

Public Document Pack



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

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Monday 19 July 2021

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **3.00 pm** on **Tuesday 27 July 2021**.

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

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

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

Julie Muscroft

Service Director – Legal, Governance and Commissioning

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

The Cabinet members are:-

Member

Councillor Shabir Pandor
Councillor Paul Davies
Councillor Eric Firth
Councillor Viv Kendrick

Councillor Musarrat Khan
Councillor Peter McBride
Councillor Naheed Mather
Councillor Carole Pattison

Councillor Cathy Scott

Councillor Will Simpson

Responsible For:

Leader of the Council
Cabinet Member - Corporate
Cabinet Member - Town Centres
Cabinet Member - Children (Statutory responsibility for Children)
Cabinet Member - Health and Social Care
Cabinet Member for Regeneration
Portfolio Holder - Environment
Cabinet Member for Learning, Aspiration and Communities
Deputy Group Leader and Cabinet Member - Housing and Democracy
Labour - Secretary & Cabinet Member - Culture and Greener Kirklees

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of Cabinet

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

2: Declarations of Interest

1 - 2

Cabinet Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion on the item or participating in a vote upon the item, or any other interests.

3: Admission of the Public

Most agenda items will be considered in public session, however, it shall be advised whether Cabinet will consider any matters in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

4: Deputations/Petitions

The Cabinet 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.

5: Questions by Members of the Public

Cabinet will hear any questions from the general public.

In accordance with Council Procedure Rule 11(5), the period allowed for the asking and answering of public questions shall not exceed 15 minutes. A maximum of 4 questions per person may be asked.

6: Questions by Elected Members (Oral Questions)

Cabinet will receive any questions from Elected Members (via remote access).

In accordance with Executive Procedure Rule 2.3 (2.3.1.6) a period of up to 30 minutes will be allocated.

7: Kirklees Resource & Waste Strategy (Reference to Council)

3 - 66

To consider the outcome of the public engagement exercise and the draft Kirklees Resource & Waste Strategy 2021-30.

Wards affected: all

Officer: Natalie Clark – Programme Manager

8: 2021/22 - 2025/26 Bereavement Services Capital Plan - Proposed allocation as of 2021/22.

67 - 78

To consider projects to be funded from the 2021/22 – 2022/23 Bereavement Services Capital Plan of Investment.

Wards affected: all

Officer: Paul Hawkins – Operational Manager - Venues

9: 2021/22 - 2022/23 Corporate Landlord Asset Investment Capital Plans - Proposed allocation of capital funding

79 - 88

To consider the 2021/22 & 2022/23 Corporate Landlord Asset Investment, Compliance & Sustainability Programme baselines of the Capital Plan.

Wards affected: all

Officer: Jonathan Quarmby – Strategic Corporate Facilities Manager,
Corporate Landlord & Capital

10: Place Standard Investment Fund - Funding Criteria and Decision-Making Process 89 - 100

To consider the Place Standard Investment Fund, criteria, and decision-making process.

Wards affected: all

Officer: Vina Randhawa – Democracy Manager, Active Citizens and Places

11: Staying Put Policy refresh 101 - 156

To consider the Staying Put Policy refresh.

Wards affected: all

Officer: Lisa Warnes – Programme Manager, Children's Improvement Team

12: Care Leavers Guidance and Financial Guidance Policy refresh 157 - 210

To consider the Care Leavers Support and Financial Guidance Policy refresh.

Wards affected: all

Officer: Lisa Warnes – Programme Manager, Children's Improvement Team

13: Financial Outturn Report for 2020/21 to include the Revenue, Capital and Housing Revenue Account Outturn Position & Annual Report on Treasury Management 211 - 296

To receive the 2020/21 financial outturn position for General Fund Revenue, Housing Revenue Account and Capital Plan and to

consider the revenue and capital rollover from 2020/21 to 2021/22.

Wards affected: all

Officer: James Anderson – Head of Accountancy

14: St John's CE (VC) Infant School Governing Body statutory proposal to change the upper age limit of the school 297 - 520

To consider the proposal by the governing body of St John's CE (VC) Infant School, to change the upper age limit of the school.

Wards affected: Dewsbury West, Dewsbury South

Officer: Martin Wilby – Head of Education Access and Places

15: Building Community & Voluntary Capacity through Integrated Approaches - Grant Funding Distribution to Anchor Organisations 521 - 540

To consider payments to Third Sector Leaders, following a tender process.

Wards affected: all

Officer: Carol Gilchrist – Head of Local Integrated Partnerships

16: Kirklees Active Leisure - Funding and Partnership Framework Update 541 - 570

To consider an update on Kirklees Active Leisure funding relating to Covid-19 and to present the Partnership Framework.

Wards affected: all

Officer: Martin Gonzalez – Development Manager

17: To consider the outcome of Tenant and Leaseholder consultation and Proposals on the future of four of the Council's high-rise blocks - Bishop's Court, Holme Park Court at Berry Brow and Buxton House and Harold 571 - 602

Wilson Court to improve fire safety

To consider proposals for the future of four high-rise blocks to improve fire safety.

Wards affected: Newsome, Dalton

Officer: Asad Bhatti – Head of Asset Management

18: Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following 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.

19. Kirklees Active Leisure - Funding and Partnership Framework Update

603 -
606

Exempt information in accordance with Schedule 12A of the Local Government Act 1972 namely it contains information relating to the financial and business affairs of any particular person. It is considered that disclosure of the Information relating to the financial or business affairs of any particular person (including the authority holding that information) would adversely affect the person concerned and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Council, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.

To consider exempt information in relation to agenda item 16.

20. To consider the outcome of Tenant and Leaseholder consultation and Proposals on the future of four of the Council's high-rise blocks - Bishop's Court, Holme Park Court at Berry Brow and Buxton House and Harold Wilson Court to improve fire safety

607 -
608

Exempt information in accordance with Schedule 12A of the Local Government Act 1972 namely it contains information relating to the financial and business affairs of any particular person. It is considered that disclosure of the Information relating to the financial or business affairs of any particular person (including the authority holding that information) would adversely affect the person concerned and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Council, outweighs the public

interest in disclosing the information and providing greater openness in the Council's decision making.

To consider exempt information in relation to Agenda Item 17.

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

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

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

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



Name of meeting: Cabinet

Date: 27th July 2021

Title of report: Kirklees Resource & Waste Strategy 2021-2030

Purpose of report: To inform the Cabinet of the outcome of the public engagement exercise and consider the draft Kirklees Resource & Waste Strategy 2021-30 prior to full council in September 2021.

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 Significant investment will be required to deliver the proposed changes and is a service which will affect every ward.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Key Decision – Yes, published 25 th June 2021 Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes Presented to Economy & Neighbourhoods Scrutiny Panel 13 th July 2021
Date signed off by <u>Strategic Director</u> & name	Colin Parr – 16 th July 2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston – 9 th July 2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft – 15 th July 2021
Cabinet member <u>portfolio</u>	Cllr Naheed Mather – Environment & Cllr Will Simpson – Cleaner & Greener Kirklees

Electoral wards affected: All

Ward councillors consulted: All – party briefings conducted throughout November/December 2020

Public or private: Public

Has GDPR been considered? N/A

1. Summary

- 1.1 The Kirklees Resource & Waste Strategy 2021-30 is being proposed for discussion, comment and endorsement, prior to seeking adoption at full Council in September 2021.
- 1.2 The strategy has been developed following feedback from a comprehensive public engagement exercise in Autumn 2020 which was the most successful public engagement exercise undertaken by the council with almost 8000 responses. The findings from this engagement can be found at Appendix One.
- 1.3 The strategy will form part of the Council's Policy Framework (Article 4 of the Council's Constitution) and so will require a recommendation to full Council to approve and adopt the Strategy.

2. Background

- 2.1 The draft strategy is included alongside this report (Appendix Two) which sets out how we aim to achieve our vision of "a clean, green, sustainable future for Kirklees with zero waste to landfill and where waste is valued as a resource through re-use, recycling, and recovery."
- 2.2 The strategy's key aims are:
 - To work with residents, businesses and communities in a way that works for them, using a Place based approach which is engaging, straightforward and visible.
 - Achieve a recycling rate of at least 70% at our Household Waste & Recycling Centres by 2025.
 - Double our recycling rate and recycle at least 55% of municipal waste by 2025.
 - Reuse or recycle as much of the resources collected via our bulky waste collections as possible.
 - Ensure that the environment across the district delivers our vision of a clean, green, sustainable future for Kirklees.
 - Lead by example and set a precedent of good practice to reduce waste, reuse materials, and increase recycling.
- 2.3 To achieve this, the strategy is comprised of three thematic sections:

Delivering Modern, sustainable services

This section sets out how we will enable our residents and businesses to reduce, reuse, and recycle as much of their waste as possible by delivering the modern, sustainable services, which are listed below:

- Engagement and Communication
- Recycling & Waste Collections
- Waste Disposal
- Household Waste & Recycling Centres
- Bulky Waste Collection Service
- Bring Sites
- Landfill Sites
- Our Cleaner Environment
- Commercial Waste Service

Leading by Example

This section sets out our ambition to set a precedent of good practice by improving our own facilities and working practices across all of our operations to lead the way to reduce waste, reuse materials, and increase recycling and consists of the following areas:

- Council Facilities
- Catering
- Venues & Events
- Kirklees Homes and Neighbourhoods
- National Initiatives
- Our People

Supporting Kirklees Families & Ensuring Inclusion

In Kirklees, we want to make sure we provide support to those families who need it, and the Recycling and Waste Service offers this in a variety of different ways. This section sets out how we intend to provide support and covers the following areas:

- Supporting Kirklees Families
- Ensuring Equality
- Environmental Impact

3.0 Ongoing Monitoring

3.1 In order to oversee the progress of the strategy and track the outcomes and benefits, ongoing monitoring will be established which will include developing and defining service performance measures. We will continually monitor and measure progress of the action plan and conduct and publish a 5-year review of this strategy in 2026.

4.0 Action Plan

4.1 This section of the strategy sets out our action plan for the duration of the strategy and when we plan to achieve each of the initiatives set out. This includes a number of initiatives which will be delivered in the strategy's first year:

12-month pledge

Over the next 12 months, the strategy will deliver the following:

- A new recycling collection to our commercial waste service
- New measures to tackle fly tipping
- Food Waste Workshops
- A Recycling Champions scheme
- A reuse shop in Huddersfield
- A composting scheme
- Improved litter facilities
- A new bulky waste collection system
- Commence a trial on glass collections at kerbside

5.0 National Resources and Waste Strategy and the Environment Bill

5.1 The strategy replicates many aspects of those detailed in DEFRA's national Resources and Waste Strategy for England, published in 2018. Cabinet are asked to note that ongoing delays to the government's Environment Bill may pose a risk to the delivery of this strategy.

6.0 Information required to take a decision

6.1 Enclosed with this report is a copy of the Kirklees Resources & Waste Strategy 2021-30.

7.0 Implications for the Council

- **Working with People**

A public consultation exercise was conducted in Autumn 2020 and the Resources & Waste Strategy incorporates the findings of this exercise. We will continue to place citizens at the heart

of our decisions and will continue to conduct further public engagement as the initiatives from this strategy are implemented, as well as utilising trials.

- **Working with Partners**

The strategy encapsulates how we will provide better waste management services for our residents and our businesses and the engagement we will undertake with partners to achieve our ambitions. The current waste disposal contract offers very good value for money but does not deliver all the environmental ambitions, particularly regarding recycling, that we would expect from a modern contract. The co engagement process will include Suez and other waste disposal operators in the market to gain a full understanding of opportunities available to provide the best service possible for Kirklees residents.

- **Place Based Working**

Our Autumn engagement utilised a Place-based approach using a digital street whereby physical engagement was not possible. The strategy details how we intend to take a bold Place-based approach to deliver our services and also takes into account equality versus equity, where some communities may need additional resources and support. We will continue to work with communities and through a Place Partnership engagement approach we can prioritise local needs and Councillors, using the insight they have about the communities they represent, will be central to this activity.

- **Climate Change and Air Quality**

The strategy plays a key role in tackling climate change and improving air quality and the measures within this strategy will have a reduction upon both. Although the strategy will involve the expansion of our fleet, we will be seeking to ensure this is a green fleet wherever possible and a Strategic Environmental Assessment shows the impact of introducing the strategy provides a positive impact on the environment.

- **Improving outcomes for children**

The strategy details how we will continue to provide an extensive engagement programme within schools and deliver meaningful educational resources to empower children to make a difference both now and in the future. We will also work with colleges and universities to support entrepreneurship and skills development in relation to waste management / circular economy; encouraging and enabling young people to explore, innovate and set up new sustainable businesses within the district.

- **Other (eg Legal/Financial or Human Resources)**

Significant investment will be required as a result of the initiatives contained within this strategy. The Council's existing approved medium term financial plan includes significant headline capital investment of £46.5m over the 2021-26 period for Waste Strategy, including the heating network proposal. This is alongside an additional £2m revenue base budget investment in 2020-21 increasing to £4m by 2022/23 to support both short term and medium term investment as part of the Council's transition to a modernised Waste service. As the Resource & Waste Strategy 2021-30 develops, further detailed proposals and attendant resourcing implications will be brought back to Cabinet in due course for future member consideration.

The Council's Transformation reserve has been earmarked to support significant Transformation activity, including development resource to support Waste strategy project management, due diligence and subsequent development of detailed proposals. Cabinet is asked to approve delegated authority to the Strategic Director, Environment & Climate Change, in conjunction with the relevant portfolio-holder(s) and the Council's s151 Officer, to approve drawdowns against this reserve to support Waste Strategy transformation activity as appropriate, and report on reserves commitments in-year through established quarterly Council financial monitoring reporting to Cabinet.

The Council has a duty of Best Value under section 3 of the Local Government Act 1999 to make arrangements for continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

The Council in carrying out its functions must comply with the Public Sector Equality duty under section 149 Equality Act 2010 before exercising any decision on a particular policy or strategy is taken ; namely it must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between persons who share protected characteristics and those who do not, and foster good relations between those who share protected characteristics and those who do not.

Do you need an Integrated Impact Assessment (IIA)?

An Integrated Impact Assessment has been completed for the development of the Kirklees Resource & Waste Strategy 2021-2030. The assessment has not identified specific issues with the strategy itself but such is the scope and scale of the transformation of waste services detailed within the strategy, further IIAs will be required for several of the specific proposals detailed within the strategy.

8.0 Consultees and their opinions

8.1 As detailed above the development of the strategy followed a comprehensive public engagement exercise (Appendix One).

8.2 In addition to this the strategy has been presented to all internal Strategic Leadership Teams across the Council as well as Trade Unions. Feedback from these sessions has been incorporated into the strategy and will be carried forward into implementation of the initiatives contained within.

9.0 Next steps and timelines

9.1 Included within the strategy is a timeline for the initial delivery milestones. The 12-month pledge has been outlined in the summary section above and in terms of adoption of the strategy, this is scheduled to be presented to full council on 8th September 2021.

9.2 Future proposals on an interim arrangement and the early delivery of the strategy will be considered by Cabinet in September 2021. This will be alongside the Outline Business Case for future contract procurement.

10.0 Officer recommendations and reasons

- Officers recommend that the draft Kirklees Resource & Waste strategy 2021-30 is agreed and progressed to full council in September 2021.
- To approve delegated authority to the Strategic Director for Environment & Climate Change, in conjunction with the relevant portfolio-holders and Council s151 officer, to drawdown Transformation Reserve resources as appropriate to support the development and implementation of the Kirklees Resource & Waste strategy 2021-30.

11.0 Cabinet Portfolio Holder's recommendations

11.1 The Cabinet Portfolio Holders have been consulted with regards to the contents of the strategy and support the officers' recommendations.

Contact officer(s)

Natalie Clark, Programme Manager
Lory Hunter, Commercial & Technical Development Manager
Will Acornley, Head of Operational Services

Service Director responsible

Sue Procter – Service Director, Highways and Streetscene

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Appendix One – Public Engagement Findings

1. Purpose

The waste public engagement exercise took place from September 2020 – January 2021 to share with residents our vision of “a clean, green, sustainable future for Kirklees with zero waste to landfill and where waste is valued as a resource through re-use, recycling and recovery”. The public engagement aimed to gather resident’s views on our proposals to meet our vision and ensure we make the right decisions on what works for our communities.

2. Reach

- Total number of surveys received: 7,578
 - Online: 79%
 - Paper: 21%
- Visitors to the webpage: 22,100
- Visitors to the virtual room: 4,000
- Webinar sessions: 6
- Live webinar views: 544

3. Collection Options Results

Standard Collections



Most favoured option:
61% strongly support & 20% support
Top three reasons for not supporting:
Not enough space (63%)
Glass bin too big (48%)
Don't want separate food waste (38%)
Top freehand comment themes:
Appearance/practicality
Food waste concerns
Current service issues

Inner glass caddy

GLASS

Caddy Inset
Emptied at the
same time as
your green bin



240L

Green Mixed
Recycling Bin
Emptied
alternate
weeks like
it is now

240L

Grey
Household Bin
Emptied
alternate
weeks like
it is now

FOOD

Waste
Caddy
Emptied
weekly

Good overall support:

49% strongly support & 27% support

Top three reasons for not supporting:

Glass caddy takes up too much space in
green bin (52%)

Don't want separate food waste (34%)

Glass caddy is too small (25%)

Top freehand comment themes:

Practicality (lifting, noise etc)

Green bin space

Food waste concerns

Moving to shared bins



GREY

Communal
Non-recyclable
Waste Bin
Emptied according
to agreed schedule
dependant on
capacity

GREEN

Communal
Recycling Bin
Emptied according
to agreed schedule
dependant on
capacity

PINK

Communal
Glass Bin
Emptied according
to agreed schedule
dependant on
capacity

BROWN

Communal
Food Waste Bin
Emptied according
to agreed schedule
dependant on
capacity

Not supported:

21% do not support & 49% strongly do
not support

Top three reasons for not supporting:

Not enough space on street (72%)

Concern the bins will not be used
correctly by neighbours (60%)

Attract flytipping (49%)

Top freehand comment themes:

Lack of responsibility & misuse

Vermin / smells

Visual impact & accessibility

4. Views on additional materials

Plastic Pots, Tubs & Trays



“Plastic should always be recycled not turned into energy”

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
15%	21%	46%	14%	3%

“I think turning plastics into energy is better for the environment than recycling them”

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
9%	13%	53%	18%	6%

Food waste collections



FOOD
Waste
Caddy
Emptied
weekly

Good overall support:

65% would use a food waste collection service

Top three reasons for not supporting:

Smells (48%)

Already compost their food waste (27%)

No space (26%)

Top freehand comment themes:

Vermin/security

Practicalities/separation

Unhygienic

Glass collections



Strong support:

83% would use a glass collection service*

8% Unsure

7% Will continue to use bottle banks

1% Do not recycle glass

* However, no consistency in preferred receptacle as per item 3

5. Reuse Initiatives

Activity	% interested
Workshops/courses on reducing food waste	16%
Workshops/courses on composting	22%
Drop in advice sessions in your local community	26%
Connecting with a recycling champion in your area	22%
Upcycling workshops (teaching how to repair and improve old furniture and other items)	31%
Repair workshops (support to fix broken electrical items, clothes or furniture)	35%
Toy library (swap and exchange used toys instead of buying new)	20%
Clothing swap (bring and exchange clothes and textiles)	31%
None	37%

6. Household Waste & Recycling Centre's



80% visited a tip before 23/03/20

Top three reasons why people didn't:

- No transport (34%)
- Never needed to (21%)
- Use wheeled bin serviced (15%)

Sites mostly rated as 'good'

67% think there is enough recycling on site

Top three items people would like to recycle on site:

- Soil & rubble (81%)
- Plastics (62%)
- Mattresses (37%)

Other suggestions:

- Tiles, Ceramics & DIY waste
- White goods & Furniture
- Foil & Aluminium

Reuse Shop



72% Interested in using

Mobile Recycling Centre



78% Interested in using

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Kirklees

Resources & Waste Strategy 2021-2030





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1.0 Foreword

Welcome and thank you for your interest in Kirklees Council's Resources and Waste Strategy.

In 2019 we declared a climate emergency and published our vision of a clean, green, sustainable future for Kirklees with zero waste to landfill. We aim to make Kirklees completely carbon neutral by 2038.

We are working in partnership with residents, not just delivering services to them, everyone in Kirklees has a part to play so that we can achieve our vision. The first stage of this partnership was the public consultation to aid in the development of our waste strategy, but it doesn't end there. Moving forward, we will continue to work with residents from across the borough through various initiatives.

The development of the waste strategy plays a huge part in our vision. Kirklees will be a place where waste is valued as a resource through re-use, recycling, and recovery. To achieve this, we all need to take responsibility for the waste we generate and make the best decisions on what to do with it.

Key to these outcomes have been our decisions to:

- Engage with residents, businesses and communities in a way that works for them, using a Place based approach which is engaging, straightforward and visible.
- Achieve a recycling rate of at least 70% at our Household Waste & Recycling Centres by 2025.
- Recycle at least 55% of municipal waste by 2025.
- Reuse or recycle as much of the resources collected via our bulky waste collections as possible.
- Ensure that the environment across the district delivers our vision of a clean, green, sustainable future for Kirklees.
- Lead by example and set a precedent of good practice to reduce waste, reuse materials, and increase recycling.

This Resources and Waste Strategy 2021 sets out our ambitions for the future in more detail. Together we can reach a carbon neutral Kirklees.



Cllr Mather



Cllr Simpson

2.0 Our Vision

Our overall vision for Kirklees is to be a district that 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.

One of our shared outcomes to achieve our vision, is that people in Kirklees experience a high quality, clean and green environment. Our built and natural environment contributes to people's quality of life and makes the district a more attractive place in which to live and invest. We want to connect people and places, improve air quality and be resilient in the face of extreme weather, as well as helping people reduce waste and recycle more.

Tied into our corporate vision and outcomes, our vision for waste management is:

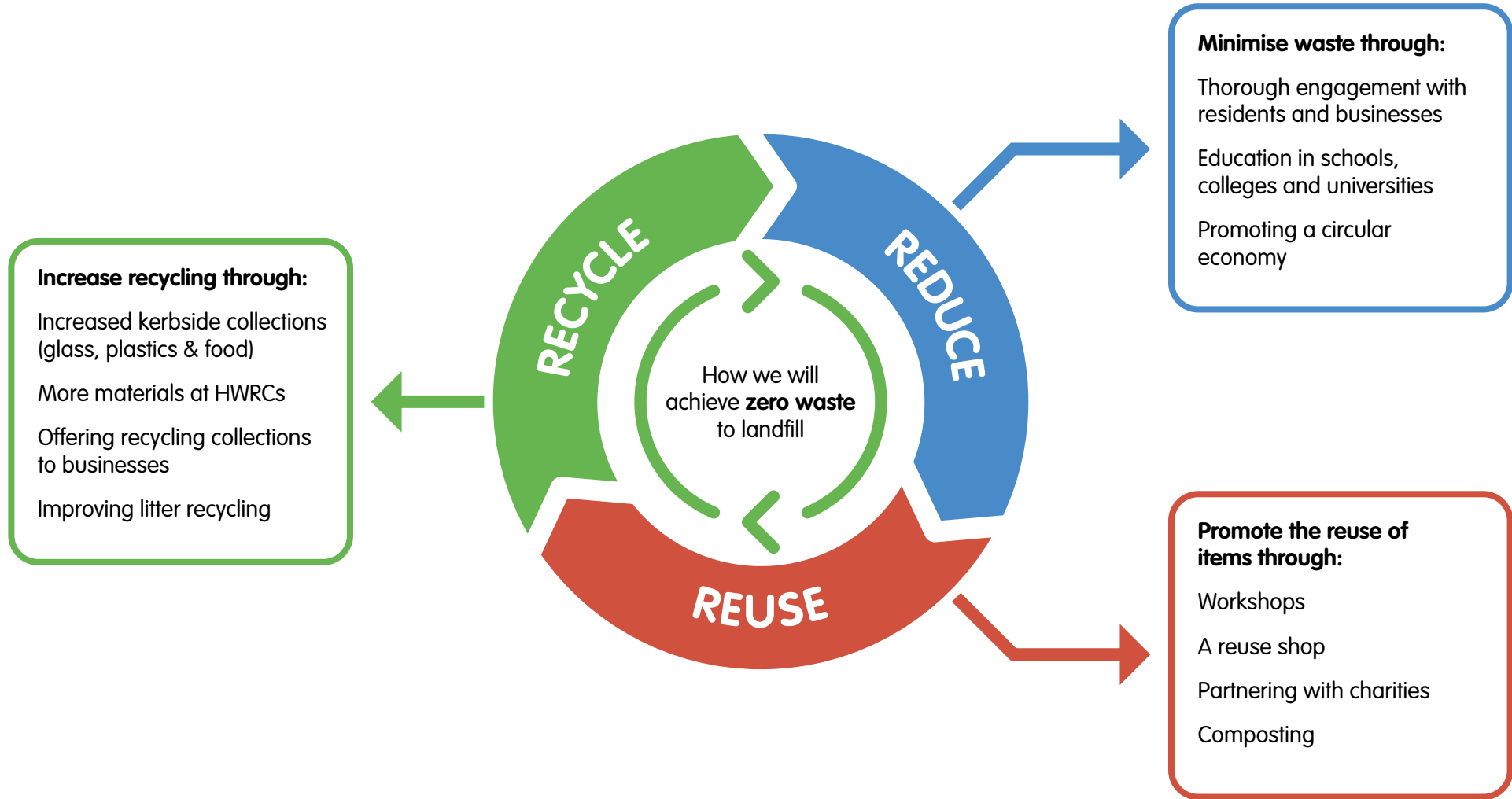
"a clean, green, sustainable future for Kirklees with zero waste to landfill and where waste is valued as a resource through re-use, recycling, and recovery."

Kirklees' ambition is to be at the forefront of the national drive towards tackling Climate Change, eliminating waste and valuing resources by empowering our residents to live sustainably. As a council, we will enable our residents and businesses to reduce, reuse, and recycle their waste. For us to achieve this, we will need to work together and take ownership and responsibility for the waste we generate and make more sustainable decisions on what we do with it.

We shared our vision with the people of Kirklees in 2020 and this strategy sets out our pathway to a zero-waste future, based on the views and ambitions shared with us by our communities.



3.0 Our Ambitions



3.1 Our 12 month and 5 year pledges

Within the **next 12 months** we will deliver the following...



Within the **next 5 years** we will deliver the following...



4.0 Our challenges

The UK Government has passed legislation to reach 'net zero' greenhouse gas emissions by 2050. It is recognised that specific policies will be required to address key areas of emissions across the economy, which includes how we approach and reduce waste.

The UK Government issued its plan for a 'Green Future' with the publication of its 25-year waste and resources strategy for England in December 2018.

This sets out the government's vision to minimise waste, promote resource efficiency and move towards a circular economy. The strategy has an overall vision of eliminating avoidable plastic waste by 2042 and eliminating avoidable waste of all kinds by 2050.

To achieve this, the strategy tackles issues through the full product life cycle from production, consumption and through to its end-of-life. The main aspects to the policy are outlined below which are all subject to further consultation, for which the outcomes may impact the direction of the Kirklees' strategy.

Polluter Pays

Currently packaging companies only pay 7% towards the estimated £1bn cost of dealing with the waste they produce. The government strategy aims to change this by transferring the full cost of recycling and waste management away from local authorities and diverted to those who produce and profit from the production of packaging.

Deposit Return Scheme

The scheme will see consumers charged a deposit up-front when purchasing a drink in a single-use container which can then be redeemed when the empty container is returned. The scheme is proposed to be rolled out in 2023 subject to further consultation.

4.0 Our challenges cont...

Consistent Recycling Systems

Due to the wide-variety of recycling methods in operations by local authorities, the strategy aims to roll out a consistent system across England. This will create a standardised set of recyclable materials which all local authorities would be expected to collect.

Food Waste

The strategy commits to providing all households with a weekly food waste collection. This is in an effort to reduce greenhouse gases produced in landfills, and to create a compost material. For similar reasons, the strategy also considers introducing free garden waste collections.

Waste Crime

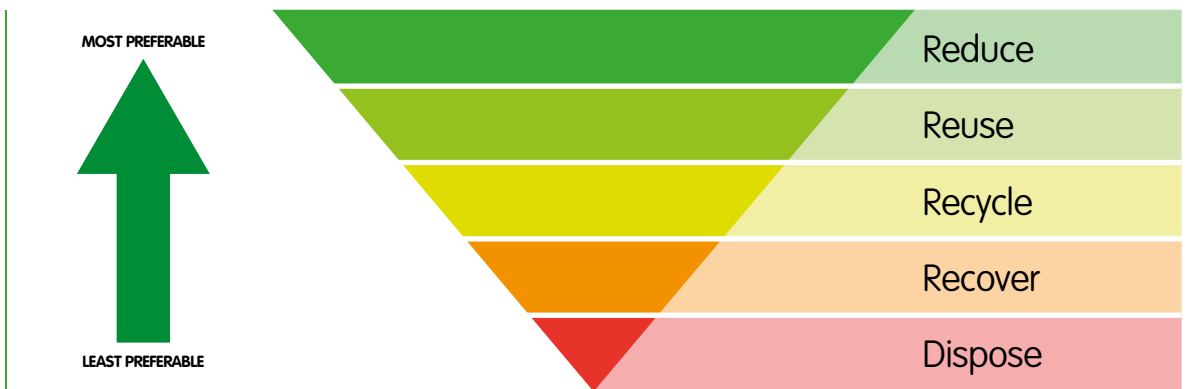
Fly-tipping is a national issue and the new strategy aims to crack down on this type of crime by improving the regulation and tracking of waste infrastructure.

The government strategy sets some ambitious targets, including the target to recycle **65% of municipal waste by 2035**. To achieve this, the strategy pushes for implementation of the waste hierarchy which places the largest focus on the prevention of waste and reuse of materials, with disposal being the least desirable solution as seen in the illustration.

Climate Emergency

Kirklees Council declared a 'climate emergency' in January 2019, recognising the scale of the climate challenge posed by a changing climate and this was followed by the council setting an ambitious 'net zero' carbon emissions target for the district, together with a new Air Quality Action Plan running to 2024.

The 'net zero' target aligns with the UK legislation for 'net zero' by 2050 and the Leeds City Region pledge for 2038. A modern waste strategy that prioritises the waste hierarchy is key in achieving these targets. This includes not only how we minimise and treat our waste, but also how we will seek to identify opportunities for sustainable energy generation resulting from our district's waste.



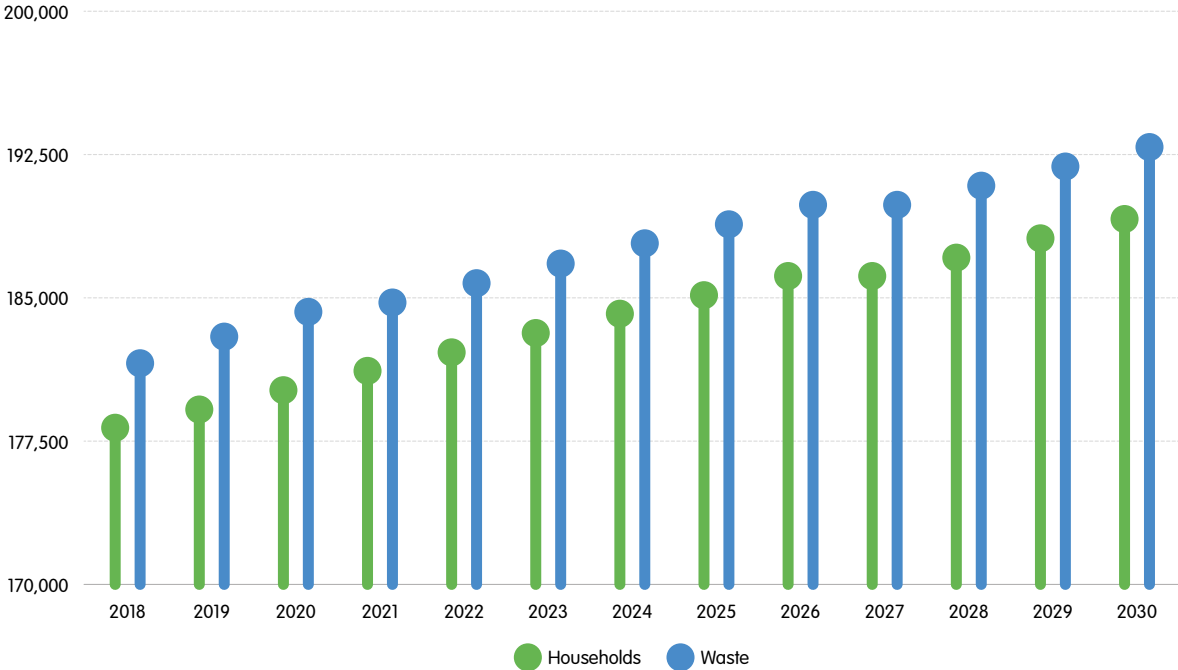
4.0 Our challenges cont...

In 2020, we produced around 186,660 tonnes of waste, of which 26.7% was recycled, with over nine million collections to 182,000 homes, and as a growing district this is set to increase further.

Placing items for recycling in the green bin unfortunately is not enough to reduce waste and tackle climate change. We want to generate understanding that waste reduction and reuse are key in tackling climate change and creating a sustainable future. So one of our key challenges is changing the perception, that recycling is the answer - we want to empower individuals to help them reduce their waste and reuse, and view recycling as last option.

Promoting and developing a local circular economy, along with the other measures outlined within this strategy, will help ensure that we achieve this.

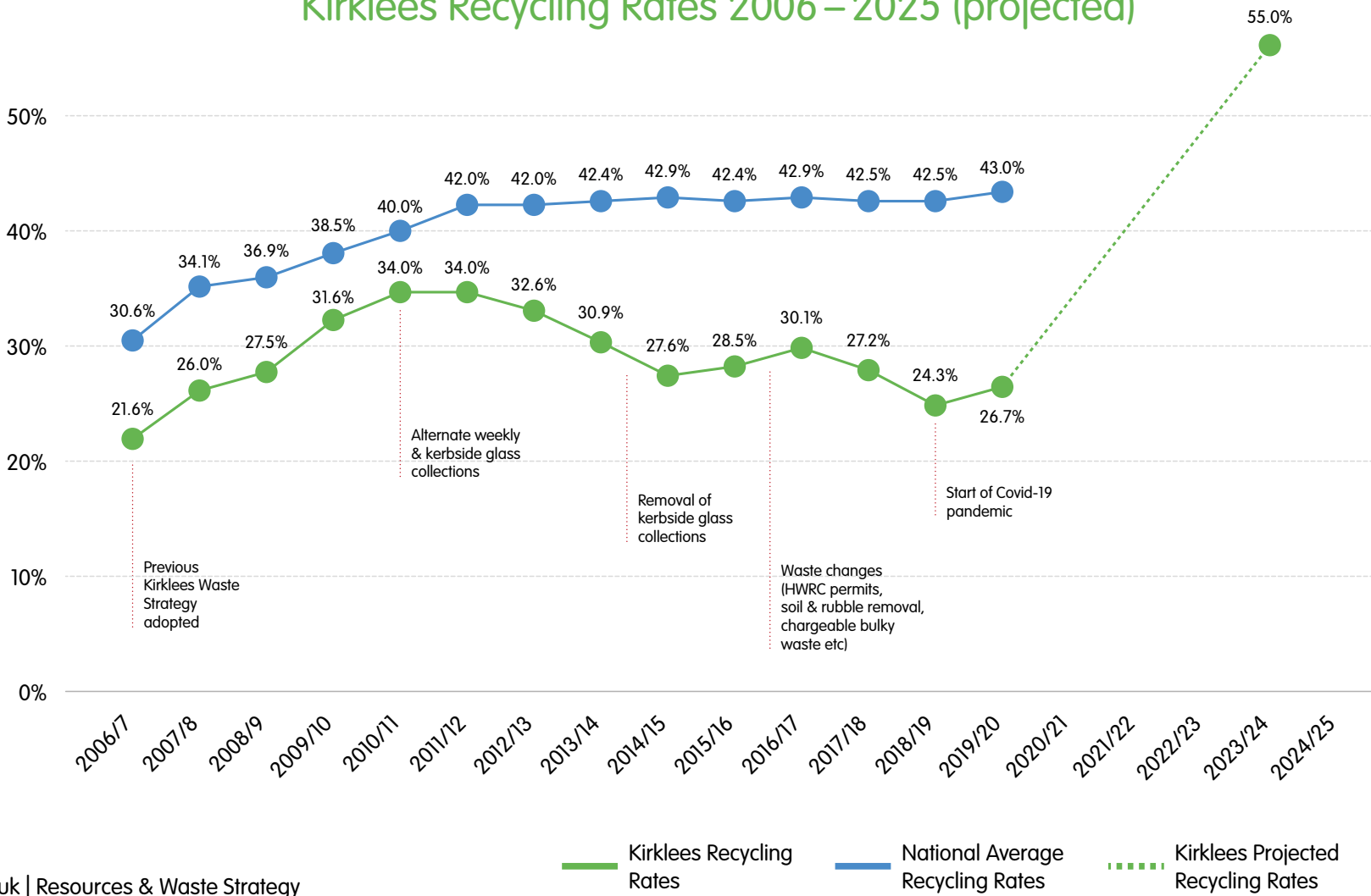
Kirklees Projected Households 2018 – 2030



Source: ONS 2018-based household projections

4.0 Our challenges cont...

Kirklees Recycling Rates 2006 – 2025 (projected)



5.0 **Delivering Modern, Sustainable Services**

We will enable our residents and businesses to reduce, reuse, and recycle as much of their waste as possible by delivering the modern, sustainable services set out here.

5.1 Engagement and Communication

We will actively engage with residents, businesses and communities in a way that works for them, using a place based approach which is engaging, straightforward and visible.

To minimise the amount of waste we produce and maximise recycling we must all work together.

A common and shared understanding of the Waste Hierarchy and our own roles and responsibilities within it is essential in the journey to achieve our Zero Waste ambitions. Clear, proactive, and on-going communication and engagement with our residents, communities, and businesses is paramount to enable a sustained change in mindset. Working with our people, partners, and places to deliver this strategy will enable us to continue to listen and learn from each other.

Workshops

Building on the success of our Food Waste Workshops we will expand our programme to provide advice and practical guidance to enable residents to save money, reduce waste, and reuse resources.

Feedback from residents during the Autumn 2020 engagement showed how popular the current workshops are, with a demand for a wider range of opportunities including:

- Repair workshops and cafés (support to fix broken electrical items, clothes, and furniture)
- Upcycling workshops (teaching how to transform and improve old furniture and other items)
- Clothing swap (exchange clothes and textiles)
- Drop-in advice sessions in your local community
- How to compost and the different types of products available.



5.1 Engagement and Communication cont...

Community Events

Recycling and Waste Advisors will attend Kirklees community events, providing advice and guidance in the very heart of our communities across the district.

We will develop a responsive 'recycling roadshow' to travel across the district to deliver messages in the community, listening to ideas on how we can achieve our Zero Waste ambition together.

Community Reward Scheme

We will develop and introduce a community reward scheme, which gives back to communities that achieve the highest or greatest increase in recycling, to enrich their local economy, environment, and wellbeing.

Recycling Champions

A network of volunteer Local Recycling Champions will help provide advice and guidance to their local community on reducing, reusing, and recycling waste. Our Recycling Champions will be supported by our Kirklees Waste Advisors.

Education

Climate Change and sustainable waste management are multi-generational issues and many of our young people are already passionate about what needs to change. Working with schools to develop and deliver meaningful educational resources will empower our children to really make a difference both now and in the future. We will build on our strong links with schools to encourage and promote a clean, green, and sustainable future for future generations.

We will also work with colleges and universities to support entrepreneurship and skills development in relation to waste management / circular economy; encouraging and enabling young people to explore, innovate and set up new sustainable businesses within the district.



5.1 Engagement and Communication cont...

Tackling Barriers

A focus will be placed on overcoming and addressing barriers which prevent residents from recycling. Talks with developers and managing agents will be undertaken and the Waste Management Design Guide will assist with ensuring properties are designed with appropriate facilities, as well as strengthening links with landlords across the borough.

A project to assess all shared bin storage areas will be undertaken, starting with Kirklees Homes and Neighbourhoods, and then expand to private tenants. This will be undertaken in conjunction with the council's place standard work to ensure the correct action is taken for what is important to communities.

Engagement with the business community will continue to identify and remove barriers to circular practises where possible to reduce waste production, and better reuse materials.

We will also be enhancing our customer care for those contacting the council in relation to waste related complaints and enquiries, therefore improving the service and experience for our residents.



5.1 Engagement and Communication

cont...

New Resident Pack

Knowing what can and cannot be recycled can be confusing, particularly for those moving into Kirklees from a different local authority. We will create a new resident's pack to make it easier for residents to know how our recycling service works.

Visitor Centre – Waste Disposal Facility

Improvements to the visitor's centre at the waste disposal facility will allow our residents and other interested parties to visit the site and see first-hand how their recycling is sorted and managed.

This will provide greater clarity and transparency on the recycling process and allow residents to follow the journey of their waste, reducing the ambiguity on what happens to materials after their bin is emptied.

We will offer more visits to schools and allow children to see waste being processed to stimulate further conversations at home. The visitor's centre will also be equipped with educational and take-home materials.

Staff Engagement

We recognise that to provide the best advice and guidance to our residents and businesses, we need to ensure that our staff, councillors, and MPs are aware of (and support) the work we are doing and receive the same engagement.

We will therefore provide training sessions for our staff to learn about the recycling process and circular economy principles, to better equip them to reinforce the messages to residents and businesses as well as tours of our facilities.



5.2 Recycling & Waste Collections

In line with our climate emergency declaration, we will aim to double our recycling rate and recycle at least 55% of municipal waste by 2025.

Increased Material Collections

Based on the views and ambitions shared with us by our communities in the Autumn 2020 public engagement, our residents want to be able to recycle more materials at the kerbside. We will modernise the kerbside collection service offered and increase the number of recyclable materials collected to include the items our residents told us they would most like to recycle which were glass, mixed plastics, and food waste. This will be implemented alongside campaigns to help our residents minimise and reduce waste creation in the first place.

Container Trials

An extensive options appraisal has been completed and the top scoring options were presented to residents for their feedback during the Autumn 2020 engagement. The scores from the options appraisal alongside the feedback from our residents has been consolidated and whilst there was strong overall support, there was

no clear indication of the preferred container for glass collections. This is a critical decision and to ensure our communities are engaged in the service changes and we fully understand any community or operational impacts, early trials will now be conducted to test viability and define the best option for delivering this across Kirklees.

Garden Waste

A chargeable garden waste collection service is available to residents via a 240 litre brown bin. This service was introduced in 2019 and has been steadily growing over the last two years. We are not proposing to make any changes to how we collect garden waste (unless national regulations change) but will be looking to explore the possibility of selling the compost we produce through our household waste and recycling centres, promoting a circular economy.



5.3 Waste Disposal

Waste Disposal Contract

In 1998, Kirklees was the second local authority in the UK to be awarded a waste treatment Private Finance Initiative (PFI) grant funding. The foundations and principles of the existing contract were set out over 20 years ago when the international and national focus was avoidance of landfill disposal.

Whilst visionary at the time, the current national waste strategy has since changed to focus on a circular economy, so the aims and performance indicators of the existing waste disposal contract are now outdated.

The current contract includes the following infrastructure:

- Energy from Waste (EfW) facility in Huddersfield.
- Materials Recycling Facility (MRF) in Huddersfield (the sorting technology is limited compared to modern standards).
- Two Waste Transfer Stations in Huddersfield and Dewsbury.
- 5 Household Waste and Recycling Centres (HWRCs) across the district.

- Composting facilities in Huddersfield.
- Monitoring of two closed landfill sites at Hollins Hey and Honley Wood.

All of the above sites and facilities are operated and maintained by the contractor, with ownership of fully operational and maintained assets to be handed back to Kirklees at the end of the contract on 31st March 2023 with an option to extend.

This provides an ideal opportunity to modernise services provided to Kirklees residents, as the kerbside recycling service has been operating within the limitations of the contract and associated facilities.

It is a priority for us to investigate all contract options available and give consideration to how current infrastructure will be best used to maximise diversion and sustainability.

