

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

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Monday 4 June 2018

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 12 June 2018**.

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

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

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

Julie Muscroft

Service Director – Legal, Governance and Commissioning

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

The Cabinet members are:-

Member

Councillor Shabir Pandor

Councillor David Sheard

Councillor Masood Ahmed

Councillor Erin Hill (Currently on Maternity Leave)

Councillor Viv Kendrick

Councillor Musarrat Khan

Councillor Naheed Mather

Councillor Peter McBride

Councillor Cathy Scott

Councillor Graham Turner

Responsible For:

Leader of the Council and holder of the Leaders Cabinet Portfolio

Deputy Leader of the Council and holder of the Deputy Leaders Cabinet Portfolio

Cabinet Member - Learning and Aspiration

Cabinet Member - Currently on Maternity Leave

Cabinet Member - Children (Statutory responsibility for Children)

Cabinet Member - Health

Cabinet Member - Communities and Environment

Cabinet Member - Economy

Cabinet Member - Adults and Independence

Cabinet Member - Corporate

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

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

2: Minutes of previous meeting

1 - 6

To approve the Minutes of the meeting of the Committee held on 17 April 2018.

3: Interests

7 - 8

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

4: Admission of the Public

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

5: Deputations/Petitions

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

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

6: Public Question Time

The Committee will hear any questions from the general public.

7: Member Question Time

To consider questions from Councillors.

8: GDPR update and approval of one-off and ongoing funding costs

9 - 16

To note the update report and consider and approve the ongoing implementation costs.

Contact: Katy Deacon, Information Governance Manager Tel: 01484 221000

9: Term Dates for the Academic Year September 2019 to July 2020

17 - 26

A report seeking Cabinet approval for the term dates for the academic year 2019/2020.

Contact: Juliet Stott, Strategic Lead Pupil Admissions Service Manager Tel: 01484 221000

10: Corporate Financial and Performance Q4

27 - 48

A report providing Members with an overview of the Council's corporate performance at the end of Quarter (4) 2017/18

Contact: Nick McMillan, Directorate Performance Lead and Sue Grigg, Directorate Performance Lead Tel: 01484 221000

11: Air Quality Improvement: Access to grant funding for Electric Vehicle Charge Points Taxi and Public Bays

49 - 54

To seek approval of £547,337 for the delivery of strategic network of Electric Vehicle Rapid Charging Points across Kirklees in the Capital Plan. To seek approval for delegated authority to be given to the Strategic Director, Economy and Infrastructure to enter into the funding agreement with West Yorkshire Combined Authority (WYCA) and agree the terms of the procurement.

Contact: Russell Williams, Group Leader Licensing Public Protection Tel: 01484 221000

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 17th April 2018

Present: Councillor Shabir Pandor (Chair)
Councillor Peter McBride
Councillor Musarrat Khan
Councillor Viv Kendrick
Councillor Masood Ahmed
Councillor Graham Turner
Councillor Cathy Scott

Observers: Councillor Eric Firth

Apologies: Councillor David Sheard (Chair)
Councillor Naheed Mather
Councillor Erin Hill (Currently on Maternity Leave)

460 Membership of the Committee

Apologies for absence were received on behalf of Councillors Hill, Mather and Sheard.

461 Minutes of previous meeting

RESOLVED – That the Minutes of the Meeting held on 20 March 2018 be approved as a correct record.

462 Interests

No interests were declared.

463 Admission of the Public

It was noted that Agenda Items 13 and 14 would be considered in private session.

464 Deputations/Petitions

No deputations or petitions were received.

465 Member Question Time

No questions were asked.

466 Special Educational Needs and Disability - Information Advice and Support Service (SENDIASS), known as Kirklees Independent Advice Service (KIAS) and its potential integration with Calderdale SENDIASS

Cabinet received a report which set out proposals to integrate Kirklees and Calderdale Special Educational Needs and Disability Information and Support Services (SENDIASS), with affect from 1 September 2018.

Cabinet - 17 April 2018

The report advised of the statutory duty to deliver impartial information, advice and support, and set out the rationale for proposals to integrate services with Calderdale. Information was provided with regards to the (i) the proposed delegation of functions (ii) monitoring arrangements (iii) public sector equality duty and (iv) workforce/contractual implications.

Cabinet noted that a consultation exercise had been carried out with the Kirklees Independent Advice Service Stakeholder Steering Group during December 2017 and that the proposal had been supported. The report advised that a formal consultation with Kirklees Independent Advice Service staff would also be required.

RESOLVED -

- 1) That approval be given to the integration of Kirklees and Calderdale SENDIASS services under a Delegation of Functions Agreement, from 1 September 2018, or on a date to be agreed with Calderdale Council in due course.
- 2) That approval be given to delegate the Council's Executive Functions under legislation, as set out in Section 1 of the considered report, to the Executive of Calderdale Council under Section 9EA of the Local Government Act 2000 (SI2000/22), together with Regulation 5 of the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2012 (SI2012/1019).
- 3) That the Service Director (Legal, Governance and Commissioning) be authorised to (i) negotiate the terms and conditions of a Delegated Functions Agreement with Calderdale Council, and (ii) sign and seal the final Delegated Functions Agreement with Calderdale Council, and to update the Council's constitution accordingly.

467 Memorandum of Understanding with the University of Huddersfield and Arts Council England

Cabinet gave consideration to a report which sought approval for the signing of a Memorandum of Understanding (MoU) with Arts Council England and the University of Huddersfield as a public declaration of commitment to working with other partners to develop the cultural offer in Kirklees.

The report explained that, by working together, it was considered that partners could (i) develop the role of culture in placemaking and develop cultural leadership (ii) collaborate with Kirklees Cultural Education Partnership to promote and support the engagement of young people in arts and culture (iii) promote opportunities to retain cultural graduates in the district (iv) develop programmes to support emerging talent and support the development of skills and knowledge in the cultural sector in Kirklees and (v) support the process of developing creative works for digital platforms and improve the engagement of the public with culture through digital matters.

Cabinet noted the content of the Memorandum of Understanding, which has attached at Appendix 1 of the considered report, which had been produced following

Cabinet - 17 April 2018

discussions between the Council, University and Arts Council. The report advised that the MoU was a three year commitment, which would commence in April 2018.

RESOLVED - That approval be given to the signing of a Memorandum of Understanding with the Arts Council England and the University of Huddersfield in order to commit to working in partnership to develop the cultural offer and sector within Kirklees.

468 **Early closedown review 2017/18**

Cabinet received a report which provided an update on the early close down of the Council's accounts for 2017-2018 and set out proposals to capitalise an estimated £8.2m revenue expenditure as part of the 2017-2018 final accounts process.

Further to the report submitted to the meeting of Budget Council on 14 February 2018, it was proposed that up to £6m of qualifying revenue expenditure in 2017-2018, that was to be funded from planned drawdown of earmarked reserves, be capitalised and earmarked from in-year capital receipts, which would enable the equivalent amount of earmarked reserves not now required in 2017-2018 to roll forward into future years, to support future earmarked reserves requirements, particularly in regards to transformation activity and workforce restructure reserves requirements over the 2018-2020 period.

Cabinet also noted that the report set out proposals where capital expenditure was due to be funded from revenue in 2017-2018, totalling approximately £2.2m, to substitute fund with borrowing, which would release equivalent revenue resources to the general fund 'bottom line' in 2017-2018.

The Council's Capital flexible receipts strategy was attached at Appendix A of the considered report. Appendix B set out the total direct funding to support capital spend of £2.2m.

The report advised that, subject to approval, the totality of £2.235m approved direct revenue funding in 2017-2018 be replaced with borrowing.

RESOLVED - That approval be given (i) to apply the Council's flexible capital receipts strategy to eligible revenue expenditure and associated proposals, as detailed within the considered report (ii) to approve the direct revenue funding of capital proposals as set out at Appendix B, in accordance with Financial Procedure Rules 3.10-3.12 and (iii) to approve the replacement of £2.2m revenue funded capital expenditure in 2017-2018 with borrowing and associated proposals.

469 **2017/18 and 2018/19 Council Capital Plan – Proposed allocation of 2018/19 capital funding from the Learning & Early Support baseline and proposed amendments to the 2017/18 approved programme.**

Cabinet received a report which identified potential projects to be funded from the Learning and Early Support Capital Maintenance baseline section of the Capital Plan, and sought approval of the Capital Maintenance Programme and named projects in order to enable them to be delivered in 2018/2019.

Cabinet - 17 April 2018

The report also provided an update regarding the delivery of the 2017/2018 Learning and Early Support Capital Maintenance Programme and advised of amendments and virements authorised by officers under delegated powers.

Appendix A to the considered report outlined the process for identifying the condition needs of individual schools, the prioritisation of backlog repairs across all schools and how the 2018/2019 schools' condition programme would be procured, project managed and implemented. Appendix B set out a prioritised list of urgent condition works to be undertaken in schools during the 2018/2019 financial year. Details of amendments, deletions and additions to the original programme set within the overall Cabinet budget for 2017/2018 were set out at Appendix C.

(Cabinet gave consideration to the exempt information at Agenda Item 13 (Minute No. 472 refers) prior the determination of this item.)

RESOLVED -

- 1) That approval be given (i) to the business case at Appendix A of the considered report and (ii) the detailed list of proposed works in schools for 2018/2019 as set out in Appendix B of the considered report.
- 2) That the Service Director (Commercial, Regulatory and Operational Services) be given delegated powers in accordance with Council Financial Procedure Rule 3.12 in order to enable the programme to be managed and the identified works to be implemented within the respective agreed total programme budget.
- 3) That the revised amendments and allocations applied by Officers under delegated powers to the detail of the 2018/2018 Schools Capital Maintenance programme, as set out in Appendix C of the considered report, be noted.

470 2017/18 and 2018/19 Corporate Landlord Asset Investment Capital Plan - Amendments to the detail of the approved 2017/18 Corporate Landlord programme and proposed allocation of 2018/19 capital funding.

Cabinet received a report which identified potential projects to be funded from the 2018/2019 Corporate Landlord Asset Investment baseline section of the Capital Plan, as approved at Budget Council on 14 February 2018. Cabinet were asked to consider and approve the Corporate Landlord programme, along with other projects, in order to enable them to be delivered in 2018/2019, and to authorise delegated powers for the programme to be managed within the overall budget allocation. The report also provided an update on the delivery of the 2017/2018 Corporate Landlord Asset Investment programme and advised of amendments and virements authorised under delegated powers.

The 2018/2019 Corporate Landlord Asset Investment Programme was attached at Appendix A of the considered report. Appendix B provided a schedule of projects which have been either changed, deleted or added to the programme.

Cabinet - 17 April 2018

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 14 (Minute No. 473 refers).

RESOLVED -

- 1) That the amendments to the detail of the approved 2017/2018 Corporate Landlord Asset Investment Capital Plan be approved.
- 2) That approval be given to the programme of work for 2018/2019 as per the overall capital allocation as approved at Budget Council on 14 February 2018.
- 3) That authority be delegated to the Service Director (Commercial, Regulatory and Operational Services) to manage the implementation of the identified works within the respective agreed total programme budget, and that delegated powers shall include authority to (i) add new urgent projects under £250k to the programme without prior Cabinet approval providing that the total cost of the programme remains within the approved capital allocation set by the Council and (ii) slip or delete projects during the course of the financial year to enable the effective management of the programme concerned.
- 4) That all virements, additions and deletions be reported retrospectively to Cabinet in accordance with Financial Procedure Rule 3.14.

471 Exclusion of the Public

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

472 2017/18 and 2018/19 Council Capital Plan - Proposed allocation of 2018/19 capital funding from the Directorate for Children's Learning & Early Support baseline section of the Capital Plan along with details of proposed amendments to the 2017/18 approved programme of works

(Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006, namely that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption, which would protect the interests of the Council and the company concerned, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.)

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 10 (Minute No. 469 refers).

RESOLVED - The information was considered prior to the determination of Agenda Item 10.

473 2017/18 and 2018/19 Corporate Landlord Asset Investment Capital Plan - Amendments to the detail of the approved 2017/18 Corporate Landlord programme and proposed allocation of 2018/19 capital funding

(Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, namely that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption, which would protect the interests of the Council and the company concerned, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.)

