

Public Document Pack

Kirklees Council



Council Chamber - Town Hall, Huddersfield

Tuesday 4 September 2018

Dear Member

The Council will meet on Wednesday 12 September 2018 at 5.30 pm in the Council Chamber - Town Hall, Huddersfield.

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

The following matters will be debated:

Pages

1: Announcements by the Mayor and Chief Executive

To receive any announcements from the Mayor and Chief Executive.

2: Apologies for absence

Group Business Managers to submit any apologies for absence.

3: Minutes of Previous Meeting

To agree and authorise the Mayor to sign the Minutes of Council held on 11 July 2018.

1 - 6

4: Declaration of Interests

7 - 8

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

5: Petitions (From Members of the Council)

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

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

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

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

7: Public Question Time

The Committee will hear any questions from the general public.

8: West Yorkshire Combined Authority - Minutes

9 - 80

To receive the Minutes of the meetings of the West Yorkshire Combined Authority held on 1 February 2018, 5 April 2018, 10 May 2018 and 28 June 2018.

- 9: Kirklees Housing Strategy 2018-2023 (Reference from Cabinet)** 81 - 128
- To consider the report.
- Contact: Karen Oates, Commissioning Manager
-
- 10: Overview and Scrutiny Annual Report 2017/2018 and Scrutiny Work Programme 2018/2019** 129 - 166
- To receive the report.
- Contact: Penny Bunker, Governance and Democratic Engagement Manager
-
- 11: Allocation of Seats - Update** 167 - 172
- To consider the updated allocation of seats for the 2018-2019 municipal year.
- Contact: Andrea Woodside, Principal Governance Officer
-
- 12: Written Questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons** 173 - 174
- To receive written questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons in accordance with Council Procedure Rule 12/12(1).
- The schedule of written questions will be tabled at the meeting.
-
- 13: Minutes of Cabinet and Cabinet Committee - Local Issues** 175 - 212
- To receive for information; the Minutes of Cabinet held on 20 February, 6 March, 20 March, 17 April, 12 June, 29 June and 10 July 2018, and Minutes of Cabinet Committee – Local Issues held on 28 March.
-

14: Holding the Executive to Account

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- (a) To receive Portfolio Updates from
 - (i) the Leader of the Council, and
 - (ii) the Portfolio Holder for Children's Services

 - (b) Oral Questions/Comments to Cabinet Members on their Portfolios and relevant Cabinet Minutes;
 - (i) The Leader of the Council
 - (ii) The Deputy Leader of the Council
 - (iii) Health, Housing and Social Care Portfolio (Councillor Scott)
 - (iv) Children's Portfolio (Councillor Kendrick)
 - (v) Communities and Environment Portfolio (Councillor Mather)
 - (vi) Corporate Portfolio (Councillor Turner)
 - (vii) Economy Portfolio (Councillor McBride)
 - (viii) Public Health Portfolio (Councillor Khan)
 - (ix) Learning and Aspiration Portfolio (Councillor Ahmed)
-

15: Minutes of Other Committees

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To receive for information the minutes of the following Committees;

- (i) Appeals Panel
 - (ii) Corporate Governance and Audit Committee
 - (iii) Corporate Parenting Board
 - (iv) Health and Wellbeing Board
 - (v) Overview and Scrutiny Management Committee
 - (vi) Personnel Committee
 - (vii) Standards Committee
 - (vii) Strategic Planning Committee
-

16: Oral Questions to Committee Chairs and Nominated Spokespersons of Joint Committees/External Bodies

- (a) Appeals Panel (Councillor Dad)
- (b) Corporate Governance and Audit Committee (Councillor Richards)
- (c) Corporate Parenting Board (Councillor Kendrick)
- (d) Employee Relations Sub Committee (Councillor Pandor)
- (e) Health and Wellbeing Board (Councillor Pandor)
- (f) Licensing and Safety Committee – including Licensing Panel and Regulatory Panel (Councillor Pattison)
- (g) Overview and Scrutiny Management Committee (Councillor Stewart-Turner)

- (h) Personnel Committee (Councillor Pandor)
 - (i) Planning Sub Committee - Heavy Woollen Area (Councillor Kane)
 - (j) Planning Sub Committee – Huddersfield Area (Councillor Lyons)
 - (k) Strategic Planning Committee (Councillor S Hall)
 - (l) Kirklees Neighbourhood Housing (Councillor Smaje)
 - (m) Kirklees Active Leisure (Councillor Sokhal)
 - (n) West Yorkshire Combined Authority (Councillor Pandor)
 - (o) West Yorkshire Combined Authority Transport Committee (Councillor Kaushik)
 - (p) West Yorkshire Fire and Rescue Authority (Councillor O'Donovan)
 - (q) West Yorkshire Joint Services Committee (to be confirmed)
 - (r) West Yorkshire Police and Crime Panel (Councillor Hussain)
-

17: Motion submitted in accordance with Council Procedure Rule 14 as to Flockton Traffic Issues

To consider the following Motion in the names of Councillors Smith, J Taylor and D Hall;

“This Council notes that work is now underway to produce an Option Assessment Report in relation to the North Kirklees Orbital Route which will help to determine if this is a viable scheme to develop.

Additionally the £77 million Cooper Bridge by pass, linking the A644 near junction 25 M62 and the A62 near Bradley Bar is currently in the Design phase.

The Council recognises that both these schemes have the potential to significantly affect the volume and flow of traffic in and around the village of Flockton and on the B6118.

Given the existing severe traffic problems affecting the village of Flockton and the undoubted increase in the future with developments already in construction and the potential from the Local Plan , the Council recognises that even if it were to overlook the 2 major road schemes already mentioned, without intervention, this situation will only continue to deteriorate.

Therefore the council calls on the Cabinet to undertake an assessment of any impact upon the village of Flockton & B6118 from the NKOR and A62 scheme and to ensure that due consideration is given to the issues in Flockton prior to any work starting on either of these road schemes.”

18: Motion submitted in accordance with Council Procedure Rule 14 as to Giving People a Say on the Final Brexit Deal

To consider the following Motion in the names of Councillors Cooper and Lawson;

“This Council believes that:

- By voting to leave the European Union in June 2016, the UK voted for departure but not the destination. There has never been a consensus about how to leave and about our future relationship with the EU post-Brexit.
- Since the referendum, there has been meaningful debate about our EU membership; there is now greater public awareness about the nature and impact of Brexit on the UK and there is ongoing movement in public opinion.
- The future direction of the country post-Brexit should not be decided by a small number of parliamentarians in Westminster. This is too big an issue and will affect all of us for generations to come; sovereignty rests with the people.
- The decision to leave the EU and subsequent negotiations has created political, social and economic uncertainty in the UK. Brexit is likely to have a major impact on local authorities, including Kirklees, potentially reducing funding for local and regional investment and development projects, affecting governance and legal frameworks and impacting on the progress of devolution deals.
- There are implications for Kirklees as a result of Brexit and there is consternation from some of our residents, including non-UK EU nationals, about what Brexit may mean for them. Leaving may have an impact on our local health services, with recent NHS data revealing that 31 nurses and health visitors from EU member states left Calderdale and Huddersfield NHS Foundation Trust between March 2017 and March 2018. Brexit is already having an impact on our local manufacturing industry, while some businesses in our region are reconsidering investment plans in new production and new jobs while they await the Brexit deal. Furthermore, Brexit may limit the educational opportunities for our young people. It may cause damage to our local economy and public services and result in a squeeze in living standards.
- As a country, we are not close to resolving the big issues about which people care about; parliament is deadlocked and the impasse will cause insurmountable damage to the UK. A public vote is the only way to move forward.
- The British people deserve the right to have a final say on Brexit and must have a vote on the UK's final deal with the European Union.

This Council therefore Resolves to:

- Ask the Mayor and Party Group Leaders to write to our local

MPs expressing their views and asking our MPs to support a final say on the Brexit deal.”

By Order of the Council

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

Chief Executive

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Contact Officer: Andrea Woodside

COUNCIL

KIRKLEES COUNCIL

**At the Meeting of the Council of the Borough of Kirklees held at
Council Chamber - Town Hall, Huddersfield on 11 July 2018**

PRESENT

The Mayor (Councillor Gwen Lowe) in the Chair

COUNCILLORS

| | |
|-----------------------------------|---------------------------------|
| Councillor Christine Iredale | Councillor Masood Ahmed |
| Councillor Mahmood Akhtar | Councillor Karen Allison |
| Councillor Bill Armer | Councillor Gulfam Asif |
| Councillor Donna Bellamy | Councillor Cahal Burke |
| Councillor Andrew Cooper | Councillor Nosheen Dad |
| Councillor Eric Firth | Councillor Donald Firth |
| Councillor Michelle Grainger-Mead | Councillor Charles Greaves |
| Councillor David Hall | Councillor Steve Hall |
| Councillor Lisa Holmes | Councillor James Homewood |
| Councillor Judith Hughes | Councillor Mumtaz Hussain |
| Councillor Paul Kane | Councillor Manisha Roma Kaushik |
| Councillor Viv Kendrick | Councillor Musarrat Khan |
| Councillor John Lawson | Councillor Vivien Lees-Hamilton |
| Councillor Fazila Loonat | Councillor Terry Lyons |
| Councillor Naheed Mather | Councillor Peter McBride |
| Councillor Bernard McGuin | Councillor Darren O'Donovan |
| Councillor Marielle O'Neill | Councillor Shabir Pandor |
| Councillor Nigel Patrick | Councillor Carole Pattison |
| Councillor Mussarat Pervaiz | Councillor Amanda Pinnock |
| Councillor Andrew Pinnock | Councillor Hilary Richards |
| Councillor Mohammad Sarwar | Councillor Cathy Scott |
| Councillor David Sheard | Councillor Ken Sims |
| Councillor Elizabeth Smaje | Councillor Richard Smith |
| Councillor Mohan Sokhal | Councillor Julie Stewart-Turner |
| Councillor John Taylor | Councillor Kath Taylor |
| Councillor Graham Turner | Councillor Sheikh Ullah |
| Councillor Rob Walker | Councillor Michael Watson |
| Councillor Gemma Wilson | Councillor Habiban Zaman |
| Councillor Nell Griffiths | Councillor Alison Munro |
| Councillor Richard Murgatroyd | Councillor Harpreet Uppal |

24 Announcements by the Mayor and Chief Executive

The Mayor asked that the Council's thanks to Jason Mallinson, of Oakes, Huddersfield, be placed on record in respect of his involvement in the operation to rescue those trapped in flooded caves in Thailand.

The Mayor and Chief Executive advised of a change to the running order of the agenda items to allow the meeting to conclude by approximately 5.30pm.

25 Apologies for absence

Apologies for absence were received on behalf of Councillors Bolt, Eastwood, Hill, Light, Jewitt, K Pinnock and Thompson.

26 Minutes of Previous Meeting

RESOLVED - That the Minutes of the meeting of Annual Council, held on 23 May 2018, be approved as a correct record.

27 Declaration of Interests

No interests were declared.

28 Petitions (From Members of the Council)

No petitions were received.

29 Deputations & Petitions (From Members of the Public)

No deputations or petitions were received.

30 Public Question Time

No questions were asked.

31 Financial Outturn Report 2017-2018

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

- 1) That, in regards to General Fund; (i) the revenue outturn position 2017-2018 be noted (ii) the year end position on corporate reserves, including financial resilience reserves be noted (iii) the arrangement for regular monitoring and review of corporate reserves in 2018-2019, to be reported to Cabinet within the quarterly financial monitoring cycle, be noted (iv) approval be given to the revenue rollover recommendation, as set out in the report, including the proposal for officers to submit a further report to Cabinet, detailing options for the allocation of the £1.512m rollover for place based public realm works and (v) approval be given to the rollover of £62k roll forward of ward based budgets as detailed in paragraph 1.34 of the report.
- 2) That the Housing Revenue Account outturn and reserves position 2017-2018, be noted.
- 3) That, in regards to Capital; (i) the outturn position 2017-2018, be noted (ii) approval be given to the £53.5m capital rollover from 2017-2018 to 2018-2019 (iii) approval be given to the revised capital plan for the period 2018-2023, having taking into account rollover, the re-phasing of schemes and changes to grant assumptions and (iv) it be noted that officers will continue to

Council - 11 July 2018

review 2018-2019 in-year budget profiles with a view to transfer budget into future years to ensure a more realistic monitoring profile.

- 4) That, in regards to treasury management, (i) the review of treasury management activity for 2017-2018 be noted (ii) approval be given to proposals to review the two Lender Option Borrowing Option (LOBO) loan re-financing options in conjunction with the Council's external treasury management advisors, and to authorise the Acting Service Director – Finance, IT and Transactional Services to proceed and enter into

all appropriate documentation if considered beneficial to the Council (iii) agreement be given to the existing borrowing strategy to incorporate SALIX Finance as an interest free loan funding source and (iv) the intention to bring forward more detailed proposals regarding potential investment opportunities, including investment in the Local Authority Property Fund, as part of the overall Treasury Management Strategy, later in the year, be noted.

Whereupon, it was moved by Councillor D Hall, and seconded by Councillor J Taylor;

That resolution (1) be amended to read '... public realm works to be shared fairly across all 23 Wards and ...'

The AMENDMENT, on being put to the vote was CARRIED, and therefore become the SUBSTANTIVE MOTION.

The SUBSTANTIVE MOTION was put to the vote and it was,

RESOLVED –

- 1) That, in regards to General Fund; (i) the revenue outturn position 2017-2018 be noted (ii) the year end position on corporate reserves, including financial resilience reserves be noted (iii) the arrangement for regular monitoring and review of corporate reserves in 2018-2019, to be reported to Cabinet within the quarterly financial monitoring cycle, be noted (iv) approval be given to the revenue rollover recommendation, as set out in the report, including the proposal for officers to submit a further report to Cabinet, detailing options for the allocation of the £1.512m rollover for place based public realm works to be shared fairly across all 23 wards and (v) approval be given to the rollover of £62k roll forward of ward based budgets as detailed in paragraph 1.34 of the report.
- 2) That the Housing Revenue Account outturn and reserves position 2017-2018, be noted.
- 3) That, in regards to Capital; (i) the outturn position 2017-2018, be noted (ii) approval be given to the £53.5m capital rollover from 2017-2018 to 2018-2019 (iii) approval be given to the revised capital plan for the period 2018-2023, having taking into account rollover, the re-phasing of schemes and changes to grant assumptions and (iv) it be noted that officers will continue to

Council - 11 July 2018

review 2018-2019 in-year budget profiles with a view to transfer budget into future years to ensure a more realistic monitoring profile.

- 4) That, in regards to treasury management, (i) the review of treasury management activity for 2017-2018 be noted (ii) approval be given to proposals to review the two Lender Option Borrowing Option (LOBO) loan re-financing options in conjunction with the Council's external treasury management advisors, and to authorise the Acting Service Director – Finance, IT and Transactional Services to proceed and enter into

all appropriate documentation if considered beneficial to the Council (iii) agreement be given to the existing borrowing strategy to incorporate SALIX Finance as an interest free loan funding source and (iv) the intention to bring forward more detailed proposals regarding potential investment opportunities, including investment in the Local Authority Property Fund, as part of the overall Treasury Management Strategy, later in the year, be noted.

32 **Kirklees Corporate Plan 2018-2020**

It was moved by Councillor Pandor, seconded by Councillor Sheard, and

RESOLVED - That the 2018-2019 Corporate Plan be approved, and that authority be delegated to the Chief Executive to make any required in-year amendments in consultation with the Leader of the Council.

33 **Allocation of Seats - Update**

It was moved by Councillor Sokhal, seconded by Councillor Patrick, and

RESOLVED – That the Member and proportion of Members of Committees, Boards and Panels be in accordance with the schedule as set out within the considered report.

34 **Scrutiny Update**

Council noted an update from Councillor Smaje following a meeting of Calderdale and Kirklees Joint Health Scrutiny Committee on 6 July to receive the Secretary of State's response and the Independent Reconfiguration Panel's (IRP) assessment report on the Committee's referral of the NHS proposal on the future arrangements for hospital and community health services in Calderdale and Greater Huddersfield.

Councillor Smaje provided an overview of the content of both documents and advised that the work of the Scrutiny Committee had now recommenced and that they would be submitting a response to the Secretary of State by 10 August 2018.

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

(1) Question by Councillor Michael Watson to the Cabinet Member for Learning and Aspiration (Councillor Masood Ahmed)

“Defining one school day as one school being closed for all or part of a day how many school days have been lost in Kirklees as a consequence of weather related events in the period 1 December 2017 through to 1 April 2018?”

The Cabinet Member replied thereto.

(2) Question by Councillor Michael Watson to the Cabinet Member for Corporate Services (Councillor Graham Turner)

“In the civic years 2013-14, 2014-15, 2016-17 and 2017-18 how much has been spent by the council on personnel in Employment grades 18 through to 24 in respect of the following:

- a) Professional development training?
- b) Professional subscriptions?
- c) Higher education qualification support?”

The Cabinet Member replied thereto.

(3) Question by Councillor Michael Watson to the Cabinet Member for Communities and Environment (Councillor Naheed Mather)

“Why was the service whereby residents could tip rubble at Bromley Farm recycling site withdrawn?”

The Cabinet Member replied thereto.

(4) Question by Councillor Michael Watson to the Cabinet Member for Communities and Environment (Councillor Naheed Mather)

“I am advised that the council is unable to use covert cameras for fly tipping investigations without consent under RIPA legislation. On the basis that this advice is correct could the cabinet member advise:

- a) What is required to obtain such consent?
- b) What is the legal test, or are the legal tests, that must be satisfied in the obtaining of consent?
- c) How many times has the council secured such consent in the last 3 years?”

The Cabinet Member replied thereto.

(5) Question by Councillor Michael Watson to the Cabinet Member for Communities and Environment (Councillor Naheed Mather)

“Is there a height restriction on vehicles entering the Bromley Farm recycling site?”

The Cabinet Member replied thereto.

**(6) Question by Councillor Richard Smith to the Leader of the Council
(Councillor Shabir Pandor)**

“Can you explain what steps the Council has taken to try and avert Industrial Action by Refuse Collectors in South Kirklees and how confident are you that there will be no further action?”

The Leader of the Council replied thereto.

- 36 Minutes of Cabinet and Cabinet Committee Local Issues**
Item not considered (due to time constraints).
- 37 West Yorkshire Combined Authority Minutes**
Item not considered (due to time constraints).
- 38 Holding the Executive to Account**
Item not considered (due to time constraints).
- 39 Minutes of Other Committees**
Item not considered (due to time constraints).
- 40 Oral Questions to Committee Chairs and Nominated Spokespersons of Joint Committees/External Bodies**
Item not considered (due to time constraints).
- 41 Motion submitted in accordance with Council Procedure Rule 14 as to Flockton Traffic Issues**
Item not considered (due to time constraints).

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

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

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

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

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 1 FEBRUARY 2018 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

| | |
|--------------------------------------|---|
| Councillor Susan Hinchcliffe (Chair) | Bradford Council |
| Councillor Tim Swift (Vice-Chair) | Calderdale Council |
| Councillor Judith Blake CBE | Leeds City Council |
| Councillor Peter Box CBE | Wakefield Council |
| Councillor Andrew Carter CBE | Leeds City Council |
| Councillor Simon Cooke | Bradford Council |
| Councillor Stewart Golton | Leeds City Council |
| Roger Marsh OBE | Leeds City Region Enterprise Partnership |
| Councillor David Sheard | Kirklees Council |
| Councillor Andrew Waller | City of York Council |

In attendance:

| | |
|--------------------------------|---|
| Councillor Keith Wakefield OBE | Chair, Transport Committee (to minute 86 only) |
| Councillor Robert Light | Chair, Overview & Scrutiny Committee |
| Ben Still | West Yorkshire Combined Authority |
| Angela Taylor | West Yorkshire Combined Authority |
| Caroline Allen | West Yorkshire Combined Authority |
| Heather Waddington | West Yorkshire Combined Authority (minute 93 only) |
| Peggy Haywood | Ministry of Housing, Communities & Local Government (minute 93 only) |
| Ruth Chaplin | West Yorkshire Combined Authority |

80. Apologies for Absence

Apologies for absence were received from Councillor N Turner.

81. Declarations of Disclosable Pecuniary Interests

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



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82. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 1 to Agenda Item 5 and Appendix 1 to Agenda Item 14 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

83. Minutes of the Meeting of the Combined Authority held on 14 December 2017

Resolved: That the minutes of the meeting held on 14 December 2017 be approved and signed by the Chair.

84. Capital Spend and Project Approvals

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

- Bradford Interchange Phase 1
- Bradford Interchange Phase 2
- Project Beta
- Natural Flood Management Programme
- Wyke Beck Valley Flood Alleviation
- York Outer Ring Road Junction

The Authority agreed to withdraw consideration of Project Raven as the situation had changed since publication of the agenda and this would be brought back to a future meeting.

The importance of the Natural Flood Management Programme was discussed and members requested further details regarding the individual projects included in the programme. It was suggested that an overview be provided to a future meeting, taking into account the work also being undertaken by the Yorkshire Flood and Coastal Committee and the Green Economy Panel.

It was noted that an exception report for the DfT Cycling and Walking to Work scheme had been assessed in line with WYCA's Assurance Framework and had progressed directly to WYCA because of timescales relating to its delivery and governance requirements of the funding stream.

Members discussed the reporting and transparency in respect of the level of detail provided for the schemes in the submitted report. The importance of engaging with the public and information being accessible was stressed and consideration would be given to the presentation of future reports. It was

suggested that options such as the inclusion of a summary box, hyperlinks to the business cases, previous papers and other reports as background information for the schemes be included going forward.

It was reported that there were rigorous processes in place for assessing schemes. These were detailed in the Leeds City Region Assurance Framework which was to be considered at agenda item 10. The process included WYCA's Programme Appraisal Team (PAT) considering scheme business cases and, subject to their assessment, these are then considered by the Investment Committee who would take a decision on whether to recommend the schemes to WYCA for approval. It was noted that business cases were published on WYCA's website. It was agreed that summary scheme performance information be included in the 'summary box'.

Resolved:

- (i) In respect of Bradford Interchange Phase 1 (Decision Point 2 Case Paper) –

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

- (a) That the Bradford Interchange Phase 1 project proceeds through Decision Point 2 and work commences on Activity 3 (Outline Business Case) of the Assurance process.
- (b) That an indicative approval to the total project value of up to £5.605m is given to be funded from the West Yorkshire plus Transport Fund, with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That further development costs of up to £0.100m are approved in order to progress the scheme to Decision Point 3 (Outline Business Case) taking the total project approval to £0.180m, and that WYCA enter into an addendum to the existing funding agreement with City of Bradford Metropolitan District Council for total expenditure of up to £0.180m from the West Yorkshire plus Transport Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in the Case Paper. This will be subject to the scheme remaining within the tolerances outlined in the Case Paper.

- (ii) In respect of **Bradford Interchange Phase 2 – Pre-feasibility Option Development (Decision Point 2 Case Paper) -**

That following a recommendation from the Investment Committee, WYCA approves £0.512m pre-feasibility funding from the WY+TF Transformational Projects Fund to support the selection of a preferred option for progressing Phase 2 of this project and that WYCA enter

into a Funding Agreement with City of Bradford Metropolitan District Council for expenditure of up to £0.512m from the WY+TF Transformational Projects Fund.

(iii) In respect of **Project Beta (Decision Point 2 Case Paper) -**

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

- (a) That Project Beta proceeds through Decision Point 2 and work commences on Activity 4 (Full Business Case).
- (b) That an indicative approval to the proposed grant funding award £3m is given, to be funded from the Strategic Inward Investment Fund, with Full Approval to expenditure being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iv) In respect of **Leeds City Region Natural Flood Management Scheme (Decision Point 3 Outline Business Case) -**

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

- (a) That the LCR Pilot Natural Flood Management Programme proceeds through Decision Point 3 and work commences on Activity 4 (Full Business Case).
- (b) That an indicative approval to WYCA's contribution of £1.700m (which will be funded through from the Local Growth Deal 3 fund) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs). The total project value is £3.801m.
- (c) That development costs of £0.045m are approved in order to progress the scheme to Decision Point 4 and then WYCA enter into a Funding Agreement for expenditure of up to £0.045m from the Local Growth Deal Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report, including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the

scheme remaining within the tolerances outlined in the submitted report.

(v) In respect of **Wyke Beck Valley Flood Alleviation (Decision Point 4 Full Business Case) -**

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

- (a) That the Wyke Beck Valley Flood Alleviation Project proceeds through Decision Point 4 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to WYCA's contribution of £2.600m (which will be funded through from the Local Growth Deal 3 fund) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report, including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vi) In respect of **York Outer Ring Road – Phase 1 (Full Business Case Decision Point 4) -**

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

- (a) That the York Outer Ring Road Phase 1 project proceeds through Decision Point 4 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to York Outer Ring Road Phase 1 total forecast costs of up to £3.600m is given (to be funded from the West Yorkshire plus Transport Fund) with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in this report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (vii) That in respect of **Project Raven (Decision Point 2 Case Paper)** - it was agreed to withdraw consideration of the item as the situation had changed following publication of the agenda and this would be brought back to a future meeting.
- (viii) In respect of DfT Cycling and Walking to Work Fund (Activity 6 Delivery Change Request) -

That WYCA approves:

- (a) That the additional funding of £6.40k offered by DfT to extend the programme is accepted by the Director of Resources as Chief Finance Officer by the deadline of 31 March 2018
- (b) The Request for Change to programme funding and timescales as outlined in the submitted report
- (c) That the spending of up to £2.14m to be funded from the West Yorkshire Cycling and Walking to Work DfT grant

85. Leeds City Region Growth Deal Programme Review

The Authority considered a report of the Director of Delivery which:

- Provided an update on the implementation of the Growth Deal and sought agreement of actions to actively manage scheme performance.
- Presented recommendations following the recent Call for Projects relating to Growth Deal funding, that a number of schemes are brought forward for consideration, pending the outcome of the programme re-profiling exercise and the future availability of funding, and subject to approval through the WYCA Assurance Process.
- Provided an update on current activity relating to the forthcoming 2019/20 Growth Deal Review, and sought approval for an allocation of £400,000 to undertake the work required in preparation for the Gateway Review.

The performance and management of schemes in the Growth Deal was discussed. It was reported that an Investment Committee workshop would be held in March to consider the timing and profiling of projects and WYCA members would be invited to take part in those discussions.

Members discussed the recent Call for Projects and the list of schemes outlined in the submitted report which were recommended for taking forward. They reiterated their request that hyperlinks be provided in future reports to any background information available. It was noted that based on the information that had been provided, the schemes would potentially deliver direct jobs and houses by 2021. It was recognised that because of delivery timescales, the Call for Projects had been restrictive to projects that would deliver by 2021; it was however noted that there may be further

opportunities to support a wider range of projects with the development of the Local Inclusive Industrial Strategy. It was proposed that a further Call for Projects be considered and this would be discussed at a future meeting of the Investment Committee.

It was noted that the Growth Deal review is a stipulation by Government. A project ceiling budget of £400,000 has been identified by Government to undertake the Gateway Review exercise in the Leeds City Region, including all lead-in activity and reporting to Central Government. It was reported that WYCA was working with other LEP areas and Government to understand what the money would be spent on and how it could be reduced, including whether it was possible that some of the initial work could be undertaken in-house to reduce the expenditure.

Resolved:

That WYCA approves:

- (i) In-principle support to the projects identified in paragraphs 2.10 and 2.11 of the submitted report and that the projects be brought forward for consideration for entry into the WYCA pipeline list, pending the outcome of the programme re-profiling exercise and the future availability of funding, and subject to approval through the WYCA Assurance Process.
- (ii) A maximum of £400,000 to be funded from the Local Growth Fund to fund the Growth Deal Review activity as detailed in the submitted report.

86. Local Inclusive Industrial Strategy update

The Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the development of a single, bold city region strategy, owned by both the LEP and WYCA that provides a compelling proposition using the city region's tech assets and opportunities to deliver inclusive growth outcomes.

It was noted that there was an ambition to deliver this work at pace in order to position the City Region so that it forms part of the first wave of Local Industrial Strategies agreed by Government by March 2019.

Members discussed and noted the update which included the draft vision statement, emerging priorities and proposals that could form the core building blocks of the local inclusive industrial strategy and the suggested approach to the development of the strategy.

In welcoming the progress to date, the following comments/observations were made:

- The important development work being undertaken across all the local authorities should be highlighted.

- Inclusive growth needs to be reflected in the emerging priorities and throughout the document.
- Ensure that the narratives are written for different audiences and take other views into account.

The opportunity to consider how businesses could be supported as the economy grows and new jobs created was recognised and the challenges in respect of skills, retraining, working practices and the apprenticeship levy were discussed. It was agreed that a skills report would be prepared for a future meeting.

Resolved: That WYCA endorses the direction of travel on the following areas:

- (i) An updated Leeds City Region strategic framework.
- (ii) The draft vision statement as set out in paragraph 2.7 and the intention to develop further 'expressions' for different audiences.
- (iii) The emerging priorities and proposals summarised in paragraph 2.10 that could form the core building blocks of our local, inclusive industrial strategy and will be key to securing future investment.
- (iv) The proposed 'open policy' approach that intends to harness the views and influence of partners in co-producing a compelling, bold city region proposition.

87. West Yorkshire plus Transport Fund Transformational Programme

The Authority considered a report of the Interim Director of Policy & Strategy on the proposed approach for the Transformational Fund which is part of the West Yorkshire plus Transport Fund (WY+TF).

It was noted that the WY+TF Growth Deal Transformational Fund provides the opportunity to undertake early development work to shape the future transformational pipeline of schemes. The WY+TF includes an allocation of £12.5m within the Transformational Fund and endorsement of £7m to develop the LCR Connectivity Strategy Priority pipeline was sought. This would take into account the recent call for projects and Inclusive Growth Corridor Plans.

Members were advised that the Investment Committee had endorsed the approach set out in the submitted report at their meeting held on 3 January 2018. It was proposed that a further report be prepared for consideration by the Investment Committee and WYCA to seek approval to spend within the £7m allocation, subject to approval through the WYCA Assurance Process.

Resolved:

- (i) That the proposed approach for the West Yorkshire plus Transport Fund Transformational Fund, as set out in the submitted report, be endorsed.
- (ii) That an allocation of £7m be made within the West Yorkshire plus Transport Fund Transformational Fund to develop the Leeds City Region Connectivity Strategy Priority pipeline taking into account the recent call projects and Inclusive Growth Corridor Plans.
- (iii) That a further report be prepared for consideration by the Investment Committee and WYCA to seek the capital approval to spend the £7m allocation subject to approval through the WYCA Assurance Process.

88. Business Planning and Budget 2018/19

The Authority considered a report of the Director of Resources and was given a presentation which:

- Set out the outline corporate plan for West Yorkshire Combined Authority (WYCA) for 2018/19 and its strategic aims on behalf of local people.
- Sought approval for the proposed revenue budget and transport levy for 2018/19, the indicative capital programme and the treasury management statement.

Corporate Plan 2018/19

It was reported that the Corporate Plan was in the process of being developed. A high level summary of the draft business plans for each of the organisation's five Directorates was attached at Appendix 1 and these will form the basis of the 2018/19 corporate plan which will be brought to the next WYCA meeting for approval. The proposed shape of the corporate plan was set out in Appendix 2.

Revenue Budget 2018/19

Members considered the revenue budget and transport levy for 2018/19. Details of the proposed budget for 2018/19 and early estimates for the subsequent two years were provided in Appendix 3.

The challenges in setting a balanced budget were noted together with a number of actions which had been required, including identifying budget savings and income targets required.

The proposed transport levy reduction of £1m was in response to continuing pressure on local government funding with proposals that the levy is further reduced by £1m in each of the next two years. A review would be undertaken over the next year of the way in which transport services are provided in order to reduce expenditure over the next three years. Details of

the net and gross levy by population, showing the decrease was set out in Table 2 of the submitted report together with the rebates due to each District.

Details of the Reserves Policy and position for 2017/18 were outlined in the submitted report. The workings for this year's reserves policy were set out in Table 1 and were based on the approach taken in previous years with an updated assessment of the relative risks.

Capital Programme 2017/18 and 2018/19

WYCA noted the capital programme for 2018/19 and subsequent years and the indicative capital programme which were outlined in the submitted report.

It was reported that the Investment Committee had considered the individual projects within the West Yorkshire plus Transport Fund (WY+TF) and would continue to be a key part of the process whereby Growth Deal and other projects are considered and recommended for progression. This would also include the further work on the call for projects. It was proposed that the arrangements for the Transport Committee to approve Integrated Block funded projects up to a value of £3m also be continued for 2018/19.

Treasury Management

Members noted the Prudential Funding Statement which was attached at Appendix 4. This set out the treasury management activity in the year, the arrangements in place and details of the funding position.

Resolved:

- (i) That the approach to the corporate plan for 2018/19 be endorsed.
- (ii) That the revised budget/forecast for 2017/18 and the proposed budget for 2018/19 for WYCA be approved.
- (iii) That the indicative capital programme for 2018/19 – 2020/21 be approved.
- (iv) That the Transport Committee be delegated to approve individual schemes within the integrated transport block of the 2018/19 capital programme up to a maximum cost of £3m.
- (v) That in accordance with the powers contained in the Local Government Finance Act 1988 (as amended) and by virtue of article 9(6) of the West Yorkshire Combined Authority Order and the Transport Levying Bodies Regulations 2015 (as amended) a levy of £105m be determined for the year ended 31 March 2019.
- (vi) That the Chief Financial Officer be authorised to issue the levy letter in respect of the financial year ending 31 March 2019 to the five District Councils in West Yorkshire.

- (vii) That a payment of £5.099m be made to the District Councils in accordance with Table 2 of the report.
- (viii) That the Chief Financial Officer be authorised to arrange appropriate funding for all expenditure in 2017/18 and 2018/19 subject to statutory limitation, including the most appropriate application of capital funding as set out in the report.
- (ix) That the expenditure of highways maintenance funding of £28.4m and the pothole action fund of £2.2m, to be paid quarterly to the West Yorkshire local authorities in accordance with the DfT formula be approved, and that the Director of Resources be authorised to vary these amounts should DfT revise the payments from those provisionally indicated be approved.
- (x) That the policy, effective from 2017/18, for recovering the WYCA costs of managing the capital programme against the capital programme spend being mainly Growth Deal, Leeds Public Transport Investment Programme and Local Transport Plan Integrated Transport be approved. For 2018/19 the estimated total value is £5.24m (2%-3%).
- (xi) That the adoption of the CIPFA Code of Practice for Treasury Management in Public Services be reaffirmed.
- (xii) That the treasury management policy as set out in Appendix 4 to the report be approved.
- (xiii) That the prudential limits for the next three years as set out in Appendix 4 to the report be adopted.

89. Leeds City Region Assurance Framework - Annual Review

The Authority considered a report of the Director of Delivery which:

- Provided an update on progress relating to changes proposed to the Leeds City Region Assurance Framework arising from its annual review, and with the recently issued review of Local Enterprise Partnership Governance & Transparency (October 2017).
- Sought feedback on the updated assurance requirements and approval of the substantive form of the document following the incorporation of further changes requested, and sought authority for WYCA's Managing Director to finalise the document in consultation with the Chair of WYCA and the Chair of the LEP Board for submission, and to make further in-year changes as may be required.

It was reported that the Assurance Framework had to be updated annually and published on the Local Enterprise Partnership's website. Members discussed the draft document which was attached at Appendix 1 and noted that this had been shared and discussed at meetings of the LEP Board,

Overview & Scrutiny Committee and Governance & Audit Committee. The Overview & Scrutiny Committee, through their SEP Delivery Working Group, had offered level of challenge to the approach taken and were content with the current progress. It was proposed that the scrutiny sessions would continue to ensure that the Assurance Framework remains fit for purpose as this was a 'live' document.

It was noted that the changes to the LCR LEP's governance arrangements which were approved by the LEP Board on 16 January 2018 had been reflected in the document. The LEP Board had agreed the revised framework subject to any further comments from WYCA and, in this respect, members' views regarding reporting and transparency which had been discussed earlier in the meeting would be incorporated. It was proposed that WYCA's Managing Director would finalise the content of the Assurance Framework in consultation with the Chair of WYCA and the Chair of the LEP Board prior to its submission to Government by 28 February 2018.

Resolved:

- (i) That the substantive form of the draft Assurance Framework, subject to the incorporation of any further feedback, be approved.
- (ii) That WYCA's Managing Director be authorised to finalise the content of the Assurance Framework in consultation with the Chair of WYCA and the Chair of the LEP Board, and to submit the document to Government by 28 February 2018.
- (iii) That it be noted that further changes and updates to the Assurance Framework are anticipated during the year and WYCA's Managing Director be authorised to make such further changes as are appropriate, and to update WYCA and the LEP Board on an annual basis.

90. Report of the Overview and Scrutiny Committee

The Authority considered a report of the Overview & Scrutiny Committee which put forward the findings and recommendations of a task and finish working group.

It was reported that in September 2017, the Overview & Scrutiny Committee established a cross party task and finish working group consisting of 5 members. This was to consider whether any lessons could be learnt from a review of the processes and governance relating to the award of a loan to Oxford GB2 in 2013 by the Leeds City Region Local Enterprise Partnership (LCR LEP).

Members discussed the findings of the Working Group which had been considered at the meeting of the Overview & Scrutiny Committee on 24 January 2018. It was recognised that their recommendations had already been addressed by WYCA in establishing and developing its Assurance Framework and governance arrangements.

In noting the improvements which had already been introduced and approving the recommendations, the Authority thanked the Overview & Scrutiny Committee for their work and the time taken to produce the thorough report on this important issue.

Resolved: That WYCA notes the work of the Overview & Scrutiny Committee Working Group and agrees with the recommendations contained in their report. Further, WYCA notes the improvements to assurance and governance that have taken place over recent years.

91. WYCA Procurement Strategy and Changes to Contract Standing Orders

The Authority considered a report of the Director of Resources which sought approval of the new WYCA Procurement Strategy and updated Contract Standing Orders (CSOs).

It was reported that a review of the procurement needs of the organisation had been undertaken and a new Procurement Team created. The new Procurement Strategy would cover the period 2018 to 2021 and set out a framework for committing spend and undertaking procurement activities throughout the Authority. A copy of the Procurement Strategy was attached at Appendix 1 and it was proposed that this be reviewed annually to monitor progress and update as required.

The Contract Standing Orders were attached at Appendix 2. These had been updated and approved in April 2017 and substantial changes were now required following the introduction of new working practices that would ensure greater focus on transparency and value for money

Resolved:

- (i) That the new Procurement Strategy to cover the period 2018 – 2021 be approved.
- (ii) That the amended Contract Standing Orders be approved.

92. Governance Arrangements - Appointments

The Authority considered a report of the Director of Resources on governance arrangements in respect of the following:

- To note a change in WYCA substitutes.
- To approve the appointment of a change in local authority appointment on the Business Innovation & Growth Panel and appoint a new private sector member.
- To approve appointments to Transport for the North.

WYCA Substitute Members

It was reported that Councillor Robert Light, on behalf of the West Yorkshire Conservative Group Leaders, had notified WYCA of a change in WYCA substitute members as follows:

- Councillor Scott Benton (Calderdale Council) to replace Councillor Nadeem Ahmed (Wakefield Council) as substitute WYCA member for Councillor Andrew Carter (Leeds Council).
- Councillor John Pennington (Bradford Council) to fill the vacant position of substitute WYCA member for Councillor Simon Cooke (Bradford Council).

Business Innovation & Growth Panel

It was reported that North Yorkshire County Council had notified WYCA of their wish to make the following change on the Business Innovation & Growth Panel:

- Councillor Andrew Lee to replace Councillor Patrick Mulligan

Following the conclusion of the appointments process for private sector membership on the Panel, members considered the recommendation for the appointment of an additional member and details were set out in Appendix 1 to the submitted report.

Appointment to TfN Shadow Board

It was reported that a number of WYCA appointments were to be made pending TfN being established as a statutory body in April 2018 and the following appointments were agreed:

- The TfN Shadow Board - Councillor Judith Blake and Councillor Keith Wakefield as the substitute member.
- TfN when established as a statutory body - As above.
- TfN's Scrutiny Committee - Councillor Eric Firth and Councillor Barry Collins as the substitute member.

Resolved:

- (i) That the change in Conservative WYCA substitute members be noted.
- (ii) That WYCA co-opts members to the Business Innovation & Growth Panel as set out in Appendix 1 to the submitted report.

- (iii) That WYCA appoints Councillor Judith Blake to the TfN Shadow Board and Councillor Keith Wakefield as the substitute TfN Shadow Board member.
- (iv) That WYCA appoints Councillor Judith Blake as TfN member and Councillor Keith Wakefield as the substitute TfN member.
- (v) That WYCA appoints Councillor Eric Firth to the TfN's Scrutiny Committee and Councillor Barry Collins as the substitute member.

93. European Structural and Investment Funds - Sustainable Urban Development

The Authority considered a report of the Director of Resources on European Structural & Investment Funds – Sustainable Urban Development (ESIF/SUD) which sought approval for the prioritisation list for SUD undertaken by the Department for Communities and Local Government (DCLG) as Managing Authority (MA), reconciled to the available budget.

At the last meeting, WYCA had considered and approved the advice contained in each of the outline assessments and the prioritised list for the selection of SUD projects. The MA had now finalised their assessment, taking into account the advice provided by WYCA and members considered the prioritisation list for SUD which was detailed in the exempt Appendix 1. It was noted that the total value of the projects exceeds the indicative budget attached to the Call and the MA, having taken into consideration the Intermediate Body's (WYCA's) decision in respect of local strategic fit, had reconciled the projects to the budget.

Following WYCA's agreement, as Intermediate Body, the MA will formally notify applicants of the outcome and progress the successful projects to the next stage. It was expected that the full applications will be presented to WYCA by Summer 2018.

Resolved: That the prioritisation list for SUD, included in exempt Appendix 1, undertaken by the Managing Authority (MA), Department for Communities and Local Government (DCLG), reconciled to the available budget, be approved.

94. Minutes of the West Yorkshire and York Investment Committee held on 9 November 2017

Resolved: That the minutes of the West Yorkshire & York Investment Committee held on 9 November 2017 be noted.

95. Minutes of the Overview and Scrutiny Committee held on 15 November 2017

Resolved: That the minutes of the Overview & Scrutiny Committee held on 15 November 2017 be noted.

96. Minutes of the Transport Committee held on 17 November 2017

Resolved: That the minutes of the Transport Committee held on 17 November 2017 be noted.

97. Draft Minutes of the Green Economy Panel held on 21 November 2017

Resolved: That the draft minutes of the Green Economy Panel held on 21 November 2017 be noted.

98. Draft Minutes of the Governance and Audit Committee held on 28 November 2017

Resolved: That the minutes of the meeting of the Governance & Audit Committee held on 28 November 2018 be noted.

99. Draft Minutes of the Employment and Skills Panel held on 4 December 2017

Resolved: That the draft minutes of the Employment & Skills Panel held on 4 December 2017 be noted.

100. Draft Minutes of the West Yorkshire and York Investment Committee held on 3 January 2018

Resolved: That the draft minutes of the West Yorkshire and York Investment Committee held on 3 January 2018 be noted.

A handwritten signature in blue ink, appearing to read 'J. H. White', is located in the lower right quadrant of the page.

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 5 APRIL 2018 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

| | |
|--------------------------------------|------------------------------------|
| Councillor Susan Hinchcliffe (Chair) | Bradford Council |
| Councillor Tim Swift (Vice-Chair) | Calderdale Council |
| Councillor Judith Blake CBE | Leeds City Council (to minute 106) |
| Councillor Peter Box CBE | Wakefield Council |
| Councillor Simon Cooke | Bradford Council |
| Councillor David Sheard | Kirklees Council |
| Councillor Andrew Waller | City of York Council |

In attendance:

| | |
|--------------------------------|-----------------------------------|
| Councillor Keith Wakefield OBE | Chair, Transport Committee |
| Angela Taylor | West Yorkshire Combined Authority |
| Caroline Allen | West Yorkshire Combined Authority |
| Ruth Chaplin | West Yorkshire Combined Authority |

101. Apologies for Absence

Apologies for absence were received from Roger Marsh and Councillors S Benton and N Turner.

102. Declarations of Disclosable Pecuniary Interests

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

103. Exclusion of the Press and Public

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

104. Minutes of the Meeting of the Combined Authority held on 1 February 2018

Resolved: That the minutes of the meeting held on 1 February 2018 be approved and signed by the Chair.

105. Transforming Cities Fund

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the Transforming Cities Fund guidance.

It was reported that the Department for Transport (DfT) had issued detailed guidance and the first stage deadline for submission of a bid to the fund was 8 June 2018.

An officer task and finish group was being set up with representatives from partner councils and it was proposed that a portfolio or lead Member working group be established in order to support and shape the development of the bid.

Resolved:

- (i) That the principles of the Transforming Cities Fund guidance and the first stage deadline for submission of a bid by 8 June 2018 be noted.
- (ii) That the establishment of a Member led working group for portfolio/lead Members to shape the response to the Transforming Cities Fund submission be endorsed.

106. Response to Transport for the North's Strategic Transport Plan Consultation

The Combined Authority considered a report of the Interim Director of Policy & Strategy on the proposed submission and key principles of a response to Transport for the North's (TfN) consultation on its draft Strategic Transport Plan (STP).

It was reported that TfN was inviting formal feedback from its partners on the consultation for the draft STP. The Transport Committee had endorsed a set of key principles highlighting the Combined Authority's priorities which they felt should form the basis of a Combined Authority response and these were set out in the submitted report. Members discussed the importance of freight transport and investing in the road networks and considered that the response should also ask for further emphasis on the strategic transport priorities including Northern Powerhouse Rail and HS2. A draft response was being prepared for submission by 17 April 2018 and it was agreed that approval of the final response be delegated to the Combined Authority's Managing Director in consultation with the Chair of the Transport Committee.

Resolved:

- (i) That a response be submitted to the Transport for the North consultation on its draft Strategic Transport Plan.



- (ii) That the key principles identified in the submitted report form the basis of the Combined Authority's response.
- (iii) That approval of the final consultation response be delegated to the Combined Authority's Managing Director in consultation with the Chair of the Transport Committee.

107. Capital Spending and Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Rail Park & Ride Programme – Garforth Rail Station Car Park Project
- Apprenticeship Grants for Employers (AGE) Extension
- North East Calderdale Transformational Programme
- Inclusive Growth Corridors and the Transformational Programme
- Growing Places Fund (GPF) LEP Loan 319
- The West Yorkshire Urban Traffic Management Control (UTMC) Scheme

Details of the six schemes were provided in the submitted report and it was noted that these had been considered and recommended by the Investment Committee for approval.

The Combined Authority also considered a change request to authorise spending of additional funding received in respect of the West Yorkshire Broadband Infrastructure Programme.

Members asked for consideration to be given to the narrative, presentation and information provided in future reports eg. factoring in the future proofing of investments, providing maps where appropriate and the delivery of inclusive growth objectives.

Resolved:

- (i) In respect of Rail Park and Ride Programme – Garforth Rail Station Car Park Project (decision point 2 –case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the Garforth Station Car Park project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total project value of £825,000 is given from the Transport Fund with full approval to spend being granted once the scheme has progressed through

the assurance process to decision point 5 (full business case with finalised costs).

- (c) That development costs of £45,000 are approved in order to progress the scheme to decision point 5 (full business case with finalised costs), taking the total project approval to £59,000.
- (d) That the Combined Authority enter into a funding agreement (Section 56) with Arriva Rail North for expenditure of up to £45,000 from the Transport Fund.
- (e) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(ii) In respect of Apprenticeship Grants for Employers (AGE) Extension (decision point 2 case paper) –

That following a recommendation from the Investment Committee the Combined Authority approves:

- (a) That the AGE Extension Programme proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total grant fund value of £1.2 million is given to be funded from the unallocated AGE Programme 2015-2017 funds with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iii) In respect of North East Calderdale Transformational Programme study (decision point 2 case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the North East Calderdale Transformational Programme study proceeds through decision point 2 (case paper) and work commences on the strategic case for the programme.
- (b) That full approval is given for the total study costs of £400,000.
- (c) That the Combined Authority enters into a funding agreement with Calderdale Council for expenditure of up to £400,000 to be funded from the Transport Fund.
- (d) That any change requests relating to the study are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (iv) In respect of Inclusive Growth Corridors and the Transformational Fund (decision point 2 case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the Inclusive Growth Corridors and the Transformational Fund Phase 1 proceeds through decision point 2 (case paper) and work commences on the completion of the Corridor Plans and Connectivity Strategy.
- (b) That indicative approval to the total programme value of £7 million is given and full approval of £2.395 million for Phase 1 is approved.
- (c) That any change requests relating to Phase 1 are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (v) In respect of Growing Places Fund 319 Loan (decision point 3 outline business case) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the project proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total project value of £1.5 million, and the Combined Authority contribution of £1 million (to be funded from the Growing Places Fund) with full approval to spend being granted once the scheme has progressed through

the assurance process to decision point 5 (full business case with finalised costs).

(c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vi) In respect of the West Yorkshire Urban Traffic Management Control (UTMC) decision point 3 (outline business case) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

(a) That the UTMC project proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(b) That the project includes the reorganisation of the four existing district UTC services into a combined West Yorkshire UTC service.

(c) That an indicative approval to the total project value of £7.49 million is given from the Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

(d) That development costs of £170,000 from the Transport Fund are approved in order to progress the scheme to decision point 4 (full business case), taking the total project approval to £450,000.

(e) That the Combined Authority enters into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £450,000 from the Transport Fund.

(f) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report to include approval at decision point 4 and decision point 5 to be delegated to the Combined Authority's Managing Director. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vii) In respect of West Yorkshire and York Broadband Infrastructure Programme (activity 6 delivery) change request:

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) The change request to the West Yorkshire and York Broadband Infrastructure Programme as set out in the submitted report.
- (b) Expenditure of the increase in external funding from £7.25 million to £17.6797 million to be funded from BDUK, ERDF, BET and British Telecom contract 1 and districts as detailed in the submitted report, in order to fund contract 2 deployment of the West Yorkshire and York Broadband Programme.
- (c) That the Combined Authority enters into the variation to funding agreement between the Combined Authority and the Ministry of Housing, Communities and Local Government covering funding from ERDF (current award is £7,299,918) for the broadband programme.
- (d) That authority is delegated to the Combined Authority's Managing Director to approve any future grant variation agreements which are the result of financial re-profiling and are within the total ERDF funding envelope of £7,229,918.

108. Broadband Approvals and Spending

The Combined Authority considered a report of the Interim Director of Policy & Strategy and the Director of Delivery on the approach to digital infrastructure delivery across the City Region and funding bids for a proposed Contract 3 of the West Yorkshire and York Superfast Broadband Programme, including use of Gainshare.

Members discussed the options for digital infrastructure delivery and the key considerations for the next phase which were outlined in the submitted report.

It was reported that there are a number of funding opportunities that can support investment in digital infrastructure in West Yorkshire and the City Region including DEFRA, the Department for Media Culture and Sport and European Funding. There was also an opportunity to invest an element of the Gainshare accruing from Contracts 1 and 2 of the existing broadband programme as capital match and Members discussed the range of options, the proposed West Yorkshire and Yorkshire Superfast Broadband Contract 3 and potential programme risks which were outlined in the submitted report.

Resolved:

- (i) That the Combined Authority note the context to digital infrastructure and its alignment with national and City Region policy.

- (ii) That the Combined Authority agrees that the governance for Contract 2 and the Partnership Agreement be reviewed to ensure alignment with the Combined Authority governance model.
- (iii) That the Combined Authority agrees in principle that proposed funding applications for Contract 3 be submitted. Officers to develop options for Contract 3 making use of the funding available and which will best achieve the Combined Authority's objectives. These options will be shared with Members with the final decision on the bids to be submitted delegated to the Combined Authority's Managing Director in consultation with the LEP Chair and Combined Authority's Chair.

109. Energy Accelerator

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the Energy Accelerator including:

- The draft Contract for Funding between the EIB (European Investment Bank) and the West Yorkshire Combined Authority.
- Highlighting potential risks for the Combined Authority and project sponsors should the contract be signed.
- A recommendation from the Green Economy Panel.

The report also sought approval for the signing of the EIB Contract and progress through decision point 5 with all final approvals delegated to the Combined Authority's Managing Director.

It was reported that the Green Economy Panel had welcomed the offer of funding from the EIB. The LEP Board had considered the report at its meeting on 27 March 2018 and recommended that the Combined Authority sign the contract and proceed to establishing the Accelerator by September 2018.

Resolved: That the signing of the EIB Contract be approved and the programme progresses through decision point 5 with all final approvals delegated to the Combined Authority's Managing Director with input from the Investment Committee with regard to the assurance process.

110. Embedding Inclusive Growth Across City Region Activity

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the inclusive growth project and set out how inclusive growth will be embedded across the City Region's expanded policy framework.

The report outlined the work of partner councils in delivering prototype services which, subject to further investment, might be extended across the City Region to deliver inclusive growth outcomes. It was recognised that inclusive growth depended upon partnership working between public, private and community organisations with partner councils playing a vital

role to ensure economic growth benefits all residents. The LEP Board had agreed to work towards a broader policy framework where partners agree to work together on a range of topics to drive inclusive growth. Members were assured that inclusive growth was embedded in all of the Combined Authority's activities and included in the business plan with key performance indicators. Members reiterated their request that inclusive growth be referenced in future reports.

The achievements of the inclusive growth project through partnership working across the City Region were set out in Appendix 1 and Members considered that this was a good example of articulating the work of the Combined Authority. The future approach to resourcing inclusive growth within the Combined Authority was discussed and Members asked that their thanks be passed to Ruth Redfern, Project Director for Inclusive Growth, for her work on the project.

Resolved:

- (i) That the update on the inclusive growth project be noted and inclusive growth continues to be embedded across the City Region's expanded policy framework.
- (ii) That the work of partner authorities, including where activity might be extended across the City Region to delivery inclusive growth outcomes be noted.
- (iii) That the comprehensive approach to resourcing inclusive growth work within the Combined Authority as detailed in the submitted report be approved.
- (iv) That the Combined Authority's thanks be passed to Ruth Redfern, Project Director for Inclusive Growth, for her work on the project.

111. Gender Pay Gap

The Combined Authority considered a report of the Director of Resources which provided information on the gender pay gap.

It was reported that all organisations and businesses with over 250 employees were required, by legislation, to publish their gender pay gap. Appendix 1 showed the gender make-up of the Combined Authority, the mean and median pay gap and the pay breakdown by quartiles. Members considered the comparisons to district partners' gender pay reports and noted that York's figures would be added to the table.

Members discussed the measures and future plans to reduce the pay gap and noted that the Combined Authority has a number of policies and working practices to encourage gender diversity and women into more leadership roles. It was agreed that further work on the talent management pipeline, including apprenticeships and links to schools and colleges would be undertaken and a report prepared for a future meeting.

Resolved: That the gender pay gap and the actions proposed to address this be noted.

112. Corporate Planning and Performance

The Combined Authority considered a report of the Director of Resources which:

- Provided an update on progress against the 2017/18 corporate plan and wider corporate performance issues.
- Sought endorsement to the proposed text of the corporate plan for 2018/19.

Members discussed the current progress against the 23 key performance indicators (KPIs) attached at Appendix 1 to the submitted report. It was reported that work had continued to update the corporate risk register following the review of strategic risks and the current version was attached at Appendix 2.

It was noted that the content for the 2018/19 corporate plan had been developed and this was attached at Appendix 3. Members were asked to provide comments on the list of KPIs which was being prepared to measure progress against priorities by 9 April 2018. It was noted that the Overview & Scrutiny Committee were also being given the opportunity to consider the KPIs.

It was proposed that updates on corporate performance be provided at future meetings.

Resolved:

- (i) That the information on corporate performance be noted.
- (ii) That the 2018/19 corporate plan be endorsed with final sign off delegated to the Combined Authority's Managing Director in consultation with the Chair of the Combined Authority and the LEP Chair.

113. Devolution

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on progress towards securing devolution to Leeds City Region.

It was reported that a proposal had been submitted by 18 Leaders as a basis for initiating negotiation. The Government had acknowledged receipt of the Yorkshire proposal but the Secretary of State had not yet formally responded.

In noting the current position, Members endorsed the approach for a One Yorkshire Chief Executives' devolution sub group of the Yorkshire

Leaders Board to progress with the further work outlined in the submitted report.

Resolved: That the progress be noted and the next steps outlined in paragraph 2.11 of the submitted report be endorsed.

114. Minutes of the Overview & Scrutiny Committee held on 4 January 2018

Resolved: That the minutes of the meeting of the Overview & Scrutiny Committee held on 4 January 2018 be noted.

115. Draft minutes of the Land & Assets Panel held on 5 January 2018

Resolved: That the draft minutes of the Land & Assets Panel held on 5 January 2018 be noted.

116. Minutes of the Transport Committee held on 12 January 2018

Resolved: That the minutes of the Transport Committee held on 12 January 2018 be noted.

117. Draft Minutes of the Overview & Scrutiny Committee held on 24 January 2018

Resolved: That the draft minutes of the Overview & Scrutiny Committee held on 24 January 2018 be noted.

118. Draft Minutes of the Governance & Audit Committee held on 25 January 2018

Resolved: That the draft minutes of the Governance & Audit Committee held on 25 January 2018 be noted.

119. Chair's Comments

The Chair reported that this was Councillor Simon Cooke's last meeting as a representative on the Combined Authority and Members thanked him for his contributions at the meetings.



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**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 10 MAY 2018 AT COMMITTEE ROOM A -
WELLINGTON HOUSE, LEEDS**

Present:

| | |
|-----------------------------------|--|
| Councillor Tim Swift (Vice-Chair) | Calderdale Council |
| Councillor Judith Blake CBE | Leeds City Council |
| Councillor Stewart Golton | Leeds City Council (Substitute) |
| Councillor Simon Cooke | Bradford Council |
| Councillor Imran Khan | Bradford Council (Substitute) |
| Roger Marsh OBE | Leeds City Region Enterprise Partnership |
| Councillor Shabir Pandor | Kirklees Council (Substitute) |
| Councillor Andrew Waller | City of York Council |

In attendance:

| | |
|--------------------------------|--------------------------------------|
| Councillor Keith Wakefield OBE | Chair, Transport Committee |
| Councillor Robert Light | Chair, Overview & Scrutiny Committee |
| Ben Still | West Yorkshire Combined Authority |
| Angela Taylor | West Yorkshire Combined Authority |
| Caroline Allen | West Yorkshire Combined Authority |
| Ruth Chaplin | West Yorkshire Combined Authority |

120. Apologies for Absence

Apologies for absence were received from Councillors S Hinchcliffe, P Box, D Sheard and S Benton.

121. Chair's Comments

The Chair gave thanks to Councillors David Sheard and Nicola Turner for their contributions to the Combined Authority.

122. Declarations of Disclosable Pecuniary Interests

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

123. Exclusion of the Press and Public

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

124. Minutes of the Meeting of the Combined Authority held on 5 April 2018

Further to minute 108, Broadband Approvals and Spending, it was reported that City of York Council would be willing to share their experiences in respect of the rollout of the broadband programme.

Resolved: That the minutes of the meeting held on 5 April 2018 be approved and signed by the Chair.

125. Governance Arrangements

The Combined Authority considered a report of the Director of Resources on the following governance arrangements:

- To note the changes to West Yorkshire Combined Authority (the Combined Authority) members and substitute members.
- To note a vacancy on the Governance and Audit Committee.
- To approve changes to the City of York members on the Transport Committee, the Overview and Scrutiny Committee and the Land and Assets Panel.
- To endorse a proposal to appoint an Inclusive Growth Panel at the annual meeting as a formal advisory committee of the Combined Authority, and to endorse inclusive growth being embedded as a 'golden thread' across all panels.
- To consider a proposal to appoint a Place Panel at the annual meeting as a formal advisory committee of the Combined Authority.
- To endorse a proposal to appoint a substitute for each Overview and Scrutiny member at the annual meeting.

Members noted the changes to Combined Authority members and substitutes and also the proposed changes to committee membership in respect of the City of York representatives on the Transport Committee, Overview and Scrutiny Committee and the Land and Assets Panel.

Members discussed and endorsed in principle the proposed changes to governance arrangements which were set out in the submitted report. This included appointing the Inclusive Growth Panel as an additional advisory committee, to rename the Land and Assets Panel to Place Panel and extend the functions to include the Planning Portfolio Board and for each West Yorkshire and York council to nominate a substitute member for each nominated member to the Overview and Scrutiny Committee. These proposals would be brought to the annual meeting in June 2018 for approval and implementation.

Resolved:

- (i) That the resignation of Councillor Andrew Carter as a Combined Authority member and Councillor Scott Benton as his replacement with effect from 19 April 2018 be noted.
- (ii) That the termination of the appointment of Councillor Scott Benton as a substitute Combined Authority member and Councillor Andrew Carter as his replacement with effect from 26 April 2018 be noted.
- (iii) That the termination of the City of York Council's appointment of Councillor David Carr as a substitute Combined Authority member and the appointment of Councillor Ian Gillies with effect from 4 April 2018 be noted.
- (iv) That the City of York Council's revised nomination to the Transport Committee be noted and Councillor Peter Dews be co-opted onto the Committee in place of Councillor Ian Gillies with immediate effect.
- (v) That the City of York Council's revised nomination to the Overview and Scrutiny Committee be noted and Councillor Tina Funnell be co-opted onto the Committee in place of Councillor Sonja Crisp with immediate effect.
- (vi) That the City of York Council's revised nomination to the Land and Assets Panel be noted and Councillor Helen Douglas be co-opted onto the Committee in place of Councillor David Carr with immediate effect.
- (vii) That the Combined Authority notes that the resignation of Councillor Andrew Carter will leave a vacancy on the Governance and Audit Committee.
- (viii) That the Combined Authority agrees to progress the appointment of an Inclusive Growth Panel at the annual meeting, and to embed securing inclusive growth into the terms of reference of every relevant panel for the next municipal year.
- (ix) That the proposal to appoint a Place Panel for the next municipal year be progressed with the membership as set out in the submitted report.
- (x) That each West Yorkshire and York council be invited to nominate a substitute for any member nominated to the Overview and Scrutiny Committee, such substitutes to be appointed at the annual meeting.

