

Public Document Pack

Kirklees Council



Council Chamber - Town Hall, Huddersfield

Tuesday 9 January 2018

Dear Member

The Council will meet on Wednesday 17 January 2018 at 5.30 pm at Council Chamber - Town Hall, Huddersfield.

This meeting will be webcast live and will be available to view via the Council's website.

The following matters will be debated:

Pages

1: Announcements by the Mayor and Chief Executive

To receive any announcements from the Mayor and Chief Executive.

2: Apologies for absence

Group Business Managers to submit any apologies for absence.

3: Minutes of Previous Meeting

To agree and authorise the Mayor to sign as a correct record the Minutes of Council held on 13 December 2017.

1 - 10

4: Declaration of Interests

11 - 12

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

5: Petitions (From Members of the Council)

To receive any Petitions from Members of the Council in accordance with Council Procedure Rule 9.

6: Deputations & Petitions (From Members of the Public)

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.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

7: Public Question Time

The Committee will hear any questions from the general public.

8: West Yorkshire Combined Authority - Minutes

13 - 24

To receive the Minutes of the Meeting of the West Yorkshire Combined Authority held on 5 October 2017.

9: Calculation of Council Taxbase 2018/2019 (Reference from Cabinet)

25 - 36

To consider the report.

Contact: Steve Bird, Welfare and Exchequer Services

10: Written Questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons

To receive written questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons in accordance with Council Procedure Rule 12/12(1).

The schedule of written questions will be tabled at the meeting.

11: Key Discussion - Kirklees Neighbourhood Housing/Kirklees Active Leisure

37 - 56

Council will receive presentation updates on the Council's arms-length management arrangements for (i) Kirklees Neighbourhood Housing and (ii) Kirklees Active Leisure, prior to the Key Discussion debate.

(Under the provision of Council Procedure Rule 5(5), the Key Discussion shall commence no later than 7.00pm. Council Procedure Rule 18 (23) permits a maximum of 60 minutes for this item).

12: Motion submitted in accordance with Council Procedure Rule 14 as to Care Leavers Council Tax Exemption

To consider the following Motion in the names of Councillors N Turner, A Pinnock, Burke, Marchington, Lawson, Eastwood and Wilkinson.

This Council notes that:

- 1) Last year, a number of young people (aged 16 or over) left the care of Kirklees local authority and began the difficult transition into adulthood;
- 2) The recent Ofsted report on the authority's Children's Services identified the experiences and progress of care leavers as requiring improvement and recommended proactive support;
- 3) A 2016 report by The Children's Society found that when care leavers move into independent accommodation, they begin to manage their own budget fully for the first time. The report showed that care leavers can find this extremely challenging and with no family to support them and insufficient financial education, are falling into debt and financial difficulty;
- 4) Research from The Centre for Social Justice found that over half (57%) of young people leaving care have difficulty managing their money and avoiding debt when leaving care;

- 5) The local authority has a duty of care to care leavers.

This Council believes that:

- 1) Care leavers need support to make their transition from care to adult life as smooth as possible and to reduce the chance of falling into debt as they begin to manage their own finances;
- 2) Care leavers are a particularly vulnerable group for Council Tax debt.

This Council, therefore, resolves:

- 1) To investigate options to exempt care leavers from Council Tax until they are 25;
 - 2) To report back to Council in time for budget setting for 2018/19.
-

13: Motion submitted in accordance with Council Procedure Rule 14 as to address Public Sector Pay

To consider the following Motion in the names of Councillors N Turner, A Pinnock, Burke, Marchington, Lawson, Eastwood and Wilkinson.

This Council notes:

- 1) In September 2017, the government announced that the 1% public sector pay cap would be lifted, which was confirmed in the Autumn Budget, with ministers given 'flexibility' about pay awards;
- 2) There was an announcement that police and probation officers would receive a small pay rise last year, although the pay increase will be met through existing departmental budgets;
- 3) In England, many public sector workforces are covered by independent Pay Review Bodies. In spring and summer 2018, Secretaries of State will consider the recommendations of Pay Review Bodies and will make final decisions on pay awards;
- 4) Pay bodies will take recruitment and retention difficulties into account when recommending pay increases and negotiations around pay rises will be partly linked to productivity improvements;
- 5) There has been no government announcement confirming pay rise increases for all public sector workers and there has been no allocation of specific funding to raise pay;
- 6) Public sector earnings have fallen by 4% in real terms since 2009-10 according to the Institute for Fiscal Studies, while an Office of Budget Responsibility forecast shows that the average annual wage will be £1,000 lower in 2020 than predicted at the 2017 March Budget;

7) That the Consumer Prices Index (CPI) was 3.1% in November 2017.

This Council believes:

- 1) That the continuation of the public sector pay restraint is having an unreasonable effect on the living standards of many public sector staff, and is also affecting recruitment and retention across the public sector. Holding down pay has become the default position for making efficiencies, while workforce issues are being neglected;
- 2) Rising inflation shows how urgent it is to address the sense of unfairness around pay restraint, with public sector workers effectively receiving real-term pay cuts. The 2017 Autumn Budget has failed to deliver any substantial improvements for public sector workers;
- 3) The government's current approach in relation to public sector pay is unfair and counter-productive, because:
 - it is not sustainable;
 - it is resulting in staff recruitment and retention issues;
 - resources are being used to alleviate the issues resulting from recruitment and retention challenges, which includes millions of pounds being spent by schools and NHS trusts every month to pay for job adverts. Declining staff numbers are driving increased use of agency staff to plug the gaps at a significant cost;
- 4) Higher wages among public sector workers would lead to increased spending, additional tax revenues and benefits savings, with a significant portion of funding required to lift the cap returned to the Treasury;
- 5) The benefits of increasing public sector pay and the multiplier effect could be huge for the economy.

This Council, therefore, agrees that:

The Chief Executive should write to the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government to request that:

- The recommendations of Pay Review Bodies and the results of negotiations with employers are implemented; and
- Subsequent pay increases be fully funded via the central government settlement, not through existing departmental budgets, which could result in further cuts to public services

14: Motion submitted in accordance with Council Procedure Rule 14 as to Access to NHS Dentistry in Kirklees

To consider the following Motion in the names of Councillors N Turner, A Pinnock, Burke, Marchington, Lawson, Eastwood and Wilkinson.

This Council notes:

- There is an emerging crisis in dental care in England, with 48% of dental practices not accepting new adult patients and 40% not accepting new child patients on the NHS;
- According to Public Health England, just over £3bn is spent each year on providing NHS dental care, which represents 3% of the total NHS budget in England;
- The issue of lack of access to NHS dentistry is conspicuous across West Yorkshire. In Kirklees, it is estimated that 96% of dental surgeries will not take on new NHS patients;
- The NHS Choices website, which lists dentists and provides details of those accepting new NHS patients. In the Huddersfield/valley area there is only 1 dentist practice accepting new NHS patients, but in many other areas of Kirklees, including Cleckheaton, Dewsbury, Mirfield and Denby Dale, no provision is available. Significant numbers of residents are struggling to find NHS dentists for routine NHS treatment;
- The disparity and unequal access to NHS dentists across Kirklees, with NHS dental spending considerably less in North Kirklees. For instance, in 2015, NHS dental spending in Greenhead ward was an estimated 14 times higher than in Dewsbury West. The charity, Dentaid, provided a mobile dental unit and offered free treatment at several locations in North Kirklees earlier this year;
- In March 2017, NHS Digital revealed that 1 in 3 children in Kirklees have not seen an NHS dentist in the past 12 months, while approximately 29% of 5-year-olds in Kirklees have decayed, filled or missing teeth;
- The work being undertaken by patients' rights charity, Healthwatch Kirklees and the West Yorkshire Local Dental Network, in undertaking research and working on ways to improve access to local dental services;
- NHS England North has implemented a pilot access project within Kirklees and Bradford, while an Access Strategy Group will consider access to NHS dental services across Yorkshire and Humber, to prioritise areas of highest need of additional services and to maximise current provision.

This Council believes:

- Dental health is essential to the wellbeing of local people. However, a shortfall of NHS dentists is resulting in many Kirklees residents being unable to access treatment, forcing some to use A&E;
- Many people are unable to afford private care. Everyone

should be able to access good-quality NHS dental services and should not be forced to travel for care;

- The figures around lack of access to NHS dentists across Kirklees and elsewhere in the country are not inevitable; rather, they are a consequence of ministers trying to keep costs down. The system for funding NHS dentistry is not working;
- There is a lack of information available to patients in Kirklees and elsewhere about the availability of NHS dentists;
- The lack of dentists accepting new NHS patients is symptomatic of a wider failure to provide adequate facilities and infrastructure in Kirklees at the same time as more houses are being built and the population is increasing;
- The current NHS dental contract in England is not based on need and accessibility and is not fit-for-purpose. The current dental contract sets quotas on patient numbers and does not enable dentists to take on more NHS patients. The contract is bad for dentists and for patients – in Kirklees and across the country.

This Council resolves:

- To call on the Department of Health to undertake an urgent and comprehensive review of dentistry across West Yorkshire and Kirklees and to address the widening inequalities in provision;
 - To call on the Department of Health to review and reform the NHS dental contract system, so that it is predicated on the need to change the focus of dental service provision with a focus on prevention and patient demand.
-

15: Motion submitted in accordance with Council Procedure Rule 14 as to Housing in Kirklees

To consider the following Motion in the names of Councillors N Turner, A Pinnock, Burke, Marchington, Lawson, Eastwood and Wilkinson.

This Council notes:

- The high demand from people seeking social housing for rent in Kirklees;
- The continuing decline in the availability of social housing for rent as a result of the Right to Buy;
- The stated, urgent need for more specialist housing for older and disabled people, as described by the Cabinet member for social care.

This Council, therefore, resolves:

To request that Cabinet prioritise the use of council-owned land,

already allocated for housing in the Local Plan and UDP, to meet these known needs. This can be done by offering these sites to specialist housing developers in partnership with the Council on a first refusal basis.

By Order of the Council

A handwritten signature in black ink, appearing to read "J. Geelman". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Chief Executive

Contact Officer: Andrea Woodside

COUNCIL

KIRKLEES COUNCIL

**At the Meeting of the Council of the Borough of Kirklees held at
Council Chamber - Town Hall, Huddersfield on Wednesday 13 December 2017**

PRESENT

The Mayor (Councillor Christine Iredale) in the Chair

COUNCILLORS

Councillor Masood Ahmed	Councillor Mahmood Akhtar
Councillor Karen Allison	Councillor Bill Armer
Councillor Gulfam Asif	Councillor Donna Bellamy
Councillor Martyn Bolt	Councillor Cahal Burke
Councillor Jean Calvert	Councillor Andrew Cooper
Councillor Jim Dodds	Councillor Richard Eastwood
Councillor Eric Firth	Councillor Donald Firth
Councillor David Hall	Councillor Steve Hall
Councillor Lisa Holmes	Councillor Erin Hill
Councillor Edgar Holroyd-Doveton	Councillor James Homewood
Councillor Judith Hughes	Councillor Mumtaz Hussain
Councillor Paul Kane	Councillor Manisha Roma Kaushik
Councillor Viv Kendrick	Councillor Musarrat Khan
Councillor John Lawson	Councillor Vivien Lees-Hamilton
Councillor Robert Light	Councillor Gwen Lowe
Councillor Terry Lyons	Councillor Andrew Marchington
Councillor Naheed Mather	Councillor Peter McBride
Councillor Bernard McGuin	Councillor Darren O'Donovan
Councillor Marielle O'Neill	Councillor Andrew Palfreeman
Councillor Shabir Pandor	Councillor Nigel Patrick
Councillor Carole Pattison	Councillor Amanda Pinnock
Councillor Andrew Pinnock	Councillor Kath Pinnock
Councillor Hilary Richards	Councillor Cathy Scott
Councillor Ken Sims	Councillor Elizabeth Smaje
Councillor Richard Smith	Councillor Mohan Sokhal
Councillor Julie Stewart-Turner	Councillor John Taylor
Councillor Kath Taylor	Councillor Graham Turner
Councillor Nicola Turner	Councillor Sheikh Ullah
Councillor Rob Walker	Councillor Michael Watson
Councillor Gemma Wilson	Councillor Linda Wilkinson
Councillor Habiban Zaman	

101 Announcements by the Mayor and Chief Executive

The Mayor announced that the Council had received an award at the Annual Meeting of the Association of Democratic Services Officers in recognition of its work on the Democracy Commission. The award was presented to the meeting by Councillor Marchington.

