a relative success in its own terms.
- 2.14 An additional consideration now, in respect of the Flats and all other buildings within the development site, is the holding costs including business rates, insurance, maintenance and security of around £160,000 per annum, which should reduce significantly once demolition works take place.

c) Outline specification

- 2.15 From the foregoing, it is proposed that – with the exception of the freestanding electrical sub-station as will be explained later – all buildings and structures on the site will be demolished as follows (the references are on the site plan at Appendix 1):

- A Old Sports Centre
- B Lonsbrough Flats
- C Ibbotson Flats
- D Former Pine Street Car Park
- E Former Computer Centre (8 Old Leeds Road)
- F Ex-Truck Force Tyres premises (10 Old Leeds Road)
- G Ex-Calder Vets premises (12 Old Leeds Road)
- H Garage building at ex-Preedys Warehouse
- I Ex-Preedy's Warehouse (16 Old Leeds Road)
- J Ex-Ardor Engineering factory (un-named road off Pine Street)
- K Ex-Theatre In premises (un-named road off Pine Street)

- 2.16 The outline specification for the works has been informed by a number of criteria:

- i. Avoiding pre-judging the final use(s) and form of development – to prevent unnecessary works and expenditure by the Council in making the site marketable and developable;*
- ii. Minimising the import and export of material to and from site – to keep the costs and environmental impact including traffic generation to a minimum;*
- iii. Assessing the suitability for temporary use(s) – such uses generally mean a higher specification of surface finishes and therefore greater cost and timescale. Most have been ruled out to keep the last two variables to a*

minimum, in some cases alternative locations are available, and there is uncertainty as to when a disposal or development of the site would occur which makes planning for any temporary use difficult:

- *Car parking* – the off-street car park adjoining the Sports Centre primarily served that facility, and the Pine Street car park offered overspill spaces when the Sports Centre hosted large indoor events;
- *Outdoor events* – other locations are available, notably St George’s Square, The Piazza, Cambridge Road car park, and Greenhead Park;
- *Public space/public art* – there is potential between completion of demolition works and disposal or development of the site to re-open the landscaped area at the junction of Leeds Road and Southgate for public enjoyment;

iv. *Obtaining highway stopping up orders free of legal challenge* – for both the demolition phase and post-demolition; and

v. *Meeting health and safety and security requirements* – both during and after implementation of the works.

2.17 In undertaking the works, care will be taken not to damage existing communications cabinets and the freestanding electrical sub-station (near to Lonsbrough Flats) that is on a long lease to Northern Powergrid to 2021 and could be incorporated into the final development. In the meantime, only minimal utility diversions will be undertaken. An exception is the sub-station that is inside the Sports Centre building, and serves properties beyond the site boundary for which supplies can be diverted relatively easily and cost-effectively. No new services will be provided to the site; that task will be left to the end-developer. Existing roads and footpaths within the site will remain untouched as some contain services beneath them and may be of benefit to the developer’s scheme, but access will be stopped up during the course of works for reasons of public safety.

2.18 Any asbestos will be removed from buildings prior to demolition. As part of demolition works, foundations and other sub-structures will be grubbed out. All demolition materials will be screened and wherever possible recycled; the granular material will be crushed to a recognised standard typically used for backfilling and construction. Depressions such as the pool tanks of the old Sports Centre will be filled and the site generally graded to deal with significant level changes including between the lower deck of Pine Street car park and adjacent ground.

2.19 Subject to confirmation of a stopping up order free of legal challenge to keep highways within the site closed following demolition, the perimeter would receive a 2.4 metre high solid timber hoarding to ensure no unauthorised access and prevent dust escaping. It would have gates to allow utility companies to reach the retained sub-station and other services, and be painted to provide a backdrop for marketing the development opportunity. Street lighting inside the site would be disconnected to reduce running costs.

d) Estimated costs

2.20 The total budget is up to £1.75 million to cover the estimated costs of:

- site clearance works and fees;
- production of a development brief;
- marketing activity, commercial agency, and legal costs associated with any subsequent disposal of the site; and
- contingency provision.

