

Public Document Pack



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Monday 27 March 2017

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 4 April 2017**.

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 Shabir Pandor

Councillor Peter McBride

Councillor Naheed Mather

Councillor Musarrat Khan

Councillor Erin Hill

Councillor Viv Kendrick

Councillor Masood Ahmed

Councillor Graham Turner

Responsible For:

Leader / Strategy and Strategic Resources, New Council & Regional Issues

Deputy Leader / Strategy and Strategic Resources, New Council & Regional Issues

Economy, Skills, Transportation & Planning

Housing & Enforcement Management

Highways & Neighbourhoods

Family Support & Child Protection

Adults, Health & Activity to Improve Health

Community Cohension & Schools

Asset Strategy, Resources & Creative Kirklees

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: Interests

1 - 2

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.

3: 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.

4: 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.

5: Public Question Time

The Committee will hear any questions from the general public.

6: Member Question Time

To consider questions from Councillors.

7: Corporate ICT Refresh Programme 2017/18 – 2021/22 3 - 8

A report seeking approval for capital expenditure to be incurred in supporting the IT ongoing refresh and update of core technology to underpin the IT enabled change programme for the Council over the next five years.

Officer: Andrew Brammall: 01484 221000

8: Land at Station Road, Bradley 9 - 14

A report seeking approval to market and dispose of land at Station Road, Bradley.

Officer: Matthew Seed: 01484 221000

Wards

Affected: Ashbrow

9: Highways Capital Plan 2017/18 15 - 30

A report seeking approval of the detailed Highways Capital Plan for 2017/18.

Officer: Graham Mallory: 01484 221000

Wards

Affected: All Wards

10: A629 Wakefield Road, Aspley/Moldgreen, Road Resurfacing 31 - 36

A report seeking approval for a scheme in line with Kirklees Asset Management Strategy to resurface A629 Wakefield Road between Aspley Basin and Green Mount, Huddersfield.

Officer: Jon Evans: 01484 221000

Wards

Affected: Almondbury; Dalton; Newsome

11: Council's 24 hour Services

37 - 42

A report seeking approval to develop a 24 hour Service that merges current services and makes better use of our assets, resources and is in line with the Council's abilities to work in new ways.

Officer: Dave Thompson: 01484 221000

Wards

Affected: All Wards

12: Memorial and Commemorative Plaque Policy

43 - 54

A report seeking approval for the introduction of a policy for the consideration of requests for the siting of memorials and commemorative plaques on Kirklees land and buildings.

Officer: Joe Tingle: 01484 221000

Wards

Affected: All Wards

13: Overview of progress made in relation to changes to specialist provision for children with special educational needs across Kirklees

55 - 78

A report seeking permission to carry out a non-statutory consultation on the proposed new communication and interaction provision to be hosted by Windmill Church of England Primary School and to complete the legal process to discontinue the specialist provision at Ashbrow School for children with speech, language and communication needs (SLCN).

Officer: Jo-Anne Sanders: 01484 221000

Wards

Affected: All Wards

14: Bringing together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School 79 - 158

A report seeking approval of the related statutory proposals in relation to bringing together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School.

Officer: Martin Wilby: 01484 221000

Wards

Affected: Holme Valley North

15: Preparing for “30 hour free childcare” for working parents 159 - 168

A report providing an update on the preparations to meet the demand for “30 hours free childcare” from September 2017 and seeking approval for a capital scheme to meet future demand in Holme Valley North.

Officer: Martin Wilby: 01484 221000

Wards

Affected: All Wards

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: 4 April 2017
Title of report: Corporate ICT Refresh Programme 2017/18 – 2021/22

Purpose of report

To seek approval for capital expenditure of £900k pa to be incurred in supporting the IT ongoing refresh and update of core technology to underpin the IT enabled change programme for the Council over the next five years.

Key Decision - 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 is the ongoing delivery of Information and Communications Technology to enable transformation and business operations of the Council.
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Debbie Hogg, Assistant Director for Finance, Risk, Performance & IT, 24 March 2017
Is it also signed off by the Assistant Director for Finance, Risk, Performance & IT?	Yes, 24 March 2017
Is it also signed off by the Assistant Director for Legal, Governance & Monitoring?	Julie Muscroft, 24 March 2017
Cabinet member portfolio	Cllr Graham Turner, Portfolio Holder for Asset Strategy, Resources and Creative Kirklees

Electoral wards affected: None directly
Ward councillors consulted: None
Public or private: Public

1. Summary

1.1 The ICT Capital Programme is an essential ongoing programme of investments on an annual basis to both provide technology to enable many of the technology enabled transformation programmes of the Council, but also to sustain the infrastructure and systems needs to keep the Council working, keep technology reliable and up to date, and in a dramatically increase hostile environment in cyber-space, keep the Council's, Citizen's, Business, and Partner data secure and safe.

- 1.2 The investments proposed for the coming 5 years include, refreshing the Council's desktop computer estate, sustaining its data centre and core infrastructure, the data and voice network, and other associated systems. This is described in more detail below in section 2.
- 1.3 Cabinet is asked to agree the investment of up to £900,000 per annum over the next 5 financial years is made to enable this and to delegate authority to the Head of IT, Andrew Brammall to make relevant decisions and actions, in order to do this £900,000 is included in the budget agreed by Council in February 2017.

2. Information required to take a decision

- 2.1 Information and Communications Technology (ICT) solutions, systems, and infrastructure have reached a point where they penetrate and enable almost every aspect of daily life, and are recognised as the key enabler to transformation and future service delivery within Government and the wider public sector. As such strategic, correct, innovative and well informed investment in this technology is now more critical than ever before.
- 2.2 The "New Council" vision and all its associated streams, is almost totally enabled by innovative use of ICT, and in light of this a Corporate ICT Strategy has been agreed that both enables this across several key streams, and establishes "fit for purpose" reliability and support:
 - **Digital by Design** – Transforming all services to be "Digital by Default", delivered online, fully self service, and automated transactions between citizens and business and the Council, and to automate and co-ordinate fulfilment within the Council and across partner organisations including the wider public, private, 3rd and volunteer sectors. Ensuring total digital inclusion through designing services that are accessible through any channel and device, and supporting others with "Assisted Digital" provisions.
 - **Mobile, Agile, Paper-Lite, and Collaboration** – enabling a fully "Digital Workforce", capable of working with full functionality within the field, close to citizens and embedded within business, at partner locations, at collaborating quickly and easily, all without the need for expensive Civic accommodation, while providing modern flexible working options that promote an inclusive and effective workforce. All communications, collaborative tools, applications, office facilities, digital replacement of paper, files and archives, will all be available on a single device that can work from anywhere, and will be highly resilient to failure of the technology infrastructure.
 - **Internal Services Automation and Simplification** – involving implementing measures, technology and approaches to reduce the IT support overhead needed for the organisation, but also increase the speed of resolving problems or eliminate them all together, this will be achieved through self service, automated problem resolution and "self-healing" technology, easy to access self-help media, and targeted resolution of common problems.
 - **Application Review** – by reviewing the Council's entire applications estate we will develop a "fit for purpose" position, such that we can apply one of four approaches to assure that the systems meet the needs of the Council going forward; De-duplicate (where we have more than one system that does roughly the same thing), Replace (where the system is outdated and does not meet needs), Leverage (where we own an

asset but it is underutilised), Convert to Digital by Design (where this programme provides opportunities to delete legacy applications)

- **Robust and Resilient Systems and Infrastructure** – ensuring that our reliance on technology is met with systems and core infrastructure of data centres, servers, electronic storage, security systems and networks that are kept up to date, reliability optimised, and protected to ensure that services are not compromised by major events, breakdown, or cyber-attack/terrorism.
- **Reducing Total Cost of Ownership** – investing in technology and systems that reduces the running cost of services, reduces the number of systems, but improves performance, reliability and security.
- **Regional Digital Infrastructure** – continuing to leverage the private sector partnerships to push high speed digital connectivity to Businesses and Residences within Kirklees urban centres and rural locations, together with promoting delivery of free to access public wifi, and enabling the Council and partners to “connect from anywhere” over these networks.
- **Defending the Council in Cyber-Space** - The well-publicised international threat profile of cyber-crime and cyber-terror is placing unprecedented importance and pressure on maintaining fit for purpose, robust and up to date infrastructure, to ensure that we protect Citizen, Partner, Business and Council data from loss, theft and misuse, but also protect from “denial of service attack” and “ransom-ware”. The Council’s IT service and its associated support systems have to defend against up to 1Million cyber-attacks per day from ranging from small scale hackers and spam, to hostile nation states.

2.3 In essence this capital investment will allow the following:

- a) Support the ongoing desktop estate replacement with Mobile and Agile Devices, as already agreed by Cabinet.
- b) Ongoing updating of Data Centre and Core Infrastructure, and evolving into “Cloud Based” infrastructure, to meet evolving demands of business performance, resilience and capacity.
- c) To address Cyber Security with up to date systems and protection measures in response to a continually emerging and evolving threat domain
- d) Implementation of Application Review, and maintain up to date, fit for purpose application estate
- e) Invest in automated systems to reduce the overall operating costs to the Council, while improving or maintaining service.
- f) Invest in support technology and systems for the ongoing Digital by Design programme.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

Digital by Design and Mobile and Agile project are both key enablers to the EIP programme. However, sustaining the wider ICT infrastructure and service is key to all Council operations.

3.2 Economic Resilience (ER)

Digital by Design and Mobile and Agile project are both key enablers to the ER programme. However, sustaining the wider ICT infrastructure and service is key to all Council operations.

3.3 Improving outcomes for Children

Digital by Design, Mobile and Agile, and Application Review projects are all key enablers to Improving Outcomes for Children. However, sustaining the wider ICT infrastructure and service is key to all Council operations.

3.4 Reducing demand of services

Digital by Design, and Process Simplification and Automation will be key to reducing service demand, both internally and citizen facing.

3.5 Financial Implications

The capital investment of £900k per annum is funded from prudential borrowing and therefore self-funded and the associate funding included in the revenue budget. The average revenue cost of financing this level of borrowing is 15.0% per annum, which equates to £135,000 per annum.

3.6 Legal Implications

No legal implications.

3.6 This ongoing investment into the core IT infrastructure to refresh, improve and maintain security compliance is included in the Capital Plan 2017-22 approved by Budget Council on the 15th of February.

3.7 The strategic benefits of these investments are significant, and in addition to the obvious functional and business operation benefits described above, and being key to enabling the major business transformation projects of the Council, further include;

- Enabling significant reduction in civic buildings and associated cost
- Major reduction in the cost of business travel
- Much higher flexibility for a more inclusive and modern workforce
- Higher productivity across the whole workforce
- Maximising the time where the workforce stays in the field, actually delivering services to citizens and community
- Mitigation of the consequential losses through Cyber Attack; security breach and data loss
- Increasing the resilience of technology and services against external forces and factors
- Delivering modern digital services that citizens want, at increased quality but significantly reduced cost
- Increasing the Council's "Green Credentials" by continued reduction in carbon footprint
- Mitigating the effect of budget reduction on citizen services
- Supporting and being able to quickly and cost effectively respond to service innovations, change and urgent needs.

4. Consultees and their opinions

Executive Team – in respect of approval of the ICT Strategy for Kirklees Council

Council Redesign Board – in development and approval of the Digital by Design Business Case and Programme

The Council “Think Tank” – in respect of challenging and approving the implementation approach of Digital Workforce and Digital by Design.

The Cabinet – having approved the Mobile, Agile, Paperlite and Collaboration (Digital Workforce) Business Case and Programme

Debbie Hogg, Assistant Director and Section 151 Officer, has approved this approach

5. Next steps

- 5.1 Continue with constituent projects and implementation of the ICT strategy and associated programmes and projects.

6. Officer recommendations and reasons

- 6.1 That the 5 year IT capital investment strategy to support the refresh and maintenance of the IT estate in the IT enabled change programme is approved. This will enable the delivery of transformation and ongoing service reliability as described.
- 6.2 That Cabinet delegate authority to the Head of IT, Andrew Brammall to make relevant decisions and actions in accordance with the council’s financial procedure rules, for the 5 year life of the project.

7. Cabinet portfolio holder’s recommendations

- 7.1 The Portfolio Holder recommends Cabinet approve the 5 year IT capital investment strategy to support the refresh and maintenance of the IT estate in the IT enabled change programme, which will enable the delivery of transformation and ongoing service reliability as described

8. Contact officer

Andrew Brammall, Head of IT and Change

9. Background Papers and History of Decisions

Budget Council decision – 15 February 2017

<http://democracy.kirklees.gov.uk/ieListDocuments.aspx?CId=138&MId=5098&Ver=4>

10. Assistant Director responsible

Debbie Hogg, Assistant Director

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Name of meeting: Cabinet
Date: 4th April 2017

Title of report: Land at Station Road, Bradley

Purpose of report:
 To seek Cabinet Approval to market and dispose of land at Station Road, Bradley

Key Decision - 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 Sale of the land would be likely to generate a receipt (equivalent to a saving) in excess of £250,000.
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes – 3 rd February 2017
The Decision - Is it eligible for “call in” by Scrutiny?	Yes
Date signed off by Director & name	Joanne Bartholomew, Assistant Director Physical Resources & Procurement 24 March 2017
Is it also signed off by the Assistant Director for Finance, Risk, Performance & IT?	Debbie Hogg, 24 March 2017
Is it also signed off by the Assistant Director for Legal, Governance & Monitoring?	Julie Muscroft, 24 March 2017
Cabinet member portfolio	Cllr G Turner, Portfolio Holder for Asset Strategy, Resources and Creative Kirklees

Electoral wards affected: Ashbrow
Ward councillors consulted: Yes
Public or private: Public

1. Summary

- 1.1 The gross site area extends to approx. 4.71 acres (1.9 hectares) and is shown on the attached plan. The current designation in the UDP for the site is unallocated, whilst on adoption of the Local Plan this takes on the designation of Employment land.
- 1.2 Site investigations have taken place in preparation of disposal of the land. The surveys have revealed some contaminated ground conditions and the full report will be made available to potential purchasers in order that they can evaluate the costs of remediation and reflect that in any bid they make. The site condition information will be highlighted in the marketing pack to minimise the potential for qualified bids.

2. Information required to take a decision

- 2.1 The Council have received several unsolicited offers and proposals from prospective developers over the last eighteen months or so. These offers have all been prior to undertaking any site investigations.
- 2.2 The stage two ground investigation survey is now complete and outlines some potential issues that are classified as abnormal ground conditions which may impact on future development of the site.
- 2.3 The site investigation results will be shared with potential purchasers so they can make informed offers having due regard to the identified ground issues and the anticipated costs of remediation.
- 2.4 Officers intend commissioning an updated open market valuation which will be informed by the ground investigation survey, following which it is intended that the property be placed on the open market.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

There will be no impact

3.2 Economic Resilience (ER)

Our ambition for Kirklees is a place where local businesses have opportunities to grow and are resilient and profitable. This site will provide an opportunity for a local business or an inward investment opportunity. The benefits to the Kirklees economy of any offers received will be a key element of the overall evaluation criteria.

3.3 Improving Outcomes for Children

There will be no impact

3.4 Reducing demand of services

There will be no impact

3.5 Financial Implications

The disposal of the site, subject to planning permission, could generate a significant capital receipt based on initial valuation advice and the unsolicited approaches but this is caveated by the impact that the recently discovered abnormal ground conditions will have upon any offers.

The authority would also receive business rates income from any future commercial occupiers.

3.6 Legal Implications

Legal, Governance and Monitoring will be involved in the negotiation and completion of all documentation leading to a successful sale.

3.7 Policy

The Kirklees Joint Health and Wellbeing Strategy 2014-2020 recognises that healthy people enjoying a great quality of life for longer via a strong and growing economy will be pivotal to making Kirklees a better place in the future. Development of the Bradley site for employment use has the potential to provide quality employment and thereby make a contribution to prosperity, health and wellbeing.

4. Consultees and their opinions

Local Ward members have been consulted.

5. Next steps

The next steps are for officers to:

- a) Obtain an updated independent valuation for the land at Station Road, Bradley taking into account the results of the ground investigation report;
- b) To advertise the site to the market.

6. Officer recommendations and reasons

The site provides continuity and supports the objectives of the Local Plan and smart corridor plan, links strongly to the Joint Health & Well-being plan and the assists the authority in meeting an annual capital receipts target. It is therefore recommended that Cabinet:

- a) Approve the marketing and disposal of the site at Station Road, Bradley;
- b) Delegate authority to the Assistant Director Place to market the land for disposal and undertake and conclude negotiations with the preferred buyer;
- c) Delegate authority to the Assistant Director for Legal, Governance & Monitoring and Procurements Legal Risk Management to negotiate and enter into all documentation necessary to effect the disposal of the site.

7. Cabinet portfolio holder recommendation

Cllr Graham Turner, portfolio holder for Asset Strategy, Resources & Creative Kirklees recommends that Cabinet:

- a) Approves the marketing and disposal of the site at Station Road, Bradley;
- b) Delegate authority to the Assistant Director Place to market the land for disposal and undertake to conclude negotiations with the preferred buyer;

- c) Delegate authority to the Assistant Director for Legal, Governance & Monitoring and Procurements Legal Risk Management to negotiate and enter into all documentation necessary to effect the disposal of the site.

8. Contact officer

Matthew Seed, Corporate Landlord

Tel: 01484 221000; email: matthew.seed@kirklees.gov.uk

9. Background Papers and History of Decisions

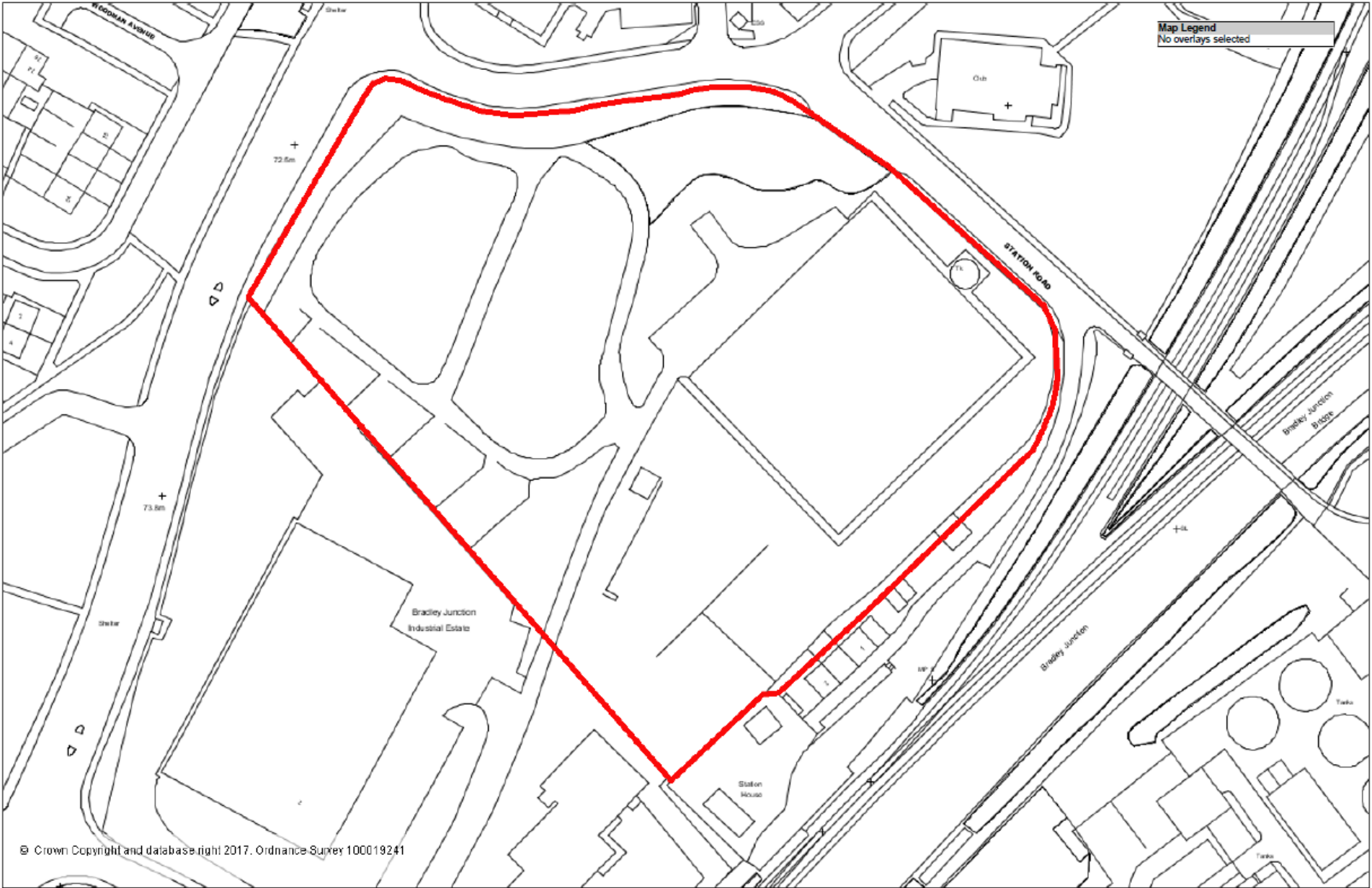
None

10. Service 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: 4th April 2017

Title of report: Highways Capital Plan 2017/18

Purpose of Report: For Cabinet to consider the detailed 2 year Highways Capital Plan for 2017/18

Key Decision - 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
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?	Yes
The Decision - Is it eligible for call in by <u>Scrutiny</u>?	Yes
Date signed off by <u>Director</u> & name	Kim Brear – 23/03/17
Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance?	Debbie Hogg – 23/03/17
Is it also signed off by the Assistant Director (Legal Governance and Monitoring)?	Julie Muscroft – 24/03/17
Cabinet member <u>portfolio</u>	Cllr Musarrat Khan

Electoral wards affected: All
Ward councillors consulted: None

Public or private: Public

1. Summary

The Highways Capital Plan for 2017/18 is a detailed programme of works to be implemented over the next 2 years.

2. Information required to take a decision

2.1 Background

- The Highways Capital Plan is an investment in the highway asset that includes road surfacing, street lighting, structures, road safety, encouraging walking and cycling, drainage, traffic signals, car parks and public transport provision.
- On 15th February 2017 Council approved the 5 Year Capital Investment Plan. The Plan included a sum of £14.227m for Highways Service in 2017/18. The attached detailed Highways Capital Plan (appendix 1B) adds individual scheme detail to the approved baseline high level programme for 2017/18 and 2018/19.
- The allocation of Capital Grants for Highway Maintenance and Integrated Transport is evolving following the introduction of new funding streams by Central Government and revised allocation of grants by the West Yorkshire Combined Authority in implementing the Local Transport Plan. Grants have varied and increased from those anticipated in the report to Council. Additional grant, developer and revenue contributions have been added giving a revised total of £15.132m.
- The maintenance programmes for highway assets have been determined in line with the highways asset management strategy which demands a lifecycle planning approach in line with National guidance and good practices.

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

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

DfT Highway Maintenance Allocations (2016/17)

This allocation supports the maintenance of roads, street lighting and structures.

In January 2014 the DfT announced a review of how the six year national funding package of £5.853 billion for highway maintenance was allocated. There are now three elements to the Highway Maintenance allocation.

i. Needs Element

The needs element is based on asset inventory count rather than condition. This grant is set for years 2016/17 to 2017/18 and is indicative for 2018/19 to 2020/21. (They are indicative for later years pending a review of base

asset data). The Needs Element reduces in value being replaced by funds that require bids as below. (It was £6.6m in 2013/14)

The needs allocation accounts for by far the largest proportion of the funding with the formula comprising information on key highway asset types such as road length, bridges, street lighting and cycleways. The needs grant element to Kirklees is:-

Year	Firm Allocation			Indicative Allocation		
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Kirklees	£6,116k	£5,607k	£5,437k	£4,921k	£4,921k	£4,921k

ii. Incentive Element

An incentive element dependent on an Authority's pursuit of efficiencies and its use of asset management practices.

Every authority has the opportunity to secure additional funding through the incentive element from 2016/17. Highway Authorities have completed a self-assessment of their efficiencies and use of good asset management practices. This assessment will result in placement as a band 1, 2 or 3 Authority and then the adjusted allocations from that part of the fund will follow. The aim is to promote continual improvements in delivery and management efficiency and evidencing this will be part of each Local Authority's self-assessment. An Authority that cannot demonstrate this by 2020 will receive no "incentive element" of the total funding.

% of Incentive Award by Band achieved

Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Band 1	100%	90%	60%	30%	10%	0%
Band 2	100%	100%	90%	70%	50%	30%
Band 3	100%	100%	100%	100%	100%	100%

£'000 grant award

Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Band 1	0	305	305	308	103	0
Band 2	0	339	458	718	513	308
Band 3	0	339	509	1025	1025	1025

Kirklees has made a submission which we believe will satisfy band 3 criteria for 2017/18. We anticipate an announcement from Dft at the end of March to confirm this. However the approved Plan assumed band 2 as 2016/17. There is a potential increase of £51k (moving from Band 2 to Band 3) which has been added to the Roads Connecting Communities budget.

iii. Challenge Fund

A competitive Challenge Fund element where Authorities can bid for major maintenance projects

The Challenge Fund, which is a top-slice of the total Maintenance Allocation, has been set up to address ageing infrastructure which may now be nearing the end of its lifecycle, has reached the end of its lifecycle earlier than originally envisaged, or which has deteriorated due to recent severe weather events.

This Challenge Fund enables local highway authorities in England to bid for funding from the government for major maintenance projects that are otherwise difficult to fund through the normal allocations they receive. Bidding will be in two tranches.

A combined bid with City of Bradford MDC included a £1.920m bid as Kirklees' share of a scheme to reconstruct retaining wall structures in Bradford and Kirklees. This Tranche 1 bid was successful and works are ongoing. The DfT contribution to the Kirklees element is £1.6m phased as follows with the balance coming from the needs element of the maintenance grant.

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

Tranche 2 bids will be submitted in March for schemes to be implemented in 2017/18. Further tranche 3 bids can be submitted in Autumn 2017/18 for future years' funding. West Yorkshire Authorities are working in collaboration to submit tranche 2 and tranche 3 bids.

DfT Integrated Transport Allocation

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

In 2017/18 this allocation enables investment in Integrated Transport schemes, Network Management (traffic signals) improvements, Cycling and Walking and the Safer Roads programme.