5.3 Waste Disposal cont...

Future Waste Treatment

Our future waste flows (figure 3) will include additional materials collected from the kerbside including glass, additional plastics, and food waste. We are also keen to ensure that we maximise the potential for the district's waste streams to play their part in contributing to our 'net zero' carbon emissions journey.

This will require modernisation of the MRF and development of an anaerobic digestion facility to treat food waste.

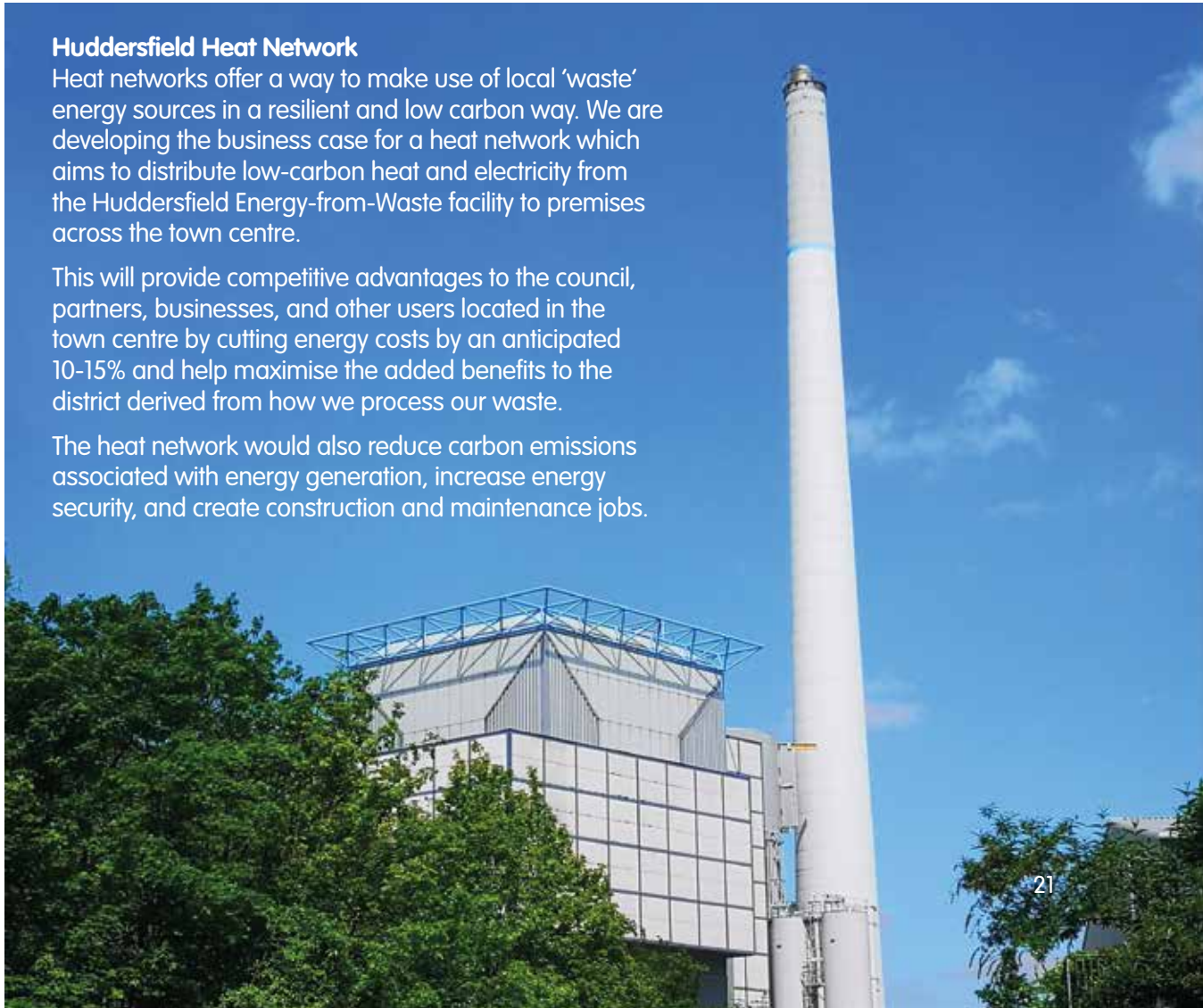
Anaerobic digestion offers a way to sustainably treat food waste as well as providing an important low carbon source of 'biofuel' that could help supply other parts of our waste infrastructure and fleet. A feasibility study will be undertaken to determine whether building a council owned facility is more cost effective and efficient than the alternative of transportation to an existing facility.

Huddersfield Heat Network

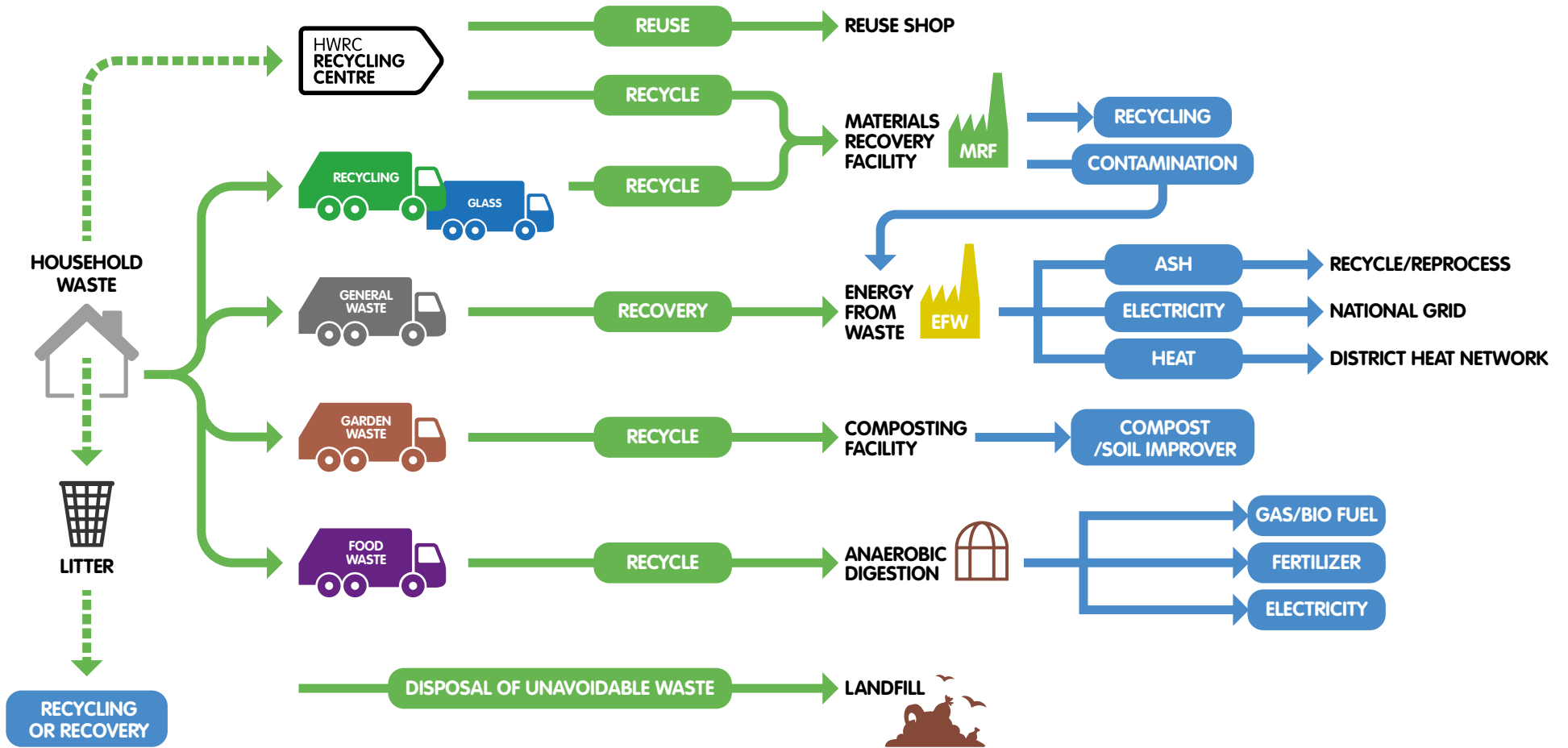
Heat networks offer a way to make use of local 'waste' energy sources in a resilient and low carbon way. We are developing the business case for a heat network which aims to distribute low-carbon heat and electricity from the Huddersfield Energy-from-Waste facility to premises across the town centre.

This will provide competitive advantages to the council, partners, businesses, and other users located in the town centre by cutting energy costs by an anticipated 10-15% and help maximise the added benefits to the district derived from how we process our waste.

The heat network would also reduce carbon emissions associated with energy generation, increase energy security, and create construction and maintenance jobs.



5.3 Waste Disposal cont...



5.4 Household Waste & Recycling Centres (HWRCs)

We will aim to achieve a recycling rate of at least 70% at our Household Waste and Recycling Centres by 2025.

Site Review

We will review our five Household Waste & Recycling Centres (HWRCs) to ensure they are delivering a suitable service to Kirklees residents. We will redevelop and refurbish sites to modernise our offer to residents, refresh signage, improve traffic flow and enable resident to maximise recycling through the sites. This will include reviewing our opening times with a view to increasing the number of hours the sites are open to residents. We will also consider the introduction of Automatic Number Plate Recognition (ANPR) technology, which will continue to protect against trade waste abuse and improve the customer journey.

Increased Materials

To encourage more recycling on-site, we will provide more containers to capture a wider range of materials. As part of the Autumn 2020 engagement, we asked residents which materials they would most like to be able to recycle onsite and these were: soil and rubble, more types of plastics, and mattresses.

Based on this engagement feedback, we will review the provision for recycling or disposal of these items. The review will seek to maximise reuse and minimise disposal to landfill and work closely with businesses to find creative reduce/reuse/recycle solutions at source.

Mobile Recycling Centre

To ensure our residents have adequate access to recycling facilities, we will introduce a mobile recycling centre at easily accessible locations, including rural communities, allowing residents to bring along a wide selection of recyclable materials. These mobile centres will not accept general waste. We will also explore partnering with a charitable organisation that could accept reuse or repair items from residents. This is important not only in avoiding waste, but also providing communities with more affordable items and charities with an income stream to continue their work supporting some of our most vulnerable communities and reduce dependence on individual car travel.



5.4 Household Waste & Recycling Centres (HWRCs) cont...

Reuse Shop

We will complete an early trial for a reuse shop in Huddersfield whereby items coming into our Emerald Street and Thornhill HWRC sites which are of value or could be reused can be diverted into the shop and sold on to others to promote reuse instead of disposal.

If the trial is successful, we will look at expanding the scheme to other sites across the borough.

Empowering Residents

Many residents arrive at HWRCs with a variety of materials which have been gathered together for general waste however there could potentially be recyclable items contained within these.

We will explore how we can offer advice and support to residents on-site to empower them to recycle more of the materials they arrive with.

Businesses

Providing easily accessible, sustainable choices for businesses is important and we will be exploring how we can improve the offering at the sites.

As this waste needs to be captured separately from that of households, this could be achieved by potentially having separate entrances for trade vehicles or using the proposed ANPR technology, however this will be explored further to determine viable options.

5.5 Bulky Waste Collection Service

We will aim to reuse or recycle as much of the resources collected via our bulky waste collections as possible.

Kirklees offers a bulky waste collection service for a wide range of household items including white goods, furniture, TVs, and carpets. We will create greater links with charities to reuse and donate items that can be collected and are in a good condition. There are online platforms that allow communities to share resources, which could be explored for this and build on the proposed reuse shop trial.

For items which cannot be reused, we will introduce a revised booking system for bulky waste collections which will allow for a 'slot' to be booked, similar to how an online grocery shopping delivery works. This will make it more user-friendly for residents knowing exactly when their waste will be collected and will improve our street scene with items only being placed outside when necessary.

5.6 Bring Sites

There are around 110 'bring sites' across Kirklees whereby residents can deposit items such as glass and textiles.

A review of these sites will be undertaken considering work arising from this strategy and the forthcoming Government Deposit Return Scheme, as the function of these sites will change.

There would be a view to rationalise the number and scope of sites across the district, especially when the new waste collection method is implemented.

Some of these sites include banks for materials collected by charities and consideration will be given to ensuring that this continues in a managed and fair way in the future.

There is the potential to engage with local communities to help select charities to be supported locally within their area.





5.7 Landfill Sites

Kirklees has several closed landfill sites across the district which are monitored for leachate and/or the production of landfill gas (LFG).

The aftercare and monitoring of landfill sites will be proactively reviewed to explore whether there are opportunities for these sites to be used for other

purposes that will help achieve our environmental outcomes such as green infrastructure creation and tree planting or harnessing low carbon 'waste' energy.

5.8 Our Cleaner Environment

We will ensure that the environment across the district delivers our vision of a clean, green, sustainable future for Kirklees.

Street Sweeping

The removal of litter and detritus from our streets is important to communities, especially considering the pandemic, which has seen people enjoying local amenities much more. A service review will be undertaken to capture these impacts alongside place based feedback, which will allow us to explore the most suitable delivery models and innovations that minimise environmental impact.

A Land Audit Management System (LAMS) will be introduced to monitor the quality of service delivery to our communities and businesses. We will also review our vehicle use and in line with our fleet replacement programme, opt for more sustainable vehicles such as electric sweepers.

Litter bins

Kirklees has over 7,000 litter bins across the borough, many of which are in a poor condition or not in the most convenient locations.

We will be introducing more recycling facilities, particularly in areas that demonstrate high foot fall, with a view to these being innovative solutions and utilising sensors to monitor build up as well as green initiatives such as incorporated solar panels. We will also ensure adequate facilities to dispose of dog mess.

This will be supported by a comprehensive engagement and awareness programme to manage any contamination issues. This on-street recycling will help re-enforce the behavioural changes needed to ensure we maximise recycling at kerbside as well.

Non-compliance

The government's national strategy has an aim to tackle and reduce waste crime such as fly-tipping. Resources within the enforcement service will be increased including an improved fly-tipping response model, to ensure we are able to conduct more proactive work as well as re-introduction of a litter tackling scheme.



5.9 Commercial Waste Service

Kirklees provides a commercial waste collection service to approximately 3,500 businesses, schools, and charities throughout the borough. This is currently limited to residual waste collections and we will be introducing a new recycling offering.

This will be offered to all businesses, schools, and charities across the district with a particular package of support offered to schools in keeping with our improved engagement and communication.

This will include exploring how using this service could also help achieve our wider climate emergency outcomes through helping these organisations reduce waste and emissions and to provide another potential source of low carbon energy generation.

To help improve the visual impact on streets and town centres, we will explore opportunities to take large bin stores off the streets.

With very limited space within the town centre, finding the space to place commercial bins out for collection is often difficult; alternative locations will be explored to take these off-street fronts on collection days, making the streets more visibly pleasing.

We will also work with businesses to explore and understand the opportunities for creating a circular economy that enables links and partnerships between local businesses themselves and with the wider community to reduce waste production, and better reuse materials, keeping them in circulation for longer and avoiding disposal.

5.9 Commercial Waste Service cont...

Enabling business growth and innovation is a key part of the Council Plan, Kirklees Economic Strategy and Kirklees Economic Recovery Plan.

This is particularly important as businesses recover from the economic impacts of the COVID-19 pandemic.

There are multiple opportunities in the Waste Strategy to work with local business/enable commercial

opportunities and support local skills development. We will take a 'Business First' approach.

6.0 **Leading by Example**

We will set a precedent of good practice by improving our own facilities and working practices across all of our operations to lead the way to reduce waste, reuse materials, and increase recycling.

6.1 Council Facilities

Similar to the work planned in schools, helping them to create recycling systems, we think we can do better at recycling more within our own office and council-run buildings.

We will undertake an audit of the recycling facilities within our council-owned buildings to ensure consistent and prominent recycling facilities are available with appropriate signposting and advice. This will link closely with the engagement we plan to undertake with staff in ensuring everyone is aware of what materials they can recycle and how/where they can do so.

We will also ensure to procure businesses that use green energy and, across our estate, look at how we can maximise the reuse of materials / furniture as well as use of innovative technology to reduce carbon impact such as lighting controls, using renewable materials in buildings work, and having green energy supply.



6.2 Catering

The council's catering service receives many deliveries for food and other materials for their catering provision, much of which arrives in non-recyclable packaging such as film.

We will work with producers and suppliers to use more sustainable packaging and transport options and promote the use of providers who can demonstrate minimisation of packaging and the use of sustainable and recyclable materials.

Through our catering services in schools, community buildings, and cafes we handle significant quantities of food, some of which can become waste. We will ensure that this waste is recovered through composting or anaerobic digestion when the facilities become available through the delivery of this strategy.

6.3 Venues & Events

We will minimise the use of single-use plastics such as plastic cups and cutlery at our venues and catered events and provide alternatives such as collectable, re-useable, or compostable/biodegradable items. We will also look to extend this support to private festivals and events held across the borough.

We will be exploring how we can support event organisers by offering advice on more sustainable alternatives and enabling the collection of recyclable materials with minimal contamination.



6.4 Kirklees Homes and Neighbourhoods

Kirklees Homes and Neighbourhoods manage approximately 22,000 homes.

When looking at how improvements to recycling facilities can be made to properties such as those in flats, multi-occupancy or occupied by leaseholders, we would like to explore this within our own council homes and lead by example for private managing agents and landlords.

A project to assess all shared bin properties across the district and provide facilities similar to the trial will be undertaken which will start with Kirklees Homes and Neighbourhoods, and then expand to private tenants.

This would be undertaken in conjunction with the place standard work being conducted to ensure the correct action is taken for what is important to communities.

Homes and Neighbourhoods manage a high turnover of property tenants, emptying properties of potentially reusable or repairable items. We will work with the service and charitable organisations to find homes for items that could be used elsewhere or sold in local charity shops. This will extend to our Building Services to ensure we reuse and recycle as much of the materials produced as possible.



6.5 National Initiatives

Alongside modernising and improving our own services, we recognise that there are many national initiatives which would benefit our residents and businesses, and we are committed to identifying and participating in appropriate schemes.

We are committed to enabling our residents to recycle a wide breadth of materials however we first need to evaluate the schemes available as although certain materials may be collected, these are not always recycled or disposed of in the most sustainable way.

Initiatives which we will be exploring further include: coffee cups, nappy, and crisp packet recycling schemes. These will require further research into their sustainability and practicalities of being introduced.

We will also be exploring how and where we can install more refillable water stations across the borough to encourage minimising single-use plastics. We will keep abreast of future initiatives and be proactive in our consideration of them where they would result in improved waste and sustainability outcomes.



6.6 Our People

Kirklees Council recognises the importance of working in partnership with all of our employees and trade unions in continuing to develop an organisational culture that embraces change, seeks continuous improvement, and takes responsibility for actions.

We recognise that to lead by example, we need to ensure our workforce is fully engaged and our staff understand and recognise the important role they play as a key link with local communities.

In order to ensure our workforce is supported to deliver the ambitious targets within this strategy, we will ensure our staff, from the front line right through to service

managers, are engaged and involved in the early design and implementation of initiatives and uphold our ethos of 'doing with and not to'. We will further support this cultural transformation by providing ongoing learning and development for all of our staff in response to the changing organisational needs.



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Kirklees
COUNCIL

7.0 **Supporting Kirklees Families**

In Kirklees, we want to make sure we provide support to those families who need it, and the Recycling and Waste Service offers this in a variety of different ways.

7.0 Supporting Kirklees Families

Some residents need extra help presenting their bins due to mobility issues; we provide doorstep services for these households where there isn't a capable resident who is at least 16 years old.

Some Kirklees residents have complex health needs and require a very different waste disposal service from their home.

An assessment is undertaken for these residents jointly with the health service to accommodate the collection of large volumes of non-hazardous healthcare support materials. We would like to support Kirklees families even further.

Our Bin Collection Teams are working within Kirklees communities each day. This team is ideally positioned to operate as the 'Eyes and Ears' of our communities.

All council officers have a safeguarding role to play, including Bin Collection Teams. We will seek to create an improved process for linking our Bin Collection Team with the Corporate Safeguarding Team, making it as easy as possible to seek support between services – a digital safeguarding triage.



7.1 Ensuring Equality

All of the changes introduced as part of this strategy will have an accompanying integrated impact assessment that combines equality and environmental impacts to identify and address any potential equality and environmental concerns.

Kirklees takes a firm stance on ensuring equality and sees inclusion as being at the heart of our recovery.

We will also, where required, take an equitable view of services provided to ensure that communities are allocated the appropriate resources and opportunities needed to reach an equal outcome.

The service is governed by a number of existing waste and recycling-related policies which will require review when introducing any service changes.

7.2 Environmental Impact

Taking into consideration the government targets for emissions and air quality, alongside our Climate Emergency, all initiatives outlined within this strategy will be explored ensuring these targets are considered and measures taken to reduce the environmental impact within Kirklees.

We are committed to regularly assessing our waste vehicles and routes used to collect from properties. We maximise the use of low, ultra-low, and zero-emission vehicles to minimise emissions as we collect from properties and use the most efficient routes possible to do so. We recognise that larger zero-emission vehicles are a fast-developing area of innovation, and whilst there may not be a current viable alternative to business as usual fossil-fuelled waste vehicles, this is likely to change over the course of this strategy. We will be proactive in our adoption of viable zero and low emission waste vehicles as they become available and meet required operational standards and value for money considerations.

Promotion and support for residents and business to implement circular principles will allow less waste to be transported and therefore work to minimise the amount of waste leaving the authority on large heavy goods vehicles. This will reduce the road miles of our waste as well as traffic congestion, meaning fewer pollutants via emissions and improving battery technologies.

We are committed to exploring all possible avenues to reduce our emissions including the use of technology to assist with this. We will be exploring the possibility of technology allowing waste vehicles to move through signalised junctions reducing 'stop-start' acceleration and deceleration and therefore reducing emissions as well as the use of sensors to monitor litter build up resulting in more efficient collections. We will also ensure our procurement strategy takes emissions into consideration and keeps track of evolving technology such as hydrogen-fuelled vehicles.



8.0 Ongoing Monitoring

In order to oversee the progress of the strategy and track the outcomes and benefits, ongoing monitoring will be established which will include developing and defining service performance measures. We will conduct and publish a 5-year review of this strategy in 2026 to measure progress of the action plan and make any adjustments as necessary.

Reporting to Defra is required on a quarterly basis, this will be published on our website to inform residents of progress and promote transparency of the service.

9.0 Action Plan

Section	Action	Why?	When
5.1 Engagement & Communication	Create a variety of reuse workshops available for residents to attend	To provide knowledge and practical advice on how to reuse items and avoid them being disposed of	Year 2022-2023
	Recycling and Waste Advisors to be in attendance at Kirklees events	To provide a physical presence to share information and advice with residents and provide another avenue for residents to seek advice	Ongoing
	Develop a 'recycling roadshow' to deliver messages across the district	To provide a physical presence to share information and advice with residents and provide another avenue for residents to seek advice	2022
	Introduce a community reward scheme	To give back to communities and enrich their economy, environment, and wellbeing	2021 & ongoing
	Introduce a Recycling Champions scheme	To provide residents with a point of contact within their own community to help share advice and answer queries alongside Kirklees Advisors	2021
	School assemblies and sessions around recycling and waste reduction	To educate children on the importance of waste reduction and encourage taking this learning home	Ongoing
	Engaging with businesses on waste reduction and recycling	To empower and enable businesses to find cost-effective circular solutions that support sustainable business growth.	Ongoing

Section	Action	Why?	When
5.1 Engagement & Communication	Create a landlord's forum to engage more closely with private landlords on how to support tenants to recycle	To engage with those who face the most difficulty with reducing and recycling their waste to enable them to do so	2026
	Scheme created aimed at addressing barriers for those who struggle with recycling	To engage with those who face the most difficulty with reducing and recycling their waste to enable them to do so	Ongoing
	Create a 'new resident's pack' for those new to the area	To ensure residents moving to Kirklees from other local authorities are aware of how our recycling system works	2023
	Visitor centre improvements at our waste disposal facility	To provide first-hand experiences on how waste and recycling is treated and provide transparency	2026
	Internal education for Kirklees employees, councillors, and MPs	To enable Kirklees staff to understand the recycling methods and better equip them to be consistent with this messaging	Ongoing
5.2 Recycling & Waste Collections	Infrastructure evaluation	To ensure facilities are fit for purpose and able to accommodate a new collection system	2021
	Trials of different collection containers	To gain further understanding of their effectiveness and deliverability	2022
	More materials accepted for recycling in the green bin (plastics, cartons)	To enable these materials to be recycled at the kerbside and promote the waste hierarchy	Tentative: 2022
	A separate glass collection is introduced	To enable these materials to be recycled at the kerbside and promote the waste hierarchy	2024
	A separate food waste collection is introduced	To enable these materials to be recycled at the kerbside and promote the waste hierarchy	2025
	Review of waste collection policies	To reflect the different phases of change to the collection service	Ongoing

Section	Action	Why?	When
5.3 Waste Disposal	Re-procurement of our waste disposal contract	To ensure a flexible, fit-for-purpose contract is in place to effectively treat our waste	2022
	Feasibility study on access routes to an anaerobic digestion facility	To enable treatment of food waste collected	2022
	Create a Huddersfield town centre heat network	To provide low-cost energy to nearby users	2025
5.4 Household Waste & Recycling Centres (HWRCs)	Feasibility study of HWRCs	To assess their current state and improvement requirements	2024
	Introduce ANPR technology at sites	To provide residents with easier access to sites	2027
	Increase materials accepted at HWRCs	To enable more materials to be recycled and promote the waste hierarchy	Tentative: 2022
	Introduce a mobile recycling centre	To provide more accessible locations for residents to recycle their resources	2023
	Create a scheme to empower residents to recycle more at HWRCs	To ensure more items are diverted for reuse and recycle as opposed to general waste disposal	2026
	Introduce a reuse shop	To ensure more items are diverted for reuse and recycle as opposed to general waste disposal	2021 (trial)
	Explore trade waste access at HWRCs	To allow business to dispose and recycle waste at sites and reduce fly-tipping	2030

Section	Action	Why?	When
5.5 Bulky Waste Collection Service	Create greater links with charities and reuse initiatives for bulky waste items that could be repaired and/or reused	To keep items in circulation for longer in line with the waste hierarchy	2023
	Improve the booking system for bulky waste collections	To improve accessibility and functionality for residents	2022
	Analysis of resources collected	To ensure good quality items can be reused	Ongoing
5.6 Bring Sites	Review of bring site locations and functionality	To ensure these are providing the most efficient service	2026
	Textile bank policy review	To ensure a fair and consistent approach to choosing charitable partners	2026
5.7 Landfill Sites	Review of landfill sites	To explore whether sites can be utilised more effectively	2030
5.8 Our Cleaner Environment	Review of street sweeping operations	To assess current service levels and plan in future demand	2022
	Street sweeping innovation and best practise review	To explore digital solutions and service improvements	2024
	Review and audit of litter bin locations and functionality	To ensure these are in convenient locations and also increase the number of recycling facilities available	2022
	Improved fly-tipping response model	To better respond and tackle this type of waste crime and create a cleaner environment for Kirklees	May 2022
	Review of waste enforcement resourcing	To ensure efficient resource to cover the borough and allow for more proactive measures	2024
5.9 Commercial Waste Service	Re-introduce a litter tackling scheme	To spot and address littering and allow for restorative and educational work	2025
	Introduce a new commercial recycling collection service	To improve the service offering and increase the amount of materials being recycled to promote the waste hierarchy	2022
	Introduce a scrap store initiative	Create a circular economy to reduce waste production, and better reuse materials, keeping them in circulation for longer and avoiding disposal.	2027

	Action	Why?	
6.1 Council Facilities	Audit of council-owned buildings to ensure consistent recycling facilities	To enable Kirklees staff to recycle efficiently whilst at work and lead by example	2026
	Review of the council estate to maximise reduction and reuse opportunities	To lead by example in promotion of the waste hierarchy and aim to reduce waste and reuse items	2027
6.2 Catering	Review of catering contracts to promote more sustainable packaging	To minimise the use of un-recyclable packaging	Ongoing
	Exploration of how food waste can be recycled from the catering service	To avoid this resource being disposed of with general waste	Ongoing
6.3 Venues & Events	Phase out the use of single-use plastics at our venues and events	To minimise the use of un-recyclable materials in favour of more sustainable ones	2023
	Provide support to private festivals to minimise the use of single-use plastics	To minimise the use of un-recyclable materials in favour of more sustainable ones	Ongoing
6.4 Kirklees Homes & Neighbourhoods	Review of recycling facilities within Homes and Neighbourhoods properties	To lead by example for private landlords and managing agents and maximise benefits for residents/tenants	Ongoing
	Review processes for emptying and refurbishing properties for new tenants to consider reusable and/or repairable items	To minimise waste and provide materials for local charities.	Ongoing
6.5 National Initiatives	Support and introduce national recycling schemes across the district	To support more items to be recycled	Ongoing
	Install more refillable water stations across the district	To promote the reduction in single-use plastic bottles	Ongoing
6.6 Our People	Provide training and ongoing support to our workforce	To support and enable them to deliver the strategy ambitions	Ongoing

	Action	Why?	
7. Supporting Kirklees Families & Ensuring Inclusion	Review of our assisted collections policy	To ensure our most vulnerable residents receive the correct support	2022
	Create a digital safeguarding triage	To promote the welfare and safeguarding of our residents	Ongoing
7.1 Ensuring Equality	Review and equality impact of any policy changes introduced	To highlight and address any potential equality concerns	Ongoing
7.2 Environmental Impact	Continued monitoring of carbon emissions and air quality	To regularly monitor and assess the environmental impact of our vehicles	Ongoing
	Build an environmentally friendly fleet	To support the Climate Change agenda and carbon net zero targets	Ongoing

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Name of meeting: Cabinet
Date: 27th July 2021

Title of report: 2021/22 – 2022/23 Bereavement Services Capital Plan - Proposed allocation as of 2021/22.

Purpose of report: This report will identify projects, for Member approval, to be funded from the 2021/22 – 2022/23 Bereavement Services Capital Plan of investment and seek Officer Delegations to manage the plan.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes – this report proposes significant expenditure in excess of £250K.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	Colin Parr – Strategic Director for Environment and Climate Change – 5/7/2021 Eamonn Croston – Service Director for Finance – 7/7/2021 Julie Muscroft – Service Director for Legal, Governance and Commissioning – 7/7/2021
Cabinet member <u>portfolio</u>	Corporate - Cllr Paul Davies Culture and Greener Kirklees – Cllr Will Simpson

Electoral wards affected: All

Ward councilors consulted: No

Public or private: Public

Has GDPR been considered? There are no GDPR implications relating to this report.

1. Summary

- 1.1 This report will identify projects or themes to be funded in financial years 2021/22 through to 2022/23 from the Bereavement Five Year Capital Plan approved by Council on 10th February 2021.
- 1.2 Members will be asked to consider and approve the named projects identified in this report so that they can be designed and implemented, and to authorise delegated powers for officers to manage the programmes within the overall budget envelopes.

2. Information required to take a decision

(a) Background

- 2.1 Cabinet initially approved Bereavement Services Capital Plan allocations on 28th January 2020, subsequently following a reprofiling exercise the revised plan (shown in the table below) was approved on the 26th January 2021 and at full Council on the 10th February 2021 respectively.

General Fund Capital	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
Bereavement	495	100	100	100	450	1,245
Total	495	100	100	100	450	1,245

The 2021/22 allocation includes works to extend Batley Cemetery, which has been subject to previous approvals, but is contained within this report for completeness and to retain all works

under the same capital plan.

- 2.3 Condition surveys are undertaken to identify specific programme of works. Potential projects are brought forward for feasibility study and initial design in order to ascertain more detailed cost estimates and scheme priority. The programme of works identified to ensure that any proposed investment aligns and compliments the Council's wider Corporate Asset Strategy.
- 2.4 In the financial year 2020/21, the Bereavement Service undertook a number of improvements at the following locations.

Hey Lane Cemetery,
Lockwood Cemetery
Liversedge Cemetery

Next phase of plinths
Creation of infant area (including vaults)
Phase 1 – ground works for a natural burial
ground

Batley, Dewsbury, Edgerton,
and Lockwood
Kirkheaton Cemetery
Heckmondwike Cemetery

Surfacing/footpath improvement within these
cemeteries.
Drainage, surfacing and improved access
New spoil bay area constructed – to facilitate safe
storage of materials

As previously mentioned, the current reprofiled Bereavement Services five-year Capital Plan 2021/22 - 2025/26 was approved by Council on 10 February 2021 and this allocated £495,000 for 2021/22 with £100,000 for 2022/23.

2.6 The proposed programme for the next two financial years is summarised in the table below and is based on three principles: (i) Condition works to address or prevent the deterioration of the asset. (ii) Health and safety work to address legislative requirements and ensure that assets remain safe for use and (iii) Investment to provide improvements to the facility.

Bereavement Services Capital Plan – Proposed Programme of Works (2021-26)					
2021/22 (£618k – allocation including £123k rollover from 2020/21, subject to Cabinet approval)	Various Cemeteries (inc. Liversedge, Heckmondwike, Batley, Dewsbury & Kirkheaton) – Suite of works to improve access, drainage, and surfacing (225k)	Liversedge Cemetery – Phase 2 of works to the natural burials ground including planting (70k)	Hey Lane Cemetery – Next phase of plinths to be installed. (45k)	Dewsbury Crematorium – Creation of a sanctum area (28k)	Batley Cemetery Extension to complete. (250k)
2022/23	Various Cemeteries (inc. Slaithwaite, Skelmanthorpe and Heckmondwike), – Suite of works to improve access, drainage,	Dewsbury Crematorium – Creation of a baby/child memorial area	Contingencies		

(£100k - allocation	and surfacing (50k)	(40k)	(10k)		
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2.7 All works identified between 2021/22 and 2022/23 have been designed and in effect ready to be implemented. All future works beyond 2023/24 will be reported separately to Cabinet in due course, once identified and further developed into projects.

Financial Delegations

2.8 There is already provision in FPRs that gives Service Directors the ability to flex resource allocations within programme areas. The limit is £1m p.a. whilst this is well above Bereavement Services baseline it is to be noted that any use of this delegation would be reported quarterly as part of the corporate monitoring reports.

3.12 Service Directors are authorised to transfer resources within a programme area up to a maximum of £1,000,000 in any financial year, subject to notification to the relevant Cabinet Member and appropriate Ward Members

3.18 The Chief Finance Officer will report to the Cabinet on the overall management of the Capital Investment Plan on a quarterly basis through the year (including the reporting of virements in respect of transfer of resources within or between programmes. The Cabinet will provide summary monitoring information to the Council at least twice per year.

2.9 Delegated powers would include the authority to:

- add new urgent projects to the programmes detailed in this report without prior Cabinet approval providing that the total cost of the programmes remains within the approved capital allocations set by Council.
- Slip, delete, or reallocate budget between projects during the course of the plan providing that the total cost of the programmes remains within the approved capital allocations set by Council to enable the effective management of the programmes concerned.

2.10 Amendments to the approved programmes under officer delegated powers will be reported to Cabinet through the Quarterly Financial Monitoring process.

3. Implications for the Council

3.1 Working with People

The projects proposed have been developed to prevent and mitigate any disruption to service delivery and to ensure visiting families to the Councils Bereavement facilities can do so safely.

All projects and works have been developed together with colleagues across other Directorates to enhance service delivery and deliver improved outcomes for communities. These schemes fit with the Councils strategic asset strategy objectives to provide operational assets that value our staff, enable the delivery of effective and efficient services, and work closely with partners and residents.

3.2 Working with Partners

Collaboration and working together with partners through the Bereavement Forum and representatives of the Bereavement Industry is key to ensuring that facilities are improved to the benefit of users from all communities.

3.3 Place Based Working

Investment in Bereavement Services will ensure that cemeteries and crematoria continue to be available to serve families and their local communities.

3.4 Climate Change and Air Quality

A key objective of the proposed corporate asset strategy is to ensure that we invest and manage our assets to ensure the Council's Carbon Neutral Vision is supported and enhanced. Where possible materials used in any construction process will be recycled/reused. Planting also forms a key part of many of the proposed works to facilitate improved air quality, along with natural drainage solutions.

3.5 Financial / Regulatory/ Legal

All of the programmes identified in this report require council prudential borrowing. All of the funding streams are identified in the Council's Five-Year Capital Plan that was approved by the Council on 10th February 2021 and the revenue impact has been incorporated into the Council's Medium Term Financial Plan, approved at the same meeting.

Improvement works will be carried out in accordance with the Councils contract procedure rules. The Council has a public sector equality duty under Section 149 of the Equality Act 2010 and an integrated impact assessment will be considered at the appropriate stages of delivery of the programme of individual projects.

4. Consultees and their opinions

The programmes outlined in this report have been subject to consultation with officers from the affected services and the Economy and Infrastructure Senior Leadership Team

5. Next steps and timelines

Subject to approval of the proposed 2021/22 – 2022/23 capital programmes, officers from bereavement Services along with colleagues in Corporate Landlord, Asset Strategy and the Council's Technical Services will ensure that the programmes are updated, and the projects concerned are developed, designed, procured and implemented.

6. Officer recommendations and reasons

6.1 Members are requested to:

(a) Consider and approve the programmes of work for 2021/22 – 2022/23 as detailed in this report. Within the budget envelope of £595k which will enable the Bereavement Service to:

- Invest and maintain its portfolio of cemeteries and crematoria.
- Ensure that works undertaken provide safe and accessible facilities for visitors and families.

It is also recognised that some of this capital spend proposed will benefit local contractors, suppliers, and workers. It is vital that we encourage the local economy to start moving again, to build confidence and to play an important part in the economic recovery of the borough and the region

(b) Delegate authority to the Service Director Culture and Visitor Economy in consultation with

relevant portfolio holders as follows:

To add new urgent projects to the programmes (2021-22 and 2022-23) detailed in this report providing that the total cost of the programmes remains within the approved capital allocations set by Council and.

Slip, delete, or reallocate budget between projects during the course of the plan providing that the total cost of the programmes remains within the approved capital allocations set by Council to enable the effective management of the programmes concerned.

(c) Authorise officers to design, tender and implement the delivery of the projects and work streams identified in this report.

7. Cabinet Portfolio Holder's recommendations

This report sets out the Bereavement Services investment proposals for its portfolio of assets, over the next five years. Therefore, I recommend that Cabinet:

(a) Consider and approve the programmes of work for 2021/22 – 2022/23 as detailed in this report. Within the budget envelope of £595k which will enable the Bereavement Service to:

- Invest and maintain its portfolio of cemeteries and crematoria.
- Ensure that works undertaken provide safe and accessible facilities for visitors and families.

It is also recognised that some of this capital spend proposed will benefit local contractors, suppliers, and workers. It is vital that we encourage the local economy to start moving again, to

build confidence and to play an important part in the economic recovery of the borough and the region.

- (b) Delegate authority to the Service Director Culture and Visitor economy in consultation with relevant portfolio holders as follows:

To add new urgent projects to the programmes (2021-22 and 2022-23) detailed in this report providing that the total cost of the programmes remains within the approved capital allocations set by Council and.

Slip, delete, or reallocate budget between projects during the course of the plan providing that the total cost of the programmes remains within the approved capital allocations set by Council to enable the effective management of the programmes concerned.

- (c) Authorise officers to design, tender and implement the delivery of the projects and work streams identified in this report.

8. Contact officer

Paul Hawkins – Operational Manager – Venues. Tel: 01484 221000 - Email:

paul.hawkins@kirklees.gov.uk

Jenny Frear - Head of Venues – Environment & Climate Change

Tel: 01484 221000 - Email: jenny.frear@kirklees.gov.uk

9. Background Papers and History of Decisions Council 10 February 2021: Five Year Capital Plan

<https://democracy.kirklees.gov.uk/documents/s39693/COMBINED%20Council%20Budget%20Report%20Feb%202021.pdf>

10. Service Director responsible Adele Poppleton - Service Director - Service Director Culture and Visitor Economy

- Tel: 01484 221000 - Email: adele.poppleton@kirklees.gov.uk

11. Attachments - None

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Name of meeting: Cabinet
Date: 27th July 2021

Title of report: 2021/22 – 2022/23 Corporate Landlord Capital Plans - Proposed allocation of capital funding

Purpose of report: This report will outline themes of funding, for Member approval, to be funded from the 2021/22 & 2022/23 Corporate Landlord Asset Investment, Compliance & Suitability Programme baselines of the Capital Plan and seek Officer delegations to manage the programmes within the overall funding envelope.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes – this report proposes significant expenditure in excess of £250K.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	David Shepherd – Strategic Director for Growth and Regeneration – 19/07/21
Is it also signed off by the Service Director for Finance?	Eamonn Croston – Service Director for Finance – 19/07/21
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft – Service Director for Legal, Governance and Commissioning – 19/07/21
Cabinet member <u>portfolio</u>	Corporate – Cllr Paul Davies

Electoral wards affected: All

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? There are no GDPR implications relating to this report.

1. Summary

- 1.1 This report will identify themes for programmes of work to be funded in financial years 2021/22 and 2022/23 from the Corporate Landlord Asset Investment Programme, Corporate Landlord Compliance and the Corporate Landlord Suitability programmes. All these referenced funding programmes are contained in the Five Capital Plan approved by Council on 10th February 2021.
- 1.2 Members will be asked to consider and approve the baseline programmes along with the broad themes of investment as shown in **Appendix A** and to authorise delegated powers for officers to manage the programmes within the overall budget envelopes so that priority projects can be identified, designed and delivered.
- 1.3 This baseline investment to maintain facilities and address urgent disrepair is a two year rolling programme which runs alongside and compliments the wider capital programme and Members are asked to note the connectivity between baseline investment, partners and strategic work programmes e.g. West Yorkshire Combined Authority investment, Blue Print etc.

2. Information required to take a decision

(a) Background

- 2.1 The Corporate Landlord portfolio of assets includes, for example, Office Accommodation, Library and Information Centres, Children's Centres, Residential Homes, Town Halls, Public Halls, Sports and Leisure facilities, Museums, Crematoriums, Cemeteries, Car parks, Depots and Parks.
- 2.2 On 10th February 2021 Council allocated funding from the approved Capital Plan to the Corporate Landlord Asset Investment baseline of £6.467M for 2021/22 and £2.133M for 2022/23. The Corporate Landlord Suitability Programme was allocated £920k in 2021/22 and then £1M per annum commencing from 2022/23. The Compliance programme has an allocation of £1M in each of financial years 2021/22 and 2022/23. This report details how it is proposed to spend the allocated funds.
- 2.3 Due to the size and complexity of the Council's portfolio, which includes many heritage assets, a system of prioritisation is required to ensure that the available funds are targeted at the buildings with the highest need. A rolling programme of condition surveys, together with local intelligence, is used to determine a prioritised list of schemes. Potential projects are brought forward for pre-scheme feasibility studies to identify more detailed cost estimates and scheme priority.
The draft programme is also considered by the Asset Strategy team to ensure that the proposed investment aligns with the key objectives emerging from the Council's Corporate Asset Strategy.
Similarly, these baseline programmes are aligned with other key Council investment programmes e.g. Cultural Heart, West Yorkshire Combined Authority (WYCA) etc. Careful consideration is given to planning baseline investment in sync with these other major workstreams, so it is joined up e.g. investment in the external envelope of Huddersfield Library in preparation for the delivery of the cultural heart project.
- 2.4 A new Corporate Asset Strategy was developed during the course of 2020 to reflect the Councils' aims and ambitions which go beyond achieving warm, dry, safe and secure

buildings. We aim to add value and to utilise land holdings and properties to achieve our vision for Kirklees which is 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 and high-quality services throughout their lives. This work will be overseen and provided with strategic direction through the Transformation Board and will be achieved whilst meeting the Council’s Climate Emergency aims and objectives.

2.5 Whilst the Corporate Landlord Asset Investment and Compliance baseline budgets addresses condition, health and safety and legislative issues, dedicated funding to address the suitability of buildings to deliver the services operating from them has not been specifically available in the past. This has been addressed by Council through the allocation of £1M per annum from 2021/22. This will help to deliver the outcomes expected from our buildings, by facilitating a programme of refurbishments or remodelling to ensure that they remain fit for purpose and suitable for the delivery of the Council’s objectives.