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 11 (Minute No. 470 refers).

RESOLVED - The information was considered prior to the determination of Agenda Item 11.

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

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

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

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

Name of meeting: Cabinet

Date: 12th June 2018

Title of report: General Data Protection Regulation (GDPR) update and approval of one-off and ongoing funding costs

Purpose of report

The GDPR preparation period ended on May 25th 2018. Cabinet are asked to note the update report and consider and approve the ongoing implementation costs

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes The overall spend for GDPR adjustment work is over £250,000 and will affect all wards
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes Registered on May 14 th 2018
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by Strategic Director & name	Rachel Spencer-Henshall
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Yes
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Yes
Cabinet member portfolio	Cllr G Turner

Electoral wards affected: All

Ward councillors consulted: All Ward councillors have been made aware of the direct implications for them as data controllers in the context of GDPR

Public or private: Public

1. Summary

Council Services have completed twelve months of GDPR preparation work, which included staff training, topic specific masterclasses, themed workshops and the creation of Council-wide templates for all teams to use as required. Through this period, work was ongoing to identify one-off and ongoing costs which would be required to ensure the Council continues to process personal data in a fair, lawful and transparent manner.

The attached paper at Appendix 1 outlines the status of each of the deliverables within the Councils GDPR Implementation plan and it provides an outline of the one-off costs to bring Services up to the required standards and the ongoing costs to maintain sufficient standards of information governance across Services.

2. Information required to take a decision

In order to respond to the regulatory requirements of GDPR, the Information Governance Board has identified a number of funding requirements. These are broken down into one-off and ongoing costs:

- One off costs = £442,000 identified costs which will be covered by the Council's transformation reserves
- Potential one-off costs = £300,000 additional potential IT costs which will be brought for approval as part of the IT capital funding bid if required
- Ongoing costs = £198,200 requiring Cabinet approval to increase the base Information Governance budget, providing resource for the Council's ongoing GDPR compliance arrangements, fund the Spotlight Information Governance (IG) Training/notification system, pay for ongoing costs for the Central Archive and pay the new Data Protection Fees to the Information Commissioners Office (ICO).

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

GDPR compliance implications

3.2 Economic Resilience (ER)

GDPR compliance implications

3.3 Improving Outcomes for Children

GDPR compliance implications

3.4 Reducing demand of services

GDPR compliance implications

3.5 Other (eg Legal/Financial or Human Resources)

GDPR compliance implications. The resourcing of the £198k ongoing resources, which is in excess of Information Governance's current base budget provision, will be managed in 2018-19 through existing transformation reserves, and recurrent costs then formally built in as part of the overall budget re-fresh for 2019/20 onwards, later in the year.

4. Consultees and their opinions

The following have been consulted on the report and endorse the proposals contained therein:

The Information Governance Board;

Executive Team endorsed this funding but agreed that this report should come to Cabinet for approval to invest £198k to baseline funding to respond to the ongoing GDPR regulation requirements;

Cllr S Pandor and Cllr G Turner.

5. Next steps

Subject to Cabinet approval the base budget for the IG team will be implemented

6. Officer recommendations and reasons

Cabinet are requested to approve the ongoing £198,200.00 funding to increase the base budget of the IG Team, fund the Spotlight IG Training/notification system, pay for ongoing costs for the Central Archive and pay the new Data Protection Fee to the ICO.

7. Cabinet portfolio holder's recommendations

Cllr Turner supports the officer recommendation and acknowledges that further funding will be required to ensure the Council's response to the GDPR is sufficient.

8. Contact officer

Katy Deacon, Information Governance Manager and Data Protection Officer (DPO)

9. Background Papers and History of Decisions

Background Papers:

GDPR Implementation Progress report (attached to this report)

History of decisions:

April IG Board – Challenge session for GDPR funding bids from Services. This Challenge Session required all services requiring additional GDPR funding to present their case for IG Board decision. IG Board progressed the requests which were considered suitable to Executive Team

May 8th Executive Team – Executive Team considered the report on the implementation costs approved by the Information Governance Board and agreed that a report should be taken to Cabinet for approval to invest £198k to IG baseline funding to respond to the GDPR regulation requirements.

10. Service Director responsible

Julie Muscroft, Service Director for Legal, Governance and Commissioning

APPENDIX 1

GDPR Implementation Progress Report

Author: Katy Deacon
Date: May 2018

Summary
<ul style="list-style-type: none"> • Council Services have been working to bring procedures into line with GDPR requirements since May 2017. As the Data Protection Act (2018) only came into force on May 25th 2018 the ICO has not yet issued all of its compliance guidance around the UK specific requirements and therefore it is expected that a further 12 months' work is required across all services, to ensure compliance standards are consistently met. • The Council's Data Protection Officer (DPO) Role has been appointed and the ICO notified of this appointment • Executive Team have mandated the IG Board to appropriately action a GDPR compliance plan, ensuring GDPR compliance standards are consistently achieved across all services by May 2019. • Funding for GDPR related costs has been identified by services, with the IG Board providing challenge where appropriate.

The Council's GDPR Implementation Plan is split into 10 deliverables. The current status of these is outlined below.

Brief Description of Status	
Governance	An online Data Protection Impact Assessment system went live in May, enabling all teams which collect personal data to have a robust assessment completed prior to any data collection. These assessments can also be sent to the ICO should they be requested. Data Protection Officer responsibilities have been added to the IG Manager role. This appointment was notified to the ICO in time for GDPR implementation.
Assurance	Services continue to contact their contractors to ensure they have sufficient Assurance standards in place. GAP analysis of external assurance still to be completed across Services. This will be done during the summer period when Services audit their GDPR responses.
Third Party Management	A Data Sharing workshop for officers and partners was held in Huddersfield Town Hall, with all attendees able to ask questions so they have better understanding about this new online Information Sharing Gateway approach. Sessions have also been held with Head Teachers, School Business managers and Domiciliary Care providers to update them on GDPR, to ensure they have the appropriate knowledge. Stronger contract monitoring will be required following the contract amendments which are needed to ensure contracts are GDPR compliant. The Legal, Procurement and IG teams are working with Services to ensure the required adjustments are made to existing contracts. Priority is being made to services which process high volumes of personal data, with Childrens, IT, Adults and Public Health Services being targeted before May 25 th .
Data Collection & Use	The Council must create a Council-wide Record of Processing Activities (ROPA) which is a requirement under GDPR. This will be created automatically through the Information Asset Register (IAR) system once its development is completed by IT and rolled out across the Council. The Kirklees Citizen's Account has been a key delivery platform for many of the development activities for this deliverable. The Citizens Account will continue to be developed to ensure citizens have control over the use of their personal data where this is in line with the lawful basis for processing.

Retention & Disposal	Retention of documents within Services is being reviewed by teams currently with support from the IG Team.
Rights	GDPR brings in new rights for individuals and strengthens the rights individuals had under Data Protection Act (1998). Therefore a new, council-wide approach to the coordination and compliance for these rights has been developed which will enable the coordination to be consistent across the Council. The web page for citizens to exercise their rights can be accessed here .
Security	Office 365 controls are being developed by a small project team, including IT. Transformation and IG team members. This will ensure controls around information security and records management are released alongside the Office 365 roll-out. An online Information Security Incident reporting form is being used by officers reporting information security incidents. This form can be accessed here . Communications around Security, including improved password choices, has also been rolled out through the Spotlight messaging service.
Systems & Technology	This is one of the highest risk areas across the GDPR deliverables. IT are working closely with suppliers to ensure the Kirklees systems are GDPR compliant.
Training & Awareness	Awareness sessions have been provided to a wide range of audiences including staff, councillors, schools and partners. Videos for staff are available on the intranet which cover a range of topics and a YouTube channel has been set up with three 10 minute information videos for councillors. Detailed GDPR training has been identified as required for the IG Board members and IG Team. This cost has been included in the one-off costs which have been approved by IG Board and Executive Team.
Staff Data	People Services are working on their processes for retaining and destroying staff data. They are generating new guidance for managers around the use of staff data.

Costs of GDPR Implementation

IG Board have considered all of the costs relating to GDPR, which Services have raised. These bids have been broken down into two themes, ongoing costs and one-off costs.

The total for ongoing costs is £198,200 which is required to increase the base budget of the IG team, enabling the appropriate resources required to support the Council's compliance arrangements, fund the Spotlight IG Training/notification system, pay for ongoing costs for the Central Archive and pay the new Data Protection Fee to the ICO. The ongoing costs of £198,200 require Cabinet approval. Full details of these costs can be found in Appendix 1.

The total for one-off costs is £742,000 with £442,000 identified as *actual* costs and £300,000 of these costs identified as a *potential* cost. A summary breakdown of these costs is below and the full cost breakdown can be found in Appendix 2.

The successful bids have been approved by Executive Team, with £500,000 one-off costs identified to come from the Transformation fund. A further £250,000 for one-off IT costs will be brought for Cabinet approval separately.

Appendix 1 – Ongoing GDPR support funding

Introduction

The new Data Protection Act (2018) includes GDPR and requires all organisations to process personal data in a fair, lawful and transparent manner. The new Act requires a strengthening of the Councils approach to the processing of personal data and significant changes in how the processing of personal data is recorded to ensure the Council's ongoing compliance with the law is recorded for each processing activity carried out.

The Information Governance team is providing the Council with a strong foundation for data and information. This foundation covers the areas of Information Security, Information Compliance, Knowledge and Records Management, Information Processing & Sharing, Transparency and Information Assurance. This work is also an enabler for a successful Intelligence Vision.

Temporary funding for additional resources within the IG Team has been in place since January 2017, as it was identified in autumn 2016 that resources were required to support the Councils Intelligence Vision and meet the new demands around the Council's Central Archive, Information Security and subject access responses. With the advent of GDPR, these resources are now required permanently, in addition to funding for the Data Protection Officer, council-wide IG training, Central Archive costs and the increased cost of ICO registration. The details of these can be found below.

Ongoing Resource Cost

As GDPR is now firmly in view, it is clear that the resources which were put in place on a temporary basis in 2017 are now required on a permanent basis to ensure the increased demand, due to the GDPR risks, is achieved.

From May 2018, the council must have a Data Protection Officer to comply with GDPR. This role will be resourced from the IG team. The role has been absorbed into the Information Governance Manager post and the officers within the IG team will support this role and help reduce risks to Services through their work.

Council-wide IG Training

The increased use of electronic equipment use through the Mobile & Agile work program is increasing the number of information security incidents which are reported. From May 2018, all incidents which meet a defined threshold must be reported to the ICO within 72 hours. In addition, to GDPR, the risks around Cyber security are increasing with more incidents coming to light around hacking, phishing and other cyber-crime. Therefore, it is imperative that all members of staff who use electronic devices are regularly updated with the risks, training and the appropriate responses in case they receive these types of communications.

The current Spotlight system, tradename Metacompliance Advantage, was purchased in 2016/17 by IT under instruction from the IG Board. This was a one-off purchase, with the IG Board requiring the IG Team to determine the value and use of this software going forward.

This software has shown its value regularly throughout the past year enabling us to interrupt the regular messaging to include specific messages, targeted at appropriate teams, to improve awareness following security incidents. The system also allowed the IG Team to encourage all users to complete the mandatory data protection before the end of February, which would not have been possible without Spotlight.

In future, the IG team need to purchase this system at a cost of £55,000 for a 3 year licence from April 1st 2019. This purchase will continue to enable the regular IG messages to go out to each individual to support the adoption of positive IG practices and ensure the culture of the organisation keeps information safe and secure in the future.

Central Archive Costs

In summer 2017, the Central Archive was opened and since then, Services have been sending boxes to the Archive to clear office space and ensure their records are appropriately stored. Boxes stored in external storage facilities are also coming back into the Council to be stored in the Archive. The Archive is steadily

filling up and now requires an ongoing budget to pay for items such as maintenance of the mechanical lifting machine, flat pack boxes for Services to fill and other, ongoing office and archive stationery costs.