The report to Council estimated an Integrated Transport grant allocation of £1.25m. This has now been determined through WYCA as £1.084m. However this has been supplemented by £0.134m from the NPIF fund as follows giving a revised total of £1.218m.

2.3 National Productivity Investment Fund (NPIF)

This Department for Transport (DfT) grant is new funding from the National Productivity Investment Fund. This is funding for local highway and other local transport improvements which aim to;

- reduce congestion at key locations,
- upgrade or improve the maintenance of local highway assets,

- improve access to employment and housing,
- develop economic and job creation opportunities.

Allocations to local highway authorities in England, outside London, are based on a formulaic approach as the Needs Grant below. Local authorities are asked to confirm that funding from the National Productivity Investment Fund will be spent on improving local road networks, for example, highways and public transport networks. Details of expenditure have to be shown on council websites by the end of March.

We have worked with the West Yorkshire Combined Authority to determine distribution of the grant which is in two broad areas as follows and totals £0.97m for schemes to be implemented through Kirklees highways;

- To supplement the Integrated Transport grant programme that was otherwise oversubscribed. (£0.134m). Within Kirklees this benefits cycling, walking and safer roads scheme programmes
- Additional schemes that satisfy the funding guidelines detailed above (£0.836m). Within Kirklees this benefits
 - Flood Management – drainage improvements to reduce delay and disruption
 - Traffic signal works to improve network efficiency
 - Road surfacing on roads that give access to employment, housing and town centre shopping, particularly at
 - Parkside / Bradford Road, Cleckheaton,
 - Commercial Road, Skelmanthorpe
 - Morley Lane, Milnsbridge
 - Fartown Green Road, Fartown

2.4 Pothole Action Fund

The Pothole Action Fund is a specific grant award by the Department for Transport for permanent pothole repairs or road resurfacing to help prevent potholes from forming. It is determined pro rata of the national award on road length maintained. The 2017/18 allocation is £0.452m. The allocation is to add to rather than replace planned Council investment in pothole repairs.

2.5 Cycling and Walking

The West Yorkshire Combined Authority in partnership with York made a successful funding application to the DfT for City Cycle Ambition Grant (CCAG2). The application set out a transformational package of cycle infrastructure, providing fully segregated cycle links to District Centres, connections to key employment and regeneration sites and upgrades of canal towpaths. (Total grant = £22m + £8m of WY LTP match funding). The programme of schemes within this programme is evolving and the 2017/17 capital plan allows for £1.0m scheme work for Huddersfield.

A Section 106 developer contribution of £0.050 has been added to fund the Meltham Greenway scheme.

2.6 Flood Management

The council continued to be successful securing Environment Agency Grant for flood studies and works, to the value of £295k in 2016/17. The Council will continue with bids for EA grant funding in 17/18 to extend its understanding of local flood risk.

A further grant of £1.3 million, secured over a 6 year period, will deliver a rolling programme of repairs and improvements to old culverts around the district. £230k of the grant is earmarked for 17/18 and requires £50k of Kirklees Capital match funding from within the existing approved Flood Management programme for 17/18, and for the 5 years thereafter. The grant will reduce flood risk to 750 properties near the culverts and reduce some of the maintenance burden for landowners, including the Council.

2.7 Total Expenditure

The Capital Plan totals £15.132m

	£m
Plan approved at council 15 th February	14.227
Band 3 Incentive Fund (to be confirmed)	0.051
National Productivity Investment fund (IT supplement)	0.134
National Productivity Investment fund (New schemes)	0.836
Developer (Section 106)	0.050
Reduced Integrated Transport Grant	<u>- 0.166</u>
Revised Total capital Plan 2017/18	<u>15.132</u>

2.8 Council Funding

Council capital investment in the 2017/18 Highways Capital Plan amounts to £4.900m funded through prudential borrowing. The average revenue cost of financing this level of borrowing is 6.3% per annum, which equates to £309k per annum.

2.9 Other points to Note

- Acceptance by the council of the NPIF and pothole grant funding is on the understanding that it is additional to and not a replacement of council or other funding for highways.
- Highways schemes are sometimes delayed to allow works by 3rd parties, notably utility companies, so in some programme areas additional schemes are shown below the cut off line as contingency schemes and introduced to the programme if other schemes are deferred.
- In addition to works within the Highways Capital Plan a number of major transport improvement schemes are being developed for implementation in future years as part of the £1bn. West Yorkshire Plus Transport Fund.

2.10 Financial Delegations

To aid the speedy implementation of works and substitution of delayed projects, Cabinet is requested to delegate authority, in accordance with 3.12 of the Council's Financial Procedure Rules dated June 2016, to the Director of Economy Skills and the Environment, to manage the implementation of the identified works within the respective agreed total programme budgets.

Additional delegated powers include the authority to:

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

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP) - There will be no impact

3.2 Economic Resilience (ER)

Maintenance and improvements to the transport network are vital for the development of local businesses and helps develop Kirklees as a quality place where people want to live, work and visit.

3.3 Improving Outcomes for Children - There will be no impact

3.4 Reducing Demand of Services

The programme is determined through a risk based approach and aims to

- halt deterioration
- reduce 3rd party claims,
- reduce the reactive workload,
- minimise cost over time
- maximise value to the economy

4. Consultees and their opinions

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

5. Next steps

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

6. Officer recommendations and reasons

- a) That Cabinet approve the detailed Capital Plan in the sum of £15.232m as shown in Appendix 1A & 1B
- b) That authority is delegated in accordance with 3.12 of the Council's Financial Procedure Rules dated June 2016, to the Director of Economy, Skills and the Environment, to manage the Highways Capital Plan as set out in 2.10 above.

7. Cabinet portfolio holder's recommendations

The portfolio holder, Cllr Musarrat Khan, notes the detail of the report and supports the continued investment in repairing our roads in line with the Council's Asset Management Strategy.

8. Contact officer

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

9. Background Papers and History of Decisions

Papers:
Appendix 1A – Highways High Level Baseline Capital Plan 2017-18
Appendix 1B - Highways Detailed Baseline Capital Plan 2017-18

10. Assistant Directors responsible

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

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	April 17 Revised 2017/18 Budget £000's	difference 17/18	Feb 17 approved 2017/18 Budget £000's	Feb 17 approved 2018/19 Budget £000's
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HIGHWAYS CAPITAL PLAN 2017/18 and 2018/19

Total Planning Allocation	
Borrowing	4900
Self/Service Funded	0
Grant/Contribution	10232
Receipts	0

15132	905	14227	13071
4900	0	4900	5400
0	0	0	0
10232	905	9327	7671
0	0	0	0

ASSET MANAGEMENT															
Jon Evans	1A - Principal Roads							01/04/2017	31/03/2019	B					
										G	2,730	130	2,600	2,600	
										T	2,730	130	2,600	2,600	
Jon Evans	1B - Roads Connecting Communities							01/04/2017	31/03/2019	B					
										G	2,121	291	1,830	1,574	
										T	2,121	291	1,830	1,574	
Jon Evans	1C - Unclassified Roads							01/04/2017	31/03/2019	B	1,530		1,530	1,530	
										G	983	266	717	717	
										T	2,513	266	2,247	2,247	
Farhad Khatibi	1D - Structures							01/04/2017	31/03/2019	B					
										G	1,700		1,700	1,200	
										T	1,700		1,700	1,200	
Andy Bullen	1F Street Lighting Replacement Strategy							01/04/2017	31/03/2019	B	2,500		2,500	3,000	
										G	0		0	0	
										T	2,500		2,500	3,000	
Graham Mallory	1J - Unadopted Roads							01/04/2017	31/03/2019	B	50		50	50	
										G					
										T	50		50	50	

Maintenance Total	T	11,614	687	10,927	10,671
External Funding	T	7,534	687	6,847	6,091
Net Maintenance Total	T	4,080	0	4,080	4,580

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	April 17 Revised 2017/18 Budget £000's	difference 17/18	Feb 17 approved 2017/18 Budget £000's	Feb 17 approved 2018/19 Budget £000's
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INTEGRATED TRANSPORT															
Tim Lawrence	2A - Integrated Public Transport								01/04/2017	31/03/2019	B				
											G	250	-200	450	450
											T	250	-200	450	450
David Caborn	2B - Network Management								01/04/2017	31/03/2019	B	100		100	100
											G	400	100	300	300
											T	500	100	400	400
Steven Hanley	2C - Cycling and Walking								01/04/2017	31/03/2019	B	20		20	20
											G	1,118	118	1,000	
											T	1,138	68	1,020	20
Phil Waddington	2E - Safer Roads								01/04/2017	31/03/2019	B	150		150	150
											G	600	100	500	600
											T	750	100	650	750
	Other														
Paul Hawkins	2J - Town Centre Car Parking								01/04/2017	31/03/2019	B	100		100	100
											G				
											T	100		100	100
Tom Ghee	2K - Flood Management and Drainage Improvements								01/04/2017	31/03/2019	B	450		450	450
											G	330	100	230	230
											T	780	100	680	680

IT Total		T	3,518	218	3,300	2,400
External Funding		T	2,698	218	2,480	1,580
Net IT Total		T	820	0	820	820

GRAND TOTAL

Gross Programme Total			15,132	905	14,227	13,071
External Funding			10,232	905	9,327	7,671
Net Programme Total			4,900	0	4,900	5,400

External Funding Summary

Asset Management						
LTP Maintenance Needs Grant		5437		5437		4921
LTP Maintenance Incentive Grant (Band 2)		458		458		718
LTP Maintenance Incentive Grant (Band 3)		51	51			
Dft Pothole Grant		452		452		452
Challenge Fund DfT maintenance grant						
National Productivity Investment Fund		500		500		
		836	836			
Integrated Transport						
LTP IT Grant ***		1084	-166	1250		1250
National Productivity Investment Fund		134	134			
CCAG 2 Cycling Grant		1000		1000		
Road Safety Grant						100
Environment Agency		230		230		230
Developer (Meltham Greenway)		50	50			
Total		10232	905	9327		7671

*** The LTP IT grant is administered by West Yorkshire Combined Authority. The forward programme is still to be determined consequently the grant shown in 18/19 is a basic estimate and a worst case scenario. 2017/18 is the first year of the new Single Transport Plan which will determine future spend priorities on transportation across West Yorkshire.

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's
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HIGHWAYS CAPITAL PLAN 2017/18 and 2018/19 ASSET MANAGEMENT

1A - Principal Roads														
Programme Manager: Jon Evans														
C.61131	Principal Road Surfacing Dressing Programme	Road Surfacing	Various								T	1,100	550	550
C.61132	Minor Maintenance - Pre Surface dressing patching	Minor Repairs / Patching	Various								T	440	220	220
C.62860	Anti skid sites within surface dressing	Road resurfacing	Various								T	120	60	60
C.63723	A652 Bradford Road, Dewsbury	Road Resurfacing	K								T	90	90	
C.64087	A629 Wakefield Road, Aspley	Road Resurfacing	I / W								T	1,300	1,300	
	A638 / A643 junction, Cleckheaton	Road Resurfacing	F								T	130	130	
	A62 Leeds Road, Huddersfield	Road Resurfacing	I / B								T	1,220		1,220
	A62 Castlegate, Huddersfield	Road resurfacing	W								T	300		300
	Challenge Fund 2A match funding	Road resurfacing									T	245	245	
	Priority footway programme	Footway schemes									T	200		200
	A642 Wakefield Road, Lepton	Footway scheme	A								T	50		50
C.63726	A62 Leeds Road, Mirfield (Sunnybank)	Footway scheme	V								T	50	50	
	A6107 Bradley Road, Bradley	Footway scheme	B								T	50	50	
	A629 Penistone Road, Kirkburton	Footway scheme	S								T	50	50	
C.64088	A653 Leeds Road, Chidswell	Footway scheme	K								T	50	50	
	A58 Whitehall Road, Chain Bar	Footway scheme	F								T	50	50	
	anticipated overspend 2016/17										T	130	130	
	less planned overprogramming										T	-245	-245	
											B	0		
											G	5,330	2,730	2,600
											T	5,330	2,730	2,600
SUB TOTAL (1A)														
1B - Roads Connecting Communities														
Programme Manager: Jon Evans														
C.61179	B & C Road Surface Dressing Programme	Road Surfacing	Various								T	900	450	450
C.61178	Minor Maintenance - Pre surface dressing patching	Minor Repairs / Patching	Various								T	550	300	250
C.63673	C557 Morley Lane, Milnsbridge	Road Resurfacing	N								T	150	150	
C.64093	B6433 Rowley Lane, Lepton	Road Resurfacing	A								T	150	150	
C.64094	C20 Dunford Road, Hade Edge	Road Resurfacing	R								T	40	40	
C.64095	C6107 Fartown Green Road, Fartown	Road Resurfacing	O								T	130	130	
C.64096	C576 Little Lane, Wooldale	Road Resurfacing	R								T	60	60	
C.64097	C272 Piper Well Lane, Shepley	Road Resurfacing	S								T	110	110	
C64089	B6110 Armitage Rd / Carriage Dr / Stockwell Hill, Armitage Bridge	Road Resurfacing	W								T	90	90	
C64090	B6116 Commercial Rd, Skelmanthorpe	Road Resurfacing	J								T	240	240	
C.64091	B6432 Firth Street, Huddersfield	Road Resurfacing	W								T	220		220
C.64092	B6111 Scar Lane, Golcar	Road Resurfacing	N								T	201	201	
	Priority footway programme	Footway schemes									T	270	20	250
C.64099	B6124 Soothill Lane, Soothill	Footway schemes	C								T	50	50	
C.63677	C629 Gledholt Road, Gledholt	Footway schemes	O								T	90	90	
	footway schemes to be identified										T	40	40	
	Schemes to be identified										T	404		404
											B	0		
											G	3,695	2,121	1,574

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's	
SUB TOTAL (1B)												T	3,695	2,121	1,574
1C - Local Community Roads															
Programme Manager: Jon Evans															
C.663461	Thornhill Road, Marsh	Road Reconstruction	O/T								T	70	70		
C.663765	Park Parade, Westtown	Road Resurfacing	P								T	65	65		
C.63767	Whitehead Lane, Primrose Hill	Road Resurfacing	W								T	150	150		
C.64100	Almondbury Bank, Almondbury	Road Resurfacing	A								T	230	230		
C.64101	Lockwood Scar, Newsome	Road Resurfacing	W								T	180	180		
C.64102	Leymoor Road, Golcar	Road Resurfacing	N								T	200		200	
C.64103	Wood Lane, Newsome	Road Resurfacing	W								T	60	60		
C.64104	Yew Tree Road, Shepley	Road Resurfacing	S								T	60	60		
C.64105	Mark Street, Millbridge	Road Resurfacing	U								T	75	75		
C.64106	Linfitt Fold / Linfitt Lane, Linthwaite	Road Resurfacing	G								T	150	150		
C.64107	Fairlea Avenue, Taylor Hill	Road Resurfacing	W								T	50	50		
C.64108	Fair Lea Road, Taylor Hill	Road Resurfacing	W								T	50	50		
C.64109	Blue Bell Hill, Taylor Hill	Road Resurfacing	W								T	50		50	
C.64110	Craven Road / Mavis Ave, Scout Hill	Road Resurfacing	M								T	75	75		
	Deal Lane, Golcar	Road Resurfacing	N								T	50	50		
	Quarry Road, Lascelles Hall	Road Resurfacing	A								T	100	100		
	Cuttlehurst, Scissett	Road Resurfacing	J								T	100	100		
	Felks Stile Road, Crosland Hill	Road Resurfacing	H								T	100	50	50	
	Bank Foot Lane / Moor Lane, Armitage Bridge	Road Resurfacing	W								T	32	32		
	King Street, Huddersfield	Road Resurfacing	W								T	150	150		
	Grove Street, Longwood	Road Resurfacing	N								T	100		100	
	U Road Surface Dressing	Surface Dressing	Various								T	652	350	302	
	U Road Patching	Pre surface dressing patching	Various								T	366	216	150	
	Pavement repairs	Footway Surfacing	Various								T	250		250	
C.63459	Thornton Lodge Road, Crosland Moor	Footway Surfacing	H								T	50	50		
C.64111	St Paul's Road, Kirkheaton	Footway Surfacing	I								T	50	50		
C.64112	Walnut Lane, Chickenley	Footway Surfacing	K								T	50	50		
C.64113	Henry Frederick Ave, Netherton	Footway Surfacing	H								T	50	50		
	Firthcliffe Estate, Liversedge	Footway Surfacing	U								T	50	50		
	Schemes to be identified	Road Reconstruction	all								T	1,145		1,145	
											B	0			
											B	3,060	1,530	1,530	
											G	1,700	983	717	
SUB TOTAL (1C)												T	4,760	2,513	2,247

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's
1D - Structures														
Programme Manager: Farhad Khatibi														
	Minor Retentions										T	50	25	25
1877	Minor Structural Maintenance	Cyclical Works	Various								T	800	400	400
2438	Walling Works	Walling Works	Various								T	800	400	400
80622	Interim Measures	Installations	Various								T	260	130	130
	Challenge Fund Schemes										T	500	500	
	Schemes to be identified										T	490	245	245
											B	0		
											G	2,900	1,700	1,200
											T	2,900	1,700	1,200
SUB TOTAL (1D)														
1F Street Lighting Replacement Strategy														
Programme Manager: Andy Bullen														
-	Carbon Reduction Projects to be developed	Sleeving / Column Replacements	All								T	928	464	464
	Structural and energy saving measures to be developed	Sleeve existing concrete columns and install LEDs	All								T	4,572	2,036	2,536
												0		
											B	5,500	2,500	3,000
											G	0		
											T	5,500	2,500	3,000
SUB TOTAL (1F)														
1J - Unadopted Roads														
Programme Manager: Graham Mallory														
	Quarry Road, Lascelles Hall	Unadopted road improvement	A								T	50	50	
	Schemes to be identified	Unadopted road improvement									T	50		50
											B	100	50	50
											G	0		
											T	100	50	50
SUB TOTAL (1J)														

Maintenance Totak	T	11,614	10,671
LTP Maintenance Grant	T	7,534	6,091
Net Maintenance Total	T	4,080	4,580

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's
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INTEGRATED TRANSPORT

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's
2A- Integrated Public Transport														
Programme Manager: Steven Hanley														
C.64026	Dewsbury Railway Station	Gateway	K								T	500	250	250
	Schemes to be identified										T	200		200
											B	0		
											G	700	250	450
											T	700	250	450
SUB TOTAL (2A)														
2B - Network Management														
Programme Manager: David Caborn														
C.12523	Replacement of Obsolete Traffic Signal Poles	Traffic Signals Maintenance	Various								T	200	100	100
C.12634	Air Quality and Bluetooth Sites to be identified	West Yorkshire Improved Data Network	Various								T	50	50	0
C.12639	Additional 30 wireless Nodes to be identified	West Yorkshire Improved Data Network	Various								T	30	30	0
	Revalidation of SCOOT at various locations	More efficient traffic signals	Various								T	180	100	80
C.12646	West Yorkshire Combined Information Signs Network	WY Varriable Message signs	Various								T	150	80	70
	A638 Bradford Road, Cleckheaton	West Yorkshire Improved Data Network	F								T	40	0	40
	Introduce IMFLOW on A629 Wakefield Road, Huddersfield	More efficient traffic signals	I								T	40	0	40
	Introduce VEM on A62 Colne Bridge Road, Huddersfield	More efficient traffic signals	B								T	60	60	0
	A638 Bradford Road / Hunsworth Lane, Cleckheaton	Junction - Signals Maintenance	F								T	30	30	0
	Dewsbury Ring Road / Bradford Road, Dewsbury	New road crossing	K								T	20	20	0
	A629 Wakefield Road / Smithy Lane, Moldgreen	Junction - Signals Maintenance	I								T	30	30	0
	Stearnard Lane shuttle, Mirfield	Junction - Signals Maintenance	V								T	25	25	0
	A629 Wakefield Road / St Andrews Road, Huddersfield	Junction - Signals Maintenance	I								T	60	0	60
	A62 Leeds Road / Red Doles, Huddersfield	Junction - Signals Maintenance	I								T	25	0	25
	A629 Wakefield Road / Ravensknowle Road, Huddersfield	Junction - Signals Maintenance	A								T	25	0	25
	planned overprogramming										T	-65	-25	-40
											B	200	100	100
											G	700	400	300
											T	900	500	400
SUB TOTAL (2B)														

Programme and Lead Service/ Officer	Project Name / Location	Project Works	Ward	Business Case reference	Capital Delivery Board Date	AD Group Date	Cabinet Approval Date	C.O.R. Reference	Expected start date	Expected end date (practical completion)	Funding	Expected total 2yr cost of the project £000's	April 17 Proposed 2017/18 Budget £000's	April 17 proposed 2018/19 Budget £000's
2C Mobility, Walking and and Cycling Initiatives														
Programme Manager: Steven Hanley														
8238	Neighbourhood Paths	Various	Various								T	20	10	10
81968	Disabled Crossing Facilities	Various	Various								T	10	5	5
82032	Urban Path Improvements	Various	Various								T	10	5	5
C.64122	Meltham Greenway	Greenway	Q								T	50	50	
	Cycle Route and Facilities enhancements	Bulk provision									T	48	48	
	Motorcycling										T	20	20	
C.63358	Huddersfield Town Centre	Cycle Infrastructure	W								T	1,000	1000	
											B	40	20	20
											G	1,118	1,118	
											T	1,158	1,138	20
SUB TOTAL (2C)														
2E - Safer Roads														
Programme Manager: Phil Waddington														
	Community Traffic Projects										T	730	335	395
	Pedestrian Projects										T	230	125	105
	Casualty reduction										T	540	290	250
											B	300	150	150
											G	1,200	600	600
											T	1,500	750	750
SUB TOTAL (2E)														
OTHER PROGRAMMES														
2J - Town Centre Car Parking														
Programme Manager: Paul Hawkins														
C.61258	Market Hall Car Park	Car park maintenance	W								T	200	100	100
											B	200	100	100
											G	0		
											T	200	100	100
SUB TOTAL (2J)														
2K - Flood Management and Drainage Improvements														
Programme Manager: Tom Ghee														
C.60999	Minor Drainage Works	Bulk Provision -- minor works	Various								T	450	225	225
81820	Contributions to surfacing schemes	Contributions	Various								T	50	25	25
	Flood Management Schemes	Drainage improvement schemes	Various								T	860	430	430
	Reduce flooding (NPIF)	Drainage improvement schemes									T	100	100	
C.63012	Kirklees Culverts Programme	culvert improvements	Various								T	0		
C.63484	A62 Leeds Road	Flood alleviation viability study	I								T	0		
											B	900	450	450
											G	560	330	230
											T	1,460	780	680
SUB TOTAL (2K)														

IT Programme Total	T		3,518	2,400
LTP IT Grant	T		2,698	1,580
Net IT Programme Total	T		820	820

Gross Programme Total			15,132	13,071
External Funding			10,232	7,671
Net Programme Total			4,900	5,400

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Name of meeting: Cabinet
Date: 4th April 2017

Title of report: A629 Wakefield Road, Aspley/Moldgreen, Road Resurfacing

Purpose of Report: Cabinet will be asked to approve a scheme in line with Kirklees Asset Management Strategy to resurface A629 Wakefield Road between Aspley Basin and Green Mount, Huddersfield

Key Decision - 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 affects three electoral wards
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes
The Decision - Is it eligible for call in by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name Is it also signed off by the assistant Director for Financial Management, IT, Risk and Performance? Is it also signed off by the Assistant Director (Legal, Governance and Monitoring)?	Paul Kemp - Assistant Director - Place - 27.03.2017 Debbie Hogg - 23.03.2017 Julie Muscroft - 27.03.2017
Cabinet member portfolio	Cllr Musarrat Khan - Highways & Neighbourhoods

Electoral [wards](#) affected: Almondbury, Dalton, Newsome

Ward councillors consulted: Cllrs Karen Alison, Judith Hughes, Linda Wilkinson, Musarrat Khan, Naheed Mather, Peter McBride, Andrew Cooper, Bernard McGuin, Julie Stewart - Turner

Public or private: PUBLIC

1. Summary

Major road resurfacing works are proposed for the A629 Wakefield Road between Aspley Place and St Pauls Methodist Church at Moldgreen as part of the Principal Road Programme 1A. See attached plan number HM25/64087/CAB for the extent of the works.

2. Information required to take a decision

- 2.1 The current backlog of A road repairs is around 9km. 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.
- 2.2 The works comprise drainage/pavement repairs and road resurfacing. The scheme is estimated to cost £1.3 million 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 scheme is included in the detailed Highways Capital Plan 2017/18 which is also presented on the Cabinet Agenda for today - 4 April 2017.
- 2.3 Subject to Cabinet Approval, works are programmed to start May 2017.
- 2.4 The A629 Wakefield Road is a primary route into Huddersfield Town Centre from Sheffield and Wakefield, as well as providing an important link to local communities.
- 2.5 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.
- Working at off peak times to minimise the impact of the work to through traffic.
- The temporary closure of the inbound bus lane and a contra flow traffic management system put in place to allow the programme to be expedited therefore reducing disruption to a minimum
- Some sections of the work will require junctions onto the A629 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. Residents and businesses within the affected area will be updated regularly.
- The method of work will be split between daytime off peak working and twilight shifts between the hours of 7pm and 11pm.

- Sections of the A629 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.

2.6 The scheme will be discussed during Utility Liaison Meetings by the Streetscene Streetworks Co-ordinator and any necessary utility works will be carried out prior to the resurfacing. Northern Gas Networks recently completed their works in February 2017. 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

Early Intervention and Prevention (EIP) - There will be no impact

Economic Resilience (ER) - A well maintained road network supports the development of local businesses and helps develop Kirklees as a quality place where people want to live, work and visit.

Improving Outcomes for Children - There will be no impact

Reducing demand for Services - The scheme contributes to providing real help for communities by halting the deterioration and reducing the need for reactive maintenance.

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.

Joanne Bartholomew - Assistant Director - Place, is the officer responsible for this report.

6. Officer recommendations and reasons

That Cabinet approves the scheme for the reconstruction of A629 Wakefield Road.

Reasons:

The scheme improves a local strategic route and reduces the maintenance backlog in accordance with Kirklees Asset Management Strategy

7. Cabinet portfolio holder's recommendation

The Cabinet Portfolio Holder, Cllr Musarrat Khan, supports the officer recommendations and for the report to proceed to Cabinet to gain approval for the reconstruction of A629 Wakefield Road.