In respect of Agenda Item 9 (Changes to Procedures for the Dismissal of Statutory Officers), the Chief Executive declared an interest on behalf of herself and the Service Director – Legal, Governance and Commissioning (Minute No. 109 refers).

102 Apologies for absence

Apologies for absence were received on behalf of Councillors Dad, Grainger-Mead, Greaves, Loonat, Pervaiz, Sheard and Sarwar.

103 Minutes of Previous Meeting

RESOLVED - That the minutes of the meeting held on 15 November 2017 be approved as a correct record.

104 Declaration of Interests

Councillors N Turner, Lowe, Marchington, D Hall, Smith, Scott, O'Donovan, Hill, Pandor, Khan and A U Pinnock declared an 'other' interest in Agenda Item 19 on the grounds that either they, or a family member, were employed within the public sector (Minute No. 119 refers).

Councillor Pandor declared an 'other' interest in Agenda Item 10 on the grounds that he may have family members affected by the Council Tax Reduction Scheme (Minute No 110 refers).

105 Petitions (From Members Of The Council)

Councillor Marchington presented a petition on behalf of residents of Golcar, Longwood and Milnsbridge requesting that the Council reconsiders the decision to remove the play area and litter bins from the Rufford Road Playing Field, Golcar.

106 Deputations/Petitions (From Members Of The Public)

Debby Fulgoni submitted a petition which requested that the Council save the Cemetery Road allotments by rejecting any proposed development of the site and preserving Huddersfield's natural heritage.

107 Public Question Time

No questions were asked.

108 Amendment to Councillors Allowances Scheme (Reference from Corporate Governance and Audit Committee)

It was moved by Councillor Richards, seconded by Councillor Stewart-Turner, and

RESOLVED - That approval be given to the changes to the Councillor's Allowances Scheme, as set out at Appendix 1 of the considered report.

109 Changes to Procedures for Dismissal of Statutory Officers (Reference from Corporate Governance and Audit Committee)

It was moved by Councillor Richards, seconded by Councillor Stewart-Turner, and

RESOLVED –

- 1) That Option A, as detailed within the considered report, be approved.
- 2) That the terms of reference and composition of the Committee, as set out at Appendix B of the considered report, be approved.
- 3) That approval be given to the amendments to the Officer Employment Procedure, as set out at Appendix C of the considered report.
- 4) That authority be delegated to the Head of Legal Services to make amendments to the Constitution to reflect these changes.

110 Review of Council Tax Reduction Scheme (Reference from Cabinet)

It was moved by Councillor G Turner, seconded by Councillor Pandor, and

RESOLVED –

- 1) That Options 4 and 6, as detailed within the considered report, be approved.
- 2) That authority be delegated to the Service Director (Finance, IT and Transactional Services) to approve the taxbase as a result of changes to the scheme, and that the impact be incorporated into the budget report to be submitted to Council on 14 February 2018.

111 Half Yearly Treasury Management Report (Reference from Cabinet)

It was moved by Councillor G Turner, seconded by Councillor Pandor, and

RESOLVED –

- 1) That the half-year treasury management performance on 2017-2018 be noted.
- 2) That approval be given to the 'opt-up' application to professional client status as part of the Markets in Financial Instruments Directive in order for the Council to continue to be able to access the widest range of instruments in line with approved strategy, from January 2018.
- 3) That approval be given to the changes as set out in Appendix 6 of the report regarding current Treasury Management Practices wording and the substitution of Director of Resources with Chief Finance Officer.
- 4) That it be noted that the CIPFA consultation on the current treasury management and prudential codes and that any revisions will be incorporated as appropriate into the forthcoming Treasury Management Strategy 2018/2019.
- 5) That approval be given to the 'liquidity risk' Management Strategy and approach in relation to the Council and Kirklees Neighbourhood Housing.

112 Written Questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons

(During the consideration of this item it was moved by Councillor Bolt, seconded by Councillor J Taylor, and resolved that Council Procedure Rule 12(7) be suspended to enable all submitted written questions to be received).

Council received the following written questions in accordance with the Council Procedure Rule 12(12)(1):

(1) Question by Councillor Cooper to The Cabinet Member for Corporate (Councillor Khan)

“When will the play area that the Council has removed between Manor Rise and Manor Street, Newsome, be replaced?”

The Cabinet Member replied thereto.

(2) Question by Councillor Cooper to The Cabinet Member for Corporate (Councillor Khan)

“Why did the report on the changes to Bereavement Services charges go forward to the Cabinet meeting in September?”

The Cabinet Member replied thereto.

(3) Question by Councillor Cooper to The Cabinet Member for Corporate (Councillor Khan)

“Given the predictable nature of the responses to the engagement exercise on Bereavement Charges how and when will the Council respond?”

The Cabinet Member replied thereto.

(4) Question Councillor Cooper to The Cabinet Member for Economy (Councillor Mather)

“What action has the Council taken to implement the recommendations of the motion on flying lanterns passed by Full Council on 2 September 2015?”

The Cabinet Member replied thereto.

(5) Question by Councillor Cooper to The Deputy Leader of the Council (Councillor Pandor)

“We understand that you will be leading for the Cabinet on the Kirklees Budget.

Can you detail for us your priorities in the Budget Setting Process?”

The Deputy Leader replied thereto.

(6) Question by Councillor Cooper to The Cabinet Members for Economy (Councillors Mather /McBride)

“When will Cabinet consider the Passivhaus report referred from Policy Committee several months ago?”

The Cabinet Member replied thereto.

(7) Question by Councillor Burke to The Cabinet Member for Economy (Councillor Mather)

“What proportion of plastic in Kirklees’ domestic waste is recycled?”

The Cabinet Member replied thereto.

(8) Question by Councillor Burke to The Cabinet Member for Children (Councillor Ahmed)

“The Kirklees population is estimated to be 461,500 by 2025, an increase of 27,200 people from 2015. What provision is being made for new schools and school places?”

The Cabinet Member replied thereto.

(9) Question by Councillor N Turner to The Cabinet Member for Corporate (Councillor Khan)

“In regard to gritting night patrols, please would the Cabinet member inform us as to how these patrols are carried out in particular with reference to vehicles used and exactly what equipment is used to measure the temperature?”

The Cabinet Member replied thereto.

(10) Question by Councillor N Turner to The Cabinet Member for Corporate (Councillor Khan)

“Please would the Cabinet member tell us how residents are to be informed about which bins are being collected on which days now that the Council is no longer providing a calendar?”

The Cabinet Member replied thereto.

(11) Question by Councillor N Turner to The Cabinet Member for Corporate (Councillor Khan)

“Please would the Cabinet Member tell me when I can expect the Speed Indicator Device in Outlane to be repaired/replaced?”

The Cabinet Member replied thereto.

(12) Question by Councillor Eastwood to The Cabinet Member for Corporate (Councillor G Turner)

“How much capital has the Council borrowed to invest in developments that are not related to land or buildings owned by the Council (for instance, the HD One hotel)?”

The Cabinet Member replied thereto.

(13) Question by Councillor N Turner to The Cabinet Member for Economy (Councillor Mather)

“How much fly-tipping has been recorded since the bulky waste collection became a paid for service?”

The Cabinet Member replied thereto.

(14) Question by Councillor A Pinnock to The Cabinet Member for Corporate (Councillor Khan)

“All Councillors have had emails from Messrs Badat of the Snowdon Street mosque in Batley about the rise in burial fees. How does the Cabinet Member respond to the questions posed by these emails?”

The Cabinet Member replied thereto.

(15) Question by Councillor McGuin to The Cabinet Member for Economy (Councillor Mather)

“Who is liable if a legal challenge is made to penalty notices given by Kingdom?”

The Cabinet Member replied thereto.

(16) Question by Councillor McGuin to The Cabinet Member for Economy (Councillor Mather)

“What lessons have been learnt from wrongly issued penalty notices given by Kingdom officers in the Mereside area in the Almondbury ward?”

The Cabinet Member replied thereto.

(17) Question by Councillor McGuin to The Cabinet Member for Economy (Councillor Mather)

“What % of a £75 penalty notice goes to Kirklees Council?”

The Cabinet Member replied thereto.

(18) Question by Councillor McGuin to The Cabinet Member for Economy (Councillor Mather)

“Research from Cumbria University shows that firms like Kingdom fail to change the behaviour of people and that there is no incentive for Kingdom, or others, to change behaviour because they rely on giving out penalty notices rather than advice. Do you agree?”

The Cabinet Member replied thereto.

(19) Question by Councillor Watson to The Cabinet Member for Corporate (Councillor Khan)

“When in 2017 are the last dates for Green and Grey bin collections in Carr Hill Road, Upper Cumberworth, and when are the first collections scheduled in 2018?”

The Cabinet Member replied thereto.

(20) Question by Councillor Watson to The Cabinet Member for Corporate (Councillor Khan)

“The Chairman of Dewsbury County Conservative Association recently wrote directly to the Secretary Of State for Communities and Local Government following concerns raised by local residents that the proposed increased charges for funeral services on a Friday afternoon might be considered discriminatory towards the Muslim Community.

Have the Council now revised its burial fee proposals in light of such concerns?”

The Cabinet Member replied thereto.

(21) Question by Councillor Watson to The Chair of Planning Sub Committee (Heavy Woollen Area) (Councillor Kane)

“Planning consent was granted some time ago for the development of circa 200 dwellings at Pilling Lane Scissett.

When was the long stop date for commencing the development in accordance with the planning Permission?

Did work commence on site before that date?

If so who took the decision that they were satisfied work had commenced?

Upon what evidence was this decision taken?

When was the decision taken?”

The Chair of Planning Sub Committee replied thereto.

(22) Question by Councillor Watson to The Chair of Planning Sub Committee (Heavy Woollen Area) (Councillor Kane)

“In relation to the aforementioned planning permission at Pilling Lane Scissett;

Was there a requirement for a Construction Management Plan to be agreed before works could commence on site?

If so when was it submitted?

If so when was it approved and by whom?”

The Chair of Planning Sub Committee replied thereto.

(23) Question by Councillor Watson to The Cabinet Member for Corporate (Councillor G Turner)

“I understand that the Council Cabinet acts as a trustee of the Scissett Baths Charity. In the past when the charity has disposed of assets the proceeds of sale have been accounted for through the accounts of the council. Have any such transactions passed through the accounts of the council in the last 12 months?”

The Cabinet Member replied thereto.