126. Capital Spending and Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Clean Bus Technology Fund (CBTF)
- Canal Road Urban Village Ltd (CRUVL) (New Bolton Woods) – LEP Loan 318
- A629 Halifax Road improvement phase 5
- Beech Hill, Halifax

Details of the four schemes were provided in the submitted report and it was noted that these had been considered and recommended by the Investment Committee for approval.

In respect of the Clean Bus Technology Fund, it was noted that the project will provide £4.756 million to fund clean technology on approximately 25% of the existing bus fleet within West Yorkshire. Comment was made that any opportunities to broaden the geography of the project across the city region should be considered as this could improve the quality of the bid.

Members welcomed the presentation of the information provided in the report which had been revised following comments made at the previous meeting.

Resolved:

- (i) In respect of the Clean Bus Technology Fund (CBTF) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the CBTF project proceeds through decision point 2 and work commences on activity 5 full business case with costs alongside preparation and commencement of the grant allocation process.
- (b) That an indicative approval to the total project value of £4.756 million (this includes the Combined Authority, Leeds City Council (LCC) grant awards and operator match funding) is given from the DEFRA Clean Bus Technology Fund awarded to the Combined Authority and Leeds City Council with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (c) That Combined Authority project development and delivery expenditure of £120,000 funded by the DEFRA grant is approved in order to progress the scheme to decision point

5 full business case, before being reimbursed from the scheme's private sector match funding.

- (d) That the Combined Authority enters into an agreement with Leeds City Council (LCC) for the Combined Authority to receive and manage on LCC's behalf their CBTF funding award (£1.371 million) from the CBTF fund.
 - (e) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (ii) In respect of CRUVL (New Bolton Woods) – LEP Loan 318 –

That following a recommendation from the Investment Committee the Combined Authority approves:

- (a) That the LEP Loan 318 project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
 - (b) That an indicative approval to the total loan value of £346,000 is given from the Growing Places Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
 - (c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's programme appraisal team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (iii) In respect of A629 Halifax Road improvement, phase 5 –

That following a recommendation from the Investment Committee the Combined Authority approves:

- (a) That the WYTF (Transport Fund) A629 Halifax Road Phase 5 project proceeds through decision point 3 and work commences on activity 4 (full business case).
- (b) That an indicative approval to the total project value of

£12.09 million is given from the Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

- (c) That development costs of £4.113 million are approved in order to progress the scheme to decision point 4 (full business case), taking the total project approval to £4.418 million and that an addendum to the funding agreement with Kirklees Council for the additional £4.113 million is entered into.

- (iv) In respect of Beech Hill –

That following a recommendation from the Investment Committee the Combined Authority approves:

- (a) That the Beech Hill project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs).
- (b) That conditional approval to the total project value of £5.4 million is given (which includes a £1.4 million contribution from the Combined Authority's Growth Deal Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs)
- (c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report to include at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

127. Inclusive Growth Outcomes from the Business Growth Programme

The Combined Authority considered a report of the Executive Head of Economic Services on the LEP Board's decision to adopt the revised criteria and associated conditions for awarding grants to businesses from the LEP/Combined Authority's Business Growth Programme (BGP), commencing from July 2018.

It was reported that as part of the City Region's approach to a local inclusive industrial strategy, the LEP is proposing to revise the criteria and associated conditions for awarding grants to incentivise businesses to grow in a way that delivers inclusive growth. The report provided an overview of the consultation and the main findings to date were noted.

Members discussed the importance of linking businesses with young people, ensuring a range of training is available to make the best use of the workforce and the need to monitor outcomes over a sustained period. The revised approach which was set out in Appendix 1 to the submitted report was endorsed. Members welcomed the proposal and that the proposed changes aimed to improve inclusive growth within the City Region by encouraging, incentivising and supporting businesses to pay higher wages and invest in their current and future employees.

Resolved: That the Combined Authority endorses the LEP Board's decision to adopt the revised criteria and associated conditions for awarding grants from the Business Growth Programme (BGP) as set out in Appendix 1 to the submitted report, commencing from July 2018, with a review of outputs and outcomes to be undertaken after six months.

128. Transport Strategy and Bus Strategy Update

The Combined Authority considered a report of the Interim Director of Policy and Strategy which:

- Provided an update on work to deliver the West Yorkshire Transport and Bus Strategies.
- Sought approval to adopt a Performance Management Framework of indicators and targets to set the Combined Authority's ambition for the transport system and assess performance in delivering the Transport Strategy.

The West Yorkshire Transport and Bus Strategies were adopted by the Combined Authority in August 2017. In adopting the Transport Strategy, the Combined Authority had agreed some mid-term targets for the first 10 years of the strategy and that more indicators and targets would be added.

A proposal for a full set of indicators and targets has now been developed and a copy was attached at Appendix 1 to the submitted report. It was noted that this had been considered by the Overview and Scrutiny Committee's Transport Plan Delivery Working Group prior to its endorsement by the Transport Committee. The Transport Plan Delivery Working Group will continue to have a role in overseeing the development and delivery of policies contained in the Transport and Bus Strategies.

It was proposed that the Transport Strategy be updated to include a Performance Management section to explain the indicators and targets and the process for their regular monitoring and review. A report setting out a proposed performance management framework for the Bus Strategy would be considered by the Transport Committee at its next meeting.

Resolved:

- (i) That the progress in delivering the West Yorkshire Transport Strategy 2040 and Bus Strategy 2040 be noted.

- (ii) That the Combined Authority adopts the proposals for the Performance Management indicators and targets for the West Yorkshire Transport Strategy 2040 and the Transport Strategy is updated to include a Performance Management section.

129. Corporate Planning and Performance

The Combined Authority considered a report of the Director of Resources which provided:

- An update on corporate performance including progress against corporate priorities, risk management and budget position.
- An update on progress with regard to the development of the 2018/19 Corporate Plan and the performance measures associated with this.

In respect of performance against the 2017/18 Key Performance Indicators (KPIs), it was noted that the position had not significantly changed since the previous update and a final report on performance would be provided at the next meeting.

A copy of the current Corporate Risk Register setting out the strategic risks currently affecting the organisation was attached at Appendix 2 and the current 2017/18 budget position as at March 2018 was attached at Appendix 3. The final outturn budget position for 2017/18 will be reported to the next meeting.

Resolved: That the information on corporate performance be noted.

130. General Data Protection Regulation Update

The Combined Authority considered a report of the Director of Resources which provided details on the approach developed to ensure compliance with the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018.

A copy of the GDPR implementation plan was attached at Appendix 1 to the submitted report. It was noted that good progress was being made with implementing any required changes although it was likely that further work in relation to records management and further improvements to legacy systems would be required.

Resolved: That the Combined Authority notes the approach developed to ensure compliance with the General Data Protection Regulation and the progress made to date.

131. Strategy, Policy and Communications Director - Review and Approach

The Combined Authority considered a report of the Managing Director on the proposal to move to recruit to the post of Director, Strategy and Communications which is currently vacant.

Members noted the current position and, in discussing the options outlined in the submitted report, endorsed that the position be recruited to on a substantive basis. It was proposed to establish a member appointment panel to be involved in the process for the recruitment to the position of Director of Policy, Strategy and Communications.

Resolved:

- (i) That the Combined Authority endorses that the vacant Director of Policy, Strategy and Communications position be recruited to on a substantive basis.
- (ii) That the Combined Authority endorses the proposed approach to recruiting to this position and establishes a member appointment panel to be involved in the recruitment process.

132. Corporate Priorities

The Combined Authority considered a report of the Director of Resources which:

- Sought approval to enter into a borrowing facility with the European Investment Bank.
- Advised the Combined Authority of the work undertaken to establish a corporate technology strategy.
- Sought approval for the corporate technology strategy to progress through decision point 2 of the assurance framework and for work to proceed on the outline business case.

It was reported that borrowing will be required to achieve the ambition to deliver a programme of schemes over a shorter timescale than the twenty years for which Growth Deal funding has been granted. Discussions have been held with the European Investment Bank (EIB) who are able to offer a flexible facility that could be utilised alongside traditional Public Works Loan Board loans. As the s73 finance officer, the Director of Resources has the authority to enter into appropriate borrowing and investment arrangements within the agreed treasury management strategy. However the EIB needs a specific resolution from the Combined Authority to enter into a borrowing facility.

Members discussed the corporate technology strategy and executive summary which was attached at Appendix 1 to the submitted report. It was noted that the strategy set out a three year plan to update the Combined Authority's core systems to ensure compliance and robustness and provide for more efficient and effective ways of working.

Resolved:

- (i) That the Director of Resources be authorised to contract with the

European Investment Bank for a borrowing facility up to the value of £100 million and approve subsequent disbursements and amendments over the five year term.

- (ii) That the corporate technology strategy be noted.
- (iii) That the corporate technology strategy progress through decision point 2 of the assurance framework with an indicative allocation of £3.5 million, funded through the Combined Authority's internally funded capital programme.
- (iv) That funding of £150,000 be approved to develop the outline business case and that future progress through the assurance process be delegated to the Managing Director, subject to remaining within tolerance.

133. Draft Minutes of the Business, Innovation & Growth Panel held on 7 March 2018

Resolved: That the draft minutes of the Business Innovation & Growth Panel held on 7 March 2018 be noted.

134. Draft Minutes of the Transport Committee held on 16 March 2018

Resolved: That the draft minutes of the Transport Committee held on 16 March 2018 be noted.

135. Minutes of the West Yorkshire & York Investment Committee held on 21 March 2018

Resolved: That the minutes of the West Yorkshire & York Investment Committee held on 21 March 2018 be noted.

136. Draft Minutes of the Governance & Audit Committee held on 29 March 2018

Resolved: That the draft minutes of the Governance & Audit Committee held on 29 March 2018 be noted.

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 28 JUNE 2018 AT COMMITTEE ROOM A -
WELLINGTON HOUSE, LEEDS**

Present:

| | |
|---------------------------------------|---|
| Councillor Susan Hinchcliffe (Chair) | Bradford Council |
| Councillor Peter Box CBE | Wakefield Council |
| Councillor Stewart Golton | Leeds City Council |
| Councillor David Hall | Kirklees Council |
| Councillor James Lewis (Substitute) | Leeds City Council |
| Roger Marsh OBE | Leeds City Region Enterprise Partnership |
| Councillor Shabir Pandor | Kirklees Council |
| Councillor John Pennington | Bradford Council |
| Councillor Andrew Waller | City of York Council |
| Councillor Barry Collins (Substitute) | Calderdale Council |

In attendance:

| | |
|--------------------------------|-------------------------------------|
| Councillor Kim Groves | Incoming Chair, Transport Committee |
| Councillor Keith Wakefield OBE | Outgoing Chair, Transport Committee |
| Ben Still | West Yorkshire Combined Authority |
| Angela Taylor | West Yorkshire Combined Authority |
| Caroline Allen | West Yorkshire Combined Authority |
| Ruth Chaplin | West Yorkshire Combined Authority |

1. Membership of the West Yorkshire Combined Authority

The Combined Authority considered a report of the Director of Resources in respect of the following:

- The appointment of members and substitute members to the West Yorkshire Combined Authority (the Combined Authority), by the constituent councils (West Yorkshire councils) and the non-constituent council (the City of York Council).
- The appointment of the Leeds City Region Local Enterprise Partnership Combined Authority Member ('the LEP Member') and substitute LEP Member to the Combined Authority.
- Granting of voting rights to the Combined Authority Member appointed by the non-constituent council (the City of York Council) and to the LEP

Member, and their substitutes.

Resolved:

- (a) That the members of the Combined Authority and their substitutes appointed by the constituent councils and the non-constituent council (the City of York Council) as set out in the appendix to the report be noted.
- (b) That Roger Marsh be appointed as the LEP Member of the Combined Authority and Bob Cryan as substitute LEP Member, to act in the absence of the LEP Member.
- (c) That the LEP Member and the member of the Combined Authority appointed by the non-constituent council (City of York Council) may vote at any meetings of the Combined Authority (including any committee or sub-committee to which those members are appointed) on any decision, subject to the following exceptions:-
 - Budget and levy setting.
 - The adoption of any implementation plans appended to the West Yorkshire Transport Strategy 2040 which relate specifically to the combined area (that is, West Yorkshire).
- (d) That the substitutes for the LEP Member and the member of the Combined Authority appointed by the non-constituent council (City of York Council) may exercise the voting rights granted to the LEP Member and the member of the Combined Authority appointed by the non-constituent council (the City of York Council) when acting in the absence of their respective member.

2. Appointment of the Chair and Vice Chair

Members were asked to consider nominations for the positions of Chair and Vice Chair of the West Yorkshire Combined Authority (Combined Authority) for the municipal year 2017/18.

Councillor Susan Hinchcliffe was proposed and seconded for the position of Chair and Councillor Tim Swift was proposed and seconded for the position of Vice Chair.

Resolved:

- (a) That Councillor Susan Hinchcliffe be appointed as Chair of the Combined Authority.
- (b) That Councillor Tim Swift be appointed as Vice Chair of the Combined Authority.

3. Apologies for Absence

Apologies for absence were received from Councillors Judith Blake and Tim

Swift.

4. Declarations of Disclosable Pecuniary Interests

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

5. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 9 to Agenda Item 16 and Appendices 1,2,3,4 and 5 to Agenda Item 20 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6. Minutes of the Meeting of the Combined Authority held on 10 May 2018

Further to minute 134, draft minutes of the Transport Committee held on 16 March 2018, members discussed rail performance issues in the north following the timetable changes in May 2018.

It was reported that Northern had introduced an emergency timetable which would run until the end of July. The Combined Authority expressed their deep concern about the severe effect the disruptions were having on their constituents and the economy and asked what steps were being taken to ensure people would be compensated, and actions to avoid this happening again.

Members were advised that rail performance was one of the issues being discussed at a meeting of the Transport for the North (TfN) where the Combined Authority's concerns would be raised by Councillor Judith Blake who was their representative on the TfN Members' Board. Members stressed that the situation must continue to be monitored by the Combined Authority and Transport Committee, in particular that the Combined Authority continue to press TfN for a full compensation arrangement for passengers, and that details of compensation be widely communicated.

It was noted that Councillor Blake was also leading a review with Jo Johnson, Minister of State for Transport, on the lessons to be learnt in respect of the timetable issues and the findings and recommendations would be reported to a future meeting.

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 10 May 2018 be approved and signed by the Chair.

7. Announcements

The Chair paid tribute to Councillor Keith Wakefield who as former Leader of Leeds City Council, had been instrumental in establishing the Combined

Authority and since 2015, as Chair of the Transport Committee.

In response Councillor Wakefield thanked members and officers of the Combined Authority for their support over the last 4 years and said he looked forward to continuing to be involved in a constructive role in employment and skills.

Members also welcomed Councillors Shabir Pandor and Stewart Golton who had previously been substitute members of the Combined Authority and Councillor Kim Groves who was the new Chair of the Transport Committee.

8. Committee Arrangements and Appointments

The Combined Authority considered a report of the Director of Resources in respect of committee arrangements and appointments:

- To appoint committees of the West Yorkshire Combined Authority (the Combined Authority).
- To appoint or co-opt members onto the Combined Authority's committees.
- To appoint the Chairs and Deputy Chairs of the Combined Authority's committees.
- To grant voting rights to some members of the Combined Authority's committees.
- To confirm the continuing appointment of Independent Persons.

The Chair thanked Roger Marsh who was stepping down as Chair of the Governance and Audit Committee and advised the meeting that the independent member, Andy Clayton, would take on the role. The Chair of the Inclusive Growth and Public Policy Panel would be Councillor Pandor and Councillor Swift would be Chair of the Place Panel.

Resolved:

- (a) That, in relation to appointment of committees –
- (i) That the following statutory committees be appointed on the terms of reference set out in the relevant Appendix attached to the submitted report:
- Governance and Audit Committee (Appendix 1)
 - Overview and Scrutiny Committee (Appendix 2)
- (ii) That the following committees be appointed, on the terms of reference set out in the relevant Appendix attached to the submitted report:
- Transport Committee (Appendix 3)
 - West Yorkshire and York Investment Committee (Appendix 4)
 - Leeds City Region Partnership Committee (Appendix 5)

- (iii) That the following advisory panels be appointed as advisory committees which also report to the LEP Board, on the terms of reference set out in the relevant Appendix attached to the submitted report:
- Business Innovation and Growth Panel (Appendix 6)
 - Employment and Skills Panel (Appendix 7)
 - Green Economy Panel (Appendix 8)
 - Inclusive Growth and Public Policy Panel (Appendix 9)
 - Place Panel (Appendix 10)
- (b) That, in relation to the appointment of committee members –
- (i) That in accordance with Section 17 Local Government and Housing Act 1989 the Combined Authority appoint the following of its members to:
- The Transport Committee and the West Yorkshire and York Investment Committee, as set out in Appendix 11 to the submitted report.
 - The Leeds City Region Partnership Committee as follows:
 - each of the 5 Combined Authority Members singly appointed by each constituent council; and
 - the member of the Combined Authority appointed by the non-constituent council (the City of York Council).
 - The Business Innovation and Growth Panel, Employment and Skills Panel, Green Economy Panel, Inclusive Growth and Public Policy Panel and the Place Panel as set out in Appendix 12 of the submitted report.
- (ii) That the Combined Authority appoints its members to the Governance and Audit Committee, as set out in Appendix 11 to the submitted report, together with Andy Clayton as an independent member of the Governance and Audit Committee.
- (iii) That the Combined Authority appoints members and substitutes to the Overview and Scrutiny Committee as set out in Appendix 11 of the submitted report.
- (iv) That the Combined Authority co-opts members to:
- the Transport Committee as set out in Appendix 11;
 - the West Yorkshire and York Investment Committee as set out in paragraph 2 of the submitted report;
 - the advisory panels as set out in Appendix 12;
 - the Leeds City Region Partnership Committee as set out in paragraph 2 of the submitted report, including a

substitute for each member as set out in the submitted report.

- (c) That, in relation to voting rights for committee members, (in addition to each member of the Combined Authority on any relevant committee exercising one vote) –
- (i) It be noted that each member of a constituent council appointed to the Overview and Scrutiny Committee has one vote (and resolves that this may be exercised in their absence by their substitute).
 - (ii) That each member of the City of York Council co-opted to the Overview and Scrutiny Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee) and resolves that any such vote may be exercised in their absence by their substitute.
 - (iii) That the independent member of the Governance and Audit Committee will be a voting member of that committee.
 - (iv) That all co-opted members of the Leeds City Region Partnership Committee shall be voting members of that committee and resolves that a vote may be exercised by their absence by their substitute.
 - (v) That any constituent council member co-opted to the Transport Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee).
 - (vi) That any constituent council member of member of the City of York Council on the West Yorkshire and York Investment Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee).
 - (vii) That each of the following members appointed to the advisory panels set out in Appendix 12 shall be a voting member:
 - each member co-opted from a local authority; and
 - each private sector representative.
- (d) That the Combined Authority appoints:
- Chairs and Deputy Chairs to committees, as set out in paragraph 2.8 of the submitted report for the Leeds City Region Partnership Committee, and Appendices 11 and 12 in respect of other committees and panels; and
 - the leader of the opposition position on Transport Committee, as set out in Appendix 11.

- (e) That Ian Brown and Carolyn Lord continue as Independent Persons available to act in relation to complaints concerning allegations of a breach of the Combined Authority's Members' Code of Conduct on the existing terms for remuneration, until the Combined Authority's annual meeting in 2019.

9. Representation on Outside Bodies

The Combined Authority considered a report of the Director of Resources regarding Combined Authority representation on outside bodies.

It was noted that a nomination to the Rail North Committee would be considered at the next meeting.

Resolved: That the appointments to the outside bodies for the municipal year 2018/19 as detailed in Appendix 1 to the submitted report be approved.

10. Governance Arrangements

The Combined Authority considered a report of the Director of Resources in respect of amendments to the Combined Authority's Standing Orders and related governance documents:

Resolved:

- (a) That the following Standing Orders as attached in the relevant appendices to the submitted report be approved:
- Procedure Standing Orders – Appendix 1
 - Access to Information Annex to Procedure Standing Orders – Appendix 2
 - Code of Practice for recording meetings – Appendix 3
 - Scrutiny Standing Orders – Appendix 4
 - Contracts Standing Orders – Appendix 5
 - Financial Regulations – Appendix 6
- (b) That the Members' Code of Conduct attached as Appendix 7 and the Procedure for Considering Complaints against Members attached at Appendix 8 to the submitted report be approved.

11. Corporate Governance Code and Framework

The Combined Authority considered a report of the Director of Resources in respect of a revised Corporate Governance Code and Framework and the Annual Governance Statement for inclusion in the annual statutory accounts.

Resolved:

- (a) That the revised Corporate Governance Code and Framework be approved.

(b) That the Annual Governance Statement be endorsed.

12. Members' Allowances Scheme

The Combined Authority considered a report of the Director of Resources in respect of the Members' Allowances Scheme.

Resolved: That the Members' Allowances Scheme, attached as Appendix 1 to the submitted report, be adopted for the municipal year 2018/19.

13. Officer Delegation Scheme

The Combined Authority considered a report of the Director of Resources in respect of the Combined Authority's Officer Delegation Scheme.

Resolved: That the Officer Delegation Scheme, attached as Appendix 1 to the submitted report, be approved.

14. Calendar of Meetings 2018/19

The Combined Authority considered a report of the Director of Resources setting out a proposed calendar of meetings for 2018/19.

Resolved:

(a) That the dates of meetings for the LEP Board as agreed by the LEP Board at its annual meeting be noted.

(b) That the calendar of meetings of the Combined Authority, its committees and sub-committees for 2018/19 as detailed in Appendix 1 to the submitted report be approved.

15. Capital Spending and Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Land Release Fund
- Leeds Integrated Station Masterplan
- Northgate House, Halifax
- Real Time Bus Information
- Ultra Low Emissions Vehicles (ULEV) taxi scheme

Details of the five schemes were provided in the submitted report and it was noted that these had been considered and recommended by the Investment Committee for approval. In respect of real time bus information, it was reported that the Investment Committee had asked that consideration be given to rolling the scheme out across West Yorkshire if funding could be secured.

The Combined Authority also considered the following schemes which have had change requests which have been assessed in the line with the Combined Authority's Assurance Process and also been considered and recommended by the Investment Committee for approval:

- Harrogate Road New Line – junction improvement
- A65-A658 airport link road project

Consideration was also given to additional expenditure for Highways Maintenance Incentive funding and the Strategic Cycle Network project which was detailed in the submitted report.

Resolved:

(a) In respect of the Land Release Fund (LRF)

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Land Release Fund (LRF) project proceeds through decision point 2 and work commences on activity 6 – delivery.
- (ii) That an approval to the total project value of £662,125 is given from the OPE Capital Grant fund with full approval to spend granted.
- (iii) That delivery costs of £662,000 are approved in order to progress the scheme to activity 6 – delivery, taking the total project approval to £662,125.
- (iv) That the Combined Authority enter into a funding agreement with Craven, Wakefield, Leeds and Selby Councils for expenditure of up to £493,750, £18,750, £130,875 and £18,750 respectively from the OPE Capital Grant Fund.
- (v) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the report.

(b) In respect of the Leeds Integrated Station Masterplan (LISM) project –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Leeds Integrated Station Masterplan project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project value of £6.32 million of which £5 million will be funded by the Combined Authority (to be funded from the Leeds Public Transport Investment Programme (LPTIP)), £320,000 from the LCR HS2

Growth Strategy and West Yorkshire plus Transport Fund and £1 million match funding from Network Rail, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

- (iii) That development costs of up to £1 million are approved in order to progress the scheme to decision point 3 (outline business case).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(c) In respect of Northgate House, Halifax -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Northgate House project proceeds through decision point 2 and work commences on activity 4 (full business case).
- (ii) That an indicative approval from the Combined Authority of £3 million from the Local Growth Fund (previously a £1.3 million loan) is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £11.87 million.

(Note - £300,000 of this £3 million has already been paid to Calderdale Council as a loan).

- (iii) That approval be given to amend the terms of the funding agreement from an interest free loan to grant funding.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report which includes a Combined Authority approval at decision point 4 and at decision point 5 through a delegation to Combined Authority's Managing Director following a recommendation by Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(d) In respect of Real Time Bus Information -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Real Time project proceeds through decision point 3

(outline business case) and work starts on activity 5 (full business case with finalised costs).

- (ii) That approval to the total indicative project value of £7.2 million from the LPTIP is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That approval be given for development costs of £1.74 million for the purchase and installation of the first 490 units and bus shelters with existing power supply along the core network (£1.64 million) and for funding a project manager (£100,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(e) In respect of the Ultra Low Emissions Vehicles (ULEV) taxi scheme -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the ULEV Taxi Scheme project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.18 million which will be funded through £1.2 million from the LTP fund and £1.98 million from the OLEV grant is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That approval be given to the additional £200,000 development costs to allow advance site preparation tasks to commence, taking the total development costs for the project to £380,000.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(f) In respect of Harrogate Road - New Line – junction improvement -

That following a recommendation from the Investment Committee, the

Combined Authority approves:

- (i) That the change request to the Harrogate Road New Line Junction Improvement project to increase the indicative approval to the Combined Authority's contribution to £6.765 million, which will be funded from the Transport Fund and is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £8.691 million (£6.765 million plus £1.926 million Bradford council section 106 monies) is approved.
 - (ii) That the change request to the Harrogate Road New Line – Junction Improvement project to additional development costs of £585,000 in order to progress the scheme to decision point 5 (full business case with finalised costs) is approved.
 - (iii) That the Combined Authority enters into an addendum of £585,000 to the existing funding agreement with the City of Bradford for expenditure of up to £1.885 million from the Transport Fund.
 - (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (g) In respect of the A65-A658 airport link road project -
- That following a recommendation from the Investment Committee, the Combined Authority approves:
- (i) That the Change Request to A65-A658 airport link road project for additional development costs of £975,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total project approval to £1.785 million. This will be funded from the West Yorkshire plus Transport Fund.
 - (ii) That the Combined Authority enter into an addendum for £975,000 to the existing funding agreement with Leeds City Council for total expenditure of up to £1.785 million.
 - (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (h) In respect of Highways Maintenance Incentive funding, additional

expenditure of £66,000 of the Highways Maintenance Incentive Funding, taking the total approval to £2.498 million to be funded from the Highways Maintenance Incentive funding award from the Department for Transport be approved.

- (i) In respect of the Strategic Cycle Network, additional expenditure of £86,000 on the Strategic Cycle Network project to be funded from the revenue grant award from the Department for Transport, taking the total expenditure approval to £186,000 be approved.

(a) Leeds integrated station masterplan

Resolved: In respect of the Leeds Integrated Station Masterplan (LISM) project –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Leeds Integrated Station Masterplan project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project value of £6.32 million of which £5 million will be funded by the Combined Authority (to be funded from the Leeds Public Transport Investment Programme (LPTIP)), £320,000 from the LCR HS2 Growth Strategy and West Yorkshire plus Transport Fund and £1 million match funding from Network Rail, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That development costs of up to £1 million are approved in order to progress the scheme to decision point 3 (outline business case).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(b) Northgate House

Resolved: In respect of Northgate House, Halifax -

That following a recommendation from the Investment Committee, the

Combined Authority approves:

- (i) That the Northgate House project proceeds through decision point 2 and work commences on activity 4 (full business case).
- (ii) That an indicative approval from the Combined Authority of £3 million from the Local Growth Fund (previously a £1.3 million loan) is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £11.87 million.

(Note - £300,000 of this £3 million has already been paid to Calderdale Council as a loan).

- (iii) That approval be given to amend the terms of the funding agreement from an interest free loan to grant funding.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report which includes a Combined Authority approval at decision point 4 and at decision point 5 through a delegation to Combined Authority's Managing Director following a recommendation by Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(c) Real Time Bus Information, Leeds

Resolved: In respect of Real Time Bus Information -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Real Time project proceeds through decision point 3 (outline business case) and work starts on activity 5 (full business case with finalised costs).
- (ii) That approval to the total indicative project value of £7.2 million from the LPTIP is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That approval be given for development costs of £1.74 million for the purchase and installation of the first 490 units and bus shelters with existing power supply along the core network (£1.64 million) and for funding a project manager (£100,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's

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

(d) Ultra Low Emissions Vehicles (ULEV) taxi scheme

Resolved: In respect of the Ultra Low Emissions Vehicles (ULEV) taxi scheme -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the ULEV Taxi Scheme project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.18 million which will be funded through £1.2 million from the LTP fund and £1.98 million from the OLEV grant is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That approval be given to the additional £200,000 development costs to allow advance site preparation tasks to commence, taking the total development costs for the project to £380,000.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(e) Harrogate Road New Line – junction improvements on the Bradford/Leeds corridor

Resolved: In respect of Harrogate Road - New Line – junction improvement -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request to the Harrogate Road New Line Junction Improvement project to increase the indicative approval to the Combined Authority's contribution to £6.765 million, which will be funded from the Transport Fund and is given with full approval to spend being granted once the scheme has

progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £8.691 million (£6.765 million plus £1.926 million Bradford council section 106 monies) is approved.

- (ii) That the change request to the Harrogate Road New Line – Junction Improvement project to additional development costs of £585,000 in order to progress the scheme to decision point 5 (full business case with finalised costs) is approved.
- (iii) That the Combined Authority enters into an addendum of £585,000 to the existing funding agreement with the City of Bradford for expenditure of up to £1.885 million from the Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(f) A65-A658 airport link road project

Resolved: In respect of the A65-A658 airport link road project -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Change Request to A65-A658 airport link road project for additional development costs of £975,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total project approval to £1.785 million. This will be funded from the West Yorkshire plus Transport Fund.
- (ii) That the Combined Authority enter into an addendum for £975,000 to the existing funding agreement with Leeds City Council for total expenditure of up to £1.785 million.
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

16. Further Capital Spend Proposals (following the 'Call for Projects')

The Combined Authority considered a report of the Director of Delivery which, following the call for projects in Autumn 2017, put forward proposals regarding

progression of the following West Yorkshire Combined Authority supported projects, for funding through the West Yorkshire plus Transport Fund (Transport Fund) and Growth Deal, for consideration by the Investment Committee at stage 1 of the Combined Authority's assurance process.

- Institute for High Speed Railways and System Integration – Phase 1
- Leeds City Region Enterprise Zones Programme
- Leeds Inland Port
- Gateway to Huddersfield – Phase 1
- CityConnect Cycle City Ambition Programme (CCAG) Phase 1 & 2 extension
- Bradford City Centre Heritage Properties
- Halifax Living, Halifax
- Wakefield City Centre – South East Gateway
- Rail Park & Ride Programme – Phase 2
- York Central Kickstarter – Phase 1
- Leeds City Centre Package – change request

It was noted that in-principle support for the 11 projects listed above had been approved in February 2018 by the Combined Authority and the promoters had been invited to resubmit their expressions of interest and provide updated information.

A summary of the call for project submissions was attached at Appendix 1 and the background information on the Combined Authority's assurance framework through which each of the schemes are being approved was attached at Appendix 2. The Investment Committee had considered the benefits of the schemes at a workshop held on 5 June 2018 and the location maps for the projects were attached at Appendices 3-8.

It was noted that the York Central Kickstarter Phase 1 project was not seeking a recommendation at the present time although it may be resubmitted at a later stage in the programme.

It was reported that the Investment Committee had strongly supported the Leeds Inland Port scheme and had asked that opportunities be investigated in the other districts.

Resolved:

- (a) In order to allow these additional and accelerated Local Growth Fund benefits to be delivered on new jobs created and new homes completed, the Combined Authority approves that:
 - (i) The Local Growth Fund be over-programmed.
 - (ii) The Combined Authority agree to borrow to a maximum of £90 million (above currently agreed borrowing on the Transport Fund of circa £40 million to £50 million by March 2021, part of the £217 million already agreed as match within the £1 billion programme).

- (iii) The above will be reviewed bi-annually dependent upon the progress of schemes / more accurate forecasting and will be implemented as phased expenditure to ensure borrowing limits and approvals are closely monitored. It is proposed that schemes achieve an approval at decision point 5 (full business case with costs) by 30 June 2020 at the latest.
 - (iv) In order to minimise the risk of over commitment, as schemes are developed and pass through the assurance process the phasing of schemes will be encouraged to ensure commitments are kept within the agreed borrowing cap.
- (b) In respect of the Institute for high speed railways and system integration -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Institute for High Speed Rail and System Integration scheme Phase 1 proceeds through decision point 2 and work commences on activity 4 (full business case).
 - (ii) That an indicative approval to the Combined Authority's contribution of £11.44 million is given, which will be funded through over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total Phase 1 value is £22.88 million (The University of Leeds will contribute match funding of £11.44 million).
 - (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (c) In respect of Leeds City Region Enterprise Zones -

That following a recommendation from the Investment Committee the Combined Authority approves:

- (i) That the full Enterprise Zones programme proceeds through decision point 2 (case paper) and work commences on Activity 3 (outline business case) for all Enterprise Zones sites, with the exception of Leeds (Aire Valley) which will continue progressing through Activity 4 (full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £45.044 million is given (which will be funded

through £20 million from Local Growth Fund's existing approval, £24.939 million from over-programming against the Local Growth Fund, £75,000 of Department of Communities and Local Government Grant funding and £30,000 of other Combined Authority budget funding), with full approval to spend being granted once individual schemes have progressed through the assurance process to decision point 5 (full business case with finalised costs). The total programme value is £49.558 million.

- (iii) That development costs of up to £1.541 million are approved in order to progress the schemes within the programme to decision point 3 (outline business case) taking the total development cost approval up to £1.923 million. This will be funded from Local Growth Fund (£1.516 million) and the Department of Communities and Local Government Grant funding (£25,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the programme remaining within the tolerances outlined in the submitted report.

(d) In respect of Leeds Inland Port -

That following a recommendation from the Investment Committee the Combined Authority approves:

- (i) That the Leeds Inland Port project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.17 million is given, which will be funded through over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £3.37 million (Canal & Rivers Trust match funding of £200,000).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision points 3 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(e) In respect of Gateway to Huddersfield - Phase 1 -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Gateway to Huddersfield Phase 1 project proceeds through decision point 2 and work commences on activity 3

(outline business case).

- (ii) That an indicative approval to the Combined Authority's contribution of £5.05 million is given, to be funded from over-programming against the West Yorkshire plus Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total value of this element of the project is £5.55 million (£500,000 contribution from Kirklees Council). The total forecast value of the project as a whole is £10.55 million (this incorporates the existing allocation within the West Yorkshire plus Transport Fund).
 - (iii) That development costs of up to £115,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total development cost approval to £165,000.
 - (iv) That the West Yorkshire Combined Authority enter into a funding agreement with Kirklees Council for expenditure of up to £115,000. This funding agreement will also acknowledge the existing £50,000 development funding approval.
 - (v) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (f) In respect of the City Connect Cycle City Ambition Programme - Phase 1 & 2 extension -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the City Connect Cycle City Ambition Programme – Phase 1 & 2 extension proceeds through decision point 2 and work commences on activity 3 outline business case for each of the projects within the programme.
- (ii) That an indicative approval to the total project value of £14.824 million is given of which £14.424 million will be funded by the Combined Authority with full approval to spend being granted once each of the projects within the programme have progressed through the assurance process to decision point 5 (full business case with finalised costs). The Combined Authority contribution will be funded from £12.053 million from over-programming against the West Yorkshire plus Transport Fund and £2.371 million from the existing City Connect programme funding from the Department for Transport.
- (iii) That development costs of up to £350,000 are approved in order

to progress the projects within the programme to decision point 3 (outline business case) to be funded from over-programming against the West Yorkshire plus Transport Fund.

- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 (outline business case) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (g) In respect of the Bradford city centre heritage properties development scheme -

That following a recommendation from the Investment Committee the Combined Authority approves:

- (i) That the Bradford city centre heritage properties development scheme proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of up to £7.4 million, which will be funded through over-programming against the Local Growth Fund, is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £31.602 million (private sector investment estimated at £24.202 million).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision point 5 (full business case with finalised costs). This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (h) In respect of the Halifax Living programme (Phase 1) -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Halifax Living Programme (Phase 1) proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority contribution to the programme of £764,000 is given to be funded from over-programming against the Local Growth Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). In addition, that an

additional £797,000 of over-programming against the Local Growth Fund can be utilised to fund the land remediation element of the Beech Hill project (which will be considered as a separate business case at a later meeting) and subject to satisfactory progress through the assurance process.

- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including through a delegation to the Combined Authority's Managing Director at decision point 5. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (i) In respect of Wakefield City Centre South East Gateway -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Wakefield City Centre South East Gateway project proceeds through decision point 2 and work commences on activity 3 (outline business case) or 4 (full business case) dependent on sufficient detail being available at submission stage.
- (ii) That an indicative approval to the total project value of £41.55 million is given, which includes a £6.505 million contribution from the Combined Authority to be funded from over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including through a delegation to the Combined Authority's Managing Director at decision points 5, following a recommendation by the Combined Authority's Investment Committee or Programme Appraisal Team respectively. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (j) In respect of the Rail Park & Ride Programme Phase 2 -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Rail Park & Ride Programme Phase 2 proceeds through decision point 2 and work on the individual schemes commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project delivery cost of £33.638 million is given which will be funded entirely by the Combined Authority (with £5 million from the Leeds Public

Transport Investment Programme to fund works at New Pudsey rail station and £28.638 million from over-programming against the West Yorkshire plus Transport Fund) with full approval to spend being granted once individual projects have progressed through the assurance process to decision point 5 (full business case with finalised costs).

- (iii) That development costs of up to £2.016m are approved in order to progress the scheme to decision point 3 (outline business case) from over-programming against the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision points 3 and 5, following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

(k) In respect of the Leeds City Centre Package -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request for Leeds City Centre Package (LCCP) to increase the funding contribution from the West Yorkshire plus Transport Fund from £36.5 million to £66.8 million is given indicative approval, that the LCCP package will now be delivered as four individual phases is approved and work continues on Activity 4 (full business case) for Phase 1 and on Activity 3 (outline business case) for Phases 2, 3 and 4.
- (ii) That the revised total package delivery cost of £149.8 million is noted of which indicative funding from the Combined Authority is £79.6 million. This will be funded from the West Yorkshire plus Transport Fund's original allocation (£36.5 million), over-programming against the West Yorkshire plus Transport Fund's requested as part of this report (£30.3 million) and Leeds Public Transport Investment programme (£12.8 million).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including at decision point 5, which will be made through a delegation to Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

(g) Institute for High Speed Railways

Resolved: In respect of the Institute for high speed railways and system integration -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Institute for High Speed Rail and System Integration scheme Phase 1 proceeds through decision point 2 and work commences on activity 4 (full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £11.44 million is given, which will be funded through over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total Phase 1 value is £22.88 million (The University of Leeds will contribute match funding of £11.44 million).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(h) Leeds City Region Enterprise Zones Programme

Resolved: In respect of Leeds City Region Enterprise Zones -

That following a recommendation from the Investment Committee the Combined Authority approves:

- (i) That the full Enterprise Zones programme proceeds through decision point 2 (case paper) and work commences on Activity 3 (outline business case) for all Enterprise Zones sites, with the exception of Leeds (Aire Valley) which will continue progressing through Activity 4 (full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £45.044 million is given (which will be funded through £20 million from Local Growth Fund's existing approval, £24.939 million from over-programming against the Local Growth Fund, £75,000 of Department of Communities and Local Government Grant funding and £30,000 of other Combined Authority budget funding), with full approval to spend being granted once individual schemes have progressed through the assurance process to decision point 5 (full business case with

finalised costs). The total programme value is £49.558 million.

- (iii) That development costs of up to £1.541 million are approved in order to progress the schemes within the programme to decision point 3 (outline business case) taking the total development cost approval up to £1.923 million. This will be funded from Local Growth Fund (£1.516 million) and the Department of Communities and Local Government Grant funding (£25,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the programme remaining within the tolerances outlined in the submitted report.

(i) Leeds Inland Port

(j) Gateway to Huddersfield - Phase 1

Resolved: In respect of Gateway to Huddersfield - Phase 1 -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Gateway to Huddersfield Phase 1 project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £5.05 million is given, to be funded from over-programming against the West Yorkshire plus Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total value of this element of the project is £5.55 million (£500,000 contribution from Kirklees Council). The total forecast value of the project as a whole is £10.55 million (this incorporates the existing allocation within the West Yorkshire plus Transport Fund).
- (iii) That development costs of up to £115,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total development cost approval to £165,000.
- (iv) That the West Yorkshire Combined Authority enter into a funding agreement with Kirklees Council for expenditure of up to £115,000. This funding agreement will also acknowledge the existing £50,000 development funding approval.
- (v) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a

recommendation by the Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(k) CityConnect Cycle City Ambition Programme

Resolved: In respect of the City Connect Cycle City Ambition Programme - Phase 1 & 2 extension -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the City Connect Cycle City Ambition Programme – Phase 1 & 2 extension proceeds through decision point 2 and work commences on activity 3 outline business case for each of the projects within the programme.
- (ii) That an indicative approval to the total project value of £14.824 million is given of which £14.424 million will be funded by the Combined Authority with full approval to spend being granted once each of the projects within the programme have progressed through the assurance process to decision point 5 (full business case with finalised costs). The Combined Authority contribution will be funded from £12.053 million from over-programming against the West Yorkshire plus Transport Fund and £2.371 million from the existing City Connect programme funding from the Department for Transport.
- (iii) That development costs of up to £350,000 are approved in order to progress the projects within the programme to decision point 3 (outline business case) to be funded from over-programming against the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 (outline business case) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(l) City Centre heritage properties

Resolved: In respect of the Bradford city centre heritage properties development scheme -

That following a recommendation from the Investment Committee the Combined Authority approves:

- (i) That the Bradford city centre heritage properties development scheme proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of up to £7.4 million, which will be funded through over-programming against the Local Growth Fund, is given with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs). The total project value is £31.602 million (private sector investment estimated at £24.202 million).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision point 5 (full business case with finalised costs). This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(m) Wakefield City Centre - South East Gateway

Resolved: In respect of Wakefield City Centre South East Gateway -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Wakefield City Centre South East Gateway project proceeds through decision point 2 and work commences on activity 3 (outline business case) or 4 (full business case) dependent on sufficient detail being available at submission stage.
- (ii) That an indicative approval to the total project value of £41.55 million is given, which includes a £6.505 million contribution from the Combined Authority to be funded from over-programming against the Local Growth Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including through a delegation to the Combined Authority's Managing Director at decision points 5, following a recommendation by the Combined Authority's Investment Committee or Programme Appraisal Team respectively. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(n) Rail Park & Ride Programme Phase 2

Resolved: In respect of the Rail Park & Ride Programme Phase 2 -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Rail Park & Ride Programme Phase 2 proceeds through decision point 2 and work on the individual schemes commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project delivery cost of £33.638 million is given which will be funded entirely by the Combined Authority (with £5 million from the Leeds Public Transport Investment Programme to fund works at New Pudsey rail station and £28.638 million from over-programming against the West Yorkshire plus Transport Fund) with full approval to spend being granted once individual projects have progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That development costs of up to £2.016m are approved in order to progress the scheme to decision point 3 (outline business case) from over-programming against the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision points 3 and 5, following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

(o) Leeds City Centre Package (change request)

Resolved: In respect of the Leeds City Centre Package -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the change request for Leeds City Centre Package (LCCP) to increase the funding contribution from the West Yorkshire plus Transport Fund from £36.5 million to £66.8 million is given indicative approval, that the LCCP package will now be delivered as four individual phases is approved and work continues on Activity 4 (full business case) for Phase 1 and on Activity 3 (outline business case) for Phases 2, 3 and 4.
- (ii) That the revised total package delivery cost of £149.8 million is

noted of which indicative funding from the Combined Authority is £79.6 million. This will be funded from the West Yorkshire plus Transport Fund's original allocation (£36.5 million), over-programming against the West Yorkshire plus Transport Fund's requested as part of this report (£30.3 million) and Leeds Public Transport Investment programme (£12.8 million).

- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including at decision point 5, which will be made through a delegation to Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

17. Corporate Planning and Performance

The Combined Authority considered a report of the Director of Resources in respect of corporate planning and performance.

The report provided an update on corporate performance including progress against corporate priorities, risk management and budget position and an overview of work currently underway to review and revise internal governance procedures at the Combined Authority.

In respect of performance, the report set out some of the key highlights for the last municipal year and a final year end position for the 2017/18 Key Performance Indicators was attached at Appendix 1. Members noted the summaries provided at Appendices 2, 3 and 4 in respect of the Corporate Risk Register, Final outturn 2017/18 budget and current spend to budget for 2018/19. In respect of the 2017/18 Budget Summary provided at Appendix 3, it was requested that a 'performance of spend against budget' column be added to the table.

The Combined Authority noted the update in respect of the internal governance review and the current senior management structures which were attached at Appendix 5. It was now considered appropriate to review the current officer decision making structures to ensure they are effective and fit for purpose and Members discussed the proposals which were outlined in the submitted report.

Resolved:

- (a) That the information on corporate performance be noted.
- (b) That the proposals for changes to the internal governance arrangements of the Combined Authority including that the senior leadership team meet with the Chairs of the Combined Authority and LEP Board on a quarterly basis to drive the strategic agenda of the organisation be endorsed.

18. Corporate Priorities

The Combined Authority considered a report of the Director of Resources on corporate priorities which:

- Provided an update on the work underway on the Corporate Technology Programme.
- Sought approval for the progression of the intranet project through decision point 2.
- Put forward proposals for the progression of, and funding for, the head office accommodation project, in accordance with the recommendations of the Combined Authority's assurance process.

Resolved:

- (a) That the work underway to progress the corporate technology programme be noted.
- (b) In respect of the intranet project, the Combined Authority approves:
 - (i) That the intranet project proceeds through decision point 2 and commences work on activity 3 (outline business case).
 - (ii) That future approvals are made in accordance with the approval pathway and approval route set out in the case paper, including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the case paper.
- (c) In respect of the West Yorkshire Combined Authority head office accommodation project, the Combined Authority approves:
 - (i) That the head office accommodation project proceeds through decision point 3 and work commences on activity 4 (full business case).
 - (ii) That an indicative approval to the forecast total project cost of £5.942 million is given. This will be funded entirely by the Combined Authority (from the approved budget for corporate projects), with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
 - (iii) That development costs of £275,000 are approved in order to progress the scheme to decision point 5, taking the total development cost approval to £375,000.
 - (iv) That further spend of up to £127,000 on the previously awarded NEC3 Professional Services contract to NPS Property Consultants for design team services on the WYCA head office

accommodation project, taking the total approved spend on this contract to £175,000 be approved.

- (v) That future approvals are made in accordance with the approval pathway and approval route set out in the submitted report, including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

19. Superfast Broadband West Yorkshire and York

The Combined Authority considered a report of the Interim Director of Policy and Strategy and the Director of Delivery which provided an update on progress of the funding bids and governance review on Superfast Broadband West Yorkshire and York.

It was noted that the Combined Authority had previously considered a report on future funding bids for a third phase of broadband infrastructure delivery across West Yorkshire and York including the use of Gainshare.

In respect of governance, it was noted that the Broadband Programme Board, together with Directors of Development have recommended that the Combined Authority remains the accountable body for the third phase of the broadband delivery programme and Leeds City Council remain the primary delivery partner. The existing partnership agreement for phase two is being reviewed and may require some amendments to bring the work of the Programme Board in line with the Combined Authority's Contract Standing Orders and scheme of delegations.

Details of the funding bids which had been submitted and the next steps in respect of phase three were outlined in the report and it was noted that the Programme Board and Directors of Development have recommended that up to £1.7m Gainshare from Contract 1 is reinvested into a third contract, across the West Yorkshire and York geography.

Resolved:

- (a) That the Combined Authority notes progress with the governance review to date, approves the proposed governance structure for a future third phase of broadband as outlined in paras 2.8 - 2.9 of the submitted report and delegates to the Managing Director, in consultation with the Chair of the Combined Authority and Chair of the Local Enterprise Partnership, the finalisation of any future changes to the Partnership Agreement for Contract Two once discussions with partner councils have concluded.
- (b) That the use of up to £1.7 million Gainshare from the Phase One Investment Fund to support proposed Phase Three of the West Yorkshire and York broadband programme be endorsed.

20. Rail Station Legacy Projects - Final Accounts

The Combined Authority considered a report of the Director of Delivery on Rail Legacy Projects – Final Accounts which:

- Provided an update on the outcome of discussions with Network Rail on final accounts for the Kirkstall Forge, Apperley Bridge, Leeds Station Southern Entrance (LSSE) and Low Moor projects.
- Sought approvals of relevant budget allocations and virements in relation to the proposed final accounts and payment(s) to Network Rail for Kirkstall Forge, Apperley Bridge and LSSE and to delegate authority to the Managing Director, in conjunction with the Chair of the Combined Authority, to conclude final account discussions and payments on Low Moor.

The report provided information on the final account discussions with Network Rail and members considered the information provided in the exempt appendices 1-5 which were attached to the submitted report. It was noted that cost overruns on all four projects were experienced and the quantum of costs payable by the Combined Authority have now been established and agreed in principle with Network Rail for Kirkstall Forge, Apperley Bridge and LSSE. Members welcomed the positive resolution to this matter and thanked officers for their work and delivery of these stations. In respect of Low Moor, discussions were continuing and it was proposed that the finalisation of this account and payment to Network Rail within the maximum funding envelope outlined in Appendix 1 be delegated to the Combined Authority's Managing Director.

Resolved:

- (a) That the proposed final account and payment(s) with Network Rail for Kirkstall Forge and Apperley Bridge outlined in Appendix 2 and 3 to the submitted report be approved, subject to receipt in writing of Network Rail's acceptance of the terms.
- (b) That the final account and payment(s) with Network Rail for LSSE outlined in Appendix 4 to the submitted report be approved, subject to receipt in writing of Network Rail's acceptance of the terms.
- (c) That the current status of discussions with Network Rail on Low Moor and the potential budget implications be noted and that authority be delegated to the Managing Director, in conjunction with the Chair of the Combined Authority, to conclude final account discussions and make the relevant payment(s) within the funding approval detailed in Appendix 1 of the submitted report, subject to receipt in writing of Network Rail's acceptance of the terms.
- (d) That the budget allocations and virements detailed in Appendix 1 of the submitted report be approved.

21. Draft minutes of the Green Economy Panel held on 17 April 2018

Resolved: That the draft minutes of the Green Economy Panel held on 17 April 2018 be noted.

22. Minutes of the West Yorkshire and York Investment Committee held on 18 April 2018

Resolved: That the minutes of the West Yorkshire and York Investment Committee held on 18 April 2018 be noted.

23. Draft Minutes of the Land and Assets Panel held on 20 April 2018

Resolved: That the draft minutes of the Land and Assets Panel held on 20 April 2018 be noted.

24. Draft Minutes of the Business Innovation and Growth Panel held on 24 May 2018

Resolved: That the draft minutes of the Business Innovation and Growth Panel held on 24 May 2018 be noted.

25. Draft Minutes of the Transport Committee held on 25 May 2018

Resolved: That the draft minutes of the Transport Committee held on 25 May 2018 be noted.

26. Draft Minutes of the Employment and Skills Panel held on 1 June 2018

Resolved: That the draft minutes of the Employment and Skills Panel held on 1 June 2018 be noted.

27. Draft Minutes of the West Yorkshire and York Investment Committee held on 5 June 2018

Resolved: That the draft minutes of the West Yorkshire and York Investment Committee held on 5 June 2018 be noted.

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Name of meeting: Council
Date: 12 September 2018
Title of report: Kirklees Housing Strategy 2018 – 2023

Purpose of report:

The Council's Housing Strategy 2018 – 2023 is in article 4 of the Kirklees constitution and as such, requires full Council approval.

The Housing Strategy sets out the Council's ambitions for housing and housing services in Kirklees over the next 5 years and supports the key Kirklees outcomes. The Strategy focuses on the three priorities of addressing housing need, improving housing quality and enabling housing growth.

Following the recommendation of Cabinet on 29th August 2018, this report seeks approval of Kirklees Council's Housing Strategy 2018 – 2023.

| | |
|---|---|
| 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 Housing Strategy is applicable across all wards in Kirklees |
| Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?) | Decision of Council on 12 September 2018 |
| The Decision - Is it eligible for call in by Scrutiny? | Yes |
| Date signed off by Strategic <u>Director</u> & name | Karl Battersby - 15.08.2018 |
| Is it also signed off by the Acting Service Director - Finance, IT and Transactional Services? | Eamonn Croston - 17.08.2018 |
| Is it also signed off by the Service Director for Legal, Governance and Commissioning? | Julie Muscroft - 17.08.2018 |
| Cabinet member portfolio | Cllr Cathy Scott - Adults and Independence |

Electoral wards affected: All

Ward councillors consulted: None

Public or private: Public

1. Summary

- 1.1 The draft Housing Strategy 2018 – 2023 has been developed over recent months and has been shaped and influenced by a wide range of internal and external stakeholders.
- 1.2 The strategy sets out the Council's key issues, challenges, and ambitions for housing and housing services in Kirklees over the next 5 years and supports the key Kirklees outcomes.
- 1.3 The strategy focusses on three priorities. These are, addressing housing need, improving housing quality and enabling housing growth. The draft strategy is attached to this report.

- 1.4 A high level Year One Action Plan has been developed which prioritises actions and identifies the outcomes to be achieved. The action plan forms part of the Housing Strategy.
- 1.5 Following the recommendation of Cabinet on 29 August 2018, this report seeks Council approval of the Kirklees Housing Strategy 2018 – 2023.

2. Information required to take a decision

- 2.1 The Council's previous Housing Strategy expired in 2017. Whilst it is not a statutory obligation for the Council to have a housing strategy, clearly it is crucial that the strategic plans for how the Council will continue to address housing need for Kirklees district and its residents are set out.
- 2.2 The strategy describes the overarching ambition for housing in Kirklees;
"Kirklees offers a greater range of good quality mixed tenure housing, where people live in suitable, warm, safe and affordable homes in attractive and prosperous places throughout their lives".
- 2.3 The strategy sets out under each priority of the housing strategy what we and our partners will do in addressing the challenges and enabling our ambitions to be realised.
- 2.4 The progress made in meeting our priorities will be monitored and measured via the Action Plan. This will be reviewed on an annual basis throughout the period covered by the strategy. Outcomes from this review process will drive revisions to both the strategy and action plan, as necessary.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

There are positive implications through the housing strategy's focus on supporting people's overall health and wellbeing and enabling people to live more independently, for longer, in a suitable home of their own.

3.2 Economic Resilience (ER)

The housing strategy has a clear focus on enabling economic growth and resilience, through the strategic ambition for the delivery of new homes and longer term housing supply. The economic impact of new housing development generates direct employment, supply chain benefits and training initiatives for local people, delivering economic resilience at both an individual and wider Place based level.

3.3 Improving Outcomes for Children

There are positive implications for children and young people in improving the quality standards of housing that families live in, and for vulnerable young people who need specialist and supported accommodation in order to achieve and maintain settled and successful independent living.

3.4 Reducing demand of services

The housing strategy is focussed on enabling people to access and maintain a settled, secure, affordable and good quality home that supports their independence and life chances. Doing so reduces people's reliance on services and increases their ability to do and achieve more for themselves.

3.5 Legal/Financial or Human Resources

There are no direct legal/financial or human resources implications arising from the housing strategy.

In line with the requirements of the Public Sector Equality Duty (PSED), an Equality Impact Assessment (EIA) has been carried out and published. It is clear that the Strategy has been drafted to reduce inequality and in doing so to promote and discharge the PSED. The strategy for example recognises the need to take steps to meet the needs of those with protected characteristics (e.g. older people and disabled people including those with learning disabilities) and also the need to take steps to meet the needs of others who may not have protected characteristics (such as ex- offenders, people with drug and / or alcohol dependencies and others who are generally described as being "socially excluded") but who face prejudice when it comes to housing

4. Consultees and their opinions

Wide engagement has taken place in developing and shaping the housing strategy. This includes engagement with internal council services, colleagues from Health and the Clinical Commissioning Groups, Public Health, Housing Associations and developers, Kirklees Neighbourhood Housing (KNH), specialist and supported housing forums including the Kirklees Preventing Homelessness forum, and other voluntary sector groups representing vulnerable groups.

A number of discussions have been held with the Economy and Neighbourhoods Scrutiny Panel during 2017 /18, around housing issues and the emerging Housing Strategy.

Cabinet recommended the Housing Strategy for approval on 29th August 2018.

5. Next steps

As part of the Policy Framework for Kirklees Council, the Council's Housing Strategy requires formal approval by Council.

Subject to Council approval, the strategy will be publicly available via the Council's website.

6. Officer recommendations and reasons

To recommend approval of the Housing Strategy 2018 – 2023 to full Council, in line with the policy framework requirements.

7. Cabinet portfolio holder's recommendations

Following the decision of Cabinet on 29 August 2018, the Cabinet portfolio holder, Councillor Cathy Scott recommends that full Council approve the Housing Strategy.

8. Contact officer

Karen Oates - Commissioning Manager (access to housing)

karen.oates@kirklees.gov.uk

(014840 221000)

9. Background Papers and History of Decisions

Cabinet recommended the Housing Strategy 2018 – 2023 for approval on 29 August

Appendix 1: Housing Strategy 2018 - 2023

10. Service Director responsible

Naz Parkar - Director of Housing

naz.parkar@kirklees.gov.uk

(01484) 221000

Kirklees Housing Strategy 2018 - 2023



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'Kirklees offers a greater range of good quality mixed tenure housing, where people live in suitable, warm, safe and affordable homes in attractive and prosperous places throughout their lives.'

Foreword

Our Housing Ambition

The Kirklees Housing Strategy sets out our shared vision for housing, housing services in Kirklees and for the people who live here. It focuses on the priorities of Kirklees Council, our partners and stakeholders and our residents to enhance people's lives and invest to strengthen our communities.

Access to a good home is vitally important to people's lives. It is important for people's start in life, ongoing health and well-being, economic prosperity, security and to foster aspirations. Housing underpins our vision for 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.

Delivering our strategy will not be easy and requires help and support from our wide-range of partners. It recognises that if we are to achieve our ambitions and outcomes we need the support, input and resources of a wide cross section of partners. This is reflected in the approach we have taken in the shaping of the vision, strategy and development of the action plan.

Cllr Cathy Scott

Portfolio holder, Adults and Independence

Our Housing Vision



Our housing strategy covers the period 2018 to 2023. It sets out our shared vision for housing, and housing services in Kirklees, and for the people who live here. It focuses on the priorities of Kirklees Council, our partners and stakeholders, and our residents. It underpins the vision that the Council has for Kirklees, for a district with a strong sustainable economy and a great quality of life, where our communities thrive, business is growing and where people enjoy better prosperity, reduced inequalities and better health throughout their lives.

The strategy sets out the pivotal role of good housing in enabling and supporting people's health and wellbeing and helping them to aspire to, and achieve happy and successful lives. It focuses on outcomes, and making a difference, for example for vulnerable groups, of all ages – older people and also young households, and young adults leaving care and transitioning into independent living. Preventing homelessness, and enabling people to access and sustain a suitable and settled home is a key theme.

Our strategy takes a collaborative and enabling approach. It recognises that if we are to achieve our ambitions and outcomes we need the support, input and resources of a wide cross section of partners. This is reflected in the approach we have taken in the shaping of the strategy, and development of the action plan.

Kirklees is open for business. Our strategy highlights the importance of delivering more, better and affordable homes, at pace; it provides an opportunity to focus interventions and catalyse development, and makes clear that our ambitions are for housing growth and the boost this brings to our local economy. Equally we want to ensure not just an increase in the numbers of homes but supply of the right mix and type of homes, and homes that are affordable, of a high quality, supported by good infrastructure and support to the individual where this is needed.

We have considered a wide range of evidence and looked at the challenges that we will address, working with key partners. From this, we have developed three themes which will be our priorities as we move forward with

Our Housing Vision



The three themes
we will prioritise

- Housing Need**
- Housing Quality**
- Housing Growth**

implementation. These are: Housing Need, Housing Quality and Housing Growth.

In partnership, we will work together to address the challenges identified in the strategy to drive forward our ambitions, realise our vision and deliver the priorities for housing that will make a difference for Kirklees residents.

Our partners include colleagues from across the Council and Health, Clinical Commissioning Groups (CCG's) Kirklees Neighbourhood Housing (KNH) and Pinnacle PSG, housing developers and investors, Housing Associations, private landlords, the third sector and our housing forums.

The strategy will be supported by further specialist housing delivery plans such as for older people, people with physical disabilities, learning disabilities or mental health issues. The Housing Growth Delivery Plan sets out a range of interventions to support housing and associated regeneration schemes which contribute to sustainable growth in Kirklees, and is a key document which sits alongside this strategy.