8. Contact officer

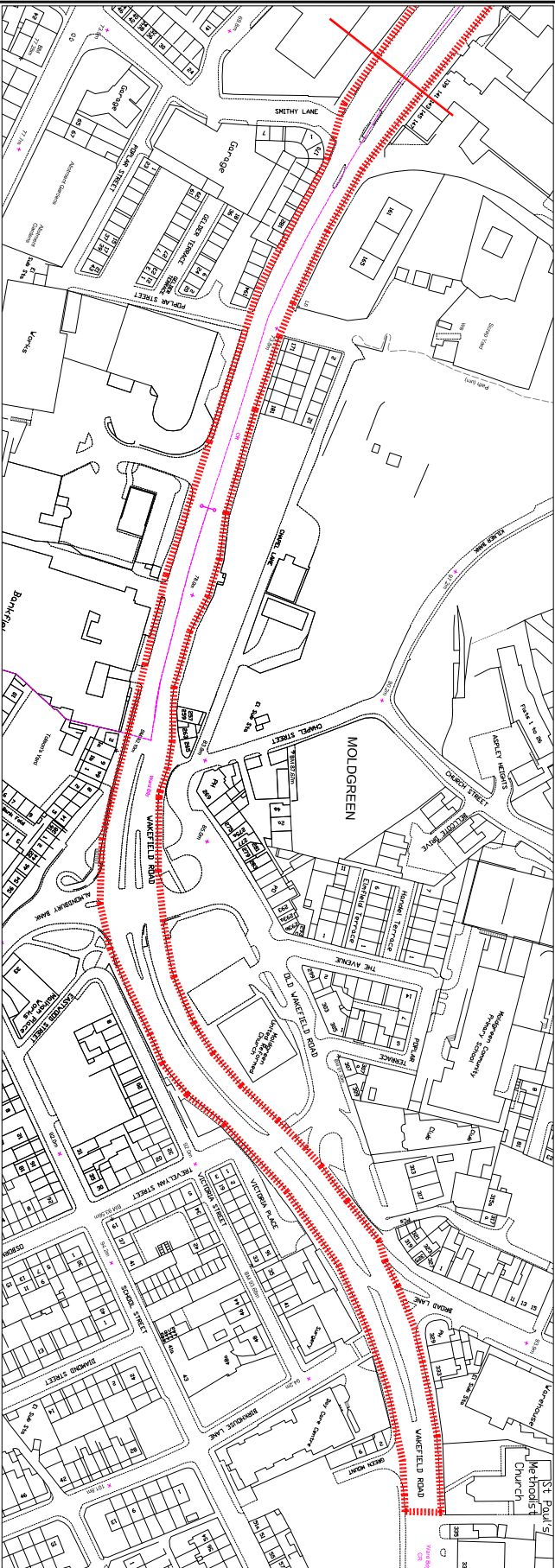
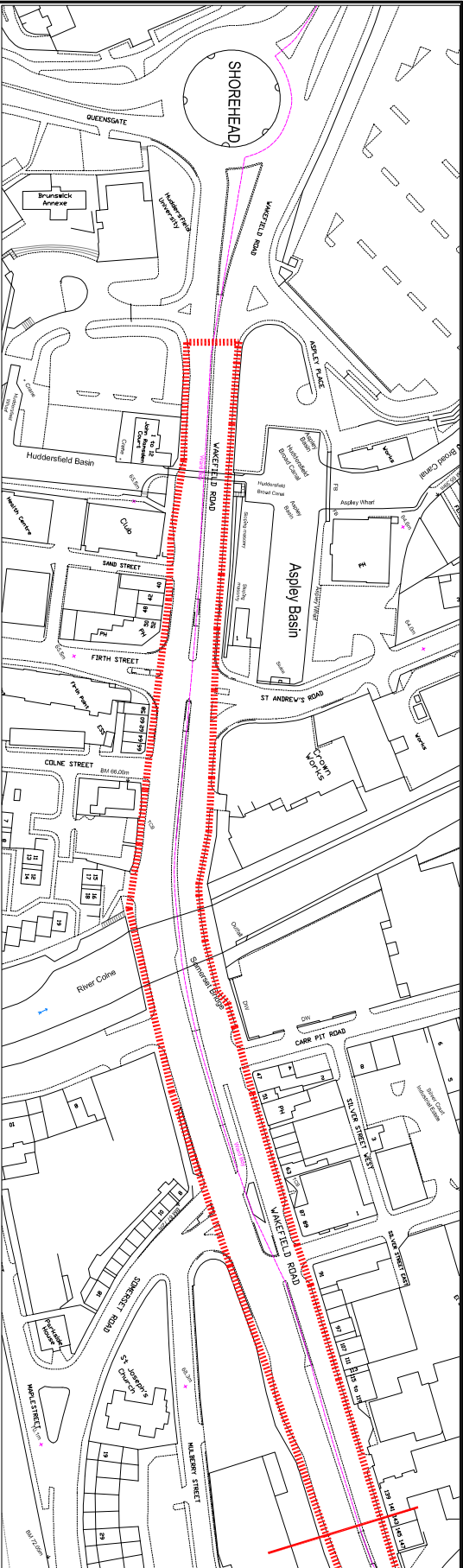
Jon Evans - Principal Engineer
Tel: 01484 221000
jon.evans@kirklees.gov.uk

9. Background papers and History of Decisions

Papers: Appendix 1 - HM25/64087/CAB - Location Plan

9. Assistant Director responsible

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



REF.	DATE	REVISIONS



Directorate of Place
Civic Centre 3, Market Street
Huddersfield, HD1 2TG

SECTION	DRAWN	CHECKED

SCALE	PROJECT NO.	DATE
NTS	25/64087	FEB 2017

PROJECT
A629 Wakefield Rd
Aspley / Moldgreen

TITLE
Scheme Extents

DRAWING No 25/HM 64087/CAB

CAD No.

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Name of meeting: Cabinet
Date: 4 April 2017

Title of report: Council's 24 hour Services

Purpose of report: To seek approval to develop a 24 hour Service that merges current services and makes better use of our assets, resources and is in line with the Council's abilities to work in new ways.

Key Decision - 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
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes Published 6 February 2017
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Director & name Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance? Is it also signed off by the Assistant Director - Legal Governance and Monitoring?	Joanne Bartholomew - Assistant Director - Place - 24.03.2017 Debbie Hogg - 13.03.2017 Julie Muscroft - 24.03.2017
Cabinet member portfolio	Cllr Musarrat Khan - Highways and Neighbourhoods Cllr Graham Turner - Asset Strategy, Resources and Creative Kirklees (Arts) Cllr Naheed Mather - Housing and Enforcement Management Cllr Masood Ahmed - Community Cohesion and Schools

Electoral wards affected: All
Ward councillors consulted: All

Public or private: Public

1. Summary

This report sets out proposals for developing a 24 hrs Service provision for the Council, where all out of hours operations are centralised. The first phase of this is proposed to be the merging of CCTV and Kirklees Direct - Out of Hours Service, to cover both operations.

The report will cover the approach and resources needed to achieve the outcomes required.

Cabinet are asked to endorse proposals, its methodology and approve the £200k of Economic Resilience add back.

2. Information required to take a decision

2.1 The background

In July 2014, the Council approved a coordinated approach to health and wellbeing and economic development in Kirklees in order to ensure that “Kirklees is a District combining great quality of life and a strong and sustainable economy - leading to thriving communities, growing businesses, high prosperity and low inequality and where people enjoy better health throughout their lives”.

In response, the economic resilience approach and work programme was therefore established to identify in more detail, how to take forward this vision and ambition in a context of making best use of assets and reducing resources. The aim was to:

- Redefine the roles the Council, communities, business and other key stakeholders will play.
- Align strategic priorities locally and regionally to maximise inward investment.
- Help to create the conditions where business and wealth grow naturally and are retained in the district.
- Enable greater individual, community and business resilience.

CCTV was included in the Economic Resilience theme as it contributes to how safe our towns and neighbourhoods feel and to the confidence people have in living, working and investing in the district.

2.2 The current position

The Council has a number of functions that operate outside of normal office hours, providing emergency cover and telephone assistance for a variety of Services, including Kirklees Neighbourhood Housing (KNH), Children’s, Adults and Environmental Services.

Each service has different arrangements to cover these provisions and it is intended to bring them all together under one umbrella.

The approach will be phased, with the first phase bringing together CCTV and Kirklees Direct Out of Hours (KDOOH) Service. The focus of this report is phase one.

CCTV operates 24 hrs a day monitoring and recording public open space and an Out of Hours contact centre for Highways. CCTV currently has a net operational delivery cost of £253k per annum. (£443k gross)

KDOOH operational hours overlap Kirklees Direct hours of operation to provide continuity of communication with members of the public, and takes calls and web chat requests for KNH Emergency repairs, Environmental Service and Noise Nuisance calls. KDOOH has an operational delivery cost of £250k.

2.3 What would be new and different?

Bringing together the Council's out of hours services makes better use of assets, resources, and is in line with the Council's ambition to work in new ways while also contributing to creating the conditions in the district where businesses thrive and support resilience in communities.

The proposed merger of CCTV and Kirklees Direct Out of Hours Service will create a multi skilled, flexible team which, by utilising our current assets, integrating IT, and telephony resources, will ensure service delivery, and maintain both OOH hours and CCTV services.

It will help deliver community safety outcomes such as crime reduction and fear of crime, and ensure an emergency Out of Hours provision to support our tenants, residents, and local businesses.

Staff training will be key to ensure a successful transition, and there is an identified training schedule which will ensure all staff are fully able to deal with calls at the appropriate level, and within the legal guidelines required for Safeguarding, data protection and Public Open Spaces surveillance.

This Phase 1 merge will create an initial saving of £53k per annum. These savings will be based on an overall reduction in staffing levels, but these will be realised by removing vacancies and temporary staff. It is not anticipated that there will be any additional CCTV coverage or usage considered at this stage.

It is expected that Phase 2 will bring in Children and Adults Services, realising savings and, in addition, will identify potential revenue savings within the Council's current commitments for security and alarms. It will also consider the potential for a Service that includes KNH CCTV to realise further savings across the Council and a key Partner.

Once successfully completed, the new service will offer an opportunity to then explore expanding our current CCTV provision to support Early Intervention and Prevention, and Economic Resilience, and to consider further expansion into the external market. This will require careful consideration so as not to adversely affect the local economy and local businesses, but could see CCTV provision for key local partners, schools, colleges and Universities.

Ensuring our legal duties with regards to Safeguarding and data protection, particularly as Phase 2 commences, are fundamental to the approach being proposed. We will work closely both internally and with our Partner organisations to ensure we protect our most vulnerable adults and children and safeguard their interests at all times.

2.4 The financial position

The report taken to Cabinet on 3rd October 2016 detailed the Council's approach to the delivery of Economic Resilience in Kirklees. The table below was presented in the Cabinet report to highlight the available resources, proposals for economic resilience "add back" and the broad budget envelope against each theme.

	MTFP Budget 2014/15 £000's	Remaining MTFP Budget by 2018/19 £000's	ER Theme Funding Added Back £000's	Total £000's	Workstream Total £000's
BUSINESS					
Hub, investment in priority sectors Inc. creative economy etc.	330 456	0 124	758 0	758 124	882
PEOPLE					
Education/skills/employment/careers Talent Hub, employment pathways etc.	2,499 273	1,771 0	0 900	1,771 900	
Match for ESF Employment Initiatives 'Better Off' project	0 1,622	0 724 + 589	406 0	406 1,313	4,390
PLACE					
Design/delivery of major projects Master planning & use of assets	1,252	0	760	760	760
QUALITY OF LIFE					
Community safety & rapid response CCTV	1,685 253	540 0	559 200	1,099 200	
Safer journeys to school PCSO's	340 629	0 0	240 0	240 0	1,539
<u>Cultural & Leisure Offer</u>					
Cultural offer Museum & gallery offer Lawrence Batley Theatre	372 1,030 268	0 569 201	290 0 0	290 569 201	1,060
Grant to KAL Sport & physical activity	2,450 547	1,341 256	0 0	1,341 256	1,597
VCS	392	0	234	234	234
TOTAL	14,398	6,115	4,347	10,462	10,462

Note: The above table quotes net budget figures but if the gross budget is quoted i.e. reflecting income and other contributions, then in total the CCTV budget increases to £390k

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

CCTV is able to mobilise quickly to reports of missing vulnerable adults and children and assist the Police in locating them early and before they come to harm. It is in constant contact with WYP via the Police airwaves and responds quickly and effectively to identifying hot spots and potential for illegal behaviours/activities, which can then be defused by early Police intervention. The CCTV van can be deployed to events and hot spots outside of the scope of the fixed CCTV cameras, to achieve the same results.

3.2 Economic Resilience (ER)

Monitoring of CCTV images and working in partnership with West Yorkshire Police across our Town Centres has led to, in 2016, 800 arrests for a variety of offences. This level of activity helps CCTV build confidence and satisfaction in the district, reducing crime, tackling anti-social behaviour and protecting people from serious harm.

It also plays an important role in creating the conditions where people and businesses can thrive and grow. It underpins Kirklees having high quality places where people feel safe, want to live and work and have the right infrastructure to build confidence and investment in the district.

4. Consultees and their opinions

4.1 Councillor engagement

During 2014 and 2015 all Councillors were invited to a series of awareness raising and broader discussion sessions held about the approach being taken to develop 'New Council' and specifically the themes of Economic Resilience and Early Intervention and Prevention.

4.2 Budget consultation 2015-2018 - Public Consultation

During the above consultation, people were asked their views on the future plans of the Council including Economic Resilience, of which Integrated Community Safety forms a part.

4.3 Scrutiny Committee

The Overview and Scrutiny Committee meeting on 7 March 2016 received a presentation setting out the approach taken to shape the economic resilience proposals and the emerging ideas. The committee welcomed the clarity around the different focusses of the Economic Resilience work. No specific points about Integrated Community Safety were noted.

4.4 Political groups

All Political Groups, received a presentation providing information on the proposals for 24 hour Services. This took place in January and February 2017. Members welcomed the opportunities for further saving and investment in the future.

All Groups stressed the importance of both the level of training to be given to the staff who will be undertaking the duties in the merged team, and the standard of CCTV equipment.

The role CCTV plays in community safety and crime prevention was highlighted as of ongoing importance.

The proposals for a staged approach to income generation, and the role of partnership working in this, were noted.

4.5 Staff engagement

During the past two years the staff who are affected by these proposed changes have been engaged in the process through their individual teams and opportunities to attend wider Economic Resilience workshops.

5. Next steps

Phase 1 - Officers to commence review, formal staff consultation and implementation process which will take approximately five months in total.

To run concurrently, Officers will continue discussions with those services who are to be involved in Phase 2 to gain an understanding of current systems, processes, and volumetric, and will work closely with them to develop this next phase.

Officers will provide regular updates to Portfolio holders, Strategic and Service Directors. It is anticipated that Scrutiny will be invited to be involved in consultation of Phase 2 proposals.

6 Officer recommendations and reasons

That Cabinet approve the proposals to develop and implement a 24 hrs Service provision for the Council, where all out of hours operations are centralised, as set out in this report and note that Phase 1 will be implemented in the 17/18 financial year.

Cabinet are also asked to approve the £200k of Economic Resilience add back annually, for each year or part year, until Phase 2 of this review has been completed, which is anticipated to be summer 2018. In the event that Phase 2 is delayed beyond 2018/19 Financial year this will be reviewed.

7. Cabinet portfolio holder recommendation

The Portfolio Holders support the Officer's recommendations.

8. Contact officers

Dave Thompson - Head of Customer Services
(01484) 221000
dave.thompson@kirklees.gov.uk

Liz Twitchett - Operational Manager, Highways
(01484) 221000
liz.twitchett@kirklees.gov.uk

9. Background Papers and History of Decisions

Cabinet Report 3rd October 2016 - The Council's approach to the delivery of Economic Resilience in Kirklees can be found [here](#)

10. Assistant Director responsible

Kim Brear - Assistant Director - Place
(01484) 221000
kim.brear@kirklees.gov.uk

Name of meeting: Cabinet
Date: 4 April 2017

Title of report: Memorial and Commemorative Plaque Policy

Purpose of report

The purpose of this report is to seek Cabinet approval for the introduction of a policy for the consideration of requests for the siting of memorials and commemorative plaques on Kirklees land and buildings. The policy is attached at Appendix 1.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant affect on two or more electoral wards?	Yes- Affects all wards
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Director & name	Paul Kemp, Assistant Director Place 24 March 2017
Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance?	Debbie Hogg, 24 March 2017
Is it also signed off by the Assistant Director - Legal Governance and Monitoring?	Julie Muscroft
Cabinet member portfolio	Councillor Graham Turner – Asset Strategy Resources and Creative Kirklees

Electoral wards affected: All

Ward councillors consulted: All

Public or private: Public

1. Summary

- 1.1 Kirklees is home to a number of historic buildings, attractive parks and other publicly accessible spaces.
- 1.2 A number of buildings, parks and green spaces house memorials or commemorative plaques and the Council regularly receives requests for consideration of future memorials and other commemorative plaques etc to be sited on Kirklees owned land and property.
- 1.3 Kirklees Council supports the needs and principles of memorials on and in buildings, parks and green spaces, which commemorate events, groups or individuals which have made a significant, lasting contribution to the history and culture of Kirklees and its communities, but is also

mindful that these facilities have many uses and are enjoyed by a wide range of people. The Council will therefore seek to ensure that the issue is managed and supported for the mutual benefit of all.

2. Information required to take a decision

2.1 The policy (Appendix 1) has been produced to assist organisations and members of the public in considering making applications for memorials etc on Council owned property and has the following guiding principles:

- That the proposal be respectful, sympathetic and easily understood
- To balance the potentially different needs and views of a variety of users
- To maintain and enhance the appearance of sites and not detract from their prime purpose
- To clearly establish the responsibility for maintenance, repair and replacement of memorials placed on Council property.

2.2 For the purposes of this policy memorials are defined as

- Monuments and other fixed permanent memorials to events, groups or individuals which have made a significant, lasting contribution to the history and culture of Kirklees and its communities

2.3 This policy does not cover personal memorials to individuals in the form of

- Memorial trees and benches
- Scattering of Ashes
- Other forms of personal remembrance

2.4 The policy excludes memorials within cemetery and crematoria sites for which a separate application process exists.

2.5 The Policy embodies the following process:

1. Applications for any memorial or commemorative plaque will be made to the Council using a proforma (broadly based on other blue plaque schemes). The Policy allocates a space within two of the principle parks for the siting of memorials. Requests will normally therefore be restricted to specific areas in Greenhead and Crow Nest parks.
2. Applications will be considered by officers in accordance with the current delegation scheme with reference to Asset Committee as necessary.
3. Once endorsed the sponsor will be required to obtain any statutory approvals (e.g planning permission) for the design and construction of the memorial.
4. Once these are in place the Council will enter into a licence/agreement for the erection/fixing of the memorial or plaque (the agreement will stipulate that the sponsor has ongoing responsibility/liability for its maintenance and repair).
5. The memorial is erected / fixed.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

No impact

3.2 Economic Resilience (ER)

No impact

3.3 Improving Outcomes for Children

No impact

3.4 Reducing demand of services

No impact

3.5 Capital

The policy requires the sponsors of a memorial to be responsible for any capital costs incurred through the design, erection and maintenance of their respective memorial.

3.6 Revenue

The policy requires the sponsors for any memorial to be responsible for all revenue costs incurred through the design, erection and maintenance of their respective memorial.

The Council will be required to fund the revenue costs of administering the policy. Principally this will be in the allocation of officer time required for the evaluation of memorial applications and the process of issuing licenses for the erection of memorials on Council land and buildings. The anticipated revenue cost to the Council of this policy is estimated at circa.£1000 per memorial.

4. Consultees and their opinions

The draft Policy was circulated to all members for comment and the following responses received:

Cllr Jim Dodds – “I am happy with this policy” Cllr Jim Dodds

Cllr Darren O’Donovan

1. “There should be a limit on the number of monuments in the designated gardens and a limit on the number per year that can be approved.

2. Elected members should be consulted via email.

Comment: Ward Cllrs will be consulted on the grant of any proposed licence agreements as part of Delegation process. Any objections by Ward Members will trigger a report to Cabinet Committee Assets for determination.

3. There should be an application and license cost for the applicant to cover KMC admin and consultation fees we incur.

Comment: Licences will be granted in accordance with Estates Management Policy which provides for the Council recovering surveyor and legal fees

4. Not sure if a designated area is best as it may mean we have 'many' monuments in a small space and could look very messy. Refer to point 1 of mine."

Comment: Surveys of the parks were carried out in consultation with the Parks Service and officers from Investment and Regeneration Conservation Team. The areas designated in both principle parks were determined taking into account the listed status and operational management of the parks. As the nominated parks are listed, all applications will be subject to Planning Permission being obtained.

Friends of Greenhead Park –

Overall policy and objectives

"We are pleased that the Council is proposing to adopt a policy on dealing with applications for memorials and commemorative plaques and are in agreement with the proposed objectives.

In particular we welcome the commitment to "maintaining and enhancing the high quality appearance of sites and not detracting from their prime purpose" and the clarification that monuments and other fixed permanent memorials should relate to locally significant events, groups or individuals.

Siting of memorials

We accept that Greenhead Park may be an appropriate site for a limited number of memorials.

However we would like the following points to be taken into consideration in arriving at any future decision on placing memorials in the park:

- Greenhead Park is an important Grade II listed park, and as such proposed changes or additions need to be particularly carefully considered. It should also be remembered that this popular and very busy park was created as a place for public recreation and enjoyment and not as a 'memorial park'.

Comment: All applications will be subject to Planning Permission being obtained.

- The park currently houses two significant war memorials: the Boer War memorial erected in 1905 and the large and imposing Great War memorial which was unveiled in 1924. A decision was taken not to inscribe individual names of Huddersfield's estimated 4,500 dead on the memorial but instead to have one inclusive inscription '1914-18 IN MEMORIAM'. Following World War II, this inclusive approach was continued by simply adding the dates '1939-1945' below the existing inscription.
- The Great War memorial serves as an important place of remembrance for all those from our area, of whatever community and religion, who died in World Wars I and II, and indeed in subsequent conflicts. We therefore feel that it would not be appropriate to allow the siting of any additional war memorials in the park and that this should be clearly stated in the policy.

Comment: All applications will be considered in accordance with the policy.

- The area proposed as a suitable location for monuments is described as the 'Italianate Garden' although what is shown on the plan is the area known as the Rose Garden. We would like to clarify that it is not proposed to permit monuments or other fixed permanent memorials in

the Italian Gardens which already contain important historic features (Italian fountain and Boer War memorial).

Comment: The plan attached at Appendix A has now been amended accordingly.

The Rose Garden could be an acceptable area for siting of memorials, although we would not like it to be officially described as a memorial garden and it should be borne in mind that this area is a popular place for wedding photographs. There is also an adjacent grassed area with a semi-circular bed (between the area marked on the plan and the paddling pool) which might be suitable for some types of memorial.

Comment: Surveys of the parks were carried out in consultation with the Parks Service and officers from Investment and Regeneration Conservation Team. The areas designated in both principle parks were determined taking into account the listed status and operational management of the parks. As the nominated parks are listed, all applications will be subject to Planning Permission being obtained.

Operation of the policy

We support the proposed three stage process for consideration of requests for memorials but would like to see more details of how the application process (Stage 1) would work in practice to ensure that the stated policy objectives are met, including the pro-forma to be used for applications. We would also like consideration to be given to including the relevant ward councillors and park Friends group in the Stage 1 decision-making process.

We suggest that the statutory approval stage should include looking at how the proposed memorial is intended to be used and, where appropriate, access related to this.

Comment: Ward Members and 'Friends Of' groups will be consulted prior to the grant of the licence agreement. The application process will be set out on the Council's website.

We welcome the proposal to require applicants to enter into a license agreement setting out requirements regarding repairs, maintenance etc. We propose that this should include a proviso that the Council would ultimately have the right to remove a memorial if it has not been adequately maintained or secured. “

Comment: Ownership and maintenance of the memorial will remain with the licensee. Under the terms of the licence agreement the licensee will be responsible for maintenance with provision for the Council to terminate if the licensee fails to comply with the terms of the agreement.

Friends of Crow Nest Park –

1. “We don't seem to have all of the report which ends mid-sentence - no conclusion or recommendation?”
2. We have all struggled to understand the purpose of the proposed policy. We cannot see why you would not, on receipt of a request to place a memorial to which you had given approval, consult with the Friends and other interested parties at that stage to find a sympathetic setting.

Comment: Friends of Groups will be consulted during the application process although the location of the memorials will be restricted to the areas designated in the policy

3. We have a number of monuments in Crow Nest Park which were not part of the original design, but each has been found a location over the years which suits the Park and the memorial. Had they all been gathered together in one location, I think you would find it would simply look a mess. The Friends are appalled at the prospect of some kind of bronze junkyard which you appear to wish to impose on us. Each monument must surely be located with regard to its form, scale and significance in a suitable setting in the Park?
 Comment: *The suitability (including location) of any memorial will be considered as part of the planning process.*
4. The Friends of Crow Nest Park are unhappy with the choice of site as this is an area that is used regularly when we hold events in the Park. In addition it has newly planted trees on it which are part of the Tree Walk.
 Comment: *Surveys of the parks were carried out in consultation with the Parks Service and officers from Investment and Regeneration Conservation Team. The areas designated in both principle parks were determined taking into account the listed status and operational management of the parks. As the nominated parks are listed, all applications will be subject to Planning Permission being obtained. Parks have commented that there is ample other space within the park that is suitable and available for events. We understand that only 3 or 4 events take place each year.*
5. The Friends would be more than happy to co-operate with you in finding sympathetic locations for approved new memorials, but please, not all together and not in the location you have chosen.”

Huddersfield Civic Society –

“Our remit is restricted to the area of the former Huddersfield Borough. The policy allocates one Huddersfield location (3.0 Sites Included) to serve all the communities across Kirklees. This seems to defeat the purpose of memorials which are generally in respect of local people where a specific local community wish to commemorate their life (as has been done for the 2002 Birkby arson victims). Even with the second paragraph taken into account placing a monument in some distant venue does not seem appropriate. If a specific policy is required it should identify small areas within a greater number of communities.

The policy reads as being to open so that anyone or a group who is able to pay for a memorial. Memorials should commemorate people and events “which have made a significant, lasting contribution to the history and culture of Kirklees and its communities”, not the families or antecedents of local people.