ICO Registration Costs

Under GDPR the Information Commissioners Office funding is changing. From May 25th 2018, Data Controllers will be required to pay the ICO a Data Protection Fee, which replaces the current registration fee. The law will also allow the ICO to prosecute Data Controllers who don't pay the fee.

There are now three tiers of fee: Tier 1 is £40 for micro organisations with no more than 10 members of staff, Tier 2 is £60 for organisations with no more than 250 members of staff, Tier 3 is £2,900 for large organisations. These cost increases will mean that the Council must pay an additional £3,200 per year in Data Protection Fees to the ICO.

Required Baseline Cost increases

Item	Total Cost
Resource costs for IG Team	£170,000
IG Training & software – annual cost for Spotlight (Metacompliance)	£20,000
Central Archive budget	£5,000
Additional ICO Registration costs for the Council, Returning Officer, Superintendent Registrar, Electoral Registration Officer, 69 Councillors and potentially the Children's and Adult's Safeguarding Boards	£3,200
Total	£198,200

Appendix 2 – One-off GDPR costs

Service	One off cost for IG Board consideration	Description	Effected Deliverables	IG Board decision
Learning & Early Support	£ 26,000	Costs to improve, test and support development of IT systems plus resource costs to enable staff to improve compliance and retention processes	Assurance, Third Party Management, Retention & Disposal, Rights, Security, Systems & Technology	Approved
People Services	£50,000	Scanning, indexing and destruction of paper files	Data Collection & Use, Retention & Disposal, Rights, Security, Systems & Technology, Staff Data	Approved
Legal and Procurement Services	£90,000	Temporary appointment of a legal officer to provide specialist GDPR/IG and contract law support	Assurance, Third Party Management, Data Collection & Use, Training & Awareness	Approved
Democracy Service	£59,000	GDPR training for IG Team and IG Board plus temporary IG Officer to overcome peak GDPR work.	Governance, Assurance, Third Party Management, Retention & Disposal, Rights, Security, Systems & Technology, Training & Awareness	Approved
IT Service	£500,000 (€200,000 actual, €300,000 potential)	Upgrade of IT systems to ensure GDPR compliance, including some upgrades of systems to introduce automating lifecycles of GDPR sensitivities	Assurance, Retention & Disposal, Rights, Security, Systems & Technology	Approved in principle – conditions around potential spend
Adult Social Care	£17,000	Additional, temporary resource costs to cover improvements around External Comms & Assurance, Person Identifiable Data, Risk Management and Retention & Destruction	Governance, Assurance, Third Party Management, Retention & Disposal, Rights, Security, Systems & Technology, Training & Awareness	Approved



Name of meeting: Cabinet

Date: 12 June 2018

Title of report: Term Dates for the Academic Year September 2019 to July 2020

Purpose of report

Kirklees Local Authority as the admission authority determines term dates for community, voluntary controlled and community special schools. The governing bodies of voluntary aided schools and trust schools and the academy trusts of academies and free schools, are able to determine their own dates; In the interests of pupils and their families and staff the majority of own admission authority schools do coordinate with those dates set by the Council.

This report is being presented in order to approve the term dates for the academic year 2019/2020.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	No If yes also give date it was registered
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Sal Tariq 25th May 2018
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Eamonn Croston (James Anderson) 25th May 2018
Is it also signed off by the Service Director for Governance and Commissioning Support?	Julie Muscroft (John Chapman) 25th May 2018
Cabinet member portfolio	Cllr Masood Ahmed Cllr Viv Kendrick

Electoral wards affected: All Wards

Ward councillors consulted: No

Public or private: Public

1. Summary

Statutory regulation requires that 195 school days are identified in any academic year. Pupils attend school for a statutory 190 days and then five additional days called pupil occasional holidays are determined by the governing body of the school.

The Kirklees (1993) policy for determining school term dates was agreed in 1993 and is set out in Appendix 1. The Local Government Association (LGA) urges Authorities to try to achieve a coordinated approach when determining term dates and there is increasing pressure to try to agree a common calendar across the country. Officers have liaised with neighbouring authorities to inform the consultation process in Kirklees.

When applying the Kirklees policy, the school term dates for 2019/2020 indicate that there are common dates between Kirklees and its neighbours in the majority of cases for the 2019/2020 school year and the dates are shown in Appendix 2.

2. Information Required to Take a Decision

Proposed Term Dates for Kirklees for the academic year 2019/2020

<u>Autumn Term</u> Begins Half Term Ends	Monday 2 September 2019 Monday 28 October to Friday 1 November 2019 (inclusive) Friday 20 December 2019
<u>Spring Term</u> Begins Half Term Ends	Monday 6 January 2020 Monday 17 February to Friday 21 February 2020 (inclusive) Friday 3 April 2020
<u>Summer Term</u> Begins Half Term Ends	Monday 20 April 2020 Monday 25 May to Friday 29 May 2020 (inclusive) Monday 20 July 2020 **

**suggest this day could be taken as one of the 5 pupil occasional holidays

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

There will be no impact

3.2 Economic Resilience (ER)

There will be no impact

3.3 Improving Outcomes for Children

There will be no impact

3.4 Reducing demand of services

There will be no impact

3.5 Other (eg Legal/Financial or Human Resources)

There will be no impact

4. Consultees and Their Opinions

The main route for consultation regarding proposed school term dates has been with the main school Professional Associations and Trades Unions through the respective liaison groups and Headteacher group meetings. All Headteachers of all schools in Kirklees have been consulted during the process as well as members of the Place Planning and Admissions Group which is made up of Headteachers, Diocese representatives and local authority officers.

5. Next Steps

When determined the 2019/2020 term dates will be communicated to the governing bodies of all schools as well as neighbouring local authorities.

The Kirklees term dates for 2019/2020, as shown in Appendix 3, will appear on the Kirklees Council website and include details of the bank holidays during the 2019/2020 school year.

6. Officer Recommendations and Reasons

Members are requested to;

Note that the dates proposed meet with the required number of school days as in statutory regulation.

Note that following consultation, the recommendation is to follow with the dates proposed as set out in Appendix 2 as it can be seen clearly that the majority of our neighbouring local authorities propose to have similar dates to Kirklees Council.

Note that the collective view of the majority of consultees supports the agreement of the term dates 2019/2020.

Approve the proposed term dates for the school year 2019/2020 as set out above and shown in Appendix 3.

7. Cabinet Portfolio Holder's Recommendations

We are content that a robust consultation has taken place with our school stakeholders. We are aware that it is increasingly difficult to coordinate term dates with all neighbouring authorities as there are a range of policies that are in place. The local authority has encouraged Kirklees schools to be collaborative and we welcome that our schools are mindful of this, and keen to collaborate in arrangements that support our families and what that means for them in making very practical arrangements; for example where families have children in both primary and secondary schools. We would strongly encourage this to continue so as far as is practicable so that the arrangements that we approve for community and voluntary controlled schools for the term dates for 2019/20 are reflected by all schools across Kirklees.

8. Contact Officer

Juliet Stott, Strategic Lead Pupil Admissions Service Manager
Tel: 01484 221000
Email: juliet.stott@kirklees.gov.uk

9. **Background Papers and History of Decisions**

Appendix 1 - Kirklees Policy (1993) for setting Term Dates

Appendix 2 – 2019/20 Term Dates, Kirklees and Neighbouring Local Authorities Comparison

Appendix 3 - Recommended term dates for Kirklees Community, Controlled and Community Special Schools - 2019/20 (includes bank holiday dates)

10. **Service Director responsible**

Jo-Anne Sanders, Service Director-Learning and Early Support

Tel: 01484 221000

Email: jo-anne.sanders@kirklees.gov.uk

The policy for determining the 195 school days was approved by Education Committee on 10 August 1993.

The school year shall consist of 195 school days. Pupils must attend on 190 of those days. In nominating the five pupil occasional holidays, governing bodies must accommodate the use of the school as a polling station, where needed.

1. Start of the School Year

The school year shall start on the first week day in September.

2. Autumn Half Term Holiday

The Autumn half term holiday shall be the five days which are the last period Monday to Friday in October. According to the year October half term can start as early as Monday 21 and as late as Monday 27 October.

3. Christmas Holiday

The Christmas holiday shall start on the Friday which is on, or otherwise immediately prior to, 22 December and shall include at least 10 school days (three weekends) and any New Year's day holiday which is outside that period.

4. February Half Term Holiday

The February half term holiday shall be five days Monday to Friday which divides the term as far as possible into two equal parts.

5. Easter Holiday

If Easter Sunday falls on or before 8 April the term shall end at the close of the afternoon session on Maundy Thursday (the day before Good Friday) and be closed for 11 school days. If Easter Sunday falls after 8 April the term shall end at the close of the afternoon session on the Friday before Good Friday. The holiday will be 10 school days.

6. Spring Bank Half Term Holiday

The Spring Bank half term holiday shall be five days Monday to Friday from the statutory holiday which falls as the last Monday in May.

7. The Start of the Summer Holiday

Taking into account the holidays given above, the start of the Summer holiday shall be such that the school year consists of 195 school days of which five days shall be declared as pupil occasional holidays by the governing body of each community, controlled and special school.

How the draft 2019-20 school calendars compare across neighbouring authorities:

	Start of year	Half-term	Christmas holidays		Half-term	Easter holidays		Half-term	End of year
Calderdale	Mon 2 Sept	Mon 28 Oct – Fri 1 Nov	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Mon 20 July
Barnsley	Mon 2 Sept	Mon 28 Oct – Fri 1 Nov	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Mon 20 July
Bradford	Mon 2 Sept	Mon 28 Oct – Fri 1 Nov	Thu 19 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Mon 20 July
Kirklees	Mon 2 Sept	Mon 28 Oct – Fri 1 Nov	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Mon 20 July*
Leeds	Wed 4 Sept	Mon 28 Oct – Fri 1 Nov	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Wed 22 July
Oldham	Wed 4 Sept	Mon 28 Oct – Fri 1 Nov	Thu 19 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Thu 16 July
Wakefield	Mon 2 Sept	Mon 28 Oct – Fri 1 Nov	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb- Fri 21 Feb	Fri 3 Apr	Mon 20 April	Mon 25 May – Fri 29 May	Mon 20 July

Note: * as the last day of term falls on a Monday, schools may wish to consider making this day one of their 5 pupil occasional holidays

SCHOOL CALENDAR (TERM DATES) FOR COMMUNITY, CONTROLLED AND COMMUNITY SPECIAL SCHOOLS

Academic Year 2019/2020								
AUTUMN TERM			SPRING TERM			SUMMER TERM		
40 Days		35 Days	30 Days		30 Days	24 Days		36 Days
FIRST DAY	HALF TERM	LAST DAY	FIRST DAY	HALF TERM	LAST DAY	FIRST DAY	HALF TERM	LAST DAY
Mon 2Sept	Mon 28 Oct to Fri 1 Nov (inclusive)	Fri 20 Dec	Mon 6 Jan	Mon 17 Feb to Fri 21 Feb (inclusive)	Fri 3 Apr	Mon 20 Apr	Mon 25 May to Fri 29 May (inclusive)	Mon 20 July **

195 DAYS - FIVE OF WHICH ARE TO BE PUPIL OCCASIONAL HOLIDAYS.

(**it is suggested that this day is taken as one of the 5 pupil occasional holidays)

Note: Two of the five days may be disaggregated. If schools wish to disaggregate additional days, a written request giving details must be submitted to Pupil Admissions by letter to Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY, by email to pupiladmissions@kirklees.gov.uk or via anycomms **suggest this day is taken as one of the 5 pupil occasional holidays

Bank Holidays

August Bank Holiday
Christmas
Christmas
New Years Day

Monday 26 August 2019
Wednesday 25 December 2019
Thursday 26 December 2019
Wednesday 1 January 2020

Good Friday
Easter Monday
May Day
Spring Bank

Friday 10 April 2020
Monday 13 April 2020
Monday 4 May 2020
Monday 25 May 2020

August						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Bank Holidays

School
Holidays

Election Day (schools used as a Polling Station may wish to consider using one of their Inset Days on this day).