2.21 A breakdown is provided in Appendix 2 in the private part of today's agenda.

e) Outline programme

2.22 Milestone dates in the indicative programme for the site clearance works are:

October 2015	Submission of Planning prior approval application
November 2015	Determination of Planning prior approval application
November 2015	Tender period for works starts
December 2015	Tender period for works ends
January 2016	Evaluation of tenders and contractor appointed
February 2016	Contractor mobilisation
March 2016	Works start
September 2016	Works finish

3.0 Implications for the Council

a) Policy

3.1 Site preparation will contribute to Priority Four, Infrastructure, of the draft Kirklees Economic Strategy 2014 - 2020, with the potential to meet some or all of the following actions subject to the eventual end-use(s) on the site:

- 4a Use housing growth to support economic development and quality of life, through delivery of more, better and affordable housing; including in town centres;
- 4b Develop strategic employment sites to stimulate jobs and growth; and
- 4j Develop the Resource Smart Corridor plan for a network of high quality hubs and corridors and integration of physical and knowledge assets along the district's strategic corridors.

3.2 Final site development is likely to contribute to other aspects of the Strategy, including actions under Priority Five, Quality Places.

b) Finance

3.3 Capital expenditure at Southgate would be met from the provision for site clearance works within the Strategic Asset Utilisation priority in the Capital Investment Plan 2015/16 - 2019/20, whilst leaving funds to deal with works at a number of smaller Council-owned sites.

c) Legal

3.4 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 is to maximise the value of the receipt. The opinion of the Council's commercial consultants DTZ is that in the case of the Southgate site, Market Value would be achieved through comprehensive demolition and re-development.

3.5 The intention is to use the permitted development right found in Class B of Part 11 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 to undertake the demolition works. Under the Prior Notification procedure, the Local Planning Authority will consider the site and buildings survey reports, proposed method of demolition and proposed restoration of the site.

d) Procurement

3.6 Site and buildings surveys (comprising topographical, bat roost and emergence, ecological and asbestos) are being carried out by specialist companies. The relevant statutory undertakers will implement service disconnections. The demolition works will be procured from the Council's Standing List for Demolition Contractors, and around six tenders will be invited. Asbestos removal is likely to be sub-contracted by the demolition contractor to a specialist firm.

4.0 Monitoring and review

4.1 A project governance, management and delivery structure has been established. Project delivery teams – including ones responsible for demolitions, communications and, in due course, development brief – report to a project team, which in turn reports to a project board ultimately answerable to Cabinet

5.0 Consultees and their opinions

- 5.1 The Council's Place Directorate Management Team, Capital Delivery Board, and Assistant Directors Group have all been consulted and their comments have been reflected in this report.
- 5.2 The Strategic Council Finance Manager, Senior Legal Officers, the Senior Procurement Specialist, the Major Developments Officer in the Local Planning Authority (LPA) and the Head of Building Control & Licensing have advised on financial, legal, procurement, Planning and Building Regulations requirements respectively.
- 5.3 The Contracts Manager Kirklees Neighbourhood Housing has confirmed that KNH's Senior Leadership Team are happy with the report. They have asked for reassurance that appropriate steps will be taken to ensure Harold Wilson Court will be unaffected by the site clearance works, in respect of electric and water supplies and CCTV monitoring, and this is indeed the case.
- 5.4 The site is located in Dalton, and the Ward councillors have been consulted. One of them is the Cabinet Member for Transportation, Skills, Jobs and Regional Affairs whose comments are included in Portfolio holders' recommendation.
- 5.5 Separated by the ring road at Southgate, the site adjoins Newsome Ward whose councillors have also been consulted. Cllr Stewart-Turner is "happy for the site to be cleared and for all the buildings listed [in the report] to be demolished". She has made additional comments which are followed by officers' responses below:
- i. Crown House – "what proposals are there?" Response: the property is on a long lease, and officers are in dialogue with the sub-lessee's agent.
 - ii. Car parking – "over many years we've listened to several officers tell us how we need to boost parking in the media quarter so we can reduce parking and traffic movement in other parts of the town. The removal of the old car park off Leeds Road could make it more difficult for visitors to the businesses in the media quarter. The temporary car park near Lord Street [in Newsome ward] is now for sale as a development opportunity, and I think the Council should seek to buy the site for continued parking to serve the media quarter". Response: the concerns have been noted.
 - iii. Southgate site re-development – "when the site is marketed, I would like it to be promoted for social housing, to help us achieve our housing targets, and reduce the long waiting lists for social housing. I would also like a planting scheme included to help improve the air quality". Response: a draft development brief will be drawn up and presented to a future meeting of Cabinet.