2.6 In 2020/21 the Council’s Capital Outturn was £94m, compared to £81m in 19/20 and £68m in 18/19. To aid planning, improve capital outturn and project delivery, a two-year condition and compliance programme has been developed and proposed for approval. This consists primarily of themes of work for implementation and some generic pots have been allocated for groups of buildings such as depots and libraries, with the detailed schemes to be agreed with the individual services during the course of the financial year. The suitability programme for 2021/22 & 2022/23 has been split into themes, with details of the individual projects to be added in due course as the way we work office accommodation strategy for the Council evolves and sets. The delegated powers proposed in paragraphs 2.17 to 2.19 will give us flexibility to be able to adjust our plans whilst maximising our investments.

(b) Proposed Corporate Landlord Asset Investment Condition Programme allocations for 2021/22 - 2022/23

2.7 As previously mentioned, the five-year Capital Plan 2021/22 - 2025/26 was approved by Council on 10th February 2021 and allocated £6.467M to the Corporate Landlord Asset Investment baseline for 2021/22 and £2.133M for 2022/23. Since then, in-year re-profiling exercises have taken place that have seen the transfer of £2.982M in budget to the 2021/22 programme, which now shows the total budget as below at £9.449M and £3.167M to the 2022/23 programme now totalling £5.3M. All budget figures mentioned in this report are net of rollover due to the pending approval of the Financial Outturn report by Council in September 2021.

2.8

Programme Area	Feb 21 Council Approved Budget	In-year re-profiling	New Budget
Corporate Landlord Asset Investment 2021/22	£6.467M	£2.982M	£9.449M
Corporate Landlord Asset Investment 2022/23	£2.133M	£3.167M	£5.3M

2.9 The proposed programme themes prioritise investment towards the priorities of the Council and the asset strategy and align with other major investment programmes to ensure a

joined up approach. The proposed programme themes for the next two financial years is summarised in Appendix A.

- Urgent condition works to address or prevent the deterioration of the asset e.g. replacement roofs and roof coverings, boilers and heating systems, fabric repairs and electrical works.
- Health and safety works to address legislative requirements and ensure that assets remain safe for use e.g. repairs to boundary walls, demolition of failed structures, improvements to parks, depots, car parks etc.
- Major investment to improve the condition of key Council assets including the existing schemes at Dewsbury and Huddersfield Crematoria (previously approved by Cabinet) and the new schemes to be brought forward.

2.10 Schemes will be developed around the Way We Work programme to develop modern, flexible spaces within our communities and to facilitate the new ways of working as part of our recovery journey.

2.11 In advance of the proposed Cultural Quarter development and aligned to our desire to protect our heritage assets, works will be developed which will stabilise and invest in the external envelope of some of our heritage assets in preparation for internal transformation of the spaces to deliver the cultural vision through the Blue Print.

2.12 In order to fulfil the Councils landlord obligations to tenants and partners delivering key Council objectives schemes will be developed which invest in the fabric of premises from which services are delivered which align to health and fitness, wellbeing and culture.

(c) Corporate Landlord Compliance programme for 2021/22 and 2022/23

2.13 The compliance programme for the past three years has predominately been focused on fire safety measures in the Council's sleeping risk accommodation. Extensive works have been undertaken throughout our portfolio of Children's Homes and Aged Person's Homes and a major refurbishment of our outdoor adventure facility at Cliffe House.

2.14 The next two years will focus on the Council's core office accommodation portfolio and buildings leased to third parties for the delivery of social care activities. A programme of works involving our portfolio of maintained schools will also begin on a risk assessed basis.

2.15 All works will be based on a building-by-building Fire Risk Assessment, supported where necessary by a fire compartmentation study. Typical works will include improved fire compartmentation, repair or replacement of fire doors, new fire alarms and improvements to means of escape. Individual projects will be developed and designed on a rolling programme using the delegated powers requested in paragraphs 2.17 to 2.19 of this report.

(d) Proposed Corporate Landlord Suitability Programme for 2021/22 and 2022/23

2.16 A new programme of works will be introduced from 2021/22 to improve the suitability of existing accommodation to enable it to be fit for purpose for the services being delivered from the location as well as providing modern welfare facilities for staff and visitors. Typical works would include improved disability provision, ensuring that kitchens, toilets and

showers are provided or refurbished and supplying modern furniture, fittings and equipment to facilitate mobile and agile working across the Council. As previously mentioned, the five-year Capital Plan 2021/22 - 2025/26 allocated £920k for 2021/22 and £1M for 2022/23. Since then, in-year re-profiling exercises have taken place that have seen the transfer of £80k in budget to the 2021/22 programme, which now shows the total budget as below at £1M. Further details of the proposed allocations of funding are provided at **Appendix A**. Officers from Corporate Landlord and Asset Strategy will work with Services to determine the allocation of funding across the Council's portfolio of buildings using the delegated powers requested in paragraphs 2.17 to 2.19 below.

These programmes will extend beyond the 2 year window in view in this report and will be extended year on year as successive reports are brought forward through the capital planning cycle.

(e) Financial Delegations

- 2.17 In order to aid the implementation of the Corporate Landlord Capital programmes described in this report and build upon the strong Capital outturn performance of the last two years, Members are requested to delegate authority in accordance with the Council's Financial Procedure Rules 3.13 dated May 21, to the Service Director - Economy and Skills to manage the implementation of the programme areas within the respective agreed total programme budgets.
- 2.18 Delegated powers would include the authority to:
- Add or delete projects to the programmes detailed in this report without prior Cabinet approval providing that the total cost of the programmes remains within the approved capital allocations set by Council.
 - transfer resources between the Corporate Landlord programmes without restrictions to enable efficient delivery of projects.
 - Slip, delete or reallocate budget between projects during the course of the two financial years providing that the total cost of the programmes remains within the approved capital allocations set by Council to enable the effective management of the programmes concerned over the two year period.
- 2.19 Significant amendments to the approved programmes under delegated powers will be reported to Cabinet through the Quarterly Financial Monitoring process or through delegated decision notices on the Council's website.

3. Implications for the Council

3.1 Working with People

Schemes developed in the condition and compliance element of the programmes are designed to prevent severe disruption to service delivery e.g. by preventing part or total failure of boilers, roofs, access etc. These works ensure that our buildings and facilities are warm, dry, safe, secure and fit for purpose in line with our corporate asset strategy key objectives. The impact of such works on the operation of individual buildings is discussed

and agreed in consultation with the relevant Services in order to limit the effect on day to day operation of front line services.

The themes named within the suitability element of the programme have been developed together with Directorates to enhance service delivery and deliver improved outcomes for communities. These schemes fit with our strategic asset strategy objectives to provide operational assets that value our staff, enable the delivery of effective and efficient services and work closely with partners and residents.

3.2 Working with Partners

Collaboration and working together with partners has been key to ensuring we are still improving accommodation for staff and service delivery. Many partners share space with the Council in key buildings that we are wishing to invest in – for example, Locala at Slaithwaite Town Hall. These collaborative discussions with partners continue to provide solutions for increased integration of services to provide a better intelligence led outcome focused service delivery.

3.3 Place Based Working

We continue to invest in the creation of community assets to facilitate place-based working for both council staff, partners and communities. The proposed modernisation of key Council buildings will enable more locality based services to operate from them, serving the communities in which they are based, and enable closer working with a key partner such as Locala. Investment in Libraries and Town Halls will ensure that these much valued buildings continue to be available to serve their local communities.

3.4 Climate Change and Air Quality

A key objective of the corporate asset strategy is to ensure that we invest and manage our assets to ensure the Council's Carbon Neutral Vision is supported and enhanced. The condition and refurbishment schemes identified in this report will ensure that we are replacing inefficient roofs, boilers, heating and electrical systems with modern, energy efficient materials and equipment that will contribute to an ever reducing carbon footprint for the Council. The refurbished buildings will be fit for purpose, modern, energy efficient buildings with due consideration given to green technologies where feasible and appropriate e.g. preparing buildings to accept the heat network in future years.

3.5 Improving outcomes for children

Investment in assets such as Parks, Libraries and Children's Centres through the Corporate Condition programme will help deliver better services for Children.

3.6 Financial / Regulatory

All of the programmes identified in this report require council prudential borrowing. All of the funding streams are identified in the Council's Five-Year Capital Plan that was approved by the Council on 10th February 2021 and the revenue impact has been incorporated into the Council's Medium Term Financial Plan, approved at the same meeting.

The Corporate Landlord Asset Investment programmes seek to maintain compliance with building related legislative requirements e.g. fire safety, asbestos, water quality etc. Failure to undertake the works will lead to significant damage to buildings, equipment and belongings e.g. significant water ingress through a failed roof or the closure of a building due to a boiler or heating system failure during the winter months.

Improvement works will be carried out in accordance with the Council's Contract Procedure Rules. The Council has a public sector equality duty under Section 149 of the Equality Act 2010 and an integrated impact assessment will be considered at the appropriate stages of delivery of the programme of individual projects. The Council will comply with its obligations as tenant of any leasehold properties.

4. Consultees and their opinions

The programmes outlined in this report have been subject to consultation with officers from the affected services and the Economy and Infrastructure Senior Leadership Team.

5. Next steps and timelines

Subject to approval of the proposed 2021/22 – 2022/23 capital programmes, officers from Corporate Landlord and the Council's Technical Services will ensure that the programmes are updated and the projects concerned are identified, developed, designed, procured and implemented.

6. Officer recommendations and reasons

Members are requested to:

- (a) Consider and approve the themes of work for 2021/22 – 2022/23 as detailed in **Appendix A** of this report.
- (b) Consider and approve the proposed delegated powers as outlined in paragraphs 2.17 to 2.19 of this report.
- (c) Authorise officers to identify, design, tender and implement the delivery of projects aligned with the work themes identified in **Appendix A**.

7. Cabinet Portfolio Holder's recommendations

The Portfolio holder notes the excellent performance in capital outturn across the Council's capital plan and supports the recommendations contained within this report; the named themes outlined in Appendix A (recommendation a) and approves the delivery of schemes aligned to those themes (recommendation c) and the approval of delegated powers as outlined in this report (recommendation b).

8. Contact officer

Jonathan Quarmby – Strategic Corporate Facilities Manager – Corporate Landlord & Capital - Tel: 01484 221000 - Email: jonathan.quarmby@kirklees.gov.uk
David Martin - Head of Service for Corporate Landlord and Capital – Economy and Skills Service Tel: 01484 221000 - Email: david.martin@kirklees.gov.uk

9. Background Papers and History of Decisions

Council 10 February 2021: Five Year Capital Plan

10. Service Director responsible

Angela Blake - Service Director - Economy and Skills - Tel: 01484 221000 - Email: angela.blake@kirklees.gov.uk

11. Attachments

Appendix A – Proposed Corporate Landlord Condition, Compliance and Suitability Programmes for 2021/22 & 2022/23.

Project	Ward	2021/22	2022/23
SUSTAINABLE ECONOMY - CORPORATE LANDLORD ASSET INVESTMENT PROGRAMME - CONDITION			
Preparation works to stabilise heritage assets and in preparation for Cultural Heart investment	Various	£1,000,000	£1,000,000
Transforming Buildings aligned to the Way We Work programme	Various	£4,690,000	£1,850,000
Continuing Investment in buildings aligned to blue print projects	Various	£250,000	£350,000
Condition works e.g. new cremators, replacement roofs, new boilers, rewires, new lifts etc	Various	£2,990,000	£1,230,000
Landlord investment in tenanted buildings aligned to our objectives of wellbeing, culture and health.	Various	£315,000	£790,000
Various Parks and Depots -Urgent compliance and H&S works to upgrade supporting walls, structures, lighting and footpaths	Various	£20,000	£20,000
Various locations - Structural and boundary walls repairs	Various	£10,000	£10,000
Capital Plan preparation costs - Advance surveys/feasibility studies/asbestos surveys/condition surveys/programme management	Various	£20,000	£50,000
Risk pot for emergency additions to the Capital Plan/Balance for high tenders	Various	£54,500	-
Pool tank repairs	Various	£100,000	-
	TOTAL	£9,449,500	£5,300,000
CORPORATE LANDLORD - COMPLIANCE PROGRAMME			
Fire safety improvements in buildings in priority need: sleeping risk, public access and complex buildings and complex need buildings and/or identified via Fire Risk Assessments.	Various	£300,000	£300,000
Replacement Fire Alarms and Emergency lighting	Various	£200,000	£200,000
Replacement Fire Doors	Various	£500,000	£250,000
Other Compartmentation Works/Fire Safety works	Various	£200,000	£200,000
Asbestos removal works prioritised via asbestos surveys and routine inspections	Various	£50,000	£50,000
		£1,250,000	£1,000,000
SUSTAINABLE ECONOMY - CORPORATE LANDLORD SUITABILITY PROGRAMME			
Wellbeing improvements - Provision of new furniture, fittings and equipment to facilitate 21st Century working and a transition to the way we work	Various	£500,000	£500,000
Suitability and Wellbeing improvements at Depots and Parks	Various	£350,000	£250,000
Suitability and Wellbeing improvements - Office Accommodation portfolio - Showers, Welfare, Kitchens and improvements for disabilities - Locations to be determined by Asset Strategy	Various	£150,000	£250,000
	TOTAL	£1,000,000	£1,000,000

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Name of meeting: Cabinet
Date: 27 July 2021
Title of report: Place Standard Investment Fund Establishment, Funding Criteria and Decision-Making Process.

Purpose of report:

The report seeks approval of the Place Standard Investment Fund, criteria and decision-making process

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer-Henshall – 13/07/2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston – 12/07/2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft – 12/07/2021
Cllr Cathy Scott Housing & Democracy	Cllr Cathy Scott – Housing & Democracy

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: Public.

Has GDPR been considered? Yes

1. Summary

1.1 Background

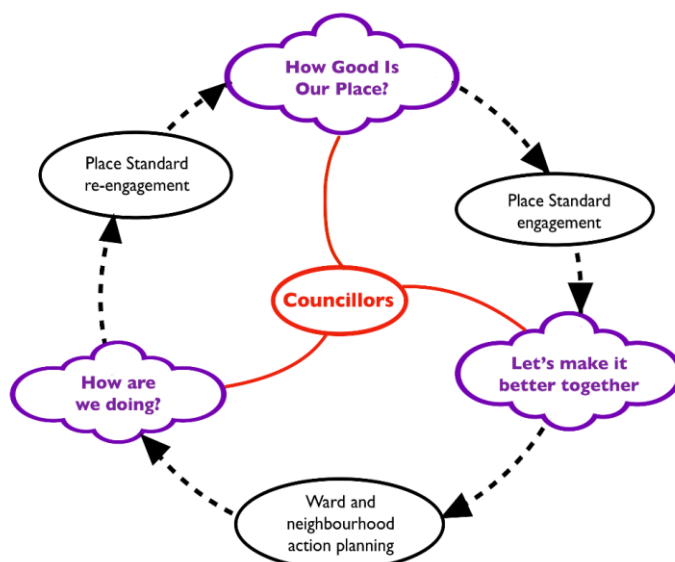
As part of its work the Kirklees Democracy Commission discovered from a wide range of sources that the council's approach to engagement and consultation with citizens and communities is no longer an effective model. What citizens felt was important was genuine engagement and dialogue designed in a way that takes citizens on an ongoing journey, that focuses on the importance of local identity and place, that provides opportunities for citizens to have a say, influence the future of their place and be able to contribute to making it better and to work in a collaborative way with the Council, Councillors and partners.

1.2 Through the Democracy Commission Cross Party Working Group work has taken place to respond to the Commission's recommendations in a number of ways. Firstly, a set of citizen engagement principles (attached at Appendix 1) have been developed and are now being used as a basis for building a different dialogue with local people and creating an environment where the notion of the Active Citizen can begin to develop and flourish. A Citizen Engagement Reference Group that brings together council officers and partners has been established to have oversight of all planned citizen engagement to ensure that it is co-ordinated, takes a place-based approach where possible and accords with the principles.

1.3 Secondly, the Council has adopted the [Place Standard](#) tool and methodology as the principle means by which place based engagement will be carried out. This step was taken following an intense cross-service pilot which took place in the Golcar Ward from 16th July 2018 to 4th August 2018. Since then, an organic approach to the use of the Place Standard has been adopted which has involved engagement being planned and commissioned based on three broad categories:

- Opportunistic - taking advantage of significant place events to undertake engagement, for example the Huddersfield Town Centre blueprint.
- Councillor-initiated - in instances where councillors wish to commission and undertake engagement in neighbourhoods or across their Ward.
- Community / citizen initiated - in instances where community groups approach the council to assist them in undertaking engagement.

1.4 The diagram below demonstrates the process taken: from place standard engagement to assess how good is our place, to action planning to make places better together, and then re-engagement to assess how we are doing, with Councillors at the heart.



1.5 To facilitate delivery of place standard engagement the Democracy and Place Based Working Service has the lead role to help plan, coordinate and oversee place standard engagement. Support is drawn from within the Council to help with the face to face (currently virtual) conversations with over 200 staff that have attended workshops or briefings to date on the use of the tool and a number of key services that have helped with the planning and coordination.

1.6 Resources are in place to give support with locally focussed engagement and promotion, deliver training activities, capture data and insight, analyse what we learn together and draft easily understandable summary reports. The service works with Councillors, citizens and services to share the findings and brings partners together to problem solve, identify priorities, develop a shared action plan and help identify or signpost to resources.

1.7 The raw data and summary reports are available publicly on the [How good is our place?](#) website. Once place standard action plans are produced, they will also be published on the website along with progress updates.

1.8 Impact of Covid on place standard engagement

At the time we went into the first national lockdown, all face-to-face engagement and action planning came to a halt as staff resources were deployed to support the community response hubs.

1.9 Virtual place standard engagement via the web, post, telephone and online discussion was undertaken for the 'How good is your home and your local place?' engagement between July and September 2020. Engagement via web and post took place in East Bierley in October 2020 and in Netherton and South Crosland in February 2021. Other engagement is currently being planned, on the whole virtual, but moving to face to face when it is safe to do so and as restrictions are relaxed. Some engagement remains on hold until face to face can be delivered, which will be planned with Councillors.

1.10 Action planning resumed in August 2020 and is beginning to progress in other areas where place standard engagement has taken place.

1.11 With this in mind, it is timely to seek a Cabinet decision on the proposed establishment, criteria and decision-making process for a Place Standard Investment Fund.

2. Information required to take a decision

2.1 To facilitate the implementation of emerging Place Standard Action Plans, it is proposed to set up an initial £500k reserve; created from slippage against the 2020/21 Place Infrastructure Capacity base budget.

2.2 The above proposal will then be incorporated into the 2020/21 financial outturn and rollover report to Cabinet on 27th July 2021.

2.2 The above Fund will subsequently be released through 2021/22 in line with emerging plans, criteria and decision-making process set out in this report. This will help focus on local priorities, for example dealing with 'grot spots', tidying streets and other local initiatives.

2.4 This funding will be prioritised only in those wards or neighbourhoods that undertake place standard engagement and develop a Place Standard Action Plan that involves Councillors working with citizens, partners and services, ensuring a collaborative and place-based approach to problem solving and priority setting.

2.5 The final report of the Place Based Working Group, presented to Overview and Scrutiny Management Committee on 15 April 2021 included a recommendation that *clear resources* **Page 91**

should be set aside after place standard survey work to respond to residents' priorities, even where these priorities may differ from those of the corporate centre.

2.6 Councillors will be at the heart of the process in terms of engagement, action planning, priority setting and endorsing the Place Standard Action Plan for their area.

2.7 The decision to approve spend of up to £50k per ward per financial year is delegated to the Chief Executive in consultation with the Cabinet Member for Housing and Democracy

2.8 The proposed criteria and process for the allocation of this funding is set out at Appendix 2.

2.9 It is intended that Cabinet will bring forward subsequent proposals for Place Standard Funding in future years as part of the annual budget process for 2022/23.

3. Implications for the Council

- **Working with People**

The Place Standard tool is used to facilitate a conversation about how people feel about their place - their experience of living there, their priorities and ideas and what they can contribute to improving their place.

- **Working with Partners**

The success of place-based citizen engagement is reliant on the involvement of councillors, the organisation, third sector, partners and citizens working collaboratively to deliver high quality places so that people's physical and social environments support them to live healthy, happy lives.

- **Place Based Working**

The very nature of Place Standard engagement is to better understand people's experiences of our distinct local places and to identify the networks and assets within them which could help to deliver solutions and outcomes for citizens.

Our approach is to work with Councillors and our partners to make sure geographical boundaries or organisational 'silos' do not become a barrier for people in either accessing services and support or developing their own solutions, and so that the 'whole system' of Kirklees is aligned sensibly around the local places that people identify with.

We will seek to understand individual situations to provide support, advice and guidance that is right and specific to people's lives and their environments. Solutions will not be 'one size fits all', but wherever possible tailored to meet personal and local requirements and developed through working with and alongside our citizens.

- **Climate Change and Air Quality**

No change

- **Improving outcomes for children**

Children and young people's views are sought as part of the engagement activities and will be considered as part of the action planning process and priority setting.

- **Other (e.g. Legal/Financial or Human Resources)**

The legal power for grants is section 1 of the Localism Act 2011 (general Power of Competence). Also, the council must when providing grants comply with Financial Procedure Rules contained in the Council's Constitution and in particular FPR 20.7 to 20.13.

Do you need an Integrated Impact Assessment (IIA)?

An IIA is not needed for this report.

4. Consultees and their opinions

4.1 The proposed criteria and process has been presented to Executive Team and responses and views have been considered and taken into account prior to finalising this report.

4.2 Engagement with Councillors will take place, subject to decision to discuss how place standard engagement and the place standard investment fund can help facilitate a collaborative and place-based approach to problem solving and priority setting in their ward.

5. Next steps and timelines

5.1 Subject to Cabinet decision the Place Standard Investment Fund will be implemented as soon as practicable, and Councillors briefed.

5.2 The Council will share the guidance and process with those groups that have undertaken place standard engagement and have developed or are developing their action plans.

5.3 The Place Standard guidance will be updated to include details of this fund, the criteria and decision-making process.

5.4 Regular briefings will be arranged with the Cabinet Member for Housing and Democracy, decisions recorded and reported to relevant ward Councillors and action planning groups, and feedback sought on the effectiveness of the approach.

5.5 The Democracy and Place Based Working service will ensure that finance monitoring is undertaken and a summary outlining decisions taken will be reported to Cabinet on an annual basis.

5.6 Officer recommendations and reasons

The Cabinet is asked to approve the establishment of a Place Standard Fund and approve the criteria and decision-making process for the Place Standard Investment Fund as set out in this report.

5.7 The Cabinet is asked to approve the creation of a specific reserve, with an initial £500k allocation, to fund endorsed action plans through 2021/22.

5.8 The Cabinet is asked to approve a delegation to the Chief Executive, in consultation with the Cabinet Member for Housing and Democracy, to make decisions on the allocation of this fund up to a maximum of £50k per ward per financial year.

5.9 The Cabinet is asked to consider subsequent proposals for Place Standard Funding in future years as part of the annual budget process for 2022/23.

5.10 Reasons for recommendation:

The Place Standard Investment Fund is a new fund aimed at bringing a positive difference to communities and improving places in the Kirklees borough following Place Standard engagement. This resource will help to improve how we work together with elected members, local communities and partners in order to co-design services, maximise all available assets and resources in a place, and develop shared priorities that are informed by local people's knowledge and experience of their place.

6. Cabinet Portfolio Holder's recommendations

6.1 The Cabinet Portfolio Holder, Councillor Cathy Scott, supports the recommendations in this report

6.2 Reasons for the recommendation:

Our Place Standard engagement approach is allowing us to begin to develop a much more nuanced understanding of our diverse places in terms of the challenges they face but more importantly the aspirations they have. Over time we hope to develop a detailed picture which increases our level of understanding in a way that:

- Is based on local identity
- Facilitates a more cohesive and joined up response
- Is conversational and intended to bring citizens with us both in terms of dialogue and co-creating solutions.
- Has resources in place to help deliver aspirations
- Allows us to re-engage to understand the difference that has been made.

7. Contact officer

Vina Randhawa – Democracy Manager, Active Citizens and Places

Tel: 01484 221000. Email: vina.randhawa@kirklees.gov.uk

8. Background Papers and History of Decisions

Annual Council 22nd May 2019 – item 7 Ward and Place Partnerships – proposals to support place-based working.

Budget Council – 13 February 2021 - Budget 2021/22 and future years

9. Service Director responsible

Rachel Spencer- Henshall, Strategic Director Corporate Strategy, Commissioning & Public Health, email rachel.spencer-henshall@kirklees.gov.uk

Citizen Engagement Design Principles

- **Embracing local identity** – Kirklees is an administrative boundary. As such this presents challenges in the context of engaging with our citizens in a way that is meaningful and relevant to them. Our towns, villages and communities are the core strength of Kirklees – we need to recognise and harness this. They are an individual and collective strength which should be acknowledged and valued in the context of engagement. One size does not, and should not, fit all. Our approach to engagement should build outwards from communities not downwards. Understanding local identity will be key to making this happen.
- **Treating people as citizens not customers** – Our approach to engagement must be based around the narrative of the citizen not the customer or client. In aspiring to the notion of the Active Citizen it is dependent on the development of relationships and dialogue as opposed to a transactional one based on traditional models of service delivery. Engagement in this context will facilitate active citizens and facilitate a shift in their expectations of the Council.
- **Co-producing and changing behaviour** – Our engagement with citizens must be a means by which we develop a wider stake for them in civic society. Consulting on pre-determined options will not create an environment where citizens change their expectations and behaviours or willingly work with us to collectively problem solve. Genuine engagement that takes citizens on a journey should create an environment where they develop a wider understanding and are better placed to take ownership where that is the best approach.
- **Placing Councillors at the heart** – Our approach must make a virtue of both representative and participatory democracy. Councillors should therefore be placed at the heart of engagement with the communities they represent with a view to leading that dialogue over time. Emerging outcomes from recent workshops with councillor and officers show that this is not currently happening. Consultation and engagement is taking place in electoral Wards without the knowledge or input of the local councillors.
- **Acknowledging our staff as citizens** – A significant number of our staff are residents within the borough. Many are already active citizens who have a stake in the place that they live and work. This should be a strength from which to build our approach to citizen engagement, utilising staff insight as part of how we work on a more routine basis.
- **Deploying our staff as agents for change** – Involving our staff in a different approach to citizen engagement provides an opportunity to expose them to different ways of working and aid the move towards alternative ways to design and deliver services. Our staff are “the face of the state” and as such are key change agents in a changing relationship, particularly those who work directly in communities, neighbourhoods and Wards. Moving away from traditional models of service delivery will increasingly mean placing the citizen at the heart of service re-design. This will require an officer and service culture change.
- **Utilising new and existing networks** – The council and its partners already have extensive networks from which to develop a different approach to engagement. This is a strength. Our interaction with groups, service users and a breadth of citizens who are already engaged provides a helpful starting point. Similarly, there will be a plethora of on-line and off-line networks that thrive and exist independently of the council, doing great things within and across communities. Our approach to engagement must seek to tap into networks that already exist and seek to develop and nurture them where they do not. There needs to be a stronger feature on genuine digital engagement which seeks to grow the civic conversation.

- **Widening our engagement reach** – The Cross-Party Working Group have already been very clear that greater emphasis must be placed on undertaking engagement in a way that extends reach beyond those citizens and organisations who are visible and traditionally engage. This may well mean a move away from traditional approaches and see a greater emphasis on blending on-line and off-line techniques, some of which may be more resource intensive. This is an important consideration for the council.
- **Using intelligence and citizen insight** – In undertaking citizen engagement moving forward there is an expectation that the intelligence we have and hold is used in a way that informs and facilitates. It should be used as a basis for framing the dialogue not leading it to a pre-determined conclusion. Similarly, our engagement should be framed in a way that generates insight with a view to developing a richer understanding of our communities, their motivations and aspirations. This will inform the relationship with the council that they expect, and we would seek to develop.
- **Working in plain sight and telling stories** – If we are serious about engendering trust with our citizens our engagement with them should be open and transparent. Using the Democracy Commission methodology, it is important that we develop our approach and thinking alongside our citizens and learn with them along the journey. This will demonstrate a genuine culture of engagement from the outset and will build confidence in the process as well as the outcomes and outputs. This will require bold leadership. Furthermore, a transparent way of working should incorporate an agile approach to sharing the stories from our citizens and communities in a way that shares the great things that are happening and facilitates behavioural change.

These design principles form the building blocks for a different model of engagement. They collectively make up the ingredients of the cultural change that is required if we are serious about changing the relationship between the council and the citizens of Kirklees.

Place Standard Investment Fund Criteria and Guidance

The Place Standard Investment Fund is a new fund aimed at bringing a positive difference to communities and improving places in the Kirklees borough following Place Standard engagement.

Kirklees Council has placed a firm focus on a new approach to place based citizen engagement using the Place Standard tool that harnesses the strengths and aspirations of the towns, villages and communities of Kirklees.

Our developing approach to working in a place-based way is predicated on the need for the Council to work differently (not just more efficiently). We need to improve how we work together with elected members, local communities and partners in order to co-design services, maximise all available assets and resources in a place, and develop shared priorities that are informed by local councillor's and citizen's knowledge and experience of their place.

We want to ensure that council budgets are spent in a way that better reflects the strengths, needs and aspirations of local communities and have established the place standard investment fund to support local priorities informed by place standard engagement. Our long-term ambition is that place standard feedback gathered overtime from different places across the borough can be used to inform and influence service and council budget setting.

The underlying principles of the Place Standard Investment Fund are to: -

- Work 'with' People rather than 'doing to' them.
- Recognise the importance of local identity and how needs differ in different Places.
- Work in Partnership, with councillors at the heart, to genuinely co-produce solutions.

What can be funded and essential criteria

Criteria:

- The Place Standard Investment Fund will be prioritised only in those wards that have undertaken Place Standard* engagement.
- Feedback from Place Standard engagement will be shared with citizens, for example through *time to decide* events where they can prioritise the issues they feel are the most important.
- Priorities should be informed by the results of place standard engagement and demonstrate how they will help address the areas for improvement that will benefit that place
- Place Standard engagement and subsequent action planning should involve local Councillors and bring together communities, the public sector, private sector and third sector to work together to improve local places.
- A place standard action plan is developed that sets out shared priorities and the funding required to deliver them.
- The place standard action plan will be collectively agreed by local ward councillors and published on the [How good is our place?](#) website.
- The place standard action plan should demonstrate an ongoing commitment to support citizens and communities to become more engaged, connected, empowered and resilient.
- Priority actions should demonstrate they have been genuinely co-produced and draw on local people's experience and knowledge of their place.
- Projects should make the most of assets available in local communities and continue to develop the capacity of citizens.

- Place standard action plans should demonstrate that other local funding sources have been considered, such as: -
 - Other match funding or grants (see details of current opportunities on the Council's [Grants and funding webpage](#))
 - What local and national grant funding has been applied for and the outcome
 - That donation-based fundraising, for example through [Growing Great Places](#) (the Council's civic crowdfunding initiative) has been considered, and if this is not an option the reasons why
- The Place Standard Investment Fund can be used on local community led priorities for example dealing with 'grot spots', tidying streets and other local initiatives.
- A Maximum award of £50,000 can be made to a **ward** within the financial year.

**The Place Standard tool is the principal means by which the Council undertakes place-based engagement to better understand the strengths and aspirations of a place.*

How to apply:

- Following place standard engagement, place standard action plans will be developed that set out immediate priorities, what it will cost, timescales to deliver, partners involved and how impact will be measured.
- Place standard action plans will be collectively agreed by local ward councillors before they are published on the [How good is our place?](#) website.
- Once published the place standard action plan will be submitted for a decision. See *how will decisions be made* section below.
- Support to develop the place standard action plan, including templates, is available from the ACPT. See *support available* below for details of the officers that can provide advice and support.
- There are no deadlines for action plans to be submitted, subject to availability of funds.

Support available:

- Following place standard engagement, the ACPT will help to analyse what people said about their area and the summary report will be shared with councillors and partners
- The ACPT will work with Councillors, citizens, partners and services to use the summary report to help identify shared priorities and create a place standard action plan that sets out the priorities and the funding required to deliver them.
- The ACPT will help signpost to other funding and continue to support delivery.
- NOTE - The ACPT will help plan, coordinate and deliver place standard engagement. This includes support with local promotion, identifying other people who may be able to help with the engagement, involving local councillors, training and other resources needed.

What cannot be funded:

- Work to be provided by the Council that is already programmed to be delivered cannot be supported.
- Funding cannot be used to displace Council funding that has already been committed.
- Funding should not be used to supplement Council budgets allocated to deliver core services, unless funding is being used to pilot new approaches, respond to increased demand or to protect the most vulnerable.
- Funding should not be used to fill gaps created as a result of budget savings already approved by the Council.
- The allocation of funding should not commit the council to future maintenance liability, unless funding is being used to pilot new preventative approaches that could result in budget savings in the future.
- Activity cannot be funded retrospectively.

How will decisions be made?

- Ward councillors will be at the heart of place standard engagement and the development of place standard action plans.
- Place standard action plans will be collectively agreed by local ward councillors before they are published.
- Once the place standard action plan has been agreed by Councillors and published it will be shared with the Chief Executive and Cabinet Member for Housing and Democracy for a decision (NOTE – a maximum award of £50k per ward per financial year)
- A summary report outlining decisions taken will be reported to Cabinet on an annual basis.
- The ACPT will notify relevant ward Councillors and partners as soon as a decision has been made and ensure progress is reported on the [How good is our place?](#) website.

Active Citizens and Places Team contact details

Officer	Email	Wards
Ashley Fothergill	Ashley.fothergill@kirklees.gov.uk	Batley East Batley West Birstall & Birkenshaw
Susan Ginty	Susan.ginty@kirklees.gov.uk	Heckmondwike Cleckheaton Liversedge and Gomersal
Jackie Ingham	Jackie.ingham@kirklees.gov.uk	Dewsbury East Dewsbury West Dewsbury South Mirfield
Claire Howe	Claire.howe@kirklees.gov.uk	Ashbrow Greenhead Crosland Moor & Netherton
Cheryl Reid	Cheryl.reid@kirklees.gov.uk	Almondbury Dalton Newsome
Julie McDowell	Julie.mcdowell@kirklees.gov.uk	Denby Dale Kirkburton Holme Valley North Holme Valley South
Luc Bride	Luc.bride@kirklees.gov.uk	Colne Valley Golcar Lindley

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Name of meeting: Cabinet

Date: 27th July 2021

Title of report: Staying Put Policy refresh

Purpose of report: All Local Authorities are required to set out how they will operate a Staying Put scheme. This is a refresh of the existing policy and sets out arrangements in Kirklees for Care Leavers aged eighteen and above to continue living with their foster families.

Approval of the policy and agreement to implement is being sought from Cabinet Members.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes. This policy affects all Wards.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Key Decision – Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Mel Meggs – Strategic Director for Children’s Services. 18 th May 2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston – 11 th June 2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft. – 8 th June 2021
Cabinet member portfolio	Councillor Viv Kendrick

Electoral wards affected: All.

Ward councillors consulted: Not applicable.

Public or private: Public.

Has GDPR been considered? Yes, No personal or sensitive data, or other information covered by GDPR, is included in this report.

1. Summary

- 1.1. This report seeks Cabinet approval for an updated Staying Put Policy. All Local Authorities are required to set out local protocols and procedures for supporting Care Leavers aged 18 and over to remain living with their former foster families up to the age of 21. These are known as Staying Put arrangements.
- 1.2. The Staying Put policy was last refreshed in 2016. As part of Children's Services improvement journey to deliver outstanding services for Children and Young People, the Fostering Service have been working to promote and encourage the take up of the Staying Put opportunity for both Care Leavers and Foster Carers.
- 1.3. The policy sets out an improved support and financial offer which reflects the importance of the role Staying Put Carers play in equipping young people with the emotional confidence and practical skills needed to live independently, ensuring Care Leavers get the best start to their adult lives whilst they remain living in a supportive family home.
- 1.4. This policy needs to be considered alongside the Care Leavers Support and Financial Guidance Policy. Care Leavers who take up the opportunity of a Staying Put arrangement are entitled to receive the support, advice and guidance set out in the Care Leavers Support and Financial Guidance Policy

2. Information required to take a decision.

Background.

- 2.1. Through the Council Plan and the Children's Service's Improvement Plan, the Council and Children's Services share an inclusive vision, where all children and young people get the best start in life. Key to this is the ability for children and young people to live and grow up with loving and nurturing parents and families.
- 2.2. There is strong national evidence to support outcomes and life chances improve when young people delay moving to independent living. Our ambition as Corporate Parents is to enable young people to remain living within a stable and supportive home and pursue educational, training and employment opportunities whilst developing the emotional, social, economic, and practical skills required for living independently. Care Leavers can face considerable disadvantages and barriers to achievement and stability as they move into adulthood. Young people in care are more likely to move out into the adult world earlier, often at the age of 18 and without the same level of ongoing family support their non-care experienced peers are afforded. In comparison, nationally the average age for young non-care experienced people leaving home is 24 and this is increasing year on year.
- 2.3. Successful implementation of this policy will contribute to reducing the equality gaps in Kirklees between vulnerable care leavers and their non-care experienced peers. As Corporate Parents, our commitment to care experienced young people approaching the age of 18, is to ensure that we provide the means for them to continue to live with their former foster family based on their sense of belonging and being part of that family rather than having to move out because of rules of age. We want to make sure these young people are afforded the same opportunity to continue living in the same way other young people live with their families until they are ready to move on to living independently.
- 2.4. The need for an updated Staying Put Policy has been raised by the Kirklees Fostering Network (KFN) during the course of their regular partnership meetings with the Fostering Service. Improved planning for Staying Put arrangements, Allowances for Staying Put carers and clarity on arrangements when Care Leavers in Staying Put arrangements go to University are areas KFN asked the service to review. All these areas have been addressed within the proposed policy.
- 2.5. This "Staying Put" policy has been developed in line with the requirements of the Legislation and Regulatory Guidance which exists in relation to children and young people, Fostering and Care

Leavers. Evidence and feedback from both best practice research and KFN have been taken into consideration when refreshing the Staying Put Policy.

2.6. The refreshed Staying Put policy if approved, will see the introduction of some changes and some aspects will feel different for both carers and young people alike. The key changes are set out below along with proposals for mitigation of any risks identified as a result of the proposed changes.

2.7. **Staying Put Carers payments and weekly allowances.**

Unlike allowance amounts for Foster Carers which are set by Children’s legislation, allowances for Staying Put carers are set at the discretion of each local authority.

Whilst it is reasonable to assume a young adult will need less support and therefore allowances should reflect this, the reality is becoming an adult brings a set of new challenges which means young people will need different support and guidance from their carers to help them prepare for living successful, happy and independent lives as adults.

Under the current policy, the transition from being a Foster Carer to being a Staying Put Carer results in a significant reduction in allowances which could be a barrier to Foster Carers being able to continue to support Care Leavers in Staying Put arrangements. The table below reflects how payments change under the current policy.

Allowance Elements paid to Foster Carers	Amount a Foster Carer receives	Amount a Staying Put Carer receives.
Weekly Maintenance Allowance child aged 16 and over	£249.89. This amount includes £57.90 which is the amount set to cover clothes, pocket money, personal care etc	Flat rate -£118.29
Skills level payment Level 1 Level 2 Level 3 Level 4	£101.40 £126.75 £177.45 £228.15	Flat rate -£101.40
Continuous Service Payment	£10.14 per week for each year fostered with Kirklees up to a maximum of 15 years (i.e., up to £152.10 per week)	£0.00
Annual Allowances Birthday 16+ Christmas 16+ Holiday 16+	£249.89 £249.89 £499.78	£0.00. Allowances are paid directly to a young person when they turn 18. Rates are set out in the Care Leavers Support and Financial Guidance Policy.

The Care Leaver’s Service has reviewed the payment model to ensure Staying Put Carers allowances are fair, transparent, and based on the support a young person needs. It is hoped this change will incentivise more Foster Carers to go on to support Care Leavers as Staying Put Carers.

The new model proposes the following framework of payments.

Payment to Staying Put Carer	Year 1 – young person aged 18-19	Years 2 and 3 – young person aged 19-21
Weekly Maintenance Allowance child aged 16 and over minus £57.90 to reflect carers are no longer expected to pay pocket money, buy clothes etc	£191.99	As year 1

Skills payment reflecting the skills level the carer was on at the time of transitioning to a Staying Put Carer	Range of £101 - £228.15	50% of the skills level weekly fee. Where a carer has a single Staying Put arrangement and they are unable to take a further Foster placement, the skills fee will not be reduced during for the second year (19 th to 20 th birthday) but will be reduced during the third year (20 th to 21 st birthday).
Rent	£56.50 payable directly from young person through wages or benefits. Not a cost to service	As year 1

2.8. Responsibility for rent.

After reviewing policies from different local authorities and attending the National Leaving Care Benchmarking Forum Staying Put and National Policy update session, it is apparent the current Kirklees Staying Put Policy is out of line with how Staying Put is being implemented in other authorities.

Analysis of other local authority's policies shows the majority of policies include and set out a young person's responsibility to pay rent for their Staying Put accommodation. Under the current policy, Care Leavers living in Staying Put are expected to make a small contribution to board costs, but there is no explicit liability for rent. This means there is a difference in the way Care Leavers who live in Staying Put arrangements are treated compared to their peers who move on to living independently.

To ensure all Care Leavers are treated equitably, it is proposed, in line with all young people who take up other types of accommodation when they leave care, that all young people who live in a 'Staying Put' arrangement will need to pay rent for where they live and make a reasonable contribution to food and utilities. Getting used to being responsible for and paying living costs on time is a core budgeting skill young people need to have before they move on to living independently.

It is proposed in line with the practice of other local authorities, that rental liability be set on a commercial basis. The rent liability will be in line with the Local Housing Allowance, currently this is £56.50 per week.

Advice received from colleagues in the Welfare and Exchequer Service is that to avoid the risk of being considered to have 'Contrived Agreements' (where some Staying Put Care Leavers pay rent and others do not) by the Department for Work and Pensions (DWP), it will be necessary to retrospectively put a standard agreement in place for all existing Staying Put arrangements.

The agreement needs signing by both Staying Put Carer and is used as the licence agreement in circumstances where a young person needs to claim the housing element of Universal Credit.

If we were to be considered to have Contrived Agreements, it would result in the DWP not paying the housing element of Universal Credit.

This is a significant change for both our young people and their Staying Put Carers. To mitigate this issue, a sensitive approach to communications is needed. It is proposed:

- A range of communications are planned which includes offering existing Staying Put Carers and young people the opportunity to discuss with the Foster Service and Care Leavers Service what these changes will mean for them.
- Support be put in place to help young people claim benefits to cover their rental liability if they are unable to pay through their own sources of income (wages from work)
- Support to be put in place for Staying Put Carers to help them understand any financial impact these changes will have on any means tested benefits they receive. This will be delivered jointly with the Kirklees Welfare Benefit Team.

There are 27 active Staying Put arrangements in place which will need supporting.

2.9. **Early planning.**

Early planning is key to creating sustainable arrangements for young people and their carers. The updated policy provides clear timeframes for when the planning and finalisation of Staying Put arrangements need to take place.

By the time a young person is 17½, all plans including the living together agreement need to be in place and finalised in order to be agreed at Permanence Panel no later than 4 months before the young person's 18th birthday.

As part of this early planning, there is the need to provide support to potential Staying Put carers to help them understand the changes, what it might mean for their household and any financial implications.

To ensure carers can make informed decisions and understand the financial impact Staying Put arrangements may have, the service will make a timely referral on behalf of the carer to the Kirklees Welfare Benefit team who will provide support, information and guidance.

2.10. **Allowances for Staying Put Carers when young people are at University.**

The legislation is clear that continuing in education should not preclude a young person from taking up the opportunity of a Staying Put arrangement, however it does not provide any further guidance to how these arrangements should operate.

The Children Leaving Care Act 2000 places a duty on local authorities to ensure Care Leavers have suitable accommodation to return home to during the holidays if they are attending Higher Education Settings.