Number of pupil days: 195

Less Pupil Occasional Holiday days to be fixed: 5

Total number of pupil days: 190

Name of meeting: Cabinet & Council

Date: 12th June 2018

Title of report: Quarter (4) Corporate Performance Report

Purpose of report

This report is to provide Members with an overview of the Council's corporate performance at the end of Quarter (4) 2017/18.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No .
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Not applicable
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by Strategic Director & name	Rachel Spencer-Henshall, Strategic Director – Corporate Strategy and Public Health – 31 May 2018
Is it also signed off by the (Acting) Service Director for Finance IT and Transactional Services?	Eamonn Croston – 4 June 2018
Is it also signed off by the Service Director for Legal Governance and Commissioning	Julie Muscroft – 4 June 2018
Cabinet member portfolio	Cllr Shabir Pandor, Leader of the Council Cllr David Sheard, Deputy Leader of the Council

Electoral wards affected: Not applicable

Ward councillors consulted: Not applicable

Public or private: Not applicable

1. Summary

This is the fourth corporate performance report under a refreshed regime, being lighter in content and more keenly focussed on the key strategic issues the Council faces, in relation to three delivery themes – Ambitious Kirklees, Inclusive Kirklees and Resilient Kirklees. It is also aligned much more closely to the Corporate Plan for 17/18 than has been the case in previous years.

53% of all actions and measures are assessed as on track, with 22% off track and 18% at risk and 7% missing.

2. Information required to take a decision

Key issues at the close of Quarter (4) include the following:

- The Citizen's Account (My Kirklees) went live in Q3 and at the close of the financial year there are 20,000 live accounts. Self-service is currently running at 81.85% of all Council interactions.
- Homelessness has been an issue for the whole year. Homelessness acceptances are 531 against a target of 403. This is also high in comparison with other LA's in West Yorkshire and the national average. Coupled with this homelessness preventions are falling and are below target projections. Also, the performance trend for number of

- nights spent in B&B as a percentage of overall temporary accommodation has worsened over the course of the full year.
- The number of children with a child protection plan has been falling over the course of 17/18 - from 496 at the beginning of the financial year to 356 at the close of the year.
 - However, there continue to be significant pressures in consideration of Children's services caseload management. 24 hour decision making on social care referrals has been variable over the course of the year. Timeliness of ICPC's has been in sharp decline. Also, child protection visits undertaken in the last four weeks has been variable across the year, from a a low of 68.5% to closing on a high at 91.9% in March 2018.
 - There are also concerns with regard to adult social care caseload management. There are back logs and outstanding reviews are increasing. Time taken through the end to end safeguarding pathway is averaging at 122 days, longer than service expectations. The increasingly complex nature of new service users approaching the Council is impacting on the time it takes to ensure assessment captures all care needs and that appropriate support packages are brokered and put in place.
 - In conjunction, patients aged 65+ discharged home from hospital with rehab/reablement support, who are still living at home at 91 days currently stands at 80.8%, remaining significantly short of target.

3. **Implications for the Council**

The attached reports show progress in relation to the Council's three delivery themes and the Corporate Plan for 2017/18. In that the Quarter (4) Corporate Performance Report provides a high level overview of performance across all council activity, it has a contribution to make in all five of the following sub-headings.

- 3.1 **Early Intervention and Prevention (EIP)**
- 3.2 **Economic Resilience (ER)**
- 3.3 **Improving Outcomes for Children**
- 3.4 **Reducing demand of services**
- 3.5 **Other (eg Legal/Financial or Human Resources)**

4. **Consultees and their opinions**

The attached reports show progress in relation to the Council's three delivery themes and the Corporate Plan for 2017/18.

5. **Next steps**

The reports may be considered by Overview and Scrutiny Management Committee.

6. **Officer recommendations and reasons**

It is recommended that the report is noted.

7. **Cabinet portfolio holder's recommendations**

Not applicable

8. **Contact officer**

Directorate Performance Lead Officers:

- Nick McMillan (Adults & Health, Economy and Infrastructure, Corporate Services)
- Sue Grigg (Children & Families)

9. **Background Papers and History of Decisions**


Not applicable

10. **Service Director responsible**

Rachel Spencer-Henshall, Strategic Director for Corporate Services

Quarter (4) January to March 2018

Our Corporate Plan



Kirklees - building a strong local democracy

We want Kirklees to be a district which combines a strong sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives

Our Values

Leadership
Leading the council, its partners and communities in managing resources efficiently to maintain services

Progressive
Driving innovation based on engagement with all, helping to foster and develop a thriving area.

Responsible
Work with communities to create a sustainable environment for people; improving health and well-being and building a strong local economy.

Equality
Working together to meet the needs of our citizens to create opportunities for everyone and a fairer society

Our Themes

AMBITIOUS
Kirklees

INCLUSIVE
Kirklees

RESILIENT
Kirklees

Our Priority Actions

<ul style="list-style-type: none"> Business and jobs growth Revitalising Huddersfield and transforming Dewsbury More and better quality homes Improving physical/digital connectivity Effective management of waste Making the most of greenspaces Effective customer first points of contact More digital and self-serve transactions Information technology enabling Council transformation An intelligence system in support of effective commissioning Council property assets that are fit for purpose 	<ul style="list-style-type: none"> Reduced community tensions between people who are different Delivering schools as community hubs Working in partnership with statutory and non statutory partners at a local level The best possible educational outcomes for children and young people Supporting schools, carers/ families of children and young people with special educational needs and disability Sufficient quality learning places for Kirklees A skills strategy to meet local need Tackling Poverty and Welfare services to those in need of financial support Helping people into employment and to progress in employment Protecting and making the best use of social housing stock Meeting the housing needs of vulnerable people Deliver Democracy Commission 	<ul style="list-style-type: none"> Preventing family breakdown Integrated working across all children's social care agencies Therapeutic support for vulnerable children Independent and resilient Looked After Children and Care Leavers A wellness model for Kirklees Reducing health inequalities through physical activity Communities contributing to early intervention and prevention Sustainable solutions for community safety Quality, sufficiency and stability in the adult social care market Timeliness of adult social care assessments and reviews Integrated adult social care access points Effective major incidents management
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Our Corporate Plan is supported by a set of priority actions and key measures, used in combination to assess the progress made towards our three delivery themes:-

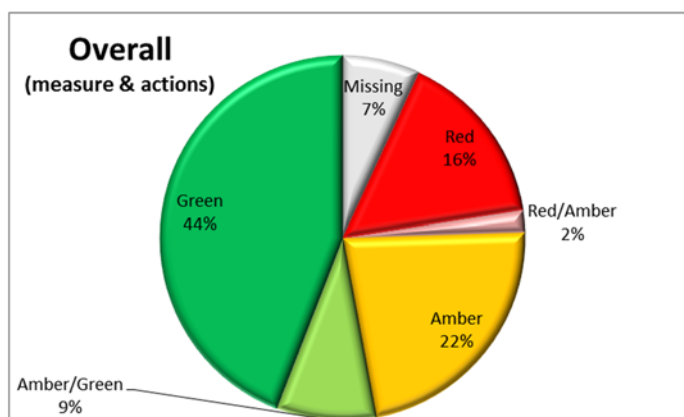
Ambitious Kirklees Inclusive Kirklees Resilient Kirklees

This document does not provide full coverage of all performance assessment activity undertaken. It aims to present a high level overview of activity that is more strategic in nature and front-facing/tangible. Actions and measures included in the report have been agreed by the Executive Office Team and by Cabinet.

All areas of service undertake their own performance assessment at an operational level, flagging any significant risks and issues which may, through escalation, find their way into this report.

Executive Summary

The quarterly performance report is based upon an agreed set of headline actions and performance measures, drawn from eleven Service Plans. There are 38 actions and 64 measures included in the Q4 performance report and the narrative is based upon performance by exception. 53% of all actions and measures are assessed as on track, with 22% off track and 18% at risk. There has been a significant shift of Red/Amber into Red (there were 9% Reds and 7% Red/Ambers in Q3). The 'at risk' items are addressed in the main body of the report. There are several issues that cut across the 3 Delivery Themes, largely a continuance from those issues highlighted at the close of Q3.



- The Citizen's Account (My Kirklees) went live in Q3 and at the close of the financial year there are 20,000 live accounts. Aligned with this, self-service is currently running at 81.85% of all Council interactions, which is above expectations.
- Homelessness has been an issue for the whole year. Homelessness acceptances are 531 against a target of 403. This is also high in comparison with other LA's in West Yorkshire and the national average. Coupled with this homelessness preventions are falling and are below target projections. There is a 16% decrease on the same quarter the previous year. Also, the performance trend for number of nights spent in B&B as a percentage of overall temporary accommodation has worsened over the course of the full year. The year-end figure is 20.22%, the highest for the year, set against a target of just 5%. It should be noted that the Homelessness Reduction Act requirements come into force in April 2018 and may have a significant impact on service delivery. Preparatory work in Service is underway to ensure a smooth transition.
- The number of children with a child protection plan has been falling over the course of 2017/18 - from 496 at the beginning of the financial year to 356 at the close of the year. It is also significantly below the target of 462.
- However, there continue to be significant pressures in consideration of Children's services caseload management. 24 hour decision making on social care referrals has been variable over the course of the year and the service has been redesigned with external consultants. From a low in December 2017 of 47.3% the service is seeing monthly improvement. Timeliness of ICPC's has shown performance around 48 – 52.8% throughout the year. However March 2018 showed a reduction to 46.5%. This is an area of priority for Service Managers. Child protection visits undertaken in the last four weeks varied from a low of 68.5% at July 2017, however, we are closing on a high of 91.9% March 2018.
- There are also concerns with regard to adult social care caseload management. There are back logs and outstanding reviews are increasing. Time taken through the end to end safeguarding pathway is averaging at 122 days, longer than service expectations. The increasingly complex nature of new service users approaching the Council is impacting on the time it takes to ensure assessment captures all care needs and that appropriate support packages are brokered and put in place.
- In conjunction, patients aged 65+ discharged home from hospital with rehab/reablement support, who are still living at home at 91 days currently stands at 80.8%, remaining significantly short of the 94.1% target.

In consideration of an end-of-year review, an additional two columns have been added to the performance measures tables for this Q4 report. The first calculates the percentage by which each measure, at year end, is over or under target. The second calculates the percentage by which each measure is above or below the closing position from the previous year.

Ambitious Kirklees

KIRKLEES OUTCOMES:

- (5) Kirklees has sustainable economic growth for communities and businesses
- (6) People in Kirklees experience a high quality, clean, and green environment
- (8) A Council that works smart and delivers effectively and efficiently



Performance by Exception

Re-vitalisation of Huddersfield and Dewsbury

- Key stakeholder (internal / external) consultations on the Dewsbury Station Gateway are going well and are on target to commence construction in July 2018.
- The council's external valuers updated their opinion of Southgate site value in January 2018, and officers are currently in the process of appointing agents to market the site. The target date for site to go formally onto the market is June 2018 (after the local elections). The target date for a report to Cabinet on a preferred purchaser is June 2019.
- The Planning Application for 103 New Street is to be considered by Planning Committee in April 2018. The strip out works will then follow. The transfer and facility agreement are due to be completed by June 2018.

Current Concerns, Risks and Issues

- *The council's landlord and heritage works for Pioneer House have been delayed, and partners at Kirklees College are aware. The revised target date for completion of the council's landlord and heritage works is now September 2018.*
- *The outcome of the Accelerated Construction Bid for the Waterfront site is still pending. The appointed consultants have provided some information following a review of the site and this information is being reviewed by officers, so that a response can be formulated.*

Housing Supply & Quality of Homes

- The planning application for the Ashbrow Housing site was submitted by the preferred bidder in February. This is due to be considered by the Planning Committee in April 2018.
- Delivery has commenced on the installation of non-standard cavity wall insulation to Riddings properties in February 2018, as part of the Better Homes Growth Fund project. Delivery is focusing first on the Council-owned properties in the area, with private properties being addressed once potential Energy Company Obligation ('ECO') subsidy opportunities have been finalised. A waiting list for the private properties is being operated, as interest is being generated by the works to council properties. Delivery is on target to meet the grant deadline of September 2018.