113 Minutes of Cabinet and Cabinet Committee Local Issues
The Minutes of Cabinet held on 22 August, 19 September, 17 October and 8 November 2017, and Cabinet Committee – Local Issues held on 20 September 2017, were received and noted.

114 Holding the Executive to Account
Council received Portfolio Holder updates from (a) The Cabinet Member for Adults and Public Health (Councillor Kendrick) and (b) The Cabinet Member Children's Services (Councillor Ahmed).

At the conclusion of the presentations, oral questions were put to the following Cabinet Portfolio Holders within the remaining time permitted for this item;

- (i) Adults and Public Health Portfolio
- (ii) Children's Portfolio
- (iii) Corporate Portfolio

115 Minutes of Other Committees
The undermentioned Minutes were received for information;

- (a) Appeals Panel – 29 September 2017, 2 November 2017 and 17 November 2017
- (b) Corporate Governance and Audit Committee – 15 September 2017
- (c) Corporate Parenting Board – 18 September 2017 and 18 July 2017
- (d) Licensing and Safety Committee – 18 July 2017
- (e) Overview and Scrutiny Management Committee – 18 September 2017
- (f) Personnel Committee – 19 September 2017
- (g) Strategic Planning Committee – 7 September 2017, 5 October 2017 and 2 November 2017

116 Oral Questions to Committee Chairs and Nominated Spokespersons of Joint Committees/External Bodies
Item not considered (due to time constraints).

117 Motion submitted in accordance with Council Procedure Rule 14 as to the the Government's review of the Electrification of the Transpennine Railway
Item not considered (due to time constraints).

118 Motion submitted in accordance with Council Procedure Rule 14 as to Clean Air for Kirklees
Item not considered (due to time constraints).

119 Motion submitted in accordance with Council Procedure Rule 14 to address removal of the 1% pay cap for all public sector workers
Item not considered (due to time constraints).

120 Motion submitted in accordance with Council Procedure Rule 14 as to Care Leavers Council Tax Exemption
Item not considered (due to time constraints).

This page is intentionally left blank

KIRKLEES COUNCIL				
COUNCIL/CABINET/COMMITTEE MEETINGS ETC				
DECLARATION OF INTERESTS				
Council				
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.



**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 5 OCTOBER 2017 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift (Deputy Chair)	Calderdale Council
Councillor Judith Blake CBE	Leeds City Council
Councillor Peter Box CBE	Wakefield Council
Councillor Andrew Carter CBE	Leeds City Council
Councillor Simon Cooke	Bradford Council
Roger Marsh OBE	Leeds City Region Enterprise Partnership
Councillor David Sheard	Kirklees Council
Councillor Nicola Turner	Kirklees Council

In attendance:

Councillor Keith Wakefield OBE	Chair, WYCA Transport Committee
Councillor Robert Light	Chair, WYCA Overview & Scrutiny Committee
Councillor Andrew Waller	City of York Council
Ben Still	WYCA
Angela Taylor	WYCA (minute 53 only)
Caroline Allen	WYCA
Ruth Chaplin	WYCA

42. Chair's Comments

The Chair advised that Councillor Andrew Waller will be replacing Councillor Keith Aspden as York's representative on the Authority with effect from 9 October 2017.

43. Apologies for Absence

Apologies for absence were received from Councillor Keith Aspden.

44. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

45. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

46. Minutes of the Meeting held on 3 August 2017

Resolved: That the minutes of the meeting held on 3 August 2017 be approved and signed by the Chair.

47. Capital Spending & Project Approvals

The Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through WYCA's Assurance Process in line with WYCA's Assurance Framework:

- A629 Phase 4 Halifax to Huddersfield Corridor Improvements
- Access Innovation Programme
- Strategic Business Growth Programme
- Beech Hill, Halifax
- Castleford Rail Station Gateway
- Energy Accelerator Programme
- Leeds District Heat Network
- Portfolio Information Management System

Details of the schemes were outlined in the submitted report. It was noted that the Portfolio Information Management System (PIMs) project had proceeded directly to WYCA due to the nature of the funding stream.

The Authority also considered the following two schemes which had exceptions reports assessed in line with WYCA's Assurance Framework:

- Leeds New Station Street
- Wakefield Eastern Relief Road

Members were advised that the Investment Committee had discussed the need to monitor the progress and development of projects and programmes and interim reports would be prepared for future meetings of the Committee.

Resolved:

- (i) In respect of the **A629 Phase 4 Halifax to Huddersfield Corridor Improvements** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the A629 phase 4 project proceeds through Decision Point 2 and work commences on Activity 3 (Outline Business Case).
- (b) That an indicative approval to the total project value of £30.000m is

given from the West Yorkshire plus Transport Fund with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).

- (c) That development costs of £0.570m are approved in order to progress the scheme to Decision Point 3 (Outline Business Case), taking the total project approval to £0.645m.
- (d) That WYCA enter into a Funding Agreement with Calderdale Council for expenditure of up to £0.570m from the West Yorkshire plus Transport Fund.
- (e) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Points 4 and 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(ii) In respect of the **Access Innovation Programme** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Access Innovation Programme proceeds through Decision Point 2 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to WYCA's contribution of £4.750m (which will be funded through £0.485m from the Local Growth Fund (LGF) Access to Capital Grants programme fund and £4.265m from the European Regional Development Fund ERDF)) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iii) In respect of the **Strategic Business Growth Programme** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Strategic Business Growth Programme proceeds through Decision Point 2 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to WYCA's contribution of £3.146m (which will be funded through £2.156m from the ESIF Grant and £0.990m from the WYCA Capital Grants Fund) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iv) In respect of **Beech Hill, Halifax** –

That following a recommendation from Investment Committee, WYCA approves:

- (a) That the Beech Hill project proceeds through Decision Point 2 and work commences on Activity 4 (Full Business Case).
- (b) That an indicative approval to WYCA's contribution of £1.000m (which will be funded through Growth Deal 3) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Points 4 and 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(v) In respect of **Castleford Rail Station Gateway** –

That following a recommendation from Investment Committee, WYCA approves:

- (a) That the Castleford Rail Station Gateway project proceeds through Decision Point 3 and work commences on Activity 4 (Full Business Case).

- (b) That an indicative approval to the total project value of £4.511m is given from the West Yorkshire plus Transport Fund with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
 - (c) That development costs of £0.317m are approved in order to progress the scheme to Decision Point 5 (Full Business Case with Finalised Costs), taking the total project approval to £0.338m.
 - (d) That WYCA enter into a Section 56 grant agreement with Northern Rail for expenditure of up to £0.200m from the West Yorkshire plus Transport Fund.
 - (e) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Points 4 and 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (vi) In respect of the **Energy Accelerator Programme** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Energy Accelerator Programme proceeds through Decision Point 4 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That approval to spend the £0.640m Local Growth Fund (LGF) allocation as match to support the development of the Accelerator be confirmed.
- (c) That an indicative approval to the to the £2.997m European Local Energy Assistance (ELENA) funding (exact amount dependent on Euro exchange rate at the date of approval – application pending) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs). This will bring the total project value to approximately £3.817m (£0.820m LGF, £2.997m ELENA).
- (d) That development costs of up to £0.180m are approved in order to pay the incurred development costs and to progress the scheme to Decision Point 5 (Full Business Case with Finalised Costs) from the Local Growth Fund, taking the total project approval to £0.820m).
- (e) That future approvals are made in accordance with the Approval

Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (f) That WYCA's Managing Director use his existing delegated authority to approve projects within any future phases of the Energy Accelerator Programme, providing that the value of each scheme is less than £1m.

(vii) In respect of **Leeds District Heat Network** –

That following a recommendation from the Investment Committee, WYCA conditionally approves the following recommendations, with final approval of these recommendations being subject to WYCA's Managing Director approval of the detailed grant conditions on a clawback mechanism:

- (a) That the Leeds District Heat Network project proceeds through Decision Point 5 and work commences on Activity 6 (Delivery).
- (b) That approval to WYCA's contribution of £4.000m (which will be funded from the Local Growth Fund) is given.
- (c) That WYCA enter into a Funding Agreement with Leeds City Council for expenditure of up to £4.000m from the Local Growth Fund.
- (d) That the Funding Agreement makes provision for up to £4.000m to be clawed back if the Leeds District Heat Network makes an operating profit over the 25 year asset lifetime.
- (e) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(viii) In respect of **Leeds New Station Street** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the exception to extend the Leeds New Station Street project timescale to completion on site by December 2018 is approved.
- (b) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing

Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(ix) In respect of **Wakefield Eastern Relief Road –**

That following a recommendation from the Investment Committee, WYCA:

- (a) Conditionally approves the up to a £5.574m increase to the estimated final project cost of Wakefield Eastern Relief Road, and the increased total project up to a maximum of £37.593m.
- (b) Delegates the final approval of the exception and the signing of the addendum of the Funding Agreement to WYCA's Managing Director subject to settlement of the final account by Wakefield Council following endeavours to resolve outstanding contractor issues and seeking to reduce the cost figure payable to Network Rail.

(x) In respect of the **Portfolio Information Management System (PIMs)** WYCA approves:

- (a) That the Portfolio Information Management System (PIMs) project proceeds through Decision Point 5 (Full Business Case with Finalised Costs) and work commences on Activity 6 (Delivery).
- (b) That approval be given to the total project value of £0.240m for the development of the system and £0.050m per annum on-going licence fees (the on-going licence fee will be required from 2018/19 onwards) and is funded as an overhead cost from the overall Portfolio Management Office costs.
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

48. **HS2 and the HS2 Growth Strategy**

The Authority considered a report of the Director of Policy, Strategy and Communications which:

- Provided an update on the development of HS2.
- Sought endorsement for the principles of the Leeds City Region HS2 Growth Strategy and approve submission to Government.
- Sought endorsement for the principles of the joint WYCA and Leeds City Council response to the High Speed 2 rolling stock depot consultation.

Councillor Waller attended the meeting as an observer and the Chair invited him to speak on behalf of City of York Council. In welcoming the report, Councillor Waller reinforced the scale of potential for York Central and for HS2 links to Scotland to be via York and asked that future reports reflect this. The importance of the East Coast Main Line and York as a key hub in the development of HS2 was recognised and it was noted that WYCA was represented at meetings of the East Coast Main Line Authorities consortium by Councillor Eric Firth, Deputy Chair of the Transport Committee.

Members also discussed the employment and skills opportunities that would be created across the City Region and a report would be prepared for the next meeting.

Resolved:

- (i) That the principles of the Leeds City Region HS2 Growth Strategy be endorsed and the final drafting of the submission be delegated to WYCA's Managing Director in consultation with the WYCA Chair.
- (ii) That the principles of the response to the HS2 rolling stock depot location consultation be endorsed and the final drafting of the submission be delegated to WYCA's Managing Director in consultation with the LEP Chair and WYCA Chair.

49. Vision for Northern Powerhouse Rail

The Authority considered a report of the Director of Policy, Strategy and Communications which provided an update on the progress being made in Transport for the North's Northern Powerhouse Rail (NPR) development programme, including on Leeds City Region's established position.

Members welcomed the positive progress being made by Transport for the North (TfN) and its partners in the development of Northern Powerhouse Rail. It was reported that a significant amount of discussion and lobbying had taken place and the decisions being made by TfN including the NPR/HS2 touchpoints, the emerging preferred NPR network and the opportunities for the City Region in respect of economic growth and transport links to employment and skills were noted.