It is clear from talking to other local authorities and reviewing their policies, this is a challenging area to address due to the lack of legislative guidance and the number of scenarios that can occur depending on whether a young person lives in the Staying Put home whilst attending University or lives away e.g., in Halls of Residence and returns home for holidays and whether a room is kept solely for the young person to use when they return home.

As part of the work to look at best practice, we reviewed policies from other local authorities. Of the policies reviewed, we did not find any that set out clearly the arrangements and allowances for the different scenarios. We have addressed this in our updated policy.

To ensure there is fairness across the wider cohort of Care Leavers and other Staying Put Care Leavers, the service has clearly set out how liability for rent and payments to carers will work when a young person in a Staying Put arrangement attends University.

Where young people stay living with their "Staying Put" carer whilst attending university they will still be liable for rent as set out in the living together agreement.

During term time, young people will need to continue to pay their Staying Put carer their rent of £56.50 from their student loans and bursaries. During the three main holidays, the Care Leavers Services will pay rent for these periods to the Staying Put carer.

Allowance payments to carers will follow the Staying Put year one, year two and year three model framework.

Where a young person lives away during term time and would like to return to their Staying Put home during the holidays, there must be a bedroom available for the young person to use. Staying Put arrangements will not be supported if a young person would be sleeping on a sofa or expected to share a room.

The rate paid will be £199.54 per week (this is the 16+ weekly allowance minus £57.90 maintenance amount). This will be paid pro rata for the duration of the holiday period that the young person stays at home.

The young person will still be liable for rent whilst a Staying Put arrangement is in place. It would be unreasonable to expect a young person to pay both their University accommodation costs and rent for their Staying Put arrangements. In these circumstances, the rent element of £56.50 per week will be paid on behalf of the young person by Kirklees Leaving Care Services. This will be paid both in term time and during holidays.

The cost and benefits of paying rent across 52 weeks to a Staying Put Carer to keep a room for a young person to return to versus paying for suitable hotel accommodation during the three main holiday periods (this can vary between 12 -14 weeks) has been analysed.

The annual cost of rent would be £2,938.00 per student living away at University.

Prices of hotel accommodation fluctuate across the year. Weekly rates increase during the holiday periods. They increase significantly over Easter and Christmas periods.

Examples of prices from a well-known budget hotel, start from £245 per week over the summer, increasing to £282.50 and £305.50 over Christmas and Easter, respectively.

Based on these costs, it is estimated the annual cost of paying for a young person to stay in suitable hotel accommodation during the holidays may start from £3,136 - £3,626 depending on the duration of the holiday periods.

Whilst cost needs to be a factor, the most important thing to consider is the impact these arrangements would have on young people's ability to maintain their studies without having to worry about where they will stay in the holidays or feeling alone or isolated when they do return.

2.11. Ensuring Staying Put Carers are not financially worse off.

Where a Staying Put carer is in receipt of some types of means tested benefit, a young person making a claim for benefit in their own right towards their accommodation costs or rent payment may result in the carers' benefit being reduced.

To mitigate the issue of Staying Put Carers experiencing a detrimental financial impact through their benefits being reduced, like all local authorities, Kirklees Council can 'top up' an amount equal to the amount of any reductions in Housing Benefit the carers receive as a result of their young person claiming Universal Credit.

For carers who do receive a reduction in their Housing Benefit, we propose this reduction will be offset by Kirklees Council. We will pay an amount equivalent to the level of the benefit reduction through Discretionary Housing Payments.

Similarly, for Staying Put Carers who may lose or have their Council Tax Benefits reduced, the Council has powers under the Local Government Finance Act 1992 section 13A 1(c) to award a reduction under their local Discretionary Council Tax reduction scheme. It is proposed the Council uses this discretionary power to ensure no Staying Put Carers are financially worse off.

2.12. Sufficiency of Foster Placements.

Implementing the proposal for Staying Put carers to keep a room free for young people at University to return home to during holiday periods has the potential to impact on the number of Foster Placements available in the system.

Increasing the number of in-house Foster Placements is key to the Sufficiency Strategy. There is a need to increase the number of foster placements available to reduce the amount of spend on external placements resulting from the reliance on Independent Foster Agencies (IFA's) as well as being able to increase the numbers of children who are looked after living within the boundaries of Kirklees. The latter is an area critiqued by Ofsted.

Whilst Staying Put arrangements can last up to three years, there are occasions where these arrangements end earlier.

There is the need to strike the right balance between having enough fostering capacity in the system and giving Care Leavers the best start at an adult life through promoting and encouraging the opportunities Staying Put bring.

The Foster Service is looking to mitigate this as part of the Fostering Modernisation project, which covers improving marketing to attract a wider pool of potential Foster Carers and improving the Fostering Recruitment process.

Alongside this, as described in the principles of the Staying Put Policy, more work will be done with prospective Foster Carers from the point of their initial application to explain that young people will need to be supported and cared for until they become 21-years old.

This is to ensure there is a clear culture and understanding from our foster carers, when committing to caring for a child or young person that they will be supporting them into adult life and the preparation of young people for adulthood is an essential part of the role of foster carers working with children of all ages.

2.13. Costs.

The table below summarises the proposed three year model financial forecast against current existing annual costs.

	Total Existing annual cost	Total Annual Cost. Year 1	Total Annual Cost. Year 2	Total Annual Cost. Year 3
3 year forecast	£280,877	£402,041	£362,532	£320,822
<u>Budget provision:</u>				
Kirklees base budget		203,703	203,703	203,703
DfE Grant 2021/22		245,332	245,332	245,332
Surplus DFE grant from previous year		<u>148,000</u>		
		<u>597,035</u>	<u>449,035</u>	<u>449,035</u>
Total surplus variance		-194,994	-86,503	-128,213

There is an overall increase in Year 1 costs (£402,041) when compared to the existing annual cost (£280,877) amounting to £121,164. This is due to raising the child maintenance element from £118.58 to £191.99. The carer will also retain 100% of their “fostering” skills allowance where applicable.

In Year 2, the additional cost reduces to £81,655 since the skills payment reduces by 50% for those Staying Put carers with foster placements. The skills allowance does not reduce for those carers with only a single Staying Put arrangement.

It has been assumed that current single occupancy carers have no additional capacity or are unable to take an additional foster child and will therefore retain 100% skills in Year 2.

In Year 3, the additional cost reduces to £39,945 when all skills allowances reduce by 50%.

The additional proposed cost can be managed within existing budget provision, however there is a risk warning, based on available data and numbers, there is no room in the budget for any new growth in Staying Put Carers/placement volumes.

The estimated annual number of Staying Put placements that could be supported each year from the available budget, based on the current carer / placement mix over the full 3 year cycle, is 29.

There are 17 young people currently in a fostering arrangement who will turn 18 this financial year and as such there may be some consequence to the budget. The full impact will need to be measured due to the stepped transition (birthdays falling on different dates) and existing Staying Put placements ending.

2.14. Options

Whilst Children's Service's must have a Staying Put Policy which sets out how the scheme operates, there are some options that can be considered.

Option 1.

Keep the allowances and fees including payments and arrangements for when young people attend University as they are in the current Staying Put Policy. Essentially this is the do nothing/maintain the status quo option.

Option benefits.

Staying Put Carers, Care Leavers in Staying Put arrangements and Fostering Staff would experience no changes. Staying Put Carers, Care Leavers in arrangements and staff will all remain familiar with the Policy and processes.

There will be no requirement to retrospectively put Living Agreements and rental liability in place for existing arrangements nor for any new arrangements being put in place.

There will be no reduction in Fostering Placements available as the requirement to have a bedroom for a Care Leaver returning home from University in the holidays will not apply.

There will be no additional financial costs to the service.

Option risks.

The potential financial barriers of reduction in allowances when transitioning from a Foster Carer to a Staying Put Carer remain. Carers may want to continue to support the young person they fostered but find themselves financially unable to do so resulting in Care Leavers moving on to independent living before they are ready.

The disparity between Care Leavers in Staying Put arrangements and their peers living independently will remain.

There is little incentive for Foster Carers to continue support Care Leavers beyond the age of 18.

This option does not support our Corporate Parenting ambitions of increasing the number of Care Leavers who have the opportunity to live in loving family homes beyond the age of 18.

Option 2. – Recommended Option.

Agree the proposed payment model and arrangements and implement across all existing and new Staying Put arrangements.

Option Benefits.

There will be a transparent and clear policy which is equitable for existing and new Staying Put Carers.

The numbers of Care Leavers moving to independent living before they are ready may reduce. The sense of security and stability Staying Put provides may mean more Care Leavers are better supported through having a familiar support network which encourages them to take up and sustain employment, education, and training.

The potential financial barriers of reduction in allowances when transitioning from a Foster Carer to a Staying Put Carer are removed.

There may be an increase of Foster Carers willing to support Care Leavers beyond the age of 18.

The disparity between Care Leavers in Staying Put arrangements and their peers living independently is removed.

Option risks.

This option carries the highest cost. Whilst affordable within the current budget, there is little room for volume growth.

More foster carers may gravitate towards a Staying Put arrangement and thereby reduce the number of internal foster carers available at a time when Kirklees wish to grow internal fostering capacity. The result of this would likely be to “bridge the gap” by increasing the usage of IFA placements at additional cost.

Carers and Care Leavers in existing arrangements may object to the introduction of rental liability and refuse to sign up to new agreements.

There will be an additional administration pressure created by the requirement to issue and process the new agreements for existing Staying Put arrangements. This will require capacity from Personal Advisors. There will be the need to work on a one-to-one basis with the 27 Staying Put Carers and Care Leavers in these arrangements to explain the changes, provide financial advice, help young people to claim Universal Credit where applicable and ensure the agreements are signed, returned, and maintained.

Adequate training and or guidance will be required on the new policy and changes for staff who are responsible for implementation to make sure the approach is consistently applied. This will apply to the Fostering Service, Children Looked After Team and Care Leavers Service, and Independent Reviewing Officers.

The number of Fostering Placements available may reduce as a result of Staying Put carers needing to keep a room free for Care leavers at University.

Option 3.

Agree the proposed policy and apply only to new Staying Put arrangements going forward from a point in time.

Option Benefits.

As with Option 1, existing arrangements experience no change as there is no need to put retrospective agreements in place.

Capacity of staff will not be impacted as they will not be required to administer retrospective agreements.

The financial impact will be reduced as it will only apply to new arrangements going forward.

For new Staying Put Carers, the allowances will be significantly more generous.

For new Staying Put Carers, the scheme will be clear and transparent.

The two tiers this option creates will be temporary. Within 3 years, existing arrangements will have ceased.

Option risks.

This option would mean there are two tiers or policies dual running for a period of 3 years. This may lead to confusion for staff, Staying Put Carers and Care Leavers

Staying Put Carers on existing terms and conditions would be significantly financially disadvantaged compared to their newer counterparts. This could result in existing carers voting with their feet and bringing arrangements to a premature end. If this were to happen, it would severely impact the stability of the lives of Care Leavers living with them, especially if they are engaged in Higher Education. It could also result in additional pressures for the Council to find suitable accommodation for these Staying Put Care Leavers.

The disparity between treatment of Care Leavers in different accommodation settings and arrangements would grow. An extra dimension is added with some Staying Put Care Leavers being liable for rent, and others not.

The Council would be at risk with high probability of being considered to have Contrived Agreements, as some Staying Put Care Leavers will be paying rent and others in the same settings not. This would result in non-payment of benefits which come Care Leavers may need to cover their housing costs.

3. Implications for the Council

Working with People

At the heart of this policy is the recognition of the fantastic work and commitment Foster Carers give to children and young people and the shared desire for Foster Carers to be able to continue to give this support as Staying Put Carers when their foster children become young adults. We have worked with the KFN to understand what barriers they face as Foster Carers when it comes to becoming a Staying Put Carer and incorporated solutions which address these issues so that Care Leavers can continue to experience the many benefits of being part of a family once they turn 18.

Working with Partners

The insights used to develop and improve the Staying Put Policy have been gained through working with and listening to the views of the KFN to shape the proposal. The KFN represent the wider cohort of Foster Carers in Kirklees.

Learning from the National Leaving Care Benchmarking Forum and the wider National Staying Put Policy has been incorporated to reflect Best Practice in this policy area. .

Place Based Working

There will be no impact.

Climate Change and Air Quality

There will be no impact.

Improving outcomes for children

This policy will contribute to the outcomes of Best Start and Independent by supporting, encouraging, and promoting the Staying Put opportunity to Care Leavers, ensuring they can continue to develop the necessary life skills they need to begin independent adult lives within the same safe, loving family environment they have grown up in.

By providing a stable and nurturing home, it is hoped there will be a positive impact on the number of Care Leavers who take up and sustain Education, Employment and Training past the age of 18.

Other (e.g. Legal/Financial or Human Resources)

There are no HR or Legal implications.

Whilst the Department for Education appear fully committed to supporting more young people to access Staying Put arrangements by awarding further resources to Local Authority budgets since 2020/21, the level of grant is allocated on a year by year basis and any reduction in future years may have financial implications.

4. Consultees and their opinions

- 4.1. This policy has been prepared in consultation with the Heads of Service and Service Managers from the Fostering, Children Looked After and Care Leavers Services. It is the opinion of the above services that the updated policy is transparent and provides greater clarity for both staff, Staying Put Carers and Young People. It is felt that the proposed payment model better reflects the different skills needed to support and prepare young adults for living independently.
- 4.2. The proposed policy was shared for feedback with KFN. The response to the proposal was positive, and KFN welcomed a refreshed policy that is clear about what happens when a young person goes to University and which addresses the barriers brought by the reduction in allowances when a Foster Carer becomes a Staying Put Carer. KFN felt the policy will enable more young people to stay with their foster families and will better support Carers to make a more informed choice.
- 4.3. Children's Service's Senior Leadership team received a briefing for their own sign off of the policy on the 18th May 2021.
- 4.4. The Portfolio Holder for Children has been engaged and consulted with throughout the process. A meeting on the 25th May 2021 between Cllr Kendrick, Strategic Director Mel Meggs and Service Director Elaine McShane shared and agreed the final version of the updated policy.

- 4.5. The Executive Team were consulted on the 8th June 2021 and approved the policy to move forward to Cabinet.
- 4.6. The Leadership Management Team were consulted on the 5th July 2021. The Leadership Management Team supported the policy and approved the proposal to move forward to Cabinet.

5. Next steps and timelines

- 5.1. Subject to approval by Cabinet Members. Steps will be taken to implement the policy, with the aim of it being in place by September 2021. This will include communicating the new policy to all relevant service areas and teams to make sure there is understanding of roles and responsibilities in relation to the changes. The service will work with existing Staying Put Carers and young people living in these arrangements to communicate changes on a one to one basis and ensure there is support in place where needed in relation to financial impact queries.
- 5.2. A simplified guide to Staying Put will be produced aimed at Foster Carers and young people who may be considering Staying Put for their future together.
- 5.3. Regular updates on progress and the impact/outcomes as a result of implementing the policy will be scheduled in the forward plan and provided to Corporate Parenting Board

6. Officer recommendations and reasons

- 6.1. Cabinet Members are asked to:
 - a) approve the updated policy.
 - b) approve Option 2 as the approach to implementing the new policy and associated changes.
- 6.2. It is recommended for future updates of the Staying Put policy that approval to be given for a Delegated Officer Decision to be made by the Service Director for Family Support and Child Protection.

7. Cabinet Portfolio Holder's recommendations

Staying Put is a great way to support our Care Leavers to thrive and become confident and capable adults who move on to living on their own when they are ready.

By providing Care Leavers with increased stability and improving the support for Staying Put Carers we will see improved outcomes for these young people and most importantly, Care Leavers will be able to remain living with the family they have grown up in.

I wholly support the refreshed policy and recommend that members approve the policy.

8. Contact officer.

Lisa Warnes – Programme Manager, Children's Improvement Team.

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9. Background Papers and History of Decisions

Executive Team – 8th June 2021

Key Decision Notice – 14th June 2021

10. Service Director responsible

Elaine McShane – Service Director for Family Support and Child Protection

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**Staying Put Policy
2020 – 2021**



**Arrangements for Care Leavers aged eighteen and above
to stay on with their foster families.**

Revised January 2021

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1. Introduction.

Every child growing up needs and deserves the love, care and support of a family. It is widely known that children and young people who live in a family home are more likely to achieve their potential, have better outcomes and live well-adjusted happy lives.

Our aspiration as Corporate Parents for the children and young people living and growing up within our care in Kirklees is that wherever possible, their home will be in a family setting which offers a nurturing home life and provides secure and stable relationships.

As Corporate Parents, Kirklees Council is committed to supporting our care experienced young people to have not only the best start in life as a child but also to have the best start as they prepare for life as adults.

We want our young people to have ambition and aspirations, to have the same opportunities to achieve their goals, reach their full potential, and enjoy leisure and cultural activities as any other child would.

We know care leavers can face considerable disadvantages and barriers to achievement and stability as they move into adulthood. Young people in care are more likely to move out into the adult world earlier, often without the same level of ongoing family support their peers are afforded. This can mean they have fewer life chances and as a result achieve poorer outcomes.

Nationally, the average age for young non-care experienced people leaving home is 24 and this is increasing year on year.

Our commitment to care experienced young people approaching adulthood, is to ensure that we provide the means for them to continue to live with their former foster family based on their sense of belonging and being part of that family and their ongoing need rather than having to move out because of rules of age. We want to make sure they are afforded the same opportunity to continue living in the same way other young people live with their families until they are ready to move on.

This policy is designed to promote, encourage and facilitate the Staying Put opportunity for both young adults and foster carers.

2. Context.

The Children and Families Act 2014 places a statutory duty on local authorities to support care leavers who wish to stay with their former foster carers (Staying Put arrangements) until they turn 21.

The intention is that this will allow young people to leave home when they are ready and at a time that is right for them to make the transition to living independently as an adult rather than an arbitrary point in time. It will help them get the best start at an adult life, putting them on equal footing with the same opportunities and life prospects as their peers.

This "Staying Put" policy has been developed to address and meet the requirements of the many pieces of legislation and Guidance that exist in relation to children and

young people, Fostering and Care Leavers, details of these can be found in Appendix 1.

This policy should be read alongside the Financial Support Policy for Young People Leaving Care

3. What is 'Staying Put'?

Staying Put is about care leavers continuing to live with their foster carers when they reach the age of 18. It's an 'arrangement' whereby a young person, who when they turned 18 was an 'eligible child' living with a foster carer, continues to live with that person.

The law says an eligible child is a young person who:

- ↳ is looked after by the local authority.
- ↳ is aged 16 or 17, and
- ↳ has been looked after for a total of at least 13 weeks since the age of 14.

If a young person meets this criteria, they are eligible for support as a care leaver and eligible for Staying Put. Once they become 18, an eligible child is known as a 'former relevant child'.

This arrangement can continue until the young person becomes 21 or stops living in the household before then.

Foster carers do not need to go through any additional assessment or approval process to become Staying Put carers because the young person at 18 is an adult and no longer a child looked after in law.

It is likely and absolutely understandable that a young person will think of Staying Put as just a continuation of their current fostering placement and will continue to call the person providing the care their foster carer, similarly, Staying Put carers will often view the arrangement as an extension of the fostering placement.

It is important though, for both the young person and Staying Put carer to understand that legally, Staying Put arrangements are not foster placements, this is now an agreement between the young person and the carer and not a 'placement' made by the council; the young person is no longer a looked after child, but an adult to whom the fostering regulations, statutory guidance and national standards no longer apply.

This change in status does not and should not in any way diminish the commitment, family bonds and relationships that young people and carers have built over time, but it does mean that some things will change.

Following a young person's 18th birthday, the legal basis by which they live in the home changes and they become an 'excluded licensee' who is effectively lodging in the "Staying Put" carer/s home. The carer technically becomes the young person's landlord.

Whilst the term 'excluded licensee' is a legal one, it should not mean that the young person will be treated any differently to when they were a fostered child.

Over the years, many foster carers have continued to provide loving homes to young people they have fostered once they turned 18, as they rightly consider them as members of their own families. The change in law moved these ad hoc arrangements to one which is legislated for until the young people reach the age of 21, which the council must support.

The decision to establish a Staying Put arrangement should always be one that a young person and their foster carer reach together based on their commitment to each other and applies in the same way whether a foster carer is an in house carer approved by the council or by an independent fostering agency.

The council's role is to work with young people and carers, promoting and planning Staying Put arrangements to help both young people and carers understand what the difference is and how this might in reality look and feel for them.

4. Aims of Staying Put.

The main aim of Staying Put is to ensure that young people do not experience a sudden disruption to their living arrangements, that educational and training achievement and continuity is promoted and that all young people can make a gradual transition from care to independence or to an Adult Service if the young person's assessed needs meet this criteria.

Each young person will have differing needs, so it is only right that the individual aims of Staying Put arrangements are made specific to each young person with their best interests and welfare at the heart of any decision making.

More specifically, Staying Put arrangements are designed to:

- Ensure that care leavers journey to adulthood is as much as possible the same to that of their peers, within a supportive family environment.
- Ensure that care leavers are not made to leave their foster family before they feel ready to move on to greater independence.
- Help care leavers maximise opportunities for education, employment or training.
- Reduce the likelihood of homelessness.
- Ensure that care leavers develop the necessary emotional and practical skills before they move on to live independently.
- Reduce the likelihood of social exclusion.

Staying Put is a great way to continue to support care leavers through the transition to adulthood, but it is not the only option available, and may not be the choice all care leavers living with a foster carer wish to make for their future once they turn 18.

There are a number of housing and accommodation options to explore with young people as they prepare to leave care. Safety and affordability will be key considerations alongside independent living skills and emotional resilience to live alone.

Social workers and Personal Advisors will explore all the options with young people as part of their pathway planning to find a way forward that best meets their individual needs.

5. Our Staying Put Guiding Principles

We believe young people and carers will get the most out of arrangements if there is a simple set of guiding principles for the approach to Staying Put:

Family life

Staying Put arrangements should be the same as far as possible, as the normal family life any young person would have. As they have always done, Staying Put carers will continue to care for any young person living with them as a member of their family. All families have differing rules and expectations on what is acceptable, as teenagers become adults, Staying Put arrangements will need to take account of this and be flexible to individual circumstances and needs.

Best interests

The best interests of the young person should be at the heart of decision making about Staying Put arrangements enabling young people to have the best opportunities to lead successful lives.

Recruitment of foster carers

Prospective Foster Carers will be advised from the point of their initial application and training that young people will be required to be supported and cared for up until they become 21-years old.

This is to ensure there is a clear culture and understanding from our foster carers, when committing to caring for a child or young person that they will be supporting them into adult life and the preparation of young people for adulthood is an essential part of the role of foster carers working with children of all ages.

Support

Support to carers and young people should be geared to their specific circumstances and needs. Carers should be enabled to develop the skills required to best help the young person to do well in life, keep safe from harm and promote a culture of supporting young people into independent living through learning the essential skills, such as budgeting and personal care.

Clear information

Foster carers and young people should be provided with clear information about the support available from the council and its fostering services to help them to make informed choices about whether to enter into Staying Put arrangements. This will always include information about financial arrangements and implications for benefits and tax.

Foster carers will be able to access training regarding Staying Put opportunities and other accommodation options.

Early planning

Planning for Staying Put is key and should be considered as part of the care planning process from the time that a long term foster placement is planned. Decisions as to whether a Staying Put arrangement is an option should be taken as early as possible in a placement and written into a young person's pathway plan.

Equality of opportunity

The council and fostering agencies should do everything possible to ensure that all foster carers have equal opportunities to become Staying Put carers. This includes

Connected Carer foster carers and foster carers approved by independent fostering agencies. A young person should not miss the opportunity to participate in a Staying Put arrangement because the carer cannot afford to do so.

Flexibility

Arrangements should be flexible to enable support to be provided over and above the minimum legal duty, recognising that the relationship between the carer and young person will not always end at 21 or when the Staying Put arrangements cease.

6. Our Kirklees Staying Put Offer.

We recognise the fantastic work and commitment Foster Carers give to children and young people. Without this support, the children and young people Foster Carers provide a home to simply wouldn't be able to experience so many of the things that other young people take for granted.

We want to make sure young people can continue to receive these experiences and enable them to remain living within a stable and supportive home and pursue educational, training and employment opportunities whilst developing the emotional, social, economic and practical skills required for living independently.

As children and young people grow up, their practical and emotional support needs naturally evolve and change. What a child needs at for example 7 or 8 years of age will be very different to what a young adult needs at 18 and beyond.

Whilst it is reasonable to assume a young adult will need less support, the reality is becoming an adult brings a set of new challenges which means young people will perhaps need a different support and guidance to help them successfully navigate their way through into adulthood.

The Kirklees Staying Put scheme will ensure young people and their carers are well supported and Staying Put Carers allowances are fair, transparent and based on the support a young person needs as follows:

Staying Put – Year 1 (young person 18-19 years)

On the young person's 18th Birthday, the foster care placement ends and a Staying Put arrangement starts. In year one, the "Staying Put" carers receive the weekly 16yrs+ weekly Fostering Maintenance Allowance (minus £57.90) and the skills level payment in line with their current level.

Staying Put carers are no longer expected to provide pocket money, clothing or the personal element from their weekly allowance as the young person is now an adult and as such are expected to have earnings from employment or be claiming a benefit which replaces the £57.90.

In addition, the young person is expected to pay rent for their room, either directly from their wages or through the housing element of Universal Credit.

(For details of placement allowances, see Appendix 4).

Staying Put– Years 2 & 3 (young person 19-21 years)

For Staying Put arrangements years 2 & 3, “Staying Put” carers continue to receive the weekly 16+ weekly Fostering Maintenance Allowance minus £57.90 and 50% of the skills level weekly fee.

Where a Staying Put carer has a single Staying Put arrangement and they are unable to take a further Foster placement, the skills fee will not be reduced during for the second year (19th to 20th birthday) but will be reduced during the third year (20th to 21st birthday).

Staying Put arrangements can continue until the young person completes a programme of education (college, university) or training being undertaken on their 21st birthday.

Financial support for the Staying Put carer under these circumstances is as follows:

- a) the skills element will continue until the 31 August of the year following the young person’s 21st birthday, or the course/training end date (whichever is sooner).
- b) the allowance element will be paid along with the skills but can continue beyond the skills payments ceasing and until the young person’s 25th birthday with the agreement of the Permanence Panel

(For details of allowances, see Appendix 4)

6.1 Independent Fostering Agency (IFA) Carers

Fees and allowances for IFA Staying Put arrangements will be the same as those paid to our in-house carers.

Contractual arrangements will clearly set out how we will work together to facilitate and support “Staying Put” arrangements and the costs agreed.

Plans for IFA Staying Put Arrangements will go to Permanence Panel in the same way as other Staying Put plans, the timeframes will also be the same.

A date for transfer to “Staying Put” arrangements should be agreed at Permanence Panel, considering any transitional arrangements that may be required.

7. Recruiting and retaining Foster Carers

Ensuring we have a good mix of different types of homes and support available to older teens and young adults to be able to meet their differing needs is essential. Staying Put is an important part of the council’s Sufficiency and Corporate Parenting Strategies.

7.1 Assessing applicants

We will ensure at the point of application; prospective foster carers understand that young people may wish to enter into a Staying Put arrangement when they reach 18. The fostering service will ensure prospective foster carers are prepared for this possibility and will explain what this might look like for them.

Preparing young people for adulthood is an essential part of parenting, and this applies to the role of foster carers working with children of all ages. Supervising social workers

will work alongside carers to support them to be the best they can be through providing support, guidance, supervision and access to training and development opportunities.

The fostering service will provide carers with clear information about how carers will be supported if they enter into a Staying Put arrangements and how this might impact on their continued fostering.

7.2 Staying put carers continuing to foster other children.

When Staying Put carers wish to remain approved as foster carers, the Staying Put arrangements will always be discussed with foster carers to help understand how this might affect any existing children in placement or future placements the carer might wish to take.

The change in the foster carer's circumstances, including the looked after child becoming an adult member of the household, means that a review of the foster carer's approval will need to be undertaken before a Staying Put arrangement begins.

This will provide the opportunity to discuss the impact of the Staying Put arrangement on the role of the foster carer, and to think carefully through all the implications of the change in the legal status, the relationship with the young person, and of the implications of the change for everyone in the household. The need for any further training or additional support needs will also be discussed.

The review should take place at least 3 months before a Staying Put arrangement begins, as it needs to early enough to enable all discussions to happen and to ensure any changes needed to the terms of the carer's approval are made in a timely manner.

Staying Put carers will continue to be supported and the arrangement monitored by the fostering team. The supervising social worker will include the young person 'Staying Put' as part of the usual support and monitoring that takes place with other children and young people in the placement.

The annual household review should include the Staying Put arrangements and should include feedback from the young person as well as the personal advisor/social worker.

Safeguarding checks e.g. Disclosure and Barring Service checks (DBS) and health for the carers will continue in the same way as they do within the fostering regulations and fostering policies and procedures.

Where the Staying Put carer continues in the role of foster carer, they will need to ensure the young person abides by Fostering Regulations, Standards or Policies. Examples may include not smoking in the home, dressing appropriately and the requirement for periodic DBS checks.

The young person 'Staying Put' will need to also have an enhanced DBS check which should be processed in the same way as for others in the household.

The young person's Personal Advisor or Social Worker will need to obtain the enhanced disclosure before the young person becomes 18 and before the Staying Put arrangement begins, whether there are other foster children in the household or not.

There is no requirement to seek further DBS disclosures, however if the carer continues to be a foster carer, as well as a Staying Put carer they will also be bound by their 'Foster' Agreement to notify the Fostering Service of any circumstances which might make their household unsuitable to foster, and this might include criminal offences committed by the young person.

Known issues which may impact on the continued approval of the foster carer should be included in early discussions about Staying Put, as these will be crucial to the ability of the foster carer and the Fostering Service to make an informed decision.

7.3 Staying Put carers continuing to be a foster carer once the young person 'Staying Put' has moved on (no other children in placement)

There could be many reasons why a carer may not consider additional foster placements whilst they have a Staying Put arrangement in place, it might be simply a case of lack of room or a wish to dedicate all their attention to making the arrangement a success for their young person, it could also be that as an outcome of the review of the carers approval, taking more children during this time isn't the right thing to do.

We want to do all we can to support carers to stay registered as a foster carer if this is what they want to do. If Staying Put carers are not able to take another foster placement whilst the young person remains living with them but wish to remain approved as foster carers in order to return to fostering in the future and the fostering service agrees that it is appropriate to continue the approval, the fostering service will continue to meet all the statutory requirements, regardless of the fact that no child is placed.

This would include regular visits and supervision by the supervising social worker, an annual unannounced visit, annual health and safety and updated DBS checks and updated reviews of approval.

Foster carers who are intending to continue to foster once the young person who is 'Staying Put' moves on do not need to resign as foster carers if it is anticipated that the Staying Put arrangement will continue for more than 12 months but they do need to keep up their professional development.

Carers are encouraged to continue to access training, advice, information and support; and support for their continued professional development in order to maintain their approval status.

When the young person moves on or the Staying Put arrangement comes to an end, the Supervising Social Worker will arrange for a household review of approval to take place so any changes which may have occurred and future recommended approval can be considered. Any changes of approval will be processed in the usual way.

There may be occasions where a foster carer resigns but later decides they would like to return to fostering. In these situations an updated form F should be undertaken. The carer's previous experience, knowledge and training should be taken into account when considering what level the carer will resume fostering on.

As the young person who is Staying Put is now classified as an adult member of the foster carer's household, an enhanced DBS needs to be obtained whether there are other children in the placement or not.

The young person's Social Worker will make sure the DBS check is obtained before the young person becomes 18, so it may be considered at the review of the foster carer's approval before the Staying Put arrangement begins.

The foster carer must notify the fostering service of any circumstances which might make their household unsuitable to foster. This also includes criminal offences committed by the young person. Known issues which may impact on the continued approval of the foster carers need to be sensitively covered in early discussion about Staying Put.

7.4 Becoming Staying Put carers only.

When a foster carer thinks that becoming a Staying Put carer is the right way forward for them and the young person they care for, their Supervising Social Worker will talk to them about whether the wish to remain approved as foster carers, this will cover continuing with an existing placement or taking new placements. Their Supervising Social Worker will help them think through the implications of any decision, both practically and financially.

If it is very clear that the carers no longer wish to foster, they need to submit their resignation in writing. Their resignation should be presented to the Fostering Panel,

This is an opportunity for the fostering service to acknowledge and say thank you for their contribution as foster carers, even though they will continue to receive support as Staying Put carers.

Approval to foster automatically ends 28 days after a resignation is received.

In these circumstances, the household is no longer a foster household and offers a "Staying Put" arrangement only, there is no requirement to undertake any further DBS checks for either the "Staying Put" carer/s or adult members of the household. There would however be an expectation that carers inform the Local Authority if any member of the household were to be convicted of any offence.

8. Planning Staying Put arrangements.

Planning your next steps as a young adult can be many things, exciting – stepping out into the world, having independence and making your own decisions, going to University, starting a career or getting your own place to live. For some young people it might be a time of worry and anxiety– wondering how you'll cope on your own and find somewhere to live.

We want to do all we can to support young people ease into adult life, this is how it will work for Staying Put.

8.1 Early Planning

Throughout their time in their foster home, the foster carer and other professionals working with the young person will have been helping them to develop life skills.

As the young person gets older, their care planning needs to begin to consider their future beyond the time when they are looked after, and this will be reflected in their placement plan and discussed at their Looked After Review.

When a long-term placement is being considered, there should be discussion at the earliest opportunity between the foster carer, child's social worker and the supervising social worker regarding the possibility of the placement leading to a Staying Put arrangement.

Discussions need to be sensitively managed; carers may have concerns about changes in finances or they may be considering longer term plans such as retirement when their young person reaches an age where they can move on. If the young person is present at this meeting and hears concerns, they may feel their carer no longer wants them to be there and could de-stabilise the placement, so for this reason, it is recommended that initial conversations exploring Staying Put happen without the young person being present.

When a foster care placement is provided by an Independent Fostering Agency (IFA), there will be active engagement in exploring opportunities for Staying Put at the earliest opportunity. Even if the IFA will play no role post 18 years, the IFA must promote the opportunity to Stay Put and prepare carers for the role (as appropriate) as well as to advocate for any support that might be needed in the best interests of the young person to fulfil their potential.

Staying put arrangements do not always arise from long term placements. Even when young people enter a foster placement at 16 or 17 years old, it is just as important to consider through the care planning process whether a Staying Put arrangement is an option available when the foster placement ends.

Staying Put needs to be the right thing for both the young person and the carer, whilst we will always want young people to stay living in a family setting, it is important Staying Put arrangements are not used as emergency placements for situations where a young person's placement has broken down. In these cases, semi-independent living and supported board and lodgings need consideration as alternatives to Staying Put.

A decision in principle about whether a Staying Put arrangement may be an option should be made as early on as possible, although it needs to be understood that a young person should not be expected to decide whether they will want this until they are ready to do so. Similarly, it will not always possible for foster carers to make commitments into the future, especially if circumstances might change.

8.2 Post-16 assessments and pathway plans

The Leaving Care Assessment of Need will identify the assessed timescale required for young people to move into independence and will be used as a framework for beginning to explore the likelihood of the young person transferring into a Staying Put arrangement with their carers.

The young person's Pathway Plan (which might be superseded by a 'living together agreement' from age 18) should set out all of the practical arrangements regarding the young person remaining as a young adult in the Staying Put arrangement. It should

set out the 'ground rules' of the household as well as the areas of responsibility that all parties to the arrangement are expected to fulfil.

Many of these will be an extension of the expectations on them when they were a foster child. This should cover arrangements such as:

- Preparation for adulthood and independence tasks.
- Education, training and employment activities.
- Health arrangements.
- Finance, including young people having credit cards, loan agreements and mobile phone contracts registered at the Staying Put address.
- Income and benefit claims.
- Friends, birth family and partners visiting and staying at the address.
- Staying away for nights/weekends and letting carers know where they are.
- Move-on arrangements.
- Issues related to younger foster care children in the placement, i.e. safeguarding, being a positive role model and time-keeping.

Social workers/Personal Advisors will help set how the arrangement will help the young person develop the skills required for independent living once they move on.

Young People should be supported to continue to develop a range of skills including:

- Relationships - getting on with neighbours; understanding acceptable behaviour; when and how to communicate with relevant professionals; being a responsible adult.
- Emotional Resilience and mental health and wellbeing- managing isolation and where to go for support. Building self-esteem; staying fit and healthy.
- Finance and budgeting - opening a bank account, safe borrowing and managing debt, understanding basic financial products, benefits and welfare reform; budgeting for priority bills, household appliances and everyday shopping on a budget.
- Cooking - cooking healthily and on a budget; understanding nutrition and its impact on overall health.
- Managing a home - washing and ironing, cleaning, basic DIY, operating appliances and what is allowed within a tenancy.
- Career advice - understanding strengths and areas for personal development; developing job skills, understanding job/volunteering pathways and support available; understanding bursaries and other financial support; where to go for advice; understanding the impact of work on benefits.

The supervising social worker and the young person's social worker should also include contingency planning for the young person, to ensure alternative arrangements are in place in case of breakdown of the arrangement. This should be incorporated into the young person's pathway plan and reviewed as appropriate.

If as part of the Pathway Assessment, it is agreed, and the young person and their foster carer(s) wish to make a Staying Put arrangement, the Fostering Service will ensure that advice, assistance and support is provided to make this change as easy and smooth as possible.

Making an informed choice is important for both the foster carer and young person, these are some helpful questions to explore with a foster carer and young people when a Staying Put arrangement is being considered:

- Is it likely that the young person would benefit from a “Staying Put” arrangement when they reach their 18th birthday?
- Are the young person and their foster carer/s or IFA if appropriate in agreement to a “Staying Put” arrangement?
- What are the views of the other children in the foster placement and their social workers to the Staying Put proposal?
- Does the young person and their foster carer understand the criteria for and procedures associated with converting a foster placement into a Staying Put arrangement?
- Does the young person understand their financial and benefit responsibilities associated with being in a Staying Put arrangement?
- Does the foster carer understand the changes in their funding arrangements associated with Staying Put?
- Does the foster carer understand the impact of a Staying Put arrangement on their welfare benefit income and on their Income Tax and National Insurance responsibilities and liabilities?
- What are the preparation for independence tasks, goals and targets to be achieved during the last two years of foster care and when the placement becomes a “Staying Put” arrangement?
- Where relevant, what is the plan for converting the “Staying Put” arrangement into an Adult Placement (Shared Lives) where the young person meets the criteria?
- What is the contingency plan should Staying Put not be a viable option? This should be made clear in the Pathway Plan at the earliest opportunity.

The young person’s social worker will take the plans for Staying Put arrangements to Permanence Panel. To make sure all arrangements are in place in time for the transition from fostering to Staying Put at the young person’s 18th Birthday, the social worker will make arrangements for the proposal to be at panel at least four months before the young person’s 18th birthday. If “Staying Put” proposals have been made at a late stage, there will be some flexibility in these timescales.

To ensure the panel are properly updated, the young person’s Social Worker will attend panel for all their Staying Put cases.

8.3 Planning transitions for a young person with additional needs.

The process for planning for Staying Put arrangements for young people receiving a service from children with disabilities teams should start when the young person is 14 years of age, taking into account the individual needs of the young person and their wishes and feelings.

Where a young person may meet the criteria for Adult Services, the Children with a Disabilities team will make a referral to the Transitions Team on the young person’s behalf, when the young person reaches the age of 16 and a half.

We will discuss with both the young person and their carer’s all accommodation options available to that young person which might be available from adult services.

If both the carer and young person agree that the aim is for the young person to continue to live with their carer after they turn 18, all means of achieving this will be explored, alongside the option of "Staying Put".

Foster carers who have been providing long term support to a disabled young person are likely to be eligible to transfer to the Shared Lives Scheme. This is a scheme which allows a young person the opportunity to be supported and live within a family setting in the home of an approved Shared Lives Carer as part of their family, sharing everyday life.

The scheme can provide short or long term placements and/or respite. Former foster carers joining this scheme would be paid a fixed amount for care and support services. This would be assessed depending on the level of support that the young person will require.

The young person's Social Worker and or Personal Advisor will work alongside colleagues from the Specialist Adult Pathway Team to share information about the possible options, so that the young person and their carer can make an informed decision about the best option for them.

If more time is required to explore other possibilities after the young person turns 18, a "Staying Put" arrangement may be used for a transitional period.

As with all other situations, any proposed arrangements should be presented to the Permanence Panel for consideration, except for Shared Lives, where approval is required by an Adult Services Panel.

To help in making a decision everyone is happy with, the carers and young person should be helped to weigh up all the opportunities, advantages and limitations of all the options. For instance, this might be balancing the disruption a move may mean for a young person, against any opportunities that moving to live with a carer with specific skills and experience of supporting young people with additional needs to live the best independent life they can.

Unlike Staying Put, which ends at the age of 21, arrangements provided by Adult Services such as Shared Lives are not subject to this age restriction.

If the carers do become Shared Lives carers then Adult Services support and manage these arrangements.

9. Making a decision to not support a Staying Put arrangement.

We will work with carers and young people to do all we can to support plans for Staying Put arrangements. In all instances, we will make sure the needs and best interest of the young person is at the heart of all decisions made regarding their future and will make sure their views and wishes are clearly heard.

There may be rare occasions where we cannot support an arrangement, this will likely be because something very significant has happened or changed since the plan was made.

In situations where the young person does not have the capacity to understand what is happening and to agree to the arrangement, adult social care services may need to make alternative arrangements in the young person's best interest for their future, for example a 'Shared Lives' arrangement.

Careful consideration will be given to any proposal not to support the facilitation or maintenance of a Staying Put arrangement. In cases where we think it is not in the best interests of the young person, for transparency, all decisions will be made at Permanence Panel.

If a decision is taken not to support the arrangements, the reasons why will be recorded and explained to the young person, carer and social worker so everyone understands what has happened and why.

The young person and carer could still decide to go ahead with the arrangement despite the decision and advice given. In these situations, the arrangement is considered a 'private arrangement' which means there is no further role for the fostering service and it will not be able to provide financial support.

There does however remain a duty on the local authority to monitor this arrangement and to safeguard and promote the wellbeing of the young person.

In these circumstances this role will fall to the Looked after Children and Care Leavers Service, and usually the young person's Personal Advisor. In such circumstances we will clearly explain how this will be done and any decisions made will be clearly recorded and shared with all relevant parties.

10. Setting up a Staying Put arrangement.

As part of the process of deciding to enter into a "Staying Put" arrangement, the carer and young person will have already been helped to understand the nature of the arrangement and all that it entails, including the new legal and financial arrangements through discussions with the young person's Social Worker, the Supervising Social Worker and Personal Advisor.

The change from being a fostered young person to an adult member of the household, and for the carer from foster carer to "Staying Put" carer may represent a significant change, both the carer and young person may need some support in making this transition. Wherever this is the case, we will make sure we do all we can to make this arrangement work for both the carer and young person.

Before a Staying Put arrangement starts, a 'living together agreement' needs to be drawn up and agreed between the carer, the young person and their social worker or personal advisor. The foster carer's supervising social worker will work alongside to support and contribute to this process.

The purpose of the written agreement is to clearly set down the arrangements so the carer and young person know what is expected of them.

The agreement includes the necessary information as part of a 'rental agreement' and also provides formal evidence of the nature of the relationship (excluded licensee) between the young person and carer (e.g. to support a claim for Universal Credit Housing payment element)

The final Living Together Agreement needs to be in place by the time the young person reaches the age of 17½ to support the transition to a Staying Put arrangement from the time the turn 18.

How much detail is required will very much depend on the nature of the existing relationship and how much this might change. The approach to drawing up a written agreement should be sensitive to the feelings of everyone involved and be proportionate to their particular circumstances.

The agreement should outline:

- The ground rules of the household.
- Finances
- Other matters which are important to the young person or carer
- Individual responsibilities.
- Standards of behaviour in order to meet fostering regulations, if the carer continues to be a foster carer for other young people within the household.

The agreement should be completed before a “Staying Put” arrangement starts. The ‘Living Together’ Agreement should be drawn up and agreed, ideally, as part of a meeting between the “Staying Put” carer, the young person and their Social Worker and Personal Advisor. The foster carer’s Supervising Social Worker should also be part of the meeting and contribute to this process.