Current Concerns, Risks and Issues

- *As previously reported in the Q3 report, the annual survey for net additional homes in the District has been completed for 15/16. The data is 12 months lagging. The net gain in housing is 983 homes. However, this is significantly under the target of 1738 per annum to meet demand. This is a recurring theme year on year.*
- *High level discussions regarding the Soothill Housing site are taking place around the council's land and how key sites will be progressed. Until a decision has been made on the approach to be taken for the Soothill Site, and the desired housing mix, work has been put on hold. There has been some consideration of the Invitation to Tender documentation, to appoint a developer. Work has also been undertaken to identify which Site Investigations are required for the site, and the possible approaches to*

commissioning these.

- *There has been a steady rise in the number of void properties over the second half of the year, from a low in October of 164 properties to a year-end high of 229 properties.*

Connectivity

- The Superfast West Yorkshire broadband connectivity project has now surpassed 95% superfast coverage across Kirklees with connections reaching 22,500 homes and business. The Council is currently developing 'Contract 3' with the aim of extending the Superfast reach with a combination of EU, DEFRA and Growth Deal funding.
- The government has also announced 10mb/s legal limit for broadband speeds in the UK from 2020. EE has announced investment in Kirklees with a plan to reach 3,200 homes. Early discussions have commenced with City Fibre following a successful response to an expression of interest submitted last year. It is hoped they will invest significantly in Huddersfield over the next couple of years. The Council is developing a digital delivery plan to pull together all the digital infrastructure projects into one coherent paper.

Current Concerns, Risks and Issues

- *Kirklees was unsuccessful in a bid for Local Full Fibre Network funding. However, the Department of Culture Media & Sport has indicated that, with some work, they would welcome the submission in a future call.*

Support for Businesses

- The SME Growth Managers have engaged with 110 businesses this year which is ahead of the year-end target of 90, as set by the Local Economic Partnership. The LEP has confirmed additional funding from the Department of Business Energy and Industrial Strategy to continue the programme and the current delivery model is being refined.
- Working with the University, College and Chamber of Commerce the Council has made headway in relation to joint engagement, with SME Growth Managers now using hot desks at the University's 3M Innovation Centre and agreement of a programme of joint business events for the next twelve months.
- The Council is about to close an on-line survey for the construction supply chain programme where the Council is piloting a proposal to link the District's construction businesses with the upcoming opportunities in regional transport investment.

Moving to New Council

- The Citizen's Account (My Kirklees) went live in Q3 and at the close of the financial year there are 20,000 live accounts. Council Tax E-bills were placed in the account in the last quarter to coincide with annual billing. There is significant work being undertaken on Household Waste permits in preparation for the large scale renewal process in May 2018.
- Self-service is currently running at 81.85% of all Council interactions, which is above expectations.
- Rollout is continuing across a number of services for migration to Office 365 as part of Mobile & Agile, with over 2,000 migrations completed so far and a target of the whole Council by the end of May 2018.
- Liquid Logic, the system which will hold all children's social work data is due to go live in September 2018.

Information and Financial Governance

- It is noted that 94% of Freedom of Information requests were responded to within a week of the deadline, indicating that the Council is not far from exceeding the standard for compliance, but there is still work to do to meet the target consistently each month. The Information Governance Team is continuing to work with colleagues to improve compliance rates.

- In September 2017 the Information Governance Team implemented a new process for dealing with subject access requests to prepare the Council for the introduction of the new data protection legislation (GDPR) in May 2018, when data controllers will have a reduced timescale for dealing with requests. Analysis shows that 90% of requests were dealt with in 30 calendar days which is a significant improvement.

Current Concerns, Risks and Issues

- *Q4 performance on invoice processing shows a return towards expected performance levels following the issues and subsequent downturn in Q3 – albeit, still below target. Analysis has been carried out as to the root cause and preventative measures put in place to avoid recurrences. It should be noted that there is likely to be significant turbulence in this sector over the first half of 2018/19, as two major projects begin to change the invoice scanning provider and also upgrade the SAP VIM business system.*

Council Assets

- To date 16 community asset transfers have been completed, a further 8 are in progress and 13 are at initial scoping stage with interested community groups. In addition the Council is in the process of developing 4 locality based hubs. In conjunction, with support from the Government Cabinet One Public Estate, one has been completed in Batley and 3 further hubs are at the planning stage.
- With regard to capital receipts, the prediction is an outturn at approximately £7.5m, against £6m target in the capital plan.

Resilient and Economically Sustainable Third Sector

- Several contracts have gone out to tender during the quarter and submissions have been evaluated. Successful bids have been awarded for Volunteering, Infrastructure, Finance and Migration Support.
- Funding has been identified from Community Plus to develop an Inclusive (and sustainable) Youth Fund. £80k has been awarded across 10 youth providers.
- Work with Community Plus team on community investments resulted in almost £700k being allocated to nearly 47 organisations. A range of grants from £800 to £50k are to be used for the inclusive youth offer; reducing ASB and Holiday Hunger; Provision of activities for vulnerable people; Growth of friendships and avoidance of loneliness.

A Sustainable Environment

Current Concerns, Risks and Issues

- *Further negotiation has taken place with SUEZ, the Council's waste and recycling contractor, to understand their contract offer. In reviewing the documentation there are concerns over the ability to extend the contract to the level suggested by SUEZ.*
- *Both total household waste tonnage and the recycling rate for Kirklees have dropped significantly below target*
- *The environmental Digital by Design programme has been significantly impacted by the volume of digital by design work in other services. It is now heavily reliant on self-build capacity.*

Performance Measures - Ambitious Kirklees

Measure – All BCI Data relates to March 2018		14/15	15/16	16/17	Target	Q1	Q2	Q3	Q4	Current RAG	% +/- from Target	% +/- from 16/17
Business												
1.1	(KI 433) Increase the number of jobs created as a result of Council interventions	176	233	341	250	62	60 (122 cum)	63 (185 cum)	78 (263 cum)	G	+5.2	-22.87
1.2	(KI 437) Secure £4 of investment from the private sector for every £1 of business support investment by the Council	£3.4m	£8m	£12.3m	£10m	£1.7m	£.03m (£2m cum)	£4m (£6m cum)	£1.4m (£7.4m cum)	G	-26	-39.84
Place												
1.3	(KI 131a) Percentage of major planning applications determined within agreed timescales	100%	94%	93%	70%	90%	90.47%	94.7%	100%	G	+42.86	+7.53
1.4	(KI 534) Voluntary groups engaged in parks and open spaces	-	-	-	No target	92	92	80	-	DNP	no target	-13.04
Environment												
1.5	(KI 529) Potholes reported	-	6638	2872	Yearend est. 16,000	4,675	3,564 (8,239 cum)	2,986 (11,225 cum)	11,023 (22,248 cum)	G	+39.05	n/a
1.6	(KI 530) Potholes repaired	-	5,605	4,133	No target	5,837	7,311 (13,148 cum)	4,377 (17,525 cum)	5,455 (22,980 cum)	G	No target	n/a
1.7	(KI 533) Household waste recycled (percentage)	-	-	-	30%	31.6% validated (12,935 tonnes)	30.5% validated (26281 tonnes cum)	2% below tolerance (40727 tonnes cum)	Well below tolerance (42834 tonnes cum)	A	-13.33	New to 17/18
1.8	(KI 532) Landfill rate	-	-	-	13089 Tonnes	515	1,587 (2,107 cum)	2,165 (4267 cum)	5,484 cum	G	-58.1	New to 17/18
Housing												
1.9	(BCI) Number of void properties	-	-	166	215	177	177	183	229	R	-6.51	-37.95
1.1	(KI 129) Net additional homes provided: net increase in dwelling stock over the year	1,035	750	1,142	1,730	Annual – Due Q3 – Oct 2017			983	R	-43.18	-13.92

Customer Services												
1.11	(BCI) Bailout calls to Kirklees Automated Switchboard	-	-	12,585	13,000	9,614	12,107	No longer collected				
1.12	(KI 484, BCI) Percentage of third stage complaints - Partial & Fully upheld	19.1%	20.7%	22.1%	25%	21%	21.2%	18.7%	-	DNP	-25.2	-15.38
1.13	(KI 485) Channel Shift - % of interactions that are self-serve	63.24%	66.07%	78.87%	No target	78.87%	81.90%	81.80%	81.85%	G	no target	+3.79
1.14	(KI 363) % of Freedom of Information Environmental Information Regulation requests responded to within 20 working days	85%	88%	81%	100%	74%	83%	86%	90%	AG	-10	+11.11
1.15	(KI 366) % of Data Protection information requests replied to within 40 calendar days	77%	74%	79%	100%	80%	82%	83%	91%	AG	-9	+15.19
Information & Communication Technology												
1.16	(KI 148a) Availability of ICT network (24 hours)	97.93%	98.5%	99.16%	99%	99.42%	99.86%	99.48%	99.37%	G	+0.37	+0.21
1.17	(KI 148b) Availability of ICT servers and services (24 hours)	-	99.99%	99.65%	99%	99.76%	99.83%	99.87%	99.92%	G	+0.93	+0.27
Welfare and Exchequer												
1.18	(KI082) Proportion of Council Tax collected	95.18%	91.38%	95.54%	95%	22.59%	49.5% (76.29% cum)	74.91% (151.2% cum)	96% (173.6% cum)	G	+1.05	+0.48
1.19	(KI084) Proportion of Business Rates collected	96.65%	92.49%	96.5%	96.5%	28.93%	53.54%	79.10%	97%	G	+0.52	+0.52
1.20	(KI 075) Time taken to process Housing Benefit / Council Tax Benefit Change of circumstance	79.55 days	7.21 days	7.82 days	10 days	7.5 days	8.5 days	10 days	-	DNP	0	-27.88
1.21	(KI 076) Time taken to process new claims for Housing Benefit/Council Tax Benefit	23.47 days	24.61 days	24.85 days	25 days	28 days	26 days	26 days	-	DNP	-4	-4.63
1.22	(KI 086) Debtors days (from Civica Legal)	51 days	46 days	50 days	53 days	60 days	53 days	54 days	39.7 days	G	+25.09	+20.6
1.23	(KI 112) % of undisputed invoices for commercial goods/services paid by the authority within 30 days of or within the agreed payment terms	96%	97.3%	97.4%	98%	92.57%	92.7%	88.98%	91.64%	A	-6.49	-5.91

Key Actions - Ambitious Kirklees	Current Status
(ERC009) Engage with businesses, with a focus on priority sectors, in the stimulation of business and jobs growth across the District	A
(ERC006) Deliver key regeneration initiatives to revitalise Huddersfield and transform Dewsbury	A
(ERC015) Integrate Heritage and Culture into the revitalisation of Huddersfield and Dewsbury	A
(ERC001) Increase the number of homes and improve the quality of existing homes	A
(ERC007) Improve connectivity, (both physical and digital) for jobs, housing and communities across Kirklees	G
(CRO002) Deliver strategies for how Kirklees manages its waste, makes enhancing green spaces for quality of life, health and the appearance of our places	A
(CRO004) Deliver transformation in how the Council interacts with customers at the first point of contact	DNP
(CRO007) Increase the breadth and depth of Council transactions that are digitally enabled / self-serve and reduce failure demand	G
(FPT002) Deliver “New Council” technology enabled transformation, EIP, ER, TOM, and Service Specific savings plans	G
(PHI006) Develop an integrated intelligence function/system across the council and support the partnership commissioning cycle	A
(ERC016) Ensure Council property assets are managed well, where possible encouraging/supporting community strength and resilience	G
(OCX006) Enabling the Third Sector to be resilient, economically sustainable and provide quality services to the people of Kirklees	G

Inclusive Kirklees

KIRKLEES OUTCOMES:

- (3) People in Kirklees have aspiration and achieve their ambitions through education, training, employment and lifelong learning
- (4) People in Kirklees live in cohesive communities, feel safe and are safe/protected from harm



Performance by Exception

Educational Attainment

Current Concerns, Risks and Issues

- A large maintained through school and two large maintained junior schools have dropped from good to inadequate/requires improvement. Kirklees is currently 1.9% behind Yorkshire & Humber average (for the proportion of pupils in good/outstanding schools) and 8.4% behind the England average. 1% equates to 633 children, meaning 5,317 pupils approximately are not in Good/Outstanding schools in Kirklees that should be to meet national average.