Resolved: That the positive progress being made through Transport for the North's Northern Powerhouse Rail programme, including in delivering the Leeds City Region ambition for Northern Powerhouse Rail be noted.

50. Consent to Regulations Establishing Transport for the North

The Authority considered a report of the Director of Policy, Strategy and Communications which sought confirmation of the consent previously given in principle to regulations establishing Transport for the North (TfN) as a statutory body and granting TfN the concurrent exercise of specified WYCA functions.

It was noted that following the last meeting the regulations now provided for TfN to exercise specified highways and footpath functions, concurrently with West Yorkshire district authorities. The West Yorkshire districts will be asked to consent in their own right to the regulations.

Resolved:

- (i) That it be noted that Transport for the North are now liaising directly with each West Yorkshire district council to seek the consent of each individual district to the regulations, in so far as they provide for Transport for the North to exercise concurrent highways functions with those districts, once it is established as a Sub-National Transport Body.
- (ii) That WYCA confirm the consent previously given in principle to the making of regulations, attached at Appendix 1 of the submitted report, by the Secretary of State for Transport to establish Transport for the North as a Sub-National Transport Body under section 102E of the Local Transport Act 2008, and which provide for Transport for the North to exercise concurrent functions with its constituent authorities, including WYCA.

51. Business Planning & Budget 2018/19

The Authority considered a report of the Director of Resources on the work being undertaken to progress business and budget planning for 2018/19 and sought approval to establish a Member Working Group on budgets.

The report set out the business planning and budget process for 2018/19 and the budget challenges. The current forecasts for 2018/19 show a £4m funding gap and work was being undertaken to understand the options available to close the gap. It was proposed that a member Working Group be established to undertake scrutiny of the options and the draft budget as it is developed. Approval of the budget would be sought at the WYCA meeting scheduled for 1 February 2018.

The Corporate Plan update on progress to date against Key Performance Indicators was attached to the submitted report and further information in respect of WYCA's apprenticeships would be circulated. It was noted that the Overview & Scrutiny Committee were providing scrutiny and challenge to the key performance indicators and any recommendations would be brought to a future meeting.

Resolved: That a member Working Group be formed to progress detailed budget scrutiny and inform reports back to meetings of WYCA.

52. Industrial Strategy & Autumn Budget Submission

The Authority considered a report of the Director of Policy, Strategy and Communications which provided an update on:

- Progress in setting a more comprehensive approach to economic and social

policy, tailored to the lives, challenges and opportunities of City Region residents.

- The City Region submission to Government ahead of the Budget on 22 November 2017.
- The next steps in bringing about an inclusive industrial strategy.

Members welcomed the report which provided an update in respect of the ongoing work on inclusive growth and the short and longer term ambitions. A copy of the City Region's Autumn Budget submission was attached to the submitted report and members discussed key challenges for the City Region including the productivity gap, skills investment and how to encourage businesses to introduce R&D (research and development).

Resolved:

- (i) That the City Region's submission to the Autumn Budget be noted and endorsed.
- (ii) That the people-focused approach to an inclusive industrial strategy, based on bold local decision-making, backed up by new powers and resources be noted and endorsed.
- (iii) That existing projects and programmes be refocused more clearly on inclusive growth outcomes.

53. Proposed Pension Transfer

The Authority considered a report of the Director of Resources which provided further information on the preferred way of meeting WYCA's element of pension obligations towards First Group, in response to a Direction issued by the Secretary of State on this matter.

It was noted that the Direction set a transfer date of 1 November 2017 and members asked whether there was any flexibility in extending this as it was possible that a revised decision on a preferred option may be required from the Authority before the next meeting in December 2017. It was agreed that should such a decision need to be taken before the next meeting that this be delegated to WYCA's Managing Director in consultation with the Chair and as many members as possible and that such a decision would have regard to the position of the West Yorkshire Pension Fund.

Resolved:

- (i) That a further decision regarding the method by which WYCA meets its obligations under the Direction with regard to First Group be delegated to WYCA's Managing Director in consultation with the Chair.
- (ii) That the Budget Working Group inputs to this further decision.

54. ESIF SUD Update

The Authority considered a report which provided an update on the European Structural Investment Fund (ESIF) Sustainable Urban Development.

Resolved: That the report be noted.

55. Minutes of the Meeting of the Transport Committee held on 7 July 2017

Resolved: That the minutes of the meeting of the Transport Committee held on 7 July 2017 be noted.

56. Draft Minutes of the Governance & Audit Committee held on 3 August 2017

Resolved: That the draft minutes of the Governance & Audit Committee held on 3 August 2017 be noted.

57. Draft Minutes of the West Yorkshire & York Investment Committee held on 6 September 2017

Resolved: That the draft minutes of the West Yorkshire & York Investment Committee held on 6 September 2017 be noted.

58. Draft Minutes of the Business Innovation & Growth Panel held on 7 September 2017

Resolved: That the Draft minutes of the Business Innovation & Growth Panel held on 7 September 2017 be noted.

A handwritten signature in black ink, appearing to be 'J. H. ...', located in the lower right quadrant of the page.

This page is intentionally left blank



**Name of meeting: Cabinet – 15 January 2018
Council – 17 January 2018**

Title of report: Calculation of Council Tax Base 2018/19

Purpose of report: To seek approval of the Council for the various tax bases, this will apply to the Kirklees area for the financial year 2018/19 in connection with the Council Tax. The Council has already confirmed the changes to the current Council Tax Reduction Scheme (CTRS) on 13 December 2017. The changes are included in the report.

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes. The calculation of the Council Taxbase affects all wards in the Kirklees area
Key Decision - Council's Forward Plan (key decisions and private reports?)	Yes
The Decision - Is it eligible for "call in" by Scrutiny?	No
Date signed off by Director & name	Debbie Hogg – Service Director, Finance, IT and Transactional Services 5 January 2018
Is it signed off by the Service Director, Finance and Transactional Services?	Yes
Is it signed off by the Service Director, Legal, Governance and Commission (Monitoring Officer)	Yes, Julie Muscroft - 5 January 2018
Cabinet member portfolio	Cllr Graham Turner Cllr Musarrat Khan

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: Public

1. Summary

Section 67(2) of the Local Government Finance Act 1992 requires that the tax base for Council Tax should be approved by the Authority (i.e. the Council).

The regulations covering setting the taxbase are covered and updated under Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.

1.1 Members should be aware of the provisions of Section 106 of the Local Government Finance Act 1992, which applies to members where:

- (a) they are present at a meeting of the Council, the Cabinet or a Committee and at the time of the meeting an amount of council tax is payable by them and has remained unpaid for at least two months, and
- (b) any budget or council tax calculation, or recommendation or decision which might affect the making of any such calculation, is the subject of consideration at the meeting.

In these circumstances, any such members shall at the meeting and as soon as practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning the matter in (b) above. It should be noted that such members are not debarred from speaking on these matters.

Failure to comply with these requirements constitutes a criminal offence, unless any such members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting.

2. Council Tax Setting

In determining the level of local taxation, each local authority calculates a tax base annually so that, once the level of expenditure has been approved, the determinations of the level of local taxation becomes an arithmetical exercise.

The council taxbase for an authority is the amount of income which would be received by levying a council tax of £1.00 on band D properties and taking into account the differential rates which would be applied to properties in the other bands.

In view of the fact that there are Parish and Town precepts, it is necessary to calculate a taxbase for:

- a) the whole of Kirklees; and
- b) each parish and town council area

The valuation listing received from the Inland Revenue (valuation office) places each domestic property in Kirklees into one of eight valuation bands.

In order to calculate the taxbase, the following factors must be taken into account and applied to the valuation bandings:

- a) Fixed ratios between valuation banding;
- b) Number of exempt properties;
- c) Number of properties eligible for a discount;
- d) Number of appeals against bandings which will be successful;
- e) Number of new properties which will be added to the list during the year; and
- f) Council Tax Reduction Scheme (CTR) – continuing the local scheme as 2017/18 at 20%, with the following amendment to reduce the capital limit from £16,000 to £8,000 from 1 April 2018. This would mean that people with between £8,000 and £16,000 would no longer be eligible for local council tax reduction.
- g) An allowance for losses on collection.

For the purpose of calculating the tax bases, it should be noted that a collective adjustment has been made to the current taxbase as at 30 November 2017 118,932.25 for factors d, e, f, and g) above. The overall collective adjustment for 2018/19 has been calculated at 0.9772370% to take into account the above listed factors and adjustments in the taxbase. The council taxbase as set out in the report will be used to inform the demand on collection fund amount to be considered at full budget Council on 14 February 2018.

The Council will adopt an additional annual percentage increase in council tax as a result of the Adult Social Care precept; this is in line with the percentage allowed by Government. The decision on the precept will be decided by Council on the 14 February 2018.

It is recommended that the 2018/19 taxbase for the whole of Kirklees area, and the tax bases for the five Parish and Town Council areas be approved as follows:

Whole of Kirklees	117,770.00
Denby Dale	5,732.57
Holme Valley	9,960.21
Kirkburton	8,861.25
Meltham	2,761.79
Mirfield	6,599.19

In order to demonstrate the methodology used in the calculation, the Appendices shows the current number of properties in each band, the current effect of discounts, exemptions and the collective adjustment referred to earlier in the report. This is broken down into the Whole of Kirklees and the five Parish and Town council areas above.

3. Implications for the Council

3.1. Early Intervention and Prevention (EIP)

The setting of the taxbase is related to all domestic properties in Kirklees and is not based on individual circumstances. It applies to every property.

The Local Government Finance Act 1992 requires each authority to devise a Local Council Tax Reduction Scheme it does not specify the extent of any such reduction.

By providing a scheme that reduces liability to an affordable level, it prevents the need to take unnecessary and costly recovery action that would inevitably result in courts finding the customer did not have the means to pay.

3.2 Economic Resilience (ER)

Setting a budget specifically to meet council tax liability of those that would otherwise be unable to pay, means we have greater clarity as to the amount of council tax we might collect. That in turn allows the council to plan more accurately based on anticipated revenue from the collection of council tax.

3.3 Improving outcomes for children

N/A

3.4 Reducing demand on services

N/A

3.5 Financial, Legal and Other Implications

The setting of the taxbase is related to the annual budget process.

The decision to agree the taxbase determines the levels of income received by the Council through the levy of council tax for residents of Kirklees.

The Council must consider any legislative changes as part of the council taxbase setting process, as any changes will materially affect the council taxbase. Any legislative changes (if any) have been considered and incorporated in the council taxbase setting process.

4. Consultees and their opinions

Debbie Hogg – Service Director, Finance, IT and Transactional Services
Eamonn Croston – Head of Finance and Accountancy
Councillor's Graham Turner and Musarrat Khan support the calculations and judgments made in determining the taxbase.

5. Next steps

- Cabinet to agree council tax base
- Full Council to agree and approve the report
- Agree the level of council tax base for 2018/19

6. Officer recommendations and reasons

- 6.1 It is recommended that the 2018/19 taxbase for the whole of the Kirklees area, and the taxbases for the five Parish and Town council areas be approved as follows:

Whole of Kirklees	117,770.00
Denby Dale	5,732.57
Holme Valley	9,960.21
Kirkburton	8,861.25
Meltham	2,761.79
Mirfield	6,599.19

These figures are based on the current CTR scheme and taking into account changes to capital limits.

7. CTR Parish Grant

- 7.1 Agree to pass on the full Government CTR grant to Town and Parish Councils at the same level as previous years - the figures are as set out in the table below. However with caseload falling a review will be undertaken in advance of next year's budget to ascertain the appropriate level of any grants.