Our partners will shape the Housing Strategy Action Plan. This is a live document and will be reviewed on an annual basis to ensure we are on track with delivering our priorities. Where changes in direction are needed, the Action Plan will be amended to reflect this.



The key issues addressed in the strategy are summarised here:

- Housing demand outstrips supply
- Home ownership is out of reach for many households
- Demographic changes and needs of vulnerable groups for more specialist / supported housing
- Increasing numbers of people becoming homeless
- Higher than average energy inefficient homes and levels of fuel poverty
- Responding to Grenfell
- Responding to the need to improve substandard homes and tenancy management in the private rented sector

Kirklees’s Housing Strategy for 2018 – 2023 sets out the key housing issues that the Council and its partners will address, recognising the opportunities as well as the challenges. The strategy supports and complements the Local Plan which is currently reaching the end of the examination process. It is also a key contributor to the ambitions and outcomes set out in the Joint Health and Wellbeing Strategy and the Economic Strategy, and underlines how good, secure and affordable housing in attractive and inclusive communities, underpin the overarching partnership outcomes we want to see for Kirklees, and the people who live and work here.

In response, our three priorities for housing in Kirklees are:



Housing growth is a challenge across all tenures and provision types. 1,730 new homes are needed every year between 2013 and 2031, with an annual net imbalance of 1,049 affordable homes over the next five years. Market housing is out of reach for many. There is a commitment by the Council to enable and facilitate the delivery of 10,000 new homes by 2023, maximising the use of council owned land to provide 1,000 of those new homes. This ambition and desire to move forward at pace, will only be achieved through innovative and creative change, including new and modern construction methods and new funding sources.

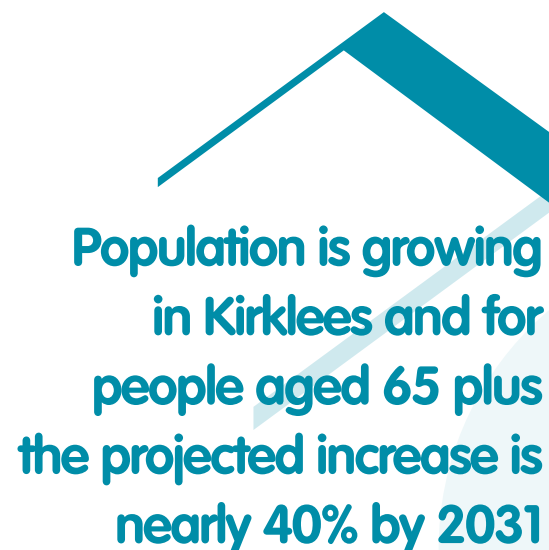
The strategy identifies the need to increase supply of more specialist and supported housing for older and other vulnerable groups of people, alongside



support to enable them to continue or achieve successful and independent lives in a safe and suitable home. Population is growing in Kirklees and for people aged 65 plus the projected increase is nearly 40% by 2031, so we need to ensure a sufficiency of the type of homes that people want and need as their circumstances change.

Around 12,000 people are registered for social housing in Kirklees, and the impact of welfare benefit changes suggests these numbers will rise. Homelessness is increasing and the implementation of the Homelessness Reduction Act, whilst not widening the groups of people for whom the Council has statutory duties to accommodate, will impact on the way we work with people in housing need.

The quality of housing across existing and new build development including the quality of management practices in the social and private rented sectors is a focus, and we outline our intention to develop an overarching Kirklees Quality Standard framework to drive up conditions and management practice across both social housing and the private rented sector, where this is necessary. We will work closely with our partners such as KNH and Pinnacle PSG to improve council



**Population is growing
in Kirklees and for
people aged 65 plus
the projected increase is
nearly 40% by 2031**

managed homes and estates, with private sector landlords, and developers; this strengthened approach to new, and more, partnership arrangements and innovative practices is a theme which runs throughout the strategy.

The strategy sets out what the Council and KNH are already doing to ensure standards are met to assure the health and safety of tenants, and the additional work undertaken following the Grenfell fire. There will be more to do, and we await the outcome of the independent enquiry.

Having reviewed the challenges that face us in achieving the vision for housing and the places where people live in Kirklees, we also capture the benefits and opportunities that are available. The positioning of Kirklees, close and easily accessible to the major cities of Leeds and Manchester through the rail and motorway network is a real strength for growing homes and jobs and attracting wealth into the district. The North Kirklees Growth Zone programme is ambitious and transformational, offering major investment of £1.9 billion.

In partnership, we have developed our first year Action Plan to establish how we intend to bring about the outcomes we want for Kirklees that will address housing need, quality and growth. The Action Plan will undergo a review process as we come to the end of the first year, and we will set out refreshed plans that are updated annually for the life of the strategy.



Kirklees is right in the heart of Yorkshire, playing our part in generating futures, fortunes and opportunities for our communities and the businesses of the north.

Our strength has always been our ability to change, adapt and innovate, and our capacity to develop and innovate.

We make things here – and continuing to grow and develop our manufacturing and engineering expertise, our businesses have made wealth, not only for themselves but for all skilled people who work for them and an increasing network of smaller businesses which have evolved to supply them.

Above all, this is a truly great place to live – over 70% of our area is rural with rolling hills and moorland on the doorstep of the Peak District and less than 45 minute commute to Leeds, Sheffield and Manchester.

Corporate Vision, shared outcomes and housing priority outcomes

Kirklees Council has a shared vision to create 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.

Housing contributes to a number of the Council's and its partners' shared outcomes, especially around improving people's health and wellbeing, the quality of the places where they live and strengthening people's sense of economic confidence.


The housing strategy reflects these, and the achievement of our priorities feed into the difference to people's lives that together, we seek to achieve.

The seven Kirklees outcomes that this strategy supports are shown below.

Introduction




People in Kirklees live in cohesive communities, feel safe and are safe/protected from harm



People in Kirklees live independently and have control over their lives



Kirklees has sustainable economic growth and provides good employment for and with communities and businesses



People in Kirklees experience a high quality, clean, sustainable and green environment



People in Kirklees are as well as possible for as long as possible



Children have the best start in life



People in Kirklees have aspiration and achieve their ambitions through education, training, employment and lifelong learning

Housing Need

Meet a range of diverse housing needs prioritising those of vulnerable people, with a continued and strengthened focus on prevention and early intervention to enable people to access and sustain a suitable home of their own, as independently as possible.

Housing Quality

Protect and make the best use of the existing housing supply across all tenures of homes in Kirklees to support good health, wellbeing and to drive up quality and standards

Housing Growth

Enable and develop a range of housing products to deliver housing growth and the long-term supply of market and affordable housing



Strategic Context



The Housing Strategy for Kirklees reflects our ambition for people and place across the district but it doesn't stand in isolation. People in Kirklees want, and need, good quality places to live, no matter where in the district they live. And, where support is needed, this must be available, accessible and appropriate to meet their needs.

Housing is crucially important to the economy and the wellbeing of our communities. Housing growth is central to creating sustainable economic growth. It provides employment opportunities including apprenticeships and scope for the upskilling of individuals, communities and business. Good, quality housing provides people in Kirklees the opportunity to live in inclusive and cohesive communities, to maximise their physical and mental health, to feel safe and protected from harm, and offers people a spring board for their ambitions and aspirations.

This strategy is a crucially important document which supports the priorities and actions identified in our two key strategic pillars; the Kirklees Economic Strategy and the Joint Health and Well Being Strategy.

There are a number of linked policies and plans with outcomes which this strategy helps to deliver. These include the Housing Growth Delivery Plan for Kirklees, the Kirklees Preventing Homelessness Strategy and the Housing Allocations Policy for Kirklees.

Strategic Context



5.1 National Context

From a national perspective, the government's focus remains on boosting the overall supply of housing as set out in the White Paper, "Fixing Our Broken Housing Market" published in 2017. It identifies the slow pace of development and the housing market structure inhibiting building at scale and seeks to enable faster development, market diversification and innovative construction methods.

Following from the White Paper, a series of measures to reform Planning further were announced in the Autumn Budget 2017. They include intervention where there is a failure to progress Local Plans and an expectation for local authorities to bring forward 20 per cent of their housing supply as small sites.

The public enquiries into the Grenfell tower fire will impact on the ways in which all local authorities and partners who provide social housing and companies who are planning or undertaking development ensure the ongoing safety of their tenants and residents.

Legislative changes are likely to be significant and have financial implication across the whole housing sector, however we are already working hard with partners to ensure our response is swift and able to cope with changes in order to keep our residents as safe as possible.

5.2 Regional Context

Kirklees is part of the Leeds City Region (LCR) which covers a large and diverse geographical area, and yet functions as a coherent economic unit in which the great majority of residents both live and work. It is at the heart of the economy in the north of England and the biggest economy outside London, worth over £62 billion and generating 5% of England's output.

In April 2017 the West Yorkshire Combined Authority approved the Leeds City Region Housing Policy Position Statement which set out an ambition to invest in housing and regeneration to maximise the City Region's economic growth potential and deliver balanced 'good' housing

growth across all tenures, age ranges and price ranges.

In order to emphasise and enable a more focused approach to housing, the Combined Authority have been working with partners to develop a document setting out a housing vision for the Leeds City Region. The vision sets out the collective aims, ambitions and principles for creating good places to live in the Leeds City Region, namely;

- Building inclusive neighbourhoods for towns and cities of the future
- Connecting communities, spreading prosperity, extending opportunity
- People centred growth, clean, high quality development approach
- 13,000 new homes to be delivered to support economic growth

It is a high level document which is part of a package of plans comprising of the Housing Policy Position Statement and Leeds City Region Strategic Sites Pipeline.

Work is ongoing to develop a further document, the Leeds City Region Housing Delivery Prospectus which will reflect public sector investment including Housing Infrastructure Fund investment across the City Region and

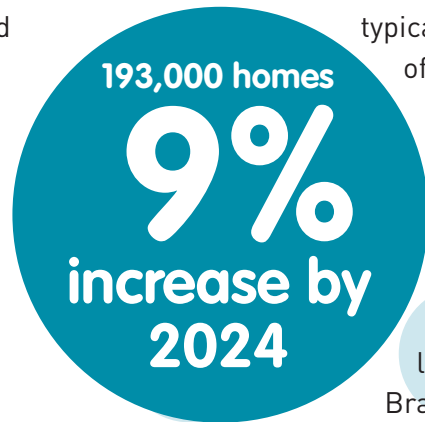


Strategic Context



potential gaps in resource required to accelerate or ensure delivery momentum can be improved in some areas and maintained in others.

This housing strategy firmly aligns with the region's priorities and we will continue to work collaboratively with partners nationally and across the City Region to get the best outcomes for our communities.



5.3 Local Context – Kirklees

Kirklees is situated in the very heart of Yorkshire, with a diverse set of communities, each with different histories, capacities (assets) and needs. It is a district without a single urban core, in comparison to other local authorities such as Leeds. It's a district of great geographic and cultural variety. Equally, the Kirklees Housing Market is diverse in terms of availability, type and tenure of stock and affordability. Whilst the delivery of new homes is not at the levels we need, construction activity in affordable housing represents around £9 to £10m of investment, based on

typical construction costs. This level of investment is also important in securing construction jobs; the Government estimates that this level of investment would secure up to 120 jobs¹

Dewsbury is the principal town in north Kirklees, with good rail links to Leeds, and road access to Bradford and Wakefield. Dewsbury is dominated by its manufacturing and its industrial and architectural heritage. It has a diverse cultural and population mix. It has a retail centre in need of investment, repurposing, requiring sustainable longer term growth. It also has pockets of poor housing market growth, deprivation and poor environment.

With nearby Batley, Dewsbury's place in the North Kirklees Growth Zone – the biggest transformation project outside Leeds in the City Region – will help its longer term growth and economic and social recovery.

Huddersfield dominates the south of Kirklees, with innovative textile and engineering industries, and heritage, and a retail offer. It is also consolidating its role as a university town.



Huddersfield serves the more rural Colne, Holme, and Dearne valleys, and settlements such as Marsden, Meltham, Holmfirth and Denby Dale. Parts of the Colne and Home valleys lie within the Peak District National Park.

Connectivity by rail in Kirklees is a relative strength; Leeds can be reached from Dewsbury and Huddersfield within 20 minutes. The M62 provides good regional interconnectivity meaning our major centres are well connected and lie at the heart of the Leeds City Region. This connectivity offers real opportunity in

¹ Laying Foundations: A Housing Strategy for England, 2011

Strategic Context



linking business and the local workforce with the wider city region and we recognise the scope this brings to the quality of place, and the communities that people live in, which is equally as important a consideration as the quality of individual homes.

5.4 The key challenges we face

Demographics and housing supply

Population growth, along with changes in housing demand are forecast to drive overall demand for housing. It is estimated² there will be 186,000 households in Kirklees in 2019, increasing to 193,000 by 2024, an increase of 9% on 2014.

There are a total of 182,559 dwellings across Kirklees but there is an undersupply of new homes and we don't have enough of the type, range and numbers of homes that we need.

The Kirklees Strategic Housing Market Assessment (SHMA) 2016 identified a need for 1,730 new homes, every year, between 2013 and 2031, with an annual net imbalance of 1,049 affordable homes over the next five years. New completions in 2017/18 are expected to be below the anticipated annual growth in

household numbers³.

A breakdown of Kirklees's household forecasts show a prominence of new, small households.

The most significant increases by 2039 are forecast for:

Single person households, increasing from 54,000 to 65,000

Households with dependent children, increasing from 54,000 to 60,000

Couple, no other adult, increasing from 46,000 to 56,000

Couple, one or more adult child, increasing from 13,000 to 15,000

The district has a weak supply of new housing and there are often high land value and profit expectations, which makes accelerating supply difficult. It is made harder by attractive countryside and development restraint policies, and pockets of high prices, and a weaker market and poor supply in parts of the north.

Affordability

Affordability is an issue, particularly for younger households and households on low incomes but also, more intermediate incomes. The average (mean) house price for the period April – June

2017 was £166,728⁴, a difference of £13,700 for the same period in 2007 when the average house price in Kirklees was £153,028. The average (mean) gross household income in Kirklees is £36,010, with a median of £28,802. However there are marked variations in the district, with this figure dropping to just over £26,000 in some areas.

Housing costs are also an issue for people who are privately renting with the average private sector rent in Kirklees for 2016 – 17 at around £516 per calendar month. Demand for homes in the private rented sector is seen as being driven by students; young people who cannot afford to buy a property; and low income households, including single parents. The expansion of the private sector means that it also provides short term accommodation for middle- and higher-income households moving into the area.

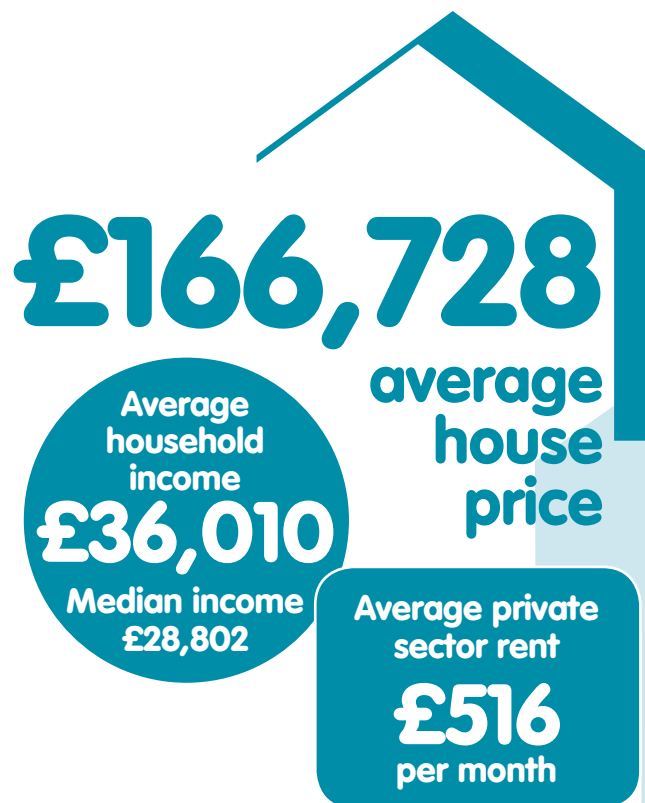
Rents are rising, and in April 2016 the government imposed a 4 year "freeze" on Local Housing Allowance levels, the housing benefit that is paid to people who live in the private rented sector.

²Kirklees Factsheets 2017

³Figures for 2017/18 not available at time of writing.

⁴ HM Land Registry, price paid data

Strategic Context



These overall figures mask significant variations in costs, across all areas in Kirklees. It is this challenge of inequality, and people's ability to access a decent home irrespective of their economic circumstances, their stage of life and where they live, or aspire to live, that this strategy aims to address.

Because Kirklees does not have major single tenure estates and wider regeneration problems, its challenges and issues tend to be more of an individual nature at the local level, with wide income variations and sub-district housing markets.

Homelessness

There is a national rise in the numbers of people being recorded as homeless, with numbers increasing steadily. This trend is reflected across all regions, including in Kirklees.

In 2016/17, the Council accepted a statutory duty to 462 homeless households in priority housing need, an increase of 14% on figures for the previous year, and 35% increase since 2013/14. However, these figures are probably "the tip of the iceberg" as not all households who have a housing need will meet the thresholds for the statutory duty to be triggered, and "hidden households" who are staying with friends and family, may not contact us.

There are around 12,000 people currently registered for social housing in Kirklees. We anticipate more people in housing need will contact our services for help and support with additional pressures on people's housing costs,

12,000
registered for
social housing

35%
increase in
homeless
households

as a result of ongoing benefit changes.

Following the implementation of the Homelessness Reduction Act⁸, we have new statutory duties to work with a wider group of people who approach us with a housing need and to work more intensively with them. This includes for example, jointly developing and agreeing to a personal housing action plan with individuals, to support people in achieving a successful and sustainable resolution to their housing need. This represents a positive improvement from previous duties where less vulnerable people (mainly single

⁸ It is important to note that the new Act does not widen the groups of people for whom the Council must secure accommodation.

⁹ Insight, Kirklees Council Policy News, June 2018

Strategic Context



or couples without children) may have received less support and provided with advice rather than meaningful assistance.

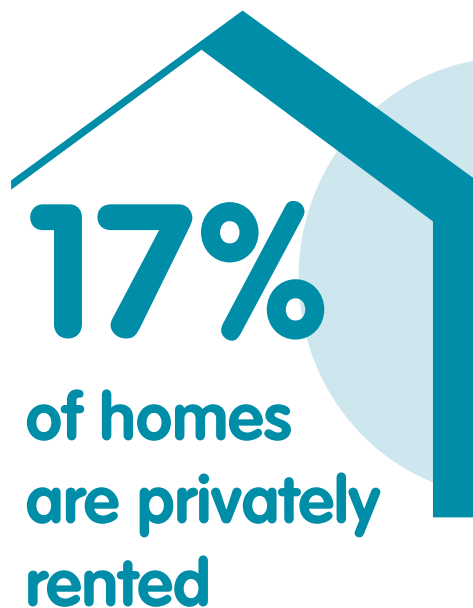
The Council's Preventing Homelessness Strategy is being updated and will set out a revised approach to homelessness prevention in Kirklees.

Improving Standards

We will drive up and improve the standards of homes and management practices in the private rented sector. Legislative changes as set out in the Housing and Planning Act 2016 mean that the Council has new responsibilities, for example with regards to rogue landlords and licensing for houses of multiple occupation, and ensuring that private rented properties meet the revised standards around energy performance and room sizes.

17% of homes in Kirklees are privately rented; the evidence shows that within this sector, over 6,600 homes are affected by property issues which present the most serious risk to the health and safety of the property's occupants (source: BRE 2016). Examples of this include the risks of people having trips and falls within their home.

Although there has been a very modest decrease in fuel poverty⁹ this remains a significant



challenge for a large number of people in Kirklees. Fuel poverty levels in Kirklees are higher than regional and national averages at 13.1%. Latest figures for England are 11.1%, and for Yorkshire & the Humber 12.1%.¹⁰ Higher than average number of Kirklees households therefore, are struggling to afford to heat their home effectively. We know that living in a cold damp home presents a significant threat to health and so we need to do more to improve the conditions of the worst housing stock, for the wellbeing of residents.

Kirklees has a growing and ageing population. There is a need therefore to increase not just the numbers of housing, but the types and range of housing and related services for people who need some sort of specialist accommodation and support. This includes older people, people with learning and physical disabilities, people with mental health needs and other vulnerable groups, many of whom have a range of complex needs.

¹⁰ Please note that there is a 2 yr. lag in producing the data – the latest estimates for 2016 were released in late June this year.

<https://www.gov.uk/government/collections/fuel-poverty-sub-regional-statistics>
and national figures at
<https://www.gov.uk/government/statistics/fuel-poverty-detailed-tables-2018>

Strategic Context

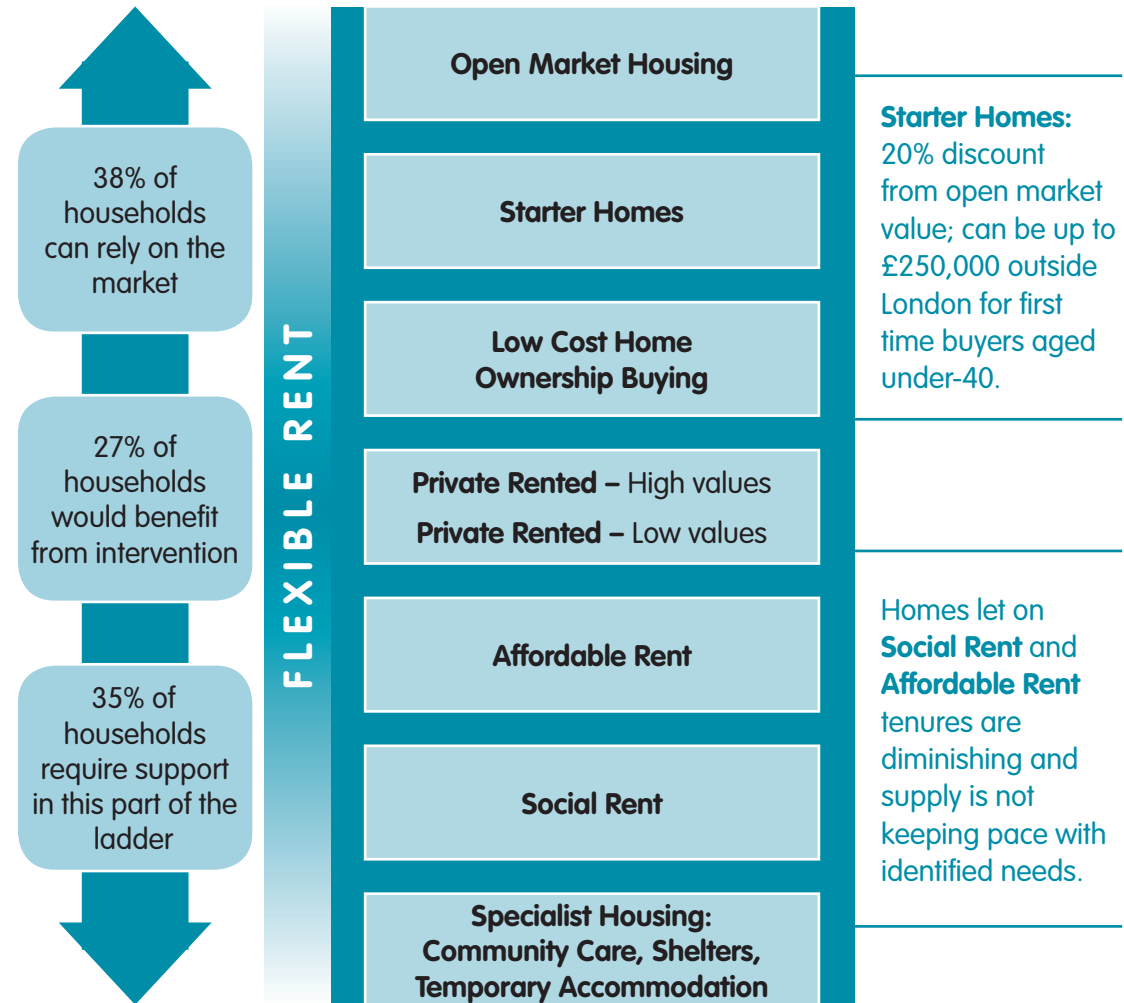


The housing offer needed in Kirklees

This diagram, expressed as the housing ladder, shows the range of housing offers required, to meet the changing needs and incomes of Kirklees households.

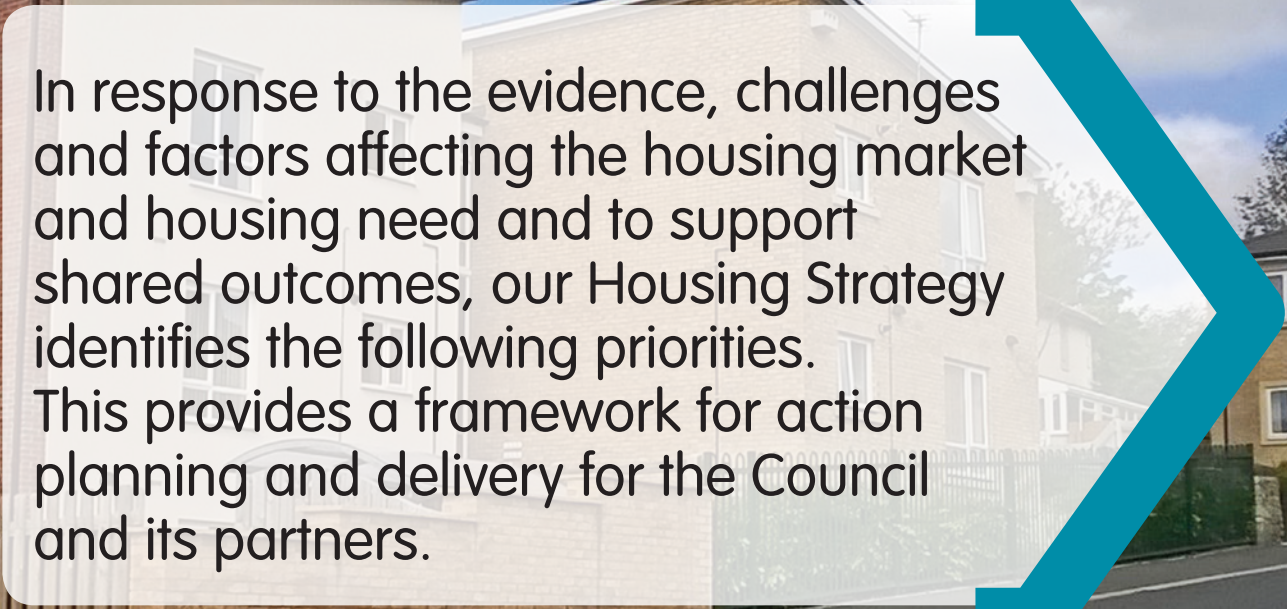
At different times in our lives, we will need to access different parts of the ladder to meet our changing needs and this is reflected in our ability to afford the accommodation.

Flexible rent is a recent model designed to reflect tenants' variable incomes, providing cross subsidies and helping to sustain mixed income communities.





Priority Outcomes



In response to the evidence, challenges and factors affecting the housing market and housing need and to support shared outcomes, our Housing Strategy identifies the following priorities. This provides a framework for action planning and delivery for the Council and its partners.

Priority Outcomes



6.1 Housing Need – the key issues

Meet a range of diverse housing needs, prioritising those of vulnerable people, with a continued and strengthened focus on prevention and early intervention to enable people to access, keep and sustain a suitable home of their own, as independently as possible

We want to maximise and support people's independence and their housing choices. The SHMA shows that 18,738 existing Kirklees households are in housing need, which represents just over 10% of all households.

For younger households (where the lead, or household reference person for that household is aged between 16 to 29) a disproportionate higher number are identified as being in housing need, with housing costs being the reason for that need.

The undersupply of homes impacts on those groups of people in housing need - typically, through low incomes and / or who are vulnerable – and who are unable to find and maintain a home of their own through the current market “offer”, or who have a need for more specialist accommodation. Our focus then is on supporting people in housing need through a preventative approach so that they

Housing Need

Meet a range of diverse housing needs, prioritising those of vulnerable people, with a continued and strengthened focus on prevention and early intervention to enable people to access and sustain a suitable home of their own and live as independently as possible

Housing Quality

Protect and make the best use of the existing housing supply across all tenures of homes in Kirklees to support good health, wellbeing and to drive up quality and standards

Housing Growth

Enable and develop a range of homes to deliver housing growth and the long-term supply of market and affordable housing

Priority Outcomes



can find and keep a safe, secure and suitable home that is affordable and meets their needs in a sustainable way. Alongside this, we recognise and will respond to the need for a wider housing offer that is inclusive, attractive, and affordable and which comprises a mixed tenure approach to meeting housing need in Kirklees.

Vulnerable population groups

The impact and links between housing, including homelessness, and people's health and wellbeing are well documented. Good housing can protect and improve health and wellbeing and can also prevent physical and mental ill health. Good housing can also enable people to:

- Manage their own health and care needs, including long term conditions
- Live independently, safely and well in their own home for as long as they choose
- Move on successfully from homelessness or other traumatic life events
- Access and sustain education, training and employment

The NHS Five Year Forward View¹¹ also recognises the need for close partnership working between the NHS and local authority organisations. Addressing the wider

determinants of health affects demand for primary and acute services and vice versa. Good housing can delay and reduce the need for primary and social care, prevent hospital admissions and enable timely discharge from hospital.

The Current Living in Kirklees (CLiK) survey for 2017 reports that;

- **29% of residents report having a mental health issue. This rises to 47% of people in social rented housing and 38% in private rented housing.**
- **13% of residents have respiratory problems (such as asthma or chronic obstructive pulmonary disease) which rises to 20% in social rented housing.**

We also know that:

- **14% of home owners worry about money some or all of the time. This rises to 39% of residents living in social rented accommodation and 35% of residents living in private rented accommodation.**

There is a relationship between perceptions of "Place" (your local area) and perceptions of housing suitability;

- **If you are dissatisfied with your local area, you are more likely to feel your home isn't suitable for your needs.**
- **If you feel your home isn't suitable for your needs you are more likely to be dissatisfied with your local area.**

Specialist and supported accommodation

A priority for Kirklees is the development of specialist and supported housing which meets the needs of all vulnerable groups of people and takes account of the changing stages and circumstances of people throughout the course of their lives.

The number of people across Kirklees aged 65 or over is projected to increase by 28,600 from 71,700 (2014) to 100,300 by 2031,¹² which represents an increase of nearly 40%. A review commissioned by the Council in 2016 from Peter Fletcher Associates identified that by 2030, there will be a shortfall of around 1,350 units of

¹¹ Next Steps on the NHS Five Year Forward View, NHS, March 2017. Accessed June 2018. <https://www.england.nhs.uk/wp-content/uploads/2017/03/NEXT-STEPS-ON-THE-NHS-FIVE-YEAR-FORWARD-VIEW.pdf>.

¹² SHMA 2016

Priority Outcomes



extra care¹³ in Kirklees including for people with dementia.

In addition to meeting the housing need of older people, there are other groups with specialist housing need that we must keep in view. This includes people with learning disabilities, especially those people who are currently supported at home by parents but for whom this may not be a long term option. Further challenges are presented by the Government's Transforming Care Programme, established as a national response to the Winterbourne View investigation. The programme requires Local Authorities and Clinical Commissioning Groups to work together to enable severely learning disabled adults who are accommodated in specialist provision in another part of the country to be brought back home to their local area. This will mean people are closer to their support networks, friends and family and facilitates more effective monitoring arrangements.

For Kirklees, although we are making good

progress on this with the majority of this group of people, it has become clear there is a need to develop some very specialist and bespoke individual accommodation for our most complex people with behaviours that are very challenging, to enable a successful move back into Kirklees.

Supporting young people who are leaving care is important to us. If our looked after children are to progress successfully into adulthood and independence, we need to ensure a sufficient supply of supported accommodation for those care leavers who need this transitional arrangement, moving on from the care setting.

There is then a clear need to enable a significant boost in the supply of specialist and supported housing, across a range of tenures including for sale on the open market.

This is a major strategic challenge for the Council to ensure the required range and sufficiency of appropriate housing and support for our residents who need some sort of specialist or supported accommodation in order to live happy, successful and fulfilling lives.

Homelessness

Homelessness covers a range of circumstances from the extreme of being literally roofless, and rough sleeping, to those who are in insecure housing situations. This includes "sofa surfers"; people who have accommodation but are unable to remain there for reasons such as domestic violence; those in temporary or emergency accommodation and people at risk of being made homeless through legal notice to leave their accommodation.

Poor physical and mental health can be both a cause and consequence of homelessness, although it is not always identified as the trigger of homelessness.

The reasons why people become homeless are complex. They include individual issues, such as mental health conditions, drug and alcohol dependency, domestic abuse and leaving long term institutional living. These may be coupled with more structural or societal issues especially around the gap between incomes and housing costs.

There are particular groups of people within our population who are vulnerable and who, through a number of factors may experience

Page 107
Extra care housing (for rent or sale) is housing with care, primarily but not exclusively for older people who have some sort of care and support need, where occupants have their "own front door" and specific tenure and housing rights to live in a self-contained dwelling and where they have agreements that cover who provides their care and support. – Housing Learning & Improvement Network www.housinglin.org.uk November 2015

Priority Outcomes



homelessness, either as a single crisis point in their lives, or more repeatedly. People are vulnerable because of a number of reasons. These include people with disabilities, people who have mental health issues or learning disabilities, young people, older people, people whose relationships have broken down and where violence is a factor. People who find it difficult to live independently and need support are also vulnerable to homelessness, for example refugees to this country who may be transitioning to a new and different way of living.

What will we do?

• Specialist and supported accommodation

A strategic, overarching and cross service approach to the increased and “at pace” development of specialist and supported housing is being taken forward via the Council’s Specialist Accommodation Programme. This aims to transform models for the provision of care and support in Kirklees, and how we approach delivery of specialist accommodation to meet the needs of our residents, throughout their life course.

We will take a joint commissioning approach to the supply of specialist accommodation,

influencing market provision and the future proofing of the design, delivery and operation of specialist accommodation to ensure its ongoing “fit for purpose”. In addition to older and vulnerable people, the programme’s focus extends to people needing step down or move on accommodation, or short term reablement, people recovering from substance dependencies and offender and ex-offenders

Our ability to meet specialist and supported housing need will be achieved by working in a focussed, targeted and evidence based way.

People’s independence will be increased, and the need for them to live in inappropriate accommodation or be reliant on care settings, reduced through our work with partners to deliver the housing and support needed.

We will work across systems and services, developing a shared understanding of, and more joined up response to, the scale of the problem of specialist housing need and the immediate financial challenges this brings, which we must prioritise.

• Preventing homelessness

In line with the Homelessness Reduction Act we are working with all our partners to ensure our focus is maintained on intervening early with all households who are at risk of becoming homeless to prevent homelessness as much as possible and avoid costly and crisis interventions. Appropriate, relevant and

timely Information and advice and a Personal Housing Plan will be developed with all customers so as to either prevent or relieve their homelessness whilst continuing

to secure accommodation for those in priority need groups.

Personal Housing Plan

‘Public Body Duty to Refer’

As part of this legislation, the ‘Public Body Duty to Refer’ comes in to force in October 2018 and so we will be proactively liaising with all identified bodies to ensure good referral arrangements and pathways are in place for people who are or, who are at risk of, homelessness.

We will continue our arrangements for dealing

Priority Outcomes



with the challenges and impact of welfare reform such as the ongoing roll out of Universal Credit, and the Housing & Planning Act changes with KNH and other partners. These arrangements include working with people who are affected by the changing benefits system to support them in managing their finances connecting to early and specialist help with managing debt, supporting people to move to more affordable housing, and putting Discretionary Housing Payment plans into place. Our actions mitigate the effect on people's lives and protects the Council's rental income stream.

Support is also provided through our third sector/voluntary sector partners and other agencies, to enhance people's ability to access training and employment opportunities and so reduce their reliance on welfare benefits.

We know, from our evidence base and what our partners tell us that for single homeless people particularly there is a need for more accommodation that is dispersed (so that there is less risk associated with concentrated numbers of this group of vulnerable people) and importantly, affordable. Generally, this means accommodation which is available at the eligible rate of housing benefit or Local



Housing Allowance. We are considering a range of options and new, innovative approaches which will increase access to the private rented sector for this group of homeless people in particular. As an example, we will explore the scope for introducing an attractive "shared home" offer in Kirklees.

Housing and Children's Social Care colleagues are working together to finalise and implement plans for supporting Care Leavers into independent living; this fits well with our joined up approach to ensuring sufficiency of specialist accommodation for this vulnerable group. We also provide support for other young people aged 16 / 17 who are threatened with or do become homeless.

Building on our successful involvement in central government's Syrian Refugee Resettlement Programme and the Vulnerable Children Resettlement Programme to resettle refugees in the UK we will continue to explore ways in which we can support those refugees who are most vulnerable. So far, the Council and its partners has worked with 97 individuals under this programme to ensure that every household receives appropriate support and is enabled to settle independently within their new community.

In addition, we will continue to work with partners to support asylum seekers living in the Kirklees district; and for those then granted refugee status provide information and advice on how to secure suitable accommodation and support.

Our Housing Allocations Policy

The Council's Housing Allocations policy sets out the way in which we let, or allocate council owned properties and nominate housing register applicants to Housing Associations. The Policy is based upon the Council's statutory duties and ensures that "reasonable preference" is given to people with the greatest housing need, making the best use of social housing in Kirklees. It prioritises people for social housing in a fair and

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transparent way, supporting people to meet their housing needs and preferences, so that they can keep or create homes for themselves in which they feel safe and secure.

In Kirklees, like many other local authorities, we operate a choice based lettings (CBL) system called Choose N Move, whereby people who are registered with the scheme “bid” against the property that they are interested in, and for which they are eligible to bid. People who are actively committed to the properties and areas in which they live are more likely to benefit from and contribute to sustainable, successful and supportive communities.

We continue to review how, and who we allocate social housing to, to ensure the Housing Allocations policy supports people with the greatest housing need, corporate and partnership strategic priorities and meets legislative duties. Other key policies for review include the Strategic Tenancy Policy which we will further develop to ensure continuing support of wider strategic focus.

We will ensure that all our policy frameworks support and enable our housing teams, other council services and external agencies to

Homelessness Reduction Act

Housing First

Life Chances Fund

work together early and effectively to prevent homelessness and to achieve positive outcomes for the people affected by it.

Considering a “Housing First” approach

We will consider more transformational approaches to the rising numbers of people who are homeless, are at risk of losing their home, or who sleep rough in Kirklees, underpinned by the principles of the Homelessness Reduction Act. An example of this new thinking is Housing First. This is an approach that has been shown to work in the US, Canada and parts of Europe and is being implemented now (with government funding) in areas across the UK including Newcastle, London, the Midlands, Greater Manchester, on the South Coast and in Wales and Scotland.

Housing First supports people who have a history of homelessness and/or rough sleeping and who have high needs, which may be multiple and complex in nature. The principles are to provide settled and secure accommodation for the individual in their own home, at the outset, rather than move people through a range of temporary solutions such as a hostel. Having a home of their own is viewed as a stable platform from which other issues affecting the individual can be addressed, via a tailored, strength based and individualised programme of support. This flexible support is offered as a “wrap around” and is an offer, not an imposition or a condition. It builds on the stability of a settled home, with no pre conditions around the person showing housing or tenancy “readiness”.

The intention to adopt a Housing First approach is reflected in the Council’s current bid to the government’s Life Chances Fund, in which we seek, with partners to implement an outcomes based payment by results (PBR) programme providing preventative support to people with the most complex and challenging needs who are at risk of being homeless. Our Action Plan gives detail of our intention to explore these principles further in conjunction with partners.



6.2 Housing Quality – the key issues

Protect and make the best use of the existing housing supply across all tenures of homes in Kirklees to support good health, wellbeing and to drive up quality and standards

To support the health and wellbeing of people in Kirklees, and have attractive places where people are proud to live, we want homes that are safe, of a good standard, are as energy efficient as possible, with good tenancy management arrangements across both private rented and social housing sectors that are compliant with legislation and working well. We want to ensure that the most effective use is made of the all the available housing stock in Kirklees, including improving people's ability to access the private rented sector and where homes are long-term empty, bring those back into use.

We are already working much more closely across health and social care to reduce health inequalities that arise as a result of poor housing conditions and jointly explore ways of reducing the impacts of poor housing on people's health and wellbeing. For example, we are using housing evidence to inform our strategic responses in order to deal with homes affected by damp, cold and hazards of risks and falls.

We continue to facilitate adaptations to the homes of people with a disability, so that they and their families are enabled to continue living as independently and safely as possible, in their existing home. Over 800 major adaptations were made to homes throughout Kirklees during the period 2016/17, and a total of £5.1 million was spent across all tenures for this period. Together with social care we help maximise people's independence and reduce their dependence on care, through exploring further opportunities to adapt people's homes.

Where better outcomes are achieved through moving, we assisted 559 disabled households into a more appropriate home. Of all new council tenancies created, nearly 30% are for households with disability or ill health.

Private rented homes

In addition to our commitment to increasing the number of new homes, we will also make the best use of existing housing in Kirklees.

This includes improving access to and standards in homes in the private rented sector (PRS), including the standard of management practices.

The 2011 (most recent) Census confirmed there are 30,027 (17.3%) households living in the PRS in Kirklees.

This is lower than the national figure of 18.1%, although (as with housing costs) there are significant differences across the district. In Greenhead, there are 32.2% of homes in the PRS; this drops to 11.7% in Kirkburton where home ownership is much higher.

The PRS is the only sector where we are seeing growth and we want to ensure our focus on good quality and well managed housing extends to this part of the market. Rental demand is for affordable, smaller properties and also for family properties.

There are some areas in Kirklees where there

17.3%
households living in
privately rented
houses

The Council
owns around
13%
of all housing in
Kirklees

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is a greater concentration of “low end” rental properties, and unsurprisingly these correlate to the areas where Kirklees has higher levels of unemployment, lower income levels and poorer health.¹⁴ And, we are mindful of the impact on people’s health and wellbeing as a result of living in poor quality private rented housing.

Council owned housing

The Council owns around 23,000 homes, around 13% of all housing in Kirklees, the majority of which are managed by KNH. Social housing is evenly distributed across the district. The vast majority (in excess of 99%) of the properties are more than 30 years old and although in generally good condition, the age of our housing stock will inevitably have an impact on future maintenance considerations. We must also consider how we ensure the standards of council owned homes and neighbourhoods promote and sustain the health and wellbeing of people and communities living there.

2,000 non-traditional build properties have had external insulation works carried out, improving thermal efficiency and the long term viability.



Substantial funding is set aside within the 5 year Housing Revenue Account (HRA) capital plan, for maintaining council properties, and for growth.

KNH’s plans to manage the Council’s housing stock aim to preserve the benefits of the large scale investment under the Decent Homes programme, whilst improving stock in key areas such as energy efficiency. KNH is committed to helping tackle the challenges of reducing carbon emissions, and fuel poverty. Work is ongoing to inform a wider approach to investment, particularly around estate regeneration and new

build.

There is an increased focus on key areas of compliance and meeting regulatory standards for health and safety, managing risk across key areas including Fire Safety. In response to the Grenfell fire, there has been a full review of fire safety management across KNH.

Up to date Fire Risk Assessments for all blocks with a communal area are in place, with all actions addressed or in the process of being addressed, according to levels of priority. Additional money from the Housing Revenue Account (HRA) has been identified to meet costs.

In addition, there is a daily inspection programme in place for all higher risk properties, including retirement living and flats above 5 storeys in height. This ensures any potential risks are identified at an early stage.

Empty Homes

The numbers of long term (i.e. for longer than 6 months) empty homes within Kirklees have been declining in recent years. Latest council tax data (as at October 2017) shows that 2,113 properties were classed as empty for more than 6 months, of which 685 were empty for longer than 2 years. Given the total number of properties in

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Kirklees of 182,559, the empty property rate is around 1.1%. This is in line with the rate for the Yorkshire & Humber region as a whole ; comparatively, the highest proportion of empty properties are in the North East (1.4%) and the lowest is London (0.6%)¹⁵.

Empty properties as a proportion of all properties empty for longer than 2 years were most prominent in Greenhead, with 51 properties reported as long term empty, and Holme Valley South, with 48.

Although the numbers of empty homes in Kirklees is relatively low, we nevertheless recognise that empty homes are a wasted opportunity to help meet housing demand and address homelessness. They are also potentially, an issue around attracting anti-social behaviour such as vandalism and work against our ambitions to improve our neighbourhoods and communities.

What will we do?

- Maximising peoples access to and improving the housing offer

We will develop the principle of overarching Quality Standards that reflect what Kirklees residents can expect for all housing tenures, and for the quality of new build development and wider supporting infrastructure across the district.

We will work to achieve a reduced number of households who are living in unhealthy homes, and through our actions within the private rented sector, hazards which present a risk to health and safety will be minimised or removed where these are found.

The numbers of decent, private rented homes that are affordable and available for people will

be increased, through our support to landlords, and where homes have been empty for long periods, our work to bring these back into use. The Council charges a premium on council tax if a property is empty for 2 or more years.

To achieve our ambition for a good quality and well-functioning PRS offer we will continue and develop our partnership arrangements with private landlords, engaging with them in a supportive and collaborative way to develop high standards and professionalism of tenancy management within the private rented sector. We already have an accreditation scheme for private landlords and are working to extend and strengthen this to positively bring about and influence practice. For example, we will develop an offer for those private sector landlords who demonstrate they meet and maintain the Quality Standard in Kirklees enabling them to promote themselves as accredited with the Council.

We are developing proposals to implement requirements of the Housing and Planning Act 2016 in relation to improving conditions and management in the private rented sector. This includes the introduction of a Civil Penalty Policy for certain offences under housing legislation. This will provide an additional

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enforcement tool, alongside existing prosecution arrangements. Mandatory licensing of houses in multiple occupation (HMO's) is extended, and we are reviewing and amending our enforcement procedures where necessary. We take tough action against the minority of poor landlords, where this is required because of our statutory responsibility to deal with breaches of either property condition standards, or poor management practices – or both.

We will identify and engage with owners of empty properties. While the Council does have some enforcement options, these are limited and may not bring the property back into use. Our approach will be to utilise a combination of statutory actions in ensuring the property is safe and secure, and also provide a tailored package of advice and assistance depending upon the owner and their property. This may include assistance on bringing the property back for rent. We offer a property inspection plan around the requirements for letting the property, assistance with tenant finding and facilitating appropriate tenancy management.

We will maintain strong and effective working relationships with KNH and Pinnacle PSG, ensuring the delivery of commissioned council

housing management and maintenance services for council tenants and residents. We will work with other partners to ensure that empty or 'recycled' housing stock can be retained or brought into the affordable housing pool to maintain affordable housing supply for as long as possible.

Improving council housing and communities

The emerging Quality Standard for council owned housing will go beyond Decent Homes and establishes an enhanced local offer. We have carefully considered the impact of investment to date and feedback from our tenants. We recognise the need for a standard that enhances not only the specification and scope of council housing but also considers how services are delivered, ensuring minimum disruption and inconvenience to the occupier.

Our overall aim then, is to provide the best possible quality of social housing that compares favourably with the local private sector and housing association offer, establishing council housing as an attractive long term housing solution:

To achieve this standard, and in line with what we know is important to people who live in our

homes and communities, our focus includes;

- Having robust specifications for repairs, capital improvement and new housing. Importantly, this means homes are safe and meeting the standards that we must comply with and which people expect.
- “Future proofing” homes through the use of new technology, and using lifetime homes principles to support independent living
- Ensuring homes are affordably warm, through the highest levels of thermal efficiency
- Improving our local environments and supporting communities to be safe and sustainable

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6.3 Housing Growth – the key issues

Enable and develop a range of homes to deliver housing growth and the long-term supply of market and affordable housing.

Kirklees Council is overseeing one of the biggest investment programmes in its history. In March 2018, we made the Big Build announcement of committing to deliver 10,000 homes across the district by 2023. Over 1,000 of these homes will be on council-owned land.

We have previously evidenced that there is a need to provide high quality housing on a scale and of a type that responds to the demands of a growing population and economy. The construction of new housing has an important role to play in allowing Kirklees to build on its strengths and achieve its growth potential. Despite the continued challenging economic conditions, there is significant opportunity to focus interventions and catalyse development to meet the district's overall housing, regeneration and wider growth ambitions. The economic impact of new housing development is well



documented; generating direct employment, supply chain benefits and training initiatives for young people.

There is an undersupply of new houses which means we don't have enough of the type, range and numbers of homes that we need. We want an inclusive and attractive housing "offer" for people in Kirklees which means that irrespective of circumstances, they have real choices about location and the type of home they live in.

Housing is a major determinant of the quality of our lives. It influences peoples' life chances, health and wellbeing, and it is a key element in Place shaping. As the demand for new homes grows and the Local Plan sites are released then there will be a stronger requirement for ensuring place making and good quality design are at the heart of our decision making.

Kirklees Economic Commitment

Kirklees is already an important driver within the regional economy and while the district as a whole is relatively prosperous, there are areas that continue to require intervention to support regeneration.

The continued delivery of our Economic Strategy, aligned with the Local Plan, will ensure plans and initiatives are in place to strengthen our economic position and develop an economy that creates jobs and prosperity. Building more houses alongside key regeneration projects will play an important role in realising this ambition.

We are already committed to regenerating our town centres. £45m has been allocated to bring forward radical and visionary ideas and this will complement our Property Investment fund initiative which brings our investment

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closer to £75m. We are using this capital to lever in further funding from outside the council including the West Yorkshire Transport Fund, City Connect, Local Growth Funds, Heritage Action Zones and accelerated construction funding from central government. We are hopeful that recent bids under the Housing Infrastructure Fund will be met favourably.

We are developing masterplans for both our town centres which will help shape their futures. This will help us plan for the delivery of key redevelopment sites such as Station Gateway and building on multi-million pound private sector investment in schemes such as Kingsgate Leisure and The HD-One.

We are also committed to major infrastructure developments worth in excess of £150m, investing in our transport network to support the delivery of sites for housing and employment, which make strong strategic links to the city region and beyond. This includes key strategic housing sites at Ashbrow and Soothill. We are also very supportive of recent announcements that Trans Pennine rail route is to be upgraded as we believe this is a key part of connecting existing and new communities to important employment locations. We are particularly excited about what this means

for communities in South Dewsbury where we are planning to deliver 4000 homes.

What will we do?

- Deliver our Housing Delivery Plan
We will deliver the Council's Housing Delivery Plan which supports our commitment to build 10,000 houses by 2023. The detailed plan provides the structure to guide interventions in Kirklees over the coming years. It sets the context within which a range of interventions will be brought forward by both the public and private sectors over time to support housing and associated regeneration schemes that will individually and collectively contribute to the sustainable growth of Kirklees.

The purpose is to guide future investment decisions by recognising market conditions (where they relate to both challenges and opportunities) and strategy drivers and then provide the mechanisms to prioritise activities in support of identified intervention themes. In a changing delivery context, it is not possible or desirable to identify a fixed programme of activities that will deliver local ambitions. It is however important to have a clear framework that will guide activities over time, helping partners to identify those schemes that can

make the greatest contribution to achieving Kirklees's ambitions.

Specifically, we will;

- Ensure that the Local Plan is fully adopted so that the necessary land is available for new homes and jobs
- Maximise the use of Council-owned land by ensuring sites are prepared for the market in a variety of packages that are suitable for development.
- Work in partnership to identify and secure suitable opportunities for a Right To Buy receipts programme to maximise the number of councils house built in the district
- Explore the role of institutional investment to deliver new affordable housing
- Continue our successful relationship working with the Leeds City Region

We will continue to exploit our position of driving growth at the heart of the Leeds City Region and work in partnership to deliver the City Region Housing vision through delivery of existing schemes and identifying future opportunities that are expected to arise as the Local Plan releases strategic investment sites for homes and jobs.

Priority Outcomes



Specially, we will;

- Deliver our ambitious North Kirklees Growth Zone programme around Dewsbury and Batley. Developers are already scoping new development sites at Dewsbury Riverside and Chidswell, with further opportunities to transform Dewsbury town centre through the Heritage Action Zone and targeted investment in affordable home ownership.
 - Work towards delivering a solution to the Huddersfield Station Gateway Regeneration project. Specifically providing infrastructure to support a viable re-use of the Station warehouse, enhancing the transport hub potential of the area and maximising connections between the Station Warehouse land and the town centre. This will increase the opportunities for town centre living being delivered in Huddersfield.
 - Continue to work with central government on delivering the West Huddersfield Gateway programme so that infrastructure can be provided to support key brown field developments to the west of Huddersfield such as the former St. Luke's Hospital and Black Cats
- Ensure that we have the right expertise

available in the Council to drive forward day to day housing delivery particularly concentrating on stalled sites across the district. This will involve working with key partners such as Homes England and Heritage England.

Transport Infrastructure remains an important part of our overall investment in the District. Key Schemes such improvements to Cooper Bridge – a £70-£80m project – will support tackling current congestion and support the future delivery of housing growth at Bradley Park. Similarly work around Huddersfield town centre such as the A62 Smart corridor, A629 Phase 5, Southern Gateways as well as Holmfirth Access will all help to support housing growth in South Kirklees. We also have important work to do at the Waterloo junction to help deliver the growth identified in the Penistone Road corridor.

In North Kirklees we continue to develop highways schemes around the Mirfield-Dewsbury-Leeds corridor (M2D2L) on the A644 and A653 as well as thinking about long term strategic solutions such as improvements to Junction 26 of the M62 and more locally

aspirations for a North Kirklees Orbital Route.

The vast majority of the schemes above are identified West Yorkshire Transport Fund projects with allocated funding. All are at various stages of business case development. In terms of strategic connections, we are already working in partnership with Calderdale Council and the Combined Authority on our joint housing aspirations and growth around junction 25 of the M62. We will continue to press Highways England and Transport for The North to pursue the development of a new junction between Junction 24 and 25 of the M62.

Rail remains an important area of investment. We are particularly concentrating on better connections to rail stations on the Trans – Pennine Route. The £3bn Trans-Pennine Upgrade will be extremely important for Kirklees and we plan to work very closely with Department for Transport and the Combined Authority to maximise the benefits for our district. Stations such as Huddersfield, Dewsbury, Batley and Ravensthorpe/Mirfield need to benefit from this upgrade. Improved facilities, services and



Priority Outcomes



connections at these locations are essential to the housing growth agenda for South Dewsbury and the wider North Kirklees Growth Zone.

- **Explore and develop innovation and off-site manufacture**

The Council has already begun investment in innovation in construction by working with Homes England and the Leeds City Region partners through bringing forward, remediating and promoting land at the Waterfront, Huddersfield. This is a legacy industrial site which is being redeveloped as a learning and living campus, close to the town centre and amenities, and which offers the Council and potential investors a major opportunity to develop the site with Homes England investment.

This site fronts a major transport corridor, nearby historic Folly Hall Mills and the Huddersfield Narrow Canal and towpath, and has good links to the Kirklees College and town centre, presenting an opportunity for quality, sustainable living by reducing land costs to enable more investment in innovative housing design and construction.

Materials and traditional construction

methods can be slow and wasteful, and are also limited by a restricted palette of materials and local, traditional design in some areas.

New ideas will be trialled which generate economies of scale such as off-site manufacturing methods, particularly in market areas or less sensitive locations where a range of new techniques and materials can be used. These applications can help to build dynamic, interesting places and identity.

We will be looking at new and creative delivery options – for example, off site construction – and expanding both the range of partners we work alongside, and opportunities for investment, for example, partnership developments.

Economies of scale may reduce construction costs, and trialling off site manufacturing will incentivise developers to work in market areas where land costs may be high, or returns are low in relation to cost. The Council has a major role in driving innovation and construction costs with partners, where it is not yet being trialled at scale. Learning from this will encourage skills sharing and

development at scale where innovation can engineer development value, quality and financial returns.

- **Progress our commitment and delivery of social value and inclusive growth**

It is essential we ensure this increased investment in housing sustains our ambitions for long-term inclusive growth and adheres to the Council's Social Value Policy. Skilling our workforce in construction, enhancing local supply chains, encouraging better use of local suppliers and builders will help the district to sustain inclusive growth; the 'good growth' that the Leeds City Region envisages in the Strategic Economic Plan (SEP).

As part of delivering the Council's Social Value Policy, we are currently working with a number of key partners, nationally, regionally and locally to analyse our top 300 suppliers to better understand the Kirklees cash-flow and prevent 'leakage'. Additionally, as part of any additional investment and growth, we will be promoting the better use of local suppliers, encouraging more apprenticeships and upskilling our citizens to ensure that Kirklees communities are the ones that benefit the most.

Delivery, Monitoring and Review



We cannot achieve the outcomes we want to see on our own. We have worked closely with our partners in developing the Kirklees housing strategy and the supporting action plan, recognising the strengths, assets and resources that our partners bring. The action plan shows through a set of clear performance measures, how we will demonstrate the progress we are making.

We will report on an annual basis to the council's cabinet and other key committees so that the progress and the strategic objectives can be reviewed. The council's overview and scrutiny committee may choose to review any aspect of the council's housing strategy and performance.

Outcomes from these review processes will drive revisions to the Strategy and Action Plan.