Memorials should be commemorative of local people and events and not about religious, political or ethnic groups. Any application should require the provision of evidence that there is significant and wide public support for the provision of a requested monument.

The war memorials of Norman Park and Greenhead Park are precise and inclusive, we would be uncomfortable if memorials were seeking to replicate the functions of the diverse and remarkable memorials of the National Arboretum.

Finally, there is apparent confusion about the proposed Greenhead Park site; is the circled area the ‘Italianate Garden’?

Comment: *The plan attached at Appendix A has now been amended accordingly.*

5. Next steps

Officers to implement the policy and develop an online web based application form and associated guidance.

6. Officer recommendations and reasons

It is recommended that Cabinet approve the introduction of the attached policy with immediate effect.

7. Cabinet portfolio holder recommendation

Councillor Graham Turner – Asset Strategy, Resources and Creative Kirklees recommends that the Memorial and Commemorative Plaque Policy be approved.

8. Contact officer

Joe Tingle – Corporate Landlord

9. Background Papers and History of Decisions

None

10. Assistant Director responsible

Paul Kemp (Assistant Director Place)

KIRKLEES COUNCIL

MEMORIAL AND COMMEMORATIVE PLAQUE POLICY

1.0 Introduction

Kirklees is home to a number of historic buildings, attractive parks, and other sites of publicly accessible spaces.

A number of buildings, parks and green spaces house memorials; this policy is to assist in the consideration of future memorials and other acts of remembrance on Kirklees land and property.

Kirklees Council supports the needs and principles of memorials on and in buildings, parks and green spaces, which commemorate events, groups or individuals which have made a significant, lasting contribution to the history and culture of Kirklees and its communities, but is also mindful that these facilities have many uses and are enjoyed by a wide range of people. The Council will therefore seek to ensure that the issue is managed and supported for the mutual benefit of all.

2.0 Objectives of the Policy

This policy has been produced to assist members of the public in considering applications for memorials and has the following guiding principles:

- o To be respectful, sympathetic and easily understood
- o To balance the sometimes contrasting needs of a variety of users
- o To maintain and enhance the high quality appearance of sites and not detract from their prime purpose
- o To clearly establish the responsibility for maintenance, repair and replacement of memorials

For the purposes of this policy memorials are defined as

- Monuments and other fixed permanent memorials to events, groups or individuals which have made a significant, lasting contribution to the history and culture of Kirklees and its communities

This policy does not cover personal memorials to individuals in the form of

- Memorial trees and benches
- Scattering of Ashes
- Other forms of personal remembrance

3.0 Sites Included

Of the sites designated Principal Parks; Greenhead Park, Huddersfield and Crow Nest Park, Dewsbury will be available for the siting of memorials.

Small parks, green spaces and recreational open spaces within the wider borough will not normally be considered as memorial space unless they mark the site of a specific area or event.

The policy excludes memorials within cemetery and crematoria sites for which a separate application process exists (<http://www.kirklees.gov.uk/beta/deaths-funerals-and-cemeteries/apply-for-a-memorial.aspx>)

4.0 Operation of Policy

The Policy will be published on the Council's website with guidance enabling applicants to submit requests electronically. Applications will be determined by Officers and licences granted in accordance with the Policy and the Scheme of Delegation.

The Policy will operate on a 3 stage process

Stage 1 – Application

An application is made to the Council using the online proforma. The Council will consider any such application and indicate its in principle support or refusal for the application.

Stage 2 – Statutory approval

Where applications are approved the applicant will then need to satisfy any planning (eg heritage) or other requirements and demonstrate that they can fund, manage and maintain the memorial.

Stage 3 - Licensing

Once these criteria have been met the Council will enter into a licence with the applicant for the site of the monument. In all instances the erection, maintenance and security of the monument will be the sponsoring individual or organisations responsibility.

4.1 Monuments (and other fixed permanent memorials)

Principal Parks

Monuments will only be permitted within Greenhead Park, Huddersfield and Crow Nest Park, Dewsbury.

A memorial garden/area has been identified in these two Principal Parks (see location plans in Appendix A). Each Memorial Garden will be limited to a small number of monuments. All applications for monuments in Greenhead Park and Crow Nest Park must also be approved by the appropriate planning body, taking into consideration, location, style, scale and maintenance.

Secondary Parks, Small Parks and other green sites

Monuments and other fixed permanent memorials will not normally be permitted in small parks.

4.2 Commemorative Plaques and memorials on buildings

The Council welcomes the celebration of the individuals, events and communities that have contributed to the rich heritage of Kirklees and its towns and communities.

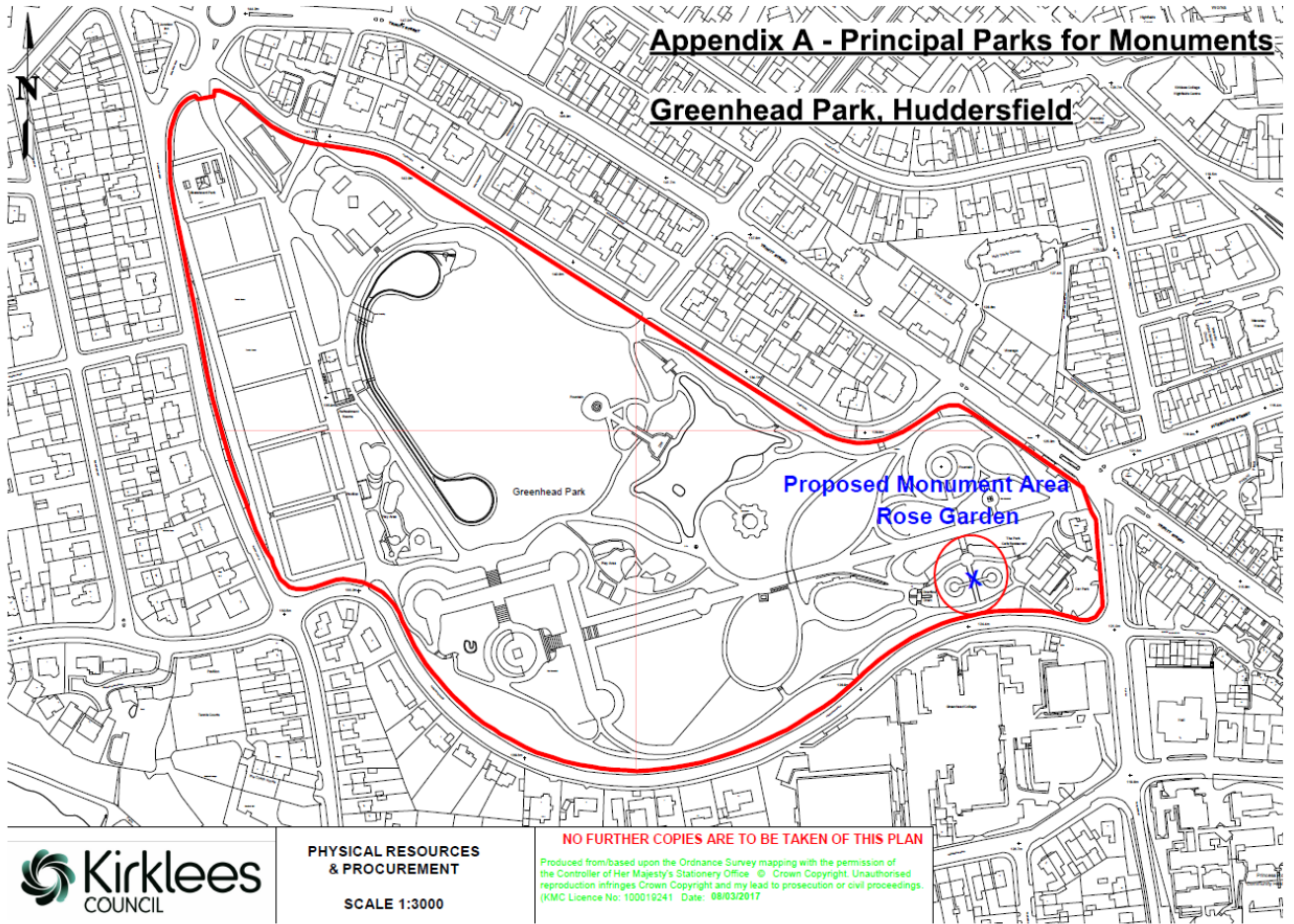
There are a number of commemorative plaques to events and individuals on Civic and Historic Buildings owned by Kirklees Council. Guidance for applicants will be provided on the Councils website and an online form available for the submission of requests for commemorative plaques.

Where an application is made on a building of historical importance or interest all necessary approvals regarding location and fixing will be required from the relevant planning authority

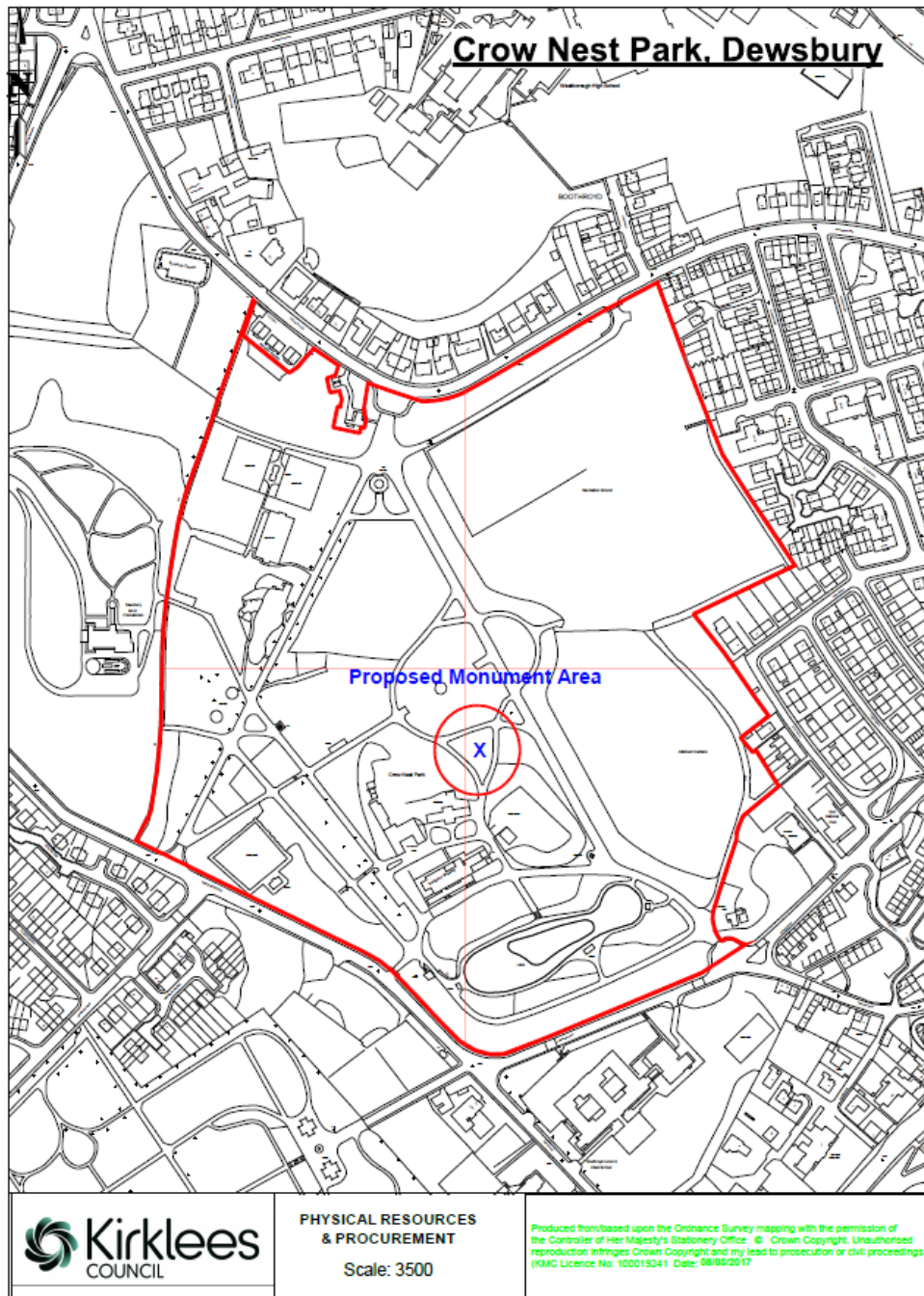
Appendices

- Appendix A - Principal Parks for Monuments

Greenhead Park, Huddersfield



Crow Nest Park, Dewsbury





Name of meeting: Cabinet - Date: 4th April 2017

Title of report: Overview of progress made in relation to changes to specialist provision for children with special educational needs across Kirklees.

1. **Summary: The report seeks permission** to carry out a non-statutory consultation on the proposed new communication and interaction provision to be hosted by Windmill Church of England Primary School and to complete the legal process to discontinue the specialist provision at Ashbrow School for children with speech, language and communication needs (SLCN).

Key Decision - 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 impacts on all wards across Kirklees
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes – March 2017
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by <u>Director</u> & name	Gill Ellis 24 th March 2017
Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance?	Debbie Hogg (Philip Deighton) 23 rd March 2017
Is it also signed off by the Assistant Director for Legal, Governance and Monitoring?	Julie Muscroft (John Chapman) 23 rd March 2017
Cabinet member portfolio	Cllr Masood Ahmed Community Cohesion and Schools

Electoral [wards](#) affected: All wards

Ward councillors consulted: Yes

Public or Private: Public

2. Information required to take a decision

2.1 Background

Kirklees review of specialist provision for children with special educational needs

Guidance from the government states that the pattern of specialist provision in each Local Authority (LA) area should be informed by local needs and circumstances.

Further, it should follow careful consultation and a widely shared understanding of the role of specialist provision in meeting children and young people's special educational needs.

To plan for the very best provision for Kirklees children and young people, an independent review of special educational needs was carried out by Cambridge Education in 2008.

Following the report that was prepared by Cambridge Education in April 2008, Kirklees officers reorganised specialist provision across Kirklees to meet demand. On 13th March 2012, Cabinet approved the reorganisation of specialist provision for disabled children and those with special educational needs across Kirklees. Since then specialist provision across Kirklees has been under review to offer local children more choice at their local school.

2.2 The current pattern of specialist provision

Strand	Primary	Secondary
HI	Lowerhouses CE (VC) JI & EY School 10 Fixed places 4 Transitional places & Outreach	Newsome High School & Sports College 12 Fixed places 2 Transitional places & Outreach
VI	Dalton School 10 Fixed places 4 Transitional places & Outreach	Moor End Academy 12 Fixed places 2 Transitional places & Outreach
PI	Rawthorpe St. James (CE) VC I&N and Rawthorpe Junior School 5 Transitional places & Outreach	Newsome High School & Sports College 10 Fixed places 2 Transitional places & Outreach
SLCN	Ashbrow School 12 Transitional places & Outreach	Royds Hall Community School 20 Fixed places 4 Transitional places & Outreach
Autism	Headlands CE (VC) JI & N School 6 Transitional places & Outreach Central Team Support for outreach covering South Kirklees Primary	Honley High School 15 Fixed places 5 Transitional places & Outreach Thornhill Community Academy 15 Fixed places, 5 Transitional places & Outreach

2.3 The type of places currently available

Each school provides placements as part of the school-based provision (fixed/transitional), as well as outreach support. The flexibility around the capacity for outreach work is governed by the numbers attending either fixed or transitional places. Where numbers are low, this releases capacity and maximises the outreach support available to all Kirklees schools.

2.4 Fixed places

At primary levels, fixed places exist for children with complex sensory impairments where there is a requirement for long term, specialist interventions and support, which

cannot be offered routinely across all mainstream settings. These involve regular use of specialist staff such as braille and visual resource technicians, a high level of specialist teaching time from a teacher of the deaf or teacher of the visually impaired, access to a signing environment with accompanying expertise to address the associated significant language needs associated with a profound and significant hearing loss, amongst other things. Fixed placements are offered to children and young people where indicated following a review of the statement of special educational needs.

2.5 Transitional places

These give placements for children for up to a maximum of 6 terms and are for children and young people who require support over and above that provided through outreach. Any transitional placement is likely be preceded by a period of outreach involvement which has exhausted every avenue that would normally result in the child's needs being best met in their local school. Transitional placements are offered where indicated following a review of the statement of special educational needs or education health and care plan.

2.6 Proposals to make adjustments to some existing specialist provisions

On 5th April 2016 a Cabinet report was taken forward to adjust some existing specialist provisions. This report provided an overview of progress made in relation to the changes from December 2014 to specialist provision for children and young people with additional needs in the areas of autism; SLCN; physical impairment (PI); and sensory impairment (HI & VI).

The Cabinet decision on 5th April 2016, authorised officers to develop plans for a four week (term-time) non-statutory consultation about the following proposals:

- (1) Moldgreen Community Primary School: to discontinue the 10 transitional places with outreach for autism for children aged between 4-11 years.
- (2) Thornhill J&I School: to discontinue the 12 transitional places with outreach for children with SLCN aged between 4-11 years. (This proposal enables the legal closure of this specialist provision where there have been no children in transitional places since July 2014).
- (3) Ashbrow School: to discontinue the 12 transitional places with outreach for children with SLCN aged between 4-11 years.
- (4) Primary outreach provision for SLCN and autism across Kirklees: proposal to increase resources for a centralised primary outreach provision 'hub' to serve the whole of Kirklees for children with SLCN and autism.

2.7 Outcome from the non-statutory consultation: proposals in relation to the changes to specialist provision for children and young people with additional needs in the areas of autism and SLCN.

A non-statutory consultation took place between 16th May 2016 and 17th June 2016 to seek the views of parents/carers, school staff, professionals, governors, pupils, the local community and other stakeholders.

The Cabinet report of 15th November 2016 reported on the outcomes of the non-statutory consultation on the proposals in relation to the changes to specialist provision for children and young people with additional needs in the areas of autism and SLCN.

In the consultation the LA proposed the following:-

Speech, Language and Communication Needs

We currently have specialist places at Ashbrow School and Thornhill J&I School for children with SLCN, but demand is very low. The reason for the lack of demand is that children with SLCN are being very well supported in their local schools by 'outreach' staff, who work wherever they

are needed most. This means most children with SLCN do not need to access the specialist places at Ashbrow and Thornhill. We therefore have more resources than we need in these locations. Outreach support is where specialist provision staff identify what will help children progress in their own school. Outreach is also about working with staff in schools to allow them to work effectively and confidently with children. Outreach allows a flexible approach to be taken so that the needs of children are responded to quickly and effectively.

Proposals relating to Ashbrow School to discontinue 12 transitional places for children with SLCN and Thornhill J&I School to discontinue 12 transitional places for children with SLCN.

During the non-statutory consultation there were concerns raised about the effectiveness of the outreach 'hub' proposal as a sole provision and the lack of specialist places. During the consultation phase, new matters came to light which reflected the increasing challenges to schools with regard to meeting the needs of children and young people with very complex communication and interaction needs which were not being catered for under current provision arrangements. Therefore the proposal for Ashbrow School was not taken forward to the next stage of the statutory process.

Taking into consideration the consultation responses, along with feedback from schools, and in order to enhance the positively evaluated current outreach provision, on 15th November 2016, Cabinet received the report of the outcomes of the non-statutory consultation and agreed to the officers recommendation for a new 'commission' of a primary specialist provision. The new provision would offer 12 transitional places and outreach to cater for children with complex communication and interaction needs that are impacting significantly upon their social development and emotional wellbeing. For some children, the overlap of a range of difficulties, one of which may be SLCN, means that a more holistic approach is needed to better support needs around social communication skills and challenging behaviour and that a refocus of a primary provision from singly 'SLCN' to 'Communication and Interaction' would better accommodate this more complex cohort of children.

Permission was sought to proceed to a four week period for an opportunity to seek expressions of interest for a primary school to host a combined 'communication and interaction' specialist provision with 12 transitional places plus outreach. Officers brought forward alternative proposals for consideration by Cabinet for further approval to proceed with 'recommissioning'.

Cabinet Report 7th March 2017 - Report on the proposals for changes to specialist provision for children with Speech, Language and Communication Needs (SLCN) and autism.

- To complete the process to discontinue 10 transitional places plus outreach for children with autism at Moldgreen Community Primary School.
- To update on progress in determining a host school for a new communication and interaction provision.
- *During this process, Thornhill J&I School converted to academy status on 1st September 2016. As part of the conversion process the matter of discontinuance of the specialist provision was considered. By mutual agreement, the funding agreement signed between Focus Trust (the Multi Academy Trust that Thornhill J &I School joined) and the Secretary of State, does not include any specialist provision places and therefore no further statutory process is required for this school. If the process of academisation had not taken place, member's approval would have been sought to move to the next stage of the statutory process also.*

Therefore the 12 transitional places for children with SLCN were discontinued as the provision was not part of the academy funding agreement. There have been no children in transitional places at the provision since July 2014.

A process to identify a host school for the proposed provision began in November 2016 following permission from Cabinet to proceed with invitations for expressions of interest from primary schools across Kirklees. The four week expressions of interest period ran from 23rd November to 20th December 2016.

During this period, expressions of interest were submitted by 10 Kirklees primary schools. The next stage of the process was to provide schools that had expressed an interest with further information in the form of a briefing session on 6th January 2017. All the schools who had shown an interest, whether they were able to attend the briefing session or not, were then issued with a copy of the presentation from the session (Appendix 1) and an application form (Appendix 2) should they wish to proceed to the next step of the process.

Schools who wished to proceed to the next stage were asked to fill out the application form to deliver a communication and interaction Provision at primary level and submit by e-mail to: school.organisation@kirklees.gov.uk by 10th February 2017.

In total, four applications were received. On 14th February 2017, senior Kirklees council officers reviewed the applications to determine which school would be the preferred host for the new communication and interaction provision.

The successful school was Windmill CE (VC) Primary School.

- The school application demonstrated a strong, inclusive ethos where staff championed their pupils. It gave examples of where they had worked successfully with children to ensure they were happy and successful in the school.
- They described well-managed SEN provision, and an understanding of the needs of children with complex needs.
- They were able to evidence how the school already worked collaboratively with other schools, and expressed a desire to work in partnership with the Local Authority.
- They saw the inclusion of the provision within the school as something that would benefit their existing pupils.
- They were explicit about the value they placed on the involvement of parents and carers
- They had identified space within the school that would need very little adaptation.

2.8 The LA proposal

- A. To decommission 12 transitional places for SLCN at Ashbrow School
- B. To create 12 transitional places for communication and interaction needs at Windmill Church of England Primary School

The proposals are subject to the completion of a statutory process for school re-organisation. The LA proposes a non-statutory consultation in order to gain the view of all key stakeholders. It is intended to carry out a four week term-time non-statutory consultation involving all key stakeholders including: parents and carers, governing bodies, school staff, ward members, wider community stakeholders and other interested parties. The responses received as part of this consultation would be reported to members for a decision on the next steps.

2.9 The statutory process for school re-organisation

The proposed re-organisation of the specialist provisions at Ashbrow School and Windmill Church of England Primary School will be subject to School Organisation (Prescribed Alterations to maintained Schools) (England) Regulations 2013. The regulations require a statutory process to be followed for establishing, removing or altering special educational needs provision at a mainstream school. The LA may propose these changes, but must follow a four stage statutory process as set out below.

- Publication
- Representation (statutory consultation)
- Decision
- Implementation

To ensure a robust consultation process is in place to enable the maximum number of stakeholders to have an opportunity to comment, the LA will hold a four week term time non-statutory consultation on the proposals.

3. Implications for the Council

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 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.

3.1 Early Intervention and Prevention (EIP)

One of the core principles of Kirklees' specialist provision work is the deliver early intervention to children and their families in as timely a manner as possible, within their locality, in order to address needs and identify strategies early.

3.2 Economic Resilience (ER)

By addressing concerns early, our aim is to ensure that wherever possible a child remains at their local school and is able to follow its curriculum (with some degree of personalisation) in order to achieve their potential into adulthood.

3.3 Improving outcomes for Children

Specialist provision offers high quality advice, guidance and support to our schools in meeting a range of special educational needs, which in turn will improve outcomes for the children in that school.

3.4 Reducing demand of services

This early intervention model works to ensure that wherever possible a child's needs can be met at their local school, with their peers, and reduces the need for more

specialist provisions that may not be available locally.

3.5 Human resources implications

There would be human resources implications resulting from the re-organisation of the specialist provision at Ashbrow School and Windmill Church of England Primary School. Should the proposals be agreed, officers from the LA would work with the governing bodies of these two schools and head teachers regarding any revision to structures. Following this, consultation would need to be held with staff and recognised Trade Unions.

3.6 Financial Implications

3.6.1 Revenue

The Specialist Provisions are fully funded from the “high needs block” of the Dedicated Schools Grant (DSG), which is an annual government grant received by the Council. This can only be spent on education so the proposals have no revenue impact for the Council budget. The proposals do not reduce the funding allocated to Specialist Provision services; the change is that the funding will be redirected to pay for specialist SLCN and Autism support for pupils remaining in their local school.

3.6.2 Capital

There would be no capital implications arising from these proposals if agreed and implemented.

3.7 Equalities implications.

The Equality Act 2010 places the Council under a duty - the Public Sector Equality Duty to have due regard to the need to achieve equality objectives when carrying out its functions.

An initial equalities impact assessment has been carried out to assess the implications of the proposals and would be developed into a full assessment, taking into account the responses from the full consultation process, which would be reported to Cabinet. The assessment showed that implementation of the proposals is likely to have little impact. This would continue to be revised as appropriate in light of any further matters being raised, should the completion of the subsequent stages of the statutory process be approved by Cabinet. No adverse impacts are highlighted as part of this proposal. The EIA can be found here:-

<https://www.kirklees.gov.uk/youkmc/deliveringServices/impactAssessments/impactassessments.asp>

4. Consultees and their opinions

The specific proposals have been shaped resulting from a non-statutory consultation with key stakeholders. Officers have collaborated with Special Educational Needs Coordinators (SENCOs) to look at how specialist provision for autism and SLCN is delivered across Kirklees to meet the needs of children.