As the meeting not only covers the reasons for the “Staying Put” arrangement, but also the practical requirements associated with “Staying Put” such as National Insurance, Income Tax and Welfare Benefits issues for the foster carer/ Staying Put carer and the Welfare Benefit issues for the young person, it may be appropriate for the meeting to take place in 2 parts, and for the financial arrangements for the carer to be discussed when the young person is not present.

Some young people might find a formal meeting too stressful and have strong views on the agreement’s contents. This will need to be considered as part of the planning for the ‘Living Together’ Agreement, to ensure that it is an agreement which “makes sense” to the young person, is genuinely bought into by the young person and carer in order for it to succeed.

A date for the change of financial arrangements should be confirmed if this is to be anything other than the young person’s 18th Birthday.

10.1 Roles and responsibilities in a Staying Put arrangement

Individuals need to be clear about their roles in supporting a Staying Put arrangement. If everyone understands what’s expected of them it will help towards making the arrangement a success.

Staying put carer.

- Participate in reviews of Pathway Plan: Carers need clear information about the ways they will be supported, including financial arrangements before they indicate their ability to offer Staying Put.
- Provide a fully furnished bedroom as a home for the young person.

- Agree house rules with young person as part of living together, be respectful of their views and wishes as a young adult.
- Provide heating, hot water, lighting, food, a house key, support and Wi-Fi connection.
- Ensuring accommodation is of a good standard and allow household health and safety checks to be carried out.
- Provide day to day support and guidance helping the young person to develop independent living skills and where to go for help if necessary.
- Participate in the Pathway Planning process
- Inform the young person's leaving care personal advisor and the fostering worker if you wish to end the Staying Put arrangement (giving at least 28-days' notice). This notice period can be waived in exceptional circumstances where it would be deemed inappropriate or unsafe for the young person to remain for the full 28 days.
- Inform the young person's leaving care Personal Advisor as soon as possible of any significant incidents and if the arrangement is likely to be disrupted or end prematurely.
- Ensure relevant staff / agencies e.g. the young person's Personal Advisor, Adults Emergency Duty Team or Police are made aware if the young person is absent or missing and this is a concern/out of character.
- Ensure (with the help of Social Workers) an appropriate 'Safer Caring / Safeguarding Plan' is in place to manage any impact on other / younger children in the household.
- Assist the young person to develop the emotional capacity and self-confidence to manage through adulthood.
- Review mortgage, household and car insurance policies to cover individual circumstances as a Staying Put carer and have adequate insurance in place.
- Willingness to return to panel if also fostering other children and young people in order to acknowledge the change in circumstances with the Staying Put young person becoming an adult member of household.
- Work with the Personal Advisor to provide support as needed for young person (as indicated in Living Together Agreement)

Young Person

- Embrace support provided by carers and participate in the pathway planning process to help develop and improve independence skills.
- Behave in a responsible way, showing respect for their carer(s), their property, neighbours, other children/ young people in placement and the local community.
- Share information with carers and Personal Advisor (to include anything that may indirectly impact on a carers household i.e. if a young person is in contact with the Police, the carer should be made aware)
- Keep to the license agreement and house rules (Living Together Agreement) agreed as part of Staying Put arrangement
- Agree to pay a rental contribution in line with the Local Housing Allowance shared room rate, in 2020/21 this is £56.50 week (this rate may change annually in line with Welfare Benefit changes), either from earnings or by claiming an appropriate benefits such as Universal Credit or a combination of earnings and benefit
- Set up a Direct Debit or standing order to pay their Staying Put carer their rent.

- Set up a Direct Debit or standing order to pay the carer any additional rental amount that is not covered by benefit (i.e. if personal income is higher than allowance)
- Speak to their Personal Advisor to ask for a review of their pathway plan if they feel the council has failed to provide appropriate support towards their Staying Put arrangement.
- Complete relevant checks, including disclosure and barring service check (DBS) if other children and young people are in the family home and the carer continues to offer foster placements to others.
- Look after your room and the things in it.
- Keep house keys safe and don't have copies made unless your carer agrees its ok.
- Inform Staying Put carer regarding any visitors or regular visitors.
- Inform their leaving care personal advisor if arrested, investigated, cautioned or convicted of any offence and agree to their personal advisor sharing this information with their Staying Put carer
- Let leaving care personal advisor and the Staying Put carer know in advance if I wish to end the Staying Put arrangement (giving at least 28-days' notice)
- Cancel any payments / arrangements and re-route bills etc when the arrangement ends.
- Contact leaving care personal advisor if they would like to change the Living Together Agreement or to raise any worries.

Social Worker

- Work with the young person and the carer at the earliest opportunity to raise awareness of the opportunity to stay put
- Be clear on the key tasks, roles and responsibilities for all parties supporting the young person between 16-18 years to support the development of a potential Staying Put arrangement
- Meet with Personal Advisor and carer alone in the early stages of discussing a Staying Put arrangement (at least six-months before) to run through financial arrangements including rental amount, tax information etc.
- Participate in Pathway Planning Process ensuring all parties are fully aware of options post-18.
- Be a champion for early planning.
- Ensure Staying Put arrangements are presented to Permanence Panel in a timely manner.
- Liaise with Independent Reviewing Officer

Personal Advisor

- Provide advice and support to the young person.
- Give young person clear information about advocacy services and how to make a complaint if needed.
- Keep in touch with the Staying Put carer and provide advice and support as required (in line with what has been agreed with young person)
- Ensure the pathway plan is regularly reviewed.
- Ensure all claims for benefit (when in full-time education), are ready to be actioned when the young person reaches 18.
- If the young person is in employment, get copies of wage slips at least 8-weeks before they turn 18.

- Liaise with social workers in implementation of the pathway plan.
- Advise and assist the young person with applications for move-on accommodation.
- Co-ordinate provision of services to support the young person.
- Keep informed about the young person's progress and wellbeing.
- Review the Living Together Agreement and the House Rules at least every 6-months with the young person and carer and as part of the Pathway Plan review

Supervising Social Worker

- Provide advice and support to the Staying Put carer
- Inform the Staying Put carer or any likely risks and advise on risk management, safeguarding and safer care.
- Carry out a DBS check on the young person and other household members prior to them reaching the age of 18 (if household continues to be registered for fostering)
- If carers are also Kirklees foster carers, continue to provide monitoring and support and contribute to the review of their appraisal as foster carers.
- Coordinate provision of services to support the Staying Put carer
- Ensure that the carer is receiving correct payments.
- Participate in reviews of pathway plan.
- Respond to learning and development needs of carers.
- Provide information on tax and benefits.

Independent Fostering Agency

- Ensuring that all parties are aware of the opportunity to Stay Put.
- Ensuring that Carers are aware of the need to transition to a Staying Put arrangement with Kirklees if they want to offer a Staying Put arrangement.
- Having their own Staying Put Policy which includes detail on risk management and support. This should also include detail on who completes the DBS checks (for young person turning 18) and who signs off the check and monitoring which is agreed with LA in advance of arrangement.
- Foster carers will be supported to offer Staying Put arrangements wherever possible to meet best interests of young person (as supported by internal IFA protocols in line with this policy to ensure everyone is working in partnership)
- Maintain carers registration and supervision as a foster carer (if applicable) for any other foster placements.
- Information sharing with the foster service in advance of Staying Put arrangement.

11. Monitoring, Supporting and Reviewing

Once the arrangement is made, the council will make sure everything is working well and the young person is making progress towards their independence goals through regular reviews.

We have a duty to monitor all Staying Put arrangements and make sure those involved are supported appropriately, this applies also if it has been decided not to support the arrangement. In such circumstances the young person's Personal Advisor will co-ordinate the monitoring of the arrangement.

Support to both carers and young people should be tailored to their specific circumstances and needs. Carers should be enabled to develop the skills required to best help the young person to do well in life and keep them safe from harm.

The Staying Put agreement should be reviewed as a minimum at least 6 monthly as part of the Pathway Plan reviewing process, however there may be reasons why a young person or the carers asks for this to be done more often, we will work with carers and young people to support this where requests are made.

11.1 Support to Young People

Meeting needs

All young people in Staying Put arrangements have their own individual support needs and these should be outlined in their pathway plan and in more detail in the living together agreement. Staying Put Carers will usually be the main source of day to day support, however wider support networks including the personal adviser and our care leaver services provided through No. 10 and No. 12 are equally as valuable and young people should be aware of what is available to help support them.

Arrangements are likely to go well if the young person is treated as part of the family, in the same way as the carers' own children. Other important factors are:

- Being listened to regarding their thoughts and wishes.
- Keeping lines of communication open and letting thoughts and feelings be known.
- Asking for help when needed.
- Receiving emotional support from the carers, with the carer in turn being properly supported.
- Keeping mutual respect for each other including each other's belongings, space and privacy.
- Being given increased responsibility.
- Carers receiving training to teach young people independent living skills e.g. budgeting, cooking and managing bills.
- Regular meetings between the young person, their personal adviser and the carer to talk about what is going well or not so well and any extra support needs.
- A personal advisor who understands Staying Put.
- A personal advisor who understands the benefits system.
- Encouragement and support to maintain family and friends relationships as part of the young adult's support network.

Planning

Support should be planned in a way which helps the young person to become gradually more self-sufficient over time. The Staying Put arrangement is intended to help prevent young people who leave care at or before 18 from experiencing a 'cliff edge' whereby the support they need could drop off dramatically. Planning will ensure that this does not occur when Staying Put comes to an end at 21 or earlier.

Learning

The Staying Put arrangement provides young people with an opportunity to learn from their experiences in a safe environment. A young person may wish to move out into other types of accommodation and may find living alone harder than expected. It is appropriate in such circumstances for the Staying Put carer to continue to give support

and to take the young person back into their household should the new arrangements not work, as any parent would.

The council will continue to support the Staying Put carers for an agreed period. In these situations, a report would need to be presented to the External Placement Panel to make a decision on how long we will continue to provide support based on the individual circumstances.

Should the young person move back to live with their former foster carer the arrangements will continue to be properly supported in line with the council's duties towards care leavers.

11.2 Support to Staying Put Carers.

Advice and guidance

When Staying Put carers are also foster carers, they will continue to receive supervision and support from their supervising social worker, who will take account of the fact that the household includes a young person for who they are Staying Put carers. When there is a young person in a Staying Put arrangement and a child/young person in foster care in the same household, the supervising social worker will be the person who takes the lead in supporting the carer in both roles. This approach will provide continuity for the carer as well as for the young person and will ensure that the carer receives support in all aspects of care they are providing.

When there is only a young person in a Staying Put arrangement in the household (no children/young people in foster care), the young person's Personal Advisor will continue to provide support and be a point of contact alongside the Fostering Team Duty Social Worker.

Learning and Development

Where "Staying Put" carers retain their approval as Local Authority foster carers, their learning and development needs will continue to be regularly reviewed under Fostering Regulations and training and learning opportunities provided, in keeping with these requirements. Their Fostering Supervising Social Worker will continue to take a lead role in overseeing this.

In situations with Agency Foster Carers where the agency has been commissioned to provide the supervisory role for the "Staying Put" arrangement, whether the carers continue to be foster carers or not, the carers learning and development needs should be met via the agency and any agreements/ contracts made should reflect this.

Where carers cease to be foster carers when they take on the "Staying Put" role and are still supervised and supported by the Foster Service, their learning and development needs will be kept under review and any needs will continue to be by the Foster Service.

12. Finance

Changes in the amount of income as a result of a Staying Put agreement might be a concern for potential carers and the young person alike. We want to make sure our offer is fair and balanced, reflecting the differing levels of support young people will need whilst acknowledging the care and commitment foster carers give.

The Fostering service will have worked through the financial implications of making a Staying Put arrangement with both the young person and carer. What income is available and from what sources will be clearly explained alongside how it might affect things like any benefits people in the household are claiming and Tax and National Insurance liabilities.

12.1 Young People's Income

Once a young person turns 18, what money they receive and where it comes from will change.

Young People who take up the opportunity of a 'Staying Put' arrangement are expected to have an income either through wages from a job or claiming a means tested benefit for their personal needs from their 18th birthday.

This is the same for all young people leaving care regardless of whether they live in a Staying Put arrangement or move on to living independently.

This income replaces money for:

Pocket Money

Clothing Allowance

Personal Items (this is things like school trips, presents for friends, gym or social club subscriptions)

When the young person was 17, these things were part of their foster carer's maintenance allowance, now they are a young adult, a young person needs to use their own money to pay for these things.

The allowance paid to Staying Put carers will no longer include money towards these areas.

Young people in full time education up the point of going to University or other Higher Education are able to claim Universal Credit and are expected to do so in order to pay the rent element of their Staying Put Agreement.

Universal Credit is paid monthly in arrears, so young people have to wait one calendar month from the date they submit an application before the first Universal Credit payment is made. This is called the assessment period.

Once this is completed, there can be a wait of up to seven days for the payment to reach the young person's bank account.

This means it can take up to five weeks before a young person will receive their first payment.

To try ensure a smooth transition, Personal Advisors will support young people to make their claim 4 weeks before their 18th birthday which is the earliest the claim can be made.

During this waiting period, we will ensure income maintenance is paid to the young person. (Please refer to the Guide to Financial support for further details on income maintenance payments)

To receive this support whilst benefits are being processed, young people will be required to attend all appointments and respond to any asks in relation to progressing their claim.

Personal Advisors should ensure young people understand what they need to do and provide any support needed.

In addition the young person needs to make a commitment not to apply for a Universal Credit Advanced Payment (it should be explained this is because advanced payments have to be paid back and will be taken out of their benefits once they are processed, this could mean they find they struggle to have enough money to live on, pay bills etc.)

There are a number of benefits or allowances a young person may need to claim depending on their circumstances which will not be taken into account should a Staying Put Carer be claiming a means tested benefit themselves. Details of these can be found in Appendix 1.

12.2 Young Person's liability for rent

In line with all young people who take up other types of accommodation when they leave care, all young people who live in a 'Staying Put' arrangement will need to pay rent for where they live. Getting used to being responsible and paying living costs on time is a core budgeting skill young people need to have before they move on to living independently.

The rent liability for young people living in a Staying Put arrangement in Kirklees is £56.50 per week, excluding food, utilities and support. The £56.50 rent figure is set on a commercial basis and is based on the Local Housing Allowance rate for a room in a shared house. This rate may change.

Young people are expected to pay the rent of £56.50 per week (2021/22) from their earnings or housing benefit element of Universal Credit, or a combination of both directly to their Staying Put Carer via a Direct Debit or Standing Order.

The housing element of Universal Credit for Staying Put is assessed using the 1996 Housing Benefit maximum rent rules relating to 'Boarder' arrangements because Staying Put Carers provide meals as part of the agreement.

The standard letter should be issued and signed by both Staying Put Carer and young person as evidence of the young person's liability to pay rent and is used as the licence agreement in circumstances where a young person is expected to claim housing benefit/Universal Credit. The letter sets out the full costs of the arrangement broken down into:

- Rent
- Support.
- Utilities/Services.
- Meals/Food.

Where a young person isn't in a position to cover their rent through wages from work, the young person's Personal Advisor and/or Staying Put Carer will both work with the young person to support them to claim their entitlements to benefits.

Young people living in Connected Carers “Staying Put” placements with sisters, brothers and certain extended family members who are formally approved as foster carers may experience difficulties claiming the housing benefit element of Universal Credit when they reach 18, this is usually because when explaining on their claim who they live with, understandably, a young person will often say they live with a relative and this is where problems arise, as normally housing benefit elements can't be paid if you live with family.

In these Connected Carer Staying Put circumstances, it is important that the claim makes clear the fact the person they are living with is a former foster carer/Staying Put carer rather than a relative.

In situations where a young person is not eligible to claim this to help with their rent, the Care Leavers Service will pay the rent/accommodation element of the Staying Put arrangement. (Providing a claim has been made and rejected)

For young people who are working, earnings over a certain amount (set by the Department for Work and Pensions) result in a gradual reduction of housing benefit/universal credit. In these circumstances the young person will need to make up the difference between rent set and the amount of housing benefit received from their income

Non-payment of rent.

If a situation arises where a young person does not pay their rent, either by not making the required payment or by not claiming housing benefit/housing element of Universal Credit, they may be subject to an eviction process.

In all situations where a young person owes four weeks rent (£226.00) a Staying Put Stability Meeting will be held.

The Staying Put Stability Meeting will decide on the action required by the young person to address the rent arrears.

Young people will be given every opportunity to repay any arrears and eviction will only take place as a last resort in situations of rent arrears. The personal advisor and supervising social worker if appropriate, will work with the young person and carer to agree what can be done to address the arrears.

In some circumstances, it might be possible to arrange for a payment direct to the carer from the Department for Works and Pensions.

12.3 University and University holiday arrangements.

As Staying Put arrangements should mirror the opportunities young people get through continuing to live at home, we want young people who go to University to have a supporting family to come home to in the same way their peers do. Staying Put arrangements can still be set up if a young person is planning to go to University.

As part of pathway and Staying Put planning, whether a young person is intending on going to University should be explored and whilst we know plans can change, the basis on which they'll stay in the Staying Put arrangement needs to be agreed and captured so the financial arrangements are clear and understood by both the young person and the carer.

Payments to carers with young people who go on to further education will vary depending on a number of things, such as whether a young person continues to live at home and attends a local University or lives away in Halls of Residence or Private Rented accommodation near their University and comes home for weekends or holidays. It will also depend on whether the carer keeps the room free for a young person or takes in another Foster Child.

Young people at University living with Staying Put Carer.

Where young people stay living with their “Staying Put” carer whilst attending university (by this we mean they don’t go away to live in Halls of Residence or Private Rented Accommodation) they are still liable for rent as set out in the licence agreement.

Young people attending University are unlikely to be entitled to claim the housing element of Universal Credit because their student loans and bursaries are considered to be their income from which they need to pay their housing costs.

During term time, (38 weeks) young people will need to continue to pay their Staying Put carer their rent of £56.50 from their student loans and bursaries. During the three main holidays (up to 14 weeks) the Care Leavers Services will pay rent for these periods to the Staying Put carer. We recognise some Universities have different lengths of term times; we will be flexible in the amount of weeks we pay main holiday periods to carers.

Payments to carers will follow the Staying Put year one, year two and year three model and is funded; accordingly, the rent element of £56.50 per week remains the responsibility of the young person (paid directly by the young person during term time and paid by Kirklees Care Leavers Service on behalf of the young person during the three main vacations). The young person will still be expected to make their contribution towards board and utilities to their Staying Put Carer, as with the rent, they will need to pay this from their student loans and bursaries.

If a young person’s course continues beyond their 21st Birthday, Staying Put can be extended until the young person completes their university course.

The spirit of this is intended to support young people to be able to complete courses that are nearing an end, rather than support to new courses that start very shortly before a young person turns 21.

Financial support for the Staying Put carer under these circumstances is as follows:

- a) the fee and allowance element will continue until the 31st of August of the year following the young person’s 21st birthday, or the course/training end date (whichever is sooner).

Young People at University living away and returning to Staying Put arrangement in holidays and/or weekends.

Where a young person lives away during term time and would like to return to their Staying Put home during the holidays, the following guidance should be used to make sure the arrangements are clear for both the young person and the carer:

Arrangements must be in place and agreed in the young person's pathway plan before the young person leaves their Staying Put arrangement to start their university course.

Final arrangements and plans must be made at least two months ahead of the time they will be returning for their holiday i.e. (by mid-October; for Xmas, by, mid-February for Easter and by mid-April/May for the Summer holidays).

The plan for the young person to return must be agreed by the young person, Staying Put carer, leaving care personal adviser, fostering supervising social worker and the social worker for any foster child living in the household.

Where carers remain registered as foster carers, all young people who return to a foster placement will require a DBS check and where necessary a risk assessment. Consideration needs to be given to the impact of the returning young person on any foster child in placement. This will be particularly important where a child has been placed since the young person started university; it is important the social worker for the newly placed child is consulted and involved in the discussions. Agreement to the Staying Put arrangement would be dependent on the young person's DBS check, risk assessment and the needs of any foster children in placement.

Payments to Staying Put Carers will be as follows.

Where a "Staying Put" carer has a spare room that the young person can use during the Christmas, Easter or summer vacation, providing:

- their stay is intended to be over 6 days.
- the arrangement is agreed in advance and set out the pathway plan.

The rate paid will be £188.54 per week (this is the 16+ weekly allowance minus £57.90 maintenance amount) this will be paid pro rata for the duration of the holiday period that the young person stays at home.

The young person will still be liable for rent whilst a Staying Put arrangement is in place. It would be unreasonable to expect a young person to pay both their University accommodation costs and rent for their Staying Put arrangements. In these circumstances, the rent element of £56.50 per week will be paid on behalf of the young person by Kirklees Leaving Care Services. This will be paid both in term time and during holidays. We will pay this regardless of the duration a young person returns home, as long as the room is available for them to use when they do.

Depending on the Staying Put carers' frequency of payments, to help reduce any financial strain, carers can request payment is made at the point the young person returns to the Staying Put arrangements.

Young people who return home for weekends and/or periods of 6 days or less should cover any costs from their Student Finance Loans and University Bursaries and should agree the level of the payment with the carer. In these circumstances, payments will not be made under the Staying Put framework.

If a situation arises where a young person's return was planned for 6 days or less and then due to an unplanned event or specific requirement, needs to stay for longer than 6 days, payment under the framework can be initiated following a pathway planning

meeting. Where agreement is given, payment can be backdated to the initial date that the young person returned.

A Staying Put arrangement will not be supported if a young person will not have a room of their own when returning during holidays,

12.4 Forces arrangements

Where a young person leaves a Staying Put arrangement to undertake military forces induction, or a further education training programme and would like to return to a Staying Put household during leave/vacations, this should be organised based on the University Arrangements set out above. DBS checks, risk assessments and payment arrangements – over/under 6 days, room availability and advanced planning.

12.5 Retainers.

Kirklees Children's Services is unable to provide retainers to carers whilst young people are temporarily living away from home for the following reasons.

Retainers and any payment that is provided where there are no young people living in the Staying Put arrangement are counted as income by the DWP when calculating entitlement to means tested benefits.

For people who receive benefits, income is treated differently depending on whether a person is receiving a legacy benefit such as jobseekers allowance and income support or receiving Universal Credit.

People on legacy benefit would have the amount of retainer deducted immediately from their benefits, in some cases it might mean the benefit might be stopped completely as people would be considered to have enough money coming in.

Under Universal Credit there is an 8 week 'run-on' period, which means the retainer received would not be counted during this time, and then would be deducted on an ongoing basis from this point in time.

Staying Put Carers who receive no means tested benefits would not be affected.

As such, it would not be fair to provide retainers due to the financial disadvantages it may bring to some Staying Put Carers.

12.6 Section 23 payments and benefit issues for Staying Put Carers.

In circumstances where young people claim Universal Credit/Housing element or pay rent direct from their wages and the Staying Put carer is in receipt of some types of means tested benefit, the young person's benefit claim or rent payment may result in the carers' benefit being reduced.

National Insurance benefits are not affected by this income.

The rules are complicated and there are differences in how they are applied by the DWP dependent on whether the carer is in receipt of Universal Credit themselves or is in receipt of 'legacy benefits', (these are benefits such as Jobseekers Allowance, Income Support, Housing Benefit)

We have summarised here what the rules are and what we will do to make sure Staying Put Carers are not financially impacted. More in depth information and some examples can be found in Appendix 5.

Payments made by the Council to Foster Carers, Staying Put Carers, young people in care and Care Leavers are made in the main under something called Section 23C of the Children Act 1989.

Under this law, these payments are not counted as 'income' by the DWP when they are working out how much benefit a person is entitled to, these are known as 'disregards'.

Under Section 23 C, these payments are only disregarded if they relate to people living in a non-commercial agreement.

Foster placements are non-commercial agreements, because the children and young people living there are under 18, and therefore in law, are the responsibility of the Council. The law sets out what and how much the Council must pay Foster Carers and Children and Young People allowances for.

Once a young person becomes 18, they are an adult. Like any adult, they now are responsible for paying for things themselves.

Paying rent requires there to be an agreement in writing between the young person and the Staying Put Carer, it is a financial contract between two adults and is therefore a Commercial Agreement.

Rent and contributions towards food and utilities are examples of payments that would be counted as a carer's income, because they are paid directly to the carer by the young person and not by the Council under Section 23C.

We want to ensure Staying Put Carers do not find themselves facing financial difficulties as a result of a young person claiming the housing element of Universal credit.

We understand that the impact of Staying Put arrangements on carer's finances will be important to them when they are considering whether this is right for them and we wish to do all we can to support young people and their carers to continue living together as a family if this is what they want to do.

Like all local authorities, Kirklees Council has the ability (called discretionary powers) to 'top up' an amount equal to the amount of any reductions in Housing Benefit the carers receive as a result of their young person claiming Universal Credit.

For carers who do receive a reduction in their Housing Benefit, this reduction will be off-set by the Kirklees Council, and we will pay an amount equivalent to the level of the benefit reduction via Discretionary Housing Payments.

Treatment of benefits and Universal Credit.

As mentioned above, income is treated differently if a carer is receiving Universal Credit themselves than it is if they are receiving a legacy benefit.

Earlier in this policy, we explained that young people in Staying Put arrangements are considered to be 'Boarders' under the housing regulations.

For carers who receive Universal Credit, any income from a 'Boarder' is fully disregarded in terms of the carers Universal Credit claim, however, carers do need to be aware if they are living in rented accommodation and claiming help towards their housing costs, how having a young person in a Staying Put arrangement affects how their occupancy charges are calculated, and what this might mean for the help towards their costs (also known as Bedroom Tax, Under Occupancy Charge or Spare Room Subsidy)

Under Universal Credit, a 'Boarder' is not counted as occupying a room when it comes to working out the housing cost elements, the room is considered spare because Boarders are not considered to be part of the household.

This means that for carers who are tenants, whether they live in social housing such as council or housing association properties or in private rented properties, will get a spare room deduction from their Housing Element of Universal Credit, simply put, they will receive less help towards their housing costs.

In circumstances where Carers find themselves impacted as a result of Staying Put arrangements, Kirklees Council will make Discretionary Housing Payments equivalent to the under-occupancy deduction.

12.7 Young Person's Board contribution

Like most young people who live at home with their parents, young people will need to make a contribution towards things like food and utilities.

Young People and their Staying Put Carer should agree on a fair amount that takes into account how much income they have, what meals will be provided and whether the young person will buy all their own food.

To encourage the growth of financial responsibility, the young person should pay their contribution directly to their carer.

Below are some suggested contribution amounts for young people and their carer to consider.

Young Person's Income	Young Person's Contribution
up to £100	£20.00
£100-£125	£23.00
£126-£150	£27.00
£151 and over	£32.00

Many Staying Put Carers may feel conflicted over taking money for 'board', but ultimately, it does help prepare a young person for managing their budgets for the future. Regardless of how much income a young person has, we recommend £20.00 as a minimum board contribution.

A young person's contribution needs to be agreed and captured in both the Staying Put licence and the Staying Put Agreements.

12.8 Allowances for Young People

From the young person's 18th birthday "Staying Put" carers are no longer expected to provide pocket money, a clothing allowance or a personal allowance, we have covered in Section 12.1 the need for young people now they are adults to provide these things for themselves from their own sources of income.

In order to ensure we treat all care leavers fairly, fostering birthday and Christmas/festival allowances and access to the holiday allowances stop being paid to carers once a young person reaches the age 18.

From the young person's 18th birthday these allowances will be paid direct to the young person from the Care Leavers Service, details of these are covered in the Support Policy for Young People Leaving Care

Any additional funding or requirements relating to family contact, specific activities, education bursaries and health needs for individual young people and "Staying Put" arrangements should be agreed and be set out in the young person's pathway plan.

Again, further information on these allowances can be found in the Support Policy for Young People Leaving Care

12.9 Staying Put Carer Allowances

In Kirklees, the general principle is that a 'Staying Put' provider will not be financially disadvantaged in comparison to when they were receiving the fostering allowance.

However, the payments and how these are made up, need to fairly reflect that the level of care and responsibility for a young adult is less than that for a younger looked after child.

As such, unless a 'Staying Put' carer continues to have a foster child in placement, a 'Staying Put' carer will receive a skills fee and a weekly allowance of £191.99. This is a reduction of £57.90 to reflect that they are no longer expected to provide the following, which was previously contained in their fostering allowance:

- Pocket money
- Clothing
- Personal Items (e.g. subscriptions to clubs, presents for child's friends, toys, school trips etc.)

In addition to the above reductions, Christmas/Festival, Birthday and Holiday Allowance to Carers also come to an end when the young person turns 18.

Under the Support Policy for Young People Leaving Care, these allowances will be paid directly to the young person from the Care Leavers Service.

Unlike the Fostering Allowance, which was paid solely from Children's Services, the 'Staying Put' allowance is made up of different elements and can come from different sources.

The elements of the 'Staying Put' payment will come from:

- Universal Credit/Housing Benefit

- A contribution from the young person
- A 'Staying Put' allowance from the Fostering Service.

12.10 Income Tax and National Insurance

All Staying Put carers must be registered with Her Majesty's Revenue and Customs (HMRC) as self-employed.

Where young people remain living with their former foster carer under a Staying Put arrangement, the Income Tax and National Insurance rules for Staying Put Carers can be found [here](#) in the HMRC help sheet - Qualifying care relief: foster carers, adult placement carers, kinship carers and Staying Put carers.

Put simply, Staying Put Carers can receive a tax exemption up to a set amount for each young person living with them. The rates and amounts applied are the same as they were when the arrangement was a foster care placement.

Staying Put carers will continue to be able to claim under the same existing simplified tax arrangements as when they were Foster Carers.

Staying Put carers are covered by the Qualifying Care Relief system where they provide an arrangement for a young person who was looked after immediately before the young person's 18th birthday.

Qualifying Care Relief can continue until the young person reaches the age of 21, or, until they complete a programme of education or training being undertaken on their 21st birthday.

The tax free allowance only applies to the Staying Put carer's income from caring. If a carer has income from other sources for example wages from employment or investments, they will pay tax on that income in the normal manner.

The same class 4 national insurance contributions apply for Staying Put in line with fostering.

Staying Put Carers and those considering becoming a Staying Put Carer are strongly advised to consult their local HMRC office for guidance on their individual circumstances and liabilities.

At the point of conclusion, individual advice will be offered to the Staying Put carers to inform their decision making.

12.11 Council Tax and on-dependant deductions

Since April 2013, Kirklees Council, like all other local authorities, has its own Council Tax Scheme which replaced Council Tax Benefit. In Kirklees we have the Council Tax Reduction Scheme and the Discretionary Reduction Scheme. It enables the council to help those that need it most and aligns to the council's priorities.

Vulnerable children and young people are a priority for the council; all Care Leavers including those living in Staying Put arrangements who live in Kirklees that would normally be responsible for paying Council Tax, dependent on their earnings, are able to access the council's main Council Tax Reduction Scheme and will be entitled to a

further reduction under the council's Discretionary Reduction Scheme. In effect, this means Care leavers will pay no Council Tax.

Even though young people in Staying Put arrangements will not have to pay Council tax themselves, (dependent on whether they are working and how much they earn) it may mean there is an impact on the amount of Council Tax carers have to pay, if they are in receipt of some reductions themselves, for instance the 25% Single Person Council Tax Reduction.

As with other sections of this policy, we will set out what does and doesn't impact carer's benefits, and where there is an impact, we will say what we will do about it to make sure Staying Put carers don't experience a financial loss.

Young People in full time education.

A full time course is considered to be 16 hours or more a week.

Full time students are 'invisible' for Council Tax purposes, this means they are not counted towards Council Tax; there will be no impact on the "Staying Put" carers Council Tax or Council Tax Support. This includes:

- Young people on an apprenticeship scheme.
- 18 and 19-year old's in full-time education.
- Full-time college and university students.

Other people who do not count as an adult under Council Tax criteria

- Young people under 25-years old who get funding from the skills funding agency or young people's learning agency.
- Student nurses
- Young people with a severe mental impairment.

Carers who receive a 25% single person Council Tax reduction.

Where a carer is working and receives the 25% single person Council Tax reduction, this reduction may continue when a young person is living in a Staying Put arrangement. The continuation of the 25% reduction will depend on the circumstances of the young person, some of which we have outlined above.

When the Staying Put arrangement is being planned, the Supervising Social Worker will make sure we support carers to understand the impact of the arrangement on their Council Tax, Council Tax Support and whether a Non-dependent Deduction will be applied.

In line with other areas of this policy where becoming a Staying Put Carer impacts financially through reduction in benefits, any loss in Council Tax support or increased Council Tax charge will be met from the Discretionary Council Tax reduction scheme equivalent to the carer's financial loss.

12.12 Minimum standards and practical requirements.

When a Foster Carer becomes a Staying Put carers, there is a need for them to let their mortgage provider or landlord and their buildings and contents insurance provider know that they will continue to be supporting a former foster child as a young adult under a "Staying Put" arrangement.

If providers and landlords aren't told of the above change of circumstances, it may cause a breach of mortgage/tenancy requirements and could also result in insurance cover being void due to a 'failure to disclose material facts', so it's really important that Staying Put carers let providers know of the changes.

The same health and safety principles including household/car insurance that applied under the Foster Placement will continue in Staying Put arrangements. Where carers transport young people, there is the same the need for comprehensive business insurance, a valid MOT and a Road Vehicle License and a road worthy vehicle.

The majority of foster carers hold public liability insurance which comes from their membership of Foster Talk. This will continue for Staying Put carers. Staying Put carers will however need to check the status of the insurance once the young person living with them reaches 18 years old.

Agreement needs to be made about young people having credit cards, loans, mobile phone contracts registered at the address as this may impact on the carer's credit rating. All these things should be discussed as part of planning a Staying Put Agreement and captured in the agreement form which both the carer and young person need to sign up to.

12.13 Ending an Arrangement

Ending a Staying Put arrangement might happen for a number of reasons. Ideally these will be planned endings, but sometimes situations happen where other arrangements need to happen quickly.

Should they choose to, either the young person or the Staying Put Carer can decide to bring an arrangement to an end. We have set out below how things will work for different situations.

Planned Move-On

Where young people decide that they would like to leave the Staying Put arrangement, or the Staying Put carers decide that they would like the arrangement to come to an end, each party should give at least 28 days 'notice of termination'.

This should be the case in all but exceptional circumstances, so that arrangements can be ended in a planned fashion and ensure there is time for appropriate planning to take place.

If the young person is considering bringing the arrangement to an end, they should share their views with their Personal Advisor, the Personal Advisor will then work with the carer and a representative of the fostering service, as appropriate.

The young person's leaving care personal adviser will work with the young person to support them to access suitable accommodation that best meets their needs.

Emergency and Unplanned Move-On and Evictions

Where a young person displays extreme behaviour such as committing an offence against a person within the household, they may be required to leave the Staying Put arrangement on the same day or within a short period of time.

Wherever possible, a “Staying Put” Stability Meeting will take place which will consider if there are opportunities to keep the arrangement going, through for instance new or changed house rules and a new living together agreement. Consideration can be given to what additional support to the carer and /or the young person might be needed to achieve this.

If this isn’t possible, the meeting will set out where the young person will move to and when this will happen.

The leaving Care service /personal advisor will arrange emergency accommodation for a short period whilst an accommodation pathway for the young person is developed.

12.14 Challenging Decisions and Making a Complaint

If a looked after young person (before they are 18) feels that the Local Authority has failed to provide appropriate support towards facilitating a “Staying Put” arrangement, they can speak to their Independent Reviewing Officer to request a review of their Pathway Plan and/or make a complaint and/or contact an independent advocate.

A young person living in a “Staying Put” arrangement is also entitled to make a representation or complaint to the Local Authority about the provision of support, and for this to be investigated under the Children’s Services complaints procedure.

A complaint by a “Staying Put” carer, or by a foster carer but relating to their role as a “Staying Put” carer, would be considered under the Local Authority’s Complaints Procedure.

In the event that the Personal Advisor or any other professional in contact with the young person has any concerns that they may need safeguarding, they should understand that these would be investigated by Adult Services if no children are involved. In such circumstances, Children’s Service workers will work in collaboration with Adult Services to support the investigation.

Appendix 1. Legislation relevant to Staying Put.

- Children and Families Act 2014.
- Care Planning, Placement and Case Review (England) Regulations and Guidance 2010, with additions and revisions in 2013 and 2014.
- Planning Transition to Adulthood for Care Leavers (England) Regulations and Guidance 2010, revised 2014.
- Fostering Service (England) Regulations 2011 and related Guidance (and amendments);
- National Minimum Standards (NMS) for Fostering Services (2011) (and amendments).
- The Children Act 1989 Guidance and Regulations Volume 2: Care Planning, Placement and Case Review. Specifies support requirements for young people in care who may be preparing for Staying Put.
- <https://www.gov.uk/government/publications/children-act-1989-care-planning-placementand-case-review>
- The Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers (DfE, revised May 2014), Chapter 7 para 7.19 to 7.59 specifies revised statutory guidance regarding 'Arrangements for living with former foster carers after reaching adulthood'
- <https://www.gov.uk/government/publications/children-act-1989-transition-to-adulthood-for-care-leavers>

Appendix 2. Definitions of Staying Put

Department for Education definition of Staying Put

The term "Staying Put" is used to define the following arrangements where:

1. A young person who was looked after immediately prior to their eighteenth birthday (as an eligible child) continues to reside with their former foster carer/s;
2. The carer/s were acting as foster carers to the child immediately prior to the young person's eighteenth birthday (that is, the carers were approved as foster carers in accordance with the Fostering Service (England) Regulations 2011 (amended July 2013) and the child had been placed with them by the local authority, or via an Independent Fostering Agency);
3. A young person is deemed an eligible child, within the meaning of paragraph 19B(2) of Schedule 2 to the Children Act 1989, immediately before he/she reached eighteen;
4. The "Staying Put" arrangement is set out in the child/young person's Pathway Plan.
5. A proportion of the allowance paid to the "Staying Put" carer/s is paid by the Local Authority Children's Services under section 23C of the Children Act 1989.
6. The "Staying Put" arrangement extends until:
 - the young person first leaves the "Staying Put" arrangement.

or

- the young person reaches their twenty-first birthday, if continuously, and still living in the arrangement
- the young person completes the agreed programme of education or training being undertaken on their twenty-first birthday, if continuously living in the arrangement since their eighteenth birthday.

An eligible child is someone who:

- is looked after by a local authority.
- is aged 16 or 17, and;
- has been looked after for a total of at least 13 weeks since the age of 14.

It is a term meaning that they are eligible for support as a care leaver and does not refer specifically to “Staying Put” support. Once they become 18 an eligible child is known in law as a ‘former relevant child’.

The DFE definition of a “Staying Put” arrangement is adopted by and underpins Kirklees Staying Put policy.

Note:

- A former relevant child who is pursuing further education or training may be entitled to support until the age of 25, but beyond their 21st birthday this cannot be defined as “Staying Put”.
- Young people who are in residential placements are not covered by the “Staying Put” Policy

Department for Work and Pensions Definition

The specific DWP legislation covering “Staying Put” arrangements highlights that:

1. where a young person continues to reside with their former foster carer after their eighteenth birthday
And
2. Where the child was looked after immediately prior to their eighteenth birthday,
And
3. Where the payments are made by the local authority to the carer under section 23C of the Children Act 1989, the payments are disregarded in calculating the carers entitlement to means tested benefits.

Where part of the payment for the “Staying Put” arrangement comes from a contribution from the young person (as a payment for rent, either directly or from housing benefit) the non-section 23C element will be taken into account in the calculation of the “Staying Put” carers own means tested benefit claim.

Additionally, the section 23C disregard is lost on the whole payment (section 23C and non-section 23C elements) when the young person first leaves the “Staying Put” arrangement, should the young person return to their former foster/“Staying Put” carer or, move to another carer after their eighteenth birthday.

HM Revenue and Customs Definitions

The term “Staying Put” (HMRC) is used to define arrangements where:

1. A young person was looked after immediately prior to their eighteenth birthday.
2. The young person has a Pathway Plan.
3. A proportion of the allowance paid to the “Staying Put” carer/s is paid by the Local Authority.
4. “Staying Put” arrangements can extend until:
 - the young person reaches their twenty-first birthday.
 - or
 - the young person completes the agreed programme of education or training being undertaken on their twenty-first birthday.

“Staying Put”: Arrangements for Care Leavers aged 18 and over to stay on with their former foster carers, DfE, DWP and HMRC Guidance May 2013
<https://www.gov.uk/government/publications/staying-put-arrangements-for-care-leavers-aged-18-years-and-above>

Appendix 3 - Young people’s benefits which do not impact on Carers benefits.

- Disabled young people are able to claim Employment and Support Allowance from their 16th birthday.
- Disabled young people can claim Disability Living Allowance (if under 16) or Personal Independence Payment (if 16 or over and not already on DLA). This is a non-means tested benefit and therefore has no impact on other benefits or the contribution that the young person or the council makes towards their rent. If the disability benefit is claimed, the ‘Staying Put’ provider may be able to claim a carer’s allowance.
- A disabled young person in education who gets both Employment and Support Allowance and Disability Living Allowance or a Personal Independence Payment may also be eligible to claim the 16-19 year old Bursary – see www.gov.uk/1619-bursary-fund.
- Lone parents can claim Income Support until their child is 5 years old, Healthy Start Vouchers and a Sure Start Maternity Grant 11 weeks before the due birth date (the Sure Start Maternity Grant is only provided once for the oldest or first child). From the birth of their baby they will also be eligible to claim Universal Credit. (Eligible and Relevant lone parents aged 16 & 17 can also claim the above benefits, but only from the birth of their baby).
- Young people can claim Universal Credit under the ‘Relevant Education’ rules if they remain ‘estranged’ from their family and are undertaking a full time (over 12 hours) education or training course which is under the higher education level. Young people can claim Universal Credit at any point prior to their 21st birthday and will continue to receive the payment until the end of the academic year following their 21st birthday, i.e. generally until July following their 21st birthday.
- Young people undertaking full time education or training courses may also be eligible to claim the 16-19 bursary, care leavers have an automatic and priority entitlement – see www.gov.uk/1619-bursary-fund

- The capital limit for means tested benefits is normally £16,000, with savings over £6,000 meaning a reduction in benefits for the young person on a sliding scale.
- Money held in a trust fund (including Court of Protection) arising from personal injury (e.g. Criminal Injury Compensation Awards) does not count as capital. Criminal Injuries Compensation Awards are only disregarded for the first 52 weeks following receipt of the award.

Appendix 4. Financial support for Staying Put Carers

Staying Put Year 1 Weekly Allowances & Fees (from date TBC)

Staying Put financial support allowances and fees paid directly from Kirklees Council to carers from the young person's 18th birthday are:

- a) Skills level 1 – £101.40 per week
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus £57.90 = £191.99

Total Paid - £293.39pw

- b) Skills Level 2 – £126.75 per week.
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus £57.90 = £191.99

Total Paid - £318.74pw

- c) Skills Level 3 - £177.45 per week
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus £57.90 = £191.99

Total Paid - £369.44pw

- d) Level 4 - £228.15 per week
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus £57.90 = £191.99

Total Paid - £420.14pw

2. “Staying Put” Years 2 & 3 Allowance & Fees (from date TBC)

Staying Put financial support allowances and fees paid directly from Kirklees Council to carers from the young person’s 18th birthday are:

- a) 50% of Skills Level 1 = £57.40 per week.
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus
£57.90 = £191.99

Total Paid - £249.39pw

- b) 50% of Skills Level 2 = £63.38 per week.
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus
£57.90 = £191.99

Total Paid - £255.37pw

- c) 50% of Skills Level 3 = £88.73 per week
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus
£57.90 = £191.99

Total Paid - £280.72pw

- d) 50% of Skills Level 4 = £114.075 per week
Plus the over 16 fostering maintenance allowance -£249.89 per week - minus
£57.90 = £191.99

Total Paid - £306.07pw

Note:

(The 50% “Staying Put” skills reduction is waived for one year where a “Staying Put” carer has a single “Staying Put” arrangement and is unable to take a further placement due to limited accommodation).

Appendix 5. Section 23C Payments and Benefit Issues for Staying Put Carers

This section covers the rules regarding payments to “Staying Put” carer/s that are in receipt of a means tested legacy benefit/s (prior to the roll out of Universal Credit). National Insurance benefits are not affected by this income.