6.0 Next steps

6.1 The next steps include for officers to:

- Prepare and submit a Planning prior notification application to the LPA;
- Prepare and submit notices under the Building Regulations; and
- Procure a demolition contractor.

6.2 Prior to completion of demolition works, a further report will be brought to Cabinet with a draft development brief that would provide guidance on how the site should be developed in line with relevant planning and design policies. The report will also assess if the Council has any use(s) itself for the site, and consider any proposals for marketing the site for disposal to other parties.

7.0 Officer recommendations and reasons

7.1 It is recommended that Cabinet:

- a) approves the outline specification for site clearance works, as set out at paragraphs 2.15 to 2.19 of this report;
- b) approves expenditure not exceeding £1.75 million in total on site clearance, development brief, and any site disposal activities, as set out in paragraphs 2.20 and 2.21 and Appendix 2 of this report;
- c) notes the outline programme for site clearance works, as set out at paragraph 2.22 of this report;
- d) authorises the Assistant Director Physical Resources & Procurement Service, in consultation with the Acting Assistant Director Investment & Regeneration Service and the Assistant Director Legal, Governance & Monitoring, to apply for all necessary statutory and other consents required for site clearance;
- e) authorises the Assistant Director Physical Resources & Procurement Service, in consultation with the Acting Assistant Director Investment & Regeneration Service, and the Assistant Director Legal, Governance & Monitoring, to procure and appoint contractors and consultants for site clearance, development brief, and any site disposal activities; and
- f) agrees to receive a report at a future meeting to consider a draft development brief, an assessment of any Council use(s) for the site, and any proposals for marketing the site for disposal to other parties.

8.0 Portfolio holders' recommendation

8.1 The Cabinet members for Transportation, Skills, Jobs and Regional Affairs, and for Resources and Community Safety, support the officer recommendations.

9.0 Contact officers and relevant papers

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Liam Wilcox,
Senior Capital Delivery Officer,
Physical Resources & Procurement Service
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Relevant papers

'Report and Valuation as at 06 May 2015 for Kirklees Council, Land at Old Leeds Road Huddersfield West Yorkshire HD1 1TW', DTZ

'Old Leeds Road Huddersfield: Exit Agreement', Cabinet, 30 June 2015

10.0 Assistant Directors responsible

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11.0 Appendices

1. Site plan
2. Cost breakdown estimate (in the private part of today's agenda)

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Name of meeting: Cabinet
Date: 22nd September 2015
Title of report: Proposed Demolition of Nos 172 – 184 Wakefield Road, Moldgreen and in Principle Approval for a Compulsory Purchase Order for No. 184

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 <u>Council's Forward Plan</u>?	No
Is it eligible for "call in" by <u>Scrutiny</u>?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 01/09/15
Is it signed off by the Director of Resources?	David Smith - 01/09/15
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft - 10/09/15
Cabinet member <u>portfolio</u>	Cllr Cathy Scott – portfolio holder for Housing and the Relief of Poverty

Electoral wards affected: Newsome

Ward councillors consulted: Cllr Karen Allison, Cllr Andrew Cooper and Cllr Julie Stewart -Turner

Public or private: Public with Private Appendix (Appendix 2)

1. Purpose of report

- To inform Members of the current position regarding seven empty residential properties on Wakefield Road, Moldgreen (Nos 172 to 184). Six of the properties are owned by the Council and one property (No. 184) is privately owned.
- To seek approval for the demolition of the properties.

- To seek in principle approval to acquire No. 184 Wakefield Road by Compulsory Purchase Order (CPO) prior to the demolition works if it isn't possible to make contact with the owner and acquire the property by negotiation.

2. Key points

2.1 Background

Nos 172 to 184 Wakefield Road are part of a terrace of residential properties on Wakefield Road/Smithy Lane, Moldgreen. Nos 172 to 182 are owned by the Council and are managed by Kirklees Neighbourhood Housing (KNH). No 184 is privately owned. All seven properties have been vacant for several years. The Council owned properties are in poor condition and are unsightly. No. 184 is derelict. The remaining four properties in the terrace (No. 170 Wakefield Road and Nos 1,3 and 5 Smithy Lane) are occupied and are not owned by the Council. These properties are not considered in this report. A plan showing the location of Nos 172 to 184 Wakefield Road and a photograph taken from Wakefield Road are included in Appendix 1 of this report.