It is intended to carry out a 4 week term-time non-statutory consultation about the proposals involving all key stakeholders including: parents and carers, Governing Bodies, school staff, schools in the local area, ward members, wider community stakeholders and other interested parties. The responses received as part of this consultation would be reported to members to inform a decision on the next steps

5. Next steps

Subject to decisions made by Cabinet, the indicative timeline for the next stages of the statutory processes are set out below:

Activity	Date * <i>These dates are indicative and may change; they are also subject to Cabinet approval.</i>
Cabinet Report seeking permission to begin consultation as part of the non-statutory processes	4 th April 2017
4 week non-statutory statutory consultation *	24 th April till 22 nd May 2017
Outcome report to cabinet and approval to next stage*	May/June 2017
Publication of notices and 4 week representation period*	July/August 2017
Final decision by Cabinet*	August 2017
Implementation*	1 st September 2017

6. Officer recommendations and reasons

It is recommended that Members:

Delegate authority to the Director for Children and Adults in consultation with the Cabinet Portfolio leads to:-

- develop consultation materials on the basis of the proposals.
- organise and carry out a non-statutory consultation about the proposals.
- require officers to report the outcomes of the non-statutory consultation to Cabinet for further consideration of the next steps.

7. Cabinet Portfolio Holders' Recommendation

We, the Cabinet Members for Children's Services, endorse the recommendations set out by officers in the previous section of this report.

Ensuring there is the best possible organisation of support in order that our children and young people can succeed is of the utmost importance. It is because of this that we recognise that further changes are needed if we are able to ensure our resources are configured in such a way that will help deliver better outcomes. It is for these reasons that we support the officer recommendations to carry out a non-statutory consultation about the proposals to make the necessary changes at some existing specialist provisions as described in this report.

We will consider any further material matters that are brought to our attention in advance of, and during, the Cabinet meeting on the 4th April 2017 and will make our final, oral, recommendations at the end of the discussion of this item at the meeting.

8. Contact officers

Mandy Cameron, Deputy Assistant Director, Vulnerable Children and Groups

Directorate for Children and Adults
Civic Centre 1, 01484 221000
mandy.cameron@kirklees.gov.uk

Martin Wilby, Interim Deputy Assistant Director, LA Statutory Duties
Directorate for Children and Adults
Civic Centre 1, 01484 221000
martin.wilby@kirklees.gov.uk

9. Background papers and history of decisions

- Report Prepared by Cambridge Education April 2008 : Kirklees Council -Review of the Arrangements for Special Educational Needs in the Children & Young People Service
- Cabinet Report: 28th September 2010 - Specialist Provision for Disabled Children and those with Special Educational Needs
Item 10
<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=4028&DF=28%2f09%2f2010&Ver=2>
- Cabinet Report: 21st June 2011 - Report on the outcomes of the non-statutory consultation on the proposals for the future organisation of specialist provision for disabled children and those with special educational needs across Kirklees
Item 21
<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=4048&DF=21%2f06%2f2011&Ver=2>
- Cabinet Report 6th December 2011 - Report on the outcomes of the statutory consultation on the proposals for the future organisation of specialist provision for disabled children and those with special educational needs across Kirklees
Item 8
<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=4062&DF=06%2f12%2f2011&Ver=2>
- Cabinet Report 13th March 2012 - Report on the representations received from the published Statutory Notices on the proposals for the future organisation of specialist provision for disabled children and those with special educational needs across Kirklees at the following schools:- Ashbrow I & N School, Ashbrow Junior School, Carlinghow Princess Royal J I & N School, Dalton School, Flatts Nursery School, Headlands CE(VC) J I & N School, Honley High School, Lowerhouses CE(VC) JI & EY School, Moldgreen Community Primary School, Netherhall Learning Campus - Rawthorpe Junior School, Netherhall Learning Campus - Rawthorpe St. James CE(VC) I & N School, Netherhall Learning Campus High School, Newsome High School, Park Road J I & N School, Royds Hall High School, The Community Science College @ Thornhill, Thornhill J & I School
Item 15
<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=4071&DF=13%2f03%2f2012&Ver=2>
- Cabinet Report 2nd December 2014 - Overview of progress made in relation to changes to specialist provision for disabled children and those with special educational needs across Kirklees.
Item 8
<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=4146&DF=02%2f12%2f2014&Ver=2>
- Cabinet Report 10th March 2015 - Report on the outcomes from the non-statutory consultation for Members consideration on proposals for change to existing specialist provisions

Item 14

<https://democracy.kirklees.gov.uk/CeListDocuments.aspx?CommitteeId=139&MeetingId=4153&DF=10%2f03%2f2015&Ver=2>

- Cabinet Report 2nd June 2015 - Report on the statutory proposals for Flatts Nursery School, Rawthorpe St. James CE(VC) I&N School and Rawthorpe Junior School
Item 11

<https://democracy.kirklees.gov.uk/documents/g206/Public%20reports%20pack%202nd-Jun-2015%2016.00%20Cabinet.pdf?T=10>

- Cabinet - Date: 5th April 2016 - Overview of progress made in relation to changes to specialist provision for disabled children and those with special educational needs across Kirklees. The report requests approval to take forward proposals for adjustments to some existing specialist provisions
Item 8

<https://democracy.kirklees.gov.uk/documents/g228/Public%20reports%20pack%205th-Apr-2016%2016.00%20Cabinet.pdf?T=10>

- Cabinet report 15th November 2016 - Report on the outcomes of the non-statutory consultation on proposals in relation to the changes to specialist provision for children and young people with additional needs in the areas of autism, speech, language and communication (SLCN).
Item 12

<https://democracy.kirklees.gov.uk/documents/g4980/Public%20reports%20pack%2015th-Nov-2016%2016.00%20Cabinet.pdf?T=10>

- Cabinet Report 7th March 2017 - Report on the proposals for changes to specialist provision for children with Speech, Language and Communication Needs (SLCN) and autism. To complete the process to discontinue 10 transitional places plus outreach for children with autism at Moldgreen Community Primary School and to update on progress in determining a host school for a new communication and interaction provision.

<https://democracy.kirklees.gov.uk/documents/s17256/e.%202017-03-07%20Specialist%20Provision.pdf>

10. Assistant Director responsible

Jo-Anne Sanders, Interim Assistant Director
Directorate for Children and Adults
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APPENDICES

Appendix 1 – Communication and interaction – Powerpoint presentation to schools who expressed an interest in hosting the new provision

Appendix 2 – Application form for schools to be considered to deliver the new communication and interaction provision

Specialist Provision – Key Principles

- Continuity of provision throughout the local area
- Building capacity across the system
- The majority of children should be able to remain in their local school
- Access to high quality and holistic support wherever you are from staff with current expertise and knowledge

Background

- Review of primary SLCN provision – low number of referrals
- Too much capacity around SLCN (v pressures on other areas)
- Consultation with 2 primary SP schools, evaluation, SENCO focus group
- Consultation outcome: gap in provision for children with complex communication and interaction needs.

Commission

- 12 places in provision, pupils dual registered
- Staffing to work within school based provision and deliver outreach across Kirklees
- Work to the requirements of the SLA
- Partnership with the Local Authority as part of the wider Communication and Interaction provision (including SLCN, ASD)

SP Staffing

- Teacher in Charge – close links with Strand Lead
- Specialist teachers
- Specialist support staff (Grade 8,7,6)
- Admin support and LTSA
- Specified in SLA – **under review**
- Some staff already in post
- School responsible for recruitment in partnership with LA

Which children?

- Recognition of overlap between SLCN and ASD
- Cannot successfully access mainstream provision at present time even after extensive outreach
- Often out of school or reduced attendance
- Typically have overwhelming levels of anxiety which impacts significantly upon on behaviour

What do they need?

- Highly personalised approach to their learning
- Specific and intensive teaching in a structure, flexible and nurturing environment
- Holistic approach to support learning encompassing communication, social, independence and life skills
- Planned return to their local school at earliest opportunity

What are we looking for?

- Strong ethos and practice around inclusion which you are able to demonstrate
- Commitment to SP as part of a whole school approach and support across the LA
- Overall capacity to take on SP – leadership, teaching
- Capacity to create an appropriate environment
- An ability to meet need across KS1 and KS2

Environment

- Teaching base for delivery of individualised learning packages and group work (where appropriate)
- Break out space/s around school where children can go for calming

Next Steps

- Schools which have expressed an interest in hosting the primary communication and interaction provision will be invited to attend a session on Friday 6th January where Council representatives will offer further information and answer questions.
- Schools who would like to continue in the process and would like to be considered to host the provision, will be asked to complete an application form to supply further details to inform a decision making panel.

Draft timeline*

6 January – Information session

10 February – Deadline for applications

17 February – LA to name chosen school

7 March – Cabinet report for permission to start
non-statutory consultation

March/April – 4 week term-time consultation

September 2017 - Proposed implementation

*Dates are subject to change

Statutory process

- The chosen school will need to go through a statutory process to legally commission a new communication and interaction provision at that school.
- The School Organisation and Planning team will consult with families and other stakeholders to gather views and opinions from interested parties prior to proceeding to Cabinet for permission to implement.

APPLICATION FORM:

To deliver a Communication and Interaction Provision at primary level

Applicant details (personal information will be treated in accordance with the Data Protection Act)	
Main contact for this application	
	Name:
	School address:
	Email address:
	Telephone number:
About your school / organisation	
1	What is it about hosting specialist provision that particularly interests you?
2	What strengths and successes does your school already have in terms of inclusive practice and support for children with SEN which will act as a strong foundation upon which to build and develop specialist provision in this area?

3	What do you see as the benefits to hosting specialist provision within your school?
4	What do you see as the key challenges for school in taking on this new venture and what would you consider as potential solutions to these challenges taking into account the need for in school provision and outreach support across the LA.

We confirm that:

(a)	We will adhere to the Admissions Code.
(b)	The governing body of the school/multi-academy trust have discussed and agreed with the application (Written evidence of this should be sent with your application)

Signature

(Print Name

Date

Note: Application forms must be returned electronically no later than 10th February 2017 to: school.organisation@kirklees.gov.uk

CABINET: 4 April 2017

Title of report: Bringing together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School- decision report

1. Summary: Final proposals to discontinue Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School and to establish a new, all through Church of England voluntary controlled Primary School for children aged 3 to 11 years with Nursery provision. To advise members on the outcome of the statutory processes for the related statutory proposals:

- The Diocesan Board Of Education within the Church of England Diocese of Leeds
 - To establish a new Church of England voluntary controlled primary school from 1st May 2017
- By Kirklees LA
 - To discontinue Honley Church of England voluntary controlled Infant and Nursery School on 30th April 2017
 - To discontinue Honley Church of England voluntary controlled Junior School on 30th April 2017

To advise members of the conclusions and recommendations of the School Organisation Advisory Group (SOAG) regarding the proposals. To advise that Members approve the related statutory proposals.

Key Decision - 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
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Director & name	Gill Ellis, (Jo-Anne Sanders) Director for Children's Services 20 th March 2017
Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance?	Debbie Hogg (Philip Deighton) Assistant Director Resources – Financial, Risk, IT and Performance, 23 rd March 2017
Is it also signed off by the Assistant Director - Legal Governance and Monitoring?	Julie Muscroft (John Chapman) – Assistant Director - Legal, Governance and Monitoring -
Cabinet member portfolio	Cllr Masood Ahmed Community Cohesion and Schools

Electoral wards affected: Holme Valley North
Ward councillors consulted: Yes

Public or private: Public

2. Information required to take a decision

2.1 Background

The establishment of all-through 4-11 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.

2.2 The current pattern of primary schools in Honley

- Honley Church of England voluntary controlled Infant and Nursery School provides education for 3 to 7 year olds (including 48 part-time early learning places for nursery children aged 3-4 years) with a Published Admission Number (PAN) of 66 pupils per year group. Honley Church of England voluntary controlled Junior School provides education for 7 to 11 year olds with a PAN of 68 pupils per year group.
- The schools are approximately a 4 minute walk away from one another.
- Both schools share the same Priority Admission Area (PAA) and serve the same community.

2.3 The proposal to develop an all-through primary school

On 18th October 2016 Cabinet received a report which detailed proposals by the Diocesan Board of Education within the Church of England Diocese of Leeds and Kirklees LA to create a new 'all-through' Church of England voluntary controlled primary school by bringing together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School.

The new primary school would be in the existing buildings of Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School and cater for the same number of children as the current schools. The new all-through primary school would cater for pupils aged 4 to 11, with a PAN of 66 in KS1 and 68 in KS2, retaining the 48 part-time early learning places for nursery children aged 3-4. There would be no automatic transfer from Nursery to the Reception class, parents/ carers would still need to complete an application form at the appropriate time.

'Bringing together' means the joining of two or more schools into one, with a single governing body and headteacher. The most equitable statutory route to achieve this outcome would be through the technical "closure" of both Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School and to immediately open a new Church of England voluntary controlled primary school.

All the pupils who would be attending Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School would automatically become part of the primary school when the proposals were implemented.

Section 11 of the Education and Inspection Act 2006 was amended by the Education Act 2011 and now permits proposals for Infant/Junior amalgamations or a new school

resulting from the reorganisation of existing faith schools in an area to be outside a competition process and Academy presumption.

Kirklees LA is working closely with the Diocesan Board of Education within the Church of England Diocese of Leeds regarding the proposal affecting Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School and the proposal for a new Church of England voluntary controlled primary school.

2.4 The statutory process regarding the related statutory proposals

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:

- Consultation
- Publication
- Representation
- Decision
- Implementation

This 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 DfE guidance.

The report then analyses the representations from interested parties submitted during the representation period using the main sections of the DfE Decision Makers Guidance.

The proposals and representations are presented for the consideration of decision makers so that they can then determine the linked proposals.

The Cabinet, as decision maker considering the proposals has to have regard to certain guidance issued by the DfE and this is appended to this report.

2.5 Consultation

Following the Cabinet decision on 18 October 2016, a 6 week (term time) statutory consultation about the linked proposals took place in collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds, between 31st October 2016 and 9th December 2016 to seek the views of parents/carers, school staff, professionals, governors, pupils, the local community and other stakeholders. (See Appendix 1 for Consultation Document).

On 17th January 2017 the Cabinet received the report of the outcomes of the consultation and agreed in collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds to proceed with the next stage of the statutory process, the publication of the related statutory proposals:

- To discontinue Honley Church of England voluntary controlled Infant and Nursery School
- To discontinue Honley Church of England voluntary controlled Junior School
- To establish a new Church of England voluntary controlled primary school

2.6 Publication and Representations

On 25th January 2017 the statutory notices were published in Huddersfield Examiner and copies of the notices were posted at the main entrance to the schools and in St Mary's Honley, Parochial Church Council. Appendix 2

From the publication date of 25th January 2017, copies of the complete statutory proposals were available upon request from Kirklees School Organisation and Planning, Kirklees Council, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY. The statutory proposals are attached in Appendix 3

On 22nd February 2017 the representation period ended.

2.7 Decision: The role of the Kirklees School Organisation Advisory Group (SOAG)

The Local Authority is the primary decision maker for school re-organisation proposals and under Kirklees arrangements, the Cabinet of Kirklees Council is the decision making body. Under School Organisation Regulations, if the Cabinet of Kirklees Council is unable to make a decision within 2 months of the end of the statutory representation period, then the decision passes to the Schools Adjudicator.

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

2.8 Review of the statutory process in relation to the related Diocesan Board of Education within the Church of England Diocese of Leeds and LA statutory proposals to establish a new all-through Church of England voluntary controlled primary school and to discontinue Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School.

Kirklees SOAG met on 27th February 2017 to consider the statutory process and representations for the proposals and to formulate advice for the cabinet as decision makers. The notes of the meeting are attached at Appendix 4.

2.9 Representations received regarding the statutory process

No representations have been received regarding the statutory process

2.10 Statutory Process Check

The details relating to the statutory processes for the related statutory proposals are set out in the check sheets (see Appendix 5). The processes that were followed in relation to the proposals were checked with appropriate evidence that each point had been completed.

2.11 SOAG Conclusions: The statutory notices, related statutory proposals and statutory processes are valid and within time limits

- The published notices comply with statutory requirements
- The statutory consultation has been carried out
- The Diocesan and LA 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 the LA.
- The statutory 4 week period has been allowed for representation. No representations have been received during this period up to the publication of this report.

The decisions have been brought to the cabinet on 4th April 2017 within 2 months after the end of the statutory 4 week representation period on 22nd February 2017

SOAG advice: Kirklees Council Cabinet are able to take a decision about the statutory proposals to establish a new Church of England Voluntary Controlled Primary School and to discontinue Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School

2.12 SOAG review of the related proposals and representations using the DfE statutory guidance for decision makers

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 of factors is presented in Appendix 6, 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 Opportunity 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) Early Years Provision
- p) Balance of Denominational Provision
- q) Community Services

On 27th February 2017, SOAG examined the rationale for the proposals against each of the above factors. SOAG reviewed a statement of the rationale for the proposals for each section of the guidance.

a) Consideration of Consultation and Representation Period- No representations received.

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 six week 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 17th January 2017, 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 25th January 2017 and ended on 22nd February 2017 therefore lasting for a period of four weeks and meeting the requirements of School Organisation Regulations.

b) Education Standards and Diversity of Provision- No representations received

The proposal is for a technical closure of Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School to enable a new all-through primary school with nursery provision. There are strong collaborative partnerships between Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School, both schools working to provide the highest standard of learning experience to meet the needs of the pupils and the families of the local communities they serve.

The schools are approximately a 4 minute walk away from one another. Both schools share the same Priority Admission Area (PAA) and serve the same community. The vast majority of pupils usually transfer from the Infant and Nursery School to the Junior School and currently, at the end of Key Stage 1, have to apply for a place for their Key Stage 2 education.

This proposal has been developed in partnership with the governing bodies and senior leadership teams of Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior school.

Honley Church of England voluntary controlled Infant and Nursery School was inspected by Ofsted in March 2009 and the overall effectiveness was Outstanding. Honley Church of England voluntary controlled Junior School was inspected by Ofsted in April 2014 and the overall effectiveness was Good.

The proposed establishment of an all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision in Honley, 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.

- Uninterrupted progress and continuity from early years to age 11. (Although it must be noted that transition from the nursery to reception is not automatic and a statutory school place must be applied for through the normal admissions process)
- 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 - this is particularly important for children with Special Educational 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 the Foundation Stage through to the end of Year 6.
- Staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers.
- Children can attend the same school as older or younger siblings for longer. A single leadership team and governing body gives:

- consistency in terms of policies, practice, standards and expectations;
- clear improvement priorities;
- common approaches to curriculum planning, assessment and target setting;
- staff working within a larger team have more opportunities to take on responsibilities and undertake professional development;
- more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale.

It is possible to amalgamate Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School, resulting in a new voluntary controlled Church of England primary school as there is a reorganisation of Church of England voluntary controlled places as well as bringing together separate Junior and Infant and Nursery schools.

c) Demand – no representation received

The places in the Infant and Junior Schools would be replaced directly with places in the proposed new school, so that there would be no displacement of pupils. There is a clear need for places in the area. The proposed closure is not intended to change the number of places available but to enable the direct replacement of places in closing the school with places in the proposed new school.

d) School Size- no representations received

The new primary school would be in the existing buildings of Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School and cater for the same number of children as the current schools with an admission number of 66 places in Key Stage 1 and 68 places in Key Stage 2, preserving 470 primary school places, with 48 part-time early learning places for nursery children aged 3-4 years.

e) Proposed Admission Arrangements (Including Post 16 Provision) – No representations received

The proposed new all-through Church of England voluntary controlled primary school would have a published admission number of 66 places in Key Stage 1 and 68 places in Key Stage 2, preserving 470 primary school places, with 48 part-time early learning places for nursery children aged 3-4 years. The admissions policy for the proposed new school would be fully compliant with the Schools Admissions Code.

The Council would consider all admissions applications, 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 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. 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.

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 Honley Church of England voluntary controlled Infant and Nursery School. 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 48 part-time early learning places (nursery children aged 3-4 years). The length of sessions would be the same as offered now by Honley Church of England voluntary controlled Infant and Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

f) National Curriculum – no representations received

The proposed all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision, would meet the general requirements of the National Curriculum including the Early Years Foundation Stage.

g) Equal Opportunity Issues – no representations received

A full equalities impact assessment (EIA) has been completed and can be found here: <https://www.kirklees.gov.uk/youkmc/deliveringServices/impactAssessments/impactassessments.aspprior>

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 ethnicity profile of the pupil cohorts that would attend the proposed all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision, is expected to be very similar to the existing cohorts at Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School. This is because children attending the 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 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.

h) Community Cohesion – no representations received

The proposals are intended to have a positive impact on the community; the all-through primary school would have an important role in the local community, as do the existing two schools at present. The proposals aim to build on the existing strengths of the schools. The all-through school would ensure that there are sufficient places for children from the local community. The school would continue to be a focal point for the community and be integral in ensuring local educational provision works effectively 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.

i) Travel and Accessibility – no representations received

The current buildings on School Street and Jaggar Lane would continue to be used therefore travel arrangements are not affected

j) Capital– no representations received

There are no capital implications arising from this proposal

k) School Premises and Playing Fields – no representations received

The proposed all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision, would continue to use the existing sites therefore use 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 playing field provision that currently exists across the two schools.

l) Suitability– no representations received

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 Diocesan Board Of Education within the Church of England Diocese of Leeds 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.

m) Competition (Under Section 7 Eia 2006) – no representations received

The proposal is to establish a new all-through Church of England voluntary controlled primary school for pupils aged 3-11 years with nursery provision

Section 11

Any persons ('proposer') e.g. LA or diocese may publish a proposal, at any time, for a new school outside of the free school presumption and competitions process under section 11 of Education and Inspections Act 2006.

The Secretary of State's consent is not required in the case of proposals for:

- a new community or foundation primary school to replace a maintained infant and a maintained junior school;
- a new voluntary-aided school in order to meet demand for a specific type of place e.g. places to meet demand from those of a particular faith;
- a new foundation or voluntary school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation;
- a new foundation or community school, where there were no suitable free school proposals and a competition has been held but did not identify a suitable provider;
- a former independent school wishing to join the maintained sector; and
- a new LA maintained nursery school.

(Department for Education Guidance: 2016)

Department for Education Guidance explains that there are two ways to 'merge' or 'amalgamate' two or more existing maintained schools:

The LA or governing body (depending on school category) can publish a proposal to close two (or more) schools and the LA or a proposer other than the LA (e.g. diocese, faith or parent group, Trust) depending on category, can publish a proposal to open a new school. This results in a new school number being issued.

The LA and/or governing body (depending on school category) can publish a proposal to close one school (or more) and enlarge/change the age range/transfer site (following a statutory process as/when necessary) of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its phase has changed.
(Department for Education Guidance: 2016)

The most equitable way to amalgamate Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School would be to establish a new replacement school. Therefore, the linked statutory proposals that would be required to bring the schools together are:

The Diocesan Board of Education within the Diocese of Leeds would propose a new replacement all-through Church of England primary school. The new school would continue in the existing buildings and on the same sites.

The LA would propose the technical 'closure' of Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School.

n) Closure Proposals (Under S15 Eia 2006) – no representations received

There would be no displaced pupils should the proposals be approved for implementation. All the pupils attending Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled 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 2017. Pupils at Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School would remain in the same buildings as they are currently.

This proposal does not intend to add more capacity in the area but retain the same number of places.

The new Church of England voluntary controlled primary school will cater for pupils aged 3 to 11, with a PAN of 66 for Key Stage 1, a PAN of 68 for Key Stage 2 and retaining the 48 part-time early learning places for nursery children aged 3-4 years.

o) Early Years Provision– no representations received

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 Honley Church of England voluntary controlled Infant and Nursery School. 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 48 part-time early learning places (nursery children aged 3-4 years). The length of sessions would be the same as offered now by Honley Church of England voluntary controlled Infant and 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 and the strong working relationship between Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School to successfully integrate early year's provision within an all-through setting and form a closer, more effective working relationship until the end of Key Stage 2.

There is demand for early year's places in the area as can be evidenced via the take up of existing places at Honley Church of England voluntary controlled Infant and Nursery School. There is a requirement in the area for additional places to meet the future demand associated with "30 hours free childcare" as per the evidence presented in the Kirklees Childcare Sufficiency Assessment 2016.

As the proposal is for a technical closure linked to the establishment of identical replacement early years provision the impact on children and families 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 beyond that which is contained in the Kirklees Childcare Sufficiency Assessment 2016.

Outside the scope of these proposals a number of options are being explored about how best to meet the evidence of future demand for early years and childcare places in the area.

p) Balance of Denominational Provision– no representations received

The number of denominational places would remain the same as the Infant School and Junior School are both Church of England Schools. The schools are well supported by local families. Numbers of pupils on roll have remained stable at or near capacity and are projected to stay at this level in the immediate future. Almost all pupils transfer directly from the infant school to the junior school at the start of Year 3 and so there should be no direct impact on parental choice. No comments were received in consultation referring to any concerns about the denominational nature of the proposed new school.

It is proposed that the closure of Honley Church of England voluntary controlled Infant and Nursery school and Honley Church of England voluntary controlled Junior School would be linked to the establishment of the proposed new all-through Church of England voluntary controlled primary school, with nursery provision. Early years and key stage one would remain on the same site. Denominational provision for infant and junior school age pupils in the area would be maintained and there should be no impact on parental choice. 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. Church of England Diocese of Leeds 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. It would ensure equality of opportunity and work to remove any barrier to success. Leeds Diocesan Board of Education within the Church of England Diocese of Leeds and Kirklees Council believe that combining the ethos and values of the school and the other 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.

q) Community Services– no representations received

The proposed new all-through Church of England voluntary controlled primary school for pupils aged 3-11 years with nursery 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.

2.13 SOAG conclusions for decision makers

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 body of both 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.

2.14 SOAG agreed that:

The statutory process had enabled a detailed presentation of the statutory proposals :

- To discontinue Honley Church of England voluntary controlled Infant and Nursery School
- To discontinue Honley Church of England voluntary controlled Junior School
- To establish a new Church of England voluntary controlled primary school

The rationale for the proposals had been clearly articulated against the factors in the decision maker's guidance. Issues raised in the statutory consultation had been presented for consideration against the decision maker's guidance. (see Appendix 4 - Notes of SOAG meeting held on the 27th February 2017)

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

Both schools are already working with the schools as community hubs programme to support people to live the lives they want, with support from the council only when needed. This helps people in the most appropriate way with the money available. Ensuring every child has the best start in life promotes social mobility.

3.2 Economic Resilience (ER)

We want Kirklees to be a place where local people have the chance to develop skills and where communities have good employment opportunities and wages. Schools and early learning provision are where children start their lifelong learning journey and the services they provide enable parents to work. In line with this we are committed to ensuring there are enough high quality school and early learning places in the areas where communities and families need them. These proposals help secure the future for high quality school and early learning places in the Honley area.