Payments made to the “Staying Put” carers from the Local Authority Children’s Services under section 23C of the Children Act 1989 via the young person, or directly to the carer/s on behalf of the young person are disregarded when calculating the carer’s entitlement to means tested welfare benefits.

The section 23C payment is disregarded in its entirety in circumstances where young people continue to live as a member of their former foster carer's family on a non-commercial basis.

Where young people contribute to the arrangement and/or claim Housing Benefit (which requires a commercial arrangement) they cannot continue to be deemed to be living solely in a familial arrangement and therefore any element of the payment from a source other than the section 23C element is taken into account when calculating the impact on the "Staying Put" carers own welfare benefit claim. The section 23C element will always be disregarded when calculating the "Staying Put" carer's welfare benefit entitlement.

The rent element of the Staying Put arrangement is set at £56.50. If a young person is not entitled to Housing Benefit due to excess income, then their contribution would be £56.50 per week. If a young person is entitled to Housing Benefit but it is assessed below £56.50, they would be expected to contribute the difference.

Where Housing Benefit is paid to the young person, or they pay the rent element from their earnings, all non-section 23C payments regardless of their source will be counted as income under the 'Boarder' rules. Under these rules the first £20.00 and 50% of the remainder is disregarded.

For example, if a carer receives £188.54 per week in total for the "Staying Put" arrangement of which £124.54 is paid by the local authority under section 23C and £56.50 is paid by the young person from Housing Benefit, the amount taken into account by the DWP will be £56.50. Of the £56.50, £20.00 and a further £18.25 (50% of the £36.50) is disregarded, therefore the carer will be deemed to have a £18.25 per week income from the 'Boarder' ("Staying Put") arrangement and they will lose £18.25 of their Income Support, income based Jobseekers Allowance or income-related Employment and Support Allowance.

In circumstances where a young person receives maximum Housing Benefit (rent assessed above £56.50), the full amount will need to be declared to the DWP and the DWP should then apply the 'income from a boarder' disregard.

In circumstances where the "Staying Put" carer is in receipt of Housing Benefit along with the above-mentioned benefits, the Housing Benefit is not affected. This arrangement would apply to each young person if two or more young people aged eighteen or over remain in the placement.

In situations where the "Staying Put" carer is in receipt of a means tested benefit the young person should still claim Housing Benefit, an amount equivalent to the carers DWP benefit reduction can be paid to them from section 23C. The section 23C compensatory payment will be disregarded in full by the DWP. In addition to using section 23C, Local Authorities have other discretionary powers available in order to

redress benefit deductions. In Kirklees we will use Discretionary Housing Payments and the Discretionary Council Tax reduction policy to ensure Staying Put carers are not financially worse off. As with section 23C compensation payments, these payments are disregarded in full by the DWP.

Where the “Staying Put” carer is over the Pension Credit age (the Pension Credit entitlement age is rising from 60 to 65 between 2010-2020) and is in receipt of Pension Credit more generous disregard rules regarding income from ‘Boarder Arrangements’ apply and should be explored. In practice, the whole amount paid (in respect of a ‘Boarder Arrangement’ to the carer) in receipt of Pension Credit is likely to be disregarded, regardless of the young person claiming Housing Benefit and the source of the payment to the carer.

In situations where a “Staying put” carer is getting child tax credit or working tax credit, they should declare their ‘profit’ from providing a “Staying Put” arrangement, as calculated on page 20. That profit may well be nil. Early planning for, and identification of, the benefits and financial circumstances of individual carers is critical to ensuring that appropriate plans and arrangements are in place for both the carers and young person.

In situations where a foster carer is receiving Carers Allowance (Young Person receiving daily living component of PIP) and becomes a Staying Put Carer the Carers Allowance may cease if the DWP considers Staying Put payments to the carer as earnings. This could also impact other means-tested benefits such as Income Support/Housing Benefit/Universal Credit.

If the “Staying Put” carer is in receipt on Universal Credit then the ‘income from a boarder’ will be disregarded. If the “Staying Put” carer receives housing costs as part of the Universal Credit claim there is no bedroom allowance for the “Staying Put” young person so there may be an under- occupancy charge. If the carer has a benefit reduction, an amount equivalent to the carers DWP benefit reduction will be paid to them as a Discretionary Housing Payment.

Given the complexity of making these arrangements, commencing planning these from the child’s 16th birthday should provide sufficient time to ensure the necessary arrangements and support are in place by their 18th birthday.

Appendix 6. Further help and Information Helplines

The Fostering Network member helpline
020 7401 9582
info@fostering.net
www.fostering.net

Coram Voice (advice for young people)
0808 800 5792
www.coramvoice.org.uk

Fostering Information Exchange (discussion forum)

<https://knowledgehub.local.gov.uk/web/fosteringinformationexchange>

Fosterline (information and advice for foster carers)

0800 040 7675

enquiries@fosterline.info

www.fosterline.info

Information for young people

Know Your Rights, Know Your Benefits: A guide for young people in and from care (Catch 22)

<http://resources.leavingcare.org/uploads/ede7b4f3ac9752c3175675175ea12b99.pdf>

Staying put guide for young people –www.leavingcare.org

Practice guidance

Staying Put: Frequently Asked Questions

For fostering services:

<http://www.fostering.net/all-about-fostering/providers/staying-put-update#.U4XdIvIdXsc>

For foster carers:

<http://www.fostering.net/all-about-fostering/foster-carers/staying-put-faq#.U4Xd0fldXsd>



Name of meeting: Cabinet

Date: 27th July 2021

Title of report: Care Leavers Support and Financial Guidance Policy refresh

Purpose of report: All Local Authorities are required to set out how they will meet their duties to support young people when they leave care. This is a refresh of the existing policy. Approval of the policy and agreement to implement is being sought from Cabinet Members.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes. This policy affects all Wards.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Mel Meggs – Strategic Director for Children’s Services. 18 th May 2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston – 11 th June 2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft. – 8 th June 2021
Cabinet member portfolio	Councillor Viv Kendrick

Electoral wards affected: All.

Ward councillors consulted: Not applicable.

Public or private: Public.

Has GDPR been considered? Yes, No personal or sensitive data, or other information covered by GDPR, is included in this report.

1. Summary

- 1.1. We need to be Corporate Parents who understand achieving positive outcomes for Care Leavers means for some young people, we will need to do things differently or do more than the minimum that is set down in Legislation. We intend to make a conscious shift away from one size fits all 'rule book' parenting to a flexible approach that is highly personalised to each young person's needs, with their wrap around support identified and clearly set out in their pathway plans.
- 1.2. This policy puts young people at its heart, from the creative writing shared by a Care Leaver to new areas such as 'the Care Leavers pot', we have endeavoured to create a restorative policy where the voice, strengths and needs of young people take priority over process. The policy is sighted on how we can nurture young people to have ambition, achieve good outcomes and gain the skills needed to live successful and independent adult lives, whilst at the same time, acknowledging and remembering what it is like to be a young person and the things that are important in the here and now.
- 1.3. Threading through the policy are the Council Plan's shared outcomes and the priority themes of the Children and Young People's Plan. The policy is set out in a way that reflects how the support delivered will contribute to these outcomes for Children and Young People.
- 1.4. This Policy needs to be considered in conjunction with the refreshed Staying Put Policy. Care Leavers who live in Staying Put arrangements are entitled to the support within this policy due to their status as Former Relevant Care Leavers.

2. Information required to take a decision.

Background.

- 2.1. The Council has duties under the Children Act 1989 and the Children Leaving Care Act 2000 to prepare young people for leaving care and to provide financial support, guidance, and advice when they have left care depending on their age and how long they were in care for.
- 2.2. The Children and Social Work Act 2017 introduced a new duty on Local Authorities to provide Personal Advisors and support to all Former Relevant Care Leavers up to age 25 if they want this support. Not all Care Leavers want to continue their relationship with Children's Services once they leave care, this is their choice, and we must respect their wishes.
- 2.3. When a child is Looked After, or is a Care Leaver aged under 25, the Council is in law, their 'Corporate Parent'. This means that we should act towards these children and young people as any good parent would their own child. Just as other parents continue to love, support, care for and be ambitious for their children after they turn 18, so too must the Council.
- 2.4. All Local Authorities must publish information relating to what support is offered to Care Leavers. In Kirklees we have three main documents which set out how we will support our young people, these are:
 - The Corporate Parenting Strategy
 - The Kirklees Commitment to Care Leavers
 - Guidance for Financial Assistance for Looked After Young People aged 16 and over and for those who have left care.
- 2.5. The Children Leaving Care Act 2000 created four categories (known as Status) of Care Leavers who are entitled to support after their sixteenth birthday.

The table below summarises eligibility for services and describes the services that should be provided as a minimum.

Table 1.

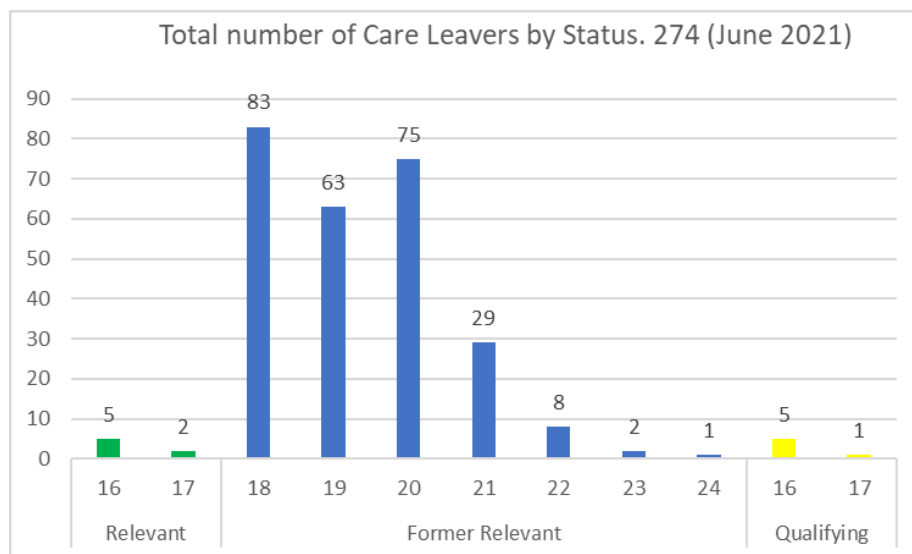
Explanation of Status	As a minimum, we must ensure these young people
Eligible young person (young people aged 16 or 17 who have been looked after for at least 13 weeks since the age of 14 and were looked after on their 16 th birthday and who are still looked after)	<ul style="list-style-type: none"> • Receive all the care and support they would normally until they leave care. • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Have access to our Commitment to Care Leavers
Relevant young person (young people aged under 18 who were previously an Eligible child and are no longer Looked After.)	<ul style="list-style-type: none"> • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Receive help to find both a good place to live (suitable accommodation) and financial support to pay for this. • Receive a maintenance allowance. • Receive encouragement and support to achieve their goals as set out in their pathway plan. • Have access to Keep in Touch. • Receive financial support to meet education, employment and training needs. • Have access to our Commitment to Care Leavers
Former relevant young person (young people aged 18-25 who have been Eligible or Relevant young people)	<ul style="list-style-type: none"> • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Receive help to find a good place to live (suitable accommodation) • Receive encouragement and support to achieve their goals as set out in their pathway plan. • Receive encouragement and support to access education, employment, and training. • Receive help with some living costs. • Have access to our Commitment to Care Leavers
Qualifying young person (any young person aged between 16 – 25 who has left care but who was in care on or after their 16 th birthday and had spent less than 13 weeks in care since the age of 14, in other words not an Eligible or Relevant young person)	<ul style="list-style-type: none"> • Have access to our Commitment to Care Leavers • Receive encouragement, advice, and support. • Receive a maintenance allowance if they are taking part in education or training and not in receipt of Universal Credit,

- 2.6. The Guidance for Financial Assistance for Looked After Young People aged 16 and over and for those who have left care was produced in 2015. Since this time, Children’s Services, the Council, and our Partners have collectively been on an ambitious journey of improvement.
- 2.7. Through the Corporate Parenting Strategy, the Children’s 10 Point Improvement Plan, the Children and Young People’s Plan and Our Council Plan we have set out clearly our strategic intentions to improve outcomes for Children and Young People to give them the best start in life. By aligning our vision and narrative across all key policies and plans, we have laid down strong foundations on which we can build outstanding services and created the conditions for success for social work practice.
- 2.8. The current Financial Guidance for Care Leavers for Looked After Young People aged 16 and over and for those who have left care is outdated. It does not reflect our Corporate Parenting narrative and ambitions.
- 2.9. To ensure staff not only have the conditions for success but also the tools to facilitate success, the Leaving Care Team have reviewed and refreshed the Financial Guidance for Care Leavers to ensure young people leaving care are able to access support which provides them the best start to their adult lives.

- 2.10. Whilst the refreshed policy is ambitious, Members are asked to note and be reassured the contents, where it is in the Council's powers to make changes, reflect recent recommendations for improving support to Care Leavers made to Central Government by the Children's Commissioner.
- 2.11. To also note, the National Independent Review of Children's Social Care is now underway. Included in the scope of the review is support for young people as they prepare to leave care and those receiving ongoing support once they have left care.
- 2.12. Policy reforms at national level are expected to materialise over the course of the next six months and beyond. The Council will likely be in a position of strength to implement changes, as we believe much has been pre-empted and is covered in the scope of this policy should it be approved.
- 2.13. To successfully implement and deliver the policy it will need collaboration across council directorates and an agreement on funding to strengthen the council wide Corporate Parenting Offer.
- 2.14. To deliver some proposals in the policy, it may require changes to policy in other directorates, for example Welfare and Exchequer and Housing Services. Discussions with services may need to take place to understand what impact this would have on their policy areas and whether if required, changes can be made under Schemes of Delegation or would require a Political Decision.
- 2.15. The creation of a 'Corporate Parenting Offer, Budget or Pot' is not a new concept and has been discussed by the Executive Team before. There was initial agreement to the concept, however the conversations were not progressed.
It is proposed conversations resume to agree how a council wide Corporate Parenting Offer can be strengthened.
- 2.16. Not surprisingly, money and finance are high on the list of issues Care Leavers seek support for. The Kirklees Looked After Children Independent Service (Children's Rights Team) offer advocacy, advice, and representation to Care Leavers and children and young people who are Looked After by Kirklees within the borough or in external placements.
- 2.17. The 2019/20 Children's Rights Team (CRT) Annual Report provides insight into the issues and experiences of Care Leavers. Of all the contacts made by young people to the CRT solely for support and representation with issues they were experiencing, 60 (27%) came from Care Leavers.
Of these requests, 12 (20%) related to financial support. The themes raised were:
- Financial support at university
 - Savings
 - Celebratory allowances.
 - Leaving care grant
 - Financial support with an emergency.
 - Council tax not being paid where Care Leaver lives in another Local Authority.
 - Support with bills
 - Overall financial support and adherence to financial policy
- 2.18. These findings align with feedback provided by the Care Leavers Personal Advisors (PA's) on the main issues Care Leavers raise with them.
The topic of having enough money to live off is one of the most frequently raised issues.
- 2.19. As part of refreshing this policy, a number of financial scenarios have been modelled to assess both the cost and potential impact on outcomes increasing the amount of Income Maintenance would have for those Care Leavers which we have a duty to pay Income Maintenance to.
- 2.20. As shown in Table 1. We only have a duty to pay Income Maintenance to Relevant Care Leavers. These are Care Leavers aged 16 – 17 who are living independently.

The reason we must pay this is because young people are not able to claim benefits until they are 18 (unless they qualify for an exception e.g., they are a lone parent or have a disability)

2.21. The chart below shows the current total number of Care Leavers by their Eligibility Status.



2.22. There are 7 Care Leavers who we must pay Income Maintenance for. The weekly rate we pay is equivalent to Universal Credit - £79.38 (includes £20 temporary Covid 19 increase, from Autumn 2021 this may return to pre Covid rate of £59.38)

Alternative payment models for Income Maintenance considered what the cost would be if we based Income Maintenance on:

- Universal Credit over 25 rate
- Minimum National Wage rates – based on 37 hour week, 16/17 year old rates.
- The Living Wage.

The potential financial impact is shown in the table below.

	Weekly cost (allowance rate paid)	Annual cost per Relevant Care Leaver	Annual cost based on current Relevant cohort numbers
Option 1. Current model – aligned to UC under 25 rate	£59.38	£3,087	£21,614
Option 2. UC over 25 rate	£74.96	£3,897	£27,279
Option 3. Minimum National Wage	£170.94	£8,888	£62,216
Option 4. The Living Wage	£329.67	£17,142	£119,994

2.23. Based on the data, the service has concluded it is not a viable option to increase the amount of Income Maintenance and recommends Option 1 -Income Maintenance remains in payment at the current rate for the following reasons.

2.24. The duty to pay Income Maintenance is only for two years from the age of 16 through to when a Care Leaver turns 18. At this point, Care Leavers are expected to maintain themselves either through wages, education bursaries or benefit claims.

2.25. Analysis of data to the end of April 2021 shows 120 out of 282 Care Leavers (42.5%) are not in Education, Employment or Training (NEET) and therefore it is reasonable to assume these Care

Leavers are claiming Universal Credit. This suggests if we did implement Option 3 or 4, for the proportion of Relevant Care Leavers who go on to claim benefits, they would experience a cliff edge as their income reduces significantly to the UC under 25 rate once they turn 18. Potentially we would be setting Care Leavers up to fail.

- 2.26. Whilst it could be affordable to increase Income Maintenance to the over 25 UC rate, as set out above, Care Leavers once they turn 18 will receive the under 25 rate if they claim benefits under current regulations. The Children's Commissioner has recommended to Central Government that all Care Leavers be entitled to this rate. This option has been included to highlight we may have a duty to pay this rate in the future.
- 2.27. The underpinning spirit and intention of the policy is to support and incentivise Care Leavers to continue or enter into Education, Employment or Training (EET) with a longer term ambition of improving outcomes and life chances for Care Leavers. Our numbers of Care Leavers who are in EET are not where we want them to be. Benchmarking shows we are lower than both our Statistical Neighbours and the England average.
- 2.28. Implementing either Option 3 or 4 may further decrease the number of Care Leavers who are in EET, as for the two years we have a duty to pay this allowance, the financial incentives proposed within the policy for taking up EET would be outweighed by the amount of Income Maintenance allowance.
- 2.29. Analysis of the 5 Relevant Care Leavers current education status and pathway plans shows 4 out of the 5 (80%) are in full time education and either are at college or have a place to start college in September 2021. We need to do more to support Care Leavers post 18, as this is where the drop off in EET occurs.
- 2.30. Most of our Children Looked After live in family settings with Foster Carers, with a read across to the aims of the Staying Put policy, we want more Care Leavers to take up the opportunity of Staying Put arrangements. There is a risk this offer would look more attractive to 16 and 17 years olds preparing for leaving care and could result in more young people moving to living independently at an earlier age or before they are really ready.
- 2.31. Whilst as Corporate Parents we have to consider 'is this good enough for my child?' we also have to follow 'good parenting principles.' Care Leavers often need support to further develop emotional maturity and practical skills such as managing money and budgeting in order to manage living independently. We have to consider whether giving 16 and 17 year old Care Leavers these weekly amounts of allowances would unintentionally create risks for these vulnerable young people.
- 2.32. There is a need to balance what Care Leavers want against what they actually need and what can be afforded. In order to implement a higher Income Maintenance model of payments for a very small number of Care Leavers, many areas of the proposed policy would need to be cut in order for it to be affordable. This would result in a pared back offer and loss of opportunity for the majority of Care Leavers.
- 2.33. We are committed to the principle that no Care Leaver should experience poverty and we will deliver on this commitment by ensuring all Care Leavers have access to a package of wrap around support and individual plans which appropriately meet needs. A pot of up to £550 per year will be available for PA's to use to meet unplanned requests in the best interest of their young people. This pot of money is in addition to any other allowances or grants outlined in this guidance. PA's will have autonomy in decision making in regard to this pot of money, however, once the pot is exhausted, there will be no further funding available until the next financial year.
- 2.34. The refreshed policy proposes increases to some existing areas such as the Leaving Care Grant and holiday and birthday allowances as well as introducing new areas such as help with moving and incentives to support Care Leavers in Education, Employment and Training (EET).

Unlike the previous policy, accessing some of the benefits and support will not be dependent on Care Leavers being in EET. Personal Advisors will be encouraged to work with their Care Leavers to use the 'Care Leavers' pot innovatively to nurture ambition, for instance a Care Leaver might have a passion or talent in the Arts or Sports, by using the pot to pay for classes or equipment, a Care Leaver may find they are able to pursue career options they might not have thought possible.

2.35. Section 4.4 'Top Ups' commits to the principle that no young person should find themselves financially worse off or experience poverty when undertaking education, employment or training to improve their life chances. We will ensure that all our Care Leavers who are attending full time education or equivalent have a minimum of £105 disposable income after rent costs.

2.36. We believe incentivising education, employment, and training rather than increasing the maintenance allowance is the right thing to do and will better support Care Leavers to achieve improved longer term outcomes.

2.37. The refreshed policy provides clarity for the most common areas of support requested by Care Leavers. This will facilitate consistent, fair, and transparent decision making whilst at the same time, moving away from a blanket parenting rule book to a position where personalisation is at the heart of planning. If approved, successful implementation of the policy will result in a much needed improved offer for Care Leavers.

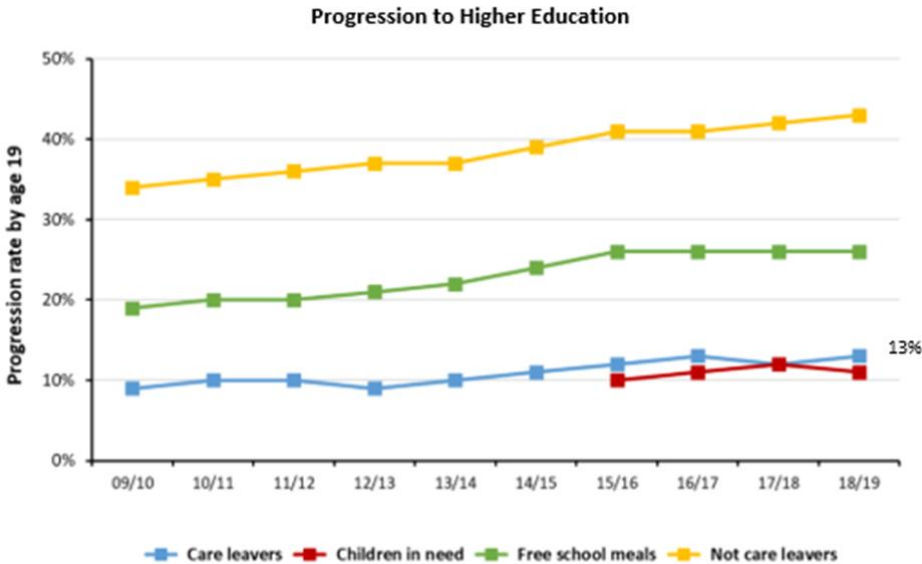
2.38. Aspire and Achieve is one of the Council's shared outcomes. It is accepted that there is a strong correlation between educational attainment, poverty, inclusion, social mobility, and life chances. In Kirklees, the number of Care Leavers progressing on to Higher Education is not where we would want it to be.

The table below shows the numbers progressing as a proportion of the total cohort of Care Leavers.

Year	C/L enrolling in HE Sept.	Total C/L attending HE	Total number of care leavers eligible for services Sept	% of C/L in Kirklees in HE
2018/19	4	16	241	6.6%
2019/20	6	16	251	6.4%
2020/21	7	20	262	7.6%
2021/22	11*	Not yet known	Not yet known	

* current active UCAS statuses, subject to successful application completion and offer.

Whilst it is heartening to see an increasing trend year on year, when compared against the Department for Education (DfE) National statistics on progression to Higher Education, Care Leavers in Kirklees are well below the National average of 13%.



Source: Matched data from the DfE National Pupil Database, HESA Student Record and ESFA ILR

- 2.39. Of the total cohort of Care Leavers enrolled in Higher Education settings, only one attends Huddersfield University. The others attend Universities in the following cities: Leeds, London, Liverpool, York, Bradford, Sheffield, Birmingham, Nottingham, and Manchester.
- 2.40. We do not currently reflect the higher living costs associated with city living and accommodation in the Higher Education Bursary for Care Leavers.
- 2.41. There are proposals within both this policy and the Staying Put Policy which will improve the support available to Care Leavers who want to progress to Higher Education, however there will be a cost attached. These are set out below in Section 3 – Financial Implications.

3. Implications for the Council

Working with People

This policy has been shaped by the voice of Care Leavers gained from feedback from the CRT and PA's who work directly with Care Leavers.

The Young People's Achieve Awards 2020 provided insight into types of support Care Leavers valued. We have built on what we have done well and further strengthened these policy areas.

The policy has been shared with Care Leavers for feedback. Next steps will be to collaborate with the Care Leavers Forum and Children in Care Council via the CRT to produce an Easy Read version for Care Leavers and to update the Kirklees Commitment to Care Leavers. (Care Leavers Local Offer)

Working with Partners

The Care Leavers Service will work with our collective Corporate Parents and the wider partnership to ensure appropriate accommodation, resources and services are available to support successful transitions into adult life.

Place Based Working

We want Care Leavers to live their lives confidently, independently and with dignity. It is intended this policy will enable Care Leavers to feel included and better connected to the communities they live in and encourage them to contribute to making the places where they live safe and welcoming places.

Climate Change and Air Quality

Options for more environmentally friendly travel and transport have been considered in Section 6.6 of this policy.

Improving outcomes for children

This policy has been written in a way that clearly shows how areas of support provided contribute to both the shared outcomes of Best Start, Living Independently, Aspire and Achieve and Well and the priorities of the Children and Young People's Plan.

Tackling poverty, closing equality gaps, and increasing life chances are outcomes this policy aims to positively impact on.

Outcomes we expect to see as a result of successfully implementing this policy are:

- Care Leavers live in appropriate accommodation.
- Care Leavers Keep In Touch.
- Care Leavers successfully complete introductory tenancy periods.
- Young people at risk of poor learning outcomes participate and engage in Education, Employment and Training (EET)
- Care Leavers undertake activity which promote a healthy lifestyle and/or nurtures their talents.
- Social, emotional, and mental health and wellbeing indicators for Care Leavers are good.
- Care Leavers moving into adulthood have good life skills and are ready for work.
- Care Leavers can access 'green' and affordable transport.

Other (e.g. Legal/Financial or Human Resources)

There are no HR or Legal implications.

The overall annual budget for Care Leaver spend is £576,916. The outturn position for 2020/21 shows an underspend of £74,120.

Analysis comparing overall Care Leaver spend against budget over the last two years shows underspends of £142,444 in 2018/2019 and £55,707 in 2019/2020 against the same base budget of £576,916.

The findings do offer some assurance that on current demand there is potentially tolerance in the budget to improve the financial support outlined in the proposals, but it is unlikely the current budget will stretch to meet the whole cost burden.

The issue is knowing future levels of demand and take up of the offer. Not all Care Leavers will need or want to access all parts of the offer. Care Leaver need is assessed on an individual basis as part of their pathway planning, as such there is a difficulty in extracting information to make meaningful projections.

It is estimated introducing the Higher Education Allowance would incur an additional pressure of £7,378.80 per year per student over the period of their course. (usually three years)

Based on the average number of Care Leavers progressing to Higher Education, each year between 2018/19 – 2020/21 (6) this would mean an additional annual cost of £44,272.80. This cost would rise if the trend in Care Leavers progressing into Higher Education continues on the same trajectory.

Similarly, the introduction of the Graduation Bursary and Vocational/Apprenticeship reward proposals would bring additional costs of £3,500 and £250 respectively per young person who successfully completes their course.

Due to the difficulties in projecting volume growth and demand, the following is proposed.

In the next 3 months, the Care Leavers Service will work with finance colleagues, and transactional services to improve how Care Leaver spend can be recorded and monitored. This will be in place before the refreshed policy is implemented.

There is no request for additional funding at this time. The Care Leavers Service will monitor spend, demand and volume growth over the first year of the policy along with what difference the policy makes to the lives of Care Leavers with a specific focus on attainment and take up of Education, Employment and Training and the numbers of Care Leavers experiencing crisis as a result of poverty.

Children's Services will use this time to collaborate with the wider service and finance colleagues to propose how a 'Corporate Parenting Offer' might be created and drawn down should the proposal for a Corporate Parenting Offer or pot be agreed.

Dependent on the outturn of year one of the policy, the Care Leavers Service will return with a business case for additional funding if required.

4. Consultees and their opinions

4.1. The policy has been drafted in consultation with the following people:

- Heads of Service and Service Managers in the Care Leavers and Fostering Services.
- The Care Leavers Service, Personal Advisors and Careers Advisor.
- The Virtual School and Post 16 Progression and Partnerships
- The Children's Right's Team.

Consultees reported they felt young people and improving outcomes for them was at the heart of the policy. All consultees felt their feedback and concerns have been addressed and well reflected in the policy.

- 4.2. Children's Service's Senior Leadership team have received a briefing for their own sign off of the policy on 18th May 2021.
- 4.3. The Care Leaver forum has been engaged and the draft policy and presentation outlining changes has been shared for feedback and further input.
- 4.4. The Portfolio Holder for Children has been engaged and consulted with throughout the process. A meeting on the 25th May 2021 between Cllr Kendrick, Strategic Director Mel Meggs and Service Director Elaine McShane shared and agreed the final version of the updated policy.
- 4.5. The Executive Team were consulted on the 8th June 2021 and approved the policy to move forward to Cabinet.
- 4.6. The Corporate Parenting Board were consulted on the 29th June 2021. Members wholly supported the policy and the proposal to move forward to Cabinet.
- 4.7. The Leadership Management Team were consulted on the 5th July 2021. The Leadership Management Team supported the policy and approved the proposal to move forward to Cabinet.

5. Next steps and timelines

- 5.1. Subject to approval by Cabinet Members, steps will be taken to implement the policy, with the aim of it being in place by September 2021.
- 5.2. Collaboration with Care Leavers to write and design an easy read guide to the policy and refresh and update our Commitment to Care Leavers.
- 5.3. Regular updates on progress and the impact/outcomes as a result of implementing the policy will be scheduled in the forward plan and provided to Corporate Parenting Board

6. Officer recommendations and reasons

- 6.1. Cabinet Members are asked to approve the updated policy to ensure young people leaving care are able to access tailored support which provides them with the best start to their adult lives.
- 6.2. It is recommended for future updates of the policy that approval be given for a Delegated Officer Decision to be made by the Service Director for Family Support and Child Protection.

7. Cabinet Portfolio Holder's recommendations

As Cabinet Portfolio Holder, I am supportive of the proposals in the updated policy. This is a fantastic opportunity for us as Corporate Parents to strengthen the support we already provide to Care Leavers and deliver an outstanding offer that will make a real difference to the lives of our young people.

8. Contact officer.

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9. Background Papers and History of Decisions

Executive Team – 8th June 2021

Key Decision Notice – 24th June 2021

10. Service Director responsible

Elaine McShane – Service Director for Family Support and Child Protection

Support Policy for Young People Leaving Care.

2020/21



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1. **“Care”** by CF, a Kirklees Care Leaver

Care is a strong word.

Care means everything.

Care is about being able to help.

Care is about being able to support.

Care is about being able to love people for who they are.

Care for people you love; it's important.

Care is important.

Care is for everyone, no one deserves not to be cared for.

Care is not overrated, it's the law.

Care is about love.

Care is about paying attention.

Care is about trust.

Care is about kindness.

Care is about showing children they have a future.

Care is a responsibility.

Being in care is frightening.

Being in care is upsetting.

Being in care is losing family.

Being in care is losing friends.

Being in care is shedding tears.

Being in care is bottling up feelings.

Being in care is about not feeling wanted.

Being in care is about not feeling loved.

Being in care is about feeling guilt.

Being in care is being unloved.

Being in care is mentally straining.

Being in care is crying in an empty room.

Being in care is being broken but smiling through it.

Being in care is feeling like you're screaming for help but no one listens.

Being in care is thinking about is this worth me living.

1.1 Introduction and purpose.

First and foremost, Kirklees Children's Services would like to extend its thanks to our young person for giving permission to share their creative writing about "Care".

As Corporate Parents, Kirklees Council is committed to supporting our care experienced young people to have not only the best start in life as a child but also to have the best start as they prepare for life as adults.

We want our young people to have ambition and aspirations, to have the same opportunities to achieve their goals, reach their full potential, and enjoy leisure and cultural activities as any other child would.

We need to be Corporate Parents who understand achieving these outcomes means for some young people, we will need to do more or do things differently to the minimum that is set down in the rules. We aim to make a conscious shift away from restrictive 'rule book' parenting to an approach that is highly tailored to individual's needs with support wrapped around as required.

In 2018 the Government launched the Care Leaver Covenant – a pledge to help people leaving care to become independent. It was said at the time: "We are the parents for these children and young people and the way to think about that is, what would I want for my child?"

In the context of this policy and guidance, it would be easy to lose focus on how vulnerable and traumatised many of care experienced young people are and concentrate instead on the financial cost to our authority.

The simple truth is we need to do more to support young people leaving care; more to nurture ambition and more to prevent these young people from experiencing poverty.

Young people leaving care need to move towards independence at a pace that is right for them not a set point in time. We know care leavers can face considerable disadvantages and barriers to achievement and stability as they leave care and move into adulthood. Young people in care are more likely to move out into the adult world earlier, often without the same level of ongoing family support their peers are afforded. This can mean they have fewer life chances and as a result experience poorer outcomes, but it doesn't have to be this way.

Leaving home can be many things, exciting – stepping out into the world, having independence, and making your own decisions, going to University or getting your own place to live. For some young people it might be a time of worry and anxiety– wondering how you'll cope on your own and manage your own money.

Working with our care leavers and partners in Kirklees, we will support our young people to develop the skills, resilience, and confidence they need to prepare them for a successful transition into adult life as any good parent would. It is important that we ensure young people leaving care receive the right level of practical, emotional, and financial support.

To do this well, we recognise the need for a flexible financial support policy which meets legislative requirements but can be used innovatively to meet the needs of our young people leaving care, reflecting our outstanding ambitions for care leavers.

This policy draws down the offer from all service areas across Kirklees Council in a true collaborative approach to Corporate Parenting to provide collective support to young people leaving care.

This policy sets out what services and support should be provided to young people aged between 16 and 25 who have left care. It sets out the role of Personal Advisors (PA's) and the Looked After Children and Leaving Care Service and the standards of service provision that should be available to all Kirklees care leavers.

2. Principles and Objectives of service

- The voice of young people leaving care will be at the heart of all planning and decision making for their future. The wellbeing and aspirations of young people will be the central consideration of the Care Leavers Service to ensure decisions are made in the best interest of each young person.
- The Care Leavers Service will be a caring and supportive parent. Every care leaver will have a dedicated personal advisor to provide support and to enable access to services based on high quality assessment and planning to help them achieve good outcomes and improved life chances.
- Support will be personalised for each care leaver based on their assessed needs and their aspirations for the future. Personal advisors are encouraged to be creative and innovative to create individually tailored plans for care leavers.
- The Care Leavers Service will work with our collective Corporate Parents and the wider partnership, to ensure appropriate accommodation, resources and services are available to support successful transitions and meet the assessed needs of care leavers.
- The Care Leavers Service recognises that whilst care leavers may face challenges during the transition to adulthood, they are no different to our own children. They may need or wish to change direction and goals numerous times to find a path to a successful future that is right for them. The Care Leavers Service will act as any good parent would and support these aspirations and ambitions through quality pathway planning which provides for such contingencies, ensuring plans are flexible.

3 How we decide what support Care Leavers can receive.

3.1 The Legal Framework.

There are laws which set out how Kirklees Council (and every other council) must support young people leaving care.

The Children Leaving Care Act 2000 created four categories of Care Leavers who are entitled to support after their sixteenth birthday. Kirklees Council's financial responsibility for Care Leavers will be determined according to these categories.

The Children and Social Work Act 2017 introduced a new duty on Local Authorities to provide Personal Advisors and support to all Former Relevant Care Leavers up to age 25 if they want this support.

The policy has been developed in line with:

- I. The Children Act 1989
- II. The Children Leaving Care Act 2000
- III. The Children Act 2004
- IV. Planning Transition to Adulthood for Care Leavers
- V. Care Leavers (England) Regulations 2010
- VI. The Children and Social Work Act 2017
- VII. Our Council Plan 2020/21
- VIII. Kirklees Council's Corporate Parenting Strategy 2019/2021
- IX. Kirklees Children and Young Peoples Plan

A detailed description of the different types of eligibility is provided in appendix 1.

The table below summarises eligibility for services and describes the services that should be provided as a minimum.

Explanation of Status	As a minimum, we will ensure these young people
<p>Eligible young person (young people aged 16 or 17 who have been looked after for at least 13 weeks since the age of 14 and were looked after on their 16th birthday and who are still looked after by Kirklees)</p>	<ul style="list-style-type: none"> • Receive all the care and support they would normally until they leave care. • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Have access to our Commitment to Care Leavers
<p>Relevant young person (young people aged under 18 who were previously an Eligible child and are no longer Looked After.)</p>	<ul style="list-style-type: none"> • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Receive help to find both a good place to live (suitable accommodation) and financial support to pay for this. • Receive a maintenance allowance. • Receive encouragement and support to achieve their goals as set out in their pathway plan. • Have access to Keep in Touch. • Receive financial support to meet education, employment, and training needs. • Have access to our Commitment to Care Leavers
<p>Former relevant young person (young person aged 18-25 who have been Eligible or Relevant young people)</p>	<ul style="list-style-type: none"> • Have a Personal Advisor • Have a needs assessment. • Have a pathway plan and review. • Receive help to find a good place to live (suitable accommodation) • Receive encouragement and support to achieve their goals as set out in their pathway plan.

	<ul style="list-style-type: none"> • Receive encouragement and support to access education, employment, and training. • Receive help with some living costs. • Have access to our Commitment to Care Leavers
<p>Qualifying young person (any young person aged between 16 – 25 who has left care but who was in care on or after their 16th birthday and had spent less than 13 weeks in care since the age of 14, in other words not an Eligible or Relevant young person)</p>	<ul style="list-style-type: none"> • Have access to our Commitment to Care Leavers • Receive encouragement, advice, and support. • Receive a maintenance allowance if they are taking part in education or training and not in receipt of Universal Credit,

3.2 Personal Advisors.

“Behind every child who believes in himself is a parent who believed first”

Matthew L Jacobson.

When the time comes for young people to leave our care, they are entitled to a range of services which are to help them plan their future and achieve their aspirations. This preparation to leave care starts with the Care Leavers Service when young people turn 16, they are allocated a personal advisor and the support they receive can be in place until they turn 25.

Personal Advisors (PA’s) provide the care, advice and encouragement young people need to have the foundations for success in place to help them go on to achieve their full potential.

We have a duty to ensure all Eligible, Relevant, and Former Relevant children are provided with a personal advisor.

PA’s are the people that work the closest with young people as they prepare to move into adulthood, hearing their hopes and dreams for the future and working together with the young person they will develop a plan which sets out how they might achieve their goals. Most importantly, PA’s will be the people a young person knows believes in them and they can turn to if things get tough.

For eligible young people (children who are still looked after by the council) their PA will be their allocated social worker.

For relevant and former relevant young people, the Care Leavers Service will look at the interests and culture of young people and try to match them with a PA that shares similar beliefs and interests.

The support PA’s will provide will be wide ranging and will very much be dependent on the needs of each individual young person. PA’s will lever all relevant resources available across the Kirklees partnership to ensure young people and Care Leavers have access to:

- Information and support to develop the practical skills needed to begin an adult life, promoting the help that can be found at our dedicated Care Leavers services No.11 & No 12
- Information and support to access education, training, and employment opportunities and to access any incentive funding or bursaries there may be.

- Support in finding and sustaining employment.
- Information and practical support to manage their money, including help with budgeting, setting up bank and saving accounts, setting up direct debits, using banking apps, debt advice.
- Information and advice about the housing and accommodation options potentially available and support to secure accommodation
- Support and encouragement to develop their confidence and make good decisions.
- Support with navigating the benefit system and applying for benefits if required.
- General information about maintaining positive health and wellbeing; knowledge about how to access targeted and specialist health services.
- Information about leisure, sporting, and cultural opportunities to enable care leavers to enjoy and participate in community life.

3.3 Pathway Plans.

“Help me get ‘somewhere’, not ‘nowhere’” Kirklees Care Leaver

Pathway plans need to be a meaningful roadmap to a young person’s future, something which capture not just practicalities needed to live well and cope in the adult world, but also hopes and ambitions and how a young person might realise these goals. As well as looking to the future, to help young people make sense of their life, good plans should incorporate elements of life story work so that they have a permanent record of their care experiences and have an understanding as to why they were looked after.

Plans need to be produced with the young person and in collaboration with others who have a role in their lives such as the virtual school, parents, current carers, teacher or tutor, nurse, reviewing officer and any advocate. Every Eligible, Relevant and Former Relevant young person should have their financial needs assessed and included in their Pathway Plans.

Pathway planning for care leavers should reflect their growing independence as they take on more responsibility for their lives.

All care leavers must have a pathway plan in place that is based on an assessment of their needs. Pathway plans should have a contingency plan in place and be flexible enough to allow for changes in direction, our own children often regularly change their minds about what they want to study or do for a career, young people leaving care should be afforded the same support and encouragement to find a direction that is right for them as we would our own children.

The views of young people must be at the heart of all pathway planning, and they should be encouraged to participate as far as possible. PA’s should keep young people informed of the outcomes of assessments and reviews and ensure they are provided with copies of key documents.

PA’s will ensure Pathway Plans are kept up to date in line with young people’s needs. There is an expectation PA’s will meet with young people as a minimum every two months.

It is essential that pathway planning ensures care leavers are in receipt of mainstream and universal services, benefits where applicable and have suitable accommodation.

PA's have a duty to co-ordinate the provision of services for care leavers from a number of agencies, so it is vital that the professional network is engaged and co-produces the pathway process.

Pathway planning should end in a planned manner as the young person nears their 21st birthday unless the young person wishes to continue to receive support. In these cases, young people can continue to receive support up to the age of 25. There is no longer a requirement for young people to be engaged in a planned programme of education or training to continue to receive support past the age of 21. During this period, planning should focus on transitions to relevant adult resources as required by the young person's assessed needs.

3.4 Process for agreeing Financial Support.

Financial support should be agreed and recorded as part of each young person's pathway plan.

Young people's needs regarding financial support should be assessed within the pathway needs assessment along with areas of support, amounts to be paid and the frequency of payments to be made.

Many payments made by the Care Leaver Service are discretionary and the amount paid will be dependent on each young person's need.

Whilst the Care Leavers Service needs to be mindful of budgetary constraints and the financial envelope we have to work in, it is important young people are not excluded from accessing things their non-care experienced peers are able to.

Payments to young people as far as practicable should be made in accordance with this guidance and with the approval of the Care Leavers Service.

Payments to, or on behalf of, any 'young person must be on the Financial Authorisation Form and approved by a Team Leader and/or Team Manager.

All spend must be recorded on Liquid Logic and a log should be created and held on Wisdom against each young person's file.

Financial support needs to be reviewed every 6 months at the pathway plan review, but care leavers can ask their social worker or personal advisor to review their support needs earlier where their circumstances have changed or where they are having difficulty in managing their finances.

3.5 Payments

Having a bank account and the ability to make electronic and contactless payments are a basic necessity in today's world.

PA's will work with young people ensuring there is an early emphasis on supporting young people to open bank and savings accounts to develop their money management skills and promote saving for later life.

All young people and care leavers should be supported to open an account which best meets their needs. Care leavers will be expected to have a bank account as payment of all allowances and grants will be made directly into this bank account unless there are ongoing concerns about the care leaver's ability to manage their money.

Care Leavers should be supported to look at the digital offer from banks and the financial sector, all of which have apps which can help young people manage their money.

For those care leavers who are unable to access mainstream banking services alternate methods of payments are in place, currently this could be cash payments or payments to carers or residential homes. Moving forward we aim to introduce pre-loaded payment cards.

For those individuals about whom concerns exist, the social worker or personal advisor may agree with the care leaver to release small amounts of allowances to them at more regular intervals while they develop the skills to budget more effectively.