The properties are located approximately 1.5 miles from Huddersfield town centre and are in a prominent road frontage position on a key route into the town centre. They are located adjacent to the former Poplar Gelder estate which was developed by Yorkshire Housing, a registered social landlord, in two phases of development which were completed in 2011 and 2013. The properties on Wakefield Road were included in early plans for the redevelopment of the Poplar Gelder estate but were excluded from Yorkshire Housing's final plans for the site. The reasons for Yorkshire Housing no longer wishing to pursue the redevelopment of the properties on Wakefield Road included cost and ownership issues and uncertainty about a potential proposed bus lane on the road frontage.

Various reports on the plans for the Poplar Gelder estate were considered by Cabinet between 2006 and 2010. During this period, Cabinet authorised the demolition of the estate, redevelopment of the site, tenant decanting and transfer of the site to Yorkshire Housing.

Cabinet have previously given in principle approval to acquire property by Compulsory Purchase Order (CPO) to facilitate the redevelopment of the Poplar Gelder estate and have authorised the demolition of the estate. However, there are no previous approvals which are relevant to the current position.

2.2 Current Position

Nos 172 to 184 Wakefield Road are in a poor and deteriorating condition (see section 2.2.1 of this report for details of the surveyor's report). The properties are unsightly and are having a negative impact on the appearance and image of Wakefield Road (see comments in the

last paragraph of this section 2.2). The properties are also detracting from the adjacent Yorkshire Housing development and are affecting the amenity and outlook of the residents of the development.

The properties are located in an area of Wakefield Road where significant investment and regeneration is taking place and the condition of the properties is also detracting from this. Recent investment in the immediate area includes new student accommodation, a new health and fitness club and a new coffee shop.

Councillor complaints have been received regarding the condition and safety of the properties. The Council also received a complaint from a member of the public via the local M.P.s office about the properties in April 2015. The comments made are that the buildings are an eyesore, they harm the character of the area, discourage investment and promote anti-social behaviour.

2.2.1 Council Owned Properties (Nos 172 – 182 Wakefield Road)

KNH undertook repairs to make the Council owned properties safe in April 2014. KNH are continuing to monitor the condition of the properties on a weekly basis and are addressing any issues.

A survey of the Council owned properties was undertaken by the Council in August 2014. The survey confirmed that the properties are in an advanced state of dilapidation with large parts of the roof missing or collapsed in areas. Only major repairs will bring the properties back into use.

Following a health and safety inspection of the buildings in April 2015 KNH raised concerns about their deteriorating condition and the potential for considerable costs if they continue to deteriorate. KNH's Health and Safety advisor has recommended that remedial works to make the properties safe and secure or demolition are considered. The condition of the roof is a key concern.

2.2.2 No 184 (Privately Owned)

The Council inspected No 184, the privately owned property, in June 2014 and April 2015. On both occasions officers were satisfied that the condition of the property does not pose an immediate danger. The Council does not therefore have any grounds to take action under dangerous structures powers.

The Council used its powers in June 2014 to make No 184 safe and secure from unauthorised access.

The Council will undertake further inspections of No 184 if there are any concerns about the safety of the property.

The Council has not been able to enter into any dialogue with the owner of No 184. The ownership issues relating to No 184 are addressed in more detail later in this report.

2.3 Options for the Future of the Buildings

Officers have considered a range of options for the future of the buildings. The options considered have included demolition and refurbishment.

Due to the expected high costs of refurbishment works which would be in the region of £760,000 for the six council owned properties (based on estimates obtained by the Council) as well as concerns about the suitability of the properties for future housing use, the demolition of all seven properties is considered to be the best option. The estimated cost of the project if the properties are demolished is expected to be approximately £205,000.

Land to the rear of the properties would be graded down to prevent damaging the covered watercourse to the rear of the site.

The Council will consider options for the development of the cleared site including disposal.

The Council would be responsible for the maintenance of the land in the interim period between the demolition works and disposal of the site.

2.4 Acquisition of No 184 Wakefield Road

The Council would need to acquire No 184 before demolition works can take place, ideally by negotiation. However, despite numerous attempts, the Council has not yet been able to make contact with the owner of No 184 to enter into any discussions or negotiations regarding the purchase of the property.