	CTR Parish Grant
Parish split for 2018/19 based on original allocation	£71,733.00
Denby Dale	£17,609.73
Holme Valley	£19,820.23
Kirkburton	£19,039.91
Meltham	£7,054.13
Mirfield	£8,209.01
	£71,733.00

- 7.2 If there are any member alterations to the taxbase figures then continuing delegated powers be given to Service Director – Finance, IT and Transactional Services to adjust tax base to reflect any changes made. Also for the calculation of the taxbase pursuant to Section 3 1B (1) and S 67 (1) & (2A) of the Local Government Finance Act 1992. This will be S151 officer.

8. Cabinet portfolio holder recommendation

It is recommended that full Council approve the taxbase report for 2018/19.

9. Contact officer and relevant papers

Steve Bird – Head of Welfare and Exchequer Services
Mark Stanley – Senior Manager Welfare and Exchequer Services

10. Service Director responsible

Debbie Hogg – Service Director, Finance, IT and Transactional Services

This page is intentionally left blank

Kirklees Metropolitan Council

Council Tax Base Calculation for whole of Kirklees 2018/2019

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25% Discount	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Band A Disabled	109	0	109	9.00	23.40	0.00	76.60	5	42.56
A	84,463	3,040	81,423	9,714.25	19,072.76	207.50	52,841.69	6	35,227.79
B	34,477	824	33,653	2,865.50	3,482.85	61.00	27,365.25	7	21,284.08
C	31,493	663	30,830	2,024.00	1,796.92	40.00	27,049.08	8	24,043.63
D	16,566	359	16,207	861.00	545.50	13.50	14,814.00	9	14,814.00
E	11,412	91	11,321	464.25	214.90	6.50	10,648.35	11	13,014.65
F	5,117	35	5,082	205.75	48.45	7.50	4,835.30	13	6,984.32
G	2,112	16	2,096	84.75	20.72	4.00	1,994.53	15	3,324.22
H	111	3	108	9.50	0.00	0.00	98.50	18	197.00
	185,860	5,031	180,829	16,238.00	25,205.50	340.00	139,723.30		118,932.25
							Less : collective adjustment	0.9772370%	1,162.25
							Council Tax Base for KMC - Chargeable Dwellings Band 'D' Equivalent		117,770.00 1p rounding

2017/2018 Based on 137,330.91
116,961.47 1.3594904% 1,590.08 Council
Tax Base for KMC - Chargeable
Dwellings Band 'D' Equivalent
115,371.39

APPENDIX A

2018/2019
Less : collective
adjustment

APPENDIX A	0.013594904
	0.01359490
2017/2018	0.013594904
Less : collective adjustment	135.95%
	2017/2018 % increase

Band 'D' Equivalent	Band 'D' Equivalent	% increase
(10)	(10)	
40.85	40.85	4.19%
34,421.92	34,421.92	2.34%
20,998.83	20,998.83	1.36%
23,729.98	23,729.98	1.32%
14,662.99	14,662.99	1.03%
12,764.77	12,764.77	1.96%
6,900.95	6,900.95	1.21%
3,247.28	3,247.28	2.37%
193.90	193.90	1.60%
116,961.47	116,961.47	1.68%
1,590.08	1,590.08	-26.91%
115,371.39	115,371.39	2.08%

Council Tax Base Calculation for area of Denby Dale Parish Council 2018/2019

APPENDIX B

2018/2019
Less : collective
adjustment

APPENDIX B

2017/2018
Less : collective
adjustment

2017/2018
% increase

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25%	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent	Band 'D' Equivalent	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)	
Band A Disabled	5	0	5	0.25	0.54	0.00	4.21	5	2.34	1.81	29.28%
A	1,930	33	1,897	222.00	444.08	2.50	1,233.42	6	822.28	867.25	-5.19%
B	1,228	15	1,213	111.25	81.09	3.50	1,024.16	7	796.57	772.19	3.16%
C	1,194	9	1,185	82.25	41.84	2.50	1,063.41	8	945.25	932.60	1.36%
D	1,398	12	1,386	71.50	12.70	0.00	1,301.80	9	1,301.80	1,287.33	1.12%
E	930	4	926	34.00	5.00	1.50	888.50	11	1,085.94	1,043.29	4.09%
F	396	2	394	20.00	1.13	0.00	372.87	13	538.59	518.05	3.96%
G	168	0	168	5.00	0.48	0.00	162.52	15	270.87	259.78	4.27%
H	13	0	13	0.25	0.00	0.00	12.75	18	25.50	25.50	0.00%
	7,262	75	7,187	546.50	586.86	10.00	6,063.64		5,789.14	5,707.80	1.43%
								Less : collective adjustment	0.9772370%	56.57	
										5,732.57	
										5,630.20	1.82%

Council Tax Base for Denby Dale Parish Council - Chargeable Dwellings Band 'D' Equivalent

Council Tax Base Calculation for area of Holme Valley Parish Council 2018/2019

APPENDIX C

2018/2019
Less : collective
adjustment

APPENDIX C

2017/2018
Less : collective
adjustment

2017/2018
% increase

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25% Discount	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent	Band 'D' Equivalent	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)	
Band A Disabled	4	0	4	0.50	0.79	0.00	2.71	5	1.51	1.65	-8.48%
A	2,712	45	2,667	333.75	645.52	12.00	1,699.73	6	1,133.15	1,223.50	-7.38%
B	2,167	34	2,133	208.00	117.88	9.00	1,816.12	7	1,412.54	1,389.34	1.67%
C	2,617	22	2,595	194.50	60.82	5.00	2,344.68	8	2,084.16	2,005.30	3.93%
D	1,651	10	1,641	96.50	18.46	1.00	1,527.04	9	1,527.04	1,493.00	2.28%
E	1,668	12	1,656	71.50	7.27	1.00	1,578.23	11	1,928.95	1,876.44	2.80%
F	925	2	923	34.25	1.64	1.00	888.11	13	1,282.83	1,267.11	1.24%
G	411	0	411	14.00	0.70	0.50	396.80	15	661.33	640.93	3.18%
H	14	0	14	0.50	0.00	0.00	13.50	18	27.00	25.00	8.00%
	12,169	125	12,044	953.50	853.08	29.50	10,266.92		10,058.51	9,922.27	1.37%
								Less : collective adjustment	0.9772370%	98.30	
										134.89	-27.13%
										9,787.38	1.77%

Council Tax Base for Holme Valley Parish Council - Chargeable Dwellings Band 'D' Equivalent

Council Tax Base Calculation for area of Kirkburton Parish Council 2018/2019

APPENDIX D

2018/2019
Less : collective
adjustment

APPENDIX D

2017/2018
Less : collective
adjustment

2017/2018
% increase

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25%	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent	Band 'D' Equivalent	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)	
Band A Disabled	2	0	2	0.25	0.69	0.00	1.06	5	0.59	0.56	5.36%
A	2,329	145	2,184	260.50	560.56	7.50	1,370.44	6	913.63	1,014.10	-9.91%
B	1,991	26	1,965	195.25	102.36	3.00	1,670.39	7	1,299.19	1,256.37	3.41%
C	2,478	18	2,460	164.50	52.81	4.50	2,247.19	8	1,997.50	1,944.43	2.73%
D	1,749	113	1,636	85.00	16.03	2.00	1,536.97	9	1,536.97	1,518.57	1.21%
E	1,367	1	1,366	54.75	6.32	0.50	1,305.43	11	1,595.53	1,580.79	0.93%
F	724	6	718	23.00	1.42	0.50	694.08	13	1,002.56	987.09	1.57%
G	357	3	354	11.25	0.61	0.00	342.14	15	570.23	549.17	3.83%
H	17	0	17	0.75	0.00	0.00	16.25	18	32.50	31.00	4.84%
	11,014	312	10,702	795.25	740.80	18.00	9,183.95		8,948.70	8,882.08	0.75%
								Less : collective adjustment	0.9772370%	87.45	
										120.75	-27.58%
										8,761.33	1.14%

Council Tax Base for Kirkburton Parish Council - Chargeable Dwellings Band 'D' Equivalent

Council Tax Base Calculation for area of Meltham Parish Council 2018/2019

APPENDIX E

2018/2019
Less : collective
adjustment

APPENDIX E

2017/2018
Less : collective
adjustment

2017/2018
% increase

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25%	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent	Band 'D' Equivalent		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)		
Band A Disabled	2	0	2	0.00	0.32	0.00	1.68	5	0.93	1.11	-16.22%	
A	1,246	18	1,228	154.25	257.23	5.00	821.52	6	547.68	536.09	2.16%	
B	520	6	514	47.00	46.97	0.00	420.03	7	326.69	342.07	-4.50%	
C	936	5	931	61.75	24.24	1.50	846.51	8	752.45	733.04	2.65%	
D	403	2	401	20.75	7.36	0.50	373.39	9	373.39	356.33	4.79%	
E	414	3	411	17.00	2.90	0.00	391.10	11	478.01	467.78	2.19%	
F	154	3	151	6.25	0.65	0.50	144.60	13	208.87	207.87	0.48%	
G	56	0	56	1.00	0.28	0.50	55.22	15	92.03	91.35	0.74%	
H	5	0	5	0.50	0.00	0.00	4.50	18	9.00	9.00	0.00%	
	3,736	37	3,699	308.50	339.95	8.00	3,058.55		2,789.05	2,744.64	1.62%	
								Less : collective adjustment	0.9772370%	27.26	37.31	-26.95%
								Council Tax Base for Meltham Parish Council - Chargeable Dwellings Band 'D' Equivalent	2,761.79	2,707.33	2.01%	

Council Tax Base Calculation for area of Mirfield Parish Council 2018/2019

APPENDIX F

2018/2019
Less : collective
adjustment

APPENDIX F

2017/2018
Less : collective
adjustment

2017/2018
% increase

Tax Band	Number of Properties	Number of Exempt Properties	Number of Taxable Properties	Number of Properties with Discounts Equated to 25%	Reduction in Tax Base due to Council Tax Reduction	Number of Properties with Empty premium Equated to 50% extra charge	Effect of Discounts & Empty premium on Number of Taxable Properties	Fixed Ratio (9ths)	Band 'D' Equivalent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Band A Disabled	5	0	5	0.50	0.82	0.00	3.68	5	2.04
A	2,537	49	2,488	331.50	669.42	7.00	1,494.08	6	996.05
B	1,482	24	1,458	146.75	122.24	2.00	1,190.61	7	926.03
C	2,577	28	2,549	176.75	63.07	1.00	2,310.18	8	2,053.49
D	1,120	11	1,109	60.25	19.15	0.50	1,030.10	9	1,030.10
E	781	3	778	35.50	7.54	0.00	734.96	11	898.28
F	358	0	358	11.25	1.70	0.50	345.55	13	499.13
G	151	0	151	5.25	0.73	0.00	145.02	15	241.70
H	12	2	10	1.25	0.00	0.00	8.75	18	17.50
	9,023	117	8,906	769.00	884.67	11.00	7,262.93		6,664.32
							Less : collective adjustment	0.9772370%	65.13
							Council Tax Base for Mirfield Parish Council - Chargeable Dwellings Band 'D' Equivalent		6,599.19

Band 'D' Equivalent	% increase
(10)	
2.50	-18.40%
1,036.97	-3.95%
918.16	0.86%
1,993.96	2.99%
1,028.63	0.14%
884.35	1.58%
491.02	1.65%
232.08	4.15%
17.50	0.00%
6,605.17	0.90%
89.80	-27.47%
6,515.37	1.29%



Kirklees Neighbourhood Housing

 **Annual
Report**

2016/17



▶ Contents

04	Chair's Welcome	28	Financial Performance
06	CEO Introduction	30	Social Responsibility
08	Our Business	32	KNH Board
10	Our People	36	Company Information
12	Community Engagement and Investment		
16	Our Neighbourhoods		
18	Letting Our Homes		
20	Repairs and Investment in Council Homes		
22	Rent Collection and Debt Advice Services		
24	Private Rented Sector		
26	How We Performed		



▶ Chair's Welcome

This is the fourth Annual Report I have presented to the Council since I became Chair of KNH and I am pleased to say we have improved our performance year on year despite the challenges we all face across the housing sector.