Engagement



Engagement



In preparing this strategy and developing the Action Plan we have engaged with a number of stakeholders. This engagement activity has taken place during the spring and summer 2018, and includes;

- Kirklees Council colleagues
- Public Health and CCG's
- Kirklees Neighbourhood Housing (KNH)
- Kirklees Homelessness Forum
- Kirklees Supported Housing Group
- Housing Associations and Developers
- Voluntary sector including organisations representing and supporting people who are homeless, at risk of becoming homeless or rough sleeping
- Elected Members, including Scrutiny Panel



Action Plan



| Priority One: Housing Need | | | | | |
|----------------------------|--|---|---|---|---|
| Action | What will we do? | Outcome | Metric | Target | Lead partners |
| 1 | Implement and embed our statutory duties as set out in the Homelessness Reduction Act | <p>More people are prevented from becoming homeless or are supported to find an alternative suitable home</p> <p><i>Corporate outcomes</i></p> <p><i>People in Kirklees feel safe and are safe/protected from harm</i></p> <p><i>People in Kirklees live independently and have control over their lives</i></p> | Number of people for whom homelessness is prevented or relieved | 2018/2019 legislation to be used as the new baseline with annual targets being set from 2019-2020 | Kirklees Council |
| 2 | Review and refresh the Housing Allocations Policy and the Homelessness Prevention Strategy | <p>More people are prevented from becoming homeless or supported to find an alternative suitable home</p> <p><i>Corporate outcome</i></p> <p><i>People in Kirklees feel safe and are safe/protected from harm</i></p> <p><i>People in Kirklees live independently and have control over their lives</i></p> | Housing Policies and Strategies are up to date | N/A | Kirklees Council, Kirklees Homelessness Forum |

Action Plan



Priority One: Housing Need...continued

| Action | What will we do? | Outcome | Metric | Target | Lead partners |
|--------|---|---|---|---|---|
| 3 | Consider and as appropriate develop and trial a "Housing First" approach with people who are homeless and have multiple and complex needs and where traditional approaches to resolving their homelessness have not been successful | <p>People with multiple and complex needs who are at the extreme end of homelessness are off the streets and in a stable, independent home with intensive and personalised support</p> <p><i>The Council is able to meet the needs of our most vulnerable members of the community</i></p> <p>Corporate outcome <i>People in Kirklees feel safe and are safe/protected from harm</i> <i>People in Kirklees live independently and have control over their lives</i></p> | Number of people at risk of or sleeping rough with multiple / complex needs / chaotic lifestyles achieve and retain settled accommodation | Increase in the numbers of people in this target group who achieve and retain settled accommodation | Kirklees Council, Kirklees Homelessness Forum, support providers, Homeless Link |
| 4 | Work with identified specialist partner(s) to develop and deliver bespoke accommodation, including for older people and people with learning disabilities and / or very challenging behaviours. This provision will facilitate discharge from specialist hospital and residential settings such as the Mencap scheme at Castle Hall | <p>Older and other vulnerable groups of people with a need for specialist or supported housing are living safely and independently in their own home</p> <p>Corporate outcome <i>People in Kirklees feel safe and are safe/protected from harm</i> <i>People in Kirklees live independently and have control over their lives</i></p> | Numbers of new / remodelled specialist and supported housing in Kirklees. | tbc | Kirklees Council, delivery partners |

Action Plan



| Priority Two: Housing Quality | | | | | |
|-------------------------------|---|--|--|--------|--|
| Action | What will we do? | Outcome | Metric | Target | Lead partners |
| 5 | Run a design competition for the development of a council owned site to look at Modern Methods of Construction and environmental standards and meeting the changing needs and circumstances of households | <p>An agreed model of flexible and innovative design which could be rolled out across the District</p> <p><i>Corporate outcome</i> People in Kirklees experience a high quality, clean, sustainable and green environment</p> | | n/a | Kirklees Council, Homes England, Huddersfield University |
| 6 | Develop a "Quality Places" Supplementary Planning Document (SPD) which helps to set out the Kirklees Standard and influences the quality of new housing development. | <p>The quality of housing development in Kirklees is driven up through a new framework</p> <p><i>Corporate outcome</i> People in Kirklees experience a high quality, clean, sustainable and green environment</p> | Number of new homes that conform to the SPD requirements | n/a | Kirklees Council |

Action Plan



Priority Two: Housing Quality...continued

| Action | What will we do? | Outcome | Metric | Target | Lead partners |
|--------|--|---|---|---|---|
| 7 | Improve the private rented sector through a framework of engagement and targeted enforcement where necessary, to drive up standards of stock and tenancy management practices, and use the Better Homes scheme for improving energy efficiency of private sector homes | <p>More homes in the private rented sector are meeting the Kirklees Quality Standard (for the private rented sector) and are managed and maintained accordingly</p> <p>More people living in healthy, safe, and dry homes that are affordable to keep warm.</p> <p><i>Corporate outcome</i> <i>People in Kirklees experience a high quality, clean, sustainable and green environment</i> <i>People in Kirklees are as well as possible for as long as possible</i> <i>People in Kirklees feel safe and are safe/ protected from harm</i></p> | <p>Number of successful interventions with private sector landlords</p> <p>Number of homes receiving energy efficiency measures via Better Homes (using Better Homes reporting)</p> | <p>300 interventions where a category 1 hazard has been eliminated or the risk significantly minimised</p> <p>2018/19 – Target of 75 homes to be improved</p> | <p>Kirklees Council</p> <p>Kirklees Council, Better Homes Partnership</p> |

Action Plan



Priority Two: Housing Quality...continued

| Action | What will we do? | Outcome | Metric | Target | Lead partners |
|--------|---|---|--|-------------------------------------|---------------|
| 8 | Improve existing council owned homes through implementing the Kirklees Quality standards (for social housing) | <p>More council owned homes are meeting the Kirklees Quality Standard (for social housing) and are managed and maintained accordingly</p> <p><i>Corporate outcome</i></p> <p><i>People in Kirklees experience a high quality, clean, sustainable and green environment</i></p> <p><i>People in Kirklees feel safe and are safe/ protected from harm</i></p> <p><i>People in Kirklees are as well as possible for as long as possible</i></p> | Number of council owned homes reaching the Kirklees Quality standard | 750 council owned homes (per annum) | KNH |

Action Plan



| Priority Three: Growth | | | | | |
|------------------------|--|---|---|--|--|
| Action | What will we do? | Outcome | Metric | Target | Lead partners |
| 9 | Continue to ensure that there is a supply of housing sites ready to be delivered and help to support early delivery on all sites with planning permission | 10,000 homes across all tenures by 2023 <i>Corporate outcome</i> <i>Kirklees has sustainable economic growth for communities and business</i> | Number of new homes built which are meeting the Housing Delivery Test | 10,000 cross tenure new homes by 2023 | Kirklees Council |
| 10 | Explore the desirability of institutional investment on sale and leaseback models as an investment pot for new affordable housing and if appropriate, to attract that institutional investment | 10,000 homes across all tenures by 2023 <i>Corporate outcome</i> <i>Kirklees has sustainable economic growth for communities and business</i> | Number of new homes built which are meeting the Housing Delivery Test | 10,000 cross tenure new homes by 2023 | Kirklees Council, institutional investor |
| 11 | Deliver a programme of land disposals to enable the delivery of the Council's strategic ambition for more affordable and specialist housing, mainstream mixed tenure housing and Right to Buy receipts programme | 1,000 homes across all tenures built on council owned land (10% of total delivery above) <i>Corporate outcome</i> <i>Kirklees has sustainable economic growth for communities and business</i> | New homes built on Council-owned land | 1,000 cross tenure new homes on council owned land by 2023 | Kirklees Council |

Kirklees Housing Strategy 2018 - 2023

Name of meeting: Council

Date: 12 September 2018

Title of report: Overview and Scrutiny Annual Report 2017/18 and Scrutiny Work Programmes 2018/19

Purpose of report

In line with constitutional requirements, to present the Overview and Scrutiny Annual Report for the 2017/18 municipal year to Council. Also submitted are the planned work programmes for the Overview and Scrutiny Committee and the four scrutiny panels for the 2018/19 municipal year.

| | |
|--|----------------------------------|
| 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? | not applicable |
| 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? | not applicable |
| Date signed off by <u>Strategic Director</u> & name | Rachel Spencer Henshall 04.09.18 |
| Is it also signed off by the Service Director for Finance IT and Transactional Services? | Not applicable |
| Is it also signed off by the Service Director for Legal Governance and Commissioning Support? | Yes |
| Cabinet member portfolio | Not applicable |

Electoral wards affected: None specific

Ward councillors consulted: Not applicable

Public or private: Public

1. Information

1.1 The Council's Constitution requires the Chair of Scrutiny to submit a report to Council at the end of each municipal year, highlighting Overview and Scrutiny work in the previous twelve months. Attached at appendix one is the Overview and Scrutiny Annual Report for 2017/18. The Council is asked to receive and note the Annual Report.

1.2 Also attached for Council's information are the scrutiny work programmes for the 2018/19 municipal year.

2. Implications for the Council

The work of Overview and Scrutiny contributes to all the Council priorities set out below by considering proposals and pieces of work that contribute to delivering the priorities:

2.1 Early Intervention and Prevention (EIP)

2.2 Economic Resilience (ER)

2.3 Improving Outcomes for Children

2.4 Reducing demand of services

2.5 Other (eg Legal/Financial or Human Resources)

3. Consultees and their opinions

Not applicable

4. Next steps

Following consideration by Council, the Annual Report will be available for information on the Council's website.

5. Officer recommendations and reasons

That Council receive and note the Overview and Scrutiny Annual Report 2017/18 and the scrutiny work programmes for 2018/19.

6. Cabinet portfolio holder's recommendations

Not applicable

7. Contact officer

Penny Bunker Governance and Democratic Engagement Manager
Tel: 01484 221000

8. Background Papers and History of Decisions

Minutes of Overview and Scrutiny Management Committee and Scrutiny Panels during 2017/18.

Lead Member Reports to Overview and Scrutiny Management Committee in 2017/18

9. Service Director responsible

Julie Muscroft Service Director Legal, Governance and Commissioning

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Overview and Scrutiny Annual Report

2017/18

Hold to account
Bus gates Improvement
Investigation *STP view*
Play Strategy
Forward
OFSTED
Referral
Proposals
Homelessness
Strategic
Services
Podiatry
Ward councillors
Edge of Care
Review
Resilience
Health
Prevention
Healthy Child
Flooding
Intervention
Citizens

Network Rail
Democracy Commission
Statutory Social Care
Housing Briefings
Inclusion
Looking forward
Mental health
Safeguarding
Crime **Children**
Wellness Engagement
Pre decision
Home Educated
Lessons learned
Ad Hoc Panel

Chair's Foreword

This year was the first with the new panel structure and it's been lovely to see so many more Members getting regularly involved with the work of Overview & Scrutiny. It seemed to be a steep learning curve in some areas, as local public services are going through so much change and face so many challenges, but I believe the team were up to the challenge, and all achieved positive outcomes. I'm confident that now the panels are more established, they will achieve even more in the next municipal year.

I'd like to say a big thank you to Councillor Liz Smaje who led the Joint Health Scrutiny Committee (Calderdale and Huddersfield) work. The whole committee put in a lot of time and dealt with the pressures very well, but as the lead member, it is even more intense and time consuming, and Councillor Smaje carried out this role with great professionalism.

This year we have webcast as many meetings as possible, in the hope that many more people can consider the debates, and develop a greater understanding of the challenges facing us all. Looking forward, we aim to develop our communications further; we will be expanding the bulletins we distribute 3 times a year, we will have a web presence again; we are re-establishing social media promotion; and we hope to bring more information to Council to share with all elected members.



A handwritten signature in black ink, reading "Julie Stewart Turner".

Chair of Scrutiny 2017/18
Councillor Julie Stewart Turner

Thanks

Thank you to everyone who has contributed to Overview & Scrutiny in some way over the past year, particularly to our co-optees, who provide very valuable contributions to our work, and to the governance team that provide excellent support to all the panels.

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2017/ 2018 Headlines

Economy and Neighbourhoods Panel meets with Network Rail representatives to discuss transport links in Kirklees in the context of West Yorkshire and the wider region.

Children's Scrutiny Panel getting out and about visiting local children's home.

Joint Health Committee refers concerns to the Secretary of State for Health about the proposals for hospital services in Calderdale and Huddersfield

Care Quality Commission talks to scrutiny panel about the findings of care home inspections in local area.

Economy and Neighbourhoods Panel support the work of the voluntary sector and seeks assurances on the development of a "Rough Sleeper outreach initiative"

Scrutiny committee hears about the allocation of an increased resources in neighbourhood policing

Scrutiny gets an early look at proposals for a Kirklees citizens account

Scrutiny sets up dedicated panel to look at elective home education in Kirklees.

Scrutiny commends Kirklees service for piloting work with communities to get ahead of the flood risk.

OSMC Headlines

Overview & Scrutiny Management Committee

Councillor Julie Stewart-Turner (CHAIR)
Councillor Cahal Burke (LEAD MEMBER FOR CHILDREN'S PORTFOLIO)
Councillor Gulfam Asif (LEAD MEMBER FOR CORPORATE PORTFOLIO)
Councillor Elizabeth Smaje (LEAD MEMBER FOR HEALTH AND ADULT SOCIAL CARE PORTFOLIO)
Councillor Rob Walker (LEAD MEMBER FOR ECONOMY AND NEIGHBOURHOODS PORTFOLIO)

The management committee has responsibility for the overseeing the Scrutiny Work Programme including receiving updates from panel lead members on the progress of the panels. The committee also sets up single issue ad hoc scrutiny panels and this year a panel was established to look at elective home education in Kirklees.

Highlights of work carried out by the committee are:

Report on busgates decision making process – the report looked at whether the council had followed decision making processes in implementing the busgates in Huddersfield town centre. The findings fed into a wider piece of work looking at Huddersfield town centre.

Flood risk management – The committee looked at progress towards addressing the priority actions in the council's plan. The committee was particularly keen to see early work with communities to

proactively minimise flood risk. A pilot project is now underway in two council wards. The Committee also wanted to track progress on the WYCA funded natural flood management project.

Regional scrutiny - As well as receiving an update on regional issues, the committee heard from Councillor Robert Light, Chair of the Combined Authority Scrutiny Committee on the focus of scrutiny work in the Combined Authority.

Corporate performance - The committee started to look at proposals to change how corporate performance is monitored within the authority. The committee supported the proposed change in emphasis and a move away from monitoring performance in areas that the council could not influence. In 2018/19 the committee intends to continue to scrutinise the proposals as they develop and are implemented.

OSMC – Work Programme 2017/18

| | |
|---|--|
| Ways of working 2018/19 | Flood Risk Management - preparation for the flood season and progress against the action plan - learning from flooding season |
| Appointment and allocation of co-optees (including recruitment exercise in Autumn 2018) | |
| Approval and monitoring of panel work programmes | Crime and Disorder - Progress against partnership plan priorities - Kirklees Gangs Strategy |
| Establishment of ad hoc scrutiny panels – elective home education | Inclusion and Diversity Strategy and action plan |
| Revisions to corporate performance management | Scrutiny communication |

Health & Adult Social Care Panel

| Health & Adult Social Care Overview & Scrutiny Panel |
|--|
| <p>Councillor Elizabeth Smaje (LEAD MEMBER)</p> <p>Councillor Richard Eastwood</p> <p>Councillor Fazila Loonat</p> <p>Councillor Richard Smith</p> <p>Councillor Sheikh Ullah</p> <p>Councillor Habiban Zaman</p> <p>David Rigby (CO-OPTEE)</p> <p>Peter Bradshaw (CO-OPTEE)</p> <p>Sharron Taylor (CO-OPTEE)</p> |

1. Adult Social Care Offer Consultation

As part of the council's Transformation Programme, adult social care is in the process of developing a transparent and consistent approach to meeting its statutory duties under the Care Act. This approach involves promoting independence and working with an individual's strengths, rather than their deficits, to support personalised outcomes.

In March 2018 the panel considered a report that provided an overview of the background and purpose of an adults care offer consultation. The report outlined the methodology and approach being taken, along with timescales.

The panel provided feedback and comments which included a number of suggested changes to the consultation questionnaire. The service took account of the panel's feedback and provided further information on the consultation and questionnaire.

The input from the panel resulted in a revised questionnaire being produced. The panel will be looking at the outcomes of the consultation.

2. Suicide Prevention

The House of Commons Health Committee has recommended to Government that health overview and scrutiny committees should be involved in ensuring effective implementation of local authorities' suicide prevention plans. This should be established as a key role of these committees. Effective local scrutiny of a local authority's suicide prevention plan should reduce or eliminate the need for intervention by the national implementation board.

The Panel wanted to ensure that the Kirklees Suicide Prevention Plan was robust and initially focussed on looking at the following areas; clarification of who had been involved in developing the plan; establishing what partnerships were involved in overseeing and implementing the plan; who had overall responsibility for monitoring the effectiveness of the plan; and what the expected outcomes were.

In February 2018 the panel identified a number of areas that it felt should be considered including; looking in more detail at the relationship between the West Yorkshire and Harrogate Health Care Partnership (WYHCP) Suicide Prevention Strategy and the Kirklees plan; reviewing the challenges of data sharing; looking more closely at the work being done with GPs; and looking at the overall finance available locally to support the council's work on suicide prevention.

The work on suicide prevention has been carried forward for inclusion in the panel's work programme for 2018/19.

3. Proposed changes to Podiatry Services in Kirklees.

This item was carried forward from 2016/17 to allow the panel to consider the outcomes from the public consultation on proposed changes.

At its meeting in November 2017 the panel considered the outcomes of the consultation and issued a number of recommendations, which included asking Locala to provide information on how the issues highlighted by the consultation would be addressed. The panel also requested to see the final report detailing the proposed changes before the decision was made.

At a further meeting held in March 2018 the panel considered the recommendations for changes to podiatry services in Kirklees. The panel made a number of comments and recommendations aimed at improving access for individuals who had mobility issues; ensuring that alternative provision was in place before any of the current service locations were removed; ensuring consideration was given to individuals who are housebound and meet the eligibility criteria; and providing clear alternative transport options.

The panel agreed to carry the issue forward to 2018/19 so members could maintain an overview of the implementation of the new service and assess its impact on local residents.

4. Wheelchair Services in Kirklees

Wheelchair services in Kirklees are provided by Opcare, one of the UK's largest prosthetic, orthotic and wheelchair service providers. This item was added to the work programme after the panel had been made aware of a number of issues relating

to the standard and quality of service being provided. A short initial fact-finding study was undertaken to assess the scale of the issues and the panel agreed that the work should include a focus on user experience.

A meeting took place in January 2018 to look at the standard and quality of the wheelchairs service in Kirklees. The Panel heard from representatives from Greater Huddersfield and North Kirklees CCGs and Healthwatch Kirklees, who presented local people's experience of using wheelchair services.

The panel agreed a number of actions and recommendations that included: a request to improve communication with service users; asking for a review of the waiting list system; asking for assurance that assessments were being correctly carried out; and requesting details on actions that would be taken to improve the experience of service users.

The panel plans to continue to look at wheelchair services during 2018/19.

| Health & Adult Social Care Overview & Scrutiny Panel – Work Programme 2017/18 | |
|---|--|
| Financial position of North Kirklees CCG and Greater Huddersfield CCG | All age disability and adult pathways |
| Kirklees Health and Wellbeing Plan (Sustainability and Transformation Plan) and Kirklees Joint Strategic Assessment (KJSA) | The Healthy Child Programme (0-19 services) |
| Healthwise Optimisation Programme | Integrated wellness model |
| Integration of health and social care | Robustness of Adult Social Care |
| CQC Inspections | Attention Deficit Hyperactivity Disorder (ADHD) – Adults |
| Mental Health Services – Transformation Programme | Quality of care in Kirklees |
| Care Closer to Home (CC2H) | Suicide prevention |
| Health and Wellbeing Board – Better Care Fund (BCF) | Changes to Podiatry Services – outcomes of consultation |
| Interim changes to hospital services | |

Children's Panel Highlights

Children's Overview & Scrutiny Panel

Councillor Cahal Burke (LEAD MEMBER)
Councillor Donna Bellamy
Councillor Fazila Loonat
Councillor Paul Kane
Councillor Robert Light
Councillor Amanda Pinnock
Dale O'Neill (Co-OPTEE)
Fatima Khan-Shah (Co-OPTEE)

Following an initial meeting with the cabinet member's responsible for the children's portfolio and Steve Walker, Director of Children's Services to understand the cabinet priorities for the 2017/18 municipal year, the scrutiny work programme was developed to reflect the priorities highlighted by Children's Services. Throughout the year, the panel received updates on the following areas:

- Implementation of the improvement plan
- Corporate parenting
- School transport for mainstream and SEND children
- Personal, Social, Health and Economic Education (PSHE) and Prevent

- Elective home education
- Ofsted visit updates
- Special Educational Needs and Disability (SEND) and the future inspection
- Statement of purpose for children's homes

The panel was keen to get out and about and hear from service users and staff and as part of this the panel visited the new drop in centre 'No.11' and Woodlands, a children's home in Lindley. The panel felt the visits were invaluable in giving them the opportunity to discuss issues raised by staff and speak to some young people at Woodlands.



Implementing the Ofsted Improvement Plan for Children's Services:

The scrutiny panel prioritised oversight of the implementation of the Children's Services Improvement Plan which has seen intensive leadership support from Leeds City Council ongoing until summer 2018, when it is anticipated a permanent arrangement for the leadership of Children's Services will be put in place. In addition there will be a new IT system, followed by ongoing support, advice and mentoring until summer 2019. This supports getting the outcomes right for children and young people but should also achieve reductions in costs over time.

Based on experience in Leeds and other local authorities, the scrutiny panel has noted that it will take two to three years to fully realise projected savings. Whilst improvements are being made, there is still significant work to be undertaken to attain the quality of Children's Services.

The panel focus in 2018/19 needs to be on the implementation of the leadership, IT and other changes that are necessary to move substantially forward in respect of the quality and cost of provision. The panel will receive regular updates on the Improvement plan and follow up on the agreed recommendations of the ad hoc scrutiny panel into Children's Services.

Corporate Parenting:

The panel has looked at aspects of corporate parenting across the year. In order to maintain a regular overview of the position in Kirklees it has asked for information to be provided at every meeting, outlining the number of children in care, where the placements are, particularly those placed out of the Kirklees area.



continues overleaf...

Children's Panel Highlights continued

Focus for Next Year

The panel will continue to meet with officers relating to the SEND inspection and to consider more in-depth the following two areas:

- Parent's engagement with services and how well the services engage with parents
- Strengthening the Special Educational Needs Assessment and Commissioning Team (SENACT) team to include compliance officers to monitor the quality and consistency of Education and Health Care (EHC) plans.
- The panel will also visit Duty & Advice, a children's home and members of staff in the upcoming municipal year.

The panel will maintain a focus on the finances of the improvement journey in Kirklees to include:

- Reviewing the letters sent to the Director of Children's Services following each Ofsted Visit
- Considering the implementation of the improvement journey, and how this aligns with the recommendations of the children's ad-hoc scrutiny panel
- Considering the Sufficiency Strategy of local placements to ensure that children are not placed outside of the area

The Panel will consider the quarterly performance reports to include:-

- Child Protection and Family Support
- Early Help and Learning Service

Maintain an overview of the work done to improve the Edge of Care offer in Kirklees to include:

- Strategy for partnership working - early help
- Multisystemic Therapy
- Family Mental Health Service
- Family conferencing
- To seek the experiences of head teachers on a visit to the Head Teacher's Forum.

Children's Overview & Scrutiny Panel – Work Programme 2017/18

| | |
|---|----------------------------------|
| Improvement journey | Children and Young People's Plan |
| Elective home education | Visit to Duty & Advice |
| Special Educational Needs (to include school transport) | Front door policy |
| CSE and safeguarding | Staff engagement visit |
| Kirklees Safeguarding Children Board progress report | Edge of care |

Corporate Panel Highlights

Corporate Overview & Scrutiny Panel

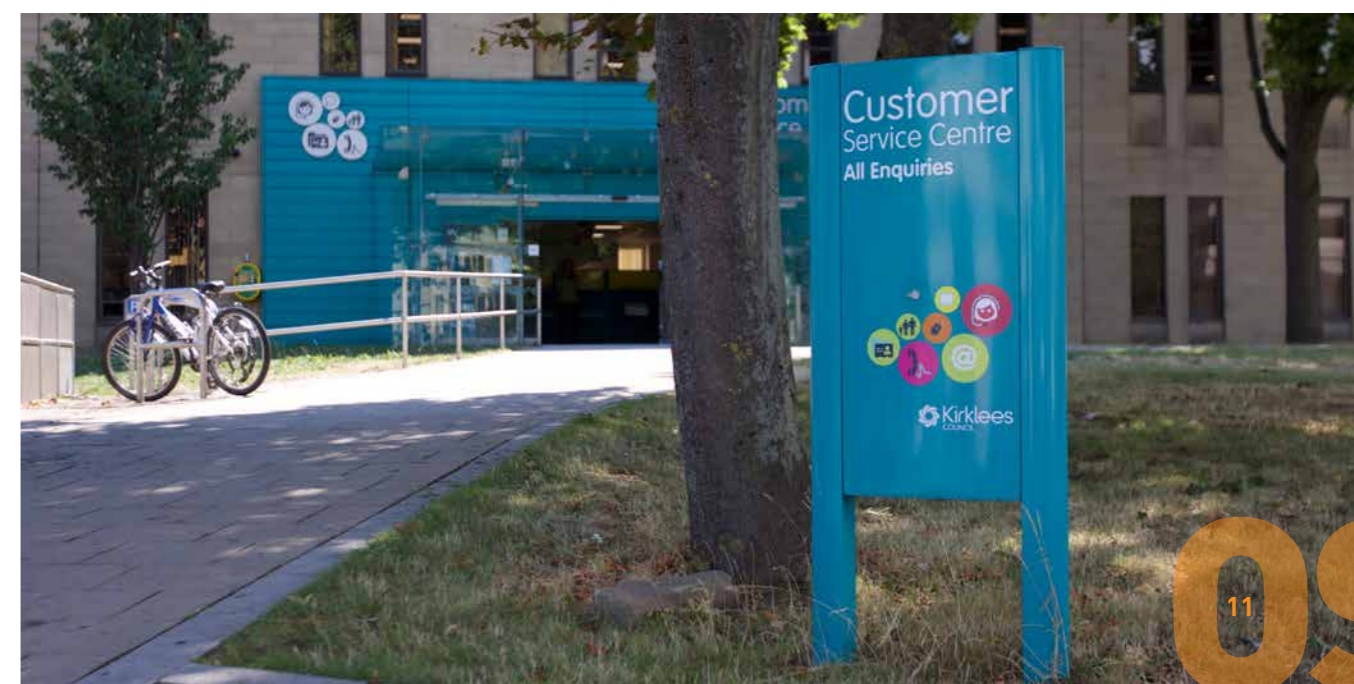
- Councillor Gulfam Asif (LEAD MEMBER)
- Councillor Carole Pattison
- Councillor Hilary Richards
- Councillor James Homewood
- Councillor Mussarat Pervaiz
- Councillor John Taylor
- Philip Chaloner (CO-OPTEEE)
- Linda Summers (CO-OPTEEE)

At the beginning of the year the panel met with cabinet members responsible for the corporate portfolio and Jacqui Gedman, Chief Executive to understand the portfolio priorities for the 2017/18 municipal year. The scrutiny work programme was developed to reflect the priorities covered by the following areas:

- Financial monitoring
- Democracy Commission
- IT system
- Asset Programme
- Transformation Programme
- Procurement
- Commissioning authority
- Access to services



The panel had a tour of the Customer Service Centre to look at the new scanning machines available for the public, along with an overview of the numerous other services offered within the centre. The Panel welcomed the success of the new scanning machines and noted that local authorities across the country were requesting visits to the centre to learn from the Kirklees approach. The panel also had the opportunity to look at the Citizen's Account prior to launch and comment on the approach.



Corporate Panel Highlights continued

In relation to the Transformation Programme, the panel considered an initial update on the progress of the programme in December 2017. They focussed in on three main strands of work; improving data visibility; developing future ways of working and; delivering procurement savings in specific spend categories. In looking at corporate procurement proposals the panel agreed that it was important that the council learned from the past and took time to implement a sustainable and appropriate system. The panel intends to track this workstream and consider the competing priorities of the approach and social value considerations.

Recommendations Issued in relation to the Transformation Programme:

- That officers provide email updates in respect of details of targets for citizen accounts; the financial information behind the milestone tracker; the commercialisation work stream.
- That the programme should show a clear separation between budget overspend and attainment of savings generated as part of transformation activity.
- That there should be a mechanism in place to ensure that demand risks are identified and there is clarity on the implications of those risks and how they might be mitigated.

Focus for Next Year

The Panel will continue to look at the procurement and commercialisation work streams of the Transformation Programme. In addition there will be greater emphasis on financial scrutiny through out the municipal year.

Corporate Overview & Scrutiny Panel – Work Programme 2017/18

| | |
|--|-------------------------|
| MTFP and in-year financial monitoring | New IT system |
| Transformational programme and savings | Commissioning authority |
| Democracy Commission work streams | Procurement |
| Assets | Access to services |



Economy and Neighbourhoods Panel

Economy and Neighbourhoods Overview & Scrutiny Panel

Councillor Rob Walker (LEAD MEMBER)
Councillor Martyn Bolt
Councillor Judith Hughes
Councillor Darren O'Donovan
Councillor Marielle O'Neill
Councillor Gemma Wilson
Mark Mercer (Co-OPTEE)

The two main areas of focus for the economy and neighbourhoods panel have been housing and transport.

Housing

An initial strategic overview of the housing potion in Kirklees led the panel to focus on two areas:

- Homelessness and rough sleeping - Initial consideration of the co-ordination and range of services and work which the council and local agencies and groups in Kirklees provide. Councillors wanted more information, plus assurances, on the development of a local 'Rough sleeper outreach initiative', and the work with community groups and volunteers, to help make sure that they and their colleagues are able and trained to deal appropriately with those vulnerable people who are homeless or sleeping rough.

- Extra Care and Supported Housing – consideration of the level of demand and supply of extra care and supported housing in Kirklees. Panel members had the opportunity to visit Sandymount, Meadow Green and Meadow Green Lodge to see working examples of extra care in the Kirklees district.

Transport

There has been initial consideration of the issues facing the development of the key transport links in Kirklees and West Yorkshire, focusing in particular on local road links.

Transport for the North has agreed to hold a public consultation event in the Kirklees area on its 30 year Strategic Transport Plan.

Informal discussions with Network Rail covered recent announcements on the development of the transpennine trail routes. There was an undertaking to maintain contact as the plans developed from 2018/19 onwards.

Focus for Next Year

Next year the panel will continue to look in more detail at elements of housing in Kirklees, including the Allocations Policy, the need for more and a revised housing strategy. There will also be scrutiny of the emerging Skills Strategy, the Economy Strategy and waste minimisation.

Economy and Neighbourhoods Overview & Scrutiny Panel – Work Programme 2017/18

| | |
|---|---|
| Kirklees – housing policy and strategy | Demand and availability of supported housing (extra care housing) |
| Local and regional transport developments | Waste management strategy |
| Strategic road links | Homelessness and rough sleepers |
| Towns and communities – challenges for the future | Recycling rates |

Elective Home Education Ad-Hoc Panel Highlights

| Terms of reference | Membership |
|--|---|
| <p>To scrutinise Elective Home Education in Kirklees, with a particular focus on;</p> <ul style="list-style-type: none"> - Developing an understanding of why some parents and carers choose to home educate, and for how long children are typically home educated for. - Scrutinising the local authority's responsibilities for home educated children. - Scrutinising how the local authority identifies, supports and ensures the safety and wellbeing of electively home educated children. - Scrutinising elective home educated children's progression onto further education and employment and the outcomes achieved at Key Stage 4 & 5. | <p>Councillor Cahal Burke (CHAIR) Councillor Lisa Holmes Councillor Habiban Zaman Kimberley Stock (Co-OPTEE)</p> |

The Ad-Hoc Panel relating to Elective Home Education (EHE) has met on 2 occasions in March 2018 to review a number of briefing papers around the duties that local authorities have in relation to children who are home educated. In choosing to educate a child at home, parents have withdrawn them from local authority provision. The responsibility for both the financial and practical provision of education, rests with the parents. However, as an authority, Kirklees feel it is beneficial for parents to meet with the EHE team to discuss how they will educate their child.

Some parents choose to engage with the EHE team, whilst others do not. The panel have received data relating to how many families fall into each category, and have received further data in relation to the reasons why parents would choose to home educate their child. The panel heard that schools do not always give a full explanation as to why a child had been taken off roll, and the panel felt that

a more robust questionnaire would assist the EHE team in identifying where there may be problems at schools for some families.

The Elective Home Education Ad Hoc Scrutiny Panel has been re-established for the 2018/19 municipal year to complete its work.

QUOTE FROM THE CHAIR: Councillor Cahal Burke

The panel would like the opportunity to meet with some parents who home educate their children, and some events will be set up to facilitate this. The panel particularly would like to address the issues of taking exams, engagement with the local authority and the proposal of a qualified teacher being available to evaluate work undertaken by home educated children.

The panel wants to look at the current Kirklees policy relating to EHE, and assist the EHE team in reviewing the policy to enable both parents and the local authority to achieve the best outcomes for home educated children.



JHSC Panels' Headlines

| Calderdale & Huddersfield JHSC |
|--|
| <p>Councillor Elizabeth Smaje Councillor Andrew Marchington Councillor Julie Stewart-Turner Councillor Carole Pattison Councillor Adam Wilkinson - Calderdale Council Councillor Chris Pearson - Calderdale Council Councillor Ashley Evans - Calderdale Council Councillor Anne Collins - Calderdale Council</p> |

Following an extensive piece of joint health scrutiny work, the Calderdale and Kirklees Joint Health Scrutiny Committee (JHSC) met on the 21 July 2017 and expressed serious concerns about some of the consequences associated with Calderdale Clinical Commissioning Group and Greater Huddersfield Clinical Commissioning Group proposals to reconfigure hospital and community health services in Calderdale and Greater Huddersfield.

The JHSC agreed to exercise its right to refer the proposals to the Secretary of State for Health and Social Care and the referral letter was sent in September 2017.

On 10 May 2018 The Secretary of State wrote a letter of response to the joint chairs of the JHSC and included a copy of the review that had been undertaken by the Independent Reconfiguration Panel (IRP). The IRP asked the local NHS and the JHSC to take stock of the current situation and, in particular, to focus on: the programme for changes to out of hospital services; hospital capacity; and capital financing.

The Secretary of State asked NHS England and NHS Improvement to work with the local CCGs and the JHSC and report back in three months (10 August 2018) on progress in implementing the IRP recommendations.

Current position

The JHSC met on 6 July 2018 to formally receive the Secretary of State's (SoS) response and the IRP's assessment report. The JHSC also received an update from the NHS on the work that had taken place in response to the actions identified by the IRP and SoS and outlined its next steps.

The JHSC agreed a number of actions that included holding an informal workshop with the Clinical Commissioning Groups and CHFT to consider the response that NHS bodies plan to make to the Secretary of State. In addition the panel would timetable and agree future work. The JHSC also resolved to submit a response to the Secretary of State.



JHSC Panels' Headlines

| West Yorkshire JHSC |
|---|
| <p>Councillor H Hayden (Chair) (Leeds) Councillor M Gibbons (Bradford) Councillor V Greenwood (Bradford) Councillor A Evans (Calderdale) Councillor S Baines (Calderdale) Councillor J Hughes (Kirklees) Councillor E Smaje (Kirklees) Councillor B Flynn (Leeds) Councillor Y Crewe (Wakefield) Councillor B Rhodes (Wakefield)</p> |

The JHSC met in November 2017 to consider an update on the programme area associated with Improving stroke services, as part of the wider West Yorkshire and Harrogate Sustainability and Transformation Plan. The JHSC also received an update on the progress made and next steps on the West Yorkshire and Harrogate (WY&H) Health and Care Partnership.

In January 2018 the JHSC held a workshop to develop its understanding of the West Yorkshire

and Harrogate Health and Care Partnership (WY&H HCP) and to help identify and agree priority areas for the future. The workshop included representation from the partnership who provided an update on the overall WY&H HCP programme, including the vision for health and care across West Yorkshire & Harrogate. The JHSC used the information to help inform its work on scoping out its priorities and future work plan



JHSC Panels' Headlines

| Mid Yorkshire Hospital Trust JHSC |
|--|
| <p>Councillor Elizabeth Smaje Councillor Eric Firth Councillor Gulfam Asif Councillor John Lawson Councillor Betty Rhodes - Wakefield Council Councillor Anthony Wallis - Wakefield Council Councillor Yvonne Crewe - Wakefield Council Councillor Margaret Holwell - Wakefield Council</p> |

Since May 2014, the JHSC has been scrutinising the implementation process for the agreed changes to hospital services within the Mid Yorkshire Hospitals Trust area. The final phase of the Mid Yorkshire Hospitals NHS Trust "Meeting the Challenge" Programme was considered at the JHSC meeting held in October 2017. It was noted at that meeting that the Good Governance Institute had been commissioned to carry out a comprehensive,

formal evaluation of the Meeting the Challenge Programme. Members agreed to consider the outcome of that evaluation at a future meeting in order to conclude the JHSC's review of the programme. Initially it was hoped that the meeting would take place in the 2017/18 municipal year however, due to delays, it should now take place in Autumn 2018.





Frequently Asked Questions

Here are some brief answers to the most frequently asked questions about overview & scrutiny.

What is overview & scrutiny?

Overview & scrutiny acts as a check and balance to the council's decision maker (the cabinet) by holding it to account for its decision. Overview & scrutiny aims to:

- Contribute to the development of strategic decisions before Cabinet makes them
- Ensure cabinet is accountable for the decisions it has made
- Improve the performance of the council's services
- Improve the performance of other public services for which the council has responsibility or is a stakeholder in
- Actively engage local people in overview & scrutiny and promote issues which are of importance and relevance to them.

Who is involved?

Any councillor, other than those who hold a cabinet post, can take part in scrutiny work. Panels in Kirklees also include statutory and voluntary co-optees and are supported by governance & democratic engagement officers. Cabinet members and senior officers are invited to attend scrutiny panels to discuss issues that the scrutiny panel has identified as a priority.

Is scrutiny a party political activity?

Scrutiny is a key part of the political process; however it is not party political. The scrutiny committee and panel structure are made up of councillors from across all the political groups.

Councillors aim to leave their party politics at the door and look objectively at issues, basing their findings on the evidence they receive.

How do you choose what to scrutinise?

The councillors and voluntary co-optees involved in overview & scrutiny decide which issues they want to prioritise, with the Overview & Scrutiny Management Committee responsible for managing the overall overview & scrutiny work programme. Carrying out effective scrutiny takes a lot of time, commitment and effort so it is simply not possible to look at every issue. When choosing issues, overview & scrutiny will consider whether it can make a real difference by looking at the issue (for example, whether recommendations could result in improved services.)

What can't scrutiny look at and why?

Overview & scrutiny is not appropriate for considering individual complaints. The panels also cannot investigate regulatory or 'quasi-judicial' decisions, such as planning or licensing decisions.

How can the public get involved?

- Attend public meetings of Overview and Scrutiny Management Committee and the panels.
- Suggest a topic for overview & scrutiny.
- Provide evidence at a panel or send us your views.
- Join a pool of people interested in being co-opted on to a panel when vacancies are advertised.



Team contact details

Contact the Team

Civic Centre 3
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Overview & Scrutiny OSMC Lead –

Penny Bunker, Governance & Democratic Engagement Manager

Children's Panel

Yolande Myers, Governance & Democratic Engagement Officer

Corporate Panel

Alaina McGlade, Governance & Democratic Engagement Officer

Economy & Neighbourhoods Panel

Richard Dunne, Principal Governance & Democratic Engagement Officer

Health & Adult Social Affairs Panel

Richard Dunne, Principal Governance & Democratic Engagement Officer

Joint Health Scrutiny

Richard Dunne, Principal Governance & Democratic Engagement Officer

Alaina McGlade, Governance & Democratic Engagement Officer

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE – WORK PROGRAMME 2018/19

MEMBERS: Cllr Julie Stewart Turner - Chair of Overview and Scrutiny, Cllr Gulfam Asif, Cllr Cahal Burke, Cllr Liz Smaje and Cllr Rob Walker

SUPPORT OFFICER: Penny Bunker, Governance & Democratic Engagement Manager

| ISSUE | APPROACH/AREAS OF FOCUS |
|--|--|
| 1. Management of the Scrutiny function | <p>To re establish the structures and ways of working for Scrutiny during the 2018/19 municipal year including:-</p> <ul style="list-style-type: none"> • Approval of Ways of Working for 2018/19 • Appointment of co-optees for the 2018/19 municipal year • To reappoint the Ad-hoc Scrutiny Panel for Elective Home Education. |
| 2. Managing the delivery of the overall Scrutiny work programme. | <p>As part of its role, the scrutiny committee has overall responsibility for the setting and delivery of the scrutiny work programme, this will include:</p> <ul style="list-style-type: none"> • Approving the draft work programmes for each to the 4 thematic Scrutiny Panels • Receiving regular updates from panel lead members on the delivery of panel work programmes |
| 3. Scrutiny communications | <p>The committee will continue to prioritise communicating about scrutiny work, including;</p> <ul style="list-style-type: none"> • To oversee production of scrutiny bulletins • To plan to present more information updates on current Scrutiny work at Council meetings • To oversee the production of the Annual Report 17/18 for presentation to Council • To oversee the reintroduction of Scrutiny information on the council website |
| 4. Inclusion and Diversity Strategy and Action Plan | <p>To contribute the development of year 2 of the strategy and the supporting action plan</p> <p>To continue to monitor the implementation and progress of the strategy and action plan</p> |
| 5. Transformation Programme | <p>The Committee will take on responsibility for maintaining an overview of the progress of the overall Transformation Programme.</p> <p>Specific workstreams will be picked up by the Corporate Scrutiny Panel.</p> |

| ISSUE | APPROACH/AREAS OF FOCUS |
|---|--|
| 6. Crime and Disorder | <p>As part of the statutory requirement for scrutiny to hold at least one meeting per annum when it considers crime and disorder issues, the Committee will hold a workshop to contribute to the development of the Cohesion and Integration Strategy</p> <p>The Committee will also look at how the Council and its partners are responding to domestic abuse and look at progress against the priorities within the community safety partnership plan.</p> |
| 7. Flood Risk Management | <p>The Committee will comment on the draft of a new 5 year Flood Risk Management Plan.</p> <p>In addition the Committee will receive an update on the community engagement activity and work in pilot areas to support the community to be proactive in preparing for potential flooding.</p> |
| 8. Leader of the Council Priorities | <p>The Committee will hear from the Leader of the Council on his priorities for the Council in the 2018/19 municipal year.</p> |
| 9. The new approach to Corporate Performance monitoring | <p>The Committee will continue to scrutinise the development of a revised approach to corporate performance management with in the council.</p> |

CHILDREN’S SCRUTINY PANEL – WORK PROGRAMME 2018/19

MEMBERS: Cllr Cahal Burke, Cllr Lisa Holmes, Cllr Donna Bellamy, Cllr Sheikh Ullah, Cllr Darren O’Donovan, Fatima Khan-Shah (Education Co-Optee), Dale O’Neill (Co-Optee)

SUPPORT: Yolande Myers, Governance & Democratic Engagement Officer

| FULL PANEL DISCUSSION | | |
|---|--|---|
| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| 1. Improvement Journey. | <p>Maintain a focus on the finances of the improvement journey in Kirklees to include:</p> <ul style="list-style-type: none"> • Reviewing the letters sent to the Director of Children’s Services following each Ofsted Visit • Considering the implementation of the improvement journey, and how this aligns with the recommendations of the Children’s Ad-hoc Scrutiny Panel. • To consider the Sufficiency Strategy of local placements to ensure that children are not placed outside of the area | <p><u>Panel meeting 11 June 2018</u></p> <p>The Panel received draft strategy and action plan on the sufficiency of placements until the end of the calendar year 2019. The Panel agreed :</p> <ol style="list-style-type: none"> 1. That a table with statistics relating to the numbers of children in Local Authority in care should be brought to each Children’s Scrutiny Panel. 2. That the Panel support the principles contained within the draft Sufficiency Strategy. |
| 2. Special Educational Needs (To include Home to School Transport) | <p>Monitor the Self Evaluation Form for SEND, in preparation for a Ofsted Visit to include:</p> <ul style="list-style-type: none"> • A focus on one or two areas rather than continue to consider the whole SEF document being:- <ul style="list-style-type: none"> - SENACT TEAM & Compliance, looking at the quality and consistency of EHC Plans - Parents, to gain some feedback on their views and involvements with the service <p>Monitor the implementation of the Home to School Transport Policy to include:</p> | <p><u>Informal briefing 22 June 2018</u></p> <p>It was agreed that:</p> <ol style="list-style-type: none"> 1. The Panel will consider key indicators to ascertain progress, plus an action plan to show where progress is being made 2. Engagement with parents – initially the focus could support the first point and their engagement with services <p>Further informal briefings will take place.</p> |

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| | <ul style="list-style-type: none"> Requesting that the final draft version of the policy be shared with the panel. | |
| 3. CSE and Safeguarding | <p>Monitor issues relating to CSE and Safeguarding following the disbanding of the CSE Panel.</p> <p>This has been scheduled for the Panel meeting on Monday 10th September 2018.</p> | |
| 4. KSCB | <p>Review the improvements of the KSCB and to ensure the Panel is clear about the focus of the work of the KSCB and satisfied that it is effective and accountable.</p> <p>This has been scheduled for the Panel meeting on Friday 2nd November 2018</p> | |
| 5. Children and Young People's Plan | To receive the final draft plan once completed. | |
| 6. Visit to Duty & Advice | The Panel will visit staff at Duty & Advice to seek feedback on service changes and working arrangements. | <p>The Panel is assured that staff are well supported to do their job and that retention rates improve to those seen in other 'good' Local Authority areas.</p> <p>The Panel is clear that staff have been trained on the chosen Social Work Model and the newly implemented IT system.</p> |

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
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| 7. Front Door Policy | <p>Review progress of the Kirklees Front Door Policy to include:</p> <ul style="list-style-type: none"> • Visiting a head teacher's forum to obtain feedback on their experiences of the front door policy. • To seek the experience of social work staff at the visit to Duty and & Advice. | |
| 8. Edge of Care | <p>Maintain an overview of the work done to improve the Edge of Care in Kirklees to include:</p> <ul style="list-style-type: none"> • Strategy for Partnership working - Early Help • Multi Systemic Therapy • Family Mental Health Service • Family Conferencing • To seek the experiences of head teachers on the visit to the HT forum. <p>This has been scheduled for the Panel meeting on Monday 10th September 2018.</p> | <p>The Panel is ensured that the Edge of Care model in Kirklees is clarified and enhanced, and should including consideration of whether good practice from other areas might be effectively adapted for use in Kirklees.</p> <p>That as part of clarifying the Edge of Care approach, the role of Schools is considered and schools have the opportunity to be part of the approach.</p> |
| 9. Elective Home Education | <p>The ad-hoc EHE Scrutiny Panel continues and will receive evidence from witnesses and visits to include:</p> <ul style="list-style-type: none"> • Visiting parents who currently EHE their children • Visit Leeds to see their approach | |

CORPORATE SCRUTINY PANEL – WORK PROGRAMME 2018/19

MEMBERS: Cllr Gulfam Asif (Lead Member), Cllr Marielle O'Neill, Cllr James Homewood, Cllr Hilary Richards, Cllr John Taylor, Cllr Bill Armer, Philip Chaloner (Co-optee), Linda Summers (Co-optee).

SUPPORT: Alaina McGlade, Governance & Democratic Engagement Officer

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| 1. Financial Monitoring (To include training) | See separate work programme at Appendix 1 | See separate work programme at Appendix 1 |
| 2. Corporate Plan | To consider the revised Corporate Plan prior to submission to Council | <p><u>Panel Meeting 3rd July 2018</u></p> <p>It was agreed that:</p> <p>(1) the Kirklees Council's Corporate Plan for 2018/20 be received and that the date for final sign off by Council on the 11 July 2018 be noted;</p> <p>(2) that the Live in Kirklees survey be shared with the Panel before its next distribution and the Panel incorporate a discussion on citizen engagement as part of this item;</p> <p>(3) that the Panel recommend that, as part of the Corporate Plan's communication and engagement plan, the profile of Kirklees should be developed by using the different districts as a key selling point.</p> |
| 3. Libraries Review (to include Access to Services) | To consider the outcome of the independent review into library services and to influence the actions taken in relation to the review of library provision across Kirklees. <ul style="list-style-type: none"> • Report recommends alternative delivery models used elsewhere should be researched. • Could recommendations in this report support the place based working agenda? | <p><u>Informal Panel Meeting 23rd July 2018</u></p> <p>It was agreed that further updates be provided to the Panel once the review report was considered by Cabinet on 21st August.</p> |

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| 4. Transformation Programme | Work streams to include: <ul style="list-style-type: none"> - Procurement - Commercialisation (pre-scrutiny – what can we learn?) - To understand the savings required as part of the transformation programme and to track whether they are being achieved. - To understand the changes being made to procurement and monitor the impacts of savings being made. - To understand the council's approach to commercialisation and identify any learning points to be considered | |
| 5. People Strategy | To understand the rationale behind the updates being made to the People Strategy Work streams to include: <ul style="list-style-type: none"> - Staff Wellbeing - Succession Planning - Induction - Right people in right place to enable continuity | |
| 6. Digital by Design Strategy | Link to Transformation Work Streams | |
| 7. Land lettings policy | To consider the policy and how it applies to community groups and the consistency of approach with other council strategies. | |

| LEAD MEMBER BRIEFING ISSUES | | |
|--------------------------------|--|----------|
| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| 8. Democracy Commission | To understand the progress being made in relation to the recommendations issued within the report and to link with Council's new approach "We're Kirklees" | |

Financial Scrutiny – Work Programme

Appendix 1

| Topic | Areas of focus | Actions | Anticipated Outcomes |
|-------------------------------------|--|---|--|
| Financial Planning | <ul style="list-style-type: none"> • MTFP • Annual Council Budget • Reserves Policy | <ul style="list-style-type: none"> • How is the Corporate Plan informed by financial strategy • Are all of the Council's strategies in sync? • Consider if the Annual Budget set in accordance with MTFP? • Have targets been met and how are these measured? • Outline of any overspends/underspends and how these have been considered for future budget planning • Outline of any implications arising from service plans • Is the level of reserves in line with the MTFP? | <ul style="list-style-type: none"> • Is the impact of resource allocation, decisions and spending measured? • Are financial targets appropriate in relation to the MTFP forecast and monitored regularly? • Is Social Value of spending measured, where appropriate? • Are targets being achieved? |
| Financial Management | <ul style="list-style-type: none"> • Budget Monitoring | <ul style="list-style-type: none"> • Consider revisions to current budget, including pressures and arising issues and compare to last year's statements. • Consider Executive's proposals for next financial year. • Consider provisional settlement and Executive's response. • Consider final budget proposals. | <ul style="list-style-type: none"> • Have planned service outputs been achieved? (<i>Link to performance monitoring</i>) • What has been achieved from additional resources? • Have resources been managed effectively throughout the year? • Where does this year's outturn leave the council finances for next year? |
| Savings and Efficiency Plans | <ul style="list-style-type: none"> • MTFP • Council Budget | <ul style="list-style-type: none"> • Are efficiency plans being managed with adequate resources? | <ul style="list-style-type: none"> • Were objectives outlined and achieved? |

Financial Scrutiny – Work Programme

Appendix 1

| | | | |
|------------------------------|--|---|---|
| | | <ul style="list-style-type: none"> • What variances have arisen during the year? • Are variations reviewed and linked back to original strategy? • How is the impact on services being monitored? | <ul style="list-style-type: none"> • What savings were not achieved and how is the impact of this being managed? |
| Citizen Participation | <ul style="list-style-type: none"> • Public Participation | <ul style="list-style-type: none"> • How engaged are the public with the Council's financial processes? • Do items on the forward plan reflect interests and concerns of the public (and service users)? • How is social media used to enable public participation? • How do decision makers take into account the views of the public currently? | <ul style="list-style-type: none"> • Has there been an increase in participation of the public? |

Issues discussed at Corporate Governance & Audit Committee:

Procurement Rule Compliance

A new governance and management structure has been agreed, designed to provide a more centralised focus and strengthen arrangements. It now needs to be implemented to drive improved effectiveness and compliance across the Council at an increased pace, both in terms of forward planning and management of contracting.

Increasing the capacity and skills to deal with workforce management

The People Strategy has been launched, highlighting 5 themes which provide an overall focus for the work that is needed. 8 work streams will be key to delivery of the Strategy and will feed into and support the transformation agenda. The Strategy that is supported by an action plan which is being reviewed and updated on an ongoing basis now needs to be 'owned' by the organisation, managers and staff. Corporate standards and guidance needs to be developed more quickly to enable managers to develop the necessary skills to make and lead changes that are required.

ECONOMY AND NEIGHBOURHOODS SCRUTINY PANEL – PROPOSED WORK PROGRAMME 2018/19

MEMBERS: Cllr Rob Walker (Lead Member), Cllr Bill Armer, Cllr Martyn Bolt, Cllr Judith Hughes, Cllr Richard Murgatroyd, Cllr Harpreet Uppal , Mark Mercer (co-optee)

SUPPORT: Richard Dunne, Principal Governance & Democratic Engagement Officer

POTENTIAL ISSUES IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME 2018/19

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|---|---|---|
| 1. Housing | <ul style="list-style-type: none"> • Receiving a copy of the Kirklees Draft Housing Strategy to include highlighting areas of the strategy that have been influenced by discussions with the Panel during 2017/18 municipal year. • Consideration to be given to monitoring progress of the Strategy and the approach and time line for this work. • Receiving a presentation on the proposed changes to the Kirklees Housing Allocations Policy to include the planned approach to delivering the policy. • Areas of focus on Allocations Policy to be agreed following the initial discussions. | <p><u>Panel meeting 19 July 2018</u></p> <p>The Panel received the draft Kirklees Housing Strategy and Action Plan 2018/2023 and an update on the work that is being undertaken on the Housing Allocations Policy. The Panel agreed:</p> <ul style="list-style-type: none"> • To put forward a proposal to the Overview and Scrutiny Management to establish an Ad Hoc to look at the implications for the local authority following the publication of the Hackitt report (see item 8 of the work programme). • That two members of the Panel, Cllrs Judith Hughes and Bill Armer, would join the Council working group that will be undertaking a review of the Open Age Policy and Local Lettings Framework. |
| 2. Towns and Communities in Kirklees | <ul style="list-style-type: none"> • To consider and assess the plans being developed for Dewsbury and Huddersfield Town Centres. • To assess the objectives of the plans to include the aspirations/vision for the towns, public realm and infrastructure. | |

POTENTIAL ISSUES IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME 2018/19

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|-----------------------------|---|---|
| | <ul style="list-style-type: none"> To consider the approach being taken to developing and consulting on the master plans and looking at the role of scrutiny in this process. Consideration may also need to be given to the wider context of other town centres and villages across Kirklees to include looking at key challenges and opportunities that could influence this agenda. | |
| 3. Economic Strategy | <ul style="list-style-type: none"> Looking at the refresh of the Kirklees Economic Strategy. This is an overarching strategy that will help inform the development of the town centre master plans and the Panel will need to consider its approach to reviewing and helping to inform the Strategy. The Panel may also wish to include a focus on the West Yorks Combined Authority Inclusive Growth Strategy as part of this area of work. | <p><u>Panel meeting 19 July 2018</u></p> <p>It was agreed that the emerging Kirklees Economic Strategy should be discussed at the meeting 5 September 2018.</p> |
| 4. Skills Strategy | <p>Work on refreshing the Kirklees Skill Strategy is less developed than the work being done on the Economic Strategy and master plans. The Council will need to consider whether to further develop its own Skills Strategy or to use the Leeds City Region (LCR) Strategy and focus on the local delivery of this wider plan.</p> <p>The Panel could consider:</p> <ul style="list-style-type: none"> Reviewing the LCR Strategy and assessing how it will influence and shape local policy. The Council’s approach to developing a local workforce that will have the right skills and | |

POTENTIAL ISSUES IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME 2018/19

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|---|--|-----------------|
| | <p>qualifications to exploit planned investment across the district and neighbouring Towns and Cities.</p> | |
| <p>5. Waste Minimisation</p> | <p>Areas could include:</p> <ul style="list-style-type: none"> • Receiving an initial presentation to understand the current position of waste minimisation in Kirklees which would help to provide a benchmark/starting point for the Panel. • A more detailed look at the waste and recycling elements of this agenda. • Considering what is being done to change the behaviour of the local population to avoiding and reducing waste. | |
| <p>6. Air Quality</p> | <p>To be confirmed</p> | |
| <p>7. Green Space</p> | <p>To be confirmed</p> | |
| <p>8. Review of the Hackitt Report “Independent Review of Building Regulations and Fire Safety”.</p> | <p>It was agreed that the Panel needs to look at the implications for the local authority following the publication of the Hackitt report.</p> <p>The Lead Member to explore options including setting up an Ad Hoc Scrutiny Panel to do a focussed piece of work.</p> | |

HEALTH AND ADULT SOCIAL CARE SCRUTINY PANEL – WORK PROGRAMME 2018/19

MEMBERS: Cllr Liz Smaje (Lead Member), Cllr Nell Griffiths, Cllr Fazila Loonat, Cllr Alison Munro, Cllr Gemma Wilson, Cllr Habiban Zaman, Peter Bradshaw (Co-optee), David Rigby (Co-optee).

SUPPORT: Richard Dunne, Principal Governance & Democratic Engagement Officer

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| <p>1. Financial position of the Kirklees Health and Adult Social Care Economy.</p> | <p>Maintain a focus on the finances of the health and social care system in Kirklees to include:</p> <ul style="list-style-type: none"> • Reviewing any emerging transformation programmes and assessing their contribution to increasing efficiencies and impact on services. • Considering the various Cost Improvement Schemes (CIPs) and their impact on the delivery and commissioning of services. | <p><u>Panel meeting 19 June 2018</u></p> <p>The Panel received an update on the financial position of the health and adults social care economy. The Panel agreed :</p> <ol style="list-style-type: none"> 1. To look in detail at the Cost Improvement Plans from NHS Partners and the Council. 2. That the Panel would wish to see more discussions taking place across CCG and Acute Trust areas to better support the work of Place in Kirklees. 3. To receive a copy of the Kirklees Integrated Commissioning Boards Work Plan. 4. To receive a copy of the Winter Pressures report that will go to the Kirklees Health and Wellbeing Board |
| <p>2. Kirklees Health and Wellbeing Plan (STP) to include work emerging from the West Yorkshire and Harrogate Health and Care Partnership (WY&H HCP)</p> | <p>Monitor progress and implementation of the Local and West Yorkshire plans to include:</p> <ul style="list-style-type: none"> • Assessing any emerging proposals (West Yorkshire wide) that relate to the measures that were proposed within the Health Optimisation Programme (withdrawn locally by the CCGs). | |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|--|---|-----------------|
| | <ul style="list-style-type: none"> • Reviewing any West Yorkshire wide reconfiguration proposals and assessing their impact on local services. • Assessing progress and effectiveness of the Care Closer to Home programme with a focus on the progress being made in reducing demand on hospital services including winter pressures. • Considering the governance arrangements for West Yorkshire and Harrogate Health and Care Partnership. <p>This has been scheduled for the Panel meeting 14 August 2018.</p> | |
| <p>3. Integration of Health and Adult Social Care</p> | <ul style="list-style-type: none"> • Continue to monitor the planned activity outlined in the Integrated Kirklees Commissioning Plan. • Assess the impact of the work on the robustness of Adult Social Care. • Assess how effectively the Better Care Fund is being used to support and progress the work on integration. • Review the effectiveness of the implementation of the integrated approach to the delivery of community services through Care Closer to Home. • Looking at Primary Care in Kirklees and the role of GPs in supporting the delivery of Care Closer to Home. | |
| <p>4. CQC inspections</p> | <p>Review progress of key local providers following a CQC inspection to include looking at the provider action plan and outcomes.</p> | |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|---------------------------------------|--|----------|
| 5. Integrated Wellness Model | Receive an update following completion of the procurement process. | |
| 6. Quality of Care in Kirklees | Receive an annual presentation from CQC on the State of Care across Kirklees | |
| 7. Suicide Prevention | <p>Review progress of the Kirklees Suicide Prevention Action Plan to include:</p> <ul style="list-style-type: none"> • Looking in more detail at the relationship between the West Yorkshire and Harrogate Health Care Partnership (WYHCP) Suicide Prevention Strategy and the Kirklees Strategy/Plan. • Challenges of data sharing. • The work with GPs. • Looking at the overall local financial envelope to support the Council's work on suicide prevention. | |
| 8. Podiatry Services | <p>Maintain an overview of the implementation of the new service to include :</p> <ul style="list-style-type: none"> • Assessing the impact on individuals who are housebound. • Assessing the outcome of the further review of transport options to include a focus on the impact on services users of those clinics proposed for closure (particularly the centrally located clinics). | |

| FULL PANEL DISCUSSION | | |
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| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
| | <ul style="list-style-type: none"> Reviewing feedback of the alternative provision being provided by Age UK. | |
| 9. Mental Health Services – Transformation Programme | <p>Areas of focus to include:</p> <ul style="list-style-type: none"> Overview of progress of the programme to include timelines covering key areas of transformation work. Where implementation has taken place considering the emerging outcomes and lessons learned. Consideration to be given to having a wider session on mental health services to include suicide prevention. | |
| 10. Interim Changes to Acute Inpatient Elderly Medicine, Cardiology and Respiratory Services provision at Calderdale and Huddersfield NHS Foundation Trust (CHFT). | <ul style="list-style-type: none"> Panel visit to CHFT to see first-hand the changes that have taken place. Subject to outcomes of the visit and panel sign off move item to Lead Member briefings to monitor impact of changes. | |
| 11. Wheelchair Services | <ul style="list-style-type: none"> Follow up progress of panel recommendations from meeting held in January 2018. Review plans being developed to reprocure services to include considering the proposed model and if required consultation plan and document. <p>This has been scheduled for the Panel meeting 14 August 2018.</p> | |
| 12. Adult Care Offer Consultation | <p>To receive and consider:</p> <ul style="list-style-type: none"> Results from the analysis of the consultation. The draft proposals | <p><u>Panel meeting 17 July 2018</u></p> <p>The Panel received an update on the consultation, developments to date and the proposed next steps of the process.</p> |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|-------|--|--|
| | <p>This has been scheduled for the Panel meeting 17 July 2018.</p> | <p>The Panel agreed the following actions and recommendations:</p> <ol style="list-style-type: none"> 1. That the Panel receive reassurance that: <ol style="list-style-type: none"> a. The new proposed model for Adult Social Care will not create any further delays to assessments and that current delays are resolved; b. Carers as well as services users will be supported through the process. 2. The Panel would wish to see the proposals include details of how capacity within the community sector will be adequately supported. 3. The Panel feel that the Consultation doesn't reflect strongly enough the voice of the service user and would wish to see steps taken to increase the numbers of services users that are consulted. 4. The Panel would wish to see the proposals include details of improvements to the system in order to provide easier access to support and advice. 5. The Panel would wish to see a copy of the Draft Direct Payments Policy and details of the support planning tool for the Resource Allocation System. 6. The Panel would wish to see how the new proposed model for Adult Social Care interfaces with other areas of the health system including Care Closer to Home; GP's and acute services. 7. The Panel recommend that further consultation on the new model and future reports should include a more explicit reference to the financial context and implications of the proposals. |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|---|--|--|
| | | Strategic Director for Adults and Health offered to facilitate a workshop to provide panel members with an opportunity to have an input into the emerging policies. The workshop has been provisionally scheduled to take place on 17 September 2018. |
| 13. Kirklees Safeguarding Adults Board (KSAB) 2017/18 Annual Report | To receive and consider the KSAB Annual Report. | |
| 14. Mental Health Rehabilitation and Recovery Services Transformation Project. | <p>To receive and consider :</p> <ul style="list-style-type: none"> • Details of the new proposed service. • The Communication and Engagement Plan. <p>This has been scheduled for the Panel meeting 17 July 2018.</p> | <p><u>Panel meeting 19 July 2018</u></p> <p>Representatives from CCGs presented the planned engagement activity to support the development of mental health rehabilitation and recovery services in Kirklees.</p> <p>The Panel agreed the following comments and recommendations:</p> <ol style="list-style-type: none"> 1. That the Panel have a concern that Community Voices will have access to existing contacts within their Communities and would therefore wish to see evidence from the results of the engagement that consultation has been carried out with people across the whole of Kirklees and from different communities. 2. That the Panel would wish to see that the engagement activity has been robust and includes a focus on engaging with service users. |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|--------------------------------------|---|----------|
| 15. Carers in Kirklees | <p>An adult safeguarding review undertaken by Healthwatch Kirklees focused on the feedback of the experience of people with dementia and their carers. The report highlighted the important role of carers and the challenges they faced when trying to help a family member or friend with dementia navigate the social care support pathways.</p> <p>Has been identified as having the potential for being a focused piece of work that could potentially be undertaken as a task oriented (ad hoc) review.</p> <p>An initial scoping exercise will be carried out to identify the key areas of focus</p> | |
| 16. Diabetes in Kirklees | <p>To receive an update on prevalence rates in Kirklees and to look more closely at the work being done by Public Health to help people manage and control the condition.</p> <p>This area of work may also be developed through the Health and Wellbeing Plan and would potentially help to inform the work of the Panel.</p> | |
| 17. NHS Continuing Healthcare | <p>Continuing care means care provided over an extended period of time, to a person aged 18 or over, to meet physical or mental health needs that have arisen as a result of disability, accident or illness.</p> | |

FULL PANEL DISCUSSION

| ISSUE | APPROACH/AREAS OF FOCUS | OUTCOMES |
|-------|---|----------|
| | <p>Areas of focus could include:</p> <ul style="list-style-type: none"> • Getting an overview from CCGs of what has happened to continuing care over the last 3 years; • Looking at the impact it has had on the authority in the last few years. | |

LEAD MEMBER BRIEFING ISSUES

| ISSUE | APPROACH/AREAS OF FOCUS |
|---|--|
| 1. Care Act 2014 | <p>Maintain a High level overview of the implementation of the Act.</p> <p>This could be picked up alongside the Green Paper and the Care Offer</p> |
| 2. All Age Disability and Adult Pathways | <p>Monitor progress of the various transformational workstreams and the redesign of Adult Services pathways. This could also be picked up as part of the Adult Care Offer Consultation work and the Green Paper.</p> |
| 3. Deprivation of Liberty Safeguards | <p>Maintain a High Level overview of the numbers and impact on service. This could be considered as part of the robustness of social care.</p> |
| 4. Healthy Child Programme | <p>Maintain an overview of the progress of the implementation of the programme to include: feedback from practitioners and services users; and assessing the CAMHS cancellation policy.</p> |

MONITORING ITEMS

| ISSUE | APPROACH/AREAS OF FOCUS |
|---|---|
| 1. Review of Mental Health Assessments | <p>An update outlining progress on the recommendations from the review was issued to the Panel in April 2018.</p> |

| | |
|--|--|
| | <p>It has been identified that further work on dual diagnosis is required. This work will initially be led by the Lead Member and one other member from the Ad Hoc Panel. Findings will be reported back to full panel to consider next steps.</p> |
|--|--|

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Name of meeting: Council

Date: 12 September 2018

Title of report: Allocation of Seats – Update

| | |
|---|---|
| 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 |
| The Decision - Is it eligible for call in by Scrutiny? | No – it is not an executive decision |
| Date signed off by Strategic Director & name | Rachel Spencer-Henshall 3.9.18 |
| Is it also signed off by the Service Director for Finance IT and Transactional Services? | Not applicable |
| Is it also signed off by the Service Director for Legal Governance and Commissioning Support? | Julie Muscroft 4.9.18 |
| Cabinet member portfolio | Not applicable |

Electoral wards affected: Not applicable

Ward councillors consulted: Not applicable

Public or private report: Public

1. **Summary**

To recommend that Council approve the adjustments in the allocation of Committee places, arising from a change in the membership of political groups.