Social workers and PA's should regularly assess how the care leaver is managing their money and whether they need extra support in learning how to budget.

In a crisis or other emergency where a care leaver makes a request for emergency funds, the social worker or personal advisor must carry out an assessment to look into the circumstances of the request before agreeing any support.

Requests for emergency payment may also be indicative of other issues, for example substance misuse or debt, and this should be explored during the assessment. Wherever possible, emergency assistance should be given in forms other than cash, for example, this might be food parcels, utility top ups, and travel passes.

If planned payments are to be stopped for any reason e.g., removing incentives because a young person is no longer engaged in employment, education, or training as per their pathway plan, this must be discussed with the social worker or personal advisor's line manager. The social worker or personal advisor should write to the care leaver to explain the reasons for this.

4 Living Independently

We want our young people to live their lives confidently, independently and with dignity. We want them to feel included and connected to the communities they live in and be encouraged to contribute to making the places where they live safe and welcoming places.

What “getting somewhere” looks like will be different for each young person, so, we will make sure every care leaver has the right advice, and financial and emotional support at the right time.

Pathway planning needs to be central to young people’s journey to independence. It will be aspirational as well as practical, capturing and planning for where young people see themselves in 5, 10 years’ time, this might include owning their own home or car.

The financial support guidance below outlines what is available and is intended to incentivise work, training, and education.

We know PA’s work alongside their young people and understand them well. With this in mind PA’s are encouraged not to see this as a rigid framework, and to be innovative and creative when it comes to providing financial support, so we meet aspirations as well as need and ensuring no young person is financially worse off by taking up work training or education.

4.1 Income Maintenance.

The council will make sure young people have enough money to live off. A maintenance allowance will be paid to cover the costs of day to day living, including food, toiletries, utility bills, general travel, social life and leisure activities.

Income Maintenance is a payment which is in line with Universal Credit rates. Up to date information on standard monthly allowances can be found [here](#)

The current allowance equates to £79.38 (includes temporary 12 month Covid 19 increase) per week.

Should the temporary 12 month Covid 19 increase end as planned on the 6th of October 2021. The amount of Income Maintenance will reduce in line with Universal Credit rates to £59.38 per week.

This allowance may be paid to young people up to the age of 18 living independently. This allowance will continue to be paid regardless of any other income the young person has, such as a Further Education grant, training allowance or wages from employment.

This is the absolute minimum amount a young person should be expected to live on, and additional financial support should be provided with any needs identified by the pathway planning process. In general, Young People should be encouraged to engage in activities that increase their weekly income through incentives and bonuses.

Income maintenance cannot not be paid if a young person is in receipt of Universal Credit.

4.2 Who can receive Income Maintenance allowance?

Eligible young people.

As Eligible young people are still looked after, their financial support needs should continue to be met in the same way as other looked after children via

the Care Planning process. There is no duty within the Children (Leaving Care) Act 2000 to meet the maintenance needs of these young people.

Some Eligible young people may be entitled to claim non-means tested benefits such as Personal Independence Payments

Relevant Young People

The council has a duty to ensure that the income, maintenance, and accommodation costs of 'relevant' young people are adequately covered.

These young people are no longer entitled to claim means tested benefits such as Universal Credit. Responsibility for this financial support now lies with the Care Leavers Service

Important exceptions to this rule are lone parents or young people with long term health problems, or with disabilities. Relevant young people can claim non-means tested benefits e.g., PIPS Personal Independence Payment as appropriate.

If relevant young people are in employment, then their earnings will be taken into consideration when determining their entitlement. For relevant young people in full time or part time education, any part time earnings will be disregarded, dependant on their level of earnings.

Where a young person is entitled to weekly Maintenance Allowance, details should be recorded in their Pathway Plan.

Former Relevant and Qualifying Young People

The Care Leavers Service does not have a duty to provide income maintenance for these young people. However, in recognition of the challenges they face and the possible lack of familial support, wherever possible we should offer support and encouragement to access work, training or education.

Where there is no other source of income, young people should be supported to claim the appropriate benefit.

Former relevant young people who are in full time further education are normally entitled to claim Income Support/Universal Credit to meet their weekly living costs up to the age of 25. However, if a former relevant young person is not entitled to Universal Credit, income maintenance may be paid following an assessment of circumstance/need.

Similarly, Qualifying young people, who are engaged in education or training and not in receipt of Universal Credit, may also receive Income Maintenance following an assessment of circumstances and need.

Former relevant and qualifying young people in employment will normally be responsible for meeting their own needs in terms of living costs, if these young people are on a low wage, they may be entitled to some welfare benefits but assistance may still be considered based upon assessed need through the Young Persons Pathway Plan.

Young People in Custody

If a young person is on remand or serving a custodial sentence they will be fully maintained within the institution and so will not be entitled to income maintenance from Care Leavers Service.

We wish to support young people to maintain contact with family and friends whilst in custody and will pay a monthly allowance of £20 to support telephone contact for eligible and relevant young people.

Young people in custody may have the opportunity to earn pocket money/weekly allowance whilst in custody. Requests for exceptional payments for items such as clothing and educational equipment will be considered in line with current procedures for other young people who are leaving care and will be based on need.

Payments should be made online to young people's custodial accounts via the Money to Prisoner (MTP) portal. Payments by bank transfer and pre-paid card are not accepted. Where senders are unable to use the MTP portal they can apply to the Governor for permission for cash, postal orders, or cheques to be credited to a prisoner's account,

Former Relevant young people will generally not be entitled to an allowance, however at a Team Managers discretion, can receive up to £75 per year.

'Eligible', 'Relevant' and 'Former Relevant' young people who have been granted financial support whilst serving a custodial sentence may, upon release, apply for a clothing grant. This should only be paid in exceptional circumstances upon the discretion of a Team Manager.

'Qualifying' young people are not eligible for payments of any kind whilst serving custodial sentences.

Unaccompanied Asylum-seeking Children and Young People

The provisions introduced by the Children (Leaving Care) Act 2000 apply to unaccompanied asylum-seeking children in the same way as other children in this country. They will, however, have an immigration status (applying for asylum, acceptance as a refugee, granted exceptional leave to remain, or refused to leave to remain), that will need to be taken into account when considering provision of services.

Unaccompanied asylum seeking children (UASC) who are looked after will be entitled to all the allowances for Looked After Children with the exception of payments for passports and support towards the cost of learning to drive.

Children and young people who are accommodated under Section 20 of the Children Act 1989 will accrue entitlements to the provisions of the Children (Leaving Care) Act 2000 in the normal way. In some circumstances young people who receive a service via Section 17 of the Children Act 1989 will also be entitled to the full provisions of the Children (Leaving Care Act) 2000. This will apply where young people have been "de facto" looked after (as per the 'Hillingdon Judgement' 2004). The decision about individual's entitlements to leaving care provision should be made by the relevant Leaving Care Team Manager based on a clear assessment of the circumstances.

'Former Relevant' young people who were unaccompanied asylum seeking children.

Young people who have received a decision regarding their immigration status and are allowed to remain for a minimum of 5 years will be entitled to the same support as all other 'Former Relevant' young people.

Young people who have exhausted all appeal rights are not entitled to leaving care funding except to avoid a breach of their human rights.

If a Young person has no recourse to any other funding, and if the Care Leavers Service provide support then this will usually be to cover housing costs and income maintenance only. They will not be entitled to any other financial support.

4.3 Support whilst waiting for benefits to be processed.

Debt and poverty seriously impact on life chances, tackling poverty and closing inequality gaps is a key priority for both the council and the Children and Young People's Partnership. Wherever we can, we must do all we can to reduce the likelihood of a young person falling into debt.

When young people make their first claim for Universal Credit, there is usually a 4 week delay until they receive their payments. During this waiting period, we will ensure income maintenance is paid.

If there is a further delay beyond the 4 weeks, we will look at the young person's circumstances and assess what support can be offered in kind by way of food parcels and/or another period of income maintenance.

To receive this support whilst benefits are being processed, young people will be required to attend all appointments and respond to any asks in relation to progressing their claim. PA's should ensure young people understand what they need to do and provide any support needed. In addition, they need to make a commitment not to apply for a Universal Credit Advanced Payment (it should be explained this is because advanced payments have to be paid back and will be taken out of their benefits once they are processed, this could mean they find they struggle to have enough money to live on, pay bills etc.)

The benefit system can be complicated and daunting. We will ensure all young people receive support to navigate the system, this will look different for each individual, it could be help completing online forms and reading communications from the DWP, access to somewhere with computers and Wi-Fi or attending appointments with them.

4.4 Top up payments

We are committed to the principle that no young person should find themselves financially worse off when undertaking education, employment, or training to improve their life chances than they would if they were on benefits.

We will ensure that all our care leavers who are attending full time education or equivalent have a minimum of £105 disposable income after rent costs. This includes income from Universal Credit or similar source and bursary monies (in cash or kind).

The Care Leavers Service will support the young person to ensure they have claimed all the benefits and bursaries they are entitled to. If the amount falls short of the minimum amount, the Care Leavers Service will top up the remainder. For example, if a Young Person receives £79.09 in Universal Credit and a £25 bursary, the Care Leavers Service will provide a Top Up of £15.91 weekly.

An additional £15 per week will be paid to young people where they are responsible for their food and utilities.

Bursary payments are a term time only payment. During holiday periods when the bursary element is not payable by schools and colleges, the Care Leavers Service will not pay the bursary, but will make sure tops ups are made where necessary to the minimum disposable income amount.

To summarise, we will ensure all young people in full time education, employment or training (12 hours +) have a minimum of £105 per week to live off.

4.5 Support to find a home.

We will support care leavers to find a home that is right for them that they can manage, afford, and most importantly feel proud of if moving on to their own place.

There are a number of housing and accommodation options to explore with young people as they prepare to leave care. Safety and affordability will be key considerations alongside independent living skills and emotional resilience to live alone, but other areas such as distance and costs to travel to work, and education settings and being able to maintain familiar relationships, friendships and support networks also need to be taken into account.

Joining the housing ladder may seem a distant goal for many care leavers, however this should still be explored and encouraged along with other alternatives such as shared ownership and self-build.

Ultimately, if a young person doesn't feel a sense of belonging, connection, or desire to be part of the community where they live, the likelihood of putting down roots and having a stable life are low.

We will help young people up to the age of 25 to find housing. PA's will provide support to young people and care leavers to set up their homes and visit to check they are coping or just for a chat if that's what a young person wants.

These are some of the types of housing and accommodation that PA's should explore with young people.

- Council Tenancy – In Kirklees, Care Leavers are entitled to Band A (the highest band) in the Choice Based Letting system – Choose n Move. Care Leavers will need to 'bid' (register an interest) on properties they are interested in. Young people will need access to the internet to do this as the process is on-line. It should be noted that a single person will only be entitled to a 1 bedroomed property. The majority of these in Kirklees are Flats or Maisonettes.

- Staying Put – Where a care leaver remains living with their foster family up to the age of 21.
- Supported accommodation/semi-independent living – Care Leavers have their own accommodation but there are staff on hand for help and support.
- Supported Lodgings – Care Leavers rent a room in the home of a family; this is similar to Staying Put but means the young person is a lodger in the home.
- Trainer Flats – Care Leavers get the opportunity to practice independent living with support on hand if it's needed.
- Shared accommodation – Usually 1 bedroomed self-contained flat in a house.
- Private accommodation – a property owned by a private landlord.
- Housing association property – Similar to a Council tenancy.
- Accommodation during holiday periods if the Care Leaver is at University. Some but not all Universities offer 52 weeks accommodation for Care Leavers. PA's will work with Care Leavers going to University to ensure they have accommodation during holidays and breaks.
- Shared Lives Accommodation – If a young person needs additional support with independent living as an adult, Shared Lives provides trained carers who offer support and help in different ways to support independent living.

4.6 Rent, Housing Costs and Utility bills

No one likes having to pay bills, but unfortunately, this is part of growing up and being independent. Young people will be expected to pay for utility bills from any Leaving Care (maintenance) Allowance and/or wage received.

Where a young person's utility bills are paid by the Care Leavers Service as part of accommodation costs (e.g., in supported lodgings placements) then dependant on cost, the cost of the utility bills or a contribution towards the cost will be deducted from the Leaving Care Allowance received by the young person.

Young people with a net income over £120 per week will be expected to contribute to their rent, based on the table of contributions in Appendix 2.

As part of developing money management and life skills, it is advisable that PA's help young people set up Direct Debits for their essential bills and outgoings. Many banks offer accounts and applications which section off money for Direct Debits into a separate 'pot' from the main account when income such as benefits or wages are paid in. Accounts like these help ensure bills are paid and easily show what money is left to 'live' on.

As part of the Council wide commitment to reducing poverty – especially fuel poverty, PA's and the Care Leaver service should support young people and care leavers to find the best utility deals on the market. Pre-payment or token meters whilst helpful in preventing people using more than they can pay for are significantly more expensive than other tariffs.

If accommodation isn't adequately heated and ventilated, it can lead to problems with mould and damp which could impact on young people's physical health and wellbeing. All these things need to be discussed with young people as they prepare to move towards independence.

Eligible and Relevant Young People

Due to the changes in the law, 16 and 17 year olds can no longer claim benefits, therefore up to the age of 18, we will pay full rent costs based on assessed need across a range of independent, supported and unsupported accommodation.

Former Relevant and Qualifying Young People

Beyond the age of 18, unless in Further or Higher Education, rent and accommodation costs become responsibility of the Care leaver, this could be via income or the Housing Benefit element of Universal Credit. Where required, we will support Care Leavers to claim the benefits they are entitled to.

4.7 Bonds, Advanced Rent Payments and Discretionary Housing Payments

Based on assessed need and outlined in the Pathway Plan, the council will fund **one** rent deposit (4 weeks rent in advance) / bond / accommodation administrative fees for an Eligible, Relevant or Former Relevant young person.

The sum paid for administrative fees is not a set rate as this will vary dependent on the provider or Landlord.

Where a young person wishes to move address and is due to have their bond returned then this bond can be carried forward to the new property and increased if there is a need.

We may fund a further rent deposit (4 weeks rent in advance) and/or bond and/or accommodation administrative fees in exceptional circumstances to enable a young person to move from their initial accommodation or where they have had to leave in an unplanned way.

Where a young person has not received a rent deposit / bond/ administration costs prior to their 21st birthday this financial assistance remains available to the young person up to their 25th birthday.

We will assure 6 months' rent to facilitate access to private rented accommodation.

Care Leavers who have Kirklees Homes and Neighbourhoods (KHN) tenancies` can access help with money worries from the KHN Money Advice Team. MAU@kirklees.gov.uk

The team provide free and impartial advice to all tenants, offering a wide range of support on budgeting and money management, debt, rent matters and a

whole host of issues arising from welfare reforms. Areas the team can help with include:

- Help managing debts
- Negotiating reduced payments with creditors
- Budgeting and day-to-day money management
- Support to ensure people receive their correct benefit entitlements
- Help filling in claim forms
- Assistance in dealing with letters about benefits
- Applying for grants from charitable organisations
- Ongoing advice and support

4.8 Council Tax

All Care Leavers who live in Kirklees that would normally be responsible for paying Council Tax, dependent on earnings, will be able to access the council's main Council Tax Reduction Scheme and will be entitled to a further reduction under the council's Discretionary Reduction Scheme. In effect, this means Care leavers will pay no Council Tax.

Where a care leaver is living outside of Kirklees, they will still be eligible for support with their council tax in line with the support they would receive if living in Kirklees. Where a care leaver is unable to access support via other local authorities' scheme, Kirklees Council will cover the costs in line with our policy, we will provide financial support to ensure Care Leavers living outside Kirklees are not unfairly disadvantaged.

4.9 Help with removal costs.

Removal expenses for up to 2 changes of address will be funded for all Care Leavers.

The Care Leavers Service will make sure young people have adequate and suitable luggage to pack and transport their clothes and small belonging in. Bin bags are not acceptable under any circumstances.

4.10 Setting up home allowance.

The timescale for moving on to independent accommodation will be different for each young person, and it is important that PA's have assessed a young person's increasing ability to cope alone before agreeing to any move towards more independent living.

When PA's believe their young person is ready to move on, young people who are Eligible', 'Relevant' and 'Former Relevant' are able to access funds to help them set up their new home.

A setting up home allowance is a one-off payment which may be paid in instalments and is used to enable and support a young person to move to an independent or semi-independent living situation. This allowance should only be accessed when a young person secures the tenancy of a flat or a house and this is in line with their Pathway Plan.

Because young people leave care at different times and move into different sorts of accommodation, it means that not everyone will need all the equipment and furniture for a home at once. Some young people may need a small

amount of setting up home money to begin with, because, for example, they are moving into furnished accommodation and they don't need to furnish and equip a whole house/flat, so it is important young people can continue to draw down their grant between different accommodation settings throughout the time they receive support from us.

An allowance of £2800 is available to pay towards the cost of setting up their home. A list of suggested essential items which young people should have for setting up their home is set out in Appendix 3. £200 will be paid as an additional payment after twelve months when a Young Person has achieved a successful tenancy.

Young People should be given reasonable choice about how, and from where they purchase goods for setting up home. Following 'good parenting' principles, PA's and the Care Leaving Service should work with young people to share advice about value for money, quality and safety in respect to the goods and services they wish to purchase. Whilst there is a need to manage expectations, we should always consider 'is this good enough for my child?'

Any shared tenancy should be jointly furnished and, as such, entitlements will be paid on a pro rata basis.

All young people who move into independent accommodation will have the option of taking up a basic furniture and white good package.

In recognition that many people access TV via devices other than a traditional TV set and there is still a requirement for a licence, the Care Leaver Service will pay the first year's TV licence cost.

A TV should not be purchased by the young person from their setting up home allowance without a TV licence being funded,

Where the first TV licence is funded after the young person is 18, further TV licences are expected to be paid for by the young person from their income.

When a young person moves into accommodation where they need their own contents insurance this will be funded for the first year (and any subsequent years, up to the age of 18). This is a mandatory payment to protect the young person's belongings and is non-transferable.

4.11 Setting up home Starter Pack.

To get young people off to a good start when they move into their own accommodation for the first time, we will provide a 'welcome to your new home starter pack' up to the value of £70. It can be split anyway the PA and young person sees fit to best meet their needs but should cover these areas.

- A Welcome to your new home or congratulations on your new home card.
- Basic Food Supplies – Tinned, dried and packet goods, Cereal, Tea/Coffee, Sugar/Sweeteners, Cordial, biscuits, crisps.
- Cleaning Products – Washing up liquid, Washing Powder, Multipurpose Cleaner
- Toiletries – Toilet roll, toothpaste, deodorant, shower gel

5 **Aspire and Achieve.**

5.1 Education, Training and Employment.

We want Kirklees to be an exceptional place to learn and be educated, where from the earliest years we cultivate curiosity in children and develop a love of learning that continues to grow throughout their lives.

Our commitment is for every child, including those who are vulnerable or need extra help, to have the best start in life, the best opportunities to develop, and the support needed to achieve their ambitions.

Every young person should receive the support they need to achieve their full potential, leaving education ready for life and work and well placed to make positive contributions to the communities in which they live.

We believe in creating the right, inclusive environment to nurture talents and abilities.

We recognised that for some young people, staying in academic learning may not be the right path for them. With this in mind, this guidance will reflect that vocational learning is afforded equal value and weight to ensure young people in training or on apprenticeships are not disadvantaged.

To ensure care leavers have opportunities to achieve their potential and fulfil their aspirations, the Leaving Care Service will:

- Build on the foundations of young people's previous achievements and assessed strengths as set out in their Personal Education Plan (PEP).
- Provide high quality advice and guidance on accessing higher and further education and progressing plans for training and employment opportunities so that young people are aware of their options and can make informed choices about their future career options.
- Actively encourage and support young people to engage in education, vocational training and apprenticeships.
- Ensure each young person has a pathway plan that supports them in achieving their goals and which sets out the support they will receive.
- Continually review the young person's progress at pathway reviews to ensure they remain engaged and that adequate support is being provided to enable them to pursue their goals.
- Provide a gateway to lifelong learning for those young people who wish to return to education at a later date by linking in with the C & K Careers Service and the Virtual School to provide learning and training opportunities.

PA's have a duty to fulfil the role of a good corporate parent by ensuring that all care leavers recognise the importance of planning for their future careers and making the most of education and training opportunities.

In particular PA's should recognise the additional barriers to achievement and the attainment gap faced by care leavers and help them to have high aspirations and to build on their strengths whilst recognising their weaknesses and needs.

Where possible, care leavers should be encouraged to remain in education in order to help them be better prepared for independence and to improve their life chances and opportunities for future employment.

PA's should ensure that issues around education, training and employment are addressed in the pathway planning process and that the young person's pathway plan provides a package of support that promotes attainment.

Where Care Leavers are going on to Higher Education, the plan should also include details of not only any vacation accommodation to be provided when they return home on breaks, but what support will be in place for them whilst they are away on their course.

Whilst Higher Education establishments offer specific pastoral support for care leavers, it's not the same as being able to see and talk to someone that knows you well and who you have an established relationship with.

We want our young people to know how proud we are of them and how we will continue to be interested in their lives, to be there for them to share with someone how well they're doing and not just for when times are tough.

Every effort should be made to encourage young people to continue engaging with their PA whilst they are away. If the young person wishes it, PA's should regularly go and see their young people in their setting.

Careers Advisors within the Care Leavers Service and the Virtual School will be able to offer advice and guidance to both PA's and young people as pathway plans are created.

5.2 Education for Eligible Care leavers in supported or independent settings, Former Relevant and Relevant Care Leavers

Sometimes things don't work out the way we hope, outcomes at exam time is a good example of this. For young people who don't get the grades they need to continue their education, funding will be available for re-sitting GCSE's / A Levels / AS Levels if the young person requests and is committed to this.

The Leaving Care Service will offer financial support for care leavers through at least one course of further or higher education of their choice until they are 21 years old, or until the end of a programme of education or training, if this has been captured in their pathway plan.

If not met by a Bursary or charitable funding, costs may be met for:

- Registration and Examination fees.
- Textbooks and equipment specified as essential.
- Activities essential to meet course requirements including course trips.
- Public transport between accommodation and course centre.
- Transport costs to open days & college interviews.
- Specific clothing, including clothes for interviews and essential equipment related to the course.

Young people starting a course of Further Education from the age of 16 and before the age of 19 may be entitled to access the 16-19 Bursary Fund.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year.
- Discretionary bursaries which institutions award using policies they set, in line with these funding rules.

Schools / colleges / training providers are responsible for managing both types of bursary. They will set out the conditions students should meet to receive a bursary (e.g., attendance or behaviour) and when it will be paid.

The high level criteria for a young person being accepted for a bursary are set out below.

- A student must be aged 16 or over but under 19 at 31st August to be eligible for help from the bursary fund.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.
- Students aged under 19 enrolled on higher education qualifications are not eligible for support.
- Students on apprenticeship programmes, or any waged training, are classed as employed, rather than in education. They are not eligible for the 16 to 19 Bursary Fund.

The Bursary Fund Guide is refreshed on at least an annual basis. For further information on qualifying criteria and vulnerable groups covered, please use this [link](#).

PA's and Careers Advisors will support young people to make their applications.

Care Leavers can claim Income Support / Universal Credit and Housing Benefit whilst in further education from their 18th birthday until the end of the academic year in which they are 21. For young people who cannot access this, either because they are over 21 years or for some other reason, an assessment should be carried out and, subject to the outcome of that assessment, personal allowances may be paid. Accommodation may also be provided, or the means to secure it.

5.3 Education, training and voluntary work financial support incentives ('Eligible', 'Relevant' and 'Former Relevant' young people)

A financial support incentive of up to £25 a week may be paid on top of any Maintenance Allowance to young people undertaking part-time education / training and/or a minimum of 5 hours voluntary work per week as an incentive to continue this if they cannot access a Bursary Fund.

It may be paid as a regular payment at the same time as the Maintenance Allowance, in advance or retrospectively, based on attendance and commitment. Payment may be time-limited, reflective of the length of course or training.

Where a young person receiving a Maintenance Allowance is undertaking part-time employment then their income will not be deducted as an incentive to encourage them to continue to work

Young people attending a course which is 12 hours or over per week will be considered to be in full-time education and will receive the equivalent of the 16 – 19 bursary i.e. up to a maximum of £1200 per year.

This will be reflective of a 52 week year and as such this allowance equates to £1200 divided by 52 weeks = £23.07, however it has been agreed that training incentive will be rounded up to a maximum payment of £25 a week.

For young people on courses that are less than 12 hours a week, payments will be based on actual attendance in days.

- Part-time course 4 days £20
- Part-time course 3 days £15
- Part-time course 2 days £10
- Part-time course 1 day £5

Young People should receive either the 16-19 bursary or the Education / Training incentive allowance, not both.

If an eligible or relevant young person is a parent and wishes to continue with a Further Education course of study, they may be entitled to access a Care to Learn Grant for funding towards childcare and travel costs.

<https://www.gov.uk/care-to-learn>

- 5.4 Additional costs -Books, equipment, clothing and devices for studying. In addition to the bursary fund, a discretionary allowance of up to £300 per year towards costs incurred as a result of a particular course of study, this could be to assist young people to purchase essential items such as books, equipment, laptops, clothing, or to support them to take part in field trips which their course may require.

This allowance should be available to young people who are fully co-operating and engaged with their Pathway Plan.

An application for a Personal Education Plan Support Allowance (PEPSA) may also be made to cover the cost of one-off course equipment or educational trips.

Where a PEPSA application has been received up to the maximum amount or applied for and refused and the young person is unable to access the Bursary Fund then necessary course equipment may be funded from the Leaving Care budget, based on assessed need.

The Care Leavers service reserves the right to reclaim the full amount of the allowances paid towards 'course costs' should a young person fail to demonstrate an appropriate level of commitment to completing their studies.

We recognise the necessity of needing an appropriate device to use not just for studying but to support staying connected with friends, family and support networks. As part of our commitment to digital inclusion, all care leavers will be provided with a device to meet their educational and personal needs.

5.5 Support into work.

For care leavers who want to experience work, the council will support young people into work by offering part-time jobs and apprenticeships.

The Council will help managers to support care experienced young people they employ in their services.

5.6 Completion of Apprenticeships and Vocational work

In recognition that vocational learning and apprenticeships are important, on successful completion of vocational courses and apprenticeships, these young people will receive a special recognition and gift vouchers to the value of £250 at the annual Achieve Awards.

5.7 Higher Education (Former relevant young people)

When care leavers against the odds have succeeded in getting somewhere most of their non-care experienced peers take for granted, it's important there is continued access to informed and good quality practical, financial and emotional support to enable young people to sustain their ability to study.

Whilst young people wishing to undertake Higher Education course will need to fund their course fees, accommodation costs and day to day living costs themselves, there are loans and grants available to cover these costs. Tuition Fee Loans and Maintenance Loans for living costs are available to care leavers. Full information can be found at; <https://www.gov.uk/student-finance/new-fulltime-students>

If after starting an undergraduate course of study a young person wants to change course or attend a different higher education institution, the young person needs to discuss this as soon as they can with their PA and prior to changing course /institution to confirm whether funding for accommodation will be approved for this.

Any Former Relevant or young person over the age of 21 and up to the age of 25 who wishes to re-engage with Children's Social Care and pursue a part-time or full-time course of Further or Higher Education may contact the Local Authority and request an assessment of their needs.

5.8 Income in Higher Education

As mentioned above, Former Relevant young people undertaking a recognised course of Higher Education are eligible to access a Tuition Fee Loan, Maintenance Loan, Maintenance Grant and an Accommodation Loan provided by the Government.

In addition, young people undertaking a recognised course of Higher Education are also eligible to claim a Higher Education Bursary of £2,000 from the Care leavers Service.

Young people who start a course before their 25th birthday are also entitled to access the Higher Education Bursary if they have not received this previously.

A young person who is also an unaccompanied asylum seeker is also entitled to the Higher Education Bursary provided they are not appeals rights exhausted.

PA's will arrange for the bursary to be paid in instalments over the length of the course. See Appendix 4 for payment schedule.

If there is a delay in this being paid after term starts, a transitional payment from the Leaving Care service will be considered until the student grant/loan is available.

Arrangements about the reimbursement of this payment will be made on a case by case basis and recorded in the Pathway Plan.

Some Universities and Colleges also pay Institutional Bursaries and extra bursaries for students who have been in care.

Whilst the onus is on the young person to apply for grants and loans in a timely manner, like any good parent would, PA's, with support and advice from the Careers Advisors will assist where required in applying for all these and also to charitable organisations for any additional funding to help maximise a young person's income and to help reduce the amount of loans a young person needs to apply for.

Further information about Student loans and Grants can be found at:
www.direct.gov.uk/studentfinance

5.9 Higher Education Allowance.

We are committed to doing all we can to make sure children get the best start in life, our aspirations are to carry this through as far as we practically can, so a young person gets the best start at an adult life as well.

We know Higher Education is expensive and many students will finish their studies with considerable amounts of student debt as a result of the loans they take out.

We want to do all we can to reduce the amount of debt our care leavers accrue, so with this in mind, our Higher Education financial support offer provides the potential for care leavers to choose whether they want to take out any student maintenance loans.

On top of the Higher Education Bursary of £2000, subject to the young person's continued engagement with their PA and the Higher Education Setting we will provide:

£87.90 a week (maintenance and incentive)

£54.00 a week accommodation element

Total £141.90 per week for all elements

Payments made for 52 weeks a year.

We will provide a travel card for travel to and from university during term time, PA's will make sure young people and their belongings are taken to and from university at the beginning and end of terms, if required.

5.10 Consent and support.

It is so important that the Care Leavers Service can continue to support young people who are able to go on to higher education.

To do this to the best of our abilities, we need young people to provide written consent that allows the Care Leavers Service to liaise with both Student Finance England and the University where the young person will be studying.

Consent is required to allow the Care Leavers service to discuss / clarify any issues with regard to general support or finances that may occur.

We need to reassure young people and be clear that the Care Leavers Service will only contact Student Finance England, Universities or their respective support services with the young person's knowledge.

The arrangement around support and consent needs to be a written agreement between the young person and the Care Leavers Service and be signed prior to the start of the academic year.

5.11 Graduation

Successful completion of Higher Education courses is a huge achievement in any young person's life.

We will make sure Care Leavers can celebrate Graduation events as any other young person would and ensure they have someone there to share what might be their proudest moment in their life.

If a young person wishes, the Care Leavers service will make sure the person they are closest to attends, this might be their PA, social worker or other professional who has supported them over the years.

Financial support should be provided to the amount of £250 to cover the cost of Gown hire, photographs, tickets and invitations together with sundry expenses.

5.12 Graduation Bursary for Higher Education.

Young people successfully completing their degree course will receive a one-off Graduation Bursary from the Council following graduation. This amount of £3,500 is to provide both financial support immediately following graduation and in recognition of their achievement.

6 Healthy and Well.

No matter where young people live, work or study we want to them to be able to live their lives confidently and have good physical and mental health and

well-being. We want to nurture young people to become resilient adults, but ultimately, we just want our young people to be happy.

What helps contribute to mental health and wellbeing will be different for each young person. As Corporate Parents, we need to remember and not lose sight of what motivated and made us happy as young people.

In our roles as officers of the council, we might view some of these things as materialistic and luxuries – a new pair of trainers might seem unimportant in the grand scheme of things, especially when we have to manage and keep within our budgets, but to some young people, how they look and what they wear will be significant factors to how they feel about themselves. Being able to take part in activities and go on holiday will all impact on how included in their wider peer group they feel.

Feeling lonely, excluded or isolated is not something experienced only by older people. Increasingly young people are reporting feeling lonely and disconnected.

The Care Leavers Service is committed to doing all it can to reduce inequalities and ensure young people are supported to be able to participate in the same life, cultural and leisure opportunities their non-care experienced peers have.

This section of guidance sets out things we can do to support health and wellbeing.

6.1 The Care Leavers Pot

Unplanned asks for financial support are common. Getting approval and sign off from a Team Leader or Manager for each request creates a large workload and can take time for requests to be approved. Understandably, this can lead to a lot of frustrated young people who don't really care about our internal decision making processes, they simply want to know can they have what they've asked for.

To speed things up and in recognition that PA's and Social Workers are probably the people that know their young people's the best, a pot of up to £550 per year will be available for PA's to use to meet unplanned requests in the best interest of their young people.

This pot of money is in addition to any other allowances or grants outlined in this guidance.

PA's will have autonomy in decision making in regard to this pot of money, however, once it's exhausted, there will be no further funding available until the next financial year.

Any further unplanned requests will need to be considered under the guidance for Emergency Payments.

6.2 Clothing Allowance

Clothing allowances in Residential Care

For those young people who are 16+ and remain in residential care, their clothing costs will be paid from the residential budget.

Clothing allowances in Foster Care

For those young people who are 16+ and remain in foster care, their clothing costs will be paid from the fostering carer's allowance.

Where a young person stays with their former foster carer once they turn 18 in a Staying Put arrangement, the clothing element paid to carers' stops because the young person will have their own source of income and are expected to use that to buy their own clothes. As the young person approaches 18, foster carers should ensure young people have at least the basic minimum wardrobe set out below.

Clothing allowances for young people moving to independent living in the community.

Young people moving to living independently in the community should leave care, residential and foster care, with suitable clothing. The following list is for guidance and is the basic minimum a young person should leave care with:

- A winter coat.
- A summer jacket or coat
- Several jumpers and sweatshirts
- At least 2 pairs jeans/trousers
- At least 2 skirts/dresses, or if the young person prefers, increase the pairs of jeans/trousers.
- An outfit suitable for interviews.
- Sufficient underwear and socks.
- At least 3 t-shirts
- At least 2 shirts/blouses/tops
- 1 pair of trainers
- 1 pair of shoes
- 1 pair of boots suitable for bad weather conditions

After living independently for a period of 6 months, and if the young person is engaged with their PA, Education, Training or Employment (ETE), 'Eligible', 'Relevant' and 'Former Relevant' young people may apply for a clothing allowance of up to £300 per financial year. It should be noted that this allowance does not entitle young people to £300 for clothing but should be on individual need.

The year runs from April 1st to March 31st in line with the budget. Pro rata payments will therefore be made dependant on the time of year.

6.3 Birthdays and Celebrations.

Every young person should have something to look forward to on their birthday. Whilst most young people may want a cash present for their birthday so they can purchase what they want, there may be some young people that would appreciate a gift to open and for someone to see them and simply say 'Happy Birthday – have a great day'.

Best practice would be to buy a gift for young people.

In addition to the amounts below, PA's can take the young person out for a meal on their Birthday up to the age of 25 if the young person wishes. This can be up to £60.00 in total (£30:00 per person) for the 18th and 21st Birthday and £40.00 (£20.00 per person) for other Birthdays. Alcohol cannot be purchased with public money.

Every young person will receive a birthday card from their PA and or Social Worker.

Birthday present amounts for young people (including Eligible and Relevant young people placed with parents) are:

- 16th and 17th Birthdays - £150
- 18th Birthday - £175
- 19th and 20th Birthdays -£30
- 21st Birthday -£75
- 22nd to 25th Birthday - £30

Regardless of whether young people are living independently, living in a Staying Put arrangement or placed with parents, they will receive these amounts:

Exceptions

A 'Qualifying' Young Person will not be entitled to a Birthday allowance.

Young people in custody at the time of their 16th, 17th or 18th Birthday who would normally be entitled to the Birthday Allowance should have their allowance banked and given to them upon their release from custody. However, any expenditure whilst in custody can be considered on a case by case basis.

Christmas and Faith Celebrations

It is important we encourage and support our young people to celebrate their diverse cultural and religious backgrounds.

An annual allowance to celebrate religious or cultural festivals is available to all care leavers. Young people may wish to split their allowance over more than one festival, however the total payment will be the same as set out below.

Regardless of whether young people are living independently, living in a Staying Put arrangement or placed with parents, they will receive these amounts:

16 and 17 year olds - £150

18 to 25 - £50.

Exceptions

A 'Qualifying' Young Person will not be entitled to a Christmas or Cultural Celebration Allowance.

Young people in custody who would normally be entitled to the Christmas / Cultural Celebration Allowance will be entitled to a reduced allowance of £30

which should be banked and given to them upon their release from custody. However, any expenditure whilst in custody can be considered on a case by case basis.

6.4 Leisure.

Young people should be encouraged to make use of leisure facilities, and to pursue sports, hobbies and pastimes. Some young people may have talents or abilities, which should be encouraged and nurtured.

Financial support through a Pathway Plan might include:

- help with sports equipment.
- help with musical instruments, tuition costs, exam fees, sheet music etc.
- help with membership fees of clubs.
- special training or coaching fees.
- music, dance, art or singing lessons.
- payment for services at sports clubs and facilities.
- The cost of maintaining contact with family and other people who are important.
- Maintaining and supporting cultural and religious needs.

All care leavers can access free Kirklees Active Leisure (KAL) Membership Funding and assistance may be available through other sources e.g. sporting or arts-based organisations, community interest groups or through education or youth work initiatives. In some circumstances it may be possible to fund part of the cost of activities by 'match funding' with another organisation, or for the young person to contribute themselves. PA's should investigate all potential sources of funding streams.

This list is not exhaustive, and Pathway Plans should take account of individual circumstances when detailing support to be provided. As a general principle any activity which encourages the young person to use their time constructively, promotes a healthy lifestyle, and/or helps the young person develop and maintain positive relationships should be considered within the planning process.

6.5 Holidays and passports

In addition to being a key document needed for identification purposes, passports open the door to the world of travel.

The Care Leavers Service will fund a passport up to the age of 25. However any loss or damage to the passport is the responsibility of the young person and replacement costs will need to be met by them.

We want young people to share the same experience of travel and holidays many of their peers have. As well as warm climates and beaches, travelling gives young people the opportunity to see and experience different cultures, history, cuisines and if young people have a talent – put their language skills into practice.

Care Leavers (eligible, relevant, former relevant including placed with parent and Staying Put) are able to access an annual holiday allowance up to their 21st Birthday of £500.

Exceptions

'Qualifying' young people are not entitled to a Holiday Allowance.

Where a young person is deemed, by their Social Worker / Personal Advisor, not to be cooperating with their Pathway Plan, the availability of the Holiday allowance will be reviewed, and may be withdrawn, following consultation with a Team Manager.

6.6 Transport and travel.

Similar to a passport, the ability to travel can open up opportunities for young people. It can help a young person secure employment and training or make it easier to get there, especially if there are rota's and shifts that are outside the hours of public transport.

It can help young people keep in touch with friends and family and broaden their horizons by being able to see different parts of the country if they are able to save up and buy and insure a car.

However we need to make sure there are other options available to support young people to travel, some young people may not be able to drive for medical reasons or affording a car and the insurance might be a way off in the future.

Increasingly, we need to consider the Climate Emergency and our commitment in Kirklees to reducing Carbon Emissions and look at what we can offer that contributes to this.

6.7 Public transport.

Weekly and Monthly bus passes can be provided by the Care Leavers Service subject to individual need and on a case by case basis. This is usually to help support young people to attend training or interviews.

Our aspiration is to work with regional public transport providers to provide all Care Leavers with a travel bus pass which is not just half fare or limited to off peak.

6.8 Driving Lessons.

We will provide funding to support young people through the learning to drive process, from obtaining a provisional licence, driving lessons through to taking the Driving Standards Agency (DSA) Theory Test and taking of the DSA Driving test.

'Eligible' and 'Relevant' and 'Former Relevant' young people aged 17 to 21 years and in full time education, training or employment are entitled providing they are engaging with their pathway plan and PA.

If a young person has just started lessons prior to their 21st birthday, payments should continue until they pass their test and they will remain an open case until this is completed.

Exceptions

'Qualifying' Young People, Asylum Seeking Young People who have not been granted leave to remain.

What we will fund.

Provisional Licence: Full payment

Theory Test: Full payment - should a young person fail their test; we will fund up to 3 theory tests (first one should be taken prior or at least half-way through starting driving lessons)

DSA Driving Test: Full payment – Should a young person fail their test; we will fund up to 3 practical tests.

Driving Lessons: Full Payment – We will fund up to 55 hours of driving lessons. This is based on the average number of lessons it takes to pass a test plus 10 lessons. This can be taken weekly or as an intensive course and guidance will be sought from the driving instructor which would best meet the needs of each young person.

PA's should encourage the young person to book, plan and commit to continuing their driving lessons to allow themselves the best possible chance of passing their test/s.

It is expected that the practical test is passed after 55 hours of driving lessons.

*exception may be given for parents who are not in ETE but are fully engaged with their Pathway Plan and PA

If the young person has or receives any driving convictions prior to or during the course of driving lessons, financial support may be withdrawn immediately. Advice from a Team Manager/Leader should be sought.

Where a young person is deemed, by their Social Worker / Personal Advisor, not to be cooperating with their Pathway Plan, the availability of financial support re driving lessons will be reviewed, and may be withdrawn, following consultation with a Team Manager/Leader.

Where concerns are identified regarding a young person's misuse of drugs or alcohol financial support will not be offered.

Whilst buying a car and associated costs such as insurance, fuel and repairs are the responsibility of the young person to fund, PA's will support young people to put plans in place to help them save to buy a car.

6.9 Cycle Scheme

Cycling not only is a good way of keeping fit, but it is a good way to reducing the impact we have on the environment.

The Council will fund a bicycle and safety equipment for young people who would prefer a greener way of travelling.

6.10 Support to stay in touch.

Over the course of this year, we have as a society realised how important it is to be able to stay in touch with family and friends. We have seen the significant detrimental impacts on mental health and well-being where young people have not been able to do this.

As an organisation, we are considering what contact and keeping in touch with friends looks like and how we can make best use of digital technology to support young people to maintain their networks.

As mentioned earlier in this guidance, the council is committed to reducing inequalities, this includes digital inequalities as well as the more common themes such as poverty and education attainment gaps.

For all care leavers, the council will fund or provide one suitable device such as a Chromebook or laptop which can be used for both education purposes if the young person is continuing in education and for keeping in contact with family and friends. This device will be the responsibility of the care leaver, the council cannot be responsible for loss, theft or damage.

A device alone isn't much use without access to Wi-Fi. The council will provide 4G routers or Dongles to care leavers to help keep them connected to those most important to them.

Whilst virtual contact can be helpful and a lot of young people might prefer this way of engaging, it's by no means the only way and there are benefits to be gained through in person contact. Young people views should be central when planning what contact looks like for them.

As part of pathway planning, we capture each young person's relationships with their peers, friendship network and significant adults and how all these relationships will contribute to them making a successful transition to adulthood and how they will assist with integration into the community that they identify with.

We have a Duty to ensure young people who are Eligible receive funding to maintain contact with their families.

Funding for Relevant and Former Relevant young people will also be provided to enable a young person to maintain contact with significant family and friends where they do not live in Kirklees. This should be based on using public transport i.e. bus or train. Private Hire/Taxis should not be used. Tickets should be booked in advance where possible to reduce costs.

If contact with a family member is of a significant nature, due to a special event (such as a wedding, birthday party or significant religious event) young people can request a contribution from the Care Leavers Service to support them to attend the occasion.

This may be, for example, the cost of a meal in a restaurant of up to £20.00, taking part in a leisure activity or buying of a small present. No alcohol or tobacco can be funded through public money.

6.11 Young Parents and Child Care equipment.

We are Corporate Grandparents as well as Corporate Parents. Ensuring the next generation of children get the best start in life to avoid the need for formal social care intervention is non-negotiable.

Becoming a parent can be overwhelming for anyone regardless of age. For young people who become parents, we must support, encourage and offer any help we can so they flourish and become confident and capable parents.

Young parents should be encouraged and helped to access support such as Aunty Pam's, local parenting support groups and universal services through the Early Support Teams

Care Leavers on low incomes or benefits may be able to claim a Sure Start Maternity grant of up to £500 from the DWP at 11 weeks prior to the due date of the baby for their first child. PA's should work with young expectant mothers to make sure this is claimed in all cases.

In addition the Care Leavers Service will provide a one off sum off £200 in the third trimester to support young parents to buy essential items

A suggested list of necessary items is:

- Cot plus 3 sets of bedding
- bottles
- Sterilizer
- Buggy & Cover
- Safety gate
- Clothing / Nappies
- Baby monitor

6.12 Support with Health needs

As young people leave care, we want them to be able to stay healthy and continue to access health service such as dentists, GP's and opticians.