This Annual Report for 2016-17 is no exception. This is due to our great staff led by our new management team and to the dedication and hard work of my fellow Board members. A big thank you to all of them and to our Council colleagues who have worked alongside us in partnership for another year.

This has been a year of transition for KNH. In October, after months of hard work by colleagues from KNH and Kirklees Council, we merged with Kirklees Building Services, becoming a much larger organisation, with twice the number of staff and four times the budget (£60m). The merger was only the start of our transformation into a new body with the ambition to provide a wider range of integrated services in the future as the 'go to' housing organisation in Kirklees. It is a long journey, but an essential one, for our tenants and their communities.

External challenges such as the 1% rent reduction, the Housing & Planning Act and Welfare Reform are all having a direct impact on our ability to provide services for those who need them most. In such times, partners have to work ever more closely together, examine other ways of delivering services and use all the creativity and commitment we collectively have in planning and designing for the future.

KNH is part of the Kirklees family, and together, we help deliver the Council's corporate priorities and support our most vulnerable residents. We are proud to manage nearly 23,000 homes on the Council's behalf and are committed to doing everything we can to keep them decent places to live in and to protect them for future generations.

But we have always been about more than bricks and mortar, which this report exemplifies very well.

It tells a story of continuing high performance, strong achievements and a sense of pride in the work we do with our partners for our communities.

The housing crisis goes on, both nationally and locally. As I said last year we still have not answered the question posed at the full Council meeting in November 2014 "where are our children going to live?".

The sheer scale of the problem dwarfs our ability to respond adequately. The recent Shelter report that a million people could be homeless by 2020 is truly shocking.

We all need to prioritise building homes for our citizens and break down the barriers to achieving this. If we do not, nothing is going to change. I am hoping that the national debate and our local responses will see a step change in the coming year.

I would like to thank all the Group Leaders for their support to KNH this year and I would especially like to thank all our elected members who have helped our work in their communities with their knowledge and commitment to improving the lives of our tenants and their families. I thank Councillor Naheed Mather for her support and encouragement as Cabinet Member for the past year'.



23,000*

homes proudly managed by KNH

* number rounded up

Dave Harris
Chair of KNH



▶ CEO Introduction

2016/17 has been an exciting and busy year for KNH as we embarked on our journey to be the 'go to' tenant led housing organisation in Kirklees, to deliver social regeneration, be outward facing and the anchor organisation in our communities.

Our fundamental achievement for 2016/17 was to create our new organisation and culture. In creating our new organisation in partnership with Kirklees Council we have established the medium and long term vision for KNH and signed the Partnership Charter and a new 20 year contract. Our focus is to maximise our reach by building effective relationships.

Critical to our success was to establish the financial structure for the new organisation. Co-production with the Council in 2016/17 enabled a smooth transition in April 2017. Our Medium Term Financial Plan has been developed in collaboration with Kirklees Council to reassess and reset the 30 Year Housing Revenue Account (HRA) Business Plan refresh the affordability model and deliver the required savings.

So our primary target to deliver the shadow organisation by October 2016 was completed 17th October 2016, with the New KNH commencing April 2017.

Sustain & improving our core business was critical at a time of change to prevent a reduction in quality of service. So in 2016/17 we focused energy on customer service and reviewed our customer service standards, our Customer Strategy & Communications Plan. We have connected complaints to service improvement to ensure our services reflect our tenants & community's needs through the delivery of personalised services to meet individual needs. Our tenant & community engagement work is increasing engagement with communities. During 2016/17 our key performance metrics remained strong.

We have continued to address the challenges of welfare reform and proactively manage the impacts of welfare reform by working in partnership and despite the challenges we have continued to deliver excellent rent collection performance.

As Universal Credit is rolled out we have enhanced our services to tenants and developed a close working relationship with DWP as a trusted partner. In partnership we have delivered a number of campaigns to provide information to customers.

We have been getting ready to respond to the Housing & Planning Act working with Kirklees to review the Tenure Strategy and prepare for fixed term tenancies. Despite

the introduction of fixed term tenancies the need for stability and sustainable tenancies within communities remains a priority.

Our focus on partnership, culture and communication is key to our success. We have developed, our KNH Behaviours and launched them April 2017. 2016/17 has been a transitional year setting the foundations for us to develop, grow and enable us to assess where we can have the most sustainable impact. KNH has the ambition to increase its level of engagement to work with the Council to deliver its strategic priorities. Working with is the way KNH works.

Looking forward to continuing our journey in 2017/18.



Liz Cook
Chief Executive Officer, KNH

Our Business

Through developing service plans we have a clear set of actions that will ensure that we deliver against the strategic priorities in 2017/2018 and place customers at the centre of all that we do.

The existing KNH brand has been refreshed to provide a more up to date and modern look. The refreshed brand will be gradually rolled out in line with the procurement of new fleet and staff uniforms in 2017/2018.



2016/17 was a landmark year for KNH. In October, we completed a merger with Kirklees Building Services, signed a new 20 year contract and agreed a Delivery Plan with the Council.

Our purpose remains the same, quality homes and services in successful communities and throughout the year, we continued to work closely with the Council to help deliver their key priorities around early intervention and prevention and economic resilience whilst creating the new organisation post-merger.

We have commenced the creation of a new refreshed ambitious organisation starting with a new vision and set of strategic priorities.

The vision for KNH is to be:

- The 'go to' housing and property organisation in Kirklees
- A social regeneration organisation
- Outward facing and the anchor organisation in our communities.

The existing strategic priorities have been revised and are:

- Sustain and Improve our Core Business
- Grow our New Organisation
- Develop and Drive a Strong Culture of Collective Endeavour and Partnerships.

Our People

Our staff are our greatest asset; our current and future success depends on making sure they are valued and engaged.

KNH welcomed a new Senior Leadership Team in 2016:



Liz Cook CEO, Penny Gilyard Director of Resources, Heidi Thompson Director of Property and Christine Gummerson Director of Neighbourhoods.

One of our priorities for the year was to create a cohesive culture for our new organisation. One way we are doing this is with a new set of shared behaviours, which

have been developed in consultation with all our staff, the Board and Trade Unions.

The new behaviours – progressive, engaged, respectful, customer-focused and honest have been launched and we'll be embedding these throughout 2017/18.

We have also embarked on a comprehensive programme of training and internal dialogue with the new "Working With" programme. This is designed to embed a culture that provides high support and high challenge so as to drive up customer service and satisfaction. The engagement and feedback has been very positive to date.

Post-merger we now employ nearly 1000 staff. In terms of our gender profile 65% of our team are male and 35% female.

KNH has a Diversity and Inclusion Steering Group, chaired by an Independent Board Member and the Chief Executive. We have started using the Employers Network for Equality and Inclusion (enei) to help us improve, and during the year we have focused on an approach looking at protected characteristics.

In addition we have set up KNH Inspiring Women to support the development of women in the organisation. In 2017/2018 we will be looking to develop a BME Networking Group and LGBT Group.

Providing employment and development opportunities has remained a key focus in 2016/2017 and we delivered:

- 38 apprenticeships across the trades and corporate teams
- 9,641 hours of training in a wide range of subjects, including technical certifications, safeguarding, risk management, health & safety, professional qualifications, leadership, communications and customer services
- Offered a range of work experience placements and work taster days.

The recognised trade unions have played a vital role in supporting our staff through the merger and we continue to work together to build effective employment relations. KNH currently has 3 employees, who are full time convenors, a trade union learning representative and local stewards.

In terms of accreditations we have retained Investors in People and Customer Service Excellence and this is down to the hard work and dedication of our staff.

The focus of 2017/18 will be the reshaping of KNH, whereby we will work with the trade unions and staff on ensuring we have in place the right structures, job roles and resources to deliver the business.

To support the reshaping exercise and developing a high performing culture in KNH a new People and Organisational Development Strategy and Health & Wellbeing Strategy will be prepared. These strategies will support the delivery of our vision and priorities by ensuring we recruit, retain, reward, recognise, develop and support people with the right behaviours, attitude and skills and have a mind-set that is resilient, able to adapt to change and embrace innovation.

65%
of our team
are male



35%
of our team
are female



▶ Community Engagement and Investment

- We organised 15 summer play schemes with over 700 children attending activities including science, art, drama, growing, farming and forest schools
- 897 children took part in 164 play and young people's sessions, which we run with the Council's Integrated Youth Support Service to reduce anti-social behaviour, instil good behaviour and promote healthy habits and mutual respect between boys and girls
- Four of the ten volunteers involved in the scheme now have jobs in play work, thanks to the experience they gained on the programme
- We worked with six community groups to develop new volunteers and partnerships with local providers to establish externally funded play provision



- Our annual garden competition attracted 40 entries, and this year, we had our first ever 'best street,' where neighbours worked together on their gardens for the benefit of the wider community
- School children and older customers have taken part in 75 intergenerational music and craft sessions at our retirement living schemes. This has had a profound impact on the quality of life of some of our most vulnerable customers
- To help achieve all of this, we worked with 77 partners from a variety of sectors e.g. Barclays Bank, First Bus, Lawrence Batley Theatre, Huddersfield University, Kirklees College and PPG (formerly Johnsons Paint in Birstall). Close partnership work and new collaborations has helped unlock valuable resources to help customers living in KNH communities
- More than 400 older customers benefited from 167 activity sessions to support their general health and wellbeing
- We teamed up with Kirklees College and the Library and Information Service to promote 'College in the Community.' By mid-March, 226 people had enrolled onto courses run by the college.

Tenants into work – supporting the Councils Economic Resilience Strategy



Supporting the Councils goal of getting people to do more for themselves (active citizenship)



- Our employment advisors supported 187 people with CV writing, helped 322 to do job searches and provided general advice to 231 people. The scheme helped 126 residents to gain a new qualification. A further 93 residents have found employment, 34 have taken up places on a training or apprenticeship programme and 157 have started volunteering
- We installed free WiFi in five community centres and 19 retirement living schemes, provided free digital skills training and started recruiting 'digital champions' – tenants and staff who help others develop IT skills
- Our play in the community and summer play scheme programmes have brought in an additional £141,000 of funding to our communities. External funding sources include BIFFA, Lottery, Royal Chemistry Society and District Committee funding
- We invested £14,700 in local community-led initiatives aimed at promoting health and wellbeing and reducing isolation, including lunch clubs, coffee mornings, Queen's birthday celebrations, school holiday activities, youth clubs and gardening schemes



- Our partnership with Fusion Giving, which runs a household recycling scheme, helped 1,116 tenants to obtain new or recycled goods. The scheme as a whole delivered nearly 8,000 separate pieces of equipment with 5,478 items (68%) going to KNH tenants.



we invested
£14,700
 in community health and wellbeing initiatives

In 2017/18 we will:

- Review our approach to tenant and resident involvement to ensure that a wider range of customers have a say in the decisions that affect their homes and communities through a broader range of channels
- Continue to develop relationships with local schools and community groups to improve opportunities for children and families
- Look at ways to increase the number of tenants who have internet access and IT skills
- Focus more resources on helping tenants into employment, education or training, which will help lessen the impact of welfare reforms
- Continue to work with a variety of partners to attract external funding and resources to support KNH and Council priorities, especially around economic resilience.