The Council will continue with its efforts to contact the owner of No 184. However, if it isn't possible to purchase the property by agreement it may be necessary to compulsorily purchase the property.

The Council's Legal officers have advised that the general power to purchase property by CPO under Section 226 of the Town and Country Planning Act 1990 would be the appropriate power in this case. This gives powers to acquire land for the proper planning or improvement of an area. Section 226 enables a Council to exercise its compulsory purchase powers if:

- (a) it considers that acquiring the land in question will facilitate the carrying out of development, redevelopment or improvement on, or in relation to, the land being acquired; and
- (b) it considers that exercising the powers for development, redevelopment or improvement is likely to contribute to achieving the promotion or improvement of the economic, social or environmental well-being of its area.

In the event that it is necessary for officers to seek Cabinet approval for a CPO, members will have to consider the rights of the owner of the property under the Human Rights Act. In the meantime officers have had regard to Article 1 of the First Protocol (right to peaceful enjoyment of property) and Article 8 (right to a private and family life, home and correspondence). Members will also have to consider Equalities legislation.

If a CPO is necessary it is likely to be a lengthy process. A typical CPO can take 12 to 18 months to complete. The potential timescales for the CPO will be taken into account in the overall timescales for the project.

Cabinet are asked to agree to the principle of a CPO for No 184 Wakefield Road at this stage. A detailed report on the proposed CPO would be brought to Cabinet at a later stage if a CPO is required.

The Council does have powers under Section 215 of the Planning Act to serve notice on owners of property if the condition of land or buildings adversely affects the amenity of an area. The possibility of issuing a Section 215 notice requiring the demolition of No 184 has been considered but is not the preferred option as the land would still be in private ownership following demolition works. This would mean that there would be uncertainty about the future use and maintenance of the land. This would also impact on the potential to dispose of the site.

3. Implications for the Council

The proposed demolition works would achieve the following benefits:-

- Vacant unsightly buildings would be removed from a key gateway into Huddersfield town centre contributing to the regeneration of the area and no longer detracting from the adjacent Yorkshire Housing scheme.
- Maintenance liabilities and costs will be significantly reduced.
- Safety concerns relating to the condition of the buildings will be removed.

The risks associated with the project are:-

- Potential concerns about the visual impact following the demolition works although the local planning authority has indicated that the proposals are acceptable in principle.
- Failure to acquire No. 184 by negotiation or CPO in which case the Council would consider other enforcement options including action under Section 215 of the Planning Act.

3.1 Financial

A budget of £205,000 is required for the project to include demolition works and the acquisition of No 184 Wakefield Road. Officers in Finance have confirmed that the project can be funded from the Council's Capital Allowance budget. A breakdown of the costs is provided in Appendix 2 which is to be considered in private.

3.2 Future Maintenance

The Council will be responsible for the future maintenance of the cleared site in the interim period between the demolition of the properties and disposal of the site.

Maintenance costs will be significantly lower than the ongoing costs for the maintenance of the Council owned buildings.

4. Consultees and their opinions

The Capital Delivery Board has been consulted and supports the proposed demolition of the properties.

Ward Councillors have been consulted and also support the proposals.

5. Next steps

- A planning application will be submitted for the demolition of Nos 172 to 184 Wakefield Road.
- Attempts to make contact with the owner of No 184 to enter into negotiations to purchase the property will continue.
- Preparatory work for the acquisition of No 184 by CPO will commence and a detailed report seeking formal approval to proceed with the CPO will be brought to Cabinet at a future date if a CPO is required.

If a CPO is required the overall process for the acquisition of No 184 and the demolition of Nos 172 -184 is likely to be a lengthy process and could take up 2 years.

The estimated timescales for the project if a CPO is required are outlined below:

- Planning approval to be obtained December 2015.
- Cabinet resolution to commence CPO of No 184 early 2016.
- CPO process to be completed by summer 2017 assuming CPO process will take between 12 and 18 months.
- Demolition works to be completed by late 2017 assuming completion of CPO process in summer 2017.

The timescales for completing the demolition works will be reduced considerably if No 184 can be acquired by negotiation. In this case

following the acquisition of No 184 and approval of planning permission, demolition works could be completed during 2016.