3.3 Improving Outcomes for Children

Bringing together schools has a number of contributing factors related to outcomes for children:

- Strongly supporting the continued improvement in educational standards for children, consolidating existing strengths and reducing a transition point between KS1 and KS2
- The reduction in transition point and greater consistency can be particularly beneficial for children with SEN
- A larger more financially resilient organisation can use economies of scale to direct more resources toward learning activities and improving outcomes for children

3.4 Reducing demand for services

Supporting families early decreases the need for costly interventions. The school's continued work with the schools as community hubs programme will contribute towards this. Having one larger school to work with rather than two will have a positive impact on the demand for council services.

4. Consultees and their opinions

A statutory consultation was carried out in partnership by the Kirklees LA and Diocesan Board of Education within the Church of England Diocese of Leeds, between 31st October 2016 and 9th December 2016. On 17th January 2017 the 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, in collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds, agreed to proceed with the statutory processes for the proposals to

- To establish a new Church of England voluntary controlled primary school
- To discontinue Honley Church of England voluntary controlled Infant and Nursery School
- To discontinue Honley Church of England voluntary controlled Junior School

During the 4 week representation period, no representations were received.

5. Next steps

Activity	Date
Cabinet Report seeking permission to begin consultation as part of the statutory processes	18th October 2016
6 week statutory consultation collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds	31st October - 9th December 2016
Outcome report to cabinet and approval to next stage*	17th January 2017
Publication of notices and 4 week representation period*	25 th January – 22 nd February 2017
Final decision by Cabinet*	4 th April 2017
Implementation*	From 1st May 2017

6. Officer recommendations and reasons

It is recommended that Members:-

- A. Note the advice of Kirklees SOAG that the related proposals to establish a new Church of England voluntary controlled primary school to discontinue Honley Church of England voluntary controlled Infant and Nursery School and to discontinue Honley Church of England voluntary controlled Junior 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 27th January 2017 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.

It is recommended that Members approve without modification or condition the related statutory proposals

By Kirklees LA to:

- i. To discontinue Honley Church of England voluntary controlled Infant and Nursery School on 30th April 2017
- ii. To discontinue Honley Church of England voluntary controlled Junior School on 30th April 2017

By Diocesan Board of Education within the Church of England Diocese of Leeds:

- iii. To establish a new Church of England voluntary controlled primary school to cater for pupils aged 4 to 11, with a PAN of 66 for Key Stage 1 and a PAN of 68 for Key Stage 2. Retain the 48 part-time early learning places for nursery children aged 3-4 years on 1 May 2017

The related proposals should be approved for the following reasons:

- To improve the provision for all children and recognise the value and popularity of the schools with parents and the community;
- To strongly support the continued improvement in standards for children at the schools and to consolidate and extend the existing strengths of the schools to reduce transitional stage between KS1 to KS2;
- To assure and maintain places for local children in the proposed new school and maintain the existing services for the local community;
- To assure places for all children in the all through primary school without any displacement of pupils and to meet the continuing need for places in the area;
- To assure and maintain places for local children in the all through primary school and to maintain the existing services for the community;
- To have no effect on car usage as the same two locations for the all through primary school will be used and allow the current school travel plan to continue and to maintain and enhance access to opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all;
- To continue and enhance the provision currently available at the two schools;
- To meet the criteria of the DfE SEN improvement test. The proposed primary school will result in reducing the number of transition points, which is likely to improve the outcomes for all pupils with SEN;
- To support the efficient and effective use of revenue funding and existing school site and premises in meeting the needs of pupils;
- To provide opportunities for improving consistency and transition and allow both schools and staff to progress and develop.

It is recommended that Members request officers to support and work proactively with the Governing Bodies of Honley Church of England voluntary controlled Infant and Nursery School, and the Governing Body of Honley Church of England voluntary controlled 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 2017.

7. Cabinet portfolio holder recommendation

We are committed to improve the quality of education in our primary schools to give every child the best possible start. Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School 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 to cater for pupils aged 4 to 11, with a PAN of 66 for Key Stage 1 and a PAN of 68 for Key Stage 2 and retain the 48 part-time early learning places for nursery children aged 3-4 years.

The feedback received during the statutory process confirmed that there is support from local stakeholders and we are pleased to be collaborating with the Diocesan Board of Education within the Church of England Diocese of Leeds as part of these proposals. 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 Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School 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.

8. Contact officer

Martin Wilby

Acting Deputy Assistant Directory - Learning & Skills – LA Statutory Duties

Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

01484 221000

martin.wilby@kirklees.gov.uk

9. Background Papers and History of Decisions

Cabinet report:

[18 October 2016](#) - The report requests approval to carry out a Statutory consultation on proposals to bring together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School to form a single Church of England voluntary controlled primary school for pupils aged 3 -11 years

Cabinet report:

[17 January 2017](#)- Report on the outcomes of the statutory consultation on proposals to bring together Honley Church of England voluntary controlled Infant and Nursery School and Honley Church of England voluntary controlled Junior School to form a single Church of England voluntary controlled primary school for pupils aged 3-11 years

10. Assistant Director responsible

Jo-Anne Sanders

Acting Assistant Director-Learning & Skills

Civic Centre 3, Market Street, Huddersfield, HD1 2EY

01484 221000

jo-anne.sanders@kirklees.gov.uk

Statutory consultation on:

Proposals to bring together Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School to form a single Church of England voluntary controlled primary school for pupils aged 3 -11 years

Please tell us your views on our proposals.

This consultation document tells you the reason for our proposal and how the decision making process works.

Please take time to read it and let us know your views. Comments can be made on the response form at the back of this booklet.

The closing date for responses is
9 December 2016

Welcoming your views

We want to know your views about the proposal to develop an all-through Church of England primary school by bringing together Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School:

- to cater for pupils aged 3 to 11
- with a Published Admission Number (PAN) of 66 for 4-7 year olds and 68 for 7-11 year olds, retaining 470 primary school places
- retaining the 48 part-time early learning places for nursery children aged 3-4 years

‘Bringing together’ means joining both schools into one, with a single governing body and headteacher. Technically, the proposal involves closing Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School and replacing them with a single Church of England primary school proposed by Diocesan Board of Education within the Diocese of Leeds. If the two schools become one, they would continue to operate in their existing buildings.

What would happen to current pupils at the schools?

All the pupils attending Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School would automatically become part of the primary school if the proposals were implemented. Separate admissions applications at age seven will not be necessary and any uncertainty about transfer between the schools would be removed. There would be no automatic transfer from Nursery to the Reception class, parents/ carers would still need to complete an application form at the appropriate time.

Leeds Diocesan Board of Education

The members of the Leeds Diocesan Board of Education are pleased to propose a new 3-11 years Church of England Voluntary Controlled Primary school in Honley, to continue and enhance its provision of an effective, distinctive education for the children and families of the local community.

The Board of Education welcomes and supports the collaborative way in which the proposals have been developed between Honley CE VC Infant & Nursery and Honley CE VC Junior schools, Kirklees Council and the Diocese. Members look forward to continuing to contribute to this partnership, building upon the strengths of both current schools, in order to secure the best progress and outcomes for our children as pupils of the new all through 3-11 Primary School.

What would the Admissions Policy be for the all-through school?

As a voluntary controlled school, the primary school would continue to operate admissions in line with the Kirklees Council policy and the existing Priority Admission Area (PAA) would stay the same as it is now.

What would happen to staff and governors?

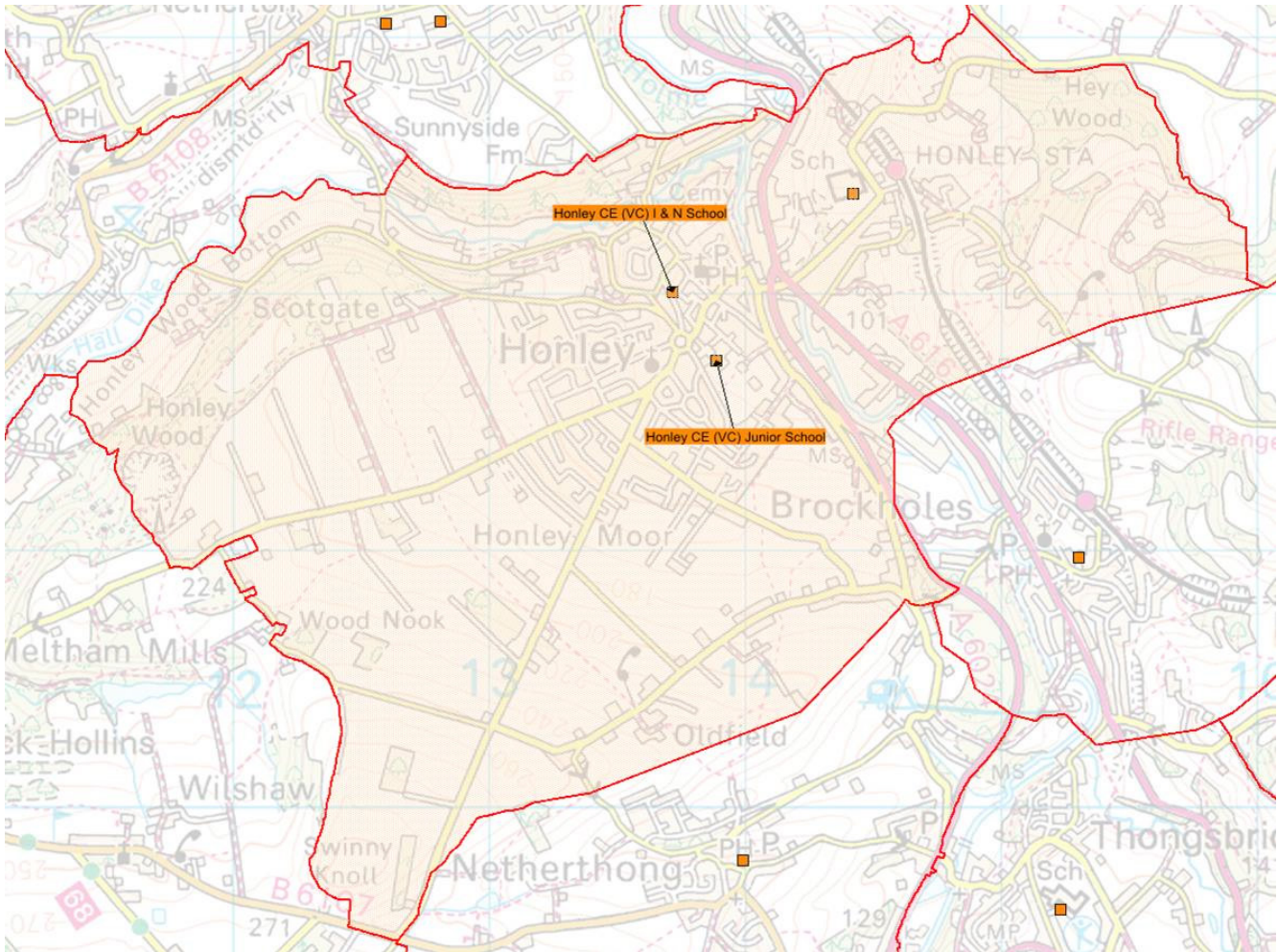
Staff would be organised within the new school to support the needs of the children and the community. Any future changes to the staffing structure would be fully consulted on and approved by the governing body of the new school.

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, as well as working jointly towards the all-through 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 the preparations for a smooth transition to ensure that the all through primary school makes a good start.

Why create an all-through primary school?

It is generally accepted that all-through primary schools offer advantages when compared with separate infant and junior schools. The benefits include:

- uninterrupted progress and continuity from early years to age 11
- 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 - this is particularly important for children with Special Educational 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 the Foundation Stage through to the end of Year 6
- staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers
- children can attend the same school as older or younger brothers and sisters for longer
- a single leadership team and governing body gives:
 - consistency in terms of policies, practice, standards and expectations
 - clear improvement priorities
 - common approaches to curriculum planning, assessment and target setting
 - staff working within a larger team have more opportunities to take on responsibilities and undertake professional development
 - more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale



What happens next?

The consultation is open from 31 October until 9 December 2016. You have until 9 December to express your views. Once the consultation has finished, all feedback received will be reported to, and considered by the Diocesan Board of Education within the Diocese of Leeds and Kirklees Council's Cabinet (the council's main decision making body). They will then decide whether to move to the next stage. This would mean the publication of legal notices and a further opportunity to view the proposals and comment on them. The table shows the next steps involved in the process.

Activity	Date
Report to Cabinet to approve statutory consultation	18 October 2016
Consultation and engagement	31 October until 9 December 2016
Outcome report to Cabinet and Diocese for approval to next stage*	Early January 2017
Publication of legal notices and representation period*	January till February 2017
Decision by Cabinet (within 2 months)*	April 2017
Implementation*	1 May 2017

**These dates are subject to Cabinet approval and may change.*

Consultation events

The following informal 'drop in' events are open to everybody: families of pupils attending the schools, members of the community and anyone who would like to hear more and discuss the proposals. Please come along and see us anytime between the times below.

Date	Venue	Time
17 November 2016	Honley CE (VC) I and N School	6pm – 7pm
18 November 2016	Honley CE (VC) Junior School	2pm – 3pm

In addition to these events there will be opportunities for consultation with staff and governors. Officers will be present to answer questions and hear your views. Kirklees Council wants to know what you think.

You can take part in the consultation on our website at

www.kirklees.gov.uk/schoolorganisation

Alternatively, you can complete the response form at the back of this document.

Response Form

Please return this form or a letter:

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 to the school.

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 this proposal. Please send your emails to
school.organisation@kirklees.gov.uk

Please make sure you respond by **9 December 2016** to ensure that your views are heard.

Proposal

Q) Do you support or oppose the proposals to bring together Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School to form a single Church of England voluntary controlled primary school for pupils aged 3 to 11?

Please ✓ tick one of these boxes.

Strongly support	Support	Neither support nor oppose	Oppose	Strongly oppose	Don't know

Why have you decided that is your view? Tell us about it along with anything else you want 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 that 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:

Please write in your postcode:

(We will not use this information to contact you)

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Public Notices

KIRKLEES COUNCIL

Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years and to close Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School.

1) Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years. Notice is given that the Church of England, Diocese of Leeds, Church House, 17-19 York Place, Leeds, LS1 2EX 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.

- To establish a new Church of England Voluntary Controlled primary school to cater for pupils aged 4 to 11, with a PAN of 66 for Key Stage 1 and a PAN of 68 for Key Stage 2; to retain the 48 part-time early learning places for nursery children aged 3-4 years.
- To establish a new "all-through" primary school using the existing buildings on School Street and Jaggar Lane.
- To remove transition for children at age 7 from an Infant School to a Junior School.

It is proposed that the new school will open on 1 May 2017. The proposed school would bring together and replace Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School. The school would serve the Honley community as defined by the current Priority Admission Area for the existing schools.

The proposed school would have a Church of England religious character and it is confirmed that, as Proposer, the Church of England Leeds Diocesan Board of Education within the Diocese of Leeds intends to ask the Secretary of State for Education to designate the school as a school with religious character.

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.

There would be no change to the travel arrangements for existing or future pupils as the new school will occupy the same premises as the existing two schools.

This notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from Dr Richard Noake, Diocesan Director of Education, Church House, 17-19 York Place, Leeds, S1 2EX or Kirklees Council School Organisation and Planning Team, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

1) Linked proposal to close Honley Church of England Voluntary Controlled Infant and Nursery School.

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley CE (VC) Infant and Nursery School, School Street, Honley, Holmfirth, HD9 6AU a Voluntary Controlled school, on 30 April 2017.

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 Honley CE (VC) Junior School.

All pupils would be transferred onto the roll of the new all-through Church of England Voluntary Controlled primary school on 1 May 2017. 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.

2) Linked proposal to close Honley Church of England Voluntary Controlled Junior School.

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley CE (VC) Junior School, Jaggar Lane, Honley, Holmfirth, Huddersfield, HD9 6BT, a Voluntary Controlled school, on 30 April 2017.

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 Honley CE (VC) Infant and Nursery School.

All pupils would be transferred onto the roll of the new all-through Church of England Voluntary Controlled primary school on 1 May 2017. 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 are reliant upon each other, therefore they have 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, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY. 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. 22/02/2017 any person may object to or make comments on the proposals by sending them to, Director for Children's Services, c/o Kirklees Council, School Organisation and Planning Team, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY, or via Council email at: school.organisation@kirklees.gov.uk

Signed: Richard Noake, Diocesan Director of Education
Signed: Director for Children's Services, Kirklees Council
Publication Date: 25/01/2017

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Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years and to close Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School.

1) Linked proposal to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years.

Notice is given that the Church of England, Diocese of Leeds, Church House, 17-19 York Place, Leeds, LS1 2EX 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.

- To establish a new Church of England voluntary controlled primary school to cater for pupils aged 4 to 11, with a PAN of 66 for Key Stage 1 and a PAN of 68 for Key Stage 2; to retain the 48 part-time early learning places for nursery children aged 3-4 years.
- To establish a new “all-through” primary school using the existing buildings on School Street and Jaggar Lane.
- To remove transition for children at age 7 from an Infant School to a Junior School

It is proposed that the new school will open on 1 May 2017. The proposed school would bring together and replace Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School. The school would serve the Honley community as defined by the current Priority Admission Area for the existing schools.

The proposed school would have a Church of England religious character and it is confirmed that, as Proposer, the Church of England Leeds Diocesan Board of Education within the Diocese of Leeds intends to ask the Secretary of State for Education to designate the school as a school with religious character.

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.

There would be no change to the travel arrangements for existing or future pupils as the new school will occupy the same premises as the existing two schools.

This notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from Dr Richard Noake, Diocesan Director of Education, Church House, 17-19 York Place, Leeds, S1 2EX or Kirklees Council School Organisation and Planning Team, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

2) Linked proposal to close Honley Church of England Voluntary Controlled Infant and Nursery School Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley CE (VC) Infant and Nursery School, School Street, Honley, Holmfirth, HD9 6AU a Voluntary Controlled school, on 30 April 2017.

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 Honley CE (VC) Junior School

All pupils would be transferred onto the roll of the new all-through Church of England Voluntary Controlled primary school on 1 May 2017. 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 Honley Church of England Voluntary Controlled Junior School

Notice is given in accordance with Section 15 (1) of the Education and Inspections Act 2006 that Kirklees Council, Kirkgate Buildings; Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley CE (VC) Junior School, Jaggar Lane, Honley, Holmfirth, Huddersfield, HD9 6BT, a voluntary controlled, on 30 April 2017.

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 Honley CE (VC) Infant and Nursery School

All pupils would be transferred onto the roll of the new all-through Church of England Voluntary Controlled primary school on 1 May 2017. 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 are reliant upon each other, therefore they have 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, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY. 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. 22/02/2017 any person may object to or make comments on the proposals by sending them to, Director for Director for Children's Services, c/o Kirklees Council, School Organisation and Planning Team, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY, or via Council email at: school.organisation@kirklees.gov.uk

Signed: Richard Noake, Diocesan Director of Education

Signed: Director for Children's Services, Kirklees Council

Publication Date: 25/01/2017

PART 1: Proposal to discontinue Honley Church of England Voluntary Controlled Infant and Nursery School on 30th April 2017

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, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley Church of England Voluntary Controlled Infant and Nursery School, School Street, Honley, Holmfirth, HD9 6AU. 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 Honley Church of England Voluntary Controlled Infant and Nursery School on the 30th April 2017

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 Honley Church of England Voluntary Controlled Infant and Nursery School to enable a new all-through primary school with nursery provision to be established as described in Part 3 of this proposal. There are strong collaborative partnerships between Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School, both schools working to provide the highest standard of learning experience to meet the needs of the pupils and the families of the local communities they serve. This proposal has been developed in partnership with the governing bodies and senior leadership teams of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior school.

Honley Church of England Voluntary Controlled Infant and Nursery School was inspected by Ofsted in March 2009 and the overall effectiveness was Outstanding.

“Achievement is outstanding. Children's attainment on entry to the Nursery class is typical of that age. Good progress is made in both the Nursery and Reception classes, so by the time children enter Year 1 they are working at levels above those expected. The rate of progress picks up pace further in Key Stage 1 for all, including those with learning difficulties and/or disabilities. By the end of Year 2, children are working at levels well above those expected nationally in reading, writing and mathematics. In addition, children's performance in other subjects is well above that expected. Children make outstanding progress because of first-rate teaching and an excellent curriculum, which considerably furthers their personal development as well as their academic achievement. Teaching is imaginative and links between subjects enable children to transfer and practise their skills. Although teachers encourage children to assess what they do well and how to improve in most subjects, this does not happen often enough in their written work.”

“Outstanding leadership and management are at the heart of this dynamic school. It is

visionary, committed leadership and a determination to be the best that makes it so successful. The school is the hub of the village and church community.”
(Ofsted 18th March 2009)

The council has a policy to explore opportunities for reducing transition points, and has worked with school leadership, the governing bodies. The Diocesan Board of Education within the Church of England Diocese of Leeds is working in partnership with the Local Authority. The Church of England Diocese of Leeds would act as the proposer of the new all-through primary school that would effectively reduce transition points between key stages of education.

The educational benefits of all-through Primary Schools:

- Uninterrupted progress and continuity from early years to age 11. (Although it must be noted that transition from the nursery to reception is not automatic and a statutory school place must be applied for through the normal admissions process)
- 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 - this is particularly important for children with Special Educational 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 the Foundation Stage through to the end of Year 6.
- Staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers.
- Children can attend the same school as older or younger siblings for longer.
- A single leadership team and governing body gives:
 - consistency in terms of policies, practice, standards and expectations;
 - clear improvement priorities;
 - common approaches to curriculum planning, assessment and target setting;
 - staff working within a larger team have more opportunities to take on responsibilities and undertake professional development;
 - more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale.

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 October 2016 school census number on roll for 3-7 year old at Honley Church of England Voluntary Controlled Infant and Nursery School was 217 (118 boys and 99 girls). The provision at Honley Church of England Voluntary Controlled Infant and Nursery 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 Honley Church of England Voluntary Controlled Infant and Nursery

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 2017. Pupils at Honley Church of England Voluntary Controlled Infant and Nursery School would remain in the same building as they are in currently.

This proposal does not intend to add more capacity in the area but retain the same number of places.

The new Church of England Voluntary Controlled primary school will cater for pupils aged 3 to 11, with a PAN of 66 for Key Stage 1, a PAN of 68 for Key Stage 2 and retaining the 48 part-time early learning places for nursery children aged 3-4 years

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 Honley Church of England Voluntary Controlled Infant and Nursery School on 1st May 2017 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 Honley Church of England Voluntary Controlled Infant and Nursery School

Honley Church of England Voluntary Controlled Infant and Nursery 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 Honley. The number of places would remain the same.

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; the all-through primary school would have an important role in the local community, as do the existing two schools now. The proposals aim to build on the existing strengths of the schools. The all-through school would ensure that there are sufficient places for children from the local community. The school would continue to be a focal point for the community and be integral in ensuring local educational provision works effectively 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.

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, Honley Church of England Voluntary Controlled Infant and 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.

It is proposed that the closure of Honley Church of England Voluntary Controlled Infant and Nursery School would be linked to the establishment of the proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision. Early years 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. 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 Diocesan Board Of Education within the Church of England Diocese of Leeds 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 Diocesan Board Of Education within the Church of England Diocese of Leeds and Kirklees Council consider that combining the ethos and values of the school and Honley Church of England Voluntary Controlled Junior School, 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:
- (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.

Honley Church of England Voluntary Controlled Infant and Nursery 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 :
- (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.

Honley Church of England Voluntary Controlled Infant and Nursery School do not have 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.

Honley Church of England Voluntary Controlled Infant and 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 building on School Street 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.

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 six week statutory consultation took place between 31 October 2016 and 9 December 2016. Consultation documents were written and produced with due regard to The School Organisation (Opening and closing maintained schools) (England) Regulations 2016. Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at Honley Church of England Voluntary Controlled Infant and Nursery School, and Honley Church of England Voluntary Controlled Junior 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. The Council held two consultation 'drop-in sessions' for parents/carers and members of the community to enable individuals to speak with officers about the proposals in more detail (and in particular about the potential implications for them as individuals). 900 consultation documents were distributed, 45 responses were received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Honley Church of England Voluntary Controlled Infant and Nursery School.

The conclusion to be drawn from the statutory consultation is that there is a good level of support from the large majority of respondents for bringing together the two schools and establishing an all-through primary school for 3-11 year olds in order to remove the

transition at age 7 and bring greater continuity. The schools serve the same families in the community and almost all children at the infant school move to the junior school. By bringing the schools together there will be greater consistency and sharing of resources across both sites. The relatively low number of respondents indicates that the proposals are not contentious. Concerns raised, such as questions about staffing structures, job security and new uniforms, can be effectively managed during a transition period.

For further information please use the link below to access the report for the consultation that was decided on the 17th January 2017. <http://www.kirklees.gov.uk/cabinet>

PART 2: Proposal to discontinue Honley Church of England Voluntary Controlled Junior School on 30th April 2017

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, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY intends to discontinue Honley Church of England Voluntary Controlled Junior School, Jaggarr Lane, Honley, Holmfirth, HD9 6BT. 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 Honley Church of England Voluntary Controlled Junior School on the 30th April 2017

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 Honley Church of England Voluntary Controlled Junior School to enable a new all-through primary school with nursery provision to be established as described in Part 3 of this proposal. There are strong collaborative partnerships between Honley Church of England Voluntary Controlled Junior School and Honley Church of England Voluntary Controlled Infant and Nursery School, both schools working to provide the highest standard of learning experience to meet the needs of the pupils and the families of the local communities they serve. This proposal has been developed in partnership with the governing bodies and senior leadership teams of Honley Church of England Voluntary Controlled Junior School and Honley Church of England Voluntary Controlled Infant and Nursery School

Honley Church of England Voluntary Controlled Junior School was Inspected by Ofsted in April 2014 the Overall effectiveness good.

“Overall, the achievement of pupils is good because the great majority make good progress from a range of different starting points. The standards pupils reach in reading

writing and mathematics by the end of Year 6 are generally above average.”