▶ Our Neighbourhoods

We understand how important the local area is to our tenants and residents and aim to create neighbourhoods that are safe, clean and desirable places to live in.

We work in partnership with other services, including the Council, Police and Communities Who Can to keep our estates clean, tidy and safe.

Several estate improvement schemes were completed and these included improving parking in Birkby; installing new fencing in Bradley, Golcar, Honley, Newsome and improving footpaths in Deighton, Honley, Lowerhouses, Newsome & Slaithwaite.

We worked with Kirklees Community Association (KCA) and the Council to obtain funding to install a £70,000 skate park in Wilton Park in Batley. The partnership was awarded £50,000 funding from Biffa Waste.



97.22%

of antisocial behaviour cases were successfully resolved

The Communities Who Can tenant scrutiny panel review of untidy gardens included a number of recommendations that we are currently implementing for example, introducing a gardening skills course with Kirklees College and reviewing the assisted garden scheme to make it more consistent.

KNH works closely with Safer Kirklees contributing to the Kirklees Hate Crime Strategy using our Hate Crime Action Plan. This plan helps us work with partners across the borough and contributes to building community cohesion. We continue to enhance our Safeguarding training, processes and procedures to ensure that we are doing our best for vulnerable people in our communities. 97.22% of anti-social behaviour cases were successfully resolved by the Safer Kirklees partnership.

In 2017/18 we will:

- Continue to work closely with the Council to reduce waste and encourage more recycling on our estates
- Support the Safer Kirklees Team to help make sure we effectively deal with antisocial behaviour and protect our tenants and residents from harm.



▶ Letting Our homes

We manage 22,321 properties this includes general needs, supported and affordable homes across Kirklees on behalf of the Council with a 99.8% occupancy rate.

We understand that getting the right home is vitally important to tenants, so we work hard to get empty homes ready quickly and support those who need a little help to find the right place to live.

This year more than 11,000 people were on the housing register and we helped 2,750 of those find new homes, mostly with the Council but also in Housing Association and Private Rented properties.



816

people received extra help with bidding for a home

61

people were helped to downsize their home so are now no longer affected by the under occupancy charge

Services for Older and Younger People

Our work to support the Councils early intervention and prevention strategies has continued and the Older People's Support Team helped 489 tenants living in and around our retirement living schemes with health, money, shopping and emotional support.

Within a year of moving into a retirement living scheme, 32% of new tenants felt their health had improved, 31% felt better about where they live and 31% felt that their social life had improved.

At the other end of the age scale, there were 109 new tenancies for 16 to 18 year olds. 94% of those had positive outcomes, for example getting into education, employment or training; being able to equip their homes with the essential items required to live; as a result, they no longer needed intensive tenancy support.



Stronger Families

The Stronger Families consultants have held over 250 consultations with frontline staff supporting them in completing whole family assessments, working towards the stronger families outcomes and assisting Housing Officers in taking on key worker or lead professional roles. In addition 130 consultations have been held with other partners outside of KNH, who are working with families living in council properties.

In 2017/18 we will:

- Continue to improve re-let times, so that tenants are able to move into new homes more quickly
- Introduce new processes, including risk assessments and annual visits, to help make sure tenants have the best chance of a successful and sustainable tenancy
- Work with the Council to make sure the allocations policy meets the requirements of new legislation such as the Housing & Planning Act and Welfare Reform.

▶ Repairs and Investment in Council Homes

Our Property Directorate, including the former Kirklees Building Services team, work with tenants and our supply chain to make sure tenants' homes are safe and well maintained.

We are always looking for new, energy efficient and environmentally friendly ways to improve our tenants' homes. 99.85% of our homes meets the Government's Decent Homes Standard, meaning they are modern, safe and warm.

In 2016/17 we:

- Invested £18m in planned improvement and maintenance schemes
- We worked on 300 homes as part of our maintaining decency programme and carried out 350 rewires
- We installed 71 new communal doors, which not only look great but also make our flats more secure
- At Overthorpe, we installed new solar panels on 79 homes

- We treated 260 homes for condensation or damp problems
- We insulated 98 'hard to treat' homes and converted 77 all electric properties to gas
- We carried out £4m work on schools in Kirklees and £300k work for external clients.



72,785

responsive repairs carried out

Repairing Your Home

Measure	2015/16	2016/17
% of repairs carried out right first time	94.13%	94.2%
% of tenants who have had repairs satisfied with the service	95%	97%
Appointments kept	96.14%	96.44%



In 2017/18 we will:

- Prepare a new Asset Management Strategy
- Develop a new approach to procurement with a new Sustainable Procurement Policy linked to local business and the economy including our social value commitments
- Invest £17.4m in refurbishment of Council homes
- Strengthen our approach to compliance and Health & Safety
- Review existing policies and processes
- Review the current fleet and transport strategy in partnership with Kirklees Council
- Over life chances through an Employment and Skills Strategy
- Develop our Growth Strategy that provides opportunities for our employees and local people
- Use efficiencies to modernise our workforce, invest in training for our people and maximise the use of technology
- Maximise the Apprenticeship Levy to provide opportunities for the people of Kirklees.

Keeping You Safe

KNH and Kirklees Council have a legal obligation to ensure that Council homes are safe to live in. This means we have to carry out a service to all gas appliances every year and issue a gas safety certificate.

For the year 99.88% of the homes that KNH manages on behalf of the Council had a current gas certificate.

► Rent Collection and Debt Advice Services

Benchmarking with similar organisations shows that we are one of the top performers in terms of current arrears, former arrears and service cost for rent collection.

It's our job to make sure that we collect as much rent as possible so that we can continue to fund all the services that matter to tenants, as well as develop new ones to meet our customers' changing needs.

Our successful performance to date has been a result of operating an intensive early intervention approach to rent collection since the introduction of welfare reforms in 2012.

This means that we identify people who may be struggling to pay their rent or have other financial problems and provide general help and support or specialist debt and money advice for those who need it – things like practical budgeting support, money saving advice, help to access bank accounts, benefits advice applications to charitable trusts and support with legal debt arrangements.



Key achievements for the year are:

- At the end of the year, rent arrears were £1,552,496, a reduction of £75,790 over the previous year and more than £98,000 under our own target
- There were 1285 referrals to our specialist debt advice team, an increase of 11%, largely because of problems caused by Universal Credit and the benefit cap
- We helped 61 tenants have nearly £70,000 of personal debt written off and made 98 applications for Debt Relief Orders
- We supported 102 tenants to claim all the benefits they were entitled to. They received an average of £58 extra per week

- We made 54 successful applications to charities resulting in awards totalling £20,000
- 125 children received presents at Christmas via KNH toy store
- The team also arranged for 81 food parcels and 24 fuel vouchers to be given to tenants via Kirklees Council's local welfare provision and local food banks.

In 2017/18 we will:

- Continue to prepare tenants for the full implementation of Universal Credit, which begins in November 2017
- Increase the number of tenants paying their rent by Direct Debit to help prevent them falling into arrears.

▶ Private Rented Sector

There is always much more demand for council housing than we have available, so we help tenants find new homes in other ways and work with partners to increase affordable housing in the area.

We understand that getting the right home is vitally important to tenants, so we work hard to get empty homes ready quickly and support those who need a little help to find the right place to live.

This year more than 11,000 people were on the housing register and we helped 2,750 of those find new homes, mostly with the Council but also in Housing Association and Private Rented properties.

As well as managing council homes in Kirklees, we provide tenancy management services for a number of private landlords. The “KNHLiving” scheme aims to improve standards in the private sector; manage private homes for reluctant landlords; and increase the availability of well-managed homes for those who need them. As of March 2017, we managed 19 private rented properties.

We are also working with the council to buy back homes on our estates that were sold through right to buy and we've partnered with private investment company, QSH, on an innovative rent to buy scheme. In March, we let 15 new QSH homes at Upperthong.

Under the scheme, tenants pay affordable rents and have the opportunity to buy the property, with half of the tenant's rental payments put towards the deposit they need to secure a mortgage to buy their home. We also signed a contract with QSH to manage 49 new homes in Chickenley.



15

new QSH homes at Upperthong let.



2,750
people helped to find a new home

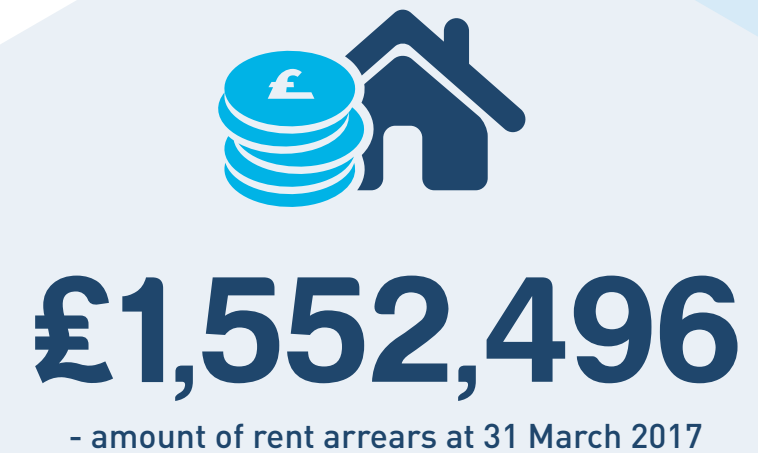
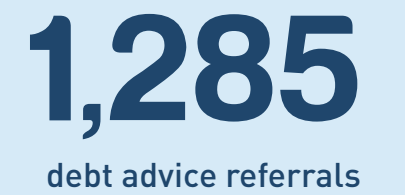
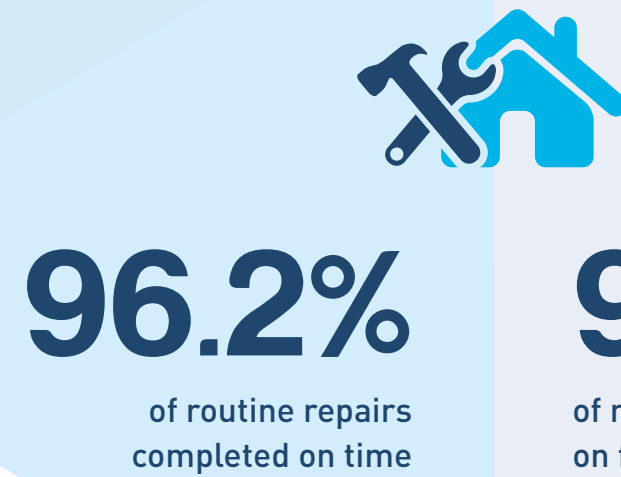
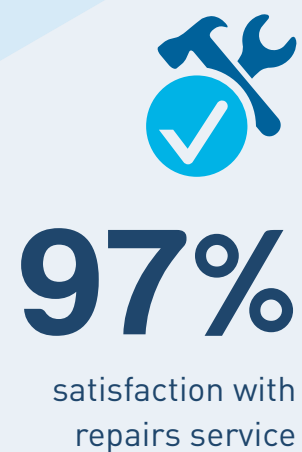
In 2017/18 we will:

- Let and manage the new homes at Chickenley. These properties will all be managed under our innovative “rent to buy” model
- Review the KNHLiving Brand
- Continue to refine and develop KNHLiving by offering management and maintenance services to more private landlords. By April 2018, we aim to manage 50 homes under the KNHLiving brand.