Special Educational Needs

Current Concerns, Risks and Issues

- The attainment 8 score for pupils in Kirklees with SEN support is 31.3, set against a target of 36. However, this does compare favourably with the regional figure of 30.1 and the national figure of 31.9.
- A slight change in validation from data reported in Q3, the 2016 Progress Score in Reading for Kirklees Pupils in receipt of SEN Support is -4.0. This compares with -0.83 for Kirklees Pupils not receiving SEN. Performing below the England average of -1.5.

Employability & Skills

- There has been continued progress on the delivery and integration of key employment and skills programmes - Community Learning Works, Works Better, Talk English, Step by Step.
- 855 individuals have been assisted over the year through Council Employment Schemes. 115 Unemployed people have been assisted into employment.

Current Concerns, Risks and Issues

- Apprenticeship take-up is still lower than previous years and the ESIF Apprenticeship Hub funding will aim to tackle these challenges.
- The target for apprentices in the Council has not been met – 104 against a target of 120. There are two main reasons. First, the development of new apprenticeship standards has been slower than anticipated. Second, a number of apprenticeship strands have been developed over the last 12 months and the full impact of this will be realised in 2018/19

A stronger relationship between education and employers

- The Primary Engineer programme has delivered continuous professional development in 24 primary and 8 secondary schools. Phase 2 of the programme will work with a further 55 Schools and is being launched in April 2018.
- The Enterprise Adviser programme continues to operate across all our Secondary Schools. It equips young people with the employability skills they need to support and inspire their

career aspirations by connecting senior leaders in business to senior leaders in schools, to influence and develop the school's career and enterprise strategy, giving students regular and relevant access to employers. Plans are underway for a 2017/18 (academic year) programme to support enterprise and STEAM curriculum delivery and to promote 2018 as the Year of Engineering.

Housing Needs for Vulnerable people

- Central government has confirmed that 18 - 21 year olds will no longer have the housing element of Universal Credit removed from their benefit entitlement enabling more young people to live independently and access rented accommodation.
- The Homelessness Reduction Act requirements come into force in April 2018; this enables and supports prevention work to be moved upstream. As a result of extensive preparation including procuring a new IT system and training all staff on the legislative changes and piloting new ways of working we are confident of a smooth implementation from April 2018. New Burdens funding from central government is being used to recruit additional temporary staff to support the implementation and the anticipated increased number of people approaching the service for assistance.

Current Concerns, Risks and Issues

- *Delivery of affordable homes has not met the performance and the year-end total is 100 units against a target of 235. Whilst this figure is low, and in the year represents only 42% of the target, the emerging pipeline and activity from new initiatives provides encouragement for 2018-19.*
- *Homelessness acceptances are 531 against a target of 403. This is also high in comparison with other LA's in West Yorkshire and the national average. However, earlier intervention means a lower number of rough sleepers (per thousand) for Kirklees than many other LA's and well below the national average.*
- *Homelessness preventions are falling and are below target projections. There is a 16% decrease on the same quarter the previous year. This is in part due to an error in missing some data. The Service has seen a reduction across prevention activities and the focus for the last two quarters has been preparation for the Homelessness Reduction Act, with capturing prevention stats being less of a priority.*
- *The performance trend for number of nights spent in B&B as a percentage of overall temporary accommodation has worsened over the course of the full year. The reported figure of 20.22% is the highest for the year, set against a target of just 5%.*

Schools as Community Hubs

- Kirklees hosted the recent UK-wide Community Hub Network in March 2018. Save the Children and the Centre for Equity in Education attended a very well received event.
- Hub Leaders continue to be supported in being confident effective commissioners, supporting Hubs with for example; pooled budget arrangements, sharing resources and achieving economies of scale.
- Public Health and Learning Service Raising Aspirations colleagues are working in Hubs with Community Plus, community and volunteering parts of the children's system, businesses and Further Education establishments to help develop and coordinate asset based models of opportunities and support in communities, focussing on the development of mutually supportive community networks and volunteering infrastructure.

Custodian of outcomes - early learning, schools and post 16 provision

- 2,540 families in Kirklees are benefitting from '30 hours free childcare' (up from around 1,900 last term). There remain no reports of any parents not being able to access a place at this stage.
- The funding agreement for Brambles Primary Academy between South Pennine Academies and the Education and Skills Funding Agency has been signed which represents a major milestone towards the opening of a new school in North Huddersfield.
- Outcomes from the strategic review of high needs provision have been shared in a Cabinet report. Cabinet have approved the investment of a £1.05M DfE grant over the next three years to improve three specialist provisions.

Community Cohesion

- The Council ran 98 projects engaging 1,752 people including 'Deighton into Sport', Community Gardens and a 'critical conversations' with the South Asian Consortium for Kirklees.
- A successful Police and Crime Commissioner bid has revived the Interfaith Schools Programme, encouraging schools to visit faith centres across the district, enhancing student learning. Four sessions have been held in Q4.
- The council also delivered training sessions on Raising Awareness of Abuse and Neglect, CSE Awareness, WRAP and Positive behaviours. 50 people attended from 15 organisations.

Inclusion & Diversity

- The Council's first Gender Pay report has been published. As part of the I&D aspects in the new People Strategy, the first cohort of Leadership and Management programme (using the Apprenticeship Levy) has offered places on a Level 3 leadership programme to address under representation for BME and young employees.

Current Concerns, Risks and Issues

- *There is a significant requirement to develop meaningful data on protected characteristics groups as there is currently no method for this type of data collection, which runs the risk of being non-compliant with national legislation.*

Local Democracy

- The first meeting of the Democracy Commission Cross Party Working Group took place in March 2018, agreeing the terms of reference, ways of working and the priority recommendations in delivering the wider outcomes. Officers will now begin to draw up project commissions based around those priorities.

Performance Measures - Inclusive Kirklees

Ref	All BCI Data relates to March 2018	14/15	15/16	16/17	Target	Q1	Q2	Q3	Q4	Current RAG	% +/- from Target	% +/- from 16/17
School Education												
2.1	(BCI) Children missing in Education	-	-	-	No target	282	240	226	189	G	no target	n/a
2.2	(KI 493) %'age of pupils in Good or Outstanding Schools	-	-	86.1%	88%	85%	84.6%	82.7%	78%	R	-11.36	-9.41
2.3	(KI 515) The attainment gap at KS4 between all pupils in Kirklees and the national average for pupils (Attainment 8)	-	-	48.9	49.06	Annual- Due at Q4			45.3	G	-7.66	-7.36
2.4	(KI 369) Take up of free early education by eligible 2 year olds	70%	74%	76%	80%	76%	76%	79%	73%	AG	-8.75	-3.95
Special Educational Needs												
2.5	(KI 502a) The attainment score at KS2 for children with SEN support (RWM)	-	-	43.5%	16%	Annual – Provisional figure 12.5%		11%	13%	RA	+18.75	n/a
2.6	(KI 503a) The attainment score at KS4 for children with SEN support (Attainment 8)	-	-	23.1%	36%	Annual – Due at Q4			31.3%	R	-13.06	+35.5
2.7	(KI538a) The Progress score at KS2 for Young People in Kirklees with SEN support (Average progress scores reading)	-	-	-	-	Annual – Due at Q4		-4.0	-3.4	R	n/a	n/a
Employment prospects												
2.7	(KI 556) Number of unemployed people supported through employment	-	-	787	787	388	267 (655 cum)	159 (814 cum)	71 (885 cum)	G	+12.45	+12.45
2.8	(KI 439) Number of supported unemployed getting a job	-	-	113	80	18	49 (67 cum)	34 (101 cum)	14 (115 cum)	G	+43.75	+1.77
2.9	(KI 462) Number of Apprentices within the Council Workforce	107	134	89	120	38	35 (73 cum)	13 (86 cum)	18 (105 cum)	R	-12.5	+17.98
2.10	(KI 535) 16/18 year olds NEET	4.7%	6.5%	4.8%	3.2%	4.3%	5.5%	2.9% (est.)	3.4% (est.)	AG	-6.25	-29.17
2.11	(KI 544) Adults with learning difficulties in employment	8.8%	9.5%	10.2%	10%	11.6%	11.6%	11.6%	11.6%	G	+16	+13.73
2.12	(KI 545) Adults receiving secondary mental health services in employment	9%	9%	6.4%	8%	6.8%	7.6% (May 17)	7.5%	7.5%	AG	-6.25	+17.19
Tackling poverty												
2.13	(KI 463) Monetary gain to residents from Welfare support	£19m	£16.5m	£17.6m	15	6.5	Missing	£26m (approx)	£32m (est.)	G	+113.3	+81.82

Housing												
2.14	(KI 130) Affordable homes delivered	174	155	149	235	43	18 (61 cum)	18 (79 cum)	21 (100 cum)	R	-57	-32.99
2.15	(KI 022) Rent collected from rent owed	97.17%	97.24%	97.38%	97.5%	96.73%	97.19%	96.92%	96.58	A	-0.94	-0.82
Housing need for vulnerable people												
2.16	(BCI) No. of households in temporary accommodation	-	-	-	55	105	43	42	36	G	+34.55	+65.71
2.17	(BCI) Number of nights in B&B as a % of overall temporary accommodation usage	-	-	-	5	6.4%	17.5%	16.49%	20.22%	R	-304.4	-215.94
2.18	(KI 074) Number of homelessness acceptances	272	404	450	404	143	141 (284 cum)	129 (413 cum)	118 (531 cum)	R	-31.44	-18
2.19	(KI 457) Number of cases where homelessness has been prevented or relieved	1669	1947	2101	2121	582	481 (1063 cum)	381 (1444 cum)	399 (1843 cum)	R	-13.11	-12.28

Key Actions - Inclusive Kirklees	Current Status
(OCX002) Reduced community tensions between people who are different	G
(EHL004) Delivering schools as community hubs	G
(ASI006) Develop a plan for council wide community approaches to service delivery	G
(EHL013) The best possible educational outcomes for children and young people	A
(EHL001) Supporting schools, carers/ families of children and young people with special educational needs and disability	G
(EHL010) Sufficient quality learning places for Kirklees	A
(ERC010) A skills strategy to meet local need	G
(FPT001) Tackling Poverty and Welfare services to those in need of financial support	G
(ERC012) Helping people into employment and to progress in employment	G
(ERC004) Protecting and making the best use of social housing stock	G
(ERC003) Meeting the housing needs of vulnerable people	G
(LS002) Deliver Democracy Commission recommendations	G
(OCX005) Develop, launch and implement a refreshed approach to Inclusion and Diversity across the Council	A

Resilient Kirklees

KIRKLEES OUTCOMES:

- (1) Children have the best start in life
- (2) People in Kirklees are as well as possible for as long as possible
- (7) People in Kirklees live independently and have control over their lives



Performance by Exception

Children's social care caseload and assessments

- There has been a year-long reduction in the number of children with a child protection plan, from 496 at the beginning of the financial year to 356 at the close of the year. It is also significantly below the target of 462.
- Also, child protection visits within the last four weeks has improved from the beginning to the end of the year, opening the year at 84.7% and closing at 91.9%.
- The year has seen a steady decline in the percentage of agency staff employed, from 27.4% in March 2017 to 13% in March 2018.
- Work continues to develop and improve the response to children and young people who are missing. There are improved links with the residential, police and external services which, as a result, has improved awareness and information sharing.