2. **Information required to take a decision**

Following the resignation of Councillor Billy Jewitt, and move of former Independent Councillor Edgar Holroyd-Doveton to the Labour Group on 13 August 2018, the allocation of places on Committees has been recalculated in order to ensure overall proportionality.

Group Business Managers have been advised that the following changes are proposed;

Personnel Committee will now be constituted on a ratio of 4:2:1.

Overall Scrutiny Panel composition will now be on a ratio of 13:6:3:1:1

3. **Implications for the Council**

3.1 **Early Intervention and Prevention (EIP)**

Not applicable.

3.2 **Economic Resilience (ER)**

Not applicable.

3.3 **Improving Outcomes for Children**

Not applicable.

3.4 **Reducing demand of services**

Not applicable.

3.5 **Other (eg Legal/Financial or Human Resources)**

Not applicable.

4. **Consultees and their opinions**

Group Business Managers, as set out at paragraph 2.

5. **Next steps**

Subject to the approval of Council, the changes will be implemented.

6. **Officer recommendations and reasons**

That, in order to ensure overall proportionality, Council approve the amended ratios as outlined in paragraph 2 above.

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

Not applicable.

8. **Contact officer**

Andrea Woodside, Principal Governance Officer

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

Report is pursuant to the decision of (i) Annual Council on 23 May 2018, Agenda Item 16, and (ii) Council on 11 July 2018, Agenda Item 10.

10. **Service Director responsible**

Julie Muscroft – Legal, Governance and Commissioning

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Council - 12 September 2018

| Committees/Panels/Boards | Total No. of members | Labour 37 | Cons 18 | Lib Dem 8 | Green 3 | Independent 2 | |
|--|----------------------|--------------|------------|--------------|------------|------------------|--------------------|
| Appeals Panel | 15 | 8 | 4 | 2 | 1 | 0 | |
| Corporate Governance and Audit Committee | 7 | 2 | 2 | 2 | 1 | 0 | (Non-proportional) |
| Licensing and Safety Committee | 15 | 8 | 4 | 1 | 1 | 1 | |
| Overview and Scrutiny Management Committee | 5 | 2 | 1 | 1 | 1 | 0 | (Non-proportional) |
| Personnel Committee | 7 | 4 | 2 | 1 | 0 | 0 | |
| Employee Relations Sub-Committee | 11 | 6 | 3 | 1 | 1 | 0 | |
| Overview & Scrutiny Panels x 4 | 24 | 13 | 6 | 3 | 1 | 1 | |
| Planning Sub-Committee (Heavy Woollen) | 11 | 6 | 3 | 1 | 1 | 0 | |
| Planning Sub-Committee (Huddersfield) | 11 | 6 | 3 | 1 | 0 | 1 | |
| Standards Committee | 7 | 4 | 2 | 1 | 0 | 0 | |
| Strategic Planning Committee | 7 | 4 | 2 | 1 | 0 | 0 | |
| Health and Wellbeing Board | 5 | 3 | 1 | 1 | 0 | 0 | (Non-proportional) |
| Statutory Officer Dismissal Committee | 5 | 3 | 1 | 1 | 0 | 0 | |

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COUNCIL MEETING

Wednesday 12 September 2018

AGENDA ITEM 12 – WRITTEN QUESTIONS SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 12

(1) Question by Councillor Greaves to the Cabinet Member for Learning & Aspiration (Councillor Ahmed)

“What is the precise wording and method used to determine the ‘nearest available school’ as set out in the School Transport Policy that was adopted by the Cabinet in January 2018?”

The Cabinet Member to respond

(2) Question by Councillor D Hall to the Cabinet Member for Corporate Services (Councillor Turner)

“How long before the expiry of a blue badge does the Council recommend that the owner applies for a renewal?”

The Cabinet Member to respond

(3) Question by Councillor D Hall to the Cabinet Member for Economy (Councillor McBride)

“Will Kirklees be submitting a response to the current Calderdale Local Plan consultation?”

The Cabinet Member to respond

(4) Question by Councillor Smith to the Leader of the Council (Councillor Pandor)

“Could you give Council a brief update on your trip to China on behalf of the West Yorkshire Combined Authority?”

The Leader of the Council to respond

**(5) Question by Councillor Smith to the Deputy Leader of the Council
(Councillor Sheard)**

“How likely is it that the Industrial Action by Refuse workers will be repeated and have their concerns been addressed?”

The Deputy Leader to respond

**(6) Question by Councillor Iredale to the Leader of the Council (Councillor
Pandor)**

“What reassurances can the Leader give that there won’t be another bin strike in the foreseeable future?”

The Leader of the Council to respond

**(7) Question by Councillor Cooper to the Cabinet Member for Economy
(Councillor McBride)**

“Now that the Government has indicated that Councils can set their own energy efficiency standards for new buildings in their local plan, how will the Council respond to this opportunity?”

The Cabinet Member to respond

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 20th February 2018

Present: Councillor David Sheard (Chair)
Councillor Shabir Pandor
Councillor Peter McBride
Councillor Naheed Mather
Councillor Musarrat Khan
Councillor Masood Ahmed
Councillor Graham Turner
Councillor Cathy Scott

Observers: Councillor Mohan Sokhal, Labour - Group Business
Manager
Councillor Rob Walker

Apologies: Councillor Erin Hill (Currently on Maternity Leave)
Councillor Viv Kendrick

419 Membership of the Committee

Apologies for absence were received on behalf of Councillors Hill and Kendrick.

420 Minutes of previous meeting

Approved as a correct record.

421 Interests

There were no declarations of interest.

422 Admission of the Public

It was noted that all agenda items would be considered in public session.

423 Deputations/Petitions

Cabinet received a deputation from Mr Ken Shaw with regards to highway safety matters at Waingate, Newsome.

A response was provided by the Cabinet Member for Corporate Services, Councillor Khan.

424 Public Question Time

No questions were asked.

425 Member Question Time

No questions were asked.

426 Corporate Financial Monitoring Report - Quarter 3 for 2017-18

Cabinet received a report which set out financial monitoring information for the quarter 3 period, 2017/2018.

The report provided key information in relation to the general revenue fund, housing revenue account and capital plan. With regards to the general revenue fund, it was noted that there was a forecast underspend of £3.3m against the £307.8m revised budget at quarter 3, which equated to a minus 1.1% variance against budget and included a number of overspends and offsetting underspends.

With regards to general revenue fund reserves, it was reported that reserves were forecast to reduce through 2017/2018 by £24.3m, from £90.1m to £65.8m and that this reduction included a £13.1m earmarked reserves drawdown, plus £11.2m set aside to help achieve a balanced budget in 2017/18. It was noted that the general balances was forecast at £7.3m and that, within this figure, there was an assumed £5m minimum balances requirement.

The report advised that council tax was projecting an in-year surplus of £2.5m, mainly due to improved performance of income collection and that the housing revenue account forecast revenue outturn was a surplus of £411k, equivalent to 0.4%.

The revised capital budget for 2017/2018 was £111.7m and at quarter 3 the forecast capital outturn was £68.2m, resulting in an underspend equivalent to 39%.

RESOLVED –

- 1) That the use of additional Better Care Funding monies in 2017-2018, as set out in the considered, be noted.
- 2) That the Quarter 3 forecast £3.3m revenue monitoring underspend.
- 3) That the forecast reduction in general fund reserves in-year at £24.3m and year end position at £65.8m.
- 4) That the overall favourable in-year financial performance on the Collection Fund be noted.
- 5) That the Quarter 3 forecast HRA surplus at £411k and forecast reserves position at year end at £55.4m be noted.
- 6) That approval be given to the transfer of Revenue contributions to Capital (RCCOs) totalling £125k, in accordance with Financial Procedure Rules 3.10 – 3.12.
- 7) That the additional Homelessness Reduction Act: New Burdens Funding of £92k in 2017/18, £85k in 2018/19 and £105k in 2019/20 be noted.

427 Corporate Performance Monitoring - Quarter 3 2017-18

Cabinet received a report which provided an overview of the Council's corporate performance at the end of quarter 3, 2017/2018. The report focussed upon key strategic issues in relation to the delivery themes of (i) Ambitious Kirklees (ii) Inclusive Kirklees and (iii) Resilient Kirklees, and advised that 57% of all actions had been assessed as being on track.

Cabinet noted the key issues which included regeneration progress in Dewsbury, the development of the citizen account, housing of vulnerable people and casework management of children's safeguarding operations.

The Quarter 3 performance monitoring report was appended to the considered report.

RESOLVED - That the Quarter 3 Corporate Performance Report be noted.

428 Determination of Admission Arrangements for 2019/20

Cabinet gave consideration to a report which set out the results of the annual consultation regarding school admission arrangements for 2019/2020. The report advised that no major changes had been made to the proposed schemes, which were attached as an appendix to the considered report. It was noted that 12 responses to the consultation had been received, which were set out at paragraph 4.

The report sought approval from Cabinet to approve the co-ordinated admissions schemes, admission arrangements for community and voluntary controlled schools, and the proposed published admission numbers.

RESOLVED –

- 1) That approval be given to the Kirklees Co-Ordinated Admission Schemes for 2019/20, including in-year admissions as set out at Appendix 2 to the considered report.
- 2) That the admission arrangements for Kirklees Community and Voluntary Controlled Schools, as detailed at Appendix 1 of the considered report, including the schedule of Published Admission Number, be approved.

429 Freehold Asset Transfer of Slaithwaite Civic Hall, New Street, Slaithwaite, Huddersfield, HD7 5AB

Cabinet gave consideration to a report which set out a proposal for the freehold transfer of land and buildings which comprise Slaithwaite Civic Hall to Slaithwaite Civic Trust.

The report advised that the building was in an acceptable state of repair, but that a condition survey had identified works totalling £133, 466, and that, in transferring the asset, the Council would avoid financing costs of £7,396 associated with the capital works, and achieve a revenue saving of £15,691.

Cabinet - 20 February 2018

Cabinet noted that, in accordance with the 2017 Community Asset Transfer Policy, the Trust had requested payment equivalent to 15% of the average of the previous two years running costs for this facility which would have a one off revenue implication for the Council of £2,626. It was noted that the Trust had requested a match funding loan of £100,000 to part fund a programme of refurbishment and improvements.

RESOLVED -

- 1) That approval be given to the freehold transfer of Slaithwaite Civic Hall to the Trustees of Slaithwaite Civic Hall Trust under the 2017 Community Asset Transfer Policy for nil consideration, and to include covenants for community use with the exception of up to 30% commercial use, as detailed at paragraph 2.9.3 of the considered report.
- 2) That authorisation be given to a payment of £2,626 to Slaithwaite Civic Hall Trust on completion of the transfer, being 15% of the average of the previous two years running costs in line with the 2017 Community Asset Transfer Policy.
- 3) That approval be given to a match funding secured loan of £100,000, in accordance with the 2017 Community Asset Transfer Policy, to be repaid over a term of 20 years, and that the loan only be released when the Trust has demonstrated that match funding has been secured.
- 4) That approval be given to the Service Director (Economy, Regeneration and Culture) negotiating and agreeing the terms of the transfer for Slaithwaite Civic Hall (including the extent of the land transferred) and the match funding loan agreement to Slaithwaite Civic Hall Trust and the Service Director (Legal, Governance and Commissioning) entering into and executing all documents necessary to effect the transfer and loan agreement.

430 Disposal of development site in Quarmby, Huddersfield

RESOLVED - That the report be withdrawn, in accordance with paragraph 1.2 of the report, due to no objections having been received following the statutory notice under S123 of the Local Government Act 1972, and that the disposal of the site be dealt with under Delegated Powers for asset disposals, as approved by Council on 23 March 2011.

431 Disposal of Public Open Space at North Rd/Nevins Rd, Ravensthorpe

Cabinet received a report which requested that consideration be given to the disposal of public open space at North Road and Nevins Road, Ravensthorpe. The report advised that an objection to the proposed disposal of the land had been received, which was attached at appendix two of the considered report.

As the objection had not been withdrawn, it was necessary for the matter to be determined by Cabinet.

RESOLVED - That approval be given to the disposal of public open space at North Road/Nevins Road, Ravensthorpe.

432 Summary of Findings from the Special Educational Needs and/or Disability (SEND) High Needs Strategic Review

Cabinet received a report which set out a summary of findings arising from the Special Educational Needs and/or Disability (SEND) High Needs Strategic Review. The report set out the findings of the data collection and analysis, and non-statutory consultation, to inform strategic planning for provision for children and young people with special educational needs and disability. It advised that the review focussed on the main areas of (i) the range of SEND data, including recent trends and likely changes in the future and (ii) the effectiveness of the current pattern of provision in meeting needs using feedback from parents and young people, providers and partners, with a view to identifying any gaps in provision and future opportunities.

The report explained that the overall purpose of the review was to consider the effectiveness of local provision with a view to ensuring sufficient quality of local provision, which is at the right place, at the right time, and effectively meets the needs of children and young people with SEND, enabling access to learning in the local area and reducing the need to travel out of the area in order to have needs met.

The report set out details of the current context in Kirklees, an analysis of the responses received to the consultation, conclusions from the high needs review, and emerging priorities for improvement. Cabinet were advised that the DfE had instructed local authorities to publish how they will utilise their specialist provision capital fund and that the Council's allocation of £1m will then be allocated in three tranches between 2018 and 2021.

RESOLVED -

- 1) That the findings of the data collection and analysis, and non-statutory consultation, to inform the strategic planning of provision for children and young people with special educational need and disability be noted.
- 2) That a further report be submitted to the meeting of Cabinet on 20 March 2018 setting out details of proposals to utilise the £1m capital funding allocation from the DfE.

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Contact Officer: Richard Dunne

KIRKLEES COUNCIL

CABINET

Tuesday 6th March 2018

Present: Councillor David Sheard (Chair)
Councillor Shabir Pandor
Councillor Peter McBride
Councillor Naheed Mather
Councillor Musarrat Khan
Councillor Viv Kendrick
Councillor Masood Ahmed
Councillor Cathy Scott

Apologies: Councillor Erin Hill (Currently on Maternity Leave)
Councillor Graham Turner

433 Membership of the Committee

Apologies for absence were received on behalf of Councillors Hill and Turner.

434 Minutes of previous meeting

That the minutes of the meeting held on 30 January 2018 be approved as a correct record.

435 Interests

There were no declarations of interest.

436 Admission of the Public

It was noted that all agenda items would be considered in public session.

437 Deputations/Petitions

Cabinet received deputations from the following people regarding item 8 Bereavement Services – Fees and Charges Review:

Soyeb Yusuf (Muslim Burial Council of North Kirklees), Abdel Jebar Ahmed and Ayzaz Khaliq ((Huddersfield Muslim Burial Council) and Hasan Badat.

438 Public Question Time

Under the provisions of Council Procedure Rule 37 the following people asked Cabinet a number of questions as part of the discussion on item 8 Bereavement Services – Fees and Charges Review.

Soyeb Yusuf, Abdel Jebar Ahmed, Ayzaz Khaliq and Hasan Badat.

439 Member Question Time

No questions were asked.

440 Bereavement Services - Fees and Charges Review

Cabinet received a report that covered a review of the fees and charges for Bereavement Services and sought approval to introduce an updated business model and charging structure for the next 5 years.

The report provided details of the current position; the engagement process that had been followed; the proposed business model; the key principles of operation and the impact of the revised service delivery model.

The report advised that the revised charges would come into effect on 1 April 2018 and outlined the implications for the Council, next steps and officer recommendations and reasons.

Cllr Shabir informed Cabinet of an additional proposed recommendation that acknowledged that timeliness of burials and grave depth were important considerations and the Council would therefore look, on a case by case exception basis, to be flexible and accommodating to requests related to faith or cultural issues.

RESOLVED -

- (1) That the fees and charges as set out in Appendix 1 of the considered report be approved.
- (2) That the key principles of operation as set out in section 2.4 of the considered report be approved.
- (3) That the operational changes as set out in paragraph 2.4.10 of the considered report be noted.
- (4) That authority be delegated to the relevant Service Director - Commercial, Regulatory & Operational Services, to benchmark regionally and revise burial charges annually, as outlined in paragraph 2.5.3. of the considered report.
- (5) That the proposal to set up of the forum for continued engagement with stakeholders as set out in paragraph 2.4.12. of the considered report be approved.
- (6) That approval be given to the additional recommendation that acknowledges that timeliness of burials & grave depth are important considerations, and the Council we will look to be flexible and accommodating to requests relating to faith or cultural issues, on a case by case exception basis.

441 Extra Care Housing - Restaurant Facility

Cabinet gave consideration to a report which sought approval to introduce a service charge to contribute towards the cost of providing the onsite restaurant service at the Council's three extra care housing schemes.

The report provided details of the current care and support model; the restaurant facilities; and three options that had been considered for the future of the restaurant services.

Cabinet - 6 March 2018

The report advised that following a consultation with tenants and looking at other restaurant models in extra care schemes that it was proposed that a fixed service charge be introduced to support the costs of providing the service.

The report outlined details of how the charge would be implemented, the number of meals that would be provided and the implications for the Council.

RESOLVED -

- (1) That approval be given to the option to implement a service charge for the restaurant facility as set out at 2.10 of the considered report and monitor the impact of the charge.
- (2) That Community Plus and other approaches are used to maximise use of the restaurants by the wider community.
- (3) That alternative delivery options are developed and evaluated.

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Contact Officer: Steve Copley

KIRKLEES COUNCIL

CABINET

Tuesday 20th March 2018

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

Observers: Councillor John Lawson
Councillor Nicola Turner

Apologies: Councillor Erin Hill (Currently on Maternity Leave)

442 Membership of the Committee

Apologies for absence noted on behalf of Cllr Hill who is currently granted leave of absence.

443 Minutes of previous meeting

The Minutes of the meeting held on 20 February 2018 were approved as a correct record.

444 Interests

Cllr Peter McBride declared an interest in item 14, as he is a member of the KSDL Board (see Minute No. 455 below).

445 Admission of the Public

Cabinet agreed to consider items 1-15 in public session. Items 17 and 18 were considered in private.

446 Deputations/Petitions

No deputations or petitions were received.

447 Public Question Time

No questions were submitted.

448 Member Question Time

No questions were submitted.

449 Recommendations from the Special Educational Needs and/or Disability (SEND) High Needs Strategic Review - Specialist Provision Capital Fund

Cabinet considered a report, an addendum to a previous report entitled "Summary of Findings from the Special Educational Needs and/or Disability (SEND) High Needs Strategic Review", which sought approval for a series of specific recommendations on how the Department for Education's (DfE) £1m Specialist Provision Capital Fund allocation to Kirklees should be used to develop local provision for children and young people with special educational needs and disability (SEND).

Cabinet noted that the purpose of today's report was to allocate a specific capital grant allocation, acknowledging that it is not intended to, nor would it be able to, address overall need in the area.

The specific projects and recommendations in today's reported focused on (i) Ravenshall School (Approx. £400k), (ii) Newsome High School (Approx. £300k) and Honley High School (Approx. £300k)

RESOLVED - That the recommendations within the report for the allocation of the £1million of capital funds to the projects involving Ravenshall School, Newsome High School and Honley High School, be approved.

450 2018/2019 Road Surfacing Programme (large schemes)

Cabinet considered a report which sought approval for a series of proposals to undertake road resurfacing works as part of the Highways Capital Plan for 2018/19.

Details on each of the proposed schemes were set out in the report and its appendices.

RESOLVED - That the recommendations within the report for the large scheme road surfacing programme, be approved.

451 Highways 2 Year Capital Plan 2018/19 and 2019/20

Cabinet considered a report which sought approval for a detailed programme of works to be undertaken as part of the Highways Capital Plan during the next two years.

Further details on the proposed schemes were set out in the report and its appendices.

Cabinet Members also answered questions from Cllr Nicola Turner about the strict directions and rules etc surrounding the use of the capital funding provided by central government to repair the major, minor and unclassified roads in Kirklees, pointing out that, without a change in the rules or significant additional funding, many of the unclassified roads, which were still important links in our local road network, were unlikely to be prioritised for significant improvement and/or repair.

All councillors in Kirklees should therefore continue to lobby government for change and further investment in our local roads.

RESOLVED - That the recommendations within the report and appendix 1 to use £13.679k of the funding in the Capital Plan 2018/19 for highway improvement works, be approved.

452 Risk Management Statement

Cabinet considered a report which sought approval of an updated Risk Management Statement (March 2018) for use as a working document by the Council and its services in 2018/19.

A draft copy of the statement was appended to the Cabinet report.

RESOLVED - That the risk management statement be approved.

453 Outline proposals to support social care in 2018/19

Cabinet considered a report which explained that the finalised financial settlement for 2018/19, announced by Government on 7 February 2018, included an extension of the Adult Social Care Support Grant for a further year with an additional national funding allocation of £150m in 2018/19. This equates to a Kirklees share of £1.16m based on the relative funding formula.

In addition, as a result of the successful bid in relation to Leeds City Region Business 100% retained business rates pilot, up to £1.6m of additional resources will also be available in 2018/19.

Therefore, Cabinet noted that the purpose of today's report was to set out indicative areas of investment in 2018/19 that reflect the one-off nature of the funding, subject to approval of Council in the next municipal year.

Cllr Sheard also asked that, as officers begin to consider proposals for the use of this funding, they should look to involve councillors too in order to help develop ideas. The outcome of this engagement and work to be shared with Cabinet in due course.

Cabinet Members also answered questions from Cllrs John Lawson and Nicola Turner about the work which members and officers are pursuing with developers to try to identify opportunities and sites which may be suitable for the development of more specialist and supported housing schemes in the towns and villages throughout Kirklees from 2018 onwards.

RESOLVED - That the following recommendations within the report be approved:-

- 1) That the broad areas for investment outlined within the report are noted and supported in order that more detailed work is undertaken as required. Further details on the development and outcome of this work to be shared with councillors in due course.
- 2) That the council continue to advocate for a national sustainable solution for adult social care, based on recurrent funding.

454 North Kirklees Growth Zone

Cabinet considered a report which explained that the North Kirklees Growth Zone strategy, delivery and financial plans are due for consideration by Cabinet in Summer 2018, post consideration of the Local Plan.

Therefore, Cabinet noted that the purpose of today's report was to set out a number of interim actions that relate specifically to Dewsbury town centre and early phases of development at Dewsbury Riverside which are required before Summer 2018. Plus, the report also sought authority to progress some of the opportunities that have arisen as a result of external funding announcements.

Cabinet Members, in welcoming news of these developments, also asked councillors and officers to continue to work with those landlords and business owners in Dewsbury who are, as yet, not aware or involved in the major improvement works which will be taking place in the town centre, and to help encourage them to develop their buildings and business premises from 2018 onwards.

RESOLVED - That the proposals set out in the report, plus the following specific recommendations, be approved:-

Dewsbury Riverside

- 1) That the Service Director Housing and the Service Director for Economy, Regeneration & Culture, be authorised to enter into negotiation with Miller Homes with a view to disposal of the Council land asset as detailed in appendix D. The final terms of that negotiation and any disposal of assets being subject of a further report.
- 2) That the Service Director Housing and the Service Director for Economy, Regeneration & Culture, be authorised to enter into negotiation with Miller Homes in respect of the Memorandum of Understanding as detailed in appendix A of this report. Final acceptance and amendments of a non-fundamental nature being delegated to the Service Director Housing and the Service Director for Economy, Regeneration & Culture Service in consultation with relevant portfolio holder(s) subject to them being to the satisfaction of the Service Director Legal, Governance and Commissioning.

Dewsbury Town Centre

- 1) That resources of £290k be approved to support the THI contribution to implement the Dewsbury Better Spaces Public Realm scheme at Pioneer House.
- 2) That the Service Director Housing and the Service Director for Economy, Regeneration & Culture be authorised to progress the Dewsbury Better Spaces Public Realm scheme for Pioneer House as detailed in section 5.17 of the report.

- 3) That Cabinet agree to support a Heritage Action Zone for Dewsbury and provide match funding of £2m as detailed in sections 5.20-5.27.
- 4) That the Service Director Housing and Service Director for Economy, Regeneration & Culture, be authorised to finalise the detail of the HAZ Delivery Plan with Heritage England and to negotiate a Memorandum of Understanding with Historic England for delivery of the HAZ Programme, that final acceptance of the Delivery plan and MoU be delegated to the Service Director Housing and the Service Director for Economy, Regeneration & Culture Service in consultation with relevant portfolio holder(s).

455 The HD One Snow Sports Centre Provision of Loan Facility

Cabinet considered a report which explained that, at the Cabinet meeting on September 20th 2016, Cabinet had agreed in principle to offer a secured debt facility to Kirklees Stadium Development Ltd (KSDL) to allow KSDL to invest to acquire a majority equity stake in the Special Purpose Vehicle (SPV) company that will be set up to develop and manage the operations of the Snow Sports Centre (SSC) which will form the main visitor attraction being created as part of the wider HD One development on land adjacent to the John Smith's Stadium site in Huddersfield.

Cabinet noted that as negotiations between the various parties involved in the setting up of the SPV have progressed over the period since late 2016, it has become apparent that a more advantageous structure for the SPV would be for the Council loan to be provided direct to the SSC SPV with the provision of appropriate security for the loan from KSDL during the construction and early operational phase of the SSC. Once the SSC is trading successfully, the assets of the SPV would be valued for security purposes with a view to transferring the security for the Council loan from KSDL to the SPV. If at the point the valuation advice is received, it is felt that there is not sufficient security value in the assets of the SSC SPV, then the Council security required would remain in whole or in part on the assets of KSDL.

Therefore, Cabinet noted that as this is a different structure from that which was reported to Cabinet in September 2016, Cabinet approval was being sought today (20 March) to amend the previously approved recommendations to reflect the revised structure.

In summary, the report explained that the reasons for the latest recommendations were that, subject to due diligence and subsequent advice and negotiation, these proposals were considered the safest and securest way of proceeding to make the proposed loan whilst minimising the risk to the Council in doing so. Facilitating the loan will ensure construction of the SSC which is the core attraction of the wider HD One. The HD One development, as a whole, would create substantial Business Rate income and employment opportunities but would not be viable without this core attraction.

Cabinet also noted that a private appendix to the report had been provided for them to consider (Minute No. 458 refers) and to help determine their decision.

RESOLVED - That the proposals set out in the report, plus the following specific recommendations, be approved:-

- 1) To support, in principle, an offer of secured loan funding to the Snow Sports Centre SPV that will develop the snow sports facility at the John Smith's Stadium site.
- 2) To agree to authorise the Strategic Director Economy & Infrastructure, supported by the Councils S151 Officer and the Service Director Legal, Governance and Commissioning, to enter into detailed due diligence on the loan proposal and progress negotiations on appropriate legal documentation to offer a secured loan.
- 3) To agree to delegate authority to the Chief Executive in consultation with the relevant Portfolio Holders to agree the final terms of the loan offer.
- 4) To agree to delegate to the Service Director Legal, Governance and Commissioning the authority to negotiate and enter into any documentation required in connection with the proposed loan.

456 Dewsbury Townscape Heritage Initiative DTHI-010 – '28-30 Northgate' Grant Application

Cabinet considered a report which sought approval for:-

- A Dewsbury Townscape Heritage Initiative (THI) grant towards improving 28-30 Northgate, Dewsbury.
- Delegated authority for the Strategic Director, Economy and Infrastructure to authorise payment of the grant upon receipt of a completed application and all necessary supporting information from the applicant.

The report explained that the Dewsbury Townscape Heritage Initiative (THI) is a five year, Heritage Lottery Fund (HLF) regeneration programme in partnership with Kirklees Council which aims to:

- preserve and enhance certain key buildings located within the Conservation Area, through grant assistance;
- stimulate economic activity through creating a quality environment;
- raise awareness of Dewsbury's heritage through training and education.

Kirklees Council was awarded £2m by the HLF, matched by a further £1.7m from Kirklees Council to make a total fund of £3.7m initially over five years. The Dewsbury THI was formally launched in June 2014 and was extended to run until end of December 2019.

It was noted that the owner of 28-30 Northgate has put forward a scheme of restoration and rehabilitation for the property, which is eligible for grant funding. This is subject to Cabinet approval of the grant.

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It was also noted that the proposed scheme is consistent with work undertaken to other properties in Northgate, delivering a uniformity of high quality traditional frontages, which considerably enhances the streetscape, improves perceptions therefore adding to the economic confidence in the town.

Cabinet also noted that a private appendix to the report, containing details of the tenders received, had been provided for them to consider (Minute No. 459 refers) and to help determine their decision.

RESOLVED - That the proposals set out in the report, plus the following specific recommendations, be approved:-

- 1) That Cabinet approve the award of a THI grant in accordance with the amounts specified in Appendix 2; and that delegated authority is given to the Strategic Director - Economy and Infrastructure, to authorise actual payment of the grant, upon receipt of a completed application form and all necessary supporting information and in accordance with the terms of the grant agreement.
- 2) That delegated authority is given to the Service Director - Legal Governance & Commissioning, to enter into and seal all grant agreements legal charges and ancillary documents relating to the grant.

457 Exclusion of the Public

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

458 The HD One Snow Sports Centre Provision of Loan Facility

(This report was considered in private session because the information contained in it is considered to be exempt information under Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006. The report is recommended for consideration in private because it contained commercially sensitive information about third parties. The public interest in maintaining confidentiality of the information outweighs the public benefit of disclosing the information for reasons of open governance).

Cabinet gave consideration to this exempt information.

RESOLVED – Cabinet gave consideration to this exempt information prior to the determination of the decision (Minute No. 455 refers).

459 Dewsbury Townscape Heritage Initiative DTHI-010 – '28-30 Northgate' Grant Application

(This report was considered in private session because the information contained in it is considered to be exempt information under Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006. The report is recommended for consideration in

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private because the information relates to the financial or business affairs of persons (or the authority holding that information) and specifically information relating to the applicants financial status and contractors tender prices. It is considered that the disclosure of the information would adversely affect the companies concerned. The public interest in maintain the exemption, which would protect the interests of the council and the company, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making).

Cabinet gave consideration to this exempt information.

RESOLVED – Cabinet gave consideration to this exempt information prior to the determination of the decision (Minute No. 456 refers).

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.

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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

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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.

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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.

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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.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 12th June 2018

Present: Councillor David Sheard (Chair)
Councillor Shabir Pandor
Councillor Masood Ahmed
Councillor Viv Kendrick
Councillor Musarrat Khan
Councillor Naheed Mather
Councillor Peter McBride

Observers: Councillor Mohan Sokhal

Apologies: Councillor Erin Hill (Currently on Maternity Leave)
Councillor Cathy Scott

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors Hill and Scott.

2 Minutes of previous meeting

RESOLVED – That the Minutes of the meeting held on 17 April 2018 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that all agenda items would be considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Member Question Time

No questions were asked.

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

Cabinet received a report which provided an update on General Data Protection Regulation implementation, and sought approval of one-off and ongoing funding costs.

Cabinet - 12 June 2018

Appendix 1 to the considered report provided an outline on the status of each of the deliverables within the GDPR implementation plan, and details of the one-off costs to bring services up to the required standards and the ongoing costs to maintain sufficient standards on information governance.

The report advised that the resourcing of £198k ongoing resources, which was in excess of the base budget provision for information governance, would be managed in 2018-2019 through existing transformation reserves, and recurrent costs would be built in as part of the overall budget re-fresh for 2019-2020 onwards later in the year.

Cabinet were asked to approve funding of £198,200k in order to increase the base budget of the Information Governance Team, fund Spotlight IG Training/notification system, pay for ongoing costs for the central archive and pay the new Data Protection fee to the Information Commissioners Office.

RESOLVED - That approval be given to £198,200 ongoing funding to increase the base budget of the Information Governance Team, fund Spotlight OG Training/notification system, pay for ongoing coasts for the Central Archive and pay the new data Protection Free to the ICO.

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

Cabinet gave consideration to a report which sought approval of proposed academic year term dates for the 2019-2020 year.

Cabinet noted that the proposed dates complied with the statutory requirement of 195 school days in any academic year and the Council's policy for the determination of school dates was appended to the considered report.

The report advised that the dates proposed were similar to those of neighbouring authorities, though it was acknowledged that overall co-ordination was difficult due to adhering to a range of polices that are in place.

RESOLVED – That approval be given to the following term dates for the 2019-2020 academic year;

Autumn Term – 2 September 2019 to 20 December 2019

(Half Term - 28 October 2019 to 1 November 2019)

Spring Term – 6 January 2020 to 3 April 2020

(Half Term - 17 February 2020 to 21 February 2020)

Summer Term – 20 April 2020 to 20 July 2020

(Half Term – 25 May 2020 to Friday 29 May 2020)

10 **Corporate Performance Quarter 4, 2017-2018**

Cabinet received a report which provided an overview of the Council's corporate performance at the end of Quarter 4, 2017-2018.

The report advised that 53% of all actions were assessed to be on target. Of the remainder, 22% were not on target, 18% were at risk and 7% were missing.

Cabinet noted the key issues at the close of quarter 4, which included, (i) 20,000 Citizen's Accounts now being live with 81.85% of all council interaction being self-service (ii) homelessness acceptances being 531 against a target of 403, which was high compared to the national average and other West Yorkshire authorities (iii) a reduction in child protection plans to 356 at the close of the financial year and (iv) concerns regarding adult social care caseload management in terms of backlogs and outstanding reviews, with the safeguarding pathway averaging 122 days, which exceeded service expectations.

The appendix to the report illustrated progress in relation to the Council's three delivery themes and the 2017-2018 Corporate Plan.

RESOLVED - That the Quarter 4 (2017/2018) performance report be received and noted.

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

Cabinet received a report which sought agreement to include a funding figure of £547,337 for the delivery of electric vehicle rapid charging points across Kirklees within the capital plan.

The report advised that West Yorkshire Combined Authority had received a capital grant of £1.98m for the installation of rapid charge points for electric taxi use and that Kirklees had been identified to receive £547,337 as a portion of the funding which was anticipated to deliver 17 charge points.

Cabinet noted that, following the inclusion of the funding within the capital plan and WYCA securing a supplier, work would be undertaken to identify sites for delivery, which was expected to be during Quarter 3, 2018, and that once sites had been identified engagement would take place with Ward Members.

RESOLVED -

1) That approval be given to the inclusion of Electric Vehicle Charge Points Taxi and Public Bays Project in the Council's Capital Plan, and the transfer of funding on the receipt of the capital grant from WYCA of £547,337 to the Council's Capital Plan.

2) That it be noted that on 30 March 2017, WYCA obtained a capital grant of £1.98m 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.

3) That authority be delegated to Strategic Director (Economy and Infrastructure) to agree the terms of the Funding Agreement for £547,337 in respect of delivery of the project on the Kirklees area, on consultation with the Strategic Director (Legal, Governance and Commissioning) and Chief Finance Officer with WYCA, to provide 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.

4) That the open procurement tender exercise being undertaken by WYCA on behalf of West Yorkshire Councils for a single supplier, 10 year maximum

Cabinet - 12 June 2018

framework agreement for delivery of the project for up to 10 years which will enable the Council to enter into a 'call-off' contract directly with the successful tenderer, be noted.

5) That authority be delegated to the Strategic Director (Economy and Infrastructure) to agree on behalf of Kirklees Council the procurement strategy, including (i) the procurement of a single supplier for the delivery of the project under a 10 year framework arrangement with a 10 year call-off contract including the appointment of the successful supplier following the tendering process as set out in (4) above and (ii) to enter into call off contract(s) with the successful tenderer whether below or above £160k threshold.

6) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to enter into call off contract(s) with the successful tenderer, if required, where the call off documentation is required to be entered into under seal.

7) That authority be delegated 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 seal as appropriate.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Friday 29th June 2018

Present: Councillor Shabir Pandor (Chair)
Councillor David Sheard
Councillor Naheed Mather
Councillor Peter McBride
Councillor Graham Turner

Apologies: Councillor Masood Ahmed
Councillor Erin Hill (Currently on Maternity Leave)
Councillor Viv Kendrick
Councillor Musarrat Khan
Councillor Cathy Scott

12 Membership of the Committee

Apologies for absence were received on behalf of Councillors Ahmed, Hill, Kendrick, Khan and Scott.

13 Interests

No interests were declared.

14 Admission of the Public

It was noted that all agenda items would be considered in public session.

15 Deputations/Petitions

No deputations or petitions were received.

16 Public Question Time

No questions were asked.

17 Member Question Time

No questions were asked.

18 Kirklees Council Corporate Plan 2018/20

Cabinet gave consideration to the 2018/2019 Corporate Plan, prior to its submission to Council on 11 July 2018. The plan set out how the Council would deliver against its shared outcomes and identified how the 'We're Kirklees' focus would shape the approach to working over coming years.

Cabinet noted that the Corporate Plan set out a focus around delivering against seven shared outcomes, and a further eighth outcome regarding the efficiency and effectiveness of the organisation. The plan set out what the Council aimed to achieve by providing examples of key delivery, and setting out measures that would

be used to evaluate success. It also set out how the Council would work via the 'We're Kirklees' approach, which developed upon the previous 'New Council' theme, setting out an emphasis upon (i) working with people (ii) working with partners and (iii) recognising the importance of local identity and how need differ in different places.

Cabinet were advised that the plan would be refreshed in line with the 2019/2020 budget.

RESOLVED - That the Corporate Plan 2018/2019 be submitted to the meeting of Council on 11 July 2018 with a recommendation of approval, and delegation to the Chief Executive to make any consequential in-year amendments in consultation with the Leader of the Council.

19 Financial Outturn Report 2017/18 Capital Revenue outturn report

Cabinet received the Financial Outturn and Rollover 2017/18 report, prior to its submission to Council on 11 July 2018. The report incorporated General Revenue Fund, Housing Revenue Account and Treasury Management.

The report highlighted that (i) the budget plans included a delivery of general fund revenue savings totalling £83m, over a three year period, which included a planned savings requirement of £54m in 2017-2018, and further planned savings of £29m over the 2018-2020 period (ii) the general revenue fund controllable (net) budget for 2017/2018 was set at £294.7m (iii) there was a (net) transfer from general fund to reserves during the year totalling £8.3m, resulting in a revised budget of £286.4m (iv) Council spend in 2017-2018 was £284.8m, resulting in an underspend of £1.6m (0.6%) against the revised budget and (v) the year-end financial position was the equivalent to the actual delivery of £55.6m actual overall savings against £54m planned savings.

The report set out a summary of key highlights relating to general fund, general fund reserves, collection fund accounts, housing revenue account and capital budget. It was noted that, subject to approval at Council, capital rollover proposals and the update of the five year capital plan would be incorporated into in-year financial monitoring.

RESOLVED - That the report be submitted to the meeting of Council on 11 July 2018, with a recommendation;

(1) That, in regards to General Fund; (i) the revenue outturn position 2017-2018 be noted (ii) the year end position on corporate reserves, including financial resilience reserves be noted (iii) the arrangement for regular monitoring and review of corporate reserves in 2018-2019, to be reported to Cabinet within the quarterly financial monitoring cycle, be noted (iv) approval be given to the revenue rollover recommendation, as set out in the report, including the proposal for officers to submit a further report to Cabinet, detailing options for the allocation of the £1.512m rollover for place based public realm works and (v) approval be given to the rollover of £62k roll forward of ward based budgets as detailed in paragraph 1.34 of the report.

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(2) That the Housing Revenue Account outturn and reserves position 2017-2018, be noted.

(3) That, in regards to Capital; (i) the outturn position 2017-2018, be noted (ii) approval be given to the £53.5m capital rollover from 2017-2018 to 2018-2019 (iii) approval be given to the revised capital plan for the period 2018-2023, having taking into account rollover, the re-phasing of schemes and changes to grant assumptions and (iv) it be noted that officers will continue to review 2018-2019 in-year budget profiles with a view to transfer budget into future years to ensure a more realistic monitoring profile.

(4) That, in regards to treasury management, (i) the review of treasury management activity for 2017-2018 be noted (ii) approval be given to proposals to review the two Lender Option Borrowing Option (LOBO) loan re-financing options in conjunction with the Council's external treasury management advisors, and to authorise the Acting Service Director – Finance, IT and Transactional Services to proceed and enter into all appropriate documentation if considered beneficial to the Council (iii) agreement be given to the existing borrowing strategy to incorporate SALIX Finance as an interest free loan funding source and (iv) the intention to bring forward more detailed proposals regarding potential investment opportunities, including investment in the Local Authority Property Fund, as part of the overall Treasury Management Strategy, later in the year, be noted.

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 10th July 2018

Present: Councillor Shabir Pandor (Chair)
Councillor Masood Ahmed
Councillor Viv Kendrick
Councillor Musarrat Khan
Councillor Naheed Mather
Councillor Peter McBride

Observers: Councillor Martyn Bolt
Councillor Charles Greaves
Councillor John Lawson
Councillor Terry Lyons
Councillor Elizabeth Smaje
Councillor Mohan Sokhal

Apologies: Councillor David Sheard
Councillor Erin Hill (Currently on Maternity Leave)
Councillor Cathy Scott
Councillor Graham Turner

20 Membership of the Committee

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

21 Minutes of previous meeting

RESOLVED - That the Minutes of the meeting held on 12 June 2018 be approved as a correct record.

22 Interests

No interests were declared.

23 Admission of the Public

It was noted that all agenda items would be considered in public session.

24 Deputations/Petitions

No deputations or petitions were received.

25 Public Question Time

No questions were asked.

26 Member Question Time

Councillor Bolt asked a question with regards as to whether the Council had a policy in place to register land as field in trust status, and if so, whether the Council could look favourably at Mirfield Memorial Ground.

The Leader of the Council advised that he would look into the matter.

27 Headlands CE (VC) JI&N School - Permission to consult

Cabinet received a report which sought approval to carry out a four week non-statutory consultation on proposals to decommission six transitional places at Headlands CE (VC) Junior, Infant and Nursery School for children with Autistic Spectrum Disorder.

The report advised that the proposal aimed to (i) ensure an overall pattern of specialist resource provision that is flexible and can support and respond to the needs of individual pupils, and parental preferences (ii) continue to provide access to appropriately trained staff and access to specialist support and advice, providing opportunities for pupils to make progress in learning and participate within their school communities and (iii) continue to support the Authority's strategy for making schools and settings more accessible to disabled children and young people.

Cabinet noted that the consultation would involve all key stakeholders and that responses received would be reported to inform the next stage of decision making, which was scheduled for Cabinet in December 2018.

RESOLVED - That authority be delegated to the Director of Children's Services, in consultation with relevant Cabinet Members, to (i) develop consultation materials on the basis of the Local Authority proposals (ii) organise and carry out a non-statutory consultation about the proposals (iii) require officers to report the outcomes of the non-statutory consultation to Cabinet for further consideration of next steps and (iv) continue engagement already undertaken with the families of the two remaining children to ensure that their needs can continue to be met with minimum disruption.

28 Changes to Home to School Transport Provision - Mainstream Provision

(Under the provision of Council Procedure Rule 37, Cabinet received a representation from Mr David Haigh. Under the provision of Council Procedure Rule 36 (1) Cabinet received representations from Councillor Bolt and Greaves).

Cabinet received a report which provided an update on work being undertaken in regards to mainstream Home to School Transport provision following the decision of Cabinet in January 2018, and set out recommendations for the finalisation of the policy.

Cabinet were informed that, since the decision in January 2018, it had become apparent that there were opportunities to pilot the impact of implementation, and that the Honley school pyramid had indicated a willingness to carry out a pilot early in the autumn term. Consequently, there would be a delay in the implementation of the policy for one academic year, until September 2020. Cabinet welcomed the proposed additional work, in order to allow the impact of the new policy to be fully explored.

RESOLVED -

- 1) That Officers be requested to work with Honley Pyramid, and any other interested schools, on a proposed 'pilot' and submit a report to Cabinet by December 2018 which would detail any learning arising from the collaborative work.
- 2) That relevant Cabinet Portfolio Members be briefed on the approach being taken to develop a new policy and the associated implementation timetable.
- 3) That parents be informed that the current policy will apply for school preferences for 2019 admissions, and be assisted to understand the timetable for any future policy change.

29

Kirklees Council Adult Social Care Offer consultation

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

Cabinet received a report which set out an update on recent consultation regarding the Adult Social Care Offer, which included the Adults Resource Allocation System and Direct Payments Policy. It was noted that the consultation had been carried out over an eight week period, up until 17 May 2018, and that over 850 responses had been received. The report advised that, in general, there was support for the proposed changes, though concerns had been raised regarding potential negative impact upon service users and carers. Several suggestions had been proposed which could help maximise the benefit of changes and mitigate possible negative impacts and these were set out within the report under the categories of (i) living independently and well (ii) deciding upon amounts of money and support (iii) direct payments and (iv) contacting the council/adult services.

A copy of the full consultation report, compiled by Public Perspectives Ltd, was appended to the considered report, and the key findings were set out within section 4.

Cabinet noted that the draft policies would be subject to further development, which would include meaningful engagement of stakeholders, and that they would be scheduled for submission to Cabinet for approval in October 2018.

RESOLVED -

- 1) That the findings of the Adult Social Care Offer consultation be noted and that the approach regarding policy development, as detailed within the report, be supported.
- 2) That a further report be submitted to Cabinet in October 2018 setting out an update following the period of engagement, and proposed draft policies.

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Contact Officer: Jenny Bryce-Chan

KIRKLEES COUNCIL

CABINET COMMITTEE - LOCAL ISSUES

Wednesday 28th March 2018

Present: Councillor Peter McBride (Chair)
Councillor Naheed Mather

Apologies: Councillor Musarrat Khan

1 Membership of the Committee

Apologies from Cllr Musarrat Khan.

2 Minutes of Previous Meeting

The minutes of the meetings held on the 24 January 2018 be agreed as a correct record.

3 Interests

No Interests were declared.

4 Admission of the Public

All agenda items were considered in public session.

5 Deputations/Petitions

No deputations or petitions received.

6 Naming of new street - Land Adjacent, Grange Road, Golcar, Huddersfield. HD7 4QZ

The Committee considered a report which outlined plans for the naming of a new street which formed part of a new development at Grange Road in Golcar.

Following initial consultation, suggestions for naming the new street were received and this included Graham Shaw Way. Committee was informed that Graham Shaw was a Lance Corporal who lived in Golcar and had died in February 2010 while in active service. There has been support for the suggestion from the developer and family members.

RESOLVED:- That approval be given to naming one of the new streets at the development in Golcar 'Graham Shaw Way'.

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Cllr Shabir Pandor Council, 12th September 2018



The Kirklees Picture – Strengths

- Diverse population
- Mixture of rural and urban towns and villages with distinct communities
- World-leading manufacturers have bases in Kirklees
- Most of our businesses are SMEs
- Premiership football club

The Kirklees Picture – Areas for Improvement

- Continue the Children's Improvement journey to lift the Ofsted rating of Children's Services
- Housing development that meets the needs of Kirklees residents now and in the future
- Addressing health inequalities through improvement of health services
- Better attainment at Key Stage 2 by improving school readiness
- Organisational culture

Cabinet's Priorities

- **High quality Children's Services**
- **High quality health services for Kirklees residents**
- **Happy and healthy lives for people of Kirklees**
- **Improved attainment of all children at school**

Cabinet's Priorities

- **Economically successful and vibrant centres in Kirklees**
- **To provide safe and green streets, places and natural spaces**
- **Making the most of Kirklees' resources for our communities**
- **Suitable homes in attractive places throughout people's lives**

People, Places and Partners

- By putting **people** at the heart of decision making, we can develop solutions together, improving outcomes and opportunities for Kirklees residents
- By recognising the strengths of our diverse **places** and putting members at the heart of their communities we can address issues at a local level, direct our resources appropriately and build capacity where it is needed
- By working with **partners** in the voluntary and communities sectors we can make best use of our shared knowledge, skills and resources

Regional Collaboration

- Collaborating with other authorities on innovative social and economic programmes and improving our ability to influence central government for the well-being and economic prosperity of Kirklees citizens
- Representing Kirklees across the region, including our part in a devolution deal for Yorkshire
- Chairing WYCA Inclusive Growth and Public Policy Panel

My priorities as leader

- **Devolution**
- **Inclusive growth**
- **Inclusion and diversity**
- **Narrowing the gap**

Investment in our people and places

- A new pool and leisure facility for Spen Valley
- Quality of place improvements
- Improving the look and feel of our town and village centres

Contact Officer: Alaina McGlade

KIRKLEES COUNCIL

APPEALS PANEL

Thursday 15th March 2018

Present: Councillor Nosheen Dad (Chair)
Councillor Bill Armer
Councillor Hilary Richards

- 1 Minutes of Previous Meeting**
RESOLVED - That the minutes of the meeting held on Thursday 25th January 2018 be approved as a correct record.
- 2 Interests**
No interests were declared.
- 3 Exclusion of the Public**
RESOLVED - That the public be excluded for the rest of the agenda.
- 4 School Transport appeal (PK)**
RESOLVED - That the appeal be refused.

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Contact Officer: Alaina McGlade

KIRKLEES COUNCIL

APPEALS PANEL

Thursday 10th May 2018

Present: Councillor Nosheen Dad (Chair)
Councillor Andrew Cooper
Councillor Bernard McGuin

1 Minutes of Previous Meeting

That the minutes of the meeting held on Thursday 15th March 2018 be approved as a correct record.

2 Interests

No interests were declared.

3 Exclusion of the Public

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

4 School Transport Appeal (AAH)

The Panel considered the information in the report and information received from the Service and the appellant and:

RESOLVED – That the appeal be upheld for the remainder of the 2017/18 school year.

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 9th March 2018

Present: Councillor Hilary Richards (Chair)
Councillor Julie Stewart-Turner
Councillor Carole Pattison
Councillor Kath Pinnock
Councillor Ken Sims
Councillor John Lawson

Apologies: Councillor Linda Wilkinson
Councillor Nigel Patrick

1 Membership of the Committee

(1) Apologies for absence were received from Cllr Nigel Patrick and Cllr Linda Wilkinson

(2) Cllr John Lawson substituted for Cllr Linda Wilkinson

2 Minutes of Previous Meeting

Cllr Kath Pinnock made reference to a previous discussion of the Committee regarding Fresh Horizons. It was agreed that an item be included on a future agenda as soon as possible.

RESOLVED -

(1) The minutes of the meeting held on 30 January 2018 were agreed as a correct record

(2) That a report on the issue previously raised by Cllr Wilkinson concerning Fresh Horizons be included on the agenda for the Committee as soon as possible.

3 Interests

No interests were declared.

4 Admission of the Public

It was agreed that all agenda items would be considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No public questions were received.

7 Report of Members Allowances Independent Review Panel

The Committee received a report which set out the recommendations of the Members Allowances Independent Review Panel regarding the Members Allowances Scheme for 2018/19.

The report put forward recommendations concerning:

- The level of basic allowance
- Special responsibility allowances, in particular the recommendation to establish a pool of members to serve on the Foster Panel at a daily rate. The Group Business Managers to determine the size of the pool.

The Committee supported the proposal to move to a pool arrangement for Fostering Panel duties given the high volume of work involved. The importance of providing appropriate training for the role was also highlighted.

RESOLVED -

- (1) That the recommendations of the Members Allowances Independent Review Panel, as set out at Appendix A to the report, be noted
- (2) That the Committee recommends that the Council approves and adopts the Members Allowances Scheme for 2108/19, as set out in Appendix B to the report, with effect from 1 April 2018.

8 Amendment Options for the Scrutiny Call in Process

The Committee considered a report on amendment options for the Council's call in process. It was noted that following previous discussions at the Corporate Governance & Audit Committee, officers had undertaken benchmarking work to look at practice elsewhere and develop potential options as to how the call in process might be amended in Kirklees.

In developing the options officers had considered the principles underpinning scrutiny in Kirklees and reviewed the decision making principles to bring them in line with current best practice. The Committee was also provided with the views of political groups concerning the options within the report.

The proposed options were:

- A requirement for Councillors calling in a decision to set out how they had tried to resolve the concerns prior to calling in the decision.
- Amending the constitution to clarify that supporting evidence and reasons to illustrate which decision making principles had been breached should be included in the call in request.
- Amendment to the call in proforma in line with the approval of any options.
- Updating of the decision making principles to simplify in line with good practice and to ensure clarity of interpretation.

Corporate Governance and Audit Committee - 9 March 2018

- That the decision on the validity of a call in request be determined by the Service Director, Legal, Governance & Commissioning in consultation with the Chair of Overview & Scrutiny.

In considering the options presented, the Committee did not support the introduction of a requirement to demonstrate steps taken to resolve concerns but it was suggested that a section could be included within the proforma to allow for information to be included where appropriate. It was noted that not all political groups supported change to the call in procedure. The Committee supported the clarification of the decision making principles and the submission of supporting evidence to illustrate the breach of decision making principles.

RESOLVED -

- (1) That the call in proforma be amended to include a section where a signatory may set out, where appropriate, any steps they have taken to try to resolve their concerns prior to calling in the cabinet decision.
- (2) That the Scrutiny Procedure Rules in the Constitution be amended to clarify that supporting evidence and reasons to illustrate how the decision making principle(s) has been breached should be included in the call in request. Officers to amend the call in proforma to allow for evidence to be included.
- (3) That the decision making principles in Article 13 of the constitution, as set out in appendix 2 of the report, be simplified in line with good practice and to ensure clarity of interpretation.
- (4) That the decision about the validity of a call in request will be determined by the Service Director, Legal, Governance and Commissioning in consultation with the Chair of Overview and Scrutiny.
- (5) That any required amendments to the constitution will be considered at the Annual Council Meeting.

9 Procurement Update

The Committee received a report on procurement compliance activity in 2017/18. The Committee noted an overview of headline activities which had been undertaken to strengthen procurement rule compliance during the financial year. These have included guidance and reminders about the Contract Procedure Rules to all managers; bespoke training sessions on procurement compliance and an initial review and refresh of the content of the procurement internet page.

The report continued to provide information on the procurement transformation project which focusses on three strands of work, namely improving data visibility, developing future ways of working and delivering procurement savings in specific spend categories.

In noting that the operating model for procurement was to move to a category led procurement model, the Committee explored how officers were going to ensure compliance with the revised model. The Committee also discussed the use of local

Corporate Governance and Audit Committee - 9 March 2018

contractors and the additional benefits to the economy of Kirklees of such an approach.

RESOLVED -

- (1) That the current position regarding procurement compliance activity in 2017/18 be noted.
- (2) That a further update report be provided for the Corporate Governance and Audit Committee during the next municipal year.

10 Amendment to Officer Scheme of Delegation

The Committee received a report which updated on the position regarding the Section 151 Officer and the consequential constitutional change to the officer non-executive delegated decision making. The Committee noted that the Service Director, Finance, IT and Transactional Services had left the Council and the Section 151 responsibilities had been filled on an acting basis for up to 6 months or until the recruitment of a permanent replacement. The report set out interim proposals for the responsibility of other non-executive functions which would be carried out by the Service Director Legal, Governance and Commissioning and the Service Director Policy, Intelligence and Public Health. In considering the report the Committee requested that a time period for the temporary arrangements be specified within the report to Council.

RESOLVED -

- (1) That the appointment of the Acting Service Director - Finance, IT and Transactional Services as the Section 151 statutory officer, be noted.
- (2) That the proposed changes to the responsibility for non –executive functions, as set out in the report, be agreed in principle and recommended to Council for agreement.
- (3) That the report be referred to Council to note the change in personnel.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 20th April 2018

Present: Councillor Hilary Richards (Chair)
Councillor Julie Stewart-Turner
Councillor Carole Pattison
Councillor Kath Pinnock
Councillor Linda Wilkinson
Councillor Ken Sims
Councillor Nigel Patrick

1 Membership of the Committee

All Committee Members were present.

2 Minutes of Previous Meeting

RESOLVED - That the Minutes of the meeting held on 9 March 2018 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that Agenda Items 14 and 15 would be considered in private session. (Minute No's 14 and 15 refer)

5 Deputations/Petitions

No deputations or petitions were received.

6 External Audit Plan 2017/2018

The Committee received the External Audit Plan 2017-2018, submitted by KPMG External Audit, which set out a report on the review of financial statements and use of resources/value for money.

A summary of the audit plan highlighted matters relating to materiality, significant risks and value for money arrangements work. The Committee noted that materiality, for planning purposes, had been set at £11.5m. The report advised that the risk assessment in terms of value for money had identified risks in relation to the delivery of budgets, resulting from reductions in funding from central government, and also children's service arrangements, following on from the 2016 Ofsted report which had found the service provision to be inadequate.

The full audit report, as considered by the Committee, provided a more detailed breakdown of information relating to financial statements and audit planning, value

Corporate Governance and Audit Committee - 20 April 2018

for money arrangements work, enhanced auditor reporting and key elements of the financial statements audit approach.

RESOLVED - That the External Audit Plan 2017/2018 be received and noted.

7 **Annual Report of Internal Audit 2017/18 and Issues for 2018/19**

The Committee received the 2017-2018 Annual Report of Internal Audit, which provided an overview of internal audit activity and conclusions on the control environment and assurance.

The report set out (i) information on internal audit activity in the year ending 31 March 2018 (ii) an opinion on the adequacy and effectiveness of the Council's framework of governance, risk and control (iii) information regarding compliance with the requirements of Public Sector Internal Audit Standards and (iv) an Audit Plan for 2018-2019, indicating the priorities for the year.

The Committee were asked to review the report and provide feedback as to the effectiveness of the systems of internal control.

In discussing the report, the Committee commented (i) that they would wish to see the identified risks within the report included within the Committee's forward work programme (ii) that they felt it may be appropriate to invite relevant officers to future meetings for discussions in instances where issues previously identified as unsatisfactory remained so and (iii) that consideration should be given to monitoring the governance arrangements of the Council's arm's length organisations and the Council taking on a more pro-active role. The Committee emphasised the need for more information to be provided which would clarify roles and responsibilities within the Council, including both officer roles and the portfolio responsibilities of the Council's Cabinet, and operational working arrangements.

RESOLVED -

- 1) That the Annual Report of Internal Audit 2017/2018 be received and noted.
- 2) That, pursuant to (1) above, the Committee confirms that it is content with (i) the effectiveness of the broader control environment, risk management and governance arrangements of the Council (ii) the effectiveness of the internal audit function and its conformance with Public Sector Internal Audit Standards and (iii) proposed audit plans for general services, and for the Housing Revenue Account and Kirklees Neighbourhood Housing for 2018/2019.
- 3) That the continued approval of the March 2017 Internal Audit Charter be confirmed.
- 4) That a forward work programme be submitted to the first meeting of the 2018/2019 municipal year, incorporating issues and concerns raised by the Committee in considering the report.