▶ How We Performed

We will continue to review performance against our Service Standards, benchmarking against our peers and Value for Money Strategy.

In addition we will ensure that we involve our tenants and lease holders in consultations and challenge sessions to help KNH continually improve.



Financial Performance

The Housing Revenue Account (HRA) funds all social housing and related activity for council owned properties in Kirklees. From this fund, Kirklees Council pay KNH a fee to manage housing services on their behalf, which in 2016/17 was £23M. In 2016/17 KNH had a turnover of £24M and in 2017/18 (post-merger) this is forecast to increase to £60M.

A key focus for the year has been the production of the Medium Term Financial Plan (MTFP) which sets out the budget for KNH for 2017/18 and indicative figures for the subsequent four years. This represents a step-change improvement in financial planning.

The HRA had been showing shortfalls of £354M on capital funding and £77M on revenue (£77M) over the 30 year profile. The remodelling work that we have completed has helped to show a breakeven position on revenue and the shortfall on capital funds reduced to only £17M over the revised 30 year profile. This is a substantial achievement and a really promising early example of strong partnership working under the auspices of the new management agreement.

The KNH Medium Term Financial Plan (MTFP) was developed to deliver annual savings of £8.1M by year 4 which was sufficient to deliver the balanced HRA over the 30 years described above. The top down budgets have been developed to incorporate these indicative savings but significant work needs to follow to firm

up on these savings given the transition to the new organisation and new Senior Leadership Team (half of whom joined KNH during quarter 4 of 2016/17).

The accounts reported a deficit of £31.9m, which includes the transfer of the pension liability of £28.1m relating to Property Services (Previously Kirklees Council Building Services Department) joining KNH. This is an exceptional item and will only be reported on the face of the income statement in the first year of transfer. The total pension liability as at 31st March 2017 was £33.9m (2016 - £7.4m) which is reported on the Balance Sheet. The deficit for the year excluding this transfer would have been £3.8m (2016 - £1.6m), which is made up of depreciation and other non-cash items.

Value for Money

KNH is developing in 2017/18 a new Value for Money Strategy (VFM) using the principles of the 3Es:- Economy – how much things cost Efficiency – how efficiently things work Effectiveness – what we have achieved with the money we have spent. A value for money register will be created to capture and record the savings that we make.

Income Statement for the year ended 31st March 2017

	31 March 2017 (£)	31 March 2016 (£)
Turnover	23,622,784	15,426,225
Administration expenses	(26,871,968)	(16,714,257)
Operating Deficit	(3,249,184)	(1,288,032)
*Transfer of pension liability	(28,115,000)	
	(31,364,184)	(1,288,032)
Interest receivable and other income	1,645	5,128
Other finance costs	(542,000)	(286,000)
	(31,904,539)	(1,568,904)
Tax on deficit	(2,858)	(3,917)
**Deficit for the financial year	(31,907,397)	(1,572,821)

*The transfer of the pension liability relates to the amount that has been transferred to KNH as par of the transfer of Building Services. This balance is a one off exceptional item which will only be shown in the year of transfer and has been underwritten by Kirklees Council.

**All costs are covered by a management fee from Kirklees Council. The deficit has arisen due to non cash items including depreciation and the accounting treatment of the pension liability under FRS102.

Balance sheet as at 31st March 2017

	31 March 2017 (£)	31 March 2016 (£)
*Fixed assets	98,912	-
**Current assets	8,885,648	3,401,908
Creditors	(7,479,035)	(1,151,986)
Total assets less current liabilities	1,505,525	2,249,922
***Pension liability	(33,974,000)	(7,422,000)
Net liabilities	32,468,475	(5,172,078)
Reserves		
Pension reserve	(33,974,000)	(7,422,000)
Income and expenditure account	(1,505,525)	(2,249,922)
	(32,468,475)	(5,172,078)

*Fixed Assets are made up of laptops and IT equipment.

**The bank and cash balance at 31 March was £8.1m included in Current Assets

***The pension liability relates to the whole of KNH including the transferred Building Services.

► Social Responsibility

Organisations like ours do not operate in a vacuum. Our business activities impact on our customers, employees, partners, the community, the environment and the economy.

That means we must behave in a 'socially responsible' way and strive to have a positive impact in all that we do – for example by creating jobs for Kirklees residents, delivering value for money and investing in local communities.

We want to help our customers and communities thrive, so this year, we have:

- Invested in employment, education, skills and training
- Supported our staff in a variety of charity fundraising efforts for the British Heart Foundation, The Welcome Centre and local food banks
- Promoted health and well-being for staff and customers
- Prepared and supported our customers for welfare reform changes
- Supported customers with budgeting, financial and energy advice
- Invested in community-led programmes, projects and facilities
- Developed new procurement frameworks that help support local suppliers wherever possible.



The KNH Board

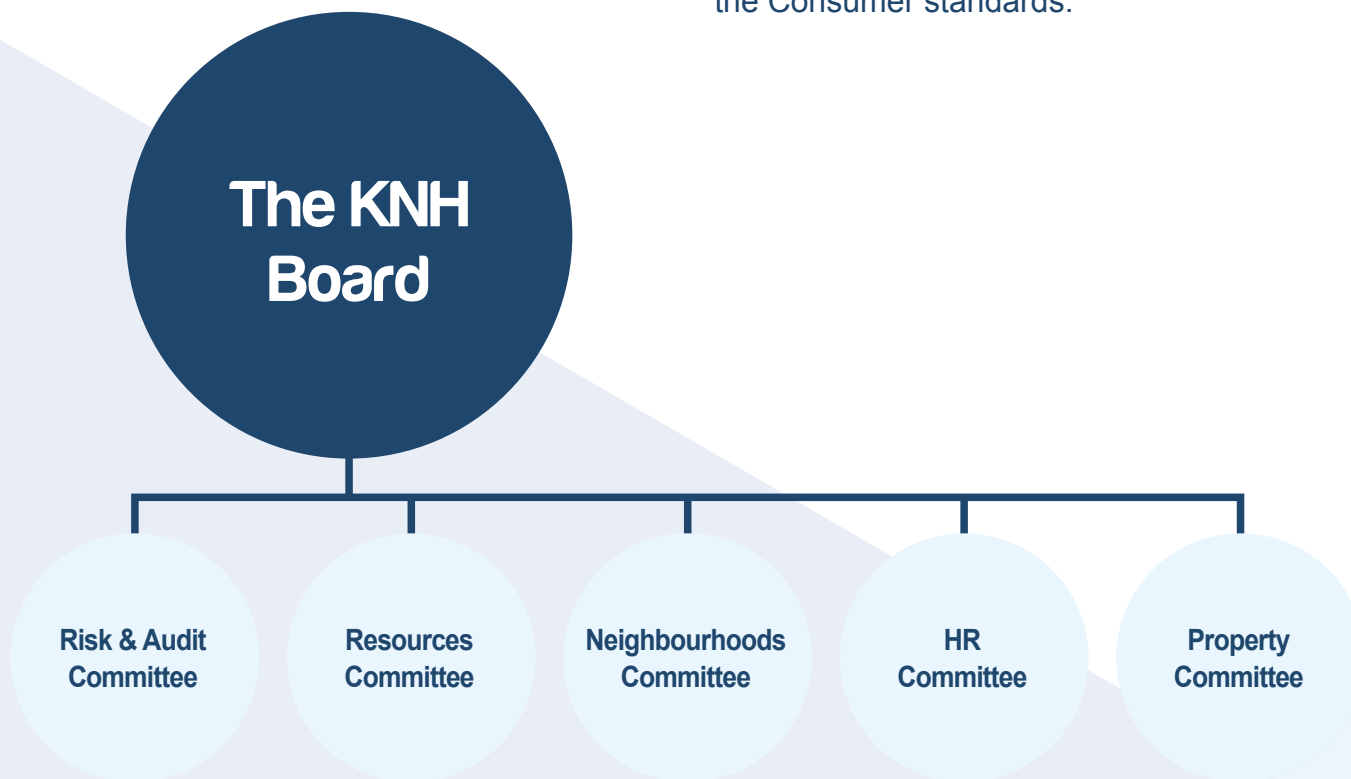
The KNH Board is made up of 15 Members, five tenant representatives, five council representatives and five independents.

Board Members are responsible for the strategic direction of the company. Following the merger with Building Services in October 2016, the committee structures were revised to better meet the needs of our expanded company. The current governance structure is as follows:

Throughout the year the Board has received specific training and masterclasses on Finance, Risk Management and Equality & Diversity (Protected Characteristics) in addition to attendance at relevant seminars and briefings.

During the latter part of the year we have commenced a governance review and the focus for 2017/18 will be to develop an action plan and implement any areas of improvement or change.

It is also the intention of the Board to conduct a compliance self-assessment against the full Homes and Communities Agency's regulatory framework for Governance and Financial Viability and the Consumer standards.



Board Members as at 31 March 2017

Council Nominees:



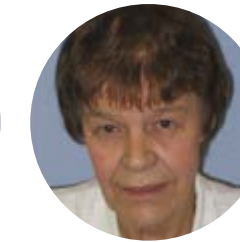
Dave Harris
(Chair)



Cllr Andrew
Marchington



Cllr Elizabeth
Smaje



Molly Walton



Paul White

Tenant Representatives:



Terry Clapham



Jack Gannon



Mary Potts



Vacancy



Vacancy

Independents:



Paul Webley
(Vice Chair)



Conroy Gray



Tony Hood



Jan Thornton



Kate Smyth

Resignations and Appointments as at March 2017

Angela Ellam
- termination of
appointment
5 September 2016

Cora Carter
- sadly passed
away so term of office
ended on the
1 November 2016

Conroy Gray
- appointed to Board
26 September

Sadly, in November 2016, we lost our longest serving Board Member and one of the true heroes of the housing sector, Cora Carter (MBE).

Cora was a pioneer of the tenants' movement, not just in Kirklees, but nationally too.

A devoted local activist throughout the years working tirelessly to give tenants and residents a say in the decisions that affect them.

She made a massive difference to the lives of thousands of people, many of whom will have no idea how much they have to thank her for.

Very few people leave behind them such an exceptional legacy and we are all privileged to have known and worked with her.



Executive Directors

Liz Cook,
Chief Executive

Penny Gilyard,
Director of Resources

Heidi Thompson,
Director of Property

Christine Gummerson,
Director of Neighbourhoods

Rhona E. M. Davidson,
Company Secretary





Company Information

Kirklees Neighbourhood Housing (KNH) is a wholly owned Kirklees Council company.

Registered with Companies House:

Company Registration No: 04394471

Registered head office:

Perseverance House, St Andrews Road,
Huddersfield HD1 6RZ

Auditors:

Revell Ward, 30 Market St,
Huddersfield HD1 2HG



If you require assistance with the translation of this document, large print, braille, or an audio copy please contact us:

Tel: **01484 416440**

Email: knhcommunication@knh.org.uk

Text relay service – Deaf and hearing impaired only

Tel: **18002 + 01484 + 414886**

This page is intentionally left blank