Current Concerns, Risks and Issues

- *There are ongoing challenges regarding the nature of the calls coming into the service which has resulted in high numbers of contact. However, work is to be undertaken with partners to establish a clear pathway for early help. This should go some way to reducing this demand.*
- *24 hour decision making on social care referrals has been erratic over the course of the year with performance at its lowest 47.3% and at its highest 72.5%. At the close of the year performance is at 70.9%, short of the 85% target.*
- *Timeliness of ICPC's has been in sharp decline, in June 2017 performance had reached to 57.9% but the year has closed on 46.5% - significantly short of the 80% target.*
- *Child protection visits within the last four weeks has worsened, 60.1% in June 2017 and now 50.6% (against a target of 85%)*
- *Average caseload has steadied at 19.5 cases per social worker/personal advisor, with a target of 16.5 cases.*

Looked After Children

- The percentage of LACs with a statutory visit within timescales has significantly improved since Q3. It currently stands at 91.2% against a Q3 figure of 79.6% and a year-end target of 85%.
- The average time between a child entering care and moving in with its adoptive family has significantly reduced over the year, from 408.8 days to 323.7 days.

Current Concerns, Risks and Issues

- *The number of Looked After Children has been rising over the second half of the year and is above target levels set.*
- *The % LACs placed outside Kirklees has risen compared with the last Quarter, at 17.7% against a target of 14%, which is the England average for 2016/17.*
- *There has been a reduction in performance on Care Leavers in Education, Employment*

and Training (EET) to 49.1% in January 2018. The November /December performance of 51.5% was above both the Statistical Neighbours and England averages for 2016/17, but has now dipped below this level. Kirklees still remains below the 55% target to be achieved by December 2017. Mitigating actions include an Education, Training and Employment (ETE) personal advisor and a C&K Careers Advisor in the Leaving Care Service and the set up a multi-agency group to improve opportunities in partnership working.

Emotional & Physical Wellbeing

- There were 4,519 attendances on health walks in Q4, an increase of 400 on the previous quarter. There are 36 groups offering 45 walks per week, with 90% of participants reporting a positive impact on health and wellbeing.
- There have been a further 744 referrals to the PALS scheme in Q3, alongside 5,137 attendances at specialist physical activity sessions. 70% of participants report that they are more active, 74% feel better about themselves and 74% are going out more or feel more sociable.
- The Council trained 33 people on Moving More Often (keeping the frail elderly physically active) and 31 people on MAGIC (Movement and Games in Chairs). Over time the range of people attending these courses has widened to include people who work with younger people with disabilities and a hospice, looking to engage local community and link work to their bereavement services.

Adult social care caseload and assessments

- All commissioning work streams are now in full implementation with significant progress being made. Implementation plans to transfer Domiciliary Care service users to principle providers across relevant geographical areas over coming months is taking place. The needs and welfare of service users is primary as part of the transfer.
- With regard to integrating access points to deliver a single front door, 20 Functions have been identified where more resolution can be done at the front door. We are currently working on 7 of these functions to be tested in phase 1. The process maps and changes in business rules are currently being worked on for these to be tested from late May 2018 onward.

Current Concerns, Risks and Issues

- *In relation to service user pathways, there are back logs and outstanding reviews are increasing. There are systems in place for monitoring risk and plans to increase capacity on a short term basis whilst transformation work completes.*
- *Time taken through the end to end safeguarding pathway is averaging at 122 days, longer than service expectations.*
- *Pressures across Acute Hospitals during winter presented risk across the social care system with impact on performance and budgets. Whilst outstanding safeguarding cases in the hubs is reducing, formal assessments back logs and outstanding reviews are now increasing.*
- *The increasingly complex nature of new service users approaching the Council for formal adult social care support is impacting on the time it takes to ensure assessment captures all care needs and that appropriate support packages are brokered and put in place. Assessment teams are now dealing with backlog assessment. Current performance is at 78.1% against a target of 85%.*
- *Patients aged 65+ discharged home from hospital with rehabilitation/reablement support, who are still living at home at 91 days currently stands at 80.8%, remaining*

significantly short of the 94.1% target.

Sufficiency & Stability in the Adult Social Care Market

- A specialist accommodation project group has been established with key leads identified from across the Council in terms of adult social care, children's services, housing and others in driving forward the strategic direction of supported housing for all groups.
- The Care Home Early Prevention Strategy Group is working with the two CCG's in a joint approach to improving quality in care homes. The group is made up of key agencies, improving quality and looking at how it can work with providers to ensure a sustainable care home market.

Current Concerns, Risks and Issues

- *There have been 218 new admissions of older people to residential and nursing homes year to date, which compares to 208 during the same period last year.*
- *There have been 12.5 admissions of adults aged 18-64 years per 100,000 adults. This equates to 33 admissions. Projecting this level of performance ahead for the full year would equate to 48 admissions or 18.2 per 100,000, against a target of 14.9.*

Early Intervention and Prevention

- The service is now entering its delivery stage phase and partnerships are developing to support the rate of introductions. Accompanying new recording and monitoring systems are in place and are being tested. There is a significant data development agenda. A new strategy for the service and overarching development plan has been co-produced and signed off by the collaborative Communities Plus Board.

Community Safety

- A series of events have taken place in Q4 to showcase integrated working approaches and focussing on 3rd sector partners to better involve communities in developing safer communities. Q4 also saw a refresh of the Partnership Strategic Intelligence Assessment that identifies key community safety threats (reduced crime, ASB, interventions to improve place plus cohesion & perceptions).
- Between January and March 2018 Safer Kirklees delivered 4 human trafficking and modern day slavery awareness training sessions to over 150 partnership staff and to promote reporting using the National reporting mechanism.
- Number of joint media releases created around joint work in community safety – including raising awareness on LGBT Hate Crime, Human Trafficking and Modern Day Slavery.

Current Concerns, Risks and Issues

- *Publicity around integrated working has slipped due to delays with the digital platform underpinning the work.*

Emergency Planning

- The Council has commissioned a piece of work to identify what measures are required to protect St Georges Square from a hostile vehicle attack. Reviews have taken place for both the Kirklees Major Incident Plan and the Multi-Agency Off-Site Reservoir Inundation Plans.
- Project Griffin training has been delivered, with Counter Terrorism Unit colleagues, to 159 people from across the council, Locala and private industry.
- Emergency Planning and Lockdown Training for school staff has been delivered at 23 schools. Testing of lockdown procedures facilitated has taken place at 2 schools.

Performance Measures - Resilient Kirklees

All BCI Data relates to March 2018		14/15	15/16	16/17	Target	Q1	Q2	Q3	Q4	Current RAG	% +/- from Target	% +/- from 16/17
Children who need help and protection *The BCI targets were adopted from the Original Service Improvement Plan and are being reviewed												
3.1	(BCI) Looked after children (per 10,000) 0-17 years	-	-	-	60 per 10000	67.3 (665)	65.3 (648)	66.3 (658)	67.9 (674)	A	-13.17	-1.35
3.2	(BCI) Children with a Child Protection Plan	-	-	440	462	496 (50.2)	470 (47.6)	402 (40.7)	356 (36.0)	G	+22.94	+19.09
3.3	(BCI) 24 hour decision making on social care referrals	-	-	46%	85%	57.8%	72.5%	47.3%	70.9%	A	-16.59	+54.13
3.4	(BCI) ICPCs held within 15 days of the initial S47 enquiry	-	-	19.2%	80%	57.9%	48.3%	49.7%	46.5%	R	-41.88	+142.19
3.5	(BCI) Children in need reviews within 6 weeks	-	-	17.7%	75%	23.1%	24%	No longer collected				
3.6	(BCI) Percentage of Child Protection Review Conferences held within timescales	-	-	95.1%	99.5%	97.8%	95.5%	94.2%	94.5%	A	-5.03	-0.63
3.7	(BCI) Child Protection statutory visits within last 2 weeks	-	-	50.3%	85%	60.1%	54.1%	51.9%	50.6%	R	-40.47	-0.60
3.8	(BCI) Child Protection visits within timescales - last 4 weeks)	-	-	80.3%	85%	84.7%	78.6%	80.1%	91.9%	G	+8.12	+14.45
Children looked after and achieving permanence												
3.9	(BCI) The percentage of children in care placed outside Kirklees Council boundary and more than 20 miles from where they live	-	-	16.6%	14%	19.4%	17.1%	16.6%	17.7%	R	-26.43	+6.63
3.10	(BCI) Percentage of LAC with a statutory visit within timescale as per Practice Standards	-	-	81.8%	87.5%	85%	77.6%	79.6%	91.2%	G	+4.23	+11.49
3.11	(BCI) Personal education plans for LAC completed within timescales	-	-	96%	100%	97.5%	89.9%	96%	95.4%	A	-4.6	-0.62
3.12	(KI 391) The average time between a child entering care and moving in with its adoptive family, for children who have been adopted (Days)	565	556	513.6	522	408.8	372.4	349.6	323.7	G	+37.99	+36.97

Children's services management and governance												
3.13	(BCI) Average caseload by service	-	-	17.8	16.5	18.3	18.4	19.7	19.5	R	-18.18	-9.55
3.14	(BCI) Percentage of agency social work staff employed by Kirklees	-	-	27.4%	16.1%	20.1%	18.9%	13.4%	13%	G	+19.25	+52.55
Physical activity for vulnerable groups												
3.16	(KI 541) %'age of PALS who are still active after 12 months	-	-	-	-	88%	Annual – Data not due till Jun 2018					
Adult residential care												
3.17	(KI442a) People in residential care / supported living (per 100k)	-	503	426.4	506	79.1	73.7	139.4	458.4	G	+9.41	-7.5
3.18	(KI501) Permanent Admissions of Adults 18-64 to care homes (per 100k)	-	-	14.1	8.4	3	8.4	12.5	17.5	R	-108.33	-24.11
Adult caseload and assessment												
3.19	(KI 159) Acceptable waiting times for adult social care assessment	89%	82%	75.6%	85%	63.4%	78.8%	78.1%	77.8%	RA	-8.47	+2.91
3.20	(KI 206) Clients receiving a review	66%	53%	57.6%	65%	58.7%	55.4%	62.9%	61.4%	A	-5.54	+6.6
3.21	(BCI) Referral outcomes for assessments	-	-	-	10%	9.8%	5.05%	5.10%	5.3%	G	-47	-45.92
Re-ablement and community support												
3.23	(KI487) Effectiveness of short term support	-	72%	83.9%	74%	85.3%	89.3%	88.3%	88%	G	+18.92	+4.89
3.24	(KI 156) Older people still at home 91 days after hospital discharge	88.1%	85%	85%	90%	80.80%	80.80%	80.80%	80.80%	R	-10.22	-4.94
3.25	(new BCI) Delayed transfer of care (days per 100k population)	-	-	-	-	8.8	7.5	8.6	7.3	G	no target	-17.05

Key Actions - Resilient Kirklees		Current Status
(CPF001) Develop a new model for prevention, early intervention and targeted support to focus on safely preventing Family Breakdown		AG
(CPF006) Continue to develop integrated working, embed the Single Assessment process and the Duty & Advice arrangements into practice - align the workforce/systems to provide the best possible outcomes for vulnerable children and young people and their families		G
(CPF003) Develop a clear and co-ordinated offer for providing therapeutic assessment/support for children who are looked after, at risk or subject to CSE		A
(CPF010) All Children's Assessments are timely in line with statutory guidance and represent current strengths and risks fully inform care plans. The Assessment should incorporate the 'Voice of the Child'		AG

(CPF002) Ensure that a range of services for looked after children and young people and care leavers promote resilience and independence, via planned and managed transitions to adulthood	A
(PHI003) Develop an integrated approach to the commissioning and provision of services and activity to improve outcomes for adults (including older people) in Kirklees	A
(ERC014) Support and develop a range of sustainable physical activity programmes to increase emotional and physical health and wellbeing and reduce health inequalities for target groups including people with long term conditions, mental health issues and people with disabilities	G
(ASI005) Council-wide work will see the development of a new model for prevention, early intervention focussed on prevention of family breakdown and maximising independence for adults in the social care system	A
(OCX003) Develop an integrated community safety function which implements intelligence led interventions at the earliest opportunity, providing sustainable solutions	AG
(ASC001) Work with statutory partners and providers to ensure quality, sufficiency and stability in the Adult Social Care market	A
(ASC002) Work with partners to integrate access points to deliver a single point of access with reduced handoffs and innovative responses	AG
(ASC003) Review and implement new service user pathways to ensure proportionality and improved performance in relation to timeliness of assessments and reviews and their outcomes	A
(PHI008) Effective Council and partner response to recovery to/from major incidents in line with legislation	G

Additional Risks & Items of Note

The performance narrative in the main body of this report is made up from a selection of headline actions and performance measures, drawn from a wider pool of actions and measures contained within the eleven 2017/18 Service Plans. The following is a set of additional performance information arising from the commentaries within that wider pool.