6. Officer recommendations and reasons

Cabinet are asked to:

- Note the content of this report regarding the current condition of the properties.
- Approve the proposed demolition of Nos 172 to 184 Wakefield Road.
- Authorise the Assistant Director Physical Resources and Procurement to negotiate the acquisition of No 184 Wakefield Road if it is possible to make contact with the owner.
- Approve the principle of acquiring No 184 Wakefield Road by CPO should it not be possible to acquire the property by negotiation.
- Authorise the Assistant Director Physical Resources and Procurement to proceed with site disposal following completion of the project.

For the reasons outlined in this report relating to:

- The improvement and regeneration of the Wakefield Road area.
- The safety and condition of the properties.
- Future maintenance issues.

7. Cabinet portfolio holder recommendation

The Portfolio Holder, Cllr Cathy Scott, supports the proposals in this report and for the report to proceed to Cabinet.

8. Contact officer and relevant papers

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 Senior Development Officer
 Investment and Regeneration Service
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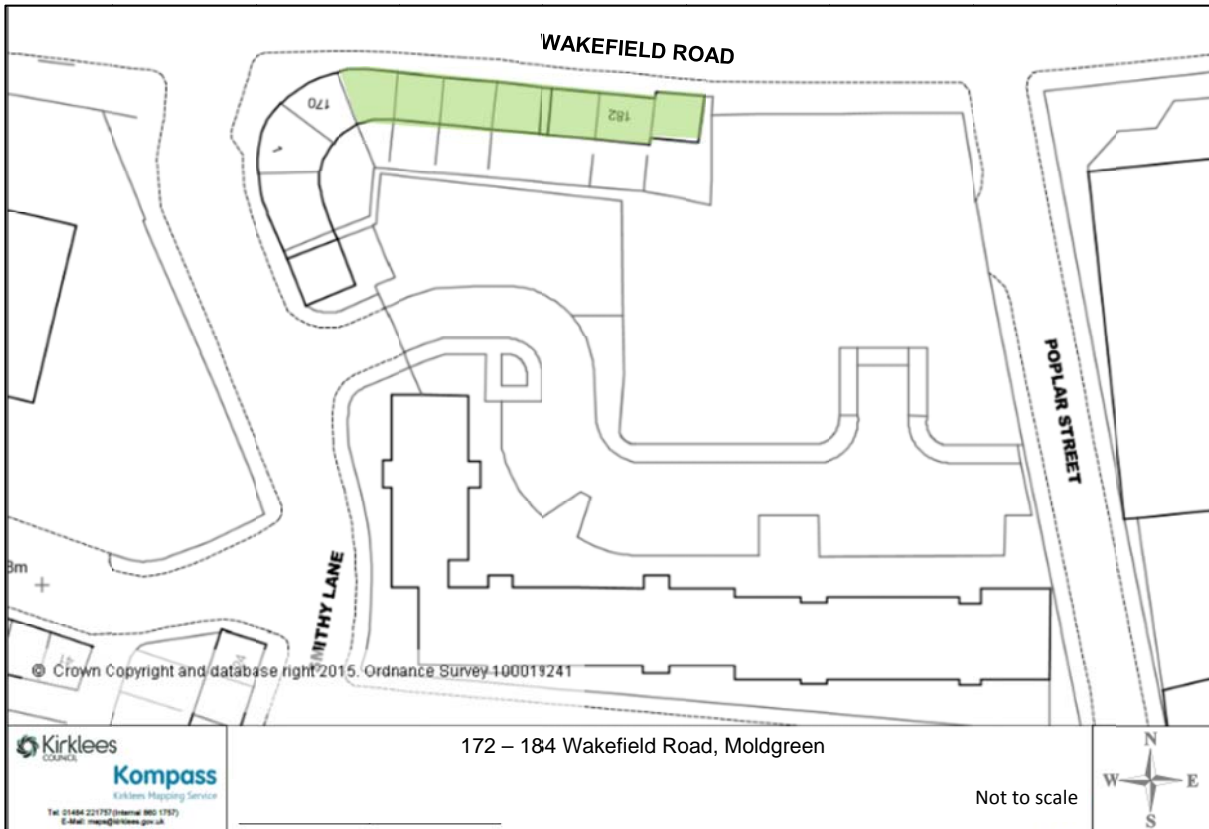
Relevant papers

Appendix 1 (public)
 Appendix 2 (private)

9. Assistant Director responsible

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Appendix 1



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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