“The quality of teaching is nearly always good, with examples of outstanding practice. As a result, pupils enjoy learning and make good progress, as evidenced by the good quality of work in their books”

“Pupils say they feel very safe and well cared for because: ‘School is such a friendly place it is feels like home”

*“The headteacher’s and senior leaders’ close working partnership with the governing body has brought about significant change at a fast pace. They have raised both the quality of teaching and pupils’ achievement across the school since the previous inspection”
(Ofsted 30th April 2014)*

The council has a policy to explore opportunities for reducing transition points, and has worked with school leadership and governing bodies. The Diocesan Board Of Education within the Church of England Diocese of Leeds is working in partnership with the Local Authority. The Church of England Diocese of Leeds would act as the proposer of the new an all-through primary school that has effectively reduced transition points between key stages of education.

The educational benefits of all-through Primary Schools

- Uninterrupted progress and continuity from early years to age 11. (Although it must be noted that transition from the nursery to reception is not automatic and a statutory school place must be applied for through the normal admissions process)
- 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 - this is particularly important for children with Special Educational 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 the Foundation Stage through to the end of Year 6.
- Staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers.
- Children can attend the same school as older or younger siblings for longer.
- A single leadership team and governing body gives:
 - consistency in terms of policies, practice, standards and expectations;
 - clear improvement priorities;
 - common approaches to curriculum planning, assessment and target
 - staff working within a larger team have more opportunities to take on responsibilities and undertake professional development;
 - more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale.

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 October 2016 school census, numbers on roll for 7-11 year olds at Honley Church of England Voluntary Controlled Junior School was 256 (130 boys and 126 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 Honley Church of England Voluntary Controlled Junior would automatically become part of the proposed new all-through Church of England Voluntary Controlled primary school with nursery provision on the 1st May 2017. Pupils at Honley Church of England Voluntary Controlled Junior would remain in the same building.

This proposal does not intend to add more capacity in the area but retain the same number of places.

The new Church of England Voluntary Controlled primary school will cater for pupils aged 3 to 11, with a PAN of 66 for Key Stage 1, a PAN of 68 for Key Stage 2 and retaining the 48 part-time early learning places for nursery children aged 3-4 years

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 Honley Church of England Voluntary Controlled Junior School on 1st May 2017 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 Honley Church of England Voluntary Controlled Junior School.

Honley Church of England Voluntary Controlled 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 Honley, the number of places would remain the same.

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; all-through primary school would have an important role in the local community, as do the existing two schools now. The proposals aim to build on the existing strengths of the schools. The all-through school would ensure that there are sufficient places for children from the local community. The school would continue to be a focal point for the community and be integral in ensuring local educational provision works effectively 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.

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 Honley Church of England Voluntary Controlled 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.

It is proposed that the closure of Honley Church of England Voluntary Controlled Junior School would be linked to the establishment of the proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision. Early years and key stage one would remain on the same site. Denominational provision for junior school age pupils in the area would be maintained and there should be no impact on parental choice. 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. Church of England Diocese of Leeds 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 Church of England Diocese of Leeds and Kirklees Council believe that combining the ethos and values of the school and the other 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:
- (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.

Honley Church of England Voluntary Controlled 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.

Honley Church of England Voluntary Controlled 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.

Honley Church of England Voluntary Controlled 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 Jaggar Lane 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

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 six week statutory consultation took place between 31 October 2016 and 9 December 2016. Consultation documents were written and produced with due regard to "The School Organisation (Opening and closing maintained schools) (England) Regulations 2016". Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at, Honley Church of England Voluntary Controlled Junior School and Honley Church of England Voluntary Controlled Infant and 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. The Council held two consultation 'drop-in sessions' for parents/carers and members of the community to enable individuals to speak with officers about the proposals in more detail (and in particular about the potential implications for them as individuals). 900 consultation documents were distributed, 45 responses were received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Honley Church of England Voluntary Controlled Junior.

The conclusion to be drawn from the statutory consultation is that there is a good level of support from the large majority of respondents for bringing together the two schools and establishing an all-through primary school for 3-11 year olds in order to remove the transition at age 7 and bring greater continuity. The schools serve the same families in the community and almost all children at the infant school move to the junior school. By bringing the schools together there will be greater consistency and sharing of resources across both sites. The relatively low number of respondents indicates that the proposals are not contentious. Concerns raised, such as questions about staffing structures, job security and new uniforms, can be effectively managed during a transition period.

For further information please use the link below to access the report for the consultation that was decided on the 17th January 2017. <http://www.kirklees.gov.uk/cabinet>

Part 3 - Complete Proposal to establish a Church of England Voluntary Controlled 3-11 primary

Proposals published under section 11 (2) of the Education and Inspections Act 2006.

Contact details

1. The name and contact address of the local authority or the proposers (as the case may be).

Church of England Diocese of Leeds, Church House, 17-19 York Place, Leeds, LS1 2EX

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 2017, 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 Diocesan Board of Education within the Church of England Diocese of Leeds, 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 Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School to establish a new all-through Church of England Voluntary Controlled primary school, both schools are Church of England schools

The council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and The Diocesan Board of Education within the Church of England Diocese of Leeds on proposal to 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. 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.

It is possible to bring together Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School, resulting in a new voluntary controlled Church of England primary school as this is a reorganisation of existing Church of England voluntary controlled schools.

Section 11 proposals

Any persons ('proposer') e.g. LA or diocese may publish a proposal, at any time, for a new school outside of the free school presumption and competitions process under section 11 of Education and Inspections Act 2006.

The Secretary of State's consent is not required in the case of proposals for:

- a new community or foundation primary school to replace a maintained infant and a maintained junior school;
- a new voluntary-aided school in order to meet demand for a specific type of place e.g. places to meet demand from those of a particular faith;
- a new foundation or voluntary school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation;

- a new foundation or community school, where there were no suitable free school proposals and a competition has been held but did not identify a suitable provider;
- a former independent school wishing to join the maintained sector; and
- a new LA maintained nursery school.

(Department for Education Guidance: 2016)

Department for Education Guidance explains that there are two ways to 'merge' or 'amalgamate' two or more existing maintained schools:

- *The LA or governing body (depending on school category) can publish a proposal to close two (or more) schools and the LA or a proposer other than the LA (e.g. diocese, faith or parent group, Trust) depending on category, can publish a proposal to open a new school. This results in a new school number being issued.*
- *The LA and/or governing body (depending on school category) can publish a proposal to close one school (or more) and enlarge/change the age range/transfer site (following a statutory process as/when necessary) of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its phase has changed.*

(Department for Education Guidance: 2016)

The linked statutory proposals that would be required to bring the schools together are:

- The Diocesan Board of Education within the Diocese of Leeds would propose a new replacement all-through Church of England primary school. The new school would continue in the existing buildings and on the same sites.
- The LA would propose the technical 'closure' of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School.

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.

Reorganising Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School to create a new all-through Church of England primary 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 Honley.

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. The Diocesan Board of Education within the Diocese of Leeds 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 Diocesan Board of Education within the Diocese of Leeds and Kirklees Council have confidence that in combining the ethos and values of the two schools that are identified in Parts 1-2 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 Diocesan Board of Education within the Diocese of Leeds 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 new Church of England Voluntary Controlled primary school will cater for pupils aged 3 to 11, with a PAN of 66 for Key Stage, a PAN of 68 for Key Stage 2 and retaining the 48 part-time early learning places for nursery children aged 3-4 years. Opportunities to further develop early learning and childcare services to meet future demand, including that presented by the introduction of 30 hours free childcare, and two year olds eligible to free early education, are not precluded by these proposals

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.

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:
- 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; .
 - 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;
 - evidence of parental demand for additional provision of early year's provision;
 - 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
 - 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 Honley Church of England Voluntary Controlled Infant and Nursery School. 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 48 part-time early learning places (nursery children aged 3-4 years)

The length of sessions would be the same as offered now by Honley Church of England Voluntary Controlled Infant and 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 and the strong working relationship between Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School to successfully integrate early year's provision within an all-through setting and form closer, effective working relationship until the end of Key Stage 2.

There is demand for early years places in the area as can be evidenced via the take up of existing places at Honley Church of England Voluntary Controlled Infant and Nursery School. There is a requirement in the area for additional places to meet the future demand associated with "30 hours free childcare" as per the evidence presented in the [Kirklees Childcare Sufficiency Assessment 2016](#).

As the proposal is for a technical closure linked to the establishment of identical

replacement early years provision the impact on children and families 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 beyond that which is contained in the Kirklees Childcare Sufficiency Assessment 2016.

Outside the scope of these proposals a number of options are being explored about how best to meet the evidence of future demand for early years and childcare places in the area.

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:
- improve the educational or training achievements;
 - increase participation in education or training; and
 - 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 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; .
 - details of the improvements that the proposals will bring in respect of:
 - access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local authority's Accessibility Strategy;
 - access to specialist staff, both education and other professionals, including any external support or outreach services;
 - access to suitable accommodation; and
 - 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:
- evidence of local demand for single sex education and how this will be met if the proposals are approved; and
 - 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 [and Religious Education](#).

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 Diocesan Board of Education within the Diocese of Leeds 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. The Council has a policy to explore opportunities for reducing transition points, and has worked with school leaders, governing bodies and the Diocesan Board of Education within the Diocese of Leeds 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:
- how the school will contribute to enhancing the diversity and quality of education in the area; and
 - how the school will contribute to school improvement.

Currently both schools work closely:

- The schools currently work together to ensure a smooth transition for pupils from KS1 to KS2. Brining the schools together into a single organisation would deepen the quality of transition at each Key Stage and enable increased opportunities for older pupils to support the younger children throughout their time within the primary setting.
- At present the Junior School staff is involved in the assessment of year 2 writing at the end of Key Stage 1. Moderation activities take place across year groups during the course of the year. The SENCOs work together throughout the year within the Honley partnership to assess the needs of SEN children and to share good practice and develop programmes for individual children.
- The schools work in partnership to support vulnerable families through multi agency meetings. Safeguarding leads work closely together on a day-to-day basis to ensure the safety and well-being of all children

The proposed establishment of an all-through primary school Honley is intended to formalise and 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 Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School. The proposed new school would continue to serve the Honley 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.

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 two 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—

- a) details of the trusts on which the site is to be held; and
- b) 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 Voluntary Controlled status. There is no change to the current status of either school

Foundation Schools

24. Where the school is to be a foundation or foundation special school, confirmation as to—

- a) whether it will have a foundation and if so, the name or proposed name of the foundation;
- b) the rationale for the foundation and the particular ethos that it will bring to the school;
- c) the details of membership of the foundation, including the names of the members;
- d) the proposed constitution of the governing body; and
- e) 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) a statement that the requirements of section 11(3) are met;
- b) a statement as to whether the premises will meet the requirements of the School Premises (England) Regulations 2012(4) and, if not:
 - (i) details of how the premises are deficient; and
 - (ii) 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 six week statutory consultation took place between 31 October 2016 and 9 December 2016. Consultation documents were written and produced with due regard to “The School Organisation (Opening and closing maintained schools) (England) Regulations 2016”. Consultation documents were made widely available. Consultation documents were sent to the families of pupils, governors and staff at, Honley Church of England Voluntary Controlled Junior School and Honley Church of England Voluntary Controlled Infant and Nursery School. Copies of the consultation document were also sent to elected members, Trade Union representatives, neighbouring local authorities, local community groups and interested officers from across the Council. The consultation document was also made available on the Council’s website. The Council held two consultation ‘drop-in sessions’ for parents/carers and members of the community to enable individuals to speak with officers about the proposals in more detail (and in particular about the potential implications for them as individuals). 900 consultation documents were distributed, 45 responses were received from parents and carers, governors, staff and other stakeholders. In addition, meetings have been held with staff and governors of Honley Church of England Voluntary Controlled Junior and Honley Church of England Voluntary Controlled Infant & Nursery School

The conclusion to be drawn from the statutory consultation is that there is a good level of support from the large majority of respondents for bringing together the two schools and establishing an all-through primary school for 3-11 year olds in order to remove the transition at age 7 and bring greater continuity. The schools serve the same families in the community and almost all children at the infant school move to the junior school. By bringing the schools together there will be greater consistency and sharing of resources across both sites. The relatively low number of respondents indicates that the proposals are not contentious. Concerns raised, such as questions about staffing structures, job security and new uniforms, can be effectively managed during a transition period.

For further information please use the link below to access the report for the consultation that was decided on the 17th January 2017 <http://www.kirklees.gov.uk/cabinet>

Notes of School Organisation Advisory Group – 27th January 2017

1. Introductions and membership apologies

Present: Councillor Masood Ahmed (chair)

Officers in support:

Jo-Anne Sanders – Interim Assistant Director for Learning and Skills
Martin Wilby – Acting Deputy Assistant Director for Learning and Skills
Shahzia Ashraf -School Place Planning Officer-Learning and Skills

Apologies:

Councillor Pinnock
Councillor Lisa Holmes
Councillor Erin Hill
Councillor Marielle O'Neill
Councillor Michelle Grainger-Mead
Diocese of Leeds - Church of England
Diocese of Leeds
Jane Acklam Executive Principle of Moor End Academy

1) Purpose of SOAG

To review the statutory processes for the related statutory proposals:
by Kirklees LA

- To discontinue Honley Church of England Voluntary Controlled Infant and Nursery School
- To discontinue Honley Church of England Voluntary Controlled Junior School.
By the Church of England Leeds Diocesan Board of Education within the Diocese of Leeds
- To establish a new Church of England voluntary controlled primary school to cater for pupils aged 4 to 11, with a PAN of 66 for Key Stage 1 and a PAN of 68 for Key Stage 2; to retain the 48 part-time early learning places for nursery children aged 3-4 years.

2) Process checklist

The prescribed details for each of the statutory processes are set out in the checklists in **Appendix 4**.

- (a) The checklists were reviewed and the evidence that each point had been completed was noted
- (b) It was noted that 0 representations had been received during the statutory 4 week period for the proposals

2.1 SOAG Conclusion:

The statutory notices and statutory proposals are valid and within time limits.

2.2 SOAG Advice:

The LA can decide the proposals under EIA 2006

3) 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:

- Consideration of Consultation and Representation Period
- Education Standards and Diversity of Provision
- Demand
- School Size
- Proposed Admission Arrangements (Including Post 16 Provision)
- National Curriculum
- Equal Opportunity Issues
- Community Cohesion
- Travel and Accessibility
- Capital
- School Premises and Playing Fields
- Suitability
- Competition (Under Section 7 Eia 2006)
- Closure Proposals (Under S15 Eia 2006)
- Early Years Provision
- Balance of Denominational Provision
- 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

LA proposal

- This proposal enables the legal closure of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School.

The Church of England Leeds Diocesan Board of Education within the Diocese of Leeds

- to establish a Church of England Voluntary Controlled 3-11 primary school with nursery provision

4) Guidance note: Type of decision

The decision maker can make one of four types of decision for each proposal:

- Reject the proposals
- Approve the proposals
- Approve the proposals with a modification (e.g. the implementation date)
- Approve the proposals subject to them meeting one or more specific conditions

5) 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 fully considered
- The rationale for the proposals had been clearly articulated against the decision makers guidance
- Issues raised in statutory consultation had been fully considered against the decision makers guidance
- The documentation presented to SOAG would allow Cabinet to reach a decision regarding the proposals

Check List 1: Statutory process.

Schools	Statutory Proposal
<ul style="list-style-type: none"> Honley Church of England Voluntary Controlled Infant and Nursery School Honley Church of England Voluntary Controlled Junior School 	Proposal to discontinue Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School on the 30th April 2017

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has formal consultation taken place?		Y	Statutory Consultation Outcome report : 17.01.17
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	Statutory Consultation Outcome report : 17.01.17 A six week statutory consultation took place between the 31.10. 2016 and 9.12.2016
	b. Do the consultation documents provide sufficient information to those who are being consulted?	Y	Statutory Consultation Outcome report 17.01.17
	c. Do the consultation materials make it clear how interested parties can make their views known?	Y	Statutory Consultation Outcome report 17.01.17
	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 17.01.17
1.3 New Option	a. Did a new option emerge during consultation?	N	Statutory Consultation Outcome report 17.01.17
	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 17.01.17 The report provides details of the distribution of consultation material to key stakeholder groups as well as formal engagement consultation events that were held during the consultation period. The LA/ School Governors and Leadership team have been working in collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds
	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	Y	

	premises; and		
	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	See statutory proposal
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 22.02.17 and statutory proposals published 25.01.17
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 25.01.17
	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 of the schools on the 25.01.17 (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	St Mary's Honley, Parochial Church Council
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
	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 25.01.17 for implementation on 01.05.2017
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?	N	
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 25.01.17 emailed to: <ul style="list-style-type: none"> Honley Church of England Voluntary Controlled Infant and Nursery School Honley Church of England Voluntary Controlled Junior 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	Diocesan Board of Education within the Church of England Diocese of Leeds
	d. the bishop of a diocese of the Roman Catholic Church which is comprised	N	N/A

	in the area of the LA;		
	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 to the DfE.

3. REPRESENTATION		Y,N,N/A	NOTES/EVIDENCE
3.1	Has an appropriate period been allowed for representation?	Y	4 weeks – 25.01.17 – 22.02.17
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 22.02.17 and decision-making cabinet is scheduled for 4th April 2017 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.
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.

Check List 2: Statutory process.

Statutory Proposal to establish a new Church of England Voluntary Controlled primary school for pupils aged between 3-11 with Nursery provision in Honley on 1ST May 2017

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1	Has formal consultation taken place?	Y	Statutory Consultation Outcome report :17.01.17
1.2 Consultation process	e. Has adequate time been allowed for the consultation process?	Y	Statutory Consultation Outcome report :17.01.17 A six week statutory consultation took place between the 31.10.2016 and 09.12. 2016
	f. Do the consultation documents provide sufficient information to those who are being consulted?	Y	Statutory Consultation Outcome report 17.01.17
	g. Do the consultation materials make it clear how interested parties can make their views known?	Y	Statutory Consultation Outcome report 17.01.17
	h. 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	Y	Statutory Consultation Outcome report 17.01.17

	publication of proposals?		
1.3 New Option	c. Did a new option emerge during consultation?	N	Statutory Consultation Outcome report 17.01.17
	d. If so did a further consultation take place?	N/A	N/A
1.4 Evidence that interested parties have been consulted.	o. the governing body of any school which is the subject of proposals (if the LA are publishing proposals);	Y	Statutory Consultation Outcome report 17.01.17 The report provides details of the distribution of consultation material to key stakeholder groups as well as formal engagement consultation events that were held during the consultation period. The LA/ School Governors and Leadership team have been working in collaboration with the Diocesan Board of Education within the Church of England Diocese of Leeds.
To Include	p. the LA that maintains the school (if the governing body is publishing the proposals);	N/A	
	q. families of pupils, teachers and other staff at the schools	Y	
	r. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	Y	
	s. the governing bodies, teachers and other staff of any other school that may be affected;	Y	
	t. 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	
	u. 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	
	v. (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	
	w. the trustees of the school (if any)	N/A	
	x. (if the proposals affect the provision of full-time 14-19 education) the Young People's Learning Agency (YPLA);	N/A	
	y. 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	
	z. the local district or parish council where the school that is the subject of the proposals is situated;	Y	
	aa. 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	
	bb. 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	Diocesan Board of Education within the Church of England Diocese of Leeds
2.2	d. Does the complete proposal contain all the specified information?	Y	See statutory proposal
	e. Has proposal been published within 12 months of the consultation end	Y	Statutory consultation period ended 25.01.17 and statutory proposals published 22.02.17
2.3 Statutory notice	e. Has a statutory notice been prepared?	Y	See Statutory Notice
	f. Has the statutory notice been published in a local newspaper?	Y	The statutory notice was published in Huddersfield Examiner on 25.01.2017
	g. 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 of the schools on the 25.01.17(see photo's in the pack for further information)
	h. 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	St Mary's Honley, Parochial Church Council
2.4 Related	e. Is this proposal interdependent on another proposal?	Y	The proposal to establish a new all-through Church of

proposals			England Voluntary Controlled primary school – see check sheet 2
	f. If so, is the related proposal included on the same Statutory Notice?	Y	Statutory Notice
	g. If so, is this clearly identified in the Statutory Notice?	Y	Statutory Notice
	h. If so, is it clear who is proposing what on the Statutory Notice?	Y	Statutory Notice
2.5 Implementation date	b. Is the implementation date for the proposal specified on the statutory notice?	Y	Statutory Notice
	f. 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 25.01.17 for implementation on 22.02.17
2.6 Explanatory note	c. Is the full effect of the proposals clear to the general public?	Y	Statutory Notice
	d. If not, has an explanatory note been included alongside the Statutory Notice?	N	
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?	i. 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 25.01.17 emailed to: <ul style="list-style-type: none"> Honley Church of England Voluntary Controlled Infant and Nursery School Honley Church of England Voluntary Controlled Junior School
	Within a week of publication		
	j. any other LA likely to be affected by the proposals;	N	N/A
	k. the Diocesan Board of Education for any diocese of the Church of England which is comprised in the area of the LA;	Y	Diocesan Board of Education within the Church of England Diocese of Leeds
	l. the bishop of a diocese of the Roman Catholic Church which is comprised in the area of the LA;	N	N/A
	m. the Education Funding Agency for England if the school provides 14-16 education or sixth form education;	N/A	N/A
	n. where the school is a voluntary or foundation - the trustees or foundation body	N/A	N/A
	o. any person who requests a copy.	Y	*NB no copies have been requested
	p. Department for Education	N	Submitted to the DfE.

3. REPRESENTATION		Y,N,N/A	NOTES/EVIDENCE
3.1	Has an appropriate period been allowed for representation?	Y	25.01.17 – 22.02.17
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 22.02.17 and decision-making cabinet is scheduled for 4th April 2017 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</i>	Y	We have confirmed this with the Council's legal team. The proposal to establish a new Church of England Voluntary Controlled primary

<p><i>proposals in certain circumstances. Section 11 EIA 2006, as amended by the EA 2011 provides for the following:</i></p> <p><i>Proposals for a new school resulting from the re-organisation of existing faith schools in an area, including an existing faith school.</i></p> <p><i>Proposals for a new community or foundation primary school that is to replace a maintained infant and maintained junior school.</i></p> <p><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></p>	<p>school has been considered with and is related to the proposed discontinuance of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School.</p>
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Checklist 3 : Summary review of statutory processes for Linked proposals to establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years and to discontinue Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School

- **Honley Church of England Voluntary Controlled Infant and Nursery School**
- **Honley Church of England Voluntary Controlled Junior School**
- **To establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3 -11 year with nursery provision.**

<p>Related proposals to discontinue Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School. To establish a new all-through Church of England Voluntary Controlled primary school for pupils aged 3-11 years with Nursery provision.</p>	
<p>Is this a decision to be made by the LA or the Schools Adjudicator?</p>	<p>LA</p>
<p>Is this a decision determined under Paragraph 19 of Schedule 2 to EIA 2006?</p>	<p>No</p>
<p>A decision must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).</p>	<p>Cabinet meeting 4th April 2017 within 2 months of 22.02.17</p>
<p>Is there any information missing</p>	<p>No</p>
<p>Does the published notice comply with statutory requirements? <i>Where a published notice does not comply with statutory requirements it may be judged invalid and the Decision Maker should consider whether they can decide the proposals.</i></p>	<p>Yes</p>
<p>Has the statutory consultation been carried out (ie have all the criteria in the 'consultation' section been met? <i>If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can decide the proposals.</i></p>	<p>Yes</p>
<p>Are the proposals 'related' to other proposals (if so, the related proposals must be considered at the same time)? <i>Proposals should be regarded as "related" if the notice makes a reference to a link to other proposals.</i></p>	<p>Yes</p>
<p>If there are related proposals are they compatible with each other?</p>	<p>Yes</p>
<p>Are the proposals related to proposals published by the EFA (if so, the Decision Maker should defer taking a decision until the Secretary of State has taken a decision on the EFA proposals)?</p>	<p>No</p>
<p>Has a 4 week period been allowed for representation?</p>	<p>Yes</p>
<p>Have any representations been received during this period?</p>	<p>No</p>

SOAG Conclusions: The related Statutory Proposals and Statutory Processes are valid and within time limits.

- The published notice complies with statutory requirements
- The statutory consultation has been carried out
- The proposals are related, they are compatible with each other but not related to any proposals published by the Education Funding Agency

- The proposals are valid and can be decided by the LA.
- The statutory 4 week period has been allowed for representation and 0 representations has been received during this period.
- The decision will be brought to the cabinet within 2 months after the end of the statutory 4 week period.

SOAG Advice: The LA can decide the related proposals under Paragraph 8 of Schedule 2 to the Education Inspections Act 2006

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. These 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 six week 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 17th January 2017, 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 25th January 2017 and ended on 22nd February 2017 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 proposal is for a technical closure of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School to enable a new all-through primary school with nursery provision. There are strong collaborative partnerships between Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School, both schools working to provide the highest standard of learning experience to meet the needs of the pupils and the families of the local communities they serve.

The schools are approximately a 4 minute walk away from one another. Both schools share the same Priority Admission Area (PAA) and serve the same community. The vast majority of pupils usually transfer from the Infant and Nursery School to the Junior School and currently, at the end of Key Stage 1, have to apply for a place for their Key Stage 2 education.

This proposal has been developed in partnership with the governing bodies and senior leadership teams of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior school.

Honley Church of England Voluntary Controlled Infant and Nursery School was inspected by Ofsted in March 2009 and the overall effectiveness was Outstanding. Honley Church of England Voluntary Controlled Junior School was Inspected by Ofsted in April 2014 the Overall effectiveness was Good.

The proposed establishment of an all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision in Honley, 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.

- Uninterrupted progress and continuity from early years to age 11. (Although it must be noted that transition from the nursery to reception is not automatic and a statutory school place must be applied for through the normal admissions process)
- 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 - this is particularly important for children with Special Educational 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 the Foundation Stage through to the end of Year 6.
- Staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers.
- Children can attend the same school as older or younger siblings for longer. A single leadership team and governing body gives:
 - consistency in terms of policies, practice, standards and expectations;
 - clear improvement priorities;
 - common approaches to curriculum planning, assessment and target setting;
 - staff working within a larger team have more opportunities to take on responsibilities and undertake professional development;
 - more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale.

(12) It is possible to amalgamate Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School, resulting in a new voluntary controlled Church of England primary school as there is a reorganisation of Church of England voluntary controlled places as well as bringing together separate Junior and Infant and Nursery schools;

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

(13/14/15) The places in the Infant and Junior Schools would be replaced directly with places in the proposed new school, so that there would be no displacement of pupils. There is a clear need for places in the area. The proposed closure is not intended to change the number of places available but to enable the direct replacement of places in closing the school with places in the proposed new school.