8 **Annual Governance Statement 2017/18**

The Committee received the draft Annual Governance Statement, which covered the period up until the Annual Statement of Accounts is considered at the meeting of the Committee in July 2018. It was noted that the Statement was a statutory requirement to accompany the Statement of Accounts relating to assurance in

Corporate Governance and Audit Committee - 20 April 2018

regards to governance and the internal control environment. The report advised that the draft Statement had been compiled following the annual review of effectiveness of the overall internal control and governance arrangements, and highlighted a number of 'significant governance issues', several of which were ongoing from the previous year. It was noted that the actions and controls which were being taken to address the issues raised were being formulated into an action plan which the Committee would be able to monitor during the forthcoming year.

The Committee were advised that a finalised version of the Statement would be submitted to Committee prior to the submission of the Annual Accounts in September 2018.

Discussion took place which focussed upon the 2018/2019 Action Plan, specifically section 12, which aimed to enhance organisational governance systems and procedures by addressing the recommendations arising from the work of the Kirklees Democracy Commission. The Committee emphasised the need for the proposed actions to benefit Councillors by improving the understanding of roles between executive decision makers and non-executive members, improving transparency and good governance, enabling officers and Councillors to develop more effective and positive working relationships through and improved understanding of each other's roles, and improved information sharing arrangements.

Discussion also took place with regards to the Council's Waste Strategy which was identified as a significant governance issue within the report. The Committee discussed the role of the Waste Strategy Project Board and also emphasised the importance of being engaged in discussions regarding arrangements for when the current contract expires in 2023.

The Committee noted that the report would be resubmitted with the final accounts to the next meeting in July 2018 and would also form part of the value for money conclusion work.

RESOLVED - That the Draft Annual Governance be received and that the comments raised by the Committee in considering the report, be noted and actioned as appropriate.

- 9 Proposed Revisions to the Terms of Reference - Health and Wellbeing Board**
The Committee received a report which set out proposals for amendments to the terms of reference of Health and Wellbeing Board. The proposed revisions, which were illustrated within the report, aimed to (i) provide clarity to the role and purpose of the Board, and reflect the full range of its responsibilities (ii) improve understanding as to the purpose and role of other boards and organisations (iii) build constructive relationships across the bodies and (iv) reflect changes to the voting arrangements in regards to CCG representatives.

The Committee noted the proposed changes, and endorsed the submission of the report to Annual Council for approval.

RESOLVED - That the amendments to the terms of reference of Health and Wellbeing Board be submitted to the meeting on Annual Council on 23 May 2018 with a recommendation of approval.

10 Proposed Dates of Council - Municipal Year 2018/19

The Committee gave consideration to the proposed schedule of Council meetings for the 2018-2019 municipal year.

The report proposed that meetings be held on 11 July 2018, 12 September 2018, 10 October 2018, 7 November 2018, 12 December 2018, 16 January 2019, 13 February 2019, 20 March 2019 and 22 May 2019.

The Committee noted the proposed dates and endorsed the submission of the report to Annual Council for approval.

RESOLVED - That the proposed dates for meetings of Council during the 2018-2019 municipal year be submitted to the meeting on Annual Council on 23 May 2018 with a recommendation of approval.

11 Quarterly Report of Internal Audit 2017/18 (Quarter 4)

The Committee received the Internal Audit Quarterly Report for Quarter 4, January to March 2018. The report set out details of the internal audit work undertaken during this period and reflected the new corporate management structure in terms of reporting at Service Director level.

The report provided feedback on 22 formal pieces of work which covered a range of matters including an assessment of arrangements for market pay and honorarium payments, assessment of payroll systems and a public health contract.

The Committee noted the content of the report, and it was also requested that consideration be given to seeking feedback from other West Yorkshire Authorities as to how potential fraud matters within Planning Services are monitored, and whether it would improve transparency by putting such a system in place locally.

RESOLVED - That the Internal Audit Quarterly Report (Quarter 4) be received and noted.

12 Fresh Horizons Update

The Committee received a report which set out an overview of Fresh Horizons Ltd organisation, which had entered into administration/a creditor's voluntary arrangement in September 2015, and closed following receivership during early 2016.

The report advised of the main areas of operation of the organisation, which had been formed in 2002 as a social enterprise and had worked with the Council, Kirklees Neighbourhood Housing and the community. The Committee noted that, following the closure of Fresh Horizons, some of its activity was transferred to Local Services 2 You Ltd (LS2Y), which had been established in 2011.

Corporate Governance and Audit Committee - 20 April 2018

Discussion took place with regard for the need for clear and effective governance of such community organisations and ensuring that there is a sufficient skills base within it for efficient management and control mechanisms to be put in place.

The Committee emphasised the need to ensure that, in working with innovative organisations, the Council fully understands their objectives, intentions, control mechanisms and exit strategy. It was also agreed that the Council needed to retain an oversight of public accountability in such cases, setting out clear expectations on service delivery, confirm partnership working arrangements and to continue to monitor the performance of the organisations. The Committee considered that, in working with community and voluntary sector enterprises, it was essential for contracts to be put in place at the offset which clearly set out expectations on roles, and arrangements for good governance and organisational support, and that the Council should ensure that expertise can be brought together to put in place an effective support arrangement, particularly during the early years of establishment, along with the need for local ward members to play an active role.

(The Committee gave consideration to the exempt information at Agenda Item 15 (Minute No. 15 refers) prior to its determination of this item).

RESOLVED –

- (1) That the update report on the Council's relationship with Fresh Horizons Ltd be received and noted.
- (2) That the Committee's comments regarding the need to ensure the establishment of effective governance arrangements for partnership working be noted and actioned as appropriate.

13 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.

14 Quarterly Report of Internal Audit 2017/18 (Quarter 4)

(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.)

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

15 Fresh Horizons Update

(Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation)

Corporate Governance and Audit Committee - 20 April 2018

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.)

The Committee gave consideration to the exempt information prior to the determination of Agenda Item 12 (Minute No. 12 refers).

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 11th May 2018

Present: Councillor Hilary Richards (Chair)
Councillor Carole Pattison
Councillor Kath Pinnock
Councillor Ken Sims

Apologies: Councillor Julie Stewart-Turner
Councillor Nigel Patrick

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors Patrick and Stewart-Turner.

The Committee welcomed Robin Baker, representing Grant Thornton UK LLP, following their recent appointment as the Council's External Auditor.

2 Interests

No interests were declared.

3 Admission of the Public

It was noted that all Agenda Items would be considered in public session.

4 Deputations/Petitions

No deputations or petitions were received.

5 Review of Treasury Management Performance

The Committee received a report which set out a review of the Council's borrowing and investment performance.

In summary, it was noted that the Council's treasury management operation was in line with the strategy as approved by Council on 15 February 2017 and reflected that investments averaged at £37.9m, mainly deposited in instant access accounts earning an average interest rate of 0.26%. The report advised that total external borrowing decreased for the year by £25m to £413.2m due to reasons which included repayment of existing debt, slippage in the capital plan and increases in reserves due to policy changes, and that the average borrowing rate for 2017-2018 was 4.76%.

The report provided an overview of (i) economy and interest rates (ii) investment activity (iii) borrowing requirement and debt management (iv) risk and compliance issues and (v) treasury management developments in 2018-2019.

Corporate Governance and Audit Committee - 11 May 2018

Discussion took place with regards to Lenders Option Borrowers Option and it was noted that the Council currently had a £10m Range LOBO with Barclays, and a £10m LOBO loan with Commerzbank. The Committee were advised that in the case of both loans, the borrower was able to choose to accept any change in the level or interest rate, or to re-pay at no additional cost. It was proposed that officers would liaise with external advisors to review both lender options and proceed if they were considered to be in the best interests of the Council in the long term.

The Committee also noted paragraph 2.9.2 of the report, which set out details on a funding source from SALIX Finance Ltd, which provided interest free Government funding to the public sector to assist in improving energy efficiency, reducing carbon emissions and lowering energy bills. It was noted that the Council had taken this opportunity for funding and that SALIX had approved an in-principle £5.9m interest free loan, repayable over seven years.

RESOLVED -

That the report be submitted to Cabinet (June 2018) and Council (July 2018) with the recommendation that;

- (i) treasury management performance in 2017/2018 be noted
- (ii) approval be given to officer proposals to review the two LOBO loan re-financing options in conjunction with Arlingclose, and to proceed if considered beneficial to the Council
- (iii) approval be given to an amendment to the existing borrowing strategy to incorporate SALIX Finance as an interest free loan funding source
- (iv) the intention to bring forward more detailed proposals regarding potential investment in the Local Authority Fund, as part of the Treasury Management Strategy update, be noted.

6 External Audit Fee 2018/2019

The Committee received a report which provided an update on the Planned Audit Fee for 2018-2019 final accounts work, and arrangements for the audit of external grant claims and returns from 2018-2019 onwards.

The report confirmed that, subsequent to a tendering exercise carried out by Public Sector Audit Appointments Ltd, the appointment of Grant Thornton (UK) LLP as the Council's auditor had been effective from 1 April 2018. Appendix A to the report set out the planned audit work for 2018-2019, and that the fee for the work would be £122,221.

The report also advised that Local Authorities were required to appoint a reporting accountant to undertake any required assurance work on grant claims and returns and that the DWP had set a deadline of 2 July 2018 to receive notification of the reporting accountant appointment in relation to the housing subsidy grant claim 2018-2019. It was therefore intended that officers would review the current grant claim arrangements, and appoint a reporting accountant in accordance with Contract Procedure Rules for external grant claims and returns 2018-2019.

RESOLVED -

1) That the appointment of Grant Thornton UK LLP as the Council's auditor for 5 years from 1 April 2018, their planned audit fee, work programme and timetable for 2018-2019, be noted.

2) That approval be given to the appointment of a reporting accountant, in accordance with Contract Procedure Rules, to undertake relevant external grant and reporting requirements for 2018-2019, no later than 2 July 2018.

3) That compliance with Local Audit (Appointing Person) Regulations 2015 and ensuring value for money be noted

7 Proposed Amendments to Financial Procedure Rules

The Committee gave consideration to a report, prior to its submission to Annual Council on 23 May 2018, which set out proposed changes to Financial Procedure Rules, mainly in regards to procedures relating to revenue and capital management. Paragraph 2 of the considered report provided an overview of the rationale for the changes and the proposed changes were illustrated by track changes in the appendix to the considered report.

The Committee were asked to approve the submission of the document to Annual Council for endorsement.

RESOLVED - That the changes to Financial Procedure Rules be submitted to the meeting of Annual Council on 23 May 2018 with a recommendation of approval.

8 Proposed Amendments to the Constitution

The Committee gave consideration to a report, prior to its submission to Annual Council on 23 May 2018, which set out proposed changes to the Council's constitution. The Committee were advised that the Constitution had been reviewed throughout the year and that minor changes had been made in line with authority delegated to the Monitoring Officer. It was noted that the amendments made by the Monitoring Officer under delegated powers were set out at Appendix A to the report.

Paragraph 2 of the report provided a breakdown of the proposed constitutional changes, along with a rationale for the proposed amendments. The Committee considered and discussed all of the proposals individually and endorsed that they be submitted to Council with a recommendation of approval.

RESOLVED - That the changes to the Constitution be submitted to the meeting of Annual Council on 23 May 2018 with a recommendation of approval.

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 27th July 2018

Present: Councillor Hilary Richards (Chair)
Councillor Carole Pattison
Councillor Kath Pinnock
Councillor Ken Sims
Councillor Julie Stewart-Turner

Apologies: Councillor John Taylor
Councillor Gemma Wilson

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors J Taylor and Wilson.

2 Minutes of Previous Meetings

RESOLVED - That the Minutes of the meetings held on 20 April and 11 May 2018 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that Agenda Item 12 would be considered in private session.

5 Deputations/Petitions

None received.

6 Annual Governance Statement 2017/2018

The Committee received a report which sought the approval of the draft 2018/2018 Annual Governance Statement. It was noted that the Statement was a statutory requirement which accompanied the Statement of Accounts in order to provide assurance regarding governance and the internal control environment.

The report advised that the Statement had been compiled following the annual review of the effectiveness of the overall internal control and governance arrangements, and reflected upon a number of assurance documents which had been presented during the year. It was noted that the document was essentially unchanged from that which was submitted to the earlier Committee held on 20 April 2018, and concluded that the overall arrangements continued to be regarded as fit for purpose in accordance with the governance framework.

The Committee noted that many of the 'significant governance issues' highlighted within the draft Statement had been brought forward from 2016/2017, and that three

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further issues had been identified during the year. Discussion took place with regards to the actions and controls that had been identified to address these issues, which had been formulated into an Action Plan appended to the report.

The Committee agreed that, in respect of Action Plan Issue No.12 'enhancing organisational governance systems and procedures', the managed actions be amended to include the role of the Corporate Governance and Audit Committee, and the scrutiny function, and also improve communication links with Councillors.

It was requested that the Committee be kept informed of progress of the action plan throughout the year.

RESOLVED - That approval be given to the draft Annual Governance Statement 2017/2018, subject to amendment of Section 12 of the Action Plan to include (i) agree the role of both the Corporate Governance and Audit Committee, and the Scrutiny function, and (ii) improve communications links with Councillors within the 'Managed Actions'.

7 **External Audit Report (KPMG) - 2017/2018**

The Committee received the External Audit ISA260 Report 2017/2018 as submitted by KPMG External Audit. The document summarised the key findings of the 2017-2018 external audit and advised that, whilst the work had not identified any issues leading to new recommendations, a recommendation had been identified through the work undertaken on the objection raised in regards to Lender Option Borrower Option loans, which was set out within Appendix 1 of the considered report.

Rashpal Khangura, KPMG, provided a verbal overview of the report, in particular, highlighting (i) the issues that had been identified within the IT control environment (as set out in appendix 2 of the report) (ii) value for money arrangements, in particularly in relation to Children's Services arrangements.

The Committee noted the content of appendix 2 to the report which included information on key issues and recommendations, and also follow up of recommendations from the previous year's audit.

RESOLVED - That the 2017/2018 External Audit Report be received and noted.

8 **Approval of the Council's Final Accounts - 2017/2018**

The Committee received a report which provided an update on the final accounts and audit processes for 2017/2018, and sought approval of the Council's Statement of Accounts for 2017/2018 and the final version of the Annual Governance Statement. It was noted that the draft accounts had been signed on 31 May 2018 in accordance with the revised early closedown requirements and it was requested that thanks to Officers for meeting the deadlines be placed on record. The report advised that no queries or objections had been raised during the six week public inspection period and that the audit of the accounts was substantially complete. The Committee were asked to consider the approval of the final Statement, further to the approval of the draft Statement in April.

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The final version of accounts and Letter of Representation were attached at appendices A and B of the report, respectively. Appendix C set out an overview narrative to assist in the consideration of the reports. The Committee were also advised that, in terms of the West Yorkshire Pension Fund, an updated Actuarial Return was still awaited, and that, once received, KPMG would audit the amendments prior to approving the financial accounts.

The Committee requested that thanks be conveyed to Rashpal Khangura and Emma Kirkby of KPMG, for the work that they had undertaken.

RESOLVED -

- 1) That approval be given for the amended 2017/2018 Statement of Accounts, reflecting the further technical pension adjustments, and incorporating the Annual Governance Statement, to be delegated to the Chair of the Committee to sign-off; and
- 2) That the Letter of Representation, as attached at Appendix B to the considered report, be signed by the Chair, on behalf of the Committee.

9 Annual Report - Bad Debt Write-Offs - 2017/2018

The Committee received a report which provided an annual update on debts written off during the financial year, 2017-2018, in accordance with Financial Procedure Rules.

The report included a summary of the Council's approach to debt recovery and a schedule of debts that had been written off during the previous 12 month period. The report indicated that, overall, the debts written-off in 2017-2018 totalled £5.5m, which equated to 1.3% of the debt raised during the year and was a reduction in comparison to the previous year. The report advised that the top five areas for write-offs were Adult Social Care debt, Housing Benefit Overpayments Recovery, Council Tax and Business Rates. Appendix A to the report set out a comparison of debts written off, compared to the previous year, and also an analysis of reasons for debt write-off in 2017-2018. The Committee noted that, although the debts had been formally written off, they would still be pursued if new information became available which provided the opportunity for recovery.

The Committee noted the content of the report and discussion look place with regards to the processes that are followed in terms of providing early intervention assistance for those struggling to make payments. It was suggested that in future it may be helpful to receive statistics that would compare the overall performance of the Council with other regional Local Authorities.

RESOLVED - That the Annual Report on Bad Debt Write Offs (2017/2018) be received and noted.

10 Quarterly Report Of Internal Audit 2018/2019 (Quarter 1)

The Committee received a report which set out the activities of internal audit during the first quarter of 2018/2019. The report contained information regarding 18 formal opinion based pieces of work, 5 projects and 2 completed audits. It was noted that, overall, 83% of the work had reflected a positive outcome, which was above target.

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The Committee were advised that, in order to improve the overall visibility of assurance work, further information will be appended to future reports regarding other control environment reporting matters which would include a summary of progress against the actions contained as a consequence of the annual governance statement.

(The Committee gave consideration to the exempt information at Agenda Item 12 (Minute 12 refers) prior to the determination of this item).

RESOLVED - That the Internal Audit Quarterly Report (Quarter 1) be received and noted.

11 **Exclusion of the Public**

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

12 **Quarterly Report Of Internal Audit 2018/2019 (Quarter 4)**

(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.)

The Committee received the Internal Audit Quarterly Report, Quarter 4, which set out an overview of internal audit activity in the third quarter of 2017/2018.

(The Committee gave consideration to the exempt information prior to the determination of Agenda Item 10 (Minute 10 refers) prior to the determination of this item).

RESOLVED - That the Internal Audit Quarterly Report (Quarter 4) be received and noted.

Contact officer: Helen Kilroy – Tel. 01484 221000

KIRKLEES COUNCIL

CORPORATE PARENTING BOARD

Monday 12th March 2018

Present: Councillor Viv Kendrick (Chair)
Councillors Allison, Loonat
Ophelia Rix, Head of Safeguarding and Quality Assurance
Janet Tolley, Virtual School Head Teacher
John Walsh, Service Manager (Safeguarding Services)
Melanie Tiernan, Service Manager
Martin Green, Head of Localities Officer (Children and Families)
Scott Deacon, Participation Officer
Steve Comb, Interim Head of Corporate Parenting

In attendance: Helen Kilroy, Principal Governance & Democratic Engagement Officer
Julie Chew, One Adoption

Apologies: Cllrs Hill and Watson
T Brailsford, E Mc Shane, J Sanders

1 Introductions and Apologies

The Board welcomed Melanie Tiernan to the meeting.

Apologies for absence were received on behalf of Councillor Hill and Watson, Tom Brailsford, Elaine McShane and Jo-Anne Sanders.

2 Minutes of previous meeting

The Board considered the minutes of the meeting held on 22nd January 2018 and noted apologies from Councillor Loonat.

The Board discussed the visit from officers from Leeds Council to the Fostering and Placement Services and agreed to consider the Action Plan when it was available.

RESOLVED –

1. That the minutes of the meeting held on 22nd January 2018 be amended to record apologies from Councillor Fazila Loonat and be approved as a correct record.
2. That the Board consider the Action Plan on the Fostering and Placement services in Kirklees as soon as it was available – date to be determined.

3 Interests

No interests were declared.

4 Admission of the public

All items were considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were received.

7 Overview update on One Adoption

The Board considered a report giving an overview update on One Adoption and welcomed Julie Chew from One Adoption to the meeting.

Julie Chew highlighted the main challenges faced by One Adoption since it had started in April 2017 and the key points were as follows:-

- IT had been the biggest challenge as One Adoption had moved onto the Mosaic System and key IT training would be undertaken on the Mosaic case recording system for all staff;
- One Adoption had an adoption support team based in Kirklees;
- There were currently less adoptive families around, but more children were needing adoption;
- Information evenings were taking place and interest in adopting was on the increase;
- As soon as someone was approved for adopting they were placed on the waiting list for a child;
- One Adoption were making use of early permanence places and placing children with approved adopters;
- Some cases required a decision within 24 hours which could be outside of the fostering panels, eg decisions to make approved adopters temporary foster carers;
- Social Workers attended a monthly meeting to discuss potential children for adoption;
- There were ongoing access issues to other local authority legacy systems and problems with fire walls, but progress was being made and solutions were being found;
- One Adoption Panels – 11 Panels were set up originally, but this had reduced to 7 panels per month held in 3 locations – 2 in Huddersfield, 3 in Bradford and 2 in Leeds;
- Membership on the Adoption Panels had now settled and training for Panel Members was taking place and Panel papers were now circulated electronically;
- More applicants were currently in the middle of the adoptive process so the number of children matched should increase;
- Number of children matched with an adoption was similar to the numbers across the rest of West Yorkshire;
- One Adoption were represented at Legal Gateway meetings in Kirklees.

The Board considered the performance data relating to Kirklees Children for Quarters 1, 2 and 3 which was outlined within the report.

The Board agreed to receive the comparable adoption data for quarter 4 for West Yorkshire and the One Adoption Annual Report at a future meeting of the Board. The Board agreed to receive information regarding the 'journey of a child' both prior to and since One Adoption had been in place so that there were some clear comparators for the Board to consider.

In response to a question from the Panel regarding what difference One Adoption had made, Julie Chew advised that it was hard to evidence until a full year of data was available for analysis and could be shared with the Board.

Resolved –

1. That the Overview update on One Adoption be noted and that Julie Chew be thanked for attending the meeting.
2. That the Board consider a future report giving comparable data for West Yorkshire in Quarter 4.
3. That the Board consider an Annual Report on One Adoption, which should include an update on further progress and what difference One Adoption had made to children and young people – date to be determined.

8. Ofsted update

The Board considered a verbal update from Steve Comb, Interim Head of Corporate Parenting, on the scheduled monitoring visit by Ofsted on the 13th and 14th March 2018.

Steve Comb advised the Board that Ofsted planned to meet with a number of officers focusing on looked after children, children in care and placement with parents (children on legal orders).

The Board was advised that a focused piece of work had been undertaken by officers in Kirklees in preparation for the visit which included progress made since the monitoring visit in 2016 and data where there had been both challenges and improvements. Steve Comb advised the Board that Kirklees was hoping for some feedback from Ofsted shortly after the planned monitoring visit and that it was hoped this would include some positive messages that could be shared with staff.

Steve Comb advised the Board that Copthorne Children's Home had been closed by Ofsted following an inspection in November 2017. The Board was informed that Kirklees was in dialogue with the children's home. Steve Comb advised the Board that it was anticipated the number of looked after children at the home would be reduced from 6 to 4, but that further feedback from Ofsted was expected in the near future. Steve Comb explained that the Statement of Purpose for the Copthorne Children's home would be revised in accordance with Ofsted's recommendations.

The Board was informed that Members from the Children's Scrutiny Panel had recently visited Healds Children's Home and the Chair of the Corporate Parenting Board would be visiting the home in the near future.

In response to a question from the Panel regarding why children in Kirklees were placed back at home, Steve Comb advised that people and families changed and made progress. The Board was also informed that Courts could sometimes place a child back at home on an interim care order while further assessments took place.

In response to a question by the Panel regarding the position of the Children's Service in terms of the 2 year timeline on progress, Ophelia Rix confirmed that it was a rolling programme time plan and that the Leeds Improvement Team had come to Kirklees in 2017 which was almost a year after the initial inspection by Ofsted in 2016. Ophelia Rix further explained that progress had been made and the Service was beginning to see the change and it was important that this was shared with Ofsted.

RESOLVED –

1. That the Ofsted update be noted.

9 Future shape of service and relationship with partners

The Board agreed to defer consideration of the update on the future shape of the Children's Service and relationship with partners to a future meeting.

RESOLVED –

- 1) The Board agreed to defer consideration of the update on the future shape of the Children's Service and relationship with partners to a future meeting – date to be determined.

10 Corporate Parenting Board relationship with Children in Care Council and Care Leavers Forum

The Board considered a verbal report on the Corporate Parenting Board relationship with Children in Care Council (CCIC) and Care Leavers Forum (CL Forum) from Ophelia Rix, Head of Safeguarding and Quality Assurance.

The Board were informed that the Chairs of the CCIC and CL Forum would be attending the Board in April to give an update on progress and the Board noted that they would be invited to attend a future meeting of the CCIC and CL Forum in the near future.

Ophelia Rix circulated a paper at the meeting outlining the role of the Corporate Parenting Board and the responsibility of local authorities towards children and young people in care. The Board noted that the Board should be able to evidence and challenge what difference was being made to children and young people.

The Board discussed the Corporate Parenting Board Strategy for 2017-2019. The Board agreed to set up a Working Party to include the Chair and other Members of the Board to review and update the Strategy and consider the new draft at the Board meeting in April 2018. The Board agreed that the Strategy should be updated to demonstrate how it links with the 10 point improvement plan, to reflect Ofsted's priorities, the Children's Act and include

the 7 Corporate Parenting principles for looked after children and care leavers.

RESOLVED –

1. That the update on Corporate Parenting Board relationship with Children in Care Council (CCIC) and Care Leavers Forum (CL Forum) be noted.
2. That the Board consider a presentation by the Chairs of the CCIC and CL Forum at the April Board meeting.
3. That the Corporate Parenting Board Strategy be reviewed, updated and considered at the next Board meeting in April.

11 Overview of number of children in care

The Board considered a report giving an overview of the number of looked after children in care, presented by Steve Comb, Interim Head of Corporate Parenting.

Steve Comb highlighted the following key areas from the report:-

- The Sufficiency Strategy was being updated – sufficiency was a challenge and Kirklees wanted as many of our children and young people to be placed within the Kirklees boundary as possible;
- 'Refer a Friend' scheme was now in place which was offering £500 if an existing foster carer referred a friend and they became a foster carer;
- A review had been undertaken of the recruitment of foster carers –foster carers who were transferring to Kirklees from another local authority retained their existing fee for 2 years but after that time they would be paid the Kirklees standard rate;
- Foster Care week would be held in May 2018;
- Kirklees was building relationships with private Children's Home providers and were hoping to seek agreement that more vacancies would be allocated to Kirklees children in the first instance;
- Children in care was 669 as of Friday 9th March, measured against a population of 10,000;
- There were more children in care currently than in recent years.

RESOLVED –

1. That the Overview of number of children in care be noted and that Steve Comb and Julie Bragg be thanked for the report and their contributions.

10 Corporate Parenting Board Agenda Plan

The Board considered the Agenda Plan for the remainder of the 2017/18 Municipal year.

The Board agreed to consider future reports on the following issues:-

- Review of Corporate Parenting Board Strategy – April 2018;
- Preparation for SEND Inspection – Mandy Cameron to be invited to a future meeting of the Board – date to be determined;
- That the Board receive a presentation by the Chairs of the CCIC and CL Forum at the April Board meeting.

RESOLVED –

1. That the Corporate Parenting Board Agenda Plan for 2017/18 be updated as agreed.
2. That the Board's supporting officer be authorised to liaise with attendees to address the agreed actions.
3. That the Board consider a draft agenda plan for the 2018/19 municipal year at the April meeting.

11 Dates of Future Meetings

To note future meeting dates of the Board during the 2017/18 municipal year:

- Monday 30 April 2018, 10am

To note the provisional dates for the 2018/19 municipal year:-

- Monday 9th July 2018, 10 am
- Monday 24th September 2018, 10 am
- Monday 19th November 2018, 10 am
- Monday 21st January 2019, 10 am
- Monday 11th March 2019, 10 am
- Monday 15th April 2019, 10 am

Contact officer: Helen Kilroy – Tel. 01484 221000

KIRKLEES COUNCIL

CORPORATE PARENTING BOARD

Monday 30th April 2018

Present: Councillor Viv Kendrick (Chair)
Councillors Loonat, Marchington
Ophelia Rix, Head of Safeguarding and Quality Assurance
Melanie Tiernan, Service Manager
Steve Comb, Interim Head of Corporate Parenting
Tom Brailsford, Head of Joint Commissioning

In attendance: Helen Kilroy, Principal Governance & Democratic Engagement Officer
Joanna Pritchard (Observer)
Kevin Larkin, Radio Leeds
Laura Counce, Residential Service Manager

Apologies: Cllrs Hill, Allison and Watson
E Mc Shane, J Sanders, J Tolley and J Walsh

1 Introductions and Apologies

Apologies for absence were received on behalf of Councillors Hill, Allison and Watson, Elaine McShane, Jo-Anne Sanders, Janet Tolley and John Walsh.

2 Minutes of previous meeting

The Board considered the minutes of the meeting held on 12th March 2018.

RESOLVED –

1. That the minutes of the meeting held on 12th March 2018 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the public

All items were considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Presentation by Children in Care Council (CICC) and Care Leavers Forum (CL Forum)

The Board considered a verbal presentation from Sanna Mahmood, Care Leavers Advocate, on behalf of the Children in Care Council (CICC) and the Care Leavers Forum (CL Forum).

Sanna Mahmood highlighted the following key issues:-

- One of the purposes of the CICC and CL Forum was to enable young people in care to build friendship groups with other young people with whom they have common interests;
- The CICC and CL Forum had created a logo and were working on a pledge;
- Members of the groups were made up of school age children between 7 to 13 years old and care leavers and dates of meetings had been arranged;
- an area of focus for the groups was accessing suitable housing, financial budgeting and housekeeping and helping to prepare the young people for living in and managing their own homes.

Sanna Mahmood advised the Board that one of the main issues for the young people was being able to access the right type of housing in Kirklees. The Board noted that there were some barriers to young people getting access to some types of housing. The Board agreed that it would be helpful if the Council could try and help young people to access suitable housing and build relationships with KNH and Housing Associations. Cllr Marchington advised that he was on the KNH Board and suggested that he could raise this issue at a future meeting. The Board also recognised that providers of affordable electrical goods and services was important.

The Board noted that some Members had visited the No 11 drop-in facility for young people in care and had noted the facilities available, such as cooking a meal, accessing computers and a chance to meet other young people.

Sanna Mahmood informed the Board that a report on the outcomes and progress of the CICC and CL Forum meetings would be drafted and shared in due course with the Corporate Parenting Board – date to be determined.

Resolved –

1. That the verbal presentation on the Children in Care Council and the Care Leavers Forum be noted and that Sanna Mahmood, Care Leavers Advocate, be thanked for attending the meeting.
2. That the Board agreed to update their Membership to include representatives from the Children in Care Council and Care Leavers Forum.
3. That the Board consider a progress report from the Children in Care Council and Care Leavers Forum at a future meeting – date to be determined.

7. Review of Membership and Terms of Reference of the Corporate Parenting Board

The Board considered a review of the Terms of Reference and the Membership of the Board prior to Council Annual General Meeting on the 23rd May.

The Board agreed that the Chairs of the Children in Care Council and Care Leavers Forum, the Designated Nurse for Looked after Children and a representative from the Kirklees Fostering Network should be included on the Membership of the Board and be invited to attend future meetings.

The Board agreed it was important not to duplicate the work of the Children's Partnership Board, but that the Corporate Parenting Board should challenge performance, achievement and progress within the Children's Service.

Councillor Kendrick advised the Board that she had recently met with the Kirklees Fostering Network Chair and Deputy and suggested that could be invited to a future meeting of the Board.

The Board noted that a report on progress of the Board would be submitted to a future meeting of the Health and Wellbeing Board and Council in the 2018/19 municipal year – date to be determined.

The Board agreed that reference should be made within the Terms of Reference to the statutory responsibility for the health of looked after children.

RESOLVED –

1. That the Terms of Reference be amended to make reference to the statutory responsibility for the health of Looked after Children.
2. That the Board's Membership be updated as agreed.
3. That the revised Terms of Reference be agreed.
4. That a report be considered by Council AGM on the 23rd May to request approval to re-establish the Corporate Parenting Board and note the revised Terms of Reference.
5. That a progress report on the work of the Board be submitted to a future meeting of the Health and Wellbeing Board and Council in the 2018/19 municipal year – date to be determined.

8 Ofsted Update

The Board considered a verbal update on Ofsted by Steve Comb, Interim Head of Corporate Parenting.

Steve Comb advised the Board that a 2 day monitoring visit by Ofsted had taken place on the 13th and 14th March 2018 and that Ofsted had focussed on the experiences of looked after children who were placed with their parents.

The Board noted a letter from Ofsted which was attached to the agenda and Steve Comb highlighted the key findings and comments, as follows:-

- Strong support and high level challenge being modelled by senior managers was starting to have a positive impact on staff morale;

- A comprehensive professional development framework was better supporting staff to access learning and training opportunities;
- Reports being developed were more robust and were being used more confidently by frontline managers to support their oversight of practice;
- No children had been found in situations of unassessed risk in the cases seen;
- Children were being seen regularly whilst placed at home, and where appropriate their views were acted upon;
- The quality assurance framework was being embedded;
- The Corporate Parenting Board was not providing sufficiently robust oversight or challenge about the quality of practice and the pace of change needed in this area had been slow;
- Inspectors spoke to staff who said they felt they were receiving better support from their managers and that they felt more confident to ask for advice and guidance;
- Supervision of staff was now more regular and managers were more accessible.

Cllr Kendrick advised the Board that she had been interviewed by Ofsted, as Cabinet Member with responsibility for Children and Chair of the Board. Cllr Kendrick further explained that not having a young person's voice on the Board made it less effective. The Board noted that the Corporate Parenting Strategy was being updated and agreed that the evidence that staff were starting to feel safer and more supported in the Children's Service was very positive.

The Board agreed that even though there was still a lot of work to do, the report from Ofsted was more positive in terms of progress made.

Steve Comb advised the Board that Liquid Logic would be implemented later in 2018 and that training was ongoing and migration testing was being undertaken. The Board was informed that workshops were being held on the implementation of Liquid Logic.

Ophelia Rix advised the Board that as part of the Children's Framework, there was a more streamlined process for scrutinising case files and that conversations with social workers, managers and voice of the child was informing good practice.

Steve Comb advised the Board that the Children's Scrutiny Panel had visited one of the Children's Homes and had fed back their comments which had been followed up. Cllr Kendrick advised that she had visited a Children's Home in Kirklees and met with staff.

Councillor Kendrick advised the Board that she had visited the Fostering, Children in Care Teams and Social Worker Service to meet staff and was starting to make the relevant links to the work of the Corporate Parenting Board.

Steve Comb advised the Board that the following figures were sent to Cllr Kendrick on a weekly basis:-

- Number of children in care
- Number of children in need
- Number of children with a child protection plan

The Board agreed to discuss its work programme for the 2018/19 municipal year at the first meeting on the 9th July 2018 and agree what information should be considered and how that information should be presented to the Board.

Councillor Kendrick advised that there were currently 2 places for Kirklees Councillors on the Kirklees Fostering Panels, but that the Panels were struggling to be quorate due to the time commitment required from Councillors. The Board was informed that Kirklees was currently considering whether to have a pool of Councillors to sit on the Fostering Panels, which would allow other elected members to get an in-depth knowledge of some of the issues involved in the corporate parenting role.

RESOLVED –

1. That the verbal update on Ofsted, following the monitoring visit on the 13 and 14 March, be noted.

9 CSE and Missing Provision

The Board considered a report on CSE and Missing Provision presented by Ophelia Rix, Head of Safeguarding and Quality Assurance.

The Board noted that the overall vision of the service was to reduce the risk of Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and episodes of children missing from home and care.

Ophelia Rix highlighted the following key issues:-

- In the month of February 2018, 125 children were referred to social care due to missing episodes, all of which would have been offered a missing return interview;
- The Team were proposing to strengthen links with Licensing and the Police and were looking at the safeguarding practices of the night time economy and visiting businesses;
- The data from return interviews would be scrutinised to look at the areas where children go missing to;
- The team were working with schools regarding children who go missing during the school day.

The Board agreed that future reports on CSE and Missing should include the numbers of missing episodes, numbers of interviews held and outcomes.

Ophelia Rix advised the Board that staff in the team were working with the Police and sharing information on missing children on a daily basis. The Board was informed that real efforts were being made to have consistent independent persons undertaking the return interviews to build relationships

with children who go missing and there had therefore been an increase in the take up of interviews and better outcomes for children. Ophelia Rix further explained that the number of missing episodes in Children's Homes had seen a significant reduction and that the Police had better relationships with Children's Homes and were visiting them regularly.

The Board noted that a Partnership day would be held in July and suggested that Members of the Board could be invited to have some input.

The Board agreed to receive regular updates on the progress of the CSE and Missing provision – dates to be determined.

The Board agreed that the work with the night time economy and engaging with businesses was a priority.

RESOLVED –

1. That the report on CSE and Missing Provision and proposal of the development of a Risk and Vulnerability Team be noted.
2. That future progress reports on CSE and Missing Provision be considered by the Board, that included numbers of missing episodes, numbers of interviews held and outcomes.

10 Statement of Purpose for Registered Children's Homes (Annual Report)

The Board considered an Annual Report on the Statement of Purpose for three mainstream residential Children's Homes in Kirklees presented by Laura Counce, Residential Service Manager.

Laura Counce advised the Board that there were three mainstream residential homes in Kirklees that were inspected by Ofsted once a year. The Board noted that all three homes cared for children with emotional and behavioural difficulties between the ages of 13 and 16 years old on admission. Laura Counce further explained that the Statement of Purpose set out important factors in the care of a young person, as outlined in the report.

Laura Counce advised the Board of a model called "Pillars of Parenting" used in all three homes, which was an emotional warmth model of caring for young people which drew from the knowledge base of applied psychology, theory and research and was designed to empower the main carers of young people in care. The Board was informed that the main focus of the model was to focus on matching the children to the right home, whilst taking account of the impact on the child and other children in the home.

Steve Comb advised the Board that Copthorne Children's Home had its Ofsted registration suspended in November 2017 and that this was due to safeguarding and fire safety concerns. The Board was informed that Kirklees had been working with Ofsted to meet the requirements of the compliance notices for Copthorne Children's Home and that it would re-open in May 2018 as a 4 bedded home. Steve Comb explained that the Statement of Purpose for the Copthorne Children's Home was being reviewed.

The Board was informed that six bedded Children's Homes were complex to manage and that the Council would be looking at the make-up and offer of its in-house provision to ensure it met with the Service's sufficiency needs for the future.

The Board suggested that it would be useful to see examples of best practice for standards of children's homes. Laura Counce advised that monthly meetings took place with semi-independent private residential home providers and suggested that representatives of the Board could be invited to attend these meetings.

Laura Counce advised that the Statement of Purpose for Healds Road and Woodlands Children's Homes were being reviewed and would be submitted to Ofsted shortly.

The Board noted that a Sufficiency Strategy for looked after children resources was currently in the approval pathway and had recently been presented to the Chief Executive and Executive Team.

RESOLVED –

1. That the Annual Report on the Statement of Purpose for Children's Homes in Kirklees be noted.

11 Statement of Purpose for the Fostering Service (Annual report)

The Board considered an Annual Report on the Statement of Purpose for the Fostering Service presented by Steve Comb, Interim Head of Corporate Parenting.

The Board noted that the three main aims of the Fostering Service was to:-

- Provide continuously improving quality placements with foster carers for all children and young people where it was assessed as being in their best interests to be cared for in a family setting;
- To recruit foster carers who could meet the assessed needs of children;
- To assist looked after children and care leaving young people within Kirklees to improve and drive up their life chances and outcomes.

Steve Comb advised that the Statement of Purpose for the Fostering Service would be submitted to Ofsted. The Board was informed that the biggest challenge for Kirklees was the recruitment of foster carers and that Kirklees would be holding a Fostering Fortnight event in May 2017 to try and recruit more foster carers.

The Board agreed to receive further details regarding the Fostering Fortnight and any other events relevant to the role of Corporate Parenting.

Steve Comb further explained that Fostering Network meetings had been arranged for the rest of 2018. The Board was informed that a new Acting Service Manager, Andy Quinlan, had recently been appointed in the Fostering Service.

RESOLVED –

1. That the Annual Report on the Statement of Purpose for the Fostering Service be noted.
2. That the Board receive information regarding the Foster Fortnight event taking place in May 2018 and other future events relevant to the role of Corporate Parenting.

12 Corporate Parenting Strategy for Kirklees 2018-2020 – Corporate Parenting Function and the seven principles of Corporate Parenting

The Board considered a report on the Corporate Parenting Strategy for Kirklees 2018-2020 and a report outlining the Corporate Parenting Function and the seven principles of Corporate Parenting presented by Steve Comb, Interim Head of Corporate Parenting.

The Board agreed that any elected members who were involved in the Corporate Parenting Board or other Children's Panels should receive more detailed training that was tailored to be fit for purpose for the role of Corporate Parenting.

Steve Comb advised the Board that following the elections, training would be arranged for Members of the Board and other elected members as appropriate on the Corporate Parenting Principles.

The Board agreed that a working group be established to revise the Corporate Parenting Strategy, which would include the Chair and other elected Members of the Board.

RESOLVED –

1. That the report on the Corporate Parenting Strategy for Kirklees 2018-20 Corporate Parenting Function and the seven principles of Corporate Parenting be noted.
2. That a working group be established to revise the Corporate Parenting Strategy, which would include the Chair and other elected Members of the Board.
3. That Members of the Board have access to and be invited to training as required on the role of Corporate Parenting.

13 Corporate Parenting Board Agenda Plan for 2017/18 and looking forward to 2018/19

The Board considered the progress of the Board during the 2017/18 municipal year and identified issues to put forward for consideration during 2018/19.

The Board agreed that the Chair and key Officers should work with the Governance Officer to agree dates for submission of key reports to the Corporate Parenting Board during the 2018/19 municipal year and finalise the Board's agenda plan for consideration by the Board in July 2018.

RESOLVED -

1. That the progress of the Board during the 2017/18 municipal year be noted.

2. That the Work Programme and Agenda Plan of the Corporate Parenting Board for 2018/19 be reviewed at the first meeting of the Board in July 2018.
3. That the Board's supporting officer be authorised to liaise with attendees to address the agreed actions.

11 Dates of Future Meetings

That the Board noted the future meeting dates of the Board during the 2018/19 municipal year:

- Monday 9th July 2018, 10 am
- Monday 24th September 2018, 10 am
- Monday 19th November 2018, 10 am
- Monday 21st January 2019, 10 am
- Monday 11th March 2019, 10 am
- Monday 15th April 2019, 10 am

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Contact Officer: Jenny Bryce-Chan

KIRKLEES COUNCIL

HEALTH AND WELLBEING BOARD

Thursday 14th December 2017

- Present:
- Councillor Viv Kendrick - Kirklees Council
 - Councillor Kath Pinnock - Kirklees Council
 - Councillor Donna Bellamy – Kirklees Council
 - Richard Parry – Kirklees Council
 - Carol McKenna – Greater Huddersfield CCG
 - Dr Steve Ollerton - Greater Huddersfield CCG
 - Fatima Khan-Shah – North Kirklees CCG
 - Rory Deighton – Healthwatch
 - Dr David Kelly - North Kirklees CCG
 - Rachel Spencer-Henshall, Kirklees Council
 - Kathryn Hilliam – NHS England
- In attendance:
- Mike Houghton-Evans – Independent Chair of Kirklees Safeguarding Adults Board
 - Saf Bhuta – Head of Safeguarding & Quality
 - Sarah Carlile – Safeguarding Adults Partnership Manager
 - Tom Brailsford – Head of Joint Commissioning Children
 - Steve Brennan, Senior Responsible Officer Working Together
 - Councillor Elizabeth Smaje – Chair of Health and Adults Social Care Scrutiny Panel
 - Steve Brennan – Chief Finance Officer - North Kirklees CCG
 - Phil Longworth – Health Policy Officer
- Invited Observer: Steve Cotter, Chief Superintendent West Yorkshire Police

- 27 Membership of the Board/Apologies**
Apologies from the following Board members were received: Cllr David Sheard, Cllr Erin Hill, Priscilla McGuire and Steve Walker.
- 28 Minutes of previous meeting**
That the minutes of the 28 September 2017 be approved as a correct record.
- 29 Interests**
No Interests were declared.
- 30 Admission of the Public**
That all agenda items were considered in public session.
- 31 Deputations/Petitions**
No deputations or petitions received.

32 Public Question Time

No questions were asked.

33 Kirklees Safeguarding Adults Board 2016/17 Annual Report

Mike Houghton-Evans, Independent Chair of the Kirklees Safeguarding Adults Board (KSAB) attended the meeting to present the KSAB's Annual Report 2016/17.

The Health and Wellbeing Board was advised that KSAB is a statutory strategic partnership which brings together the main organisations namely the Council, West Yorkshire Police and NHS organisations working with adults at risk of abuse and neglect.

KSAB produces a three-year strategic plan which is a rolling document and is updated following learning and analysis of the year's work. The annual report presents progress made over the last 12 months against the strategic plan. This year, there has been strong emphasis on collaboration in both the annual report and the strategic plan.

In summary, the KSAB annual report also includes:-

- Board member attendance information. This information has been included for the first time. There are only four meetings a year and it is important to ensure people are accountable for their attendance
- The report celebrates the Boards achievements and also considers what is next
- For the first time there is a section on performance with four domains highlighted which includes financial abuse. Neglect is the highest and there has been some initiatives with Trading Standards which help people protect themselves.

The Board was informed that the role of KSAB is to exert challenge and seek assurance from partners. In February 2018, there will be a formal challenge event held over two days which will call to account members of KSAB. At this event the focus will be how KSAB members feel they are achieving the aspirations of 'making safeguarding personal' which focuses on the individual rather than the organisation.

KSAB is committed to having a learning culture and is engaged with, and keen to support the initiative around prevention and early intervention. There is also a need to ensure and hold partners to account regarding having a competent workforce that understands and is trained in key aspects of safeguarding matters and keeping people safe.

Mr Houghton-Evans explained that last year, KSAB advised the Health and Wellbeing Board of the infrastructure that enables KSAB to exert its strategic and leadership purpose. The infrastructure includes a delivery group supported by a small number of sub groups and task and finisher groups that deliver parts of the work programme.

Mr Houghton-Evans advised that, KSAB had recently lost one of its lay members, Hazel Whitworth who made a wonderful contribution to the work of KSAB.

The Board was informed that at a recent regional meeting of independent chairs, information was presented regarding how future statistics on safeguarding adults would be measured. A regional dashboard had shown how it was recorded and there was no consistency. An officer has been working with the regional team and there is now a consensus about how Section 42 enquiries should be recorded. This will show a significant increase in the count for Kirklees, however it is simply the way in which the figures are collected and recorded.

RESOLVED - That the 2016/17 Kirklees Safeguarding Adults Annual Report be received by the Board.

34 Children & Adolescence Mental Health Service (CAMHS) Local Transformation Plan Refresh

Tom Brailsford, Head of Joint Commissioning attended the meeting to provide the Board with an update on the CAMHS Transformation Plan Refresh. The Board was advised that every year there is a requirement for the refreshed plan to be formally agreed and signed off by the Health and Wellbeing Board.

The Board was informed that as part of this year's refresh, the priorities have been reduced from forty-nine to twenty five, focusing on the 'Future in Mind' themes. The priorities very much focus on reducing waiting times and improving the quality of provision. The Board was directed to the executive summary of the appended report which gives a breakdown of the key priorities.

The Board raised questions with regard to actions being taken to ensure that referrals to the service were appropriate. In addition, questions were also raised about the disparity in numbers between north and south Kirklees in respect of tier 4 services. The Board requested that the disparity between north and south Kirklees be further explored and brought back for further discussion.

RESOLVED - That the Kirklees CAMHS Local Transformation Plan refresh for 2017 be approved by the Board. That the Board continues to maintain a strategic oversight of the plan.

35 Pharmaceutical Needs Assessment Post Consultation

Rachel Spencer-Henshall, Service Director, Policy, Intelligence and Public Health presented for information a summary of the responses received post Pharmaceutical Needs Assessment Consultation.

The Board was reminded that in September 2017, a paper was presented which outlined the intention to consult on the second Pharmaceutical Needs Assessment for Kirklees. The updated report aimed to show the responses received following the 60 day consultation. The Board was advised that the responses will be considered by the steering group, following which the draft will be presented to the Board for sign off before going live in April 2018.

RESOLVED - That the Board notes the consultation responses and updates

36 Proposals for Integrated governance arrangements for Commissioning Health and Social Care in Kirklees

Steve Brennan, Senior Responsible Officer attended the meeting to update the Board on the proposed integrated governance arrangements. In summary, the Board was provided with information on the current arrangements and the suggested changes. The Board was informed that while the existing arrangements had worked well over the past few years, there was now a need to review them in light of the agreement to move towards greater integration.

The proposals aim to combine the functions of the Integrated Commissioning Executive (ICE) and the Better Care Fund Partnership Board (BCFPB) into a new Integrated Commissioning Board. Rather than having a series of Integrated Commissioning Groups the proposal is to have a programme of work to help the Integrated Commissioning Board deliver its plan and outcomes.

The aim is that the new arrangements will be in place from April 2018, initially operating in safe mode. Some of the areas that the Integrated Commission Board could focus on during the first 12 months will include:

- Building on existing trust, working relationships and confidence
- Developing the integrated commissioning strategy and plan the outcomes framework
- Continuing to Integrated commissioning strategy
- Receiving financial, performance and quality information

Mr Brennan explained that if the Board is in agreement that the proposals are a reasonable way forward, officers will work up more detailed on the arrangements and bring this back to a future meeting.

The Board raised questions about the independence and accountability within this proposed arrangement. In response, the Board was advised that as more details are developed, consideration will be given to the membership and terms of reference and these are the areas that will also be considered. In addition, consideration will be given to involving patients and the public.

RESOLVED - That the Board supports the proposed changes to integrated governance arrangements and note the next steps in developing these arrangements including further discussion and approval at future Board meetings

37 Date of next meeting

That the date of the next meeting, 22 March 2018, be noted by the Board.

Contact Officer: Jenny Bryce-Chan

KIRKLEES COUNCIL

HEALTH AND WELLBEING BOARD

Thursday 22nd March 2018

- Present: Councillor David Sheard (Chair)
Councillor Donna Bellamy
Councillor Viv Kendrick
Councillor Cathy Scott
Rory Deighton
Dr David Kelly
Carol McKenna
Dr Steve Ollerton
Richard Parry
Fatima Khan-Shah
- Attendees: Steve Brennan – SRO Working Together, North Kirklees CCG
Nicola Bush – PH Pharmaceutical Advisor
Phil Longworth – Health Policy Officer
Councillor Elizabeth Smaje – Chair of Health and Adults Social Care Scrutiny Panel
Emily Parry-Harries, Consultant in Public Health
Clare Costello, Healthwatch
- Invited Observers: Carol Harris - South West Yorkshire Partnership NHS Foundation Trust
Tilly Poole – Mid Yorkshire NHS Hospital
Catherine Riley, Calderdale and Huddersfield NHS Foundation Trust
Dr N Mounsey, GP
- Apologies: Councillor Kath Pinnock
Rachel Spencer-Henshall
Jacqui Gedman
Kathryn Hilliam

38 Membership of the Board/Apologies

Apologies were received from the following Board members, Cllr Kath Pinnock, Kathryn Hilliam, Rachel Spencer-Henshall and Jacqui Gedman.

Emily Parry-Harries substituted for Rachel Spencer-Henshall.

39 Minutes of previous meeting

RESOLVED - That the minutes of the meeting held on the 14 December 2017 be amended to reflect that Dr Steve Ollerton chaired the meeting.

40 Interests

No Interests were declared.

41 Admission of the Public

That all agenda items be considered in public session.

42 Deputations/Petitions

No deputations or petitions were received.

43 Public Question Time

Christine Hyde, North Kirklees NHS Support Group asked 2 questions of the Board:

- 1) Is there an Integrated Commissioning Board for the Local Kirklees Plan and another for the regional West Yorkshire Health and Care Partnership and which bodies are represented on the Integrated Commissioning Board at the moment?
- 2) How will the conversations rather than 'referrals' work to get people health treatment in the future?

Phil Longworth, Health Policy Officer responded to Question1 and Steve Brennan, SRO Working Together responded to Question 2.

44 Arrangements for Integrated Commissioning Board

Steve Brennan, updated the Board on arrangements for the new Integrated Commissioning Board (ICB) that will begin to meet in April 2018 and will undertake the existing functions of Integrated Commissioning Executive and the Better Care Fund Partnership Board.

The Board was informed that the terms of reference for the ICB had been developed and the new arrangement will initially operate in safe mode and will incorporate all the functions of the Integrated Commissioning Executive and the Better Care Fund Partnership Board. The ICB will be responsible for a number of important functions which includes delivering on existing plans, developing integrating commissioning arrangements and overseeing plans for integrated provision.

The Board was advised that progress had also been made on the underlying arrangements to support the work of the ICB, such as identifying lead officers and project teams to take forward work in the priority areas as set out in the terms of reference. The terms of reference will be reviewed in six months to reflect the ongoing development of integrated commissioning and the experience gained from operating the new arrangements.

The Board was asked to support the commencement of the new Integrated Commissioning Board.

RESOLVED - That the Board:

- a) continues to support the proposed changes to integrated governance arrangements

- b) Note and approve the Terms of Reference for the Integrated Commissioning Board and support the commencement from April 2018
- c) Note the progress being made and request updates as necessary

45 Children Services Improvement Journey

Cllr Viv Kendrick, Cabinet Member for Children Services (Statutory Lead) provided an update on the Children Services improvement journey. The Board was reminded that the Department for Education had approved a Children Services improvement partnership between Kirklees and Leeds City Council with Eleanor Brazil as the Children's Commissioner to help with the improvement journey.

The Board was advised that the Improvement Board established to oversee the improvement journey is well attended and includes a range of organisations working together to deliver the 10 point improvement plan. Cllr Kendrick outlined some of the successes which includes: a reduction in agency staff exceeding the improvement plan target, a reduction in staff turnover, a reduction in staff sickness levels and the appointment of experienced leaders including a Service Director. Cllr Kendrick advised that there was still work to do in some areas and the outcome of a recent Ofsted monitoring visit is awaited. The draft letter from Ofsted should arrive shortly.

Cllr Kendrick advised that in respect of the Corporate Parenting Board (CPB), more data needed to come to the CPB, there needed to be more clear challenge from the CPB and the voice of the child and young person needs to be heard more clearly at the CPB.

The Board was informed that a place called 'Number 11' which is a drop in centre for Looked After Children and care leavers who wish to call in and use the facilities or get some advice has been opened in the town centre. Board members were encouraged to visit the centre.

RESOLVED - That the Board note the Children Services Improvement Journey.

46 Learning From Winter 2017-18 Across Kirklees

Phil Longworth, Health Policy Officer advised that the report being presented was to seek the Boards view and support on an approach to reflect on winter 2017/18. This was to ensure that as a Kirklees system, lessons can be learnt from what had been a pressurised time for the health and social care system. The operational leadership to respond positively to winter comes from two bodies, an A&E Delivery Board for Calderdale and Huddersfield and an A&E Delivery Board for North Kirklees and Wakefield based on the acute hospital footprints.

The Board was informed that both these bodies were responsible for the operational work over the winter and learning from their experiences, and some of the areas they look at was particularly pertinent to the Kirklees system. Learning from the two delivery boards was important to develop a Kirklees wide perspective to enable the system to respond to challenges over winter in a proactive, effective and efficient way. The aim is not to duplicate the work of the delivery boards but to draw on it and learn for future years.

RESOLVED - That the Board:

- Support the proposal to undertake a Kirklees health and social care system wide review of local experiences over winter 2017/18 to identify the key learning points
- That learning points should be used to inform future years
- A report setting out lessons learned and proposed actions be presented to the Board in June 2018

47 Pharmaceutical Needs Assessment Post Consultation

Nicola Bush, Public Health Pharmaceutical Advisor, presented the Pharmaceutical Needs Assessment (PNA) advising that the Board had received previous updates, and the intention is to present the Board with a completed document with all the amendments. The Board was reminded that it is a statutory duty to publish the PNA on the 1 April 2018. The Board was asked to agree the amendments and approve the publication of the PNA.

RESOLVED - That the PNA be approved by the Board for publication on 1 April 2018.

48 Health and Wellbeing Board Terms of Reference

The Board agreed the revisions to the terms of reference which aimed to clarify the role, purpose and full range of the Boards responsibility.

RESOLVED - That the proposed revision to the terms of Reference be accepted by the Board.

Contact Officer: Jenny Bryce-Chan

KIRKLEES COUNCIL

HEALTH AND WELLBEING BOARD

Thursday 28th June 2018

- Present: Dr Steve Ollerton (Chair)
Councillor Donna Bellamy
Councillor Kath Pinnock
Councillor Cathy Scott
Dr David Kelly
Carol McKenna
Richard Parry
Fatima Khan-Shah
Helen Wright
- In attendance: Rachael Loftus – Head of Regional Health Partnerships
Ian Holmes – Director, West Yorkshire and Harrogate STP
Phil Longworth, Health Policy Officer
Jen Mulcahy, Programme Manager – Right Care, Right Time, Right Place Programme
Jenny Bryce-Chan, Governance Officer
- Invited Observers: Councillor Elizabeth Smaje – Chair of Health and Adults Social Care Scrutiny Panel
Catherine Riley, Calderdale and Huddersfield NHS Foundation Trust
Diane McKerracher – Locala
Matt England, Mid Yorkshire Hospitals NHS Trust
John Keaveny, South West Yorkshire Partnership NHS Foundation Trust
- Apologies: Councillor Shabir Pandor (Chair)
Councillor Viv Kendrick
Rachel Spencer-Henshall
Steve Walker
Jacqui Gedman

1 Membership of the Board/Apologies

Apologies were received from the following Board members, Cllr Shabir Pandor, Cllr Viv Kendrick, Jacqui Gedman, Rachel Spencer-Henshall and Steve Walker.

Emily Parry-Harries substituted for Rachel Spencer-Henshall.

2 Minutes of previous meeting

RESOLVED – That the Minutes of the 22 March 2018, be approved subject to a correction to reflect that a question was asked in respect of the number of public responses to the Pharmaceutical Needs Assessment.

3 Interests

No Interests were declared.

4 Admission of the Public

That all agenda items be considered in public session.

5 Deputations/Petitions

The Board received a deputation from Christine Hyde, North Kirklees Support the NHS.

6 Public Question Time

No questions were asked.

7 Confirmation of Deputy Chair

That Dr Steve Ollerton be confirmed as the Deputy Chair of the Health and Wellbeing Board for the 2018/19 municipal year.

8 Plans to respond to Secretary of State letter

Jen Mulcahy, Programme Manager, Right Care, Right Time, Right Place (RCRTRP) Programme attended the meeting to provide an update on the RCRTRP Programme. The Board was informed that the proposals to reconfigure health services had been referred to the Secretary of State in September 2017 by the Joint Health Scrutiny Committee (JHSC).

The response from the Independent Reconfiguration Panel (IRP) was received by the Clinical Commissioning Groups (CCGs) in May 2018. In summary, the IRP concluded that maintaining the status quo was not an option and pursuing the proposal in more detail is reasonable in the interests of local health services. It recognised that the clinical case for concentrating all the relevant services for those with emergency needs in one location, and separating these from planned care had been reinforced, not contradicted. Additionally, the report identified that there is the prospect of needing to make service changes to protect their safety and quality.

The IRP report identified three areas which require further focus, those being; out of hospital (community) care, hospital capacity and the availability of capital financing. The Board was informed that the hospital had taken the lead in terms of the finances and hospital capacity and the CCG had taken the lead with out of hospital provision. The next steps will be a meeting with the Joint Health Scrutiny Committee in July and the deadline for responding to the Secretary of State is 10 August 2018.

RESOLVED - That the plans to respond to the Secretary of State letter be noted by the Board.

9 Integrated Care System (ICS) in Development

Rachael Loftus, Head of Regional Health Partnerships attended the meeting to update the Board on the Integrated Care System (ICS) in Development. The Board was advised that the Integrated Care System describes the partnership between health and care organisations across West Yorkshire and Harrogate.

In June 2017, eight partnerships were invited to be a part of the Integrated Care System Development Programme as part of the first wave. West Yorkshire and Harrogate is part of the second wave to receive this development support.

The Board was informed that across West Yorkshire and Harrogate there are approximately five hundred democratically elected councillors and it is important to make sure there are clearer routes for elected members to influence, challenge and inform the development of integrated care for the people of West Yorkshire and Harrogate.

The Board questioned how these routes were going to be developed and in response was advised that there will be an overarching Partnership Board being developed that will specifically include elected member representation. There will be more opportunities for local members to develop their collective input and also greater opportunities for members to hear about and ask questions regarding the West Yorkshire and Harrogate wide programmes. Over the summer elected members will be discussing the potential for a more formal partnership agreement as the system develops.

The Board was informed that there are members of the Health and Wellbeing Board who are involved in different strands of the work for example, Carol McKenna is leading on maternity, Drs Ollerton and Kelly are members of the Clinical Forum and Fatima Khan-Shah is championing carers. The Partnership Board proposals will also enable all partners to better participate in the governance of the partnership and develop more integrated approaches, both locally and at West Yorkshire and Harrogate level.

The Board asked in respect of the West Yorkshire and Harrogate Partnership where the decisions were being made, by whom and where will the money will come from. In response, the Board was advised that a design principle of the partnership is subsidiarity – in that all decisions, activity and investment will remain as locally as possible. This is except where critical mass is needed, where there is large variation in outcomes across the footprint or where there needs to be a radical change in order to achieve the ambitious outcomes that have been set.

The programmes that relate to this level of working have been agreed by the Partnership's "System Leadership Executive" which includes representatives from each of the organisations that make up the partnership. Funding for these West Yorkshire and Harrogate level programmes comes from a variety of sources, some of which is national funding (with mandated national programmes), some is funding that the Partnership has been successful in bidding for and a smaller proportion is where they are using existing resources in each place, but agreeing to share a single programme approach across all six places.