Additional Items of note

- The Health and Wellbeing Board approved the establishment of the Integrated Commissioning Board (ICB) which will be responsible for developing our integrated approach to commissioning and delivery of integrated health and social care.
- 27 Infection Prevention Control audits have been undertaken in Q4 in Kirklees Care Homes, with an average score of 91%.
- Kirklees is currently supporting 28 Syrian Refugee families.
- Kirklees is currently accommodating 759 asylum seekers in 193 properties across the District.
- The percentage of people reporting that they feel safe is showing a slight improvement. At 69.3%, this figure was at a high point in 2015/16 but fell back to 63.9% in 2016/17. It has recovered in 2017/18 to 66.8%.

Additional areas of risks

- *Average wait times for looked after children to access Children and Adolescent Mental Health Services (CAMHS) has been erratic - an average waiting time of 19 days in January compared to 5.9 days in December, with a range of waiting times from 0 to 62 days.*
- *The Strengths and Difficulties Questionnaire is an emotional and behavioural screening questionnaire used for looked after children. The percentage of LAC in the concern category in Kirklees is 35.8% (136 children), below the Statistical Neighbours average of 13.9*
- *Work on the Children's Sufficiency Strategy remains paused to enable the new Director of Children's Services to gain an understanding of the current position.*
- *Technical challenges have delayed the implementation of a digital solution for in-year school admissions. It is important that any solution works for the whole school system. Work continues to find suitable solutions.*
- *National guidance on GDPR from the Information Commissioner in a number of significant areas is still awaited. As a result, there are some activities which cannot yet be completed until this guidance is released and therefore full compliance cannot yet be achieved.*
- *The Taxi Driver online application process for new drivers has been put on hold due to the system not being fit for purpose. The Taxi Driver on line application for renewals process is still on hold, with no date for release and significantly over the initial intended live date.*
- *West Yorkshire Police have informed the Council that it has not been successful in retaining the Driver Training contract. This will have a significant financial impact on the Council (circa £1m).*
- *Overdue Adult Services client reviews are increasing.*

Name of meeting: Cabinet
Date: 12 June 2018

Title of report: Air Quality Improvement: Access to grant funding for Electric Vehicle Charge Points Taxi and Public Bays.

Purpose of report

To agree to include the funding figure of £547,337 for the delivery of strategic network of Electric Vehicle Rapid Charging Points across Kirklees in the Capital Plan.

To highlight the funding made available via West Yorkshire Combined Authority following grant award from Office of Low Emission Vehicles and West Yorkshire Transport Fund.

To agree to enter into a funding agreement with West Yorkshire Combined Authority to accept the £547,337 grant.

To agree to accept the terms of procurement of a single supplier for project deliver across West Yorkshire including appointment of the supplier following the WYCA procurement.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes Affects more than 1 ward Results in spending of more than £250K
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Yes
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Strategic Director & name	Karl Battersby - 01.06.18
Is it also signed off by the Acting Service Director - Finance IT and Transactional Services?	Eamonn Croston - 01.06.18
Is it also signed off by the Service Director - Legal Governance and Commissioning?	Julie Muscroft - 04.06.18
Cabinet member portfolio	<ul style="list-style-type: none"> • Cllr Musarrat Khan – Corporate (Place, Environment, and Customer Contact Services) • Cllr Graham Turner – Corporate (Place, Environment and Customer Contact Services)

Electoral wards affected: all wards

Ward councillors consulted: Ward Cllr Engagement to follow once specific sites for charge points identified and agreed. This report establishes the

access to the funds and entry into the Capital Plan to enable the project to start

Public or private: Public

1. Summary

WYCA has received a capital grant on 30 March 2017 of £1.98 million from the Office for Low Emission Vehicles (OLEV) to install rapid charge points for electric taxi use only. The grant is for the installation of these units across the whole of West Yorkshire. WYCA has secured a grant funding amendment from OLEV to allow the provision of a taxi and public charging network.

The grant from OLEV is limited to 75% of the costs of purchasing and installing each unit and is capped at £22.5k per unit.

WYCA has allocated match funding of £1.2 million from the Local Transport plan for the scheme. This funding can be used to 'top up' the costs of purchasing and installing units to 100%.

WYCA are seeking a single supplier with a view that the supplier will also invest capital into the project. The level of 3rd party capital investment will depend on the commercial viability of the site. They are in the process of procuring a provider and Kirklees officers are being kept up to speed alongside other Councils in the West Yorkshire area.

All the charge points have to be installed by 31st March 2020.

Kirklees has been initially identified to receive £547,337 as a proportion of the funding.

This amount needs to be allocated to the Council's Capital Plan to enable officers to call down funds from WYCA to deliver the sites within the Kirklees District.

It is anticipated that 17 Charge Point sites can be delivered in Kirklees via the funding. However, the number is subject to change depending on the individual costs of installation at each site and the level of 3rd party investment.

Once site are identified Ward Members will be engaged with on a site by site basis.

2. Information required to take a decision

WYCA have already been awarded the funding via OLEV and WYTF.

£547,337 has been allocated to Kirklees Council as a proportion based on population.

This report seeks access to the grant funds by including it in the Capital Plan.

No capital money will be required from the Council for delivery of the project.

It is anticipated that the majority of the sites will be delivered within Council owned car parks with the loss of 3 car parking bays per charge point. Each charge point includes 1 Taxi only charge bay and 1 Public use charge bay. There will be a consequential loss of car parking revenue.

Management of the project will be undertaken within the existing resources of the Air Quality team within Public Protection with support from services such as Highways, Commercial, Legal and Procurement. Some budget has been allocated with the overall project for district support in delivering the project. Decisions on whether to call down this budget will be made on a case by case basis.

3. Implications for the Council

3.1 Early Intervention and Prevention (EI)

Air Quality is a significant local, national and international issue. Breathing in polluted air causes health impacts such as respiratory and heart diseases. The Air Quality problems we have in Kirklees are primarily a result of vehicle emissions. A significant amount of Kirklees Council's upcoming strategy and action plans rely on actions to reduce road side emissions by encouraging the move from polluting vehicles to low or ultra-low emission vehicles such as electric vehicles.

One of the main barriers of the move to electric vehicles is the absence of a suitable charging point network.

This project is designed to pump prime the delivery of a strategic network of rapid charge points, to remove barriers to the move to electric vehicles. Therefore improving the air quality of the district and improving the health of our residents.

3.2 Economic Resilience (ER)

This project is designed to provide charging point for taxis. A key strategy moving forward will be measures to improve the emissions from our taxi and private hire vehicles by introducing new licence conditions.

To support our taxi and private hire trade this project will enable them to access a network of charge points so that they can continue to trade without barriers.

3.3 Improving Outcomes for Children

Children are one of the most susceptible groups to the damaging effects of poor air quality. Common health effects is the

increased prevalence of asthma in Children. For Children growing up in areas of poor air quality it is likely that they will suffer from heart related disease late in life.

3.4 Reducing demand of services

Although there is no direct reduction in demand of services – as these actions are designed to promote the health of our residents – there will be a long term reduction in services demand by increasing the healthy life span of Kirklees residents therefore, reducing the consequential demand of services poor health brings.

3.5 Financial legal and other consequences

For each charge point installed in Council Car Parks – 3 Car Parking Bays will be lost. Depending on the car park – there will be a loss of car parking revenue. As there will be a reduction of 3 to 2 bays. However, there are potential income streams from the projects, via, the land lease agreement with the supplier, profit share from the sale of electric. The loss of parking revenue is also difficult to quantify as currently electric vehicles benefit from free car parking – therefore – the electric vehicles using the bays would not be liable for paying the parking fee.

An internal Project team which includes, Legal, Procurement, Highways, Parking as well as the Air Quality team is set up and over sees the delivery of the project. The advice of the internal project team will inform the Strategic Director of the acceptability of the procurement terms of the single supplier.

4. Consultees and their opinions

The project has discussed within the Council and the Region for some years. Portfolio Holders and Senior Management have been briefed on a number of occasions regarding the project and have been supportive to the point where officers have been working on the project to the point where funding now needs to be delivered to the Council from WYCA so the project can be delivered at a local level.

Ward Councillors have awareness of the project as it been a key part of our Air Quality communications over the last few years.

When individual sites are identified - individual Ward Members will be directly engaged with.

5. Next steps

Following the inclusion of the funding within the Capital Plan and WYCA securing a supplier for the Charge Points officers will work up individual sites for delivery. Anticipated Q3 2018.

West Yorkshire Combined Authority are supplying the draft procurement terms to procure a single supplier for West Yorkshire. The

procurement will be on a 'call off contract' for each individual site. Once the procurement terms are agreed by the five West Yorkshire Districts a single supplier will be procured.

Funding will be called down from WYCA on a site by site basis. A funding agreement will be required between WYCA and Kirklees Council to facilitate the delivery of funding.

6. Officer recommendations and reasons

- 6.1 Include the Electric vehicle Charge Points Taxi and Public Bays project (the Project) in the Council's Capital Plan and transfer funding on receipt of the capital grant from West Yorkshire Combined Authority (WYCA) of £547,337 to the Council's Capital Plan.
- 6.2 Note that on 30 March 2017, WYCA has obtained a capital grant of £1.98 Million from the Office of Low Emission vehicles (OLEV) to install a network of rapid charge points for electric taxi use across the West Yorkshire region.
- 6.3 Give delegated authority to Strategic Director, Economy and Infrastructure to agree the terms of the Funding Agreement for £547,337 in respect of delivery of the Project in Kirklees area, in consultation with the Service Director, Legal, Governance and Commissioning and Chief Finance Officer with West Yorkshire Combined Authority (WYCA) which provides the mechanism for the grant funds to be distributed from WYCA to West Yorkshire Districts for the delivery of the project; and to authorise the Service Director Legal, Governance and Commissioning to sign and or seal the Funding Agreement.
- 6.4 To note the open procurement tender exercise being undertaken by WYCA on behalf of west Yorkshire council's for a single supplier, 10 year maximum Framework Agreement for delivery of the Project for up to 10 years which will enable Kirklees council to enter into a "Call-off" contract directly with the successful tenderer;
- 6.5 Give delegated authority to the Strategic Director, Economy and Infrastructure to agree on behalf of Kirklees Council the procurement strategy; involving, amongst other things, the procurement of a single supplier for the delivery of the project under a 10 year Framework Agreement (with 10 year call-off contract(s) including the appointment of the successful supplier following the open tendering process managed by West Yorkshire Combined Authority mentioned in paragraph 6.4 above; and to enter into call off contract(s) with the successful tenderer whether below or above £160K threshold set out in the Council's Contract Procedure Rules; and/or to authorise the Service Director Legal, Governance and Commissioning to enter into a "call-off" contract(s) with the successful tenderer, if required, where the call off documentation is required to be entered into under seal.

- 6.6 delegate authority to the Strategic Director, Economy and Infrastructure to agree the terms of any land acquisitions (including leasing sites) and to authorise the Service Director Legal, Governance and Commissioning to enter into any leasing arrangements with third parties and or the successful tenderer or any other ancillary legal documentation to implement the Project and affix the Council's seal as appropriate.

The implementation of the electronic vehicle rapid Charging points project will support a reduction in vehicle emissions to address poor air quality and the adoption of less polluting and the adoption of more fuel efficient vehicles

7. Cabinet portfolio holder recommendation

Cllr Turner is supportive of the project and agreed that the amount should be entered into the Capital Plan.

Also asked to expand the scope of the report to include the delegated authority to Strategic Director to accept the funding agreement from West Yorkshire Combined Authority for the project funding.

And

To expand the scope of the report for Strategic Director to agree, on the advice of Legal & Governance and Procurement - the procurement terms and the appointment of the single supplier for West Yorkshire

8. Contact officer

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9. Background Papers and History of Decisions

Briefing to portfolio members Jan 18

10. Service Director responsible

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