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 new primary school would be in the existing buildings of Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School and cater for the same number of children as the current schools with an admission number of 66 places in Key Stage 1 and 68 places in Key Stage 2, preserving 470 primary school places, with 48 part-time early learning places for nursery children aged 3-4 years.

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 would have a published admission number of 66 places in Key Stage 1 and 68 places in Key Stage 2, preserving 470 primary school places, with 48 part-time early learning places for nursery children aged

3-4 years. The admissions policy for the proposed new school would be fully compliant with the Schools Admissions Code.

The Council would consider all admissions applications, 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 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.

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.

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 Honley Church of England Voluntary Controlled Infant and Nursery School. 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 48 part-time early learning places (nursery children aged 3-4 years). The length of sessions would be the same as offered now by Honley Church of England Voluntary Controlled Infant and Nursery School. The provision would be fully inclusive, but there is no proposed specialised provision reserved for children with special educational needs.

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 3-11 years with nursery 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 can be found here: <https://www.kirklees.gov.uk/youkmc/deliveringServices/impactAssessments/impactassessments.asprior>

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 ethnicity profile of the pupil cohorts that would attend the proposed all-through Church of England voluntary controlled primary school, for pupils aged 3-11 years with nursery provision, is expected to be very similar to the existing cohorts at Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School. This is because children attending the 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 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 proposals are intended to have a positive impact on the community; The all-through primary school would have an important role in the local community, as do the existing two schools at present. The proposals aim to build on the existing strengths of the schools. The all-through school would ensure that there are sufficient places for children from the local community. The school would continue to be a focal point for the community and be integral in ensuring local educational provision works effectively 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.

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/ 24/25) The current buildings on School Street and Jaggar Lane would continue to be used therefore travel arrangements are not affected.

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 capital implications arising from this proposal.

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 3-11 years with nursery provision, would continue to use the existing sites therefore use 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

playing field provision that currently exists across the two 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>
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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 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.</p>
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REPRESENTATIONS None
OFFICER COMMENT None
RATIONALE FOR THE PROPOSALS
(41) 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 Diocesan Board Of Education within the Church of England Diocese of Leeds 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.

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
(42/43/44/45)The proposal is to establish a new all-through Church of England voluntary controlled primary school for pupils aged 3-11 years with nursery provision
Section 11
Any persons ('proposer') e.g. LA or diocese may publish a proposal, at any time, for a new school outside of the free school presumption and competitions process under section 11 of Education and Inspections Act 2006.
The Secretary of State's consent is not required in the case of proposals for:
<ul style="list-style-type: none"> • a new community or foundation primary school to replace a maintained infant and a maintained junior school; • a new voluntary-aided school in order to meet demand for a specific type of place e.g. places to meet demand from those of a particular faith; • a new foundation or voluntary school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation; • a new foundation or community school, where there were no suitable free school proposals and a competition has been held but did not identify a suitable provider;

- a former independent school wishing to join the maintained sector; and
- a new LA maintained nursery school.

(Department for Education Guidance: 2016)

Department for Education Guidance explains that there are two ways to 'merge' or 'amalgamate' two or more existing maintained schools:

The LA or governing body (depending on school category) can publish a proposal to close two (or more) schools and the LA or a proposer other than the LA (e.g. diocese, faith or parent group, Trust) depending on category, can publish a proposal to open a new school. This results in a new school number being issued.

The LA and/or governing body (depending on school category) can publish a proposal to close one school (or more) and enlarge/change the age range/transfer site (following a statutory process as/when necessary) of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its phase has changed.

(Department for Education Guidance: 2016)

The most equitable way to amalgamate Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School would be to establish a new replacement school. Therefore, the linked statutory proposals that would be required to bring the schools together are:

The Diocesan Board of Education within the Diocese of Leeds would propose a new replacement all-through Church of England primary school. The new school would continue in the existing buildings and on the same sites.

The LA would propose the technical 'closure' of Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School.

CAPITAL IN COMPETITIONS (46)

(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

(46) 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 Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled 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 2017. Pupils at Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior school would remain in the same buildings as they are currently.
This proposal does not intend to add more capacity in the area but retain the same number of places.
The new Church of England Voluntary Controlled primary school will cater for pupils aged 3 to 11, with a PAN of 66 for Key Stage 1, a PAN of 68 for Key Stage 2 and retaining the 48 part-time early learning places for nursery children aged 3-4 years.

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 - Not applicable to these proposals

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 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 Honley Church of England Voluntary Controlled Infant and Nursery School. 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 48 part-time early learning places (nursery children aged 3-4 years)

The length of sessions would be the same as offered now by Honley Church of England Voluntary Controlled Infant and 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 and the strong working relationship between Honley Church of England Voluntary Controlled Infant and Nursery School and Honley Church of England Voluntary Controlled Junior School to successfully integrate early year's provision within an all-through setting and form a closer, more effective working relationship until the end of Key Stage 2.

There is demand for early years places in the area as can be evidenced via the take up of existing places at Honley Church of England Voluntary Controlled Infant and Nursery School. There is a requirement in the area for additional places to meet the future demand associated with "30 hours free childcare" as per the evidence presented in the Kirklees Childcare Sufficiency Assessment 2016.

As the proposal is for a technical closure linked to the establishment of identical replacement early years provision the impact on children and families 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 beyond that which is contained in the Kirklees Childcare Sufficiency Assessment 2016.

Outside the scope of these proposals a number of options are being explored about how best to meet the evidence of future demand for early years and childcare places in the area.

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 - Not applicable to these proposals

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) The number of denominational places would remain the same as the Infant School and Junior school are both Church of England Schools.

The schools are well supported by local families. Numbers of pupils on roll have remained stable at or near capacity and are projected to stay at this level in the immediate future. Almost all pupils transfer directly from the infant school to the junior school at the start of Year 3 and so there should be no direct impact on parental choice. No comments were received in consultation referring to any concerns about the denominational nature of the proposed new school.

It is proposed that the closure of Honley Church of England Voluntary Controlled Infant and Nursery school and Honley Church of England Voluntary Controlled Junior School would be linked to the establishment of the proposed new all-through Church of England Voluntary Controlled primary school, with nursery provision. Early years and key stage one would remain on the same site. Denominational provision for infant and junior school age pupils in the area would be maintained and there should be no impact on parental choice. 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. Church of England Diocese of Leeds 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. It would ensure equality of opportunity and work to remove any barrier to success. Leeds Diocesan Board of Education within the Church of England Diocese of Leeds and Kirklees Council believe that combining the ethos and values of the school and the other 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.

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

(65) The proposed new all-through Church of England voluntary controlled primary school for pupils aged 3-11 years with nursery 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.

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**

(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:

<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

<p>OTHER POINTS ON TRUST PROPOSALS 71 Not applicable to these proposals</p> <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

<p>GENERAL POINT ON REMOVING A TRUST 72 Not applicable to these proposals</p> <p>(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.</p>
REPRESENTATIONS

OFFICER COMMENT
RATIONALE FOR THE PROPOSALS Not applicable to these proposals

SUITABILITY OF PARTNERS 73/74 Not applicable to these proposals
<p>(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:</p> <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). <p>(74)The following sources may provide information on the history of potential Trust partners (N/A)</p>

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
<p>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.</p> <p>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.</p>
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
<p>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.</p>
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

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Name of meeting: Cabinet
Date: 4th April 2017
Title of report: Preparing for “30 hours free childcare” for working parents

Purpose of report

The report will provide an update on the preparations to meet the demand for “30 hours free childcare” from September 2017 and seeks approval for a capital scheme to meet future demand in Holme Valley North.

Key Decision - 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
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Director</u> & name Is it also signed off by the Assistant Director for Financial Management, IT, Risk and Performance? Is it also signed off by the Assistant Director (Legal Governance and Monitoring)?	Gill Ellis, Director for Children’s Services, 24 th March 2017 and Naz Parkar, Director of Place 24 th March 2017 Debbie Hogg (Philip Deighton)– Assistant Director Resources – Financial, Risk, IT and Performance - 23 rd March 2017 Julie Muscroft (John Chapman)–Assistant Director - Legal, Governance and Monitoring – 23 rd March 2017
Cabinet member portfolio	Cllr Graham Turner - Asset Strategy, Resources and Creative Kirklees (Arts), Cllr Masood Ahmed, Community Cohesion and Schools

Electoral wards affected: All

Ward councillors consulted: Cllr Charles Greaves, Cllr Edgar Holroyd-Doveton, Cllr Terry Lyons (reference the proposed capital development in Holme Valley North)

Public or private: Public

1. Summary

- 1.1. This report outlines the new entitlement for working parents with children aged 3 and 4, not in full time education, will be eligible for 30 hours free childcare from September 2017. This will introduce additional demand for childcare services and additional investment into Kirklees. Local authorities have a statutory duty to ensure there are sufficient childcare places available (basic need). Kirklees Council helps the local childcare market manage itself, however interventions are sometimes required on a graduated basis.
- 1.2. In May 2016 providers were offered the opportunity to express an interest in expanding their provision to meet the future demand associated with “30 hours free childcare”.
- 1.3. As a result of this exercise Holme Valley North was identified as an area requiring a capital solution to meet a basic need for places. This report therefore proposes the allocation of capital grant funding for the provision of a childcare facility on the site of Honley CE (VC) Junior School.

2. Information required to take a decision

(a) Statutory duty to ensure sufficient early education and childcare

- 2.1 The duty for local authorities to ensure there are sufficient early education and childcare places was introduced in the Childcare Act 2006.
- 2.2 Kirklees Childcare Sufficiency Assessments have been published on an annual basis since they became a statutory duty under the Childcare Act 2006. The Childcare Sufficiency Assessment (CSA) is a detailed study into the supply and demand of childcare within Kirklees and is a vital tool to share information with the public, elected members and the childcare market itself.
- 2.3 The CSA also provides the evidence base to justify interventions required to help the council meet its statutory duty to ensure there are sufficient childcare places available in Kirklees in the right places at the right times. Childcare includes free early education and care as well as childcare services paid for by parents of children aged 0 to 19 years.

(b) Childcare market

- 2.4 In Kirklees there are 828 registered providers of early education and childcare, comprising 180 groupcare settings (152 full day / 28 part day); 77 schools with nursery classes; 346 home based providers; 83 out of schools clubs (private and voluntary sector), 68 out of school clubs (operated by schools); 6 nursery units of independent schools and 68 holiday schemes.

(c) Kirklees strategy to ensure sufficient places

- 2.5 The Kirklees Early Learning and Childcare strategy includes a Kirklees Childcare Market Management and Commissioning Framework which has been used effectively for a number of years to ensure there are sufficient early education and childcare places. The key principle of the framework is to support the childcare market to manage itself. If intervention is required a graduated approach is taken with low cost minimal intervention in the first instance and only resorting to higher levels of intervention where there is the risk of market failure.

(d) 30 hours free childcare policy

2.6 [The Childcare Act 2016](#) places a statutory duty on local authorities to secure the availability of 30 hours of free childcare for eligible parents of 3 and 4 year olds. The “30 hours free childcare for eligible 3 and 4 year olds consists of the existing universally offer of 15 hours of early education and care plus a new 15 extra hours of childcare from September 2017. Families will be eligible for the extra 15 hours where:

- Both parents are working (or the sole parent is working in a lone parent family)
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage or national living wage
- Each parent earns less than £100,000 per year

It is important to note that the entitlement for “30 hours” is for 38 weeks a year. Whilst there will be opportunities to stretch the entitlement this will result in less hours per week (e.g. approximately 22.5 hours per week over 50 weeks).

The introduction of “30 hours” is likely to have the biggest influence on future demand in the Kirklees childcare market over the next few years.

As well as families that are currently eligible, the introduction of this offer is likely to facilitate a change in the working arrangements of many families.

- 2.7 The introduction of “30 hours” will bring additional revenue into the Kirklees childcare market. An early estimate of £7 million per year will be required to fund this policy in Kirklees which will be provided by the government via the Dedicated Schools grant. However, not all of this investment will create new revenue for the market. Some of the investment will replace the childcare element of working tax credits and some will replace existing fees paid by parents (in effect saving families money).
- 2.8 There will be a similar position with regard to the requirement for new childcare places. Parents who are already paying for childcare will be able to benefit from the saving on fees and no additional childcare places will be required. However, other eligible parents could choose to pay for extra hours or may move from informal childcare arrangements to formal childcare which will create new demand for childcare places.

(e) Ensuring sufficient places for 30 hours

- 2.9 An expansion of the number of available places will therefore be required before September 2017. There will be opportunities for many providers but there may also be a threat to other less flexible providers who cannot adapt to the changing demand. Engagement with childcare providers from all sectors of the market about this policy commenced in summer 2015 and is still ongoing.
- 2.10 A time limited 30 hours free childcare reference group has been established with representation from all sectors of the Kirklees childcare market. This group will carry a key consultative role and help support officers to continue to engage with and work with the Kirklees childcare market.
- 2.11 Early estimates of demand in Kirklees at a ward level were reported in the Kirklees Childcare Sufficiency Assessment 2015. A similar methodology, which incorporates refinements to reflect the confirmed eligibility criteria, was published in the [Kirklees Childcare Sufficiency Assessment 2016](#) in December 2016.

In May 2016 providers were offered the opportunity to express an interest in expanding their provision to meet the future demand associated with “30 hours free childcare”. Expressions of Interest (EOI) had to state one of three categories:

1. **No cost / low cost** (to public funds) – where no funding is required or a provider is self-funding an expansion and wants to share their plan to ensure support was not given to another local provider where it was not required (ensuring the council only intervenes in the childcare market where it needs to and protecting providers investments)
2. **Some help required**
3. **Capital investment required**

The invitation to express an interest made clear that priority would be given to category 1 EOIs and that category 3 EOIs would only be considered as a last resort.

(f) Grant scheme for small scale expansion

- 2.12 Work has already been undertaken to confirm the feasibility of a number of no cost or low cost expressions of interest in categories 1 and 2. This work has demonstrated that the majority of the new places required can be provided without the need for capital investment.
- 2.13 Delegated cabinet authority was approved following a [Cabinet Report](#) dated 17th June 2013 to use small grant schemes to support the Kirklees Childcare Market Development Framework. The 30 hours free childcare reference group will be consulted about the grant criteria to support expansion where required and decisions about small grants will be made using the existing delegated authority.
- 2.14 As the expansion of places relates directly to free early learning and childcare entitlement, resources held in the Early Years Block of the ring fenced Dedicated School Grant can be used, where required, to fund the small grant scheme.

(g) Proposed capital scheme to meet future demand in Holme Valley North

- 2.15 The government launched an opportunity for local authorities to bid for capital funding to help ensure sufficient places to meet the new demand for 30 hours free childcare. Local authorities were required to supply evidence to meet the published criteria:
- a named childcare provider with an Ofsted inspection track record
 - evidence the project could be completed by August 2017
 - evidence that 25% of the total project cost can be funded from alternative sources
 - evidence of localised sufficiency (basic need)
 - evidence of outcomes (number of high quality places and project delivery)
 - evidence to support a value for money assessment

The bidding process opened on 21st June 2016 and closed on 31st August 2016.

- 2.16 When the capital funding bid opportunity was launched, Holme Valley North was the only ward in Kirklees where there were insufficient expressions of interest under categories 1 and 2 from childcare providers to expand places to meet estimated future demand.

Holme Valley North consists mainly of 3 villages: Meltham, Honley and Brockholes. An indication of likely demand spread between the 3 villages was established using the number of families likely to be eligible at Lower Super Output Area level. The results are as follows:

Area	Meltham	Honley	Brockholes
Likely spread of demand for 30 hours free childcare	48%	42%	10%

Current group based provision in the ward is centred in Meltham with 5 providers. There is one provider in Brockholes and two providers outside population centres (one well placed on a commuter route). The only group based provision in the centre of Honley is the nursery class at Honley CE(VC) Infant and Nursery School. Ten childminders are distributed proportionally across the ward.

The evidence of need in the ward and localised evidence of need in Honley to balance the spread of provision across the ward, has led to a focus for a solution located in Honley village.

- 2.17 An asset review was undertaken to identify any potential sites that would be suitable for the development in the Honley area. Several sites were discounted due to distance from the existing school and nursery provision and capacity issues. Therefore, the most viable option of locating an off-site construction unit within the grounds of Honley CE (VC) Junior School was chosen for the capital funding bid.

In accordance with the capital funding criteria Honley CE(VC) Infant and Nursery School (Judged 'outstanding' by Ofsted) was named as the partner childcare provider. A bid was placed in the time frame for a new facility at the entrance to Honley CE (VC) Junior School on the plot of the former caretaker's house, now demolished. The plot is large enough to provide the necessary accommodation and places required with associated external play space and being located adjacent to the main entrance will not hinder the existing junior school.

The capital scheme will include a new off-site construction unit of approximately 185m² with an entrance ramp and steps. A fenced external play area will be provided at a similar size to the gross internal area. Three drop-off bays and a new footpath will be provided by moving the position of an existing boundary wall. An illustration of the proposed scheme is attached in appendix 1.

The infant school and junior school sites are within a very short walking distance from each other (less than 300 metres apart). Proposals are presented to this same cabinet meeting to bring the two schools together into a single, all through primary school.

(h) Capital funding

- 2.18 The estimated cost of this solution is £556,365. A capital grant application for £339,821 was submitted to the Department for Education (DfE) on 31st August 2016, leaving a balance of £226,544. The approved bid is conditional on the balance being funded by the Council.

The 2016/17 Capital Plan contains provision for Early Years Capital for Two Year Olds of £227K funded from Government Grant. In accordance with the Budget agreed by Council on 15th February 2017 this will automatically be rolled forward into 2017/18. It is proposed to allocate the remainder of this capital budget to this scheme.

This contribution will help to meet the basic need for 8 new places for two year olds (based on evidence of local demand) and the 25% contribution towards 32 new 30 hour places for three and four year olds as required by the capital funding criteria.

Submission of this bid was supported by the Assistant Director Strategic Investment Group in August 2016.

In January 2017 the DfE approved the Council's application for capital funding and subsequently the £339,821 was received in February 2017.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

The foundation years (pregnancy to age five) are critical to children's life chances. Research shows the importance of high quality early education in supporting children's development. Most children who are developing well at the end of the Foundation Stage go on to do well in school and later life, and children who fall into the lowest achieving 20% at the age of five are six times more likely to be in the lowest 20% at age seven.

Opportunities to support the whole family can be created where families have two year olds eligible for free early education. For example, free early education experiences for the child alongside an enabler for a non-working parents to undertake training or seek employment.

3.2 Economic Resilience (ER)

The provision of high quality early learning and childcare provision supports the start of a child's lifelong learning journey leading towards the gaining of skills for employment which contributes to the local economy. Early learning and childcare also supports parents to work and therefore make their contribution towards the local economy.

3.3 Improving outcomes for Children

The provision of high quality early learning and childcare provision improves child development and school readiness and leads to improved outcomes at age 5, in later childhood and adulthood:

"Children who have accessed high quality early education benefitted from this throughout their school life, this positive impact includes better GCSE results and increased earning potential." [Department for Education EPPSE Study](#)

Combining the economic benefits associated with employment opportunities and the early intervention benefits associated with early education and social mobility, the provision of early learning and childcare contributes to the reduction of poverty and disadvantage both in the long and the short term.

The proposals provide the opportunity to build on the existing outstanding practice at Honley Infant and Nursery School and meet the future needs of local community.

3.4 Reducing demand of services

The foundation years provide the earliest opportunity for early intervention and prevention which contributes to reducing demand for services as children grow older. This is particularly relevant for the children and families targeted by the free early education offer for eligible 2 year olds and children with special educational needs and disabilities.

3.5 Legal, financial, human resources (HR) and other resource implications

The Capital cost of this scheme will be 100% funded from Government Grant.

There is a capital cost of £226,544 to the council using an allocation in the capital plan identified for early learning and childcare places for two year olds. This capital was allocated for the purpose of ensuring sufficient places for two year old by the Department for Education but is not ring fenced. This will use all the available capital allocated for 2 year old places. Without this investment the project could not be delivered and the £339,821 from the capital bid would need to be returned to the Department for Education.

The council will not directly deliver this service so there are no revenue implications from this perspective.

New staff associated with the childcare service will be engaged by the voluntary controlled school and will therefore technically be employed by the council. However the school will be accountable for the staffing budget.

4. Consultees and their opinions

Assistant Director Strategic Investment Group
Regular engagement with providers and provider representatives
Department for Education / Education Funding Agency - capital application
Governing body of Honley CE(VC) Infant and Nursery School
Governing body of Honley CE(VC) Junior School
The Church of England Diocese of Leeds

There is general support for the proposals.

5. Next steps

- 5.1 Continue the work to ensure there are sufficient childcare places available by:
 - a. Monitoring the supply and demand for childcare places
 - b. Continuing to engage with the childcare market
 - c. Use of the existing small grants scheme to support the creation of places where required
- 5.2 Subject to the proposals in this report being approved officers will continue to procure and deliver the off-site construction unit within the grounds of Honley CE (VC) Junior School.
- 5.3 Raise awareness of the new entitlement with parents and partner organisations who come into contact with parents, highlighting the benefits enabled by “30 hours”:
 - a. Economic benefits through supporting work
 - b. Early intervention benefits through providing the best start in life for children

6. Officer recommendations and reasons

Members are requested:-

- 6.1. To take note of the work undertaken to ensure there are sufficient childcare places available in Kirklees to meet future demand using the existing childcare market management framework.

- 6.2 To note the £339k grant received in relation to the Honley childcare capital scheme outlined at para 2.17 above along with the allocation of £227K from the 2016/17 Early Years Capital budget.
- 6.3 To authorise officers to procure and deliver the capital scheme outlined at para 2.17 above.

7. Cabinet portfolio holder's recommendations

Joint Portfolio holders considered this report on 20th March 2017 and support the work underway to prepare for "30 hours" free childcare. Joint Portfolio holders are also supportive of the proposal for capital investment to create a new childcare facility in Honley to help ensure there are sufficient places available for parents.

8. Contact officer

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9. Background Papers and History of Decisions

[Cabinet Report](#)

17/06/13 – This report provided an agreed Kirklees childcare market management framework

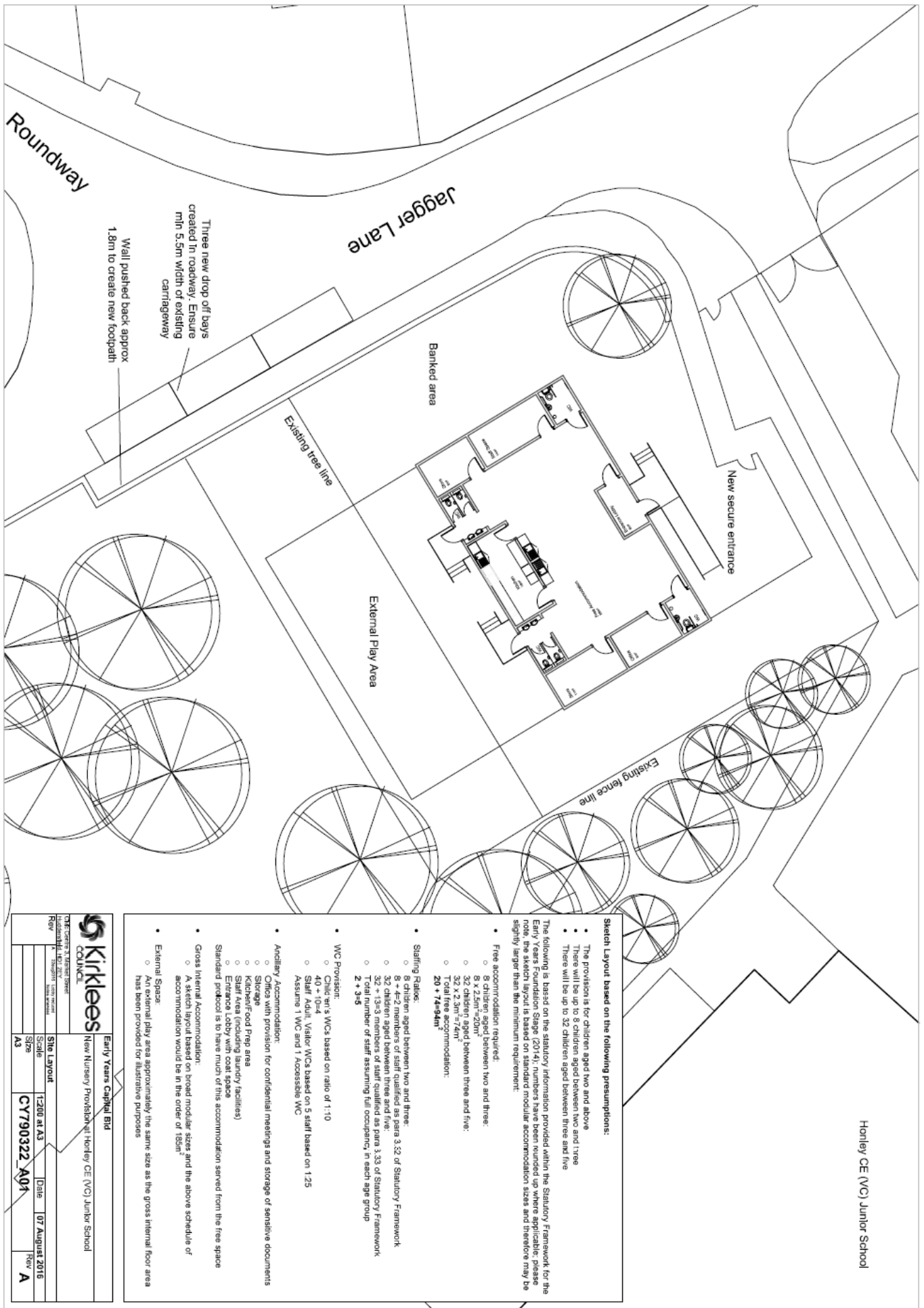
[The Childcare Act 2016](#) – extended the childcare sufficiency duties of local authorities to secure 30 hours free childcare available for working parents from September 2017

[Kirklees Childcare sufficiency Assessment 2016](#) provides the market intelligence to inform decision making

10. Assistant Director responsible

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Appendix 1 – Illustrative plan of the capital scheme used for the capital bid



Holley CE (VC) Junior School

Kirklees
COUNCIL

Early Years Capital Bid
New Nursery Provision at Holley CE (VC) Junior School

THE SCHEMES TEAM SHEET	DATE: 07 August 2016
REVISIONS	REV: A
Scale	A3
Site Layout	CY790322_A01