Health and Wellbeing Board - 28 June 2018

Work will continue on the governance structure over the summer but the main aims are to ensure greater transparency, mutual accountability and elected member engagement.

The Board felt that a substantive item on the Partnership Agreement/ Memorandum of Understanding should be brought back to the September meeting of the Health and Wellbeing Board for further discussion.

RESOLVED - That the Board notes the decision by NHS England and NHS Improvement to include West Yorkshire and Harrogate Health and Care Partnership in the next wave of Integrated Care Systems in Development

That the Board continues to shape the Kirklees engagement in the development of the partnership agreement

10 **Developing the Kirklees Health and Wellbeing Plan**

Richard Parry, Strategic Director for Adults and Health and Phil Longworth Health Policy Officer, updated the Board on developing the Kirklees Health and Wellbeing Plan. The Board was reminded that in 2016, Kirklees started the development of a Health and Wellbeing Plan to outline plans to implement the priorities in the Kirklees Joint Health and Wellbeing Strategy. This was partly in response to the NHS England mandate to create a Sustainability and Transformation Plan (STP) across the West Yorkshire and Harrogate footprint.

The STP Plan, led to the development of the West Yorkshire and Harrogate Health and Care Partnership with organisations working together across the region to improve health and care services.

The Board asked who the partners were and in response was advised that partners include the Council, Clinical Commissioning Groups, Acute Trusts, Locala, Healthwatch, South West Yorkshire Partnership NHS Foundation Trust and others.

The Board also raised questions regarding how the views of local people were being reflected in the plan. In response, the Board was advised that the plan was building on existing partnership and organisational plans which have all been developed in response to the views of local people.

The Board was informed that as the worked has developed, an independent organisation, Attain, has been commissioned to pull together the plans of each organisation to identify the gaps and opportunities and to take things forward. This will be summarised in a high level plan which sets out the key priorities for the coming years and will be presented to the Health and Wellbeing Board for approval in September.

RESOLVED -

That the Board:

- a) Endorses the refresh and approach to development of the Kirklees Health and Wellbeing Plan
- b) Engages in the refresh and development of the plan as outlined in the submitted report

11 Learning from winter 2017-18 across Kirklees

Richard Parry, Strategic Director for Adults and Health and Phil Longworth Health Policy Officer, updated the Board on developing the Kirklees Health and Wellbeing Plan. The Board was reminded that in 2016, Kirklees started the development of a Health and Wellbeing Plan to outline plans to implement the priorities in the Kirklees Joint Health and Wellbeing Strategy. This was partly in response to the NHS England mandate to create a Sustainability and Transformation Plan (STP) across the West Yorkshire and Harrogate footprint.

The STP Plan, led to the development of the West Yorkshire and Harrogate Health and Care Partnership with organisations working together across the region to improve health and care services.

The Board asked who the partners were and in response was advised that partners include the Council, Clinical Commissioning Groups, Acute Trusts, Locala, Healthwatch, South West Yorkshire Partnership NHS Foundation Trust and others.

The Board also raised questions regarding how the views of local people were being reflected in the plan. In response, the Board was advised that the plan was building on existing partnership and organisational plans which have all been developed in response to the views of local people.

The Board was informed that as the worked has developed, an independent organisation, Attain, has been commissioned to pull together the plans of each organisation to identify the gaps and opportunities and to take things forward. This will be summarised in a high level plan which sets out the key priorities for the coming years and will be presented to the Health and Wellbeing Board for approval in September.

RESOLVED -

That the Board:

- a) Endorses the refresh and approach to development of the Kirklees Health and Wellbeing Plan
- b) Engages in the refresh and development of the plan as outlined in the submitted report

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Monday 26th February 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Cahal Burke
Councillor Elizabeth Smaje
Councillor Rob Walker

Apologies: Councillor Gulfam Asif

140 Minutes of Previous Meeting

The minutes of the meeting of the Committee held on 15 January 2018 were agreed as a correct record.

141 Interests

No interests were declared.

142 Admission of the Public

That all agenda items be considered in public session.

143 Findings of Commons Select Committee on Overview and Scrutiny in Local Government

The Overview and Scrutiny Management Committee considered a report which summarised the findings of the 2017 Communities and Local Government Select Committee which has looked into Overview and Scrutiny in Local Government. It was noted that at the time of considering the report a formal response to the recommendations of the Select Committee was still awaited from Government.

The Committee noted that the Select Committee had considered whether overview and scrutiny arrangements in England were working effectively and whether local communities were able to contribute to and monitor the work of their councils. Issues explored included:

- effectiveness and holding decision makers to account
- political impartiality and independence from executives
- independence of scrutiny officers
- selection of chairs and members
- how topics are selected
- use of specialist external advisers
- scrutiny of external organisations
- the role of scrutiny in devolution deals

The Committee continued to consider the areas of recommendation made by the Committee within the context of practice in Kirklees. It was evident that in some authorities there was an inappropriate Executive influence within Scrutiny. It was felt that in Kirklees Scrutiny set its own agenda and invited cabinet members

Overview and Scrutiny Management Committee - 26 February 2018

attendance as appropriate. It was important to continue to maintain constructive relationships with cabinet members.

The Select Committee had identified the ability for scrutiny to access confidential information as a barrier. The Scrutiny Committee agreed that scrutiny should be able to access all information as part of looking at issues and not be subject to legislative restrictions.

The Select Committee had examined the resourcing of scrutiny work in detail. It was recognised that the amount of dedicated scrutiny resources had diminished in line with the wider reduction of resources in Local Government. It was emphasised that scrutiny should be supported by officers who could operate with independence and provide impartial advice. The Select Committee also concluded that there should be greater parity of esteem between Scrutiny and the Executive with Scrutiny committees having the same access to the expertise and time of senior officers and the Chief Executive as their Cabinet counterparts. The Select Committee proposed that the statutory scrutiny officer post should have a seniority and profile equivalent to the councils Corporate Management Team. It was also suggested that the statutory scrutiny officer would be required to make regular reports to full council.

The Scrutiny Management Committee recognised that diminishing resources did impact on the amount of work that scrutiny could undertake. Cllr Smaje suggested it was important that within the scrutiny sector there was a sharing of best practice both at officer and member level. The Council needed to heed the lessons from high profile failures and reflect those lessons within the scrutiny approach in Kirklees.

There followed a discussion on the reporting of scrutiny work at council. Cllr Stewart-Turner welcomed the recent discussions of scrutiny findings reports and felt that progress had been made in engaging Councillors. However it was suggested that Scrutiny should provide more regular updates on work programmes and seeking views of Councillors on issues that Scrutiny was looking at. The Committee did not consider it appropriate that the statutory Scrutiny officer should be required to report to Council as Scrutiny should be member led in such arenas. It was further suggested that Scrutiny should be reporting back to Council on the outcomes of Scrutiny work particularly where Scrutiny can illustrate the difference that has been made as a result of Scrutiny recommendations.

All members of the Management Committee supported the clear separation of the Executive and Scrutiny and the independence of committees and panels to be able to set their own agenda. It was not felt that there was a particular problem in this area in Kirklees. Cllr Stewart-Turner agreed to raise the views of the Committee in her next briefing with the Chief Executive.

The Committee continued to explore independent and impartial advice and the use of advisors. Councillor Smaje indicated that one of the Scrutiny Co-optees on the Health & Adult Social Care Panel was an emeritus professor from Huddersfield University and his expertise had proved invaluable to the Panel. It was suggested when we started looking to recruit further co-optees that we might consider how to encourage people with professional expertise to become co-optees.

Overview and Scrutiny Management Committee - 26 February 2018

Councillor Smaje advised that within Health Scrutiny there was a West Yorkshire Scrutiny Panel which already brought key scrutiny members together across authorities. All members welcomed the idea of having a network to pick up on key issues and share good practice.

The Committee continued to look at the role of the public in overview and scrutiny and how we better engage and involve the public moving forward. It was recognised that this linked in part to improved scrutiny communications. It was recognised that processes needed to be simple and not onerous in order to encourage public engagement.

RESOLVED -

- 1) That the findings of the Commons Select Committee report into Overview and Scrutiny in Local Government be noted.
- 2) That the Committee supports the sharing of confidential information with Scrutiny on request, whilst recognising the need to maintain the confidentiality of such information.
- 3) That sharing of good practice across local authorities should be encouraged, possibly through the establishment of a network.
- 4) That in addition to the Scrutiny Annual Report and Ad Hoc Panel finding reports, the Scrutiny Panel Lead Members should share Panel highlights at Council approximately three times a year.
- 5) That the Committee supports the ambition that Scrutiny should be able to “follow the council pound” and have the power to oversee any taxpayer funded service.

144 Scrutiny Lead Member Reports

The Scrutiny Committee considered reports from each of the 4 scrutiny panel lead members which highlighted work being undertaken by the panels.

Councillor Cahal Burke, Lead Member of the Children’s Scrutiny Panel highlighted work undertaken between 27 November 2017 and 26 February 2018. This had included:

- A visit to the Drop in Centre
- Consideration of Kirklees Safeguarding Children’s Board annual report
- Scrutiny of the findings of the Ofsted monitoring visit in October 2017
- School transport
- Consideration of performance information

It was further noted that the Elective Home Education Ad-Hoc Panel work was ongoing, with activities planned including 2 meetings to be held in the near future. Cllr Burke advised that Councillor Donna Bellamy was now attending as the scrutiny representative on the Children’s Services Improvement Board.

Looking forward the Scrutiny Panel would look at mainstream school transport proposals and have a briefing on special educational needs and disabilities. The

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revised Children and Young Peoples' Plan would also be considered by the Scrutiny Panel in April 2018.

The Committee welcomed the report including the news of the visits being undertaken by the Scrutiny Panel to look at the service from a user perspective.

There followed a further discussion on the future role of the CSE & Safeguarding Member Panel and the Corporate Parenting Board and how they related to Overview & Scrutiny. Cllr Burke indicated that he would be discussing this issue with the Cabinet Member.

The Committee continued to look at the Lead Member report for the Economy & Neighbourhoods Panel. Councillor Walker indicated that the panel had prioritised 3 areas namely, housing, transport and towns & communities. Following a meeting in November where the Panel had received an overview of housing issues and had highlighted several topics for further consideration which included:

- age designation and letting of properties
- the availability and demand for supported housing
- the provision of affordable new homes

In December the Panel had looked in more detail at the demand and supply of supported housing in Kirklees. This was followed by the opportunity for members of the Panel to visit the extra care housing schemes at Crosland Moor and Heckmondwike.

In the new year the Panel held a meeting to look at the issues facing the development of transport links in Kirklees and West Yorkshire, focussing in particular on local rail links. A senior representative from Network Rail was invited to attend the panel meeting on 15th March for a further informal discussion on how the proposed developments would impact on local rail services in towns and villages within the Kirklees district.

The Committee noted that Cllr Walker had attended the Cabinet Portfolio Briefing meeting to follow up on the discussion on extra care housing and to discuss how a small group drawn from the Scrutiny Panel would be following up on the issues raised.

The Management Committee welcomed the progress made, including the visit and constructive meetings with Cabinet Members and senior officers. It was welcomed that Cllr Walker had extended the invitation to the informal meeting with Network Rail to all councillors.

In considering the work of the Health & Adult Social Care Scrutiny Panel, Cllr Smaje highlighted the issues covered at panel meetings and any follow up activity. The panel had looked at wheelchair services in Kirklees and made recommendations to the Clinical Commissioning Group, it was awaiting feedback.

The Committee noted that the Panel had received a further update at its meeting in January on tuberculosis in Kirklees. This followed previous scrutiny investigation work into the approach in Kirklees. Cllr Smaje reported that the panel was pleased

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with the work that had been carried out by Public Health and had confidence that the action plan was robust enough to strengthen TB control within Kirklees.

Cllr Smaje indicated that there were still areas of the previous adult mental health assessment scrutiny investigation which she wished to follow up on and information would be circulated when an update was available.

The Committee also noted that the Joint Health Overview & Scrutiny Committee (Yorkshire and Humber) had met to consider the details of NHS England's final decision on the commissioning of congenital heart disease services for adults and children across Kirklees. The members of the Committee recognised the work as an excellent example of joint health scrutiny arrangements and it was agreed that the Committee would cease to be operational at the end of the current municipal year.

In the absence of the Lead Member, Cllr Stewart-Turner reported on the highlights of the work of the Corporate Scrutiny Panel. There followed a discussion on the future overview of the Transformation Programme. Cllr Stewart-Turner proposed that in future, given the cross cutting nature of the Transformation Programme, the Overview & Scrutiny Management Committee would maintain the overview of the progress of the whole programme. Any scrutiny work to look in more detail at certain aspects, for example procurement and commercialisation strands, would continue within the Corporate Scrutiny Panel. Cllr Stewart-Turner indicated that she had asked for an overview for the Management Committee for the final meeting of the municipal year.

Cllr Stewart-Turner circulated details of the work she had undertaken in her capacity as Chair of Scrutiny, this had included attendance at the Centre for Public Scrutiny Conference where Cllr Stewart-Turner had been interested to hear about the work being undertaken to strengthen governance with Rotherham Council. Cllr Stewart-Turner circulated information to members of the Committee on a range of topics relevant to scrutiny work. Cllr Stewart-Turner indicated that as part of her crime and disorder remit she had met with Chief Superintendent Cotter to understand the work of the community safety partnership and improvements in working with offenders with mental health difficulties.

Cllr Stewart-Turner had attended briefings with the Chief Executive and Cllr Sheard and Cllr Pandor were now attending the same briefings.

Cllr Stewart-Turner had raised the issue of scrutiny communications with the Chief Executive including the need to replace the previous Scrutiny web page with an alternative that gave the public information.

Cllr Stewart-Turner asked if all Lead Members could develop action logs to enable actions to be monitored thereby allowing scrutiny to identify the difference it was making.

In closing the discussion of the Lead Member reports Cllr Cahal Burke raised concerns regarding access to information and officer attendance from Children's Services. On some occasions the Scrutiny Panel had been able to have good discussions but generally reports were not provided in a timely way and this was delaying the progress of some areas of scrutiny work.

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Cllr Stewart-Turner reported back on her discussions with the Chief Executive in which she had raised similar concerns. Cllr Stewart-Turner asked that where members had concerns regarding scrutiny access and information or officer resources then they needed to identify those to Cllr Stewart-Turner so that they could be used as examples within discussion.

RESOLVED -

- 1) That the Panel Lead Member reports on recent activities within Scrutiny Panels be received and noted.
- 2) That the overview of the Transformation Plan be carried out by the OSMC with the Corporate Panel continuing to look in more detail at specific strands such as procurement and commercialisation.

145 Agenda Plan 2017/18

The Management Committee considered the remainder of the agenda plan for the 2017/18 municipal year. It was agreed that the Transformation Programme and Lead Member reports would be included on an additional meeting agenda in April 2018.

RESOLVED -

- 1) That the Scrutiny Committee agenda plan for the remainder of the municipal year be noted.
- 2) That an additional item be added to the meeting on 13 April on the Transformation Programme.
- 3) That a year end Lead Member report be presented to the Committee meeting on 13 April 2018.

146 Arrangements for Future Meetings

The Management Committee confirmed that the date of the next meeting would be 12 March 2018 at 9.30am. It was further agreed that an additional meeting of the Committee would be held on 13 April 2018 at 10.00am.

RESOLVED -

- 1) That the next meeting of the Committee be held on Monday 12 March 2018, starting at 9.30am.
- 2) That an additional meeting of the Committee be held on Friday 13 April 2018 at 10.00am.

Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Monday 12th March 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Gulfam Asif
Councillor Cahal Burke
Councillor Elizabeth Smaje
Councillor Rob Walker

147 Membership of Committee

All members of the Committee were present.

148 Interests

No interests were declared.

149 Admission of the Public

It was agreed that all agenda items would be considered in public session.

150 The work of the West Yorkshire Combined Authority Scrutiny Function

Cllr Robert Light, Chair of Scrutiny at the West Yorkshire Combined Authority attended the committee meeting to provide an overview to the approach of the work of Scrutiny at the Combined Authority.

In introduction Cllr Light explained the history of the development of the West Yorkshire Combined Authority which had brought together a number of existing bodies including the Association of West Yorkshire Authorities and the Leeds City Region into one body. In 2014 the Combined Authority was established providing a more cohesive body at regional level. Initially it started as a shadow board and was fully established in 2015, focusing on the areas of transport and investment, skills and jobs. The Local Economic Partnership sits alongside the Combined Authority. The Combined Authority also has an investment committee with final decisions being made by the Leaders Board.

The Combined Authority had not reached agreement concerning an elected Mayor, however it had been successful in securing a growth deal with time limited funding for about 3 years. The challenge would be how to sustain ongoing work when the growth deal funding had run out.

Cllr Light continued to explain in more detail the different constituent parts of governance structures within the Combined Authority.

Cllr Light explained that the Scrutiny Committee membership was based on proportionality and had a total of 18 members. This included a range of experienced members at both Leader and Cabinet Level as well as some long term Scrutiny members. The work of the Scrutiny Committee focused on 2 areas, firstly, key agenda items and priorities and secondly, future issues. The Combined Authority Chair attended the meeting with the Investment Committee Chair at least once a

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year. The Chair of the Local Enterprise Partnership also attended on a separate occasion.

Recent work had seen scrutiny of the assurance framework which saw the Committee shape proposals and establish small working groups to progress scrutiny of the issue. The Scrutiny Committee had also tried to look at investment including grant approval criteria and midterm reviews to ensure that investment had delivered the predicted outcomes.

The Scrutiny Committee had looked at risk and whether the approach of the Combined Authority was appropriate. Devolution was also a standing item on the Scrutiny Committee agenda to enable regular updates to understand progress and any risks. The Scrutiny Committee regularly reviewed the forward plan of the Combined Authority and had the opportunity to influence proposals.

In looking to the future Cllr Light indicated that the work of Ad Hoc Scrutiny Panels would continue to look at investment and assurance and how the Combined Authority delivers jobs and business growth. Scrutiny of the work of the Transport Committee would also continue.

The Management Committee thanked Cllr Light for providing the comprehensive update on the history of the development of the Combined Authority and the current work of the Scrutiny function. The committee then discussed with Cllr Light the funding challenges facing the Combined Authority given no devolution deal had yet been agreed. Cllr Asif also recognised the benefits to the Leeds City Region but wanted to understand how we were able to ensure that the Kirklees district also benefited in a proportionate way. Cllr Light recognised that some projects for example, the clean air zone started in the Leeds area however, analysis had been undertaken concerning the geographical allocation of funding over the last 3-4 years and Kirklees Council had received slightly more proportionally than some other authorities within the region.

The Committee continued to discuss the Economic and Inclusive Growth Policy of the Combined Authority and how it was being developed and whether it linked to the skills agenda. Cllr Light pointed to some examples of work on the skills agenda including apprenticeship hubs but recognised that there was more to do and the opportunity for Kirklees Council to have greater influence in these areas. The Committee discussed how the work of the Leeds Economic Partnership linked to the strategic direction of the Combined Authority. Cllr Light reported that progress had been made as a result of the Combined Authority Strategic Framework which had been influenced by Kirklees. So previous decisions made in isolation were no longer the case. The point was raised that Kirklees could be more proactive in coming forward for schemes when funding was available. Leeds City Council always had a number of schemes ready to go and were therefore very successful in securing the available funding for their area.

RESOLVED -

- 1) That Cllr Robert Light be thanked for his informative briefing on the governance structures and work of Scrutiny in the West Yorkshire Combined Authority.

2) That the Scrutiny Committee consider a further update in about a year's time.

151 Statutory Scrutiny of Crime and Disorder

The Management Committee considered a report which provided an update on the Kirklees Community Safety Plan particularly related to crime reduction and preventing violent extremism.

Chris Walsh, Safer Kirklees Manager indicated that the Kirklees Community Safety Plan had 4 key outcome themes which were;

- Increasing confidence and satisfaction
- Reducing crime
- Tackling anti-social behaviour
- Protecting people from serious harm

Attached is appendix 1 to the report was a summary of the strategic intelligent assessment findings which had been used to inform the Community Safety Partnership Plan. Headlines indicated that over the past 3 years the total number of crimes recorded by the police have increased by 70%. It was stated that the vast majority of this increase was associated with recording changes to improve quality and consistency. The level of crime within the Kirklees district was below the average for other similar areas. It was estimated that the actual increase in risk was around 5%.

Residential burglary had increased by 41% over 3 years and one of the changes in recording meant that burglary of sheds and garages was included within statistics. Vehicle crime had also increased by 27% although figures were stabilising. Changes in technology had continued to influence the nature of vehicle crime, although the main volume was associated with items being left on display.

The report continued to explain that violent crime had seen the largest impact in recording changes. This had resulted in levels of recorded violent crimes having increased over 200%. Violent offences tended to be most concentrated within town centres with the highest risks associated with young men aged 18-23. A tiered approach was in place to try to prevent violent crime happening in the first place and where it does, to stop it at the earliest stage.

The report also highlighted the areas of tackling anti-social behaviour, confidence and satisfaction and protecting people from serious harm. It was noted that in respect of confidence and satisfaction, 80% of Kirklees respondents reported feeling safe in their local area.

In considering the information on the findings of the Strategic Intelligence Assessment, the Scrutiny Committee explored demographics within the Kirklees district that might have contributed to the statistics. It was suggested that the Management Committee receive a copy of the full assessment which covers a period of 3 years to gain a fuller understanding of contributing factors.

There followed a discussion on anti-social behaviour and nuisance and how it is recorded. A chart was circulated which proved a breakdown by ward. The

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Management Committee asked for further details on ASB including fly tipping, noise nuisance, and arson. In respect of the confidence and satisfaction survey, Mr Walsh indicated that the CliK Survey in Kirklees was used. This was a 3,500 representative sample of residents of the district. In addition the Police and Crime Commissioner Survey had informed the intelligence assessment.

The Committee continued to discuss the arrangements for local ward members to be able to discuss ongoing issues of crime and disorder with police representatives. Neighbourhood Management Groups did not meet in every area and Councillors wanted reassurance that issues being reported were being responded to and dealt with. Whilst recognising the impact of reducing resources, the Committee wanted to understand how community safety partners would interact with Councillors moving forward.

The Management Committee was interested to understand how the Community Safety Partnership was reviewed to measure its effectiveness. Carole Gilchrist, Head of Communities indicated that there was performance monitoring information that underpinned the Community Safety Partnership Plan across the 4 themes. As part of a recent service review four Officers had been appointed to oversee all the performance data in respect of the work of the theme groups.

The discussion continued to explore the use of CCTV and the regulations which meant that there had to be necessary authorities in place to utilise evidence gathered through CCTV.

Cllr Walker highlighted issues regarding domestic abuse related to drug and alcohol abuse and the impact on children. Chief Superintendent Cotter stated that where there were repeat incidents of domestic abuse schools were contacted so they were aware and children were appropriately cared for.

The crime and disorder update continued with a progress report on the work of the Kirklees Prevent Hub. The update included a local overview, the position regarding national threat and risk and local threat and risk incidents. Details of individual convictions in Kirklees in 2017 were also listed.

It was noted that the role of social media and online extremism continued to be a predominant risk factor in individuals being referred to Channel in Kirklees. It continued to be critical for preventative work to be undertaken with parents and young people to highlight the dangers of online extremism and ensure young people are given the skills to think critically.

It was noted that the Kirklees Channel Panel continued to meet on a monthly basis and that Kirklees had been in 1 of 9 local authorities to take part in a Channel pilot known as Dovetail. The Home Office had deemed the pilot a success and it was anticipated that regional rollout in 2019 would involve Kirklees providing support to other areas.

Lee Hamilton, Prevent Coordinator, continued to update the Management Committee on work in schools which ranged from full day workshops as part of an alternative curriculum day or sessions that were embedded within the school timetable and curriculum. It was noted that sessions did not always specifically refer

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to radicalisation, extremism or terrorism but covered learning outcomes to build resilience, focusing on;

- Beliefs and values
- Identity
- Developing empathy
- Risk identification and management
- The development of critical thinking skills
- Understanding influence, persuasion and manipulation
- Assessing and evaluating fact from fiction.

Since April 2017, 42 projects have been delivered to over 4,000 students across 29 schools.

The Management Committee welcomed that Cllr Robert Light was leading the development of a Yorkshire and Humber Prevent Elected Members Network. The network which had been in operation since July 2017 brought together elected members and prevent leads from priority and non-priority areas in a regular forum with the Home Office. In recognising the important role that elected members play in the delivery of prevent, the network had recently developed a 2018 Yorkshire and Humber Briefing Pack for elected members.

The Management Committee thanked Mr Hamilton for the informative update and the progress that had been made since the last report. Cllr Cahal Burke highlighted that the Children's Scrutiny Panel had also looked more specifically at the work in schools and was satisfied with the work being undertaken. The Management Committee welcomed the case studies that had been attached to the report to help to illustrate the issues that were being addressed through prevent work.

The final part of the crime and disorder update was provided by Chief Superintendent Steve Cotter who explained changes to Community Neighbourhood Policing teams and how increased resources were being allocated. It was noted that additional sergeants were being employed with an increase from 25 to 50 constables and 85 PCSO's to work across the Kirklees area. The Policing structure was aligned closely with early help and community safety in taking an early intervention and prevention approach.

RESOLVED -

- 1) That Chief Superintendent Steve Cotter, Carol Gilchrist, Lee Hamilton and Chris Walsh be thanked for attending the meeting.
- 2) That a full copy of the Partnership Strategic Intelligence Assessment be circulated to committee members.
- 3) That the discussion on cohesion be postponed and picked up as part of next year's work programme with Scrutiny being given an early opportunity to influence any proposals.

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- 4) That the Scrutiny Committee supports the intention to have discussions with ward councillors on working arrangements at ward level. The Committee to receive feedback on the outcomes following the discussions.
- 5) That the Committee supports the development of guidance so councillors can understand the different options for using CCTV as part of crime and disorder work.
- 6) That the Prevent briefing pack be recirculated to councillors.
- 7) That the update on policing changes in neighbourhood teams, including additional sergeants and an increase in PCSOs, be welcomed and noted.

152 The Corporate Approach to Performance Management

The Management Committee received a progress report on work to revise the council's approach to performance management. Rachel Spencer Henshall, Service Director, Policy, Intelligence and Public Health and Mike Henry, Head of Intelligence and Performance, attended the meeting to discuss the issue with the Committee.

The Committee noted that Mr Henry was new to the post and was tasked with creating an intelligence framework to work alongside the rollout of outcome based accountability. Performance would be underpinned by effective business critical indicators to be overseen by both Cabinet and senior officers. It was recognised that there needs to be an understanding of how the Council was going to reintroduce meaningful challenge into performance monitoring work.

The Management Committee continued to discuss the role of Scrutiny in considering performance information and how it can provide an informed challenge and add value. It was emphasised that Scrutiny needed to understand when things were underperforming at an early stage to be able to provide a timely challenge. It was also suggested that Scrutiny might use the intelligence function to commission work to inform issues on the work programme. In this way Scrutiny would have access to information outside of the information provided by the service area. The Management Committee welcomed this idea and recognised that there had to be sufficient forward planning to enable this independent research to be taken. The Management Committee also shared concerns that by the time they received performance information it was at least 3 months out of date. It was agreed by all parties that timeliness was critical to providing a constructive and meaningful challenge.

Cllr Julie Stewart-Turner was keen to develop a workshop for Scrutiny members to understand the revised approach and the role of Scrutiny in Scrutinising performance moving forward. Cllr Julie Stewart-Turner, Chair of Overview and Scrutiny agreed to meet with Ms Spencer-Henshall to develop the proposal for a workshop at the beginning of the new municipal year.

RESOLVED -

- 1) That Rachel Spencer Henshall and Mike Henry be thanked for attending the meeting

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- 2) That the Chair of Scrutiny meet with Ms Spencer Henshall, Service Director, Policy, Intelligence and Public Health to agree the approach to a Scrutiny workshop on the future scrutiny of performance information.
- 3) That the opportunity for Scrutiny to commission additional intelligence reports for future pieces of Scrutiny work be welcomed and noted.

153 Agenda Plan 2017/18 / Date of next meeting

The Management Committee noted that the next meeting will be held on Friday 13 April 2018 at 10.00am. Agenda items for discussion would include an overview of the Transformation Programme. It was noted that Cllr Asif was unable to attend the meeting on the 13th and his apologies were noted.

RESOLVED - The Committee noted the arrangements for the next meeting on 13 April at 10am.

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Friday 13th April 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Elizabeth Smaje
Councillor Rob Walker

Apologies: Councillor Gulfam Asif
Councillor Cahal Burke

154 Minutes of Previous Meeting

The minutes of the meetings held on 26 Feb and 12 March 2018 were agreed as correct records.

155 Interests

No interests were declared.

156 Admission of the Public

It was agreed that all items would be considered in public session.

157 Inclusion and Diversity Strategy - Action Plan Update

Cllr Shabir Pandor, Naz Parkar, Service Director for Housing and David Bundy, Corporate Policy Officer attended the meeting to provide an update on the Council's new Inclusion and Diversity Strategy and action plan 2017-2021, which had been approved at full council in September 2017.

The Committee noted that the new strategy and action plan was supported by an Inclusion and Diversity Policy Statement which establishes the direction of travel and change within the organisation. The strategy and action wanted to go beyond compliance and address the needs of Kirklees as a place and its citizens. The report continued to summarise key areas of progress made within the first 6 months of the action plan. These were in the following sections;

- Committed and Diverse Workforce
- Positive and Inclusive Approach
- Listen and Act
- The way we do things in Kirklees
- Inclusive Policies
- Spread the Word

It was noted that the Positive and Inclusive Approach work stream was underpinned by the new Kirklees People Strategy. Areas of focus included Leadership and Management, Performance, Workforce Planning and recruitment.

In respect of a committed and diverse workforce, a promotional campaign had begun to fill in the equality profile fields in the Council's internal systems. This was

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part of initial data gathering to establish a baseline against which improvement could be measured. The Committee noted with interest the publication of the Council's first Gender Pay Gap Report in March 2018. The figures indicated that the Council employs a high proportion of female workers in comparison to other Local Authorities. A large proportion of senior staff at Grade 17 and above are female, a change from recent years.

In considering the Listen and Act session the committee noted the work with the Council's employee networks. Mr Parkar emphasized that the Council was keen to see networks achieving outcomes. The Committee questioned what support was in place to support the networks and enable employees to attend network meetings. Mr Parkar said since the relaunch of the networks they had become reinvigorated and outcomes focussed. In addition a network Chairs meeting was now being held to discuss issues across the networks. Cllr Smaje was concerned that the Carers Network meeting was not well supported. Mr Parkar highlighted 2 of the areas that the network had been most recently involved in which were the Carers Charter and work on the Carers Passport.

Cllr Pandor informed the Committee that the initial 6 months of work had largely focussed on gathering statistical information to understand the current position and establish a baseline. The Council was keen to move forward in all the priority areas identified and set the pace for local authorities.

The Committee continued to explore the publicity and communications around the work of the networks and how they were attracting new members and demonstrating the ways in which they were making a difference. It was noted that networks were developing at different rates. One of the important channels of communication would be from senior leadership teams who shared responsibility in delivering against some of the actions within the plan.

The Committee noted the intention for the Council to take part in National inclusion week which would be held in January 19.

The Committee welcomed the progress that had been made and acknowledged that the initial phases of work had focussed on data gathering and starting to refresh key strategy and guidance. The Committee noted that the action plan would be refreshed for the next 6 months and year 2 would become more outcome focussed. Cllr Stewart-Turner asked that Scrutiny have the opportunity to input into the proposed revisions. The Committee was also keen to see the proposals for National Inclusion Week. There followed a discussion on how the Council made physical environments inclusive in order to meet employee's needs. It was acknowledged that there were a number of older buildings in use by the Council which presented challenges. Managers were issued with guidance to support reasonable adjustments. Mr Bundy indicated that employees had a passport that went with them when they changed jobs and reasonable adjustments could be put in place in line with those stated on the passport.

RESOLVED –

- (1) That Cllr Shabir Pandor, Naz Parkar and David Bundy be thanked for attending the meeting.

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- (2) That the data gathering phase of the implementation of the Inclusion and Diversity Strategy be noted.
- (3) That the Committee supports the refresh of the action plan to a more outcome based focus. The Committee asked to have an early input into the Year 2 action plan.
- (4) That the Scrutiny Committee have the opportunity to consider the proposed People Strategy prior to it being formally approved.
- (5) That the Committee see the proposals for the Council's participation in National Inclusion Week.

158 Update on the Leader / Deputy Leader priorities for the 2017/18

Cllr Shabir Pandor, Deputy Leader of the Council attended to provide a progress report on the delivery of the priorities of the Leader and Deputy Leader of the Council.

Cllr Pandor highlighted in particular the transformation work that was being undertaken across Council services and highlighted the integration work between Health and Social Care. The balancing of the Council's budget without the need to access Council reserves was also identified by Cllr Pandor. It was recognised that within Children's Services there remained many challenges, however the Council had signed a partnership arrangement with Leeds City Council which was beginning to demonstrate positive improvements in the areas previously identified as concerns by Ofsted.

Cllr Pandor recognised that issues within Economy and Place were critical as ward councillors were very aware of issues relating to road condition, pavements and gritting. The Council also needed to ensure the development of towns and communities. Housing supply remained an issue with the need for good quality homes together with thriving businesses encouraging new growth within Kirklees. Cllr Pandor advised that the Kirklees Local Plan was being considered by Inspectors with a findings report due at any time. It was hoped that the Plan could be adopted later in the year.

Cllr Smaje, Lead Member for Health and Adult Social Care Scrutiny Panel agreed that transformation work between health and social care was ongoing however she felt that there needed to be more pace in the transformation work. Cllr Smaje also asked for a position statement on the Council's progress on environmental issues that were of importance to local members. In particular information on the waste management strategy was requested. Cllr Pandor confirmed that the issues that ward councillors raised concerning the state of roads and pavements were very important but had to be managed within the available resources. The Council had invested in new technology to help with the on-going challenge of repairing potholes. The latest information was that the Council was dealing with around 900 potholes a week. In response to questions about housing needs, Cllr Pandor briefly reported on a recent conference and the intention to develop a thousand homes in the next 5 years on Council owned land, dependent upon the approval of the Local Plan. In addition, a new Housing Strategy was being developed and would be put

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forward early in the new municipal year. Cllr Stewart-Turner asked for information on the Excellent Homes for Life Scheme and Cllr Pandor agreed to provide a briefing note on the progress to date.

Cllr Smaje asked that the Committee be provided with statistical information in relation to the skills agenda and the work of the Leeds City Region and the Combined Authority in providing jobs across the area. Cllr Smaje also questioned how the council was continuing to promote growth within the local economy and consequential apprenticeship opportunities within local businesses. Cllr Pandor informed the Committee that the Kirklees Partnership had been refreshed, including the Economy Board which brought key partners into discussions. Apprenticeships continue to be a priority.

Cllr Stewart-Turner thanked Cllr Pandor for attending the meeting. It was recognised that the Cabinet Member will not have details of all projects. It was suggested that at each meeting the top ten priorities could be identified and a written report produced for consideration by the Scrutiny Committee.

RESOLVED –

- (1) That Councillor Pandor be thanked for providing an update on the political priorities of the Council leadership.
- (2) That the Committee be provided with briefing notes on the following:
 - The progress of the Waste Management Strategy
 - The statistics for the creation of partnerships and jobs through the work of the West Yorkshire Combined Authority.
 - Progress against targets to provide more social housing, including extra care housing.
- (3) That the Council's Leader and Deputy Leader be invited to an early meeting of the Committee in the 2018 /19 municipal year to outline the Administrations priorities.

159 Year End Lead Member Reports

The Management Committee considered reports from the 4 Scrutiny Panel Lead Members and the Chair of Scrutiny on the work of their Panels during February and March 2018. The reports also advised of possible issues for the work programme in the new municipal year and the highlights across the year for each of the standing panels.

Cllr Liz Smaje advised the Committee that panel meetings had been held in March to receive an update on podiatry services in Kirklees and presentation of the Kirklees Safeguarding Adults Board Annual Report. In addition the Panel had considered the adults care offer consultation questionnaire.

In highlighting issues from the panel's work programme during the 2017/18 municipal year, Cllr Smaje identified the work on wheelchair services in Kirklees which had made a number of suggestions to improve the quality of services for service users. In addition the proposed changes to podiatry services had led to the

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panel making recommendations to Locala and the CCGs which may help alleviate and mitigate the changes for many service users.

Cllr Smaje also highlighted the work of the joint Health Scrutiny Panels in particular commending the hard work of these involved in the Calderdale and Huddersfield Panel. The Panel was still awaiting the reply from the Secretary of State to their referral.

Cllr Rob Walker, Lead Member for the Economy and Neighbourhoods Panel highlighted the wide range of issues the panel had looked at. The March panel meeting had focused on homelessness and rough sleeping in Kirklees. Cllrs had wanted more information and assurances on the development of a local rough sleepers outreach initiative, together with work with community groups and volunteers to ensure that people were properly trained to deal appropriately with people who are homeless or sleeping rough.

Looking ahead Cllr Walker suggested that work on the Housing Allocations Policy and the Housing Strategy should be considered in the new municipal year together with waste minimisation and a Skills Strategy for Kirklees. Panel members had reported that they had enjoyed the work of the Scrutiny Panel in 2017-18. Cllr Walker asked that consideration be given to identifying an additional Co-optee for the Scrutiny Panel in the 2018-19 municipal year.

Cllr Stewart-Turner read the lead member report for the Children's Scrutiny Panel to the meeting. The highlights from the most recent March meeting were discussions on the proposed changes to the Home to School Transport Policy for children attending mainstream school.

It was noted that the Elected Home Education Ad-Hoc Scrutiny panel was on-going. Cllr Donna Bellamy continued to attend the meetings of the Children's Services Improvement Board.

The Committee noted that Cllr Viv Kendrick had taken on portfolio responsibility for Children's services and was working with senior officers to ensure that quality information was provided for the scrutiny panel.

In considering the report Cllr Stewart-Turner requested that in the new municipal year the Scrutiny Panel follow up specifically on the recommendations of the ad-hoc Scrutiny panel into Children's Services. It was considered important to be able to see what progress had been made as a result of the agreed recommendations being implemented.

In considering the Lead member report for the Corporate Scrutiny Panel it was noted that the Panel had considered the following issues during the year;

- Financial Monitoring
- Democracy Commission
- IT Systems
- Asset Programme
- Transformation Programme
- Procurement

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- The Council as a Commissioning Authority
- Access to Services

A further meeting was planned in April which would receive an update on the work of the Democracy Commission as well as information on the Transformation Programme.

In discussing the report and considering issues for 2018-19 it was suggested that procurement; commercialisation, budget assumptions and the street lighting invest to save programme were potential work programme items.

Cllr Stewart-Turner updated the Committee on her work as Chair of Scrutiny since the last meeting. It was noted that the Corporate Governance and Audit Panel had agreed minor changes to the call-in process and any consequent amendment to the constitution would be considered at the Annual Meeting. It was noted that there was no requirement to demonstrate steps taken to try to resolve concerns prior to the Cabinet decision being called in.

Cllr Stewart-Turner had held further discussions with the Strategic Director for Resources on performance monitoring and intelligence in relation to scrutiny work programmes. A further discussion would take place in the new municipal year.

The Committee noted that Cllr Stewart-Turner would be attending a meeting of the Council Management Group on the 5th April to restate the role of Scrutiny and set out expectations for engagement by officers in the new municipal year.

The Committee welcomed Cllr Stewart-Turner's intention not to have presentations and verbal reports at future Scrutiny meetings. Officers had been told to produce written reports that could be read before the meeting which enabled more time for questions and discussion of the issues at the meeting.

RESOLVED –

- (1) That the End of Year Highlight Reports of the Panel Lead Member and the Chair of Scrutiny be welcomed and noted.
- (2) That the potential issues identified for the new municipal year be rolled forward for the draft Scrutiny work programme.

160 Future meetings of the Committee

The Committee discussed potential dates for the new municipal year with the proposal that the first meeting be held on Friday 15 June. It was agreed that the proposed dates would be circulated for comment by all members of the Committee.

RESOLVED - That the following proposed dates for meetings of the OSMC in the new municipal year be circulated for comment:

Friday 15 June 2018 (all at 10.00)
Monday 16 July 2018
Monday 3 September 2018
Monday 5 November 2018

Overview and Scrutiny Management Committee - 13 April 2018

Monday 7 Jan 2019
Monday 4 March 2019
Monday 15 April 2019

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Friday 15th June 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Cahal Burke
Councillor Elizabeth Smaje
Councillor Rob Walker

Apologies: Councillor Gulfam Asif

3 Minutes of Previous Meeting

The minutes of the meeting held on 13 April 2018 were agreed as a correct record.

4 Interests

No interests were declared.

5 Admission of the Public

It was agreed that all items would be considered in public session.

6 Ways of Working 2018/19

The Management Committee considered an updated version of the guidance on the approach to Overview and Scrutiny for use during the 2018/19 municipal year.

Councillor Stewart-Turner asked that all lead members ensure that the guidance is taken to panels to act as a refresher around the role of Scrutiny and expectations on behaviour and approach to Scrutiny work.

In addition to the guidance, aspects of the lead member role had been pulled into an addendum to set out what scrutiny lead members were responsible for. Those present agreed that it would be helpful for panel members to see what the role of the lead members was as well as the more general guidance. It was further suggested that included within the lead member responsibilities should be a requirement to maintain standards within scrutiny panels.

RESOLVED –

That subject to the amendment to the lead member responsibilities, the ways of working documents be considered by all Scrutiny Panels.

7 Allocation of Scrutiny Co-optees 2018/19

The Scrutiny Management Committee considered the allocation of Scrutiny Co-optees within the Scrutiny structure for the 2018/19 municipal year.

The panel noted that since the report had been produced Sharon Taylor, Co-optee on the Health and Adult Social Care Scrutiny Panel had resigned due to personal reasons. The Committee wished to record its thanks to Mrs Taylor for her contribution to the work of Scrutiny in Kirklees.

The report proposed the following allocations;

Peter Bradshaw – Health and Adult Social Care Scrutiny Panel
Fatima Shah-Khan - Children’s Scrutiny Panel
Dale O’Neill - Children’s Scrutiny Panel
David Rigby - Health and Adult Social Care Scrutiny Panel
Mark Mercer – Economy and Neighbourhoods Scrutiny Panel
Linda Summers – Corporate Scrutiny Panel
Philip Chaloner - Corporate Scrutiny Panel
Kimberley Stock – Ad-Hoc Scrutiny Panel – Elective Home Education
Rosa Vella – Scrutiny Pool.

It was noted that Councillor Stewart-Turner discussed the work of the Co-optees with the Leadership and it was suggested that a voluntary network in North Kirklees be approached to fill the vacancy currently on the Economy and Neighbourhoods Scrutiny Panel.

The Committee commended the contribution of the Co-optees to scrutiny work in Kirklees. It was agreed that a recruitment campaign to refresh the Co-optee pool should start in September 2018. In addition the Committee agreed that the diocese and Governing Bodies should be approached to seek nominations for statutory Co-optees for the Children’s Scrutiny Panel.

RESOLVED -

- 1) That Mrs S Taylor be thanked for all her work as a co-optee on the Health and Adult Social Care Scrutiny Panel.
- 2) That the allocation of co-optees, as set out in section 2.1 of the report, be approved.
- 3) That a voluntary co-optee recruitment campaign commence in September 2018.
- 4) That Governing Bodies and the Diocese be contacted to seek statutory co-optee nominations.

8 Re-establishment of Ad Hoc Scrutiny Panel

The Management Committee considered a request to re-establish the Ad Hoc Scrutiny Panel into Elective Home Education in order for it to complete the work it had started towards the end of the 2017/18 municipal year.

A report set out the terms of reference for the Ad Hoc Panel and detailed the progress to date. Panel members were Councillor Cahal Burke, Councillor Habiban Zaman, Councillor Lisa Holmes and Kimberley Stocks. In March 2018 the panel had started its work by considering a number of briefing papers around the duties that Local Authorities have in respect of children who are home educated. The intention of the panel was to meet with some parents who home educate their children. It was also intended to look at access to exams for home educated children and the current Kirklees Policy relating to Elective Home Education.

The Management Committee recognised the importance of completing the piece of work and agreed to re-establish the Ad Hoc Scrutiny Panel. It was noted that the Education Select Committee was also starting to look at the issue.

RESOLVED -

That the Elective Home Education Ad Hoc Scrutiny Panel be reappointed to complete its work in the 2018/19 municipal year.

9 Draft Scrutiny Work Programme

The Scrutiny Management Committee considered an initial draft of the Scrutiny Work Programme for the 2018/19 Municipal year. It was noted that following discussions at the Committee, Lead Members would take the potential list of items into panels for further consideration. The Management Committee considered each of the programme areas for Scrutiny Panels and Lead Members commented on the potential issues. It was noted in the Economy and Neighbourhoods Panel, housing work had been rolled forward from the previous year and one of the top priorities for the year was looking at the economic and skills strategies.

In respect of the Children's panel, Councillor Burke reported that due to urgent pre scrutiny issues, the panel had already held one meeting in the current municipal year. It had started to look at its priorities for the year ahead and would pick up on the issues identified in the draft programme. Councillor Burke said the panel were keen to do more visits to look at service provision first hand.

In respect of the Health and Adult Social Care Scrutiny Panel, Councillor Liz Smaje took the Management Committee through the draft programme. Councillor Smaje also highlighted that within the joint health scrutiny work the issues on a West Yorkshire level were starting to develop and the panel would be keeping a close eye on them. Councillor Stewart-Turner thanked Councillor Smaje for the work that the joint Health and Overview Scrutiny Committee had undertaken in looking at the Calderdale and Huddersfield Health proposals and the outcomes of the referral to the Secretary of State. Councillor Smaje explained that the joint committee would be meeting shortly to look at the next steps following the recommendations of the Secretary of State.

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Councillor Stewart-Turner outlined the issues identified for the Scrutiny Management Committee and suggested that the scrutiny of crime and disorder discussion should focus on domestic violence. It had been suggested that the committee may wish to look at the safety camera partnership and Councillor Stewart-Turner was awaiting further information on that issue.

Since the Management Committee had last met two suggested areas for Scrutiny had been referred. The first concerned the relocation of the EFA Assessment Centre. Councillor Stewart-Turner was waiting for further information concerning the current position of this issue before the committee could reach any decisions about whether it was an appropriate area of scrutiny. In addition Councillor Martyn Bolt had suggested SEN support was an issue that Scrutiny should be considering as it had been raised by a number of members of the public. Councillor Burke was asked to consider the request and identify the areas of SEN support that were already within the Children's Scrutiny Panel work programme.

RESOLVED –

- 1) That the draft work programme be noted and forwarded for consideration as part of scrutiny panel work programme discussions.
- 2) That following Panel consideration the proposed work programmes are submitted to OSMC for approval.

10 Scrutiny Communications

The Management Committee continued to consider the approach to communication of scrutiny activity in 2018/19.

Penny Bunker, Governance and Democratic Engagement Manager updated the committee on work that had been undertaken since the last meeting. It was noted that the scrutiny Twitter account was now active to promote issues that scrutiny was looking at. It was suggested that at the end of every scrutiny meeting communications was considered.

It was noted that work was on going in developing a webpage to include more general information on Scrutiny.

There followed a discussion on scrutiny updates at the council meeting. It was decided that it would be appropriate to update on previous scrutiny investigations, such as adult mental health assessment. It was also agreed that sharing of work programmes, with lead members highlighting a couple key issues would also be appropriate.

Councillor Stewart-Turner reported back on her visit to the Council Management Group which had requested that scrutiny bulletins include a little more detail. It was suggested that this might be achieved by including additional links that took the reader to the more detailed information if they wish to consider it.

Overview and Scrutiny Management Committee - 15 June 2018

Management Committee welcomed the update and agreed that scrutiny needed to be more proactive in sharing information with Councillors to try to get them along to meetings where relevant issues were being considered.

RESOLVED -

- 1) That the update on proposals for Scrutiny communications be noted.
- 2) That at the July meeting of Council, the Chair of Scrutiny and Lead Members provide an update on a couple of issues from work programmes for 2018/19.
- 3) That Councillor Smaje provide an update to Council on joint health scrutiny committee work.

11 **Committee meeting dates 2018/19**

The management Committee considered dates for future meetings during the 2018/19 Municipal year. In addition the committee agreed arrangements including scheduling Lead Member reports.

RESOLVED -

- 1) That meetings of the Overview and Scrutiny Management Committee be held on the following dates at 10.00 a.m.
 - 16 July 18
 - 3 September
 - 5 November
 - 7 January 19
 - 4 March
 - 15 April
- 2) That Panel Lead Member update reports be considered on the following dates:
 - 3 September
 - 7 January
 - 15 April

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Monday 16th July 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Gulfam Asif
Councillor Cahal Burke
Councillor Elizabeth Smaje
Councillor Rob Walker

In attendance: David Hamilton, Director of Transformation

12 Minutes of Previous Meeting

The Minutes of the meeting held on 15 June 2018 were approved as a correct record.

13 Interests

No interests were declared.

14 Admission of the Public

It was agreed that all agenda items would be considered in public session.

15 Transformation Programme

The Scrutiny Committee received an overview of transformation within Kirklees Council during 2017/18, including the achievements and lessons learned. Mr David Hamilton, Director of Transformation, attended the meeting to give a presentation and discuss issues arising with the Management Committee. The Management Committee noted that this was an interim report as officers were in the process of reviewing all work streams and preparing an annual report to reflect the work during 2017/18 municipal year. It was agreed that the annual report would be considered at a future meeting of the Management Committee.

In introduction, the Committee noted that transformation work contributed towards the achievement of the seven shared outcomes agreed in 2016 by partners across the Kirklees District. These were:

- Children
- Healthy
- Achievement
- Safe and Cohesive
- Economic
- Clean and Green
- Independent

Overview and Scrutiny Management Committee - 16 July 2018

The need to focus on savings had been the primary driver for transformation activities over the last 18 months through financial necessity. Moving into the next phase on a firm financial foundation, there was the option to be more creative and innovative in the Council's transformation work and working with partners to align to the Kirklees outcomes.

Mr Hamilton continued to explain the scope and approach to the Transformation Portfolio for 2017/18 which included the governance arrangements, the council wide savings context and details of the projects and financial achievements.

It was noted that an area of challenge moving forward was to more effectively engage on transformation with Councillors, partners, staff and service users. It was felt that this was an area for improvement within the councils approach.

The Committee noted that between 2011 and 2017 £129m had already been saved. In 2017/18, £55.6m had been saved and a further £29m would need to be saved by 2020. Mr Hamilton reminded the Committee of the work of Deloitte's who had supported the Council in identifying the themed areas for improvement and ensuring effective governance through the Transformation Programme.

In considering the presentation, the Scrutiny Committee was concerned that people could see individual projects but did not have a whole view of the programme and how transformation linked across the organisation. It was felt that Councillors had very limited information about ongoing work which was in the public domain. Mr Hamilton acknowledged that engagement had to be undertaken in a timely way, particularly with Councillors and the Programme Board was looking to redesign the approach. One of the proposals was to look at workshops for Councillors to give them time to talk through proposals and influence them at an early stage.

In considering the savings still to be achieved by 2020 and the ongoing transformation work, Councillors asked about how those savings would be made and what impact they would have. Mr Hamilton indicated that work was underway on a new scope to identify those changes but there were still further areas of work within Adults and Children's Services. As well as savings there was the need to consider where investment was required in some areas.

The Management Committee agreed that at a future meeting the scope, containing a new set of priorities for work over the next 2-3 years, should be considered.

The Committee emphasised the need for areas of transformation to 'link up', for example the work regarding corporate procurement linking to the developing Economy Strategy. Councillors had found that the transformation in one area of the Council could have a negative impact on what another area of the Council was trying to achieve. It was agreed that the Council needed to get smarter at identifying the interdependencies and cross cutting areas of transformation to mitigate some of the conflicts were being experienced in some areas.

In discussing the transparency of the transformation work Councillors also wanted to understand the decision making pathways and see a clear approach to engaging

Overview and Scrutiny Management Committee - 16 July 2018

Councillors in the development of proposals. It would also be helpful to have indicative timescales on projects so that Scrutiny could get involved in a timely way.

Mr Hamilton continued to highlight the case studies within the presentation which set out transformational progress in areas such as Adult Social Care and the Children's Front Door, Duty and Advice Team. The Committee then looked at feedback from senior officers and Councillors about their experience of transformation in 2017/18. Online surveys and direct interviews had been carried out to enable people to comment on their thoughts and experience. Conclusions indicated that the transformation portfolio needed to be flexible and agile and focused on the areas of highest priority to the organisation. There needs to be ownership across the Council with service management and staff being equal partners in transformation. It was also found that the transformation team needed to clarify and enhance its offer to respond to changing demands. Governance arrangements needed to continue to be robust but agile.

The closing slide of the presentation advised that the Council's new Corporate Plan introduced the approach known as "We're Kirklees" which built on the previous "New Council" approach and emphasised working with people rather than doing to them. This also included working with partners in recognising the importance of local identity and how it differed in different places. There followed a discussion on how easy it was for the public to feedback on services as they received them. It was felt that the approach to feedback was piecemeal and that the Council should encourage comments on services as a means of continual improvement. Mr Hamilton indicated that quality assurance was an issue under consideration.

The Committee explored the challenges for those people who wanted to speak directly to resolve concerns and struggled with online provision. Residents were worried about there being an alternative option for them to be able to get in contact and discuss a concern. Feedback to Councillors indicated that people often felt frustrated and gave up rather than try to navigate to get to speak to a person. It was felt that whilst the My Kirklees Account was seen as an opt-in alternative for citizens, they were unable to access some requirements without having an account, thereby feeling forced into that direction. Mr Hamilton emphasised that the Council wanted to manage the amount of calls by reducing more routine requests through electronic options, leaving those issues requiring person to person discussion to progress.

The Committee welcomed the move towards co-creating solutions and moving outside of the Council in taking options forward. The Committee view was that it was important to engage with partners and learn from others but also to involve frontline staff, Councillors and community partners.

RESOLVED -

(1) That David Hamilton, Director of Transformation be thanked for attending the meeting and providing an overview of transformation activity in 2017/18, including achievements and learning.

(2) That David Hamilton provide a further update report later in the Autumn, including the Annual Report for Transformation and draft strategic documents such as the engagement plan.

16 Scrutiny Work Programmes

The Scrutiny Management Committee gave consideration to the final versions of 3 of the Scrutiny Panel work programmes for the 2018/19 Municipal Year. It was noted that Economy and Neighbourhood Scrutiny Panel would be meeting shortly to finalise its proposed work programme which would be presented to the Scrutiny Committee for approval on 3 September 2018.

Councillor Gulfam Asif, Lead Member explained the areas of consideration for the Corporate Scrutiny Panel which included the Libraries Review and 2 of the Transformation Programme work streams. A suggestion had also been made to look at the Land Lettings Policy to explore why the current council policy treated community groups the same as commercial lettings. It was suggested that this conflicted with the Communities' Strategy. The Committee noted that a number of activities had been identified in respect of scrutiny of financial issues which included looking at financial planning, financial management, savings and efficiency plans and citizen participation. It was noted that the Panel had already planned finance training to support this work.

In respect of the Children's Scrutiny Panel, the Panel had already started its work with an initial look at the draft Sufficiency Policy and early proposals regarding home to school transport. Councillor Cahal Burke, Lead Member took the Committee through those issues that had been identified for the coming year. It was noted that in some areas the specific focus of the Scrutiny Panel was to be formalised.

In considering the proposed work programme it was noticed that all age disability overlapped between the Adults and Childrens Scrutiny Panel and it was agreed that the Lead Members should ensure that duplication was avoided and discuss how to approach the issue.

The Committee continued to look the Health and Adult Social Care Scrutiny Panel work programme for 2018/19. It was noted that there had been a very small number of additions to the draft that was considered at the previous meeting, including a suggestion that a meeting be dedicated to mental health discussions.

RESOLVED -

(1) That the work programmes for the following Scrutiny Panels be approved:

Childrens
Health and Adult Social Care
Corporate

(2) That following the first meeting of the Economy and Neighbourhoods Scrutiny Panel, the draft work programme be considered at the next meeting of the Committee.

17 Forward Agenda Plan / Date of next meeting Committee meeting dates 2018/19

The Management Committee considered the forward agenda plan for the Management Committee which included a workshop on the Cohesion and Integration Strategy, an update on the Play Strategy, crime and disorder and flood

Overview and Scrutiny Management Committee - 16 July 2018

risk management discussions. There would also be Lead Member update reports throughout the year.

It was noted that the next meeting of the Management Committee would be held on 3 September 2018. It would begin with an informal workshop at 9.30am followed by the public meeting at 11.00am.

RESOLVED -

(1) That the proposed agenda plan for the Scrutiny Committee be approved.

(2) That the next meeting of the Committee be held on 3 September 2018 commencing at 9.30am.

(3) That the Governance Manager investigate the option to set up an additional meeting on 1 October 2018 and confirm arrangements with Committee Members as soon as practicable.

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Contact Officer: Steve Copley

KIRKLEES COUNCIL
PERSONNEL COMMITTEE

Tuesday 13th February 2018

Present: Councillor David Sheard (Chair)
Councillor David Hall
Councillor Terry Lyons
Councillor Peter McBride
Councillor Andrew Palfreeman
Councillor Shabir Pandor
Councillor Graham Turner
Councillor Nicola Turner

1 Membership of the Committee

Apologies for absence were noted on behalf of Councillor John Taylor.

Members of the Committee also welcomed Deborah Lucas, the new Head of People Services, to her first Personnel Committee meeting.

2 Minutes of Previous Meeting

The minutes of the Personnel Committee meeting held on 18 December 2017 were approved.

3 Interests

None declared.

4 Admission of the Public

Members resolved to consider items 9-11 in private session, as they contain exempt information. The details and reasons are set out at the start of each item.

5 Public Question Time

No questions were received.

6 Member Question Time

No questions were received.

7 Deputation/Petitions

No deputations or petitions were received.

8 Exclusion of the Public

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

9 Update on Human Resources and Industrial Relations and Trade Union Relationships in the New Council

(Exempt information relating to consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The need to maintain confidentiality around negotiations with the trade unions outweighs the public interest in disclosing the information)

Further to the Personnel Committee on 18 December 2017, the Committee received a verbal update from Jacqui Gedman on the progress being made in the discussions with the trade unions.

In summary, today's report focused on:-

- The outcome of the Employee Relations Sub Committee (25 January 2018) which had considered the outcome of the Central Negotiating Team (7 December 2017) regarding issues in Refuse Collection Services.
- Relationships between the management and trade union sides at the present time
- New opportunities to try to improve these relationships in 2018/19

RESOLVED- Members of the Personnel Committee agreed to:

(1). Receive this progress report

(2). Request Karl Battersby and Deborah Lucas to follow up on the outcome of the Employee Relations Sub Committee, as set out in the decision letter from Councillor Graham Turner, the Chair of the Sub Committee, to the joint secretaries for the management and trade union sides

(3). Request officers to prepare a progress report on (2) above and the next steps surrounding the work on the independent assessment of refuse collection services e.g. the participants, the terms of reference and the timescales, in time for the next Personnel Committee in March 2018 (Date tbc)

(4). Ask Deborah Lucas to follow up on the concerns raised by members of the committee about the communications and correspondence from Kirklees Unison.

10 Succession Planning and Managing Change

(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making)

Personnel Committee - 13 February 2018

Following a report at the Personnel Committee on 18 December 2017, Jacqui Gedman introduced a verbal report which focused on the:-

- Appointment of Elaine McShane to the post of Service Director - Child Protection & Family Support (*A decision taken at the last Personnel Committee meeting on 18 December 2017*)
- News that Saleem Tariq, Deputy Director for Children's Services in Leeds, will be working with Kirklees for four days per week from February 2018 onwards as part of the partnership arrangements with Leeds City Council. Steve Walker will also be working in Kirklees on the remaining day.
- Improvements being made within Kirklees Children's Services as a result of the partnership between Kirklees Council and Leeds City Council
- Plans to fill a number of Head of Service posts in Kirklees Children's Services
- Plans to recruit to the post of Service Director for Learning and Early Support in 2018
- Two options to fill the position designated as Section 151 Officer as soon as possible and before the departure of Debbie Hogg in February 2018. In summary, these options were (a) the appointment of an internal candidate, on an acting basis for an interim period to the post which is designated as such in the Councils constitution, working with the help and support from colleagues in a neighbouring authority, or (b) to go to external market to find a suitable interim candidate. The interim arrangement will be in place pending the recruitment of a permanent Section 151 Officer.

RESOLVED- Members of the Personnel Committee agreed to:-

- (1). Note the update provided regarding developments and posts in Kirklees Children's Services
- (2). Note plans to recruit to the position of Service Director for Learning and Early Support, which will involve a member appointment panel, based on a ratio of 2.1.1
- (3). Ask Jacqui Gedman to pursue option (a) to fill the position of Section 151 Officer on an interim basis and as soon as is possible. A member appointment panel, based on a ratio of 2.1.1, will be convened, if required. Progress to be shared with the Personnel Committee in March 2018 (Date tbc)
- (4). Ask Jacqui Gedman to provide councillors with an updated version of the senior management structure chart as soon as is possible given the pending appointments.
- (5). Ask Jacqui Gedman and Deborah Lucas for an update report for the next Personnel Committee in March 2018 (date tbc) on the management of sickness absence across the Council.

11 Management posts in Adult Social Care Services

(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making)

Following on from reports to the Personnel Committee in 2017, Jacqui Gedman and Richard Parry introduced a report which sought approval to make appointments to the service director structure in Adult Social Care working within the existing establishment.

Jacqui Gedman and Richard Parry went on to explain the background and reasons for each of the recommendations within the report.

RESOLVED- Members of the Personnel Committee agreed with the recommendations in the report, that:-

(1). Having considered the options set out in paragraph 3.5 of the report, the Personnel Committee supports option 2

(2). Following on from (2) above, the Personnel Committee agreed to establish a sub-committee to consider the re-appointment of Sue Richards on a part time basis (18.5 hours per week) on a fixed term contract until 31 December 2019 to the post of Service Director - Community Plus and Integration.

(NOTE: In light of this decision, a sub-committee took place to confirm this appointment. Notice for this potential meeting was provided via the agenda for the Personnel Committee)

(3). The Personnel Committee approves the changes in the Adult Social Care management structure within existing overall establishment levels to ensure that there is sufficient Service Director capacity to manage operational pressures and service improvement and transformation in Adults Social Care.

(4). Having considered the options set out in paragraph 4.4 of the report to secure additional Service Director capacity, the Personnel Committee supports option 2, which involve an approach to the Clinical Commissioning Groups (CCGs) to consider establishing a joint post

(5). Following on from (4) above, the Personnel Committee agrees that Richard Parry put in place the appropriate recruitment arrangements to secure the additional Service Director capacity as soon as is possible. A member appointment panel, based on a ratio of 2.1.1, will be convened, as appropriate.

(6). In light of the decisions set out above (1) to (6) Jacqui Gedman and Richard Parry to prepare a progress report for the Personnel Committee in Spring 2018, to explain how these arrangements and proposals are developing in reality and the timescales involved in making any permanent appointments.

Personnel Committee - 13 February 2018

(7). Jacqui Gedman and Deborah Lucas to prepare a report for a future Personnel Committee meeting on succession planning in the Council, in particular relating to senior management and how we might best retain and/or transfer knowledge, experience and skills so that these are not lost from the Council .

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Contact Officer: Steve Copley

KIRKLEES COUNCIL
PERSONNEL COMMITTEE

Wednesday 25th April 2018

Present: Councillor Shabir Pandor (Chair)
Councillor Terry Lyons
Councillor John Taylor
Councillor Graham Turner
Councillor Nicola Turner

In attendance: Jacqui Gedman - Chief Executive
Deborah Lucas – Head of People Services
Karl Battersby – Strategic Director Economy and Infrastructure

Apologies: Councillor David Sheard (Chair)
Councillor David Hall
Councillor Peter McBride

1 Membership of the Committee

Apologies for absence were received from Cllr Sheard, Cllr David Hall, and Cllr McBride.

Cllr D Firth substituted for Cllr D Hall and Cllr Patrick substituted for the Conservative vacancy.

In the absence of Cllr Sheard, Cllr Pandor was appointed as Chair for the meeting.

2 Minutes of Previous Meeting

The minutes of the meeting of the Committee held on 13 February 2018 were approved as a correct record.

3 Interests

There were no interests declared.

4 Admission of the Public

It was agreed that agenda items 10 and 11 would be considered in private session.

5 Member Question Time

No questions were received.

6 Deputation/Petitions

No deputations or petitions were received.

7 Sickness absence in 2017/18 and 2018/19

The Committee considered an update on levels of sickness absence in 2017/18 and proposals to improve attendance in 2018/19.

The Committee noted that the target for sickness absence was set at 10 days in 2017/18, reducing to 9 days per employee in 2018/19. Since July 2017 the average days lost per employee was 12.2 days with averages varying across directorates.

The report indicated that the main reasons for absence were stress, mental ill health and musculoskeletal. Statistics indicated that whilst absence was higher in Kirklees Council, the reasons for absence were in line with national trends. The Committee noted the approach taken to date within Kirklees to reduce absence.

Deborah Lucas continued to explain that as part of work on the People Strategy , a Health and Wellbeing Strategy would be developed, informed by intelligence, to move to a more proactive and preventative approach. Part of the considerations would be ensuring that councillors had timely oversight of the issues.

The Committee welcomed the proposals and made suggestions concerning the separation of statistics to provide a more accurate picture of absence levels. Councillors supported the use of intelligence to try to understand the underlying reasons for absence, including management approach.

RESOLVED –

(1) That the update on sickness management be noted.

(2) That the Committee supports proposals to improve the quality of attendance management information and the development of a Workforce Health and Wellbeing Strategy.

(3) That as part of development work, consideration be given to clarifying arrangements for councillor oversight of sickness absence and management.

8 Employee Relations Sub Committee - 25 January 2018

The Committee received for background information the minutes of the meeting of the Employee Relations Sub Committee held on 25 January 2018.

RESOLVED - That the minutes of the meeting of the Employee Relations Sub Committee held on 25 January 2018 were noted.

9 Exclusion of the Public

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

10 Update on Human Resources and Industrial Relations and Trade Union Relationships in the Council

(Exempt information relating to consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The need to maintain confidentiality around negotiations with the trade unions outweighs the public interest in disclosing the information)

Further to the Personnel Committee on 13 February 2018, the Committee received an update from Karl Battersby on the progress being made in the discussions with the trade unions.

In summary, today's report focused on:-

- The outcome of the Employee Relations Sub Committee (25 January 2018) which had considered the outcome of the Central Negotiating Team (7 December 2017) regarding issues in Refuse Collection Services.
- Relationships between the management and trade union sides at the present time.
- The proposals and timescales for work to address the areas under discussion.

It was agreed that a further report on the Waste Review be submitted to the Employee Relations Sub Committee.

RESOLVED -

- 1) That the update on developments since the last meeting of the Committee be noted.
- 2) That the proposed approach concerning untaken leave be endorsed by the Committee.
- 3) That a further report on the findings of the Cleansing Review be submitted to the Employee Relations Sub Committee.

11 Succession Planning and Managing Change

(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making)

Following a previous report to Personnel Committee in December 2017 and a subsequent verbal update at the Personnel Committee meeting on 13 February, Jacqui Gedman presented an update report which focused on:-

- A proposal to extend the existing temporary senior management arrangements in respect of the posts of Strategic Director of Corporate

Personnel Committee - 25 April 2018

Strategy and temporary Service Director in Housing, until no later than 31 December 2018.

- A review of strategic leadership requirements and structures to report to Personnel Committee within 6 months.

RESOLVED –

- 1) That the Committee note the update on the senior management structure.
- 2) That approval be given to extend the temporary arrangements for the posts of Strategic Director of Corporate Strategy and Service Director, Housing to a maximum of 31 December 2018.
- 3) That the Personnel Committee consider a further report at a future meeting on the future senior leadership arrangements.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL
PERSONNEL COMMITTEE

Monday 30th July 2018

Present: Councillor Shabir Pandor (Chair)
Councillor David Sheard
Councillor Peter McBride
Councillor Graham Turner
Councillor Naheed Mather
Councillor Nigel Patrick
Councillor John Lawson

Apologies: Councillor John Taylor
Councillor David Hall

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors D Hall and Taylor.

2 Minutes of Previous Meeting

Approved as a correct record subject to the amendment of Minute No. 10 to read that the further report on the Waste Review would be submitted to Personnel Committee, and not Employee Relations Sub-Committee.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that Agenda Item 9 would be considered in private session.

5 Deputation/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were received.

7 Senior Management Structure - Update

The Chief Executive presented a report which provided an update on the Council's senior management structure. The report sought approval for the establishment of two Elected Member Appointment Panels to appoint to the posts of Strategic Director for Children and Families, and Service Director for Finance (Section 151 Officer). The report also sought approval to establish a new post, to be titled Service Director for Growth and Housing, within the Economy and Infrastructure Directorate. The Committee were asked to agree to appoint Elected Member Appointment Panels to recruit to this post, as well as to the existing vacant post of Service

Personnel Committee - 30 July 2018

Director for Economy and Regeneration, which had formerly been titled as Service Director for Economy, Regeneration and Culture.

The submitted report set out an overview of the background regarding the appointment to, or establishment of, these posts within their respective directorates. It also set out revisions to the responsibility portfolios for posts of Service Director for Economy and Regeneration, and Service Director for Commercial, Regulatory and Operational Services.

RESOLVED -

- 1) That approval be given to the establishment of Member Appointment Panels on a 3:1:1 ratio to recruit (i) a Strategic Director for Children and Families and (ii) a Strategic Director for Finance (Section 151 Officer).
- 2) That approval be given to the establishment of the post of Service Director for Economy and Infrastructure of Service, within the Economy and Infrastructure Directorate, and that authority be delegated to both the Strategic Director for Economy and Infrastructure and the Head of People Services to develop a role profile for the post.
- 3) That approval be given to the establishment of Member Appointment Panels on a 3:1:1 ratio to recruit to the posts of (i) Service Director for Housing Growth and (ii) Service Director for Economy and Regeneration (formerly Service Director for Economy, Regeneration and Culture).

8 Exclusion of the Public

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

9 Industrial Relations - Update

(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 consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority. The public interest in maintaining the exemption outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.)

The Service Director for Economy and Infrastructure provided an update on ongoing negotiations regarding industrial relations matters within Cleansing Services. The Committee were advised of the issues that were still subject to ongoing discussions, the progress that had been made to date, and proposals for the next stages of the process, which included the submission of a report to the next Committee regarding the modernisation of the Service, and the implications of changes to working arrangements.

Personnel Committee - 30 July 2018

(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 consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority. The public interest in maintaining the exemption outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.)

The Service Director for Economy and Infrastructure provided an update on ongoing negotiations regarding industrial relations matters within Cleansing Services. The Committee were advised of the issues that were still subject to ongoing discussions, the progress that had been made to date, and proposals for the next stages of the process, which included the submission of a report to the next Committee regarding the modernisation of the Service, and the implications of changes to working arrangements.

RESOLVED –

- 1) That the update on industrial relations matters within Cleansing Services be received and noted and that the approach of Management be endorsed by the Committee.
- 2) That a report be submitted to the next meeting of the Committee regarding proposals for the modernisation of working practices within Cleansing Services.

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL
STANDARDS COMMITTEE

Wednesday 7th March 2018

Present: Councillor Andrew Marchington (Chair)
Councillor Eric Firth
Councillor Ken Sims
Councillor Mohan Sokhal

In attendance: Samantha Lawton
Julie Muscroft

Apologies: Councillor Shabir Pandor

1 Membership of the Committee

Apologies from Cllr S Pandor.

2 Minutes of Previous Meetings

That the minutes of the meetings held on the 17 January 2017, 24 May 2017 and 6 September 2017 were approved as a correct record.

3 Interests

No Interests were declared.

4 Admission of the Public

It was noted that all agenda items would be considered in public session.

5 Deputation/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Review of Complaints

Committee was presented with a report which outlined the type, nature and number of complaints received since the new arrangements for standards matters were introduced in May 2017. Committee was advised that 12 complaints had been received in relation to the conduct of elected members.

- 4 related to social media posts
- 8 related to communication

Of the 12 complaints 1 complaint is still outgoing.

Standards Committee - 7 March 2018

In responding to the complaints, the Monitoring Officer followed the arrangements agreed by Council and consulted with the Independent Person to make an informal assessment whether the complaints should proceed.

Committee members felt that the process was working well and discussed whether as part of the complaints process an elected member who had had a complaint made against them should be informed as a matter of course and not just when the complaint had been resolved.

Officers agreed, to look at the process for making members aware that there had been a complaint made against them following a decision from the Monitoring Officer and Independent Person that a complaint would not proceed.

The Committee's view was sought on the current position regarding the Independent Person. Members felt that in terms of capacity it was working well and should the need arise there would be opportunity to draw an Independent Person from another local authority.

RESOLVED -

- a) Officers will look at the process in making members aware there has been a complaint against them following a decision from the Monitoring Officer and Independent Person that the complaint will not proceed.
- b) That the current position regarding one Independent Person continue and be kept under review by Standards Committee.

8 Update on Standards

Standards Committee received a report in respect of the training and support needs of members following the Standards Review and new Code of Conduct to be implemented following Annual Council in May 2017. Different areas of training were put forward including, Council Procedure Rules, Reasonable Behaviour Policy and Social Media. Members were invited to make comment and suggestions on the proposals for training.

The Committee felt that training on the Council Procedure Rules would be beneficial as it would help members become aware of the rules. Members also felt that advance chairing skills should be a priority for the in-coming mayor and deputy mayor and for members chairing public facing committees such as Planning and Standards. Committee discussed whether there was occasion for the mayor to give the deputy mayor an opportunity to chair full council, in preparation for taking over the role. The Committee requested officers establish whether Bradford Council provide any training courses for members (including Mayors) as it has in previous years.

The Committee was advised that training for existing members on the Code of Conduct is currently in development with the intention that it will be online, e-learning. Questions were raised about how this training could be enforced. Committee was advised that the training programme would be online through MiPod as this would provide an evidence base, however it was also important that it is

Standards Committee - 7 March 2018

discussed at Group meetings. Standard Committee members agreed to trial the new Code of Conduct online training before it is rolled out to existing members.

The Committee was informed that in respect of social media training, during induction members will be advised that while it is a valuable communication medium, there is a need to be mindful of the language used. Councillors to be reminded of the Social Media Guidance.

All councillors elected or re-elected in May 2018, will be expected to sign the Code of Conduct. The intention is to continue with the current arrangement however, new members will be handed a certificate which should to make the process more meaningful.

RESOLVED - That Standards Committee will trial the new online training prior to it being rolled out to existing members.

That officers develop as soon as possible advanced charring skills training for members.

That officers check whether Bradford Council provides training for members (including mayors) and whether this is open to members from other local authorities.

Officers to remind Councillors of the Social Media Guidelines.

That Standards Committee undertake further discussion in relation to the enforcement of training.

9 **Consultation by the Committee on Standards in Public Life To Inform review of Local Government Ethical Standards**

Committee was briefed on the review of Local Government Ethical Standards by the Committee on Standards in Public Life. A consultation document has been issued and the closing date for comment is 18 May 2018. Members were directed to a report which outlined the consultation questions and advised that the Chief Executive would like Kirklees to provide a response. West Yorkshire colleagues were also looking at providing a response.

Committee discussed widening this by taking it back to groups to ensure that all 69 councillors are involved, there was also a suggestion that this should be brought to a meeting of the Democracy Commission for consideration.

RESOLVED - That the consultation be taken back to groups for wider discussion and comment and feedback to the Monitoring Officer.

That Cllr Marchington will discuss setting up a meeting with the Chair of the Democracy Commission to provide comment and feedback on the consultation.

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Contact Officer: Richard Dunne

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 8th March 2018

Present: Councillor Steve Hall (Chair)
Councillor Bill Armer
Councillor Donald Firth
Councillor Paul Kane
Councillor Carole Pattison
Councillor Andrew Pinnock

- 1 **Membership of the Committee**
All members of the committee were present.
- 2 **Minutes of the Previous Meeting**
The Minutes of the meeting held on 8 February 2018 were approved as a correct record.
- 3 **Interests and Lobbying**
Councillor A Pinnock declared he had been lobbied on application 2016/92298.
- 4 **Admission of the Public**
All items on the agenda were taken in public session.
- 5 **Deputations/Petitions**
No deputations or petitions were received.
- 6 **Public Question Time**
No questions were asked.
- 7 **Site Visit - Application No: 2018/90074**
Site visit not undertaken due to adverse weather conditions.
- 8 **Site Visit - Application No: 2018/90242**
Site visit not undertaken due to adverse weather conditions.
- 9 **Local Authority Planning Appeals**
That the report be noted.
- 10 **Planning Application - Application No: 2016/92298**
The Committee gave consideration to Planning Application 2016/92298 Outline application for redevelopment of former waste water treatment works following

Strategic Planning Committee - 8 March 2018

demolition of existing structures to provide employment uses (use classes B1(c), B2 and B8) Former North Bierley Waste Water Treatment Works, Oakenshaw.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Cllr Sarah Ferriby (Bradford Council) and Brian Pearson (both of whom objected to the proposal) and Marianne McCallum (agent).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report including:

1. Approval of access, layout, scale, appearance, and the landscaping of the site reserved matters (standard Out Line (O/L) condition)
2. Plans and particulars of the reserved matters (standard O/L condition)
3. Application for approval of the reserved matters (standard O/L condition)
4. The timeframe for implementation of the development (Standard O/L condition)
5. Appropriate mitigation and enhancement measures as advised by the Biodiversity Officer
6. A lighting design strategy for biodiversity, for the whole development
7. Yorkshire Water conditions
8. Environment Agency conditions
9. Coal Authority conditions
10. Tree survey and Arboricultural Method Statement, in accordance with BS5837, in order to fully appraise the potential impact and risk to both trees on site and the adjacent ancient woodland. This should demonstrate how the trees can be protected both during construction and following completion.
11. Details for the treatment and enhancement of existing Public right of way.
12. Lead Local flood Authority conditions
13. Highways England conditions as set out in response dated 21st February 2018.
14. Restrict overall floor space of proposals to not exceed 75.8% of B2 Use.
15. DM Highways Conditions to include details of:
 - I. Bradford Road/Chain Bar Roundabout for the provision of road widening to provide 3 lanes, new pedestrian footways.
 - II. Mill Carr Hill Road/Bradford Road junction improvements for the widening of Mill Carr Hill Road to provide a right turn facility at the junction and new pedestrian footways.
 - III. Re-alignment of the Carr Hill Road/Cliff Hollins Lane junction to give priority to vehicles travelling towards Cliffe Hollins Lane and the development site and new pedestrian footways.
 - IV. Re-alignment of the Cliff Hollins Lane to give priority to vehicles travelling into development.
 - V. 7.5 tonne lorry bans to Wyke lane and Cliff Hollins Lane.

(2) Secure a Section 106 agreement to ensure :

- I. All off site associated highway works approved under s278 to be completed and made operational prior to any part of the commercial development on this application site being brought into use.

Strategic Planning Committee - 8 March 2018

- II. A financial contribution of £71,370 (calculated damage costs) to be used towards air quality mitigation measures within the vicinity of the site in the absence of detailed low emission projects equating to the identified damage costs or above, being submitted at reserved matters stage, and
- III. £20,000 towards real time passenger information displays to two existing bus stops (reference nos. 14572 and 14567)

(3) That, pursuant to (2) above, In the circumstances where the S106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Strategic Investment shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured; if so, the Head of Strategic Investment is authorised to determine the application and impose appropriate reasons for refusal under Delegated Powers.

(4) In addition to the above to secure a Section 106 Obligation (Unilateral Undertaking) from the applicant to provide the proposed 36 space car park, submitted to Bradford Council for Woodlands C of E Primary School application reference no.16/06146/MAO subject to Bradford City Council approving the application.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors S Hall, Kane, and Pattison (3 votes)

Against: Councillors Armer, D Firth and A Pinnock (3 votes)

The Chair used his casting vote to approve the officer recommendation.

11 **Planning Application - Application No: 2017/94336**

The Committee gave consideration to Planning Application 2017/94336 Part demolition of existing mill buildings and erection of 49 dwellings; conversion of listed building to form private gymnasium; re-use of existing mill buildings and alterations to form workshop, car storage, and associated ancillary facilities including café, shop and office space; Formation of car parking areas (Listed Building) Washpit Mills, Choppards Lane, Cartworth Moor, Holmfirth.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Michael Martin, Sue Duddridge, Jill Martin and Charles Woodcock (objectors) and Roger Lee (agent).

Under the provisions of Council Procedure Rule 36 (1) the Committee received representations from Cllr Nigel Patrick and Cllr Ken Sims (Local ward members).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report and the update list including:

Strategic Planning Committee - 8 March 2018

1. Time limit condition to implement the permission.
2. Development it be in accordance with approved plans.
3. Phasing of the development
4. Approval of samples of materials
5. Detailed design and delivery of the footway to Washpit New Road (to be delivered before occupation of the first dwelling).
6. Internal road design.
7. Highway signage scheme.
8. Surfacing of parking areas.
9. Boundary treatment details.
10. Detailed drainage scheme.
11. Survey of watercourse within site and schedule of repairs where necessary.
12. Assessment of mill pond and tributaries.
13. Temporary drainage scheme.
14. Drainage relating to fats, oil and grease from café.
15. Oil petrol interceptor from car parks.
16. Stand-off distances to culverted watercourse.
17. Mill pond survey and repair/renewal where necessary.
18. Contaminated land and landfill investigation and remediation.
19. Details of plant and extract ventilation for the non-residential uses.
20. Restrictions on operating and delivery hours for The Carding Shed:
 - I. Café and shop:
 - 10:00 to 16:00 Monday to Friday (with no deliveries/dispatches before 0900 or after 1700)
 - 09:30 to 16:30 Saturday (with no deliveries/dispatches before 0830 or after 1730 on Saturdays and no deliveries/dispatches on Sundays)
 - II. Workshop and car storage:
 - 08:30 to 17:00 Monday to Friday only.
21. Restrictions on operating hours of the gym.
22. Restrictions on use of gym to residents and workers of Washpit Mills only.
23. Storage use only for retained curtilage listed building connected to the Carding Shed business (Block D).
24. Ecological mitigation including details of demolition.
25. Detailed landscape plan including new tree planting to south eastern site boundary.
26. Electric vehicle charging.
27. Restriction on hours of the gym to those specified within the Update List.
28. Details of external lighting of the site designed to mitigate the impact on biodiversity
29. Updated Travel Plan that reflects the development proposed (as per paragraph 10.36 of the considered report)
30. Details of crime prevention and security measures to be incorporated into the development (as per Police Architectural Liaison Officer comments).
31. Details of renewable energy measures to be incorporated into the development.

Strategic Planning Committee - 8 March 2018

(2) Secure a Section 106 agreement to cover the following matters:

1. £51,417 towards Education requirements arising from the development.
2. Contribution of £10,000 (originally towards Metro Cards) be allocated towards Highway and Pedestrian infrastructure improvements in the vicinity of the site.
3. Detailed scheme for the provision of the POS and future maintenance and management responsibilities of the POS and other open space areas within the site.
4. Future maintenance and management arrangements for the culverted watercourse and other surface water drainage infrastructure within the site and the mill pond.
5. Covenant not to use Block L for its established B2 use or any change from B2 as permitted under the Use Classes Order.

(3) That, pursuant to (2) above, In the circumstances where the S106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Strategic Investment shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured; if so, the Head of Strategic Investment is authorised to determine the application and impose appropriate reasons for refusal under Delegated Powers.

It was noted that should the Council receive further applications to change the use of the community gym the application will be presented to Strategic Planning Committee.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

1. A motion to refuse the application

For: Councillors Armer, D Firth and A Pinnock (3 votes)

Against: Councillors S Hall, Kane and Pattison (3 votes)

The Chair used his casting vote to defeat the motion.

2. A motion to accept the officer recommendation subject to amendments to the S106 (outlined above)

For: Councillors S Hall, Kane and Pattison (3 votes)

Against: Councillors Armer, D Firth and A Pinnock (3 votes)

The Chair used his casting vote to approve the officer recommendation.

12 **Planning Application - Application No: 2017/94337**

The Committee gave consideration to Planning Application 2017/94337 Listed Building Consent for conversion of listed building to form private gymnasium and demolition of curtilage buildings Washpit Mills, Choppards Lane, Cartworth Moor, Holmfirth.

RESOLVED –

Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report including:

1. Time limit to implement the permission
2. Development in accordance with approved plans
3. Archaeological recording
4. Scheme of works to principal listed building

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors S Hall, Kane, Pattison and A Pinnock (4 votes)

Against: (0 votes)

Abstained: Councillor Armer

13

Planning Application - Application No: 2017/90620

The Committee gave consideration to Planning Application 2017/90620 Hybrid application – Planning application for demolition of existing buildings and erection of 2no workshop and ancillary office buildings (B1c/B8 use class) comprising a floor area of 880m² including mezzanine space, parking, access details and ancillary works. Outline planning application for the erection of up to 75no dwellings (Amended Description) Dobroyd Mills, Hepworth Road, New Mill, Holmfirth.

Under the provisions of Council Procedure Rule 37, the Committee received representations Nick Willock (agent).

Under the provisions of Council Procedure Rule 36 (1) the Committee received representations from Cllr Nigel Patrick and Cllr Ken Sims (Local ward members).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to: ensure that the Environment Agency and LLFA are satisfied with the proposal; and to complete the list of conditions including those contained within the considered report and the update list including:

Outline Application

1. 3 year time limit to implement the permission.
2. Approved plans.
3. Reserved Matters.
4. Finished Floor Levels.
5. Boundary Treatments and details of materials.
6. Foul, surface and land drainage details to be submitted and agreed.
7. Overland flood routing details to be submitted and agreed.
8. Temporary flood routing details to be submitted and agreed.
9. Construction Method Statement.

Strategic Planning Committee - 8 March 2018

10. Remove PD rights for outbuildings and rear extensions to properties.
11. Habitat enhancement.
12. Landscaping details to be provided and to be implemented and replaced if any trees die within 5 years.
13. Crime prevention.
14. Electric charging points.
15. Parking spaces prior to occupation.
16. Lighting Strategy.
17. Ecological Enhancement Strategy and woodland strategy for pond area and across site.
18. Demolition method.
19. Phasing
20. Public Open Space details to be submitted at Reserved Matters

Full application

1. 3 year time limit to implement permission.
2. Approved plans.
3. Demolition Method Statement.
4. Parking areas to be provided prior to occupation.
5. Details of uses to be submitted and agreed.
6. Landscaping details to be provided and to be implemented and replaced if any trees die within 5 years.
8. Crime prevention.
9. Electric charging points.
10. Lighting Strategy.
11. Ecological Enhancement Strategy.
12. Opening/operating hours to be agreed.
13. Boundary Treatments.
14. Details of retaining elements and design.
15. Phasing to ensure employment units provided.
16. Natural local stone to be used in elevations of employment units.
17. Servicing arrangements to be submitted and agreed.

(2) Secure a Section 106 agreement to cover the following matters:

1. Education - £271,237 comprising £138,262 to Hepworth Junior and Infant School and £132,975 to Holmfirth High School
2. Affordable Housing – to be finally calculated having regard to vacant building credit and depending on the quantum of development proposed by the reserved matters.
3. New Mill Junction Improvements - A contribution of £33,880 plus a further £33,750 (to be confirmed at reserved matters stage) originally allocated towards Residential Metro Cards
4. £10,000 for a 'live' bus information display

(3) That, pursuant to (2) above, In the circumstances where the S106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Strategic Investment shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured; if so, the Head of Strategic Investment is

Strategic Planning Committee - 8 March 2018

authorised to determine the application and impose appropriate reasons for refusal under Delegated Powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors S Hall, Kane, Pattison and A Pinnock (4 votes)

Against: Councillors Armer and D Firth (2 votes)

14 **Planning Application - Application No: 2018/90074**

The Committee gave consideration to Planning Application 2018/90074 Erection of motor vehicle dealership comprising car showrooms, workshops and MOT, ancillary offices, car parking and display, new vehicular access and egress to A643 and landscaping Land Off, Lindley Moor Road, Huddersfield.

RESOLVED –

That consideration of the application be deferred to allow the Committee to undertake a site visit following the cancellation of the original site visit due to adverse weather conditions.

15 **Planning Application - Application No: 2017/93925**

The Committee gave consideration to Planning Application 2017/93925 Erection of 3 No. retail units and associated works (within a Conservation Area) Land at Junction of, Cemetery Road and Mayman Lane, Batley.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Brendan Flood (objector), Gary Swarbrick (in support) and Helen Davies (applicant).

RESOLVED –

Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report and the update list including:

1. 3 years to commence development
2. Development in accordance with approved plans
3. Samples of materials
4. Boundary treatments
5. Landscape scheme
6. Drainage conditions (surface water and foul)
7. De contamination, remediation and validation.
8. Highways conditions- parking provision and maintenance; deliveries and turning; production of Travel Plan
9. Lighting scheme
10. Noise attenuation (for neighbouring buildings possible hours of use restriction).
11. Crime prevention measures.
12. Eradication of Japanese Knotweed
13. Restrictions on the range of goods to be sold from each unit.

Strategic Planning Committee - 8 March 2018

14. The net retail sales area of unit 1 hereby permitted shall not exceed 1,858 sq m. The net sales area is defined as the sales area within the building (i.e. all internal areas accessible to the consumer) but excluding lobbies, restaurants/cafes, customer toilets and walkways behind the checkouts. Within the net sales area hereby permitted, no more than 372 sq m shall be used for the sale of convenience goods. The garden centre area shall not exceed 697 sq m. The net retail sales area of units 2 and 3 shall not exceed 743 sq m and 558 sq m respectively.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, D Firth, S Hall, Kane, Pattison and A Pinnock (6 votes)

Against: (0 votes)

16 **Planning Application - Application No: 2018/90242**

The Committee gave consideration to Planning Application 2018/90242 Change of use from stone yard to tree/log storage yard The Old Stone Yard, Near Bank, Shelley, Huddersfield.

RESOLVED –

That consideration of the application be deferred to allow the Committee to undertake a site visit following the cancellation of the original site visit due to adverse weather conditions.

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 5th April 2018

Present: Councillor Steve Hall (Chair)
Councillor Bill Armer
Councillor Donald Firth
Councillor Paul Kane
Councillor Carole Pattison
Councillor Andrew Pinnock

1 Membership of the Committee

All Committee Members were present.

2 Minutes of the Previous Meeting

RESOLVED – That the Minutes of the Meeting held on 8 March 2018 be approved as a correct record.

3 Interests and Lobbying

All Committee Members declared that they had been lobbied on Applications 2018/90074 and 2018/90163.

Councillor Pattison declared an 'other' interest in Application 2018/90340 on the grounds that family members attend Ashbrow School.

4 Admission of the Public

It was noted that exempt information had been submitted in respect of Application 2017/93886.

5 Deputations/Petitions

None received.

6 Site Visit - Application No: 2018/90242

Site visit undertaken.

7 Site Visit - Application No: 2018/90340

Site visit undertaken.

8 Site Visit - Application No: 2018/90586

Site visit undertaken.

9 Site Visit - Application No: 2018/90074

Site visit undertaken.

10 Site Visit - Application No: 2017/93886

Site visit undertaken.

11 Planning Application - Application No: 2017/93886

The Committee gave consideration to Application 2017/93886 – Erection of extensions and alterations to convert existing building to student accommodation (within a conservation area) at Co-op Building, 103 New Street, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from David Storrie (applicant's agent).

RESOLVED – That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- time limit for implementation – 3 years
- plans to be approved
- materials, including method statement and details of windows
- materials – colour, cladding panel details, method of fixing
- strategy for renovating existing building and details of all works including a phasing agreement
- details of servicing and bin storage
- details of plant
- biodiversity enhancement
- crime prevention
- occupation by students only
- construction management plan

(The Committee gave consideration to exempt information at Agenda Item 18 (Minute No 18 refers), prior to the determination of this item).

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, S Hall, Kane, Pattison and A Pinnock (5 votes)

Against: Councillor D Firth (1 vote)

12 Planning Application - Application No: 2018/90586

The Committee gave consideration to Application 2018/90586 – Erection of 160 residential units, including a 50 unit extra care facility (C3), provision of public open space and engineering operations at land to the west of Ashbrow Infant and Nursery School, Ashbrow Road, Ashbrow, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Hannah Smith (applicant's agent).

RESOLVED – That the application be deferred for negotiations to take place with regards to the layout in order to enable the affordable housing units to be more dispersed within the site.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, D Firth, S Hall, Kane, Pattison and A Pinnock (6 votes)

Against: (no votes)

13 Planning Application - Application No: 2018/90340

The Committee gave consideration to Application 2018/90340 – Change of use and alterations to extend existing car park at Ashbrow School, Ash Meadow Close, Sheepridge, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Dora Plant (Headteacher).

RESOLVED –

- 1) That authority be delegated to the Head of Strategic Investment to finalise negotiations on outstanding technical matters relating to the adjacent protected woodland, approve the application, issue the decision notice and complete the list of conditions including matters relating to;
 - time limit for implementation – 3 years
 - in accordance with new plans
 - new footpath to be provided prior to development being brought into use
 - area to be surfaced and drained in accordance with the details provided
 - charging points
 - aboricultural issues
 - construction management plan
- 2) That, in circumstances where outstanding protected woodland related concerns have not been addressed within three months of the date of this decision, the Head of Strategic Investment de delegated authority to consider whether planning permission should be refused on the grounds that the proposals are unacceptable on the grounds of flood risk, and if so, be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, D Firth, S Hall, Kane, Pattison and A Pinnock
(6 votes)

Against: (no votes)

14 Planning Application - Application No: 2018/90074

The Committee gave consideration to Application 2018/90074 – Erection of motor vehicle dealership comprising car showrooms, workshops and MOT, ancillary offices, car parking and display, new vehicular access and egress to A643 and landscaping at land off Lindley Moor Road, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received representations from Mike Chalker (local resident), Mark Beevers (on behalf of Harron Homes), Joe Flannigan (ID Planning) and Stephen Holman (Stirling Scotfield).

RESOLVED – That the application be deferred in order to enable developers to secure the provision of off- site works required by condition 36 points 2 and 5 of hybrid planning permission 2014/93136 - signalisation of Lindley Moor Road/Crosland Road and management of speeds along Lindley Moor Road.

Strategic Planning Committee - 5 April 2018

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, D Firth, S Hall and Kane (4 votes)

Against: Councillors A Pinnock (1 vote)

Abstained: Councillor Pattison

15 **Planning Application - Application No: 2018/90242**

The Committee gave consideration to Application 2018/90242 – Change of use from stone yard to tree/log storage yard at the Old Stone Yard, Near Bank, Shelley, Huddersfield.

RESOLVED – That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- time limit for implementation – 3 years
- development in accordance with the approved plans
- development not to commence until a scheme for the diversion of footpath KIR 147-10 has been submitted and approved and that the existing footpath is not obstructed before such time as the diversion takes place
- fence to be 1.8m high and powder coated green colour details to be submitted
- tree/hedges along the boundaries of the site to be retained
- hours of operation – no activities shall be carried out on the premises, including deliveries to or dispatches from the premises, outside the times of 08:00 to 18:00 Monday to Friday, and 08:00 to 16:00 on Saturdays – No activity shall take place on Sundays or Bank Holidays
- traffic management
- storage of trees and logs only
- no cutting and processing of trees/logs on site

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, D Firth, S Hall, Kane, Pattison and A Pinnock (6 votes)

Against: (no votes)

16 **Planning Application - Application No: 2018/90163**

The Committee gave consideration to Application 2018/90163 – Change of use from plant nursery with retail sales to garden centre and formation of new access at Fenay Bridge Nursery, Fenay Lane, Fenay Bridge.

RESOLVED – That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- time limit for implementation – 3 years
- in accordance with submitted plans/specifications
- restrict the hours of operation/use
- restrict the use of garden centre and for no other purpose (including any other purpose within Class A1 of the Town and Country Planning (Use Classes) Order 1987

Strategic Planning Committee - 5 April 2018

- restrict the ancillary retail sales areas/including café/toilets to the areas edged green on drawing no.MS1
- scheme of highway works at site across road and the site access junction with Fenay Lane, including the footway along the site frontage (with reference to drawing no. 890/03) and all associated highway works
- details of formal car park layout, service areas and waste storage within to be submitted and approved
- visibility splays of 2.4m x 43m in both directions along Fenay Lane to be provided
- existing access to be permanently closed and new access to be constructed in accordance with approved details
- details for the design and construction details of all temporary and permanent highway retaining structures within the site and off-site (retaining wall at Fenay Lane)
- permeable surfacing of approved vehicle parking areas
- details/schedule of means of access to the site for construction traffic including details of the times of use of the access
- details of the treatment of all surface water flows from parking areas and hard standings
- details of a landscaping scheme
- approved landscaping scheme to be carried out in accordance with approved timescales and maintained for a period of five years from the completion of planting works

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Armer, D Firth, S Hall, Kane, Pattison and A Pinnock (6 votes)

Against: (no votes)

17 **Exclusion of the Public**

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

18 **Planning Application - Application No: 2017/93886**

(Exempt information with 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.)

The Committee gave consideration to the exempt information prior to the determination of Application 2017/93886 (Minute No. 11 refers)

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Contact Officer: Richard Dunne

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 10th May 2018

Present:

Councillor Bill Armer
Councillor Donald Firth
Councillor Paul Kane
Councillor Carole Pattison
Councillor Andrew Pinnock
Councillor Mohan Sokhal

Apologies: Councillor Steve Hall (Chair)

- 1 Membership of the Committee**
Cllr Sokhal substituted for Cllr S Hall.
- 2 Appointment of the Chair**
In the absence of Cllr S Hall, Cllr Kane was appointed as Chair of the meeting.
- 3 Minutes of the Previous Meeting**
The minutes of the meeting held on 5 April 2018 were approved as a correct record.
- 4 Interests and Lobbying**
Councillors Pattison, Sokhal, A Pinnock, D Firth, Armer and Kane declared they had been lobbied on application 2018/90074.
- 5 Admission of the Public**
All items on the agenda were taken in public session.
- 6 Deputations/Petitions**
No deputations or petitions were received.
- 7 Public Question Time**
No questions were asked.
- 8 Site Visit - Application No: 2017/93804**
Site visit undertaken.
- 9 Site Visit - Application No: 2017/94366**
Site visit undertaken.
- 10 Site Visit - Application No: 2018/90865**
Site visit undertaken.

11 Planning Application - Application No: 2018/90586

The Committee gave consideration to Planning Application 2018/90586 Erection of 160 residential units, including a 50 unit extra care facility (C3), provision of public open space and engineering operations Land to the west of Ashbrow Infant and Nursery School, Ashbrow Road, Ashbrow, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Hannah Smith (Agent) and Natacha Killin (applicant).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report including:

1. 3 year time limit to implement the permission
2. Approved plans
3. Phasing plan
4. Materials
5. Ecological enhancement
6. Construction management plan
7. Drainage
8. Contamination
9. Boundary treatments – revised details required for some of those boundaries facing the public footpath
10. Finished floor levels
11. Electric charging points
12. Noise mitigation
13. Details of junction and associated highway works
14. Details of internal adoptable estate roads
15. Design and construction of retaining walls
16. Drainage conditions including micro-drainage details and road levels around attenuation structures
17. Archaeological study and information
18. Yorkshire Water – no development within 5m of the centrelines of the sewers and water mains that cross the site. If diversion is required details to be submitted.
19. Details of off-site improvements to public footpaths
20. Lighting details
21. Noise/odour concerning ventilation system for extra care facility
22. Phase II contamination
23. Arboricultural method statement should be submitted
24. Landscaping

(2) Secure a Section 106 agreement to cover the following matters:

- I. Public open space provisions including off site commuted sum of £120,750 in lieu of equipped play and future maintenance and management responsibility of open space within the site.
- II. £271,818 towards Education (Ashbrow and North Huddersfield Trust School)

Strategic Planning Committee - 10 May 2018

(3) That, pursuant to (2) above, In the circumstances where the S106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Strategic Investment shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured; if so, the Head of Strategic Investment is authorised to determine the application and impose appropriate reasons for refusal under Delegated Powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, D Firth, Kane, Pattison, A Pinnock and Sokhal
(6 votes)

Against: (0 votes)

12 **Planning Application - Application No: 2018/90074**

The Committee gave consideration to Planning Application 2018/90074 Erection of motor vehicle dealership comprising car showrooms, workshops and MOT, ancillary offices, car parking and display, new vehicular access and egress to A643 and landscaping Land Off, Lindley Moor Road, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Richard Irving and Alistair Flatman (both on behalf of the applicant) and Mike Chalker (Objector).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report and the update list including:

1. 3 years to commence the development
2. Develop in accordance with approved plans
3. Samples of materials
4. Details of boundary treatments
5. Landscape details
6. Highway conditions to include visibility splays; provision of footpath along Lindley Moor Road; surfacing and drainage of the car park and service areas; construction management plan; provision of a Travel Plan
7. Lighting condition
8. Crime Prevention condition
9. Drainage conditions

(2) An additional condition covering air quality.

(3) Secure a Section 106 agreement to cover the following matter:

- I. The provision of £15,000 Travel Plan Monitoring fee (£3,000 per annum for 5 years).

Strategic Planning Committee - 10 May 2018

(4) That, pursuant to (3) above, in the circumstances where the S106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Strategic Investment shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured; if so, the Head of Strategic Investment is authorised to determine the application and impose appropriate reasons for refusal under Delegated Powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, Kane, Pattison and Sokhal (4 votes)

Against: Councillors D Firth and A Pinnock (2 votes)

13 **Planning Application - Application No: 2017/93804**

The Committee gave consideration to Planning Application 2017/93804 Outline application (all matters reserved other than access) for erection of residential development (within a Conservation Area) Land at, Queens Road West, Milnsbridge, Huddersfield

RESOLVED –

Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to: enable the publicity period for the amended details to expire; and complete the list of conditions contained within the considered report including:

1. Standard Outline Condition (submission of reserved matters)
2. Standard Outline Condition (implementation of reserved matters)
3. Standard Outline Condition (reserved matters submission time limit)
4. Standard Outline Condition (reserved matters implementation time limit)
5. Highways
6. Ecology
7. Drainage
8. Affordable Housing (if Reserved Matters is for more than 11 dwellings)
9. Public Open Space
10. Education
11. Noise Report
12. Contamination Reports
13. Yorkshire Water conditions

(2) The inclusion of the following additional conditions:

- I. The submission of a road condition survey for Park Road and Queens Road West to include a schedule of remedial works.
- II. A contribution towards the provision of Metro Cards.

Strategic Planning Committee - 10 May 2018

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, D Firth, Kane, Pattison, A Pinnock and Sokhal (6 votes)

Against: (0 votes)

14 **Planning Application - Application No: 2017/94366**

The Committee gave consideration to Planning Application 2017/94366 change of use of land for bushcraft activities Land Adjacent Lock 38, off Marsden Lane, Marsden, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Hannah Byram (in support).

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions including those contained within the considered report and the update list including:

1. Development to commence within 3 years.
2. In accordance with the plans.
3. Development to operate in accordance with submitted statement regarding fires, operation of the site and traffic including the provision of a 60 minute gap between sessions.
4. Restriction of hours of operation from 7am to 9pm.
5. Restriction of the group size to 15.
6. Access improvements, parking layout and pick up and drop off provision to be carried out in accordance with the details set out on Dwg. No. ML03 Rev A and provided before the use commences.
7. Provision of passing spaces before the development is brought into use.
8. Limit vehicular size entering the site to a D1 classification minibus.
9. Surfacing of areas to be used by vehicles.
10. Submission of details to control Himalayan Balasm.

(2) An additional condition requiring details of an ecologically sensitive car park surface.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, D Firth, Kane, Pattison, A Pinnock and Sokhal (6 votes)

Against: (0 votes)

15 **Planning Application - Application No: 2018/90865**

The Committee gave consideration to Planning Application 2018/90865 external refurbishment and alterations to units 9-10, 12 and 17-20, installation of security fencing, replacement of external lighting and formation of carpark extension Unit 20, The Ringway Centre, Beck Road, Huddersfield.

Strategic Planning Committee - 10 May 2018

RESOLVED –

Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report including:

1. Three year time limit to implement the permission
2. In accordance with plans
3. Arboricultural Method Statement
4. Over-cladding and paint to be RAL7016 (Anthracite)
5. Car parking area to be constructed, surfaced and maintained with attached existing parking area

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For: Councillors Armer, D Firth, Kane, Pattison, A Pinnock and Sokhal (6 votes)

Against: (0 votes)

Contact Officer: Richard Dunne

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 2nd August 2018

Present: Councillor Steve Hall (Chair)
Councillor Donna Bellamy
Councillor Donald Firth
Councillor Paul Kane
Councillor Carole Pattison
Councillor Andrew Pinnock
Councillor Hilary Richards

1 Membership of the Committee

Councillor Hilary Richards substituted for Councillor Rob Walker.

2 Minutes of the Previous Meeting

The Minutes of the meeting held on 5 July 2018 were approved as a correct record.

3 Interests and Lobbying

Councillors Kane, Pattison, A Pinnock, Bellamy, D Firth and S Hall declared they had been lobbied on application 2017/94109.

Councillor Bellamy declared that she had been lobbied on application 2018/90735.

4 Admission of the Public

It was noted that Agenda Item 13 would be considered in private session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Site Visit - 2018/90735

Site visit undertaken.

8 Local Planning Authority Appeals

That the report be noted.

9 Planning Application - Application 2017/94109

The Committee gave consideration to Planning Application 2017/94109 Change of use and extension of the existing office building to create 156 student bedrooms including a gym, cycle and refuse storage area, student 'hub' space, plant and services and associated landscaping. Queensgate House, Queensgate, Huddersfield.

Strategic Planning Committee - 2 August 2018

Under the provisions of Council Procedure Rule 37, the Committee received representations from Helen Marks and Lauren Wedderburn (on behalf of the applicant) and Amy Hordon (objector on behalf of the Ministry of Justice).

RESOLVED – Contrary to the officer’s recommendation that the application be refused. The Committee considered that the introduction of student accommodation into an Employment Priority Area as shown on the emerging Local Plan would result in the loss of an existing employment use and it had not been adequately demonstrated that the site or premises were no longer capable of employment use, contrary to policy B4 of the Unitary Development Plan and policy PLP8 of the Publication Draft Local Plan.

In addition the Committee considered that the proposed building would not be in keeping with the surrounding development in respect of its form, scale, materials, height and massing and would have an overbearing and domineering impact upon the local area and would therefore be contrary to policy BE2 and BE11 of the Unitary Development Plan and policy PLP24 of the Emerging Local Plan.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Richards (7 votes)

Against : (0 votes)

10 **Planning Application - Application 2018/90146**

The Committee gave consideration to Planning Application 2018/90146 Erection of 5 dwellings adj, 196, Wakefield Road, Earlsheaton, Dewsbury.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Andrew Keeling (Agent).

RESOLVED – That consideration of the application be deferred in order to provide the applicants with a further opportunity to: consider how to provide access for the construction traffic with the minimum of disruption to residents of Park View; provide more details of the construction management plan; and to address the specific details requested by Kirklees Council Highways as outlined in section 10.19 of the considered report.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Richards (7 votes)

Against: (0 votes)

11 Planning Application - Application 2018/90735

The Committee gave consideration to Planning Application 2018/90735 Demolition of former fire station and erection of 24no. two bedroom flats, 2no. single bedroom flats and 1no. dwelling, associated parking, new vehicular access and landscaping (within a Conservation Area) Marsden Fire Station, Manchester Road, Marsden, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received representations from William Best and David Storrie (on behalf of the applicant).

RESOLVED – That consideration of the application be deferred in order to allow the applicants and officers time to provide the following information:

1. Details of where the privately managed model of affordable housing had been used at other local authorities and its degree of success;
2. The latest position from Strategic Housings consultation response;
3. An updated viability appraisal that included the long term ownership financial position, rental projections and applicant profits of the units.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Richards (7 votes)

Against: (0 votes)

12 Exclusion of the Public

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

13 Planning Application - Application No: 2018/90735

(Exempt information relating to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Variation Order 2006 as it contains commercially sensitive information (Information relating to the financial or business affairs of any particular person, including the Authority holding that information). It is not in the public interest to disclose the exempt information as disclosure could adversely affect overall value for money and compromise the interests of the company involved, which outweighs the public interest

The Committee gave consideration to the exempt information prior to the determination of Agenda Item 11.

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Contact Officer: Richard Dunne

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 7th June 2018

Present: Councillor Steve Hall (Chair)
Councillor Donna Bellamy
Councillor Donald Firth
Councillor Paul Kane
Councillor Carole Pattison
Councillor Andrew Pinnock
Councillor Rob Walker

- 1 **Membership of the Committee**
All members of the Committee were present.
- 2 **Minutes of the Previous Meeting**
The minutes of the meeting held on 10 May 2018 were approved as a correct record.
- 3 **Interests and Lobbying**
Councillor Kane declared he had been lobbied on application 2018/90146.
- 4 **Admission of the Public**
All items on the agenda were taken in public session.
- 5 **Deputations/Petitions**
No deputations or petitions were received.
- 6 **Public Question Time**
No questions were asked.
- 7 **Site Visit - Application No: 2018/91018**
Site visit undertaken.
- 8 **Site Visit - Application No: 2018/90735**
Site visit deferred.
- 9 **Site Visit - Application No: 2018/90146**
Site visit undertaken.
- 10 **Planning Application - Application No: 2018/91018**
The Committee gave consideration to Planning Application 2018/91018 Outline application for erection of residential development Britannia Road, Milnsbridge, Huddersfield.

RESOLVED – Contrary to the officer’s recommendation that the application be refused. The Committee considered that the development would result in a conflict between residential housing and industry by introducing dwellings and sensitive receptors at close proximity to an existing site with unrestricted industrial activity.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, A Pinnock and Walker (6 votes)

Against : Councillor Pattison (1 vote)

11 Planning Application - Application No: 2018/91219

The Committee gave consideration to Planning Application Planning Application 2018/91219 Outline application for erection of 8 apartments adj, 5, Hartshead Court, Hightown, Liversedge.

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to complete the list of conditions contained within the considered report including:

1. 3 years outline approval to commence the development
2. Reserved Matters to include Landscaping.
3. Submission of materials and details of boundary treatments.
4. Provision and maintenance of parking area.
5. Provision of footpath along the frontage.
6. Drainage conditions.
7. Decontamination and remediation.
8. Details of finished site, floor and roof levels.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Walker (7 votes)

Against: (0 votes)

12 Planning Application - Application No: 2018/90146

The Committee gave consideration to Planning Application 2018/90146 Erection of 5 dwellings adj, 196, Wakefield Road, Earlsheaton, Dewsbury.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Andrew Keeling (on behalf of the applicant).

RESOLVED –

Strategic Planning Committee - 7 June 2018

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic to complete the list of conditions contained within the considered report including:

1. 3 year time limit for commencement of the development.
2. Plans
3. Samples of materials
4. Removal of permitted development rights
5. Surfacing of parking areas
6. Electric vehicle charging points
7. Reporting of unexpected contamination
8. Ecological enhancement measures
9. Drainage
10. Landscaping scheme
11. Provision of footway
12. Construction Management Plan
13. Noise attenuation measures

(2) The following additional conditions:

1. Secure details of a temporary construction access from Wakefield Road.
2. Agree a phasing of the development with plots 4 and 5 to be constructed first.
3. Dwellings at the top of the site (plots 1-3) to be constructed with natural stone at the front and slate roofs.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Walker (7 votes)

Against: (0 votes)

13 Planning Application - Application No: 2017/94311

The Committee gave consideration to Planning Application 2017/94311 Erection of detached dwelling 264, Whitehall Road East, Birkenshaw.

RESOLVED –

(1) Delegate approval of the application and the issuing of the decision notice to the Head of Strategic Investment in order to await formal determination of the duplicate application at Leeds City Council and complete the list of conditions including those contained within the considered report including:

1. A 3 year time limit for commencement of the development
2. Plans and specifications
3. Areas to be surfaced and drained.
4. All buildings within the red line to demolished
5. Materials
6. Removal of PD rights
7. Vehicle charging point

Strategic Planning Committee - 7 June 2018

8. Scheme of intrusive site investigations
9. Scheme of remedial works
10. Implementation of remedial works
11. Reporting unexpected contamination
12. Air quality impact assessment
13. Noise report and mitigation measures
14. Landscaping plan to be submitted

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Walker (7 votes)

Against: (0 votes)

14 Planning Application - Application No: 2018/90735

RESOLVED – That consideration of the application be deferred in order to provide time to conclude the viability process and enable the applicants to clarify the position with regard to the level of contribution that can be provided.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows:

For : Councillors Bellamy, D Firth , S Hall, Kane, Pattison A Pinnock and Walker (7 votes)

Against: (0 votes)

15 Exclusion of the Public

No matters were considered in private session.

16 Planning Application - Application No: 2018/90735

The information was not considered in private due to the deferment of item 14.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

STRATEGIC PLANNING COMMITTEE

Thursday 5th July 2018

Present: Councillor Steve Hall (Chair)
Councillor Donna Bellamy
Councillor Donald Firth
Councillor Carole Pattison
Councillor Andrew Pinnock
Councillor Rob Walker
Councillor Mohan Sokhal

1 Membership of the Committee

Councillor Sokhal substituted for Councillor Kane.

2 Minutes of the Previous Meetings

RESOLVED –

(1) That the Minutes of the Meeting held on 23 May 2018 be approved as a correct record subject to the deletion of condition 2(1) in respect of Application 2018/90146.

(2) That the Minutes of the Meeting held on 7 June 2018 be approved.

3 Interests and Lobbying

Councillors Bellamy, D Firth, S Hall, Pattison A Pinnock and Walker declared that they had been lobbied on Application 2018/01432.

Councillors Pattison and A Pinnock declared that they had been lobbied on Application 2017/94109.

Councillor Walker declared that he had been lobbied on Application 2018/20130.

Councillor Bellamy declared that she had been lobbied on Applications 2018/90802, 2018/90877 and 2018/20130.

4 Admission of the Public

It was noted that all agenda items would be considered in public session.

5 Deputations/Petitions

None received.

6 Public Question Time

Strategic Planning Committee - 5 July 2018

Councillor Bolt asked questions with regards to (i) Committee Members having attended the relevant training sessions and (ii) referencing to Planning Policies within Committee Reports.

7 Site Visit - Application No: 2018/20130

Site visit undertaken.

8 Site Visit - Application No: 2018/91432

Site visit undertaken.

9 Site Visit - Application No: 2018/90801

Site visit undertaken.

10 Site Visit - Application No: 2018/90802

Site visit undertaken.

11 Planning Application - Application No: 2018/91078

The Committee gave consideration to Application 2018/91078 – Erection of 82 dwellings, landscaping and associated works at land off Crosland Road, Oakes, Huddersfield.

RESOLVED – 1) That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- three years to commence development
- development to be in accordance with approved plans
- approval of materials
- approval of boundary treatments
- reinstatement of Crosland Road stone boundary wall
- landscape scheme submission
- ecological management plan
- bio-diversity enhancement
- contaminated land/remediation condition
- noise attenuation
- removal of permitted development rights/insertion of windows – plots 36 and 51-54
- drainage conditions – surface water/temporary drainage strategy/overland flow routes
- highways conditions – visibility/sight lines/provision of footway on Crosland Road frontage/parking areas provided surfaces and drained/travel plan and monitoring fee
- archaeological watching brief
- aboricultural method statement
- provision of electric charging points

2) That authority be delegated to the Head of Strategic Investment to secure a S106 Agreement to cover (i) public open space provision including the provision and maintenance of POS within the site, and an offsite contribution of £192,074 towards the improvement of existing facilities in the area (ii) off-site highway works for

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junction improvements to Crosland Moor/Lindley Moor Road and traffic light improvements of £82,399 and £233,700 respectively (iii) a contribution towards travel plan monitoring of £15,000 (£3k per annum for 5 years) (iv) 20% or 16 of the total number of units to be affordable housing, with a tenure split of 55% social rental, and 45% intermediate (v) sustainable travel fund (METRO cards) £40,590 and (vi) the provision of a bus stop with real time information (£10,000).

3) That, pursuant to (2) above, in circumstances where the S106 Agreement has not been completed within three months of this decision, the Head of Strategic Investment shall be authorised to consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured, and would therefore be permitted to determine the Application and impose appropriate reasons for refusal under delegated powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors S Hall, Pattison, Sokhal and Walker (4 votes)

Against: Councillors Bellamy, D Firth and A Pinnock (3 votes)

12 **Planning Application - Application No: 2018/90802**

The Committee gave consideration to Application 2018/90802 – Removal of condition 31 (B8 floorspace) and variation of conditions 23 (residential) (road safety audits) and 30 (industrial) (road safety audits) on previous application 2014/90688 for outline application for erection of commercial floorspace (B1c, B2, B8) including details of engineering operations to form serviced employment plots and full application for the erection of 166 dwellings at land at Slipper Lane, Mirfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Matthew Sheppard (applicant's agent).

Under the provisions of Council Procedure Rule 36 (1) the Sub-Committee received a representation from Councillor Bolt.

RESOLVED – 1) That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- three years to start development
- construct in accordance with approved plans
- reworded conditions 23 (residential) and 30 (industrial)
- Outline only – reserved matters (siting, landscape, scale, appearance), drainage, decontamination, noise levels on boundaries, lighting, arboriculture method statement, air quality and travel plan

2) That authority be delegated to the Head of Strategic Investment to secure a variation to the S106 Agreement, as detailed within the considered report.

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3) That, pursuant to (2) above, in circumstances where the S106 Agreement has not been completed within three months of this decision, the Head of Strategic Investment shall be authorised to consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured, and would therefore be permitted to determine the Application and impose appropriate reasons for refusal under delegated powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors S Hall, Pattison, A Pinnock, Sokhal and Walker (5 votes)

Against: Councillor D Firth (1 vote)

Abstained: Councillor Bellamy (1 vote)

13 **Planning Application - Application No: 2018/90801**

The Committee gave consideration to Application 2018/9081 – Reserved Matters application pursuant to outline permission 2014/90688 for erection of commercial floorspace (B1c, B2, B8) including details of engineering operations to form serviced employment plots and full application for the erection of 166 dwellings (industrial part only) at land at Slipper Lane, Mirfield.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Matthew Sheppard (applicant's agent).

Under the provisions of Council Procedure Rule 36 (1) the Sub-Committee received a representation from Councillor Bolt.

RESOLVED – 1) That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- three years to commence development
- development to be completed in accordance with approved drawings

2) That authority be delegated to the Head of Strategic Investment to secure a variation to the S106 Agreement, as detailed within the considered report.

3) That, pursuant to (2) above, in circumstances where the S106 Agreement has not been completed within three months of this decision, the Head of Strategic Investment shall be authorised to consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured, and would therefore be permitted to determine the Application and impose appropriate reasons for refusal under delegated powers.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors S Hall, Pattison, A Pinnock, Sokhal and Walker (5 votes)

Against: (no votes)

Abstained: Councillors Bellamy and D Firth

14 Planning Application - Application No: 2018/90876

The Committee gave consideration to Application 2018/90876 – Variation conditions 2 (plans) and 15 (opening times) on previous permission 2017/91888 for change of use, alterations and extensions to former mill buildings to form mixed use development comprising of food manufacturing, cookery school, café, shop, restaurant, cooking demonstrations/tasting areas and management office/suite, outdoor seating areas, service yard, parking and associated landscaping works at Woodlands Mill, Luke Lane, Thongsbridge, Holmfirth.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Nick Willock (applicant's agent)

RESOLVED - That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- conditions as set out in the decision letter dated 21.12.2017
- A3 floorspace controlled to ensure two restaurants do not operate from the site
- phasing schedule/plan for the development to ensure both buildings are converted within an appropriate timeframe

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Bellamy, D Firth, S Hall, Pattison, A Pinnock, Sokhal and Walker (7 votes)

Against: (no votes)

15 Planning Application - Application No: 2018/90877

The Committee gave consideration to Application 2018/90877 – Erection of extension to former mill building at Woodlands Mill, Luke Lane, Thongsbridge.

Under the provisions of Council Procedure Rule 37, the Sub-Committee received a representation from Nick Willock (applicant's agent).

RESOLVED - That authority be delegated to the Head of Strategic Investment to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- three years to commence development
- approved plans and documents
- extension only to be used for ancillary purposes
- details and samples of all external materials, including materials and detailed drawings of glazed roof to herb garden
- no external pipes etc to be installed

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- lighting strategy for biodiversity
- construction management plan

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Bellamy, D Firth, S Hall, Pattison, A Pinnock, Sokhal and Walker (7 votes)

Against: (no votes)

16 **Position Statement - Application No: 2018/91432**

The Committee received a position statement submitted in respect of Application 2018/91432 – Erection of industrial unit (use classes B2 and B8) office, research and development building (use classes B1a and B1b) and associated internal roads, car park, service yard and landscaping at land adjacent to Bradley Business Park, Dyson Wood Way, Bradley.

Under the provisions of Council Procedure Rule 36 (1) the Sub-Committee received a representation from Councillor Uppal.

Committee discussion reflected support for the principal of development on the site, and the significant investment which this would generate. It was considered that there needed to be a mitigation of impacts upon local residents and residential amenity, including an effective buffer zone to mitigate visual impact. It was requested that consultation take place with local residents once amended details are received.

RESOLVED – That the position statement be noted.

17 **Position Statement - Application No: 2017/94109**

The Committee received a position statement submitted in respect of Application 2017/94109 – Change of use and extension of the existing office building to create 156 student bedrooms including a gym, cycle and refuse storage area, student 'hub' space, plant and services and associated landscaping at Queensgate House, Queensgate, Huddersfield.

Committee discussion reflected a general objection to the scale, massing and visual impact of the proposed building, which would impact upon the view of Castle Hill. Concerns were also raised regarding the loss of office accommodation and the relocation of the courts, which may have negative impacts upon the town.

RESOLVED – That the position statement be noted.

18 **Pre-Application - Application No: 2018/20130**

The Committee received a pre-application report in respect of Application 2018/20130 - part demolition and part conversion to form 64 apartments and approximately 66 dwellings at Westwood Mill, Lowestwood Lane, Linthwaite.

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Under the provisions of the Planning Protocol, the Sub-Committee received representations from Guy Boyer (applicant) and Malcolm Sizer (applicant's agent).

Committee discussion took place with regards to principal of the restoration of the listed buildings through enabling development within green belt, viability information, use of materials, the ongoing problems with the current derelict site and the historical importance of the buildings.

RESOLVED – That the pre- application report be noted.

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