If a young person is moving out of the area where they are currently registered with a GP practice, PA's should encourage and support care leavers to find a new GP and dentist.

Young people who are aged 16, 17 and 18 and who are undertaking full time education or training courses will generally be exempt from the majority of NHS health charges. Exemptions include:

- NHS prescription,
- Dental charges
- Sight tests (free to young people under nineteen and undertaking full time education).

For young people aged 16/17 who are not undertaking full time education or training courses and who receive financial support from the Care Leavers Service, there are arrangements in place for claiming help with health costs.

These young people will be fast-tracked to help through the NHS Low Income Scheme. They will need to fill in either a short claim form HC1 (SC) or full HC1 form. The form should then be sent off in the envelope provided. It will be dealt with immediately on receipt and an NHS exemption from charges certificate (HC2) for full help sent to the young person.

Young people aged over eighteen who are being supported by the local authority and do not automatically qualify for an exemption, (for example, young people being financially supported to undertake education courses) should complete a HC1 form and submit the form together with information from the Care Leavers Service about the level of support.

Young people will then be sent an NHS full exemption from charges certificate (HC2) or a partial exemption from charges certificate (HC3) depending on their level of income.

The Care Leavers Service will hold copies of the HC1 (SC) and full HC1 form, but they can also be obtained from Jobcentre Plus offices, NHS hospitals and from some doctors, dentists and opticians.

The NHS Forms order line on 0845 610 1112 or by email from the following address: nhsforms@spsl.uk.com

The exemption certificates will last for 12 months or until the young person's 18th birthday, whichever is longer.

Single parents and young people who are sick or disabled and in receipt of some benefits, will be exempt from NHS prescription, dental charges and sight tests charges by virtue of their benefit claim.

Information about HC11 'Help with health costs?' is also available at

<http://www.nhsbsa.nhs.uk/HealthCosts/1558.aspx>

The Care Leavers Service will use its discretion in whether to provide any additional financial contributions towards meeting young people's health needs.

An example of the type of support offered is additional money to top up the basic amount available through the NHS to buy glasses. Decisions will be made on a case by case basis up to a maximum of £100 or matching the value of any NHS voucher a young person may have- whichever is the greater sum in any one financial year.

Support with transport costs to attend appointments particularly where frequent appointments are needed will be supported.

6.13 Emotional wellbeing, counselling or therapeutic needs.

For young people under the age of 18 a referral should be made to the Child and Adolescent Mental Health Service.

For young people over 18, whose identified needs mean they are entitled to a service from Health or Adult and Community Services then any support and care needs will be funded as part of their Care Plan.

6.14 Care Leaver Participation.

Participation enables care leavers to become involved in shaping Kirklees services by getting involved in decision making processes via consultation forums, workshops and projects.

Through being involved, it can also provide a valuable social network of peer support for care leavers and give young people the confidence, skills and experience that will enable them to improve their employment prospects.

We will pay £20 per day pro rata for specific consultation work.

6.15 Emergency Payments and Local Welfare Provision.

Despite all the allowances and support in this guidance, there will undoubtedly be times where young people fall on hard times.

To prevent the crisis escalating further in exceptional circumstances we will consider making a one off emergency payment.

These payments should be made according to need to alleviate a crisis where a young person has no other access to finance. Food parcels can be an alternative to emergency payments, but the preference would be to support the young person to develop better living skills by working with them to create a budgeted meal plan which will sustain them over this period and take them shopping for food they need.

It may be that the young person needs help to develop cooking skills, for instance, cooking in batches which can be cheaper, or it might be that they don't have basic white goods such as a fridge or freezer to store food.

Every effort should be made to get underneath what has happened, what the young person's situation is and what support can we lever from other agencies if necessary, to help the young person take control of their situation and avoid a revolving door of emergency payments.

In Kirklees, we have a Local Welfare Provision scheme which can help vulnerable people in short term crisis. Young people can access this directly or a referral can be made on their behalf. Eligibility is discretionary and based on individual circumstances at the time.

The offers a range of support including:

- Help towards energy costs.
- Help to get furniture and white goods.
- Help and advice for longer term issues such as debt advice, budgeting awareness and benefit advice.

The Local Welfare Provision Team can be contacted on 01484 414782 (10am to 4pm, Monday to Friday excluding Bank Holidays) or via email at lwp@kirklees.gov.uk

This policy makes a conscientious decision not to set a limit on how much an emergency payment should be. What is most important is that the Personal Advisor works with the young person to understand how they have reached this

crisis point and together find a way forward, putting in more support if needed to try prevent this happening again.

Use of the Care Leaver Pot can also be considered as a means by which to ensure young people do not experience poverty.

If the young person's pot is exhausted and an emergency payment is needed, this must be approved by the Team Manger.

It is important to remember that in circumstances where the emergency payment is for gas or electricity the spending must be supervised. Consideration needs to be given to how much the pre-payment will take back in debt owed when the top up is applied.

It is generally unacceptable to approve more than 4 emergency payments in any 12 month period. It is important to note that just because this guidance suggests 4 emergency payments could be made, it should not be seen as acceptable for a young person to be presenting for this many emergencies.

It should not be viewed as definitive if the young person is considered to be at extreme risk despite having received previous payments. The Team Manager and Service Manager will make any final decisions regarding this.

Appendix 1

Eligibility criteria, background and exemptions.

General information for guidance to eligibility:

The provisions of the Children (Leaving Care) Act 2000 came in to force, in England on 1 October 2001. The principle aim of the Act being to improve the life chances of young people living in and leaving Local Authority Care.

The Act places various duties on Local Authorities; specifically, Services to Children and Young People Departments to assess and meet the needs of 'Relevant' Care Leavers aged 16-17. Consequently, Kirklees 'Relevant' Care Leavers will be supported by the Care Leavers Service, which will provide them with maintenance and accommodation until they reach the age of 18. 'Eligible' young people and 'Relevant' Care leavers are not generally entitled to Universal Credit (UC) or the housing element of the Universal Credit.

However, where a young person is:

- A lone parent
- A single person looking after foster children
- Incapable of work
- A disabled worker
- A disabled or deaf student
- Registered Blind
- Appealing against a decision that they are not incapable of work
- In relevant education; severely mentally or physically disabled and unlikely to obtain employment within the next twelve months
- In relevant education, and a lone parent of a child for whom they are treated as responsible and is treated as a member of their household.

That young person should not be treated as either an 'Eligible' or a 'Relevant' child for the purposes of entitlement to benefits and would have access to Universal Credit, so long as all other conditions are met.

Young people placed with foster carers are financially supported through the foster care allowance which is paid directly to foster carers. However, there is a general expectation that carers offer support to young people in line with this financial guidance.

The children (Leaving Care) Act created legal categories of young people.

'Eligible' young people are young people who remain Looked After, aged 16-17, and have been in care for at least 13 weeks since the age of 14. The role of the Looked After Children and Care Leavers service with these young people is to develop a Pathway Plan which defines their current Service and is clear as to the support that will be available when they leave care.

(except where the Local Authority placed the young person in a pre-planned series of short-term placements, none of which exceeds 4 weeks even if they amount to 13 weeks and at the end of each placement the child or young person returns to their parents, or the person who has parental responsibility).

Unaccompanied Asylum Seeking young people accommodated under Section 20 of the Children Act and meeting the above criteria will be entitled to the same level of support as other Looked After Children.

'Relevant' young people are aged 16-17 who have previously been Looked After for 13 weeks including sometime as a 16 year old, who have now left care. 'Relevant' young people have their maintenance and accommodation costs paid by the Council as defined within the financial guidance.

'Former Relevant' young people are Care Leavers aged over 18 and were 'Eligible' or 'Relevant' prior to their 18th birthday. These young people have their accommodation and maintenance needs met through the same systems open to other young people of the same age i.e. they can usually claim Income Support and financial assistance with housing costs.

Young people who begin Higher Education prior to aged 21 will be supported in accordance with existing guidance until the end of their course or aged 25.

Young People over the age of 21 who make a new request for financial support for Education or Training will only be supported to the maximum of Income Maintenance and Housing Benefit level. This support will be subject to an assessment of needs.

'Former Relevant' young people have access to personal support and some ad hoc financial support to assist with meeting some specific needs identified in the financial guidance.

'Qualifying' some young people qualify for support (1989 Children Act Sect 24).

'Qualifying' young people are over 16 and under 21, (or under 24 if in education or training) who have spent less than 13 weeks in care with at least some time as a 16 year old. These young people are entitled to advice and some limited financial assistance as defined within the financial guidance.

Appendix 2

Board Contributions.

The level of contributions made by a young person should be in relation to their earnings or alternatively their income maintenance Board payments are made by young people who live in accommodation where food is provided e.g. supported lodgings.

Board payments are made in accordance with scale below

if earning:	Contribution
up to £100	£20.00
£100-£125	£23.00
£126-£150	£27.00
£151 and over	£32.00

Maximum payable per week = £32.00

All young people pay a minimum of £20.00 per week if living in a placement where food is provided.

Rent Contributions.

The level of contributions made by a young person should be in relation to their earnings.

Where a young person is in paid employment, receives a net weekly take home pay which is above £120 per week and living in either supported accommodation or their own tenancy, contributions to housing costs made by the Care leavers service will be reduced, with an expectation that young people should pay a rent contribution based on the following table.

Young Persons weekly net income	Young Persons weekly rent contribution
Less than £120 pw	£0
£121 - £130 per week	£10
£131 - £140 per week	£20
£141 - £150 per week	£30
£151 and over per week	£40

If a young persons' net weekly wage exceeds £150, the maximum rent contribution would be £40 per week.

Young people whose net weekly take home pay is less than £120 per week are not expected to make a contribution to their rent.

Appendix 3

Setting up home essential items for young people

This list is not exhaustive, and account should be taken of each young person's circumstances when considering items of importance for a young person setting up home.

Furniture

- Bed and mattress (new)
- Wardrobe
- Chest of drawers
- Sofa
- Easy chairs
- Dining table & chairs
- Coffee table
- Shelving/storage

Kitchen and household equipment

- Cooker & fitting of (if gas must be by a registered professional)
- TV - license must be purchased by the care leaver's service.
- Washing machine and fitting of
- Tumble drier - using radiators to dry clothes causes damp and mould in property
- Fridge / freezer
- Microwave
- First aid box/kit
- Spare Keys
- Fire/Carbon Detectors, Fire Blanket – Must have
- Basic tool kit – hammer, screwdrivers, tape measure,
- Cutlery & Crockery - 4 place settings of cutlery – dinner plates, bowls side plates, mugs, knives, forks, spoons, teaspoons (new)
- Set of kitchen utensils, including knives for preparing food (new)
- Pans
- Kettle
- Iron
- Ironing board
- Bowl / drainer / bins – consider bin systems to aide recycling and separation of waste
- Vacuum cleaner
- Mop & bucket.
- Toilet brush

Linens and soft furnishings

- Carpets
- Curtains & Curtain tracks/rails and fitting of
- Duvet (new)
- Duvet sets x 2 (new)
- Sheets x 2 pairs (new)
- Pillows x 2 (new)
- Towels x 6 (new)
- Tea towels x 6 (new)
- Lamps & lampshades (new)
- Other items which may be particularly relevant to that young person e.g. photos, photo frames

Appendix 4

Higher Education Bursary payment schedule.

Where a young person is applying for or attending University on a higher Education Course whose duration is a minimum of 2 years, they will be supported financially to a maximum of £2,000.

This financial support is in addition to existing support provided by the Care Leavers Service as detailed within this guidance document.

The majority of study courses are of 3 years duration, accordingly, bursary payments should be made into a young person's bank account as follows:

1st year

£250 paid in the September prior to the young person starting their University course and £250 in March the following year.

2nd year

£250 paid in the September prior to the young person re- commencing their University course, following the summer break and £250 to be paid in the September in March of the following year.

3rd year

£250 paid in the September once the young person has re- commenced their University course, following the summer break and £250 to be paid in March the following year.

£500 paid to the young person upon completion of their course.

Where a young person leaves the course prior to completing it, for any reason, then the remainder of the unpaid bursary will not be paid.

If a young person temporarily leaves the course or is required to re-start the course, then no additional bursary will be paid, however the bursary payments will continue as detailed above to a maximum of £2,000.

If a young person intends to start a course and the 1st year bursary payment is provided, should the young person not start the course, or withdraws within the first 8 weeks then this money should be returned to the local authority.

Appendix 5

Student Finance overview

Student Maintenance Loan:

The Maintenance Loan is there to help with accommodation and other living costs.

The maximum loan is £9203 (2020-2021) - more if studying in London (up to £12010).

Student Finance England usually pays the money into a young person's bank account in three instalments - one at the start of each term.

Full-time student	Loan for courses from September 2020
Living at home	Up to £7,747
Living away from home, outside London	Up to £9,203
Living away from home, in London	Up to £12,010
You spend a year of a UK course studying abroad	Up to £10,539

Tuition Fee Loan:

The Care Leavers service cannot accept responsibility for tuition fees and as such it is expected that young people will apply and subsequently receive Tuition fee loans in line with the majority of their peers who will be attending university.

The Tuition Fee Loan covers the full amount a young person is charged for tuition fees.

Liability for the repayment of Maintenance and Tuition loans will always be held by the young person in receipt of these loans. The Care Leavers Service cannot accept any responsibility for the repayment of these loans.



Name of meeting: Cabinet

Date: 27th July 2021

Title of report: Council Financial Outturn & Rollover Report 2020/21 incorporating General Fund Revenue, Housing Revenue Account, Capital and Treasury Management

Purpose of the Report

To receive information on the Council's 2020/21 financial outturn position for General Fund Revenue, Housing Revenue Account (HRA) and Capital Plan, including proposals for revenue and capital rollover from 2020/21 to 2021/22. This report also includes an annual review of Council Treasury Management activity.

Key decision – is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Key decision - is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?	Key decision - Yes
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Strategic Director & name	Rachel Spencer Henshall – 19/07/21
Is it also signed off by the Service Director for Finance?	Eamonn Croston – 19/07/21
Is it also signed off by the Service Director – Legal, Governance & Commissioning?	Julie Muscroft – 19/07/21
Cabinet member portfolio - Corporate	Give name of Portfolio Holders Cllr Paul Davies

Electoral wards affected: None Ward
Councillors Consulted: None

Public or private: Public

GDPR: This report contains no information that falls within the scope of General Data Protection Regulations.

1. Summary

1.1 General Fund

- 1.1.1 The Council's revised General Fund controllable (net) revenue budget for 2020/21 was **£274.7m**. The budget included planned (net) revenue savings in-year of £2.8m.
- 1.1.2 The revised budget is net of a number of planned transfers to reserves during the year, with the most significant being £9.8m to the Revenue Grants reserve, £8.0m to the COVID-19 Business Grants reserve, £6.5m to the COVID-19 Response reserve, £3.6m to the Demand reserve, £2.4m to the Transformation reserve and £1.0m to the Inclusive Investment reserve.
- 1.1.3 Council spend was £274.7m in 2020/21, which reflects an overall 'break-even' financial performance against budget. In actuality there was a marginal underspend of £5k against the revised budget.
- 1.1.4 The revenue outturn position is summarised at Appendix 1 and in Table 1 below. Headline variances, including COVID-19 impacts, are described in more detail in sections 1.3 to 1.8.

Table 1 - Overview of 2020/21 General Fund revenue outturn position

	Revised Budget	Outturn	Variance
	£000	£000	£000
Children & Families	87,302	90,869	3,567
Adults & Health	102,979	103,848	869
Growth & Regeneration	15,398	16,691	1,293
Environment & Climate Change	23,283	35,978	12,695
Corporate Services	22,117	28,616	6,499
Central Budgets	30,158	31,000	842
General Fund Sub Total	281,237	307,002	25,765
COVID-19 Funding Offset	(6,531)	(32,301)	(25,770)
Revised General Fund Total	274,706	274,701	(5)

- 1.1.5 As shown in Appendix 1, there was also a transfer of £29.0m of Collection Fund COVID-19 funding into reserves at year end; see paragraphs 1.9.3 and 1.9.4. This reduced the overall budget to £245.7m. As the transfer was purely technical in nature, and didn't result in an in-year variance, this movement is excluded from Table 1 and the headline figures quoted above.

1.2 COVID-19

- 1.2.1 The Council responded effectively to the COVID-19 crisis in 2020/21 and continues to do so. It has in place an organisational wide range of measures in collaboration with key partners, taking on board Government direction to spend 'whatever it takes' in priority areas to support and protect the borough's most vulnerable residents, and support the national effort to protect the NHS and businesses.

- 1.2.2 As reported extensively through the year, the organisational measures in place, alongside other financial implications from Government social distancing measures, had a significant impact on the Council's finances in 2020/21. These impacts are ongoing and this Council, working with the Local Government Association (LGA), Special Interest Group of Metropolitan Authorities (SIGOMA) and other sectoral and stakeholder lobbying will continue to work with Government to ensure Kirklees is appropriately compensated for ongoing COVID-19 related pressures in future years.
- 1.2.3 The 2020/21 financial outturn position, as set out above, includes General Fund pressures of £63.9m as a direct result of the ongoing COVID-19 emergency. This consists of £48.7m additional spend and £15.2m of lost income as shown in Appendix 2a and summarised in Table 2 below.

Table 2 - Overview of 2020/21 COVID-19 Pressures

	COVID-19 spend	COVID-19 Income Loss	Total COVID- 19 Pressures
	£000	£000	£000
Children & Families	3,365	461	3,826
Adults & Health	24,501	756	25,257
Growth & Regeneration	1,017	2,309	3,326
Environment & Climate Change	9,174	9,325	18,499
Corporate Services	10,389	1,676	12,065
Central Budgets	282	648	930
General Fund Total	48,728	15,175	63,903

- 1.2.4 Of the £48.7m additional spend, £32.7m was eligible to be funded through specific funding streams allocated to councils to cover particular aspects of the response to the pandemic. As such, this spend was completely offset by income and did not affect the Directorate variances. The remaining £16.0m balance of spend pressures, alongside the £15.2m income losses, present as adverse variances within the Directorate totals, but are offset corporately by un-ringfenced funding. A breakdown of the COVID-19 spend and offsetting specific funding streams is summarised at Appendix 2b.
- 1.2.5 Up to 31st March 2021, Government had allocated £4.6 billion un-ringfenced COVID-19 funding to the local government sector nationally in response to the national emergency. The Council's share of this was £35.8m, allocated in four tranches of £12.2m, £12.1m, £3.9m and £7.6m respectively. Of this, £1.1m of tranche 1 funding was used to cover COVID-19 pressures in the 2019/20 financial year.
- 1.2.6 £17.1m of the un-ringfenced COVID-19 Support Grant was applied against unfunded COVID-19 spend and income pressures in 2020/21. The balance of £17.6m grant income is held in the COVID-19 Response reserve at year-end, to be used in 2021/22 against continuing pressures arising from the pandemic (see also paragraphs 1.9.7 and 1.9.8).
- 1.2.7 In July 2020, the Government announced a support package for income losses from sales, fees and charges (SFCs) "as part of a comprehensive plan to ensure councils' financial sustainability for the future". Councils will receive funding for 75% of these income losses but only where they exceed 5% of the overall SFCs budgeted by the authority. SFC income losses must be irrecoverable and unavoidable and satisfy

certain criteria set out in the scheme in order to be deemed eligible.

- 1.2.8 Councils were asked to submit claims to Government for such losses periodically throughout the course of 2020/21. Kirklees' claims equated to a compensation amount of £8.7m, leaving £6.5m of the total £15.2m income losses unfunded by the scheme.
- 1.2.9 There were various further funding announcements made by Government in 2020/21, covering specific aspects of the national response to the pandemic. These included funding for Adult Social Care including two tranches of the Infection Control Fund to support adult social care providers to reduce the rate of COVID-19 transmission; Kirklees allocation £8.4m in total, Rapid Testing Funding to support the additional rapid testing of staff within care homes; Kirklees allocation £1.1m and Workforce Capacity funding to cover additional care staff as required; Kirklees allocation £0.9m. In addition, a further £8.5m funding was received through Clinical Commissioning Group funding, targeted to cover COVID-19 associated costs related to aspects such as hospital discharge and follow-on care.
- 1.2.10 Following the move to Local COVID-19 Alert Levels, and subsequent second national lockdown from the 5 November 2020 for 28 days, Local Authorities were also eligible for a payment from the Contain Outbreak Management Fund (COMF) to support proactive containment and intervention measures. Kirklees received £8 per head in November 2020; equating to £3.5m. An expansion of the COMF was later set out in the COVID-19 Winter Plan published on 23 November whereby regular payments, up to a maximum of £4 per head, were paid to Local Authorities facing higher restrictions until the end of the financial year in recognition of the ongoing public health and outbreak management costs of tackling COVID-19. Kirklees received a total of £11.1m of COMF funding over the course of 2020/21 in addition to an original £2.5m Test and Trace funding allocation for the development of local action plans to reduce the spread of the virus.
- 1.2.11 There have also been a range of financial support measures put in place by Government to support businesses through the COVID-19 crisis. The Council has implemented a number of national measures locally for 2020/21 including an extension of 100% business rate reliefs for all businesses with a rateable value of up to £51k, and for specific businesses in retail, hospitality and leisure above £51k rateable value.
- 1.2.12 The Council has administered the Government grant schemes put in place to support eligible businesses with their business costs during the pandemic; processing grant payments to businesses on the Government's behalf, with approximately 8,600 grant payments to businesses, totalling £96.6m, and a further 842 discretionary grant payments at a sum of £5.2m having been paid across to businesses. A further package of funding for eligible businesses was launched as part of the COVID-19 Winter Plan, once again to be administered on Government's behalf by Local Authorities. Kirklees processed 18,444 of these additional grant payments, totalling £42.2m, in 2020/21. It is estimated that in the region of 11,000 individual businesses have been assisted through the receipt of one or more payment from the various grant schemes.
- 1.2.13 Financial Support measures have also been taken for individuals, with the introduction of additional council tax reliefs provided to recipients of working age Local Council Tax Support (LCTS) schemes during the COVID-19 emergency (see also paragraph 1.10.3). Funding for this was through an initial national £500m Hardship Fund; of which Kirklees' allocation was £5.0m. On 10 July, Government announced Supplementary Hardship Funding of £551k for Kirklees (£63m nationally) to support people who were struggling to afford food and other essentials due to COVID-19. This funding was used in-year to deliver appropriate interventions to those in greatest need,

through the existing Kirklees Local Welfare Provision Scheme.

- 1.2.14 A full list of Government COVID-19 funding allocated to Kirklees up to 31st March 2021 is listed at Appendix 2c. Where accounting rules and grant conditions allowed, unspent grant amounts were transferred into earmarked reserves at year-end for drawdown against ongoing eligible costs in 2021/22.

1.3 Children & Families

Learning – High Needs

- 1.3.1 The National Fair Funding (NFF) formula was implemented by Government from 2018/19. The High Needs block under the new NFF acknowledges the level of previous under-funding, and Government intention was to increase Kirklees' annual allocation by £7m in comparison to the 2017/18 baseline. The transitional arrangements phased this change in over a 7-year period, at about £1m per annum. This phasing was reflected in existing budget plans.
- 1.3.2 The Council has reported extensively on the fact that since the 2014 Children and Families Act was implemented, there has been a significant rise in the number of Education Health & Care Plans (EHCPs) within Kirklees. The total number of EHCPs within Kirklees in 2020/21 was 3,018; an increase of 9.3% from 2019/20 and approximately 44% from comparable figures in 2015. The rising demand and cost pressures show no sign of slowing down, both locally and nationally, with continued growth of EHCP numbers anticipated in future years.
- 1.3.3 For Kirklees, there is a significant and increasing funding pressure against the High Needs block of the Dedicated Schools Grant; to the extent that the Council's General Fund has supported unfunded DSG pressures at £4.4m in 2017/18 and £8m in 2018/19. There was a further overspend of £12.9m in 2019/20 (equivalent to 34.85% of the High Needs funding allocation) which was transferred to the balance sheet in full at year-end, as a funding deficit against DSG. This reflected updated Government guidance for the treatment of High Needs overspends from 2019/20 onwards. A link to the guidance is included below:

[Pre-16 schools funding: local authority guidance for 2021 to 2022 - GOV.UK](#)

- 1.3.4 Government has acknowledged the extent of current and growing spend pressures on High Needs through the 2019/20 Spending Round (SR2019) announcement in September 2019, which included £700m additional funding for High Needs in 2020/21. This was subsequently confirmed through the Local Government Finance Settlement with the Council's share at £6.1m for 2020/21. This includes the minimum £1m annual uplift for Kirklees as part of transitional arrangements to mitigate the £7m baseline 2018/19 under-funding (see also paragraph 1.3.1 above).
- 1.3.5 The 2020/21 Dedicated Schools Grant (DSG) High Needs funding allocation for Kirklees is £43.1m, inclusive of the £6.1m additional funding noted above. The 2020/21 in-year pressure on High Needs spend in excess of the DSG funding allocation was £10.7m (equivalent to 24.8%). This spending pressure was transferred to Kirklees' balance sheet at year end, thereby increasing the DSG Deficit to £25.1m by 31 March 2021.
- 1.3.6 In 2019/20, the DSG deficit was shown in the accounts as a negative usable reserve within General Fund earmarked reserves and balances. However, in 2020/21 the accounting treatment for this deficit changed and it is now held separately in the

'Dedicated Schools Grant Adjustment Account' as an unusable reserve (see also paragraph 1.9.1).

- 1.3.7 Dedicated Schools Grant allocations for 2021/22 were released by the Government in December 2020. The published figures indicate that Kirklees will see a significant increase in High Needs Block funding for 2021/22, with an allocation of £48.8m; an increase of £5.6m on the 2020/21 figure. This represents the maximum increase of 12% per head of population.
- 1.3.8 High Needs remains an area of significant and growing pressure on Council budgets nationally and locally, and officers will continue to review and update current and future year forecasts informed by national and local intelligence. It is anticipated that medium term, growth pressures will be mitigated at least in part through other measures, with the Council currently working on the implementation of a ten point action plan with key educational partners across the district. The budget plans, included in the Annual Budget Report to Council on 10 February 2021, reflect the Council's commitment to SEND investment (both revenue and capital) over the medium term. This is further reflected in a number of SEND proposals elsewhere on this Cabinet agenda as part of the overarching Council SEND transformation agenda.
- 1.3.9 The Council will also continue to engage with DfE, Schools Forum and other key stakeholders, using the framework of the updated operational guidance on schools funding 2021/22, to consider options to manage down the accumulated DSG deficit over time.

Learning and Early Support

- 1.3.10 As at 31st March 2021 there were 250 children with Education Health and Care Plans (EHCP's) using Post-16 Home to School Transport; an increase of 53 from the previous year. There are also a further 60 pupils assessed to use the service once COVID-19 restrictions have been lifted. Current arrangements allow for transport providers to continue to be paid for the overall quantum of eligible children, thereby ensuring that the service can resume in full once the restrictions are no longer in place. The increase in the number of pupils requiring transport is reflected in an overspend of £0.8m on Post-16 Home to School Transport.
- 1.3.11 This pressure also links into other school transport pressures highlighted in paragraph 1.6.1 further below, and the Council is currently exploring a range of alternate approaches, working with pupils, parents, schools sector and providers, to deliver more innovative and tailored transport options while reducing overall cost pressures. An additional £1.1m was built into base budgets going forwards as part of the 2020/21 Annual Budget Report to address the estimated residual ongoing pressure in this area, with £550k allocated to Post-16 budgets and the remaining £550k allocated to Schools Transport budgets within Environment. A further review of the baseline was undertaken as part of the 2021/22 Annual Budget report, with an additional £0.3m added into Children's base budget, and £1.2m added into Environment, from 2021/22 onwards.
- 1.3.12 The increased number of approved applications for funding support from Special Educational Needs and Disability Inclusion Fund (SENDIF) has resulted in an additional investment requirement of £0.8m. The fund primarily supports 2-4 year olds with special educational needs who attend a Private Voluntary and Independent (PVI) or mainstream school nursery setting. Numbers of children accessing the fund increased from 406 to 486 during 2020/21 and estimates are that this growth will continue in 2021/22 alongside a growth in complexity of need.

- 1.3.13 The service has strengthened the resources in the Early Years SEN Inclusion Team and are providing training to nursery settings to upskill their workforce so that they can meet the needs of the children rather than having to access SENDIF. This is intended to help mitigate pressures on this budget going forward. The 2021/22 annual budget report factored this ongoing investment need into approved budget plans.
- 1.3.14 The above additional investment requirement has been managed in-year by savings of £0.7m on employee budgets due to vacant posts over the period April to December. The underspends are earmarked to fund new posts in Family Support Hubs and are consequently one-year savings only.

Child Protection and Family Support

- 1.3.15 Within External Residential Placements and Independent Fostering Placement budgets there was a pressure of £1.8m primarily related to the deferred placement target for Looked After Children (LAC) in light of a number of COVID-19 impacted issues affecting the timing of targeted savings. As at 31st March 2021, LAC numbers were 666; an increase of 40, or 6%, since July 2019. Work is ongoing within the service to address these pressures by looking to safely move children to less costly placements and also to increase local fostering capacity and reduce the reliance of more expensive external provision whilst continuing to maintain successful outcomes. This pressure was offset by savings of £1.9m on employee budgets related to vacancies and staff turnover across the service.

Resources, Improvements and Partnerships

- 1.3.16 Within Resources, Improvements and Partnerships there was an underspend of £0.8m. This arose due to a combination of savings on service wide employee costs, supplies and services, transport and demand led budgets (mainly underspending on Internal residential homes); £0.5m of the underspending related to demand led budgets and this should be considered in conjunction with the £1.8m overspending highlighted above in Child Protection and Family Support.

COVID-19 Impacts – Children and Families

- 1.3.17 Within Children and Families there was additional spend of £3.4m due to COVID-19; £2.5m of which related to Child Protection and Family Support. In the main this was made up of £0.8m of placement accommodation costs associated with young people aged 18 remaining in care due to restricted movement. There was also £0.7m of staff cost pressures associated with creating additional capacity in Children's residential homes including the use of Crescent Dale to meet the increased demand due to COVID-19, and £0.4m increased youth remand accommodation costs due to the suspension of trial dates.
- 1.3.18 There were COVID-19 spend pressures of £0.9m within Learning and Early Support; largely £0.6m payments to schools, third party providers and voluntary groups to ensure vulnerable children have access to healthy food and activities during the holidays.
- 1.3.19 Income losses within Learning and Early Support totalled £0.5m; £0.3m of which reflected the impact of school closures on budgeted Attendance Penalty Notice income. The remainder related to reduced income from the Duke of Edinburgh scheme.

- 1.4.1 The overall position for Adults was an overspend of £0.9m. Within this, there were notable variances across key demand-led headings, with some elements offsetting others. Within Independent Sector Home Care there was a £4.6m overspend; due primarily to continuing increased delivery of home care to the public, a pre-pandemic trend that has accelerated because of a shift in market patterns as a result of COVID-19. The level of weekly hours provision of home care (and therefore cost) has risen significantly since October 2019 (when the measures were put in place), and also since March 2020 as the pandemic took hold. There have been additional costs associated with supporting providers during the pandemic, reflecting the additional costs that they have experienced and the need to secure additional capacity to support hospital pressures.
- 1.4.2 There was an underspend on Independent Sector Residential & Nursing placements of £4.4m, predominantly around the Older People cohort. Again, this is due to shifting patterns in the market, and the impact of the pandemic. Note that this underspend was offset by the homecare overspend (see paragraph 1.4.1 above), with the latter including the funding of individuals who would otherwise have moved into residential care. Note also that these figures reflect the costs of other provider support measures implemented in response to COVID-19.

COVID-19 Impacts – Adults and Health

- 1.4.3 The pandemic has had a significant impact on the Social Care market, as evidenced by some of the variances listed above. Adult social care providers have seen significant operational and financial pressures, including additional vacancies arising in care homes, additional costs of providing services in the context of COVID-19, impacts on cash flow, and uncertainty within the market. Such challenges have been well documented locally, regionally and nationally.
- 1.4.4 Officers have been working closely with the two Kirklees Clinical Commissioning Groups (CCG's) to establish a programme of practical support to social care providers, particularly care home providers.
- 1.4.5 An in-year support package for providers was put in place in light of the pandemic. A number of measures were implemented, with support provided to care home providers and also to Domiciliary Care/Extra Care/Supported Living providers. Key elements within this were a 5% premium paid to care home providers in addition to the business as usual % uplifts that were applied for the new financial year; resulting in additional £2.0m spend, and also payments made to cover the 3 days after death of a resident. Alongside this there has been specific, targeted support where required. A programme has also been undertaken with the two CCG's to support hospital avoidance and early hospital discharge. Assistance was provided to Domiciliary Care by paying on planned hours rather than actuals. Alongside all of these there has also been specific, targeted support for all providers. Across the various measures, support in the region of £11.5m was provided to Care home, Home care, Extra care and Supported Living providers.
- 1.4.6 The Council also continues to utilise nationally announced Government funding allocated for Social Care. This includes Infection Control Funding, Rapid Testing Funding, and the Workforce Support funding. The utilisation of this continued through the year and is ongoing.
- 1.4.7 As we move into 2021/22 there is a strong need to evaluate how the pandemic has affected vulnerable residents, and what changes are being seen in terms of demand patterns. Work is underway with providers in the Care home market to review

recent fall in demand, how much of this has been caused by the pandemic, and how much is due to changes in longer term shifts. There is the question of what the new 'normal' will be both in the short and long term, and in terms of type of support required (with the possibility of it being driven more by people with complex needs). Working with partners will be key, as will the utilisation of market research.

- 1.4.8 A recent analysis by Age UK has found that the pandemic has “sharply accelerated the care needs of significant numbers of older people.” Their latest figures show that 1.2m older people aged 60+ in the UK who had difficulty walking up and down the stairs before the first lockdown report this activity has become even more difficult for them since then, while 1.45m now have difficulty walking short distances when previously this did not pose problems for them at all.
- 1.4.9 All told, there will be a challenge for Social Care in managing the approach as we move forwards, matching resource to demand, all within the national funding envelope. Work is already being undertaken to analyse and plan, alongside partners.

1.5 Growth and Regeneration

- 1.5.1 There was an underspend of £0.4m in Business and Skills as a result of pausing some non-essential workstreams to prioritise the COVID-19 response. There was also a £0.3m underspend within Growth and Housing in relation to staff costs charged to capital schemes in-year.

COVID-19 Impacts – Growth and Regeneration

- 1.5.2 Across Growth and Regeneration there were pressures totalling £3.3m with respect to COVID-19; £2.3m of which related to income losses. £1.8m of the losses sat within Growth and Housing and included £0.9m on Markets, £0.6m on Planning Fees and £0.2m on Building Control Fees. There was also additional spend of £0.9m on temporary accommodation facilities provided during the pandemic; £0.7m of which was offset by specific COVID-19 funding streams. Within Economy and Skills there was £0.5m income loss relating to Commercial Properties.

1.6 Environment and Climate Change

Environment

- 1.6.1 Within Environment there was an overspend of £1.3m on Schools Transport; in the main linked to special educational needs demand (links also to the Learning - High Needs Section 1.3 of the report earlier). An additional £550k was built into Environment base budgets going forwards as part of the 2020/21 Annual Budget Report, as noted in paragraph 1.3.10. A further review of this baseline was undertaken as part of the 2021-26 Annual Budget Report, adding a further £1.2m into Environment base budgets for Schools Transport from 2021/22 onwards.
- 1.6.2 There was also an overspend of £1.3m on Seasonal Weather due to a higher than budgeted numbers of grits in-year. An additional £0.6m base budget was added into Environment for winter maintenance from 2021/22 onwards as part of the 2021-26 Annual Budget Report, recognising the ongoing impact of climate change on this activity. In conjunction with this, the remaining Seasonal Weather reserve at £2.4m was redirected to the COVID-19 Response reserve to support specific local costs above Government funded national measures.

- 1.6.3 Highways underspent by £1.3m in 2020/21 due largely to capitalisation within allowable accounting rules, of costs previously allocated to revenue in-year (see also paragraph 1.8.3). There was also a £0.3m short-term pressure in Bereavement due to an income shortfall relating to the Cremator Replacement project.

COVID-19 Impacts – Environment

- 1.6.4 In 2020/21, the most significant variances within Environment and Climate Change relate to the impacts of COVID-19, with a total full year pressure of £18.5m across both spend and income budgets.
- 1.6.5 There were £9.2m COVID-19 related spend pressures within Environment in 2020/21; £6.2m of which related to PPE costs offset in full by Contain Outbreak Management Funding. The balance of costs at £3.0m included additional spend of £1.8m on Waste services largely associated with vehicles and hired staff required for additional duties related to COVID-19; £0.8m, costs of managing increased domestic waste volumes; £0.5m, traffic management at household waste sites; £0.2m, and the use of hired staff to cover absences; £0.2m. There were also costs of £0.4m on School Catering, including the provision of 'grab bags' for pupils during school closures, £0.4m for cremator works and temporary mortuary facilities and £0.1m within Schools Transport, linked in the main to the impact of social distancing measures. This was in addition to the overspends already noted in paragraphs 1.3.10 and 1.6.1 above, due to special educational needs demand.
- 1.6.6 There were substantial income losses of £9.3m across Environment and Climate Change; the most significant being £4.3m on Parking Fees and Fines, largely as a result of national lockdown measures on non-essential businesses, home working due to social distancing and local measures to encourage high street footfall through extension of resident free parking in the borough's major towns; plus a further £2.8m on Catering due to school closures. Other losses included £0.7m on Trade Waste, £0.5m on Town Halls and Public Halls, £0.3m on Bereavement Services and £0.3m on Public Protection.
- 1.6.7 The 2021/22 Annual Budget Report includes provision within central budgets to reflect the likelihood of continued income loss from sales, fees and charges and commercial rents as a result of COVID-19, over the medium term. This includes £5.0m service income loss provision in 2021/22, reducing by £1.0m per annum, through to 2025/26, in anticipation of the recovery of the local economy.

1.7 Corporate Strategy, Commissioning and Public Health

- 1.7.1 Within the Directorate there was an overspend of £0.4m on Employee Healthcare, largely in relation to new system and software costs, additional staffing and reduced income.

COVID-19 Impacts – Corporate Strategy, Commissioning & Public Health

- 1.7.2 There was additional spend of £10.4m within Corporate Strategy, Commissioning and Public Health relating to COVID-19; £5.4m of which was funded directly by specific COVID-19 grant streams. This included £1.9m of support for our most vulnerable residents with the cost of food, energy, water bills and other essentials; offset by the Winter Grant Scheme, £0.6m of testing programme costs; offset by Community Testing Funding, £0.7m of costs for administrating support payments to those on low incomes who had to self-isolate; offset by Self Isolation Grant funding and £0.5m of welfare provision costs offset by the Emergency Assistance Grant.

- 1.7.3 COMF was also applied across Corporate Strategy, Commissioning and Public Health activity at £1.6m; largely funding £1.2m of additional IT and remote working costs and £0.3m of additional Ward Activity spend.
- 1.7.4 The balance of additional COVID-19 spend unfunded by specific grants was £5.0m. This mostly reflected a £4m payment to Kirklees Active Leisure (KAL) to address the net revenue losses incurred as a result of enforced closure of leisure centres during the pandemic and ensure KAL's financial sustainability and future recovery post-COVID-19.
- 1.7.2 The income compensation scheme outlined in paragraph 1.2.7 compensates for COVID-19 related losses from Council owned leisure services, or through a planned management fee, where there is an arms-length relationship. However, the income compensation scheme does not cover other 3rd party provider arrangements such as Kirklees Active Leisure (KAL) Trust.
- 1.7.3 On 22 October 2020, Government announced a £100m funding package aimed at outsourced local authority leisure centres to support the recovery going forward of those services deemed to be most in need; however retrospective funding deficits are not eligible. A successful submission was put forwards by the Council with joint sign off from KAL for funding of £1.1m which will be paid across to KAL in 2021/22.
- 1.7.4 Within Finance there were COVID-19 related income losses of £1.6m for Welfare and Exchequer, largely due to temporary suspension of recovery action for non-payment and the suspension of court hearings during the pandemic.

1.8 Central Budgets

- 1.8.1 There was an overspend of £1.4m in Central Budgets relating to the approved 2020/21 employer pay offer of 2.75%. Original Central Budgets for 2020/21 included pay inflation at 2%. Central Budgets have been uplifted by £1.4m in the recent 2021/22 Annual Budget report to account for this unfunded element of the 2020/21 pay award.
- 1.8.2 As reported in the 2019/20 Closedown Report, the Council took the opportunity to prepay it's superannuation contributions to the West Yorkshire Pension Fund for 2020/21. This resulted in a saving to the Council of £0.6m within Central Budgets.
- 1.8.3 In line with last year's closedown process, an exercise was conducted to capitalise £3.2m of costs previously allocated to revenue in-year, within allowable accounting rules and existing Council policies. This released £0.9m revenue within Central Budgets alongside £2.3m in Environment, thereby helping to offset in-year pressures and maximise the roll forward of un-ringfenced COVID-19 funding through reserves for use in 2021/22 (see also paragraphs 1.6.3 and 1.12.8).

COVID-19 Impacts – Central Budgets

- 1.8.4 No Yorkshire Purchasing Organisation (YPO) dividend income was received in 2020/21 due the impact of the pandemic on the organisation's income and cashflow position; largely because of school closures affecting the demand for education supplies. This left an adverse variance of £0.6m within Central budgets.
- 1.8.5 Additional spend of £0.3m was incurred due to the one-off home worker payment made to those staff up to Spinal Column Point (SCP) 50 required to work from home due to Government guidelines. The payment was to assist with heating and lighting

costs over the winter period and covered the 6 months between 1st October 2020 to 31st March 2021.

Flexible Capital Receipts

- 1.8.6 The Council's flexible capital receipts strategy was applied in relation to £2.3m transformation related spend 2020/21. These costs meet the criteria for qualifying expenditure of *funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation*, set out at paragraph 3i) of the Flexible Capital Receipts strategy which can be found at Appendix 9.
- 1.8.7 The strategy is based on current Government guidance which allows the capitalisation of certain types of qualifying revenue expenditure in-year, funded from the flexible use of 'in-year' generated capital receipts. At the time the 2020/21 approved budgets were set, there was no specific ask to apply the above policy in year, unlike in previous years. However, in light of the subsequent impact of COVID-19 on Council finances, the policy was applied at year end as approved as part of the October 2020 Budget Strategy Update Report. The equivalent £2.3m revenue savings freed up from applying flexible receipts to eligible spend was transferred to a Transformation reserve at year end (see also paragraph 1.9.9).

Revenue Rollover

- 1.8.8 Council Financial Procedure Rules allows for consideration of revenue rollover, but only if the overall General Fund is in an underspend position at year end. The marginal underspend of £5k against a revised revenue budget of £275m was added to general balances at year end.

1.9 General Fund Reserves

- 1.9.1 General Fund reserves and balances have increased through 2020/21 by £81.7m; from £115.7m at the start of the year to £197.4m as at 31 March 2021. Within this increase is a technical adjustment to transfer the DSG deficit out of usable reserves and into unusable reserves as outlined in paragraph 1.3.6. This artificially inflates the in-year increase in reserves by £14.4m; this being the opening balance of DSG deficit as at 1st April 2020.
- 1.9.2 Once the effect of the treatment of the DSG deficit is discounted, the increase in reserves in 2020/21 was £67.3m. Of this, £49.0m, or 72.8%, related to the transfer of COVID-19 funding into earmarked revenue reserves for spend against continuing pressures relating to the pandemic in 2021/22. This was due to timing differences between the receipt of the funding and the associated outgoing expenditure.

COVID-19 Reserves

- 1.9.3 The Expanded Business Rate Reliefs reserve at £24.0m accounts for nearly half of the transfers into reserves relating to COVID-19 funding. This reflects grant received from Government in 2020/21 for Kirklees' share of expanded business rate reliefs passed onto businesses by the Council. Due to current accounting rules, this funding cannot be discharged against the collection fund deficit until 2021/22 and has therefore been moved to earmarked reserves at year end.
- 1.9.4 Following the same reasoning as the above, £5.0m of central government funding for Local Tax Income Losses in 2020/21 has also been transferred into earmarked

reserves and will be drawn down against the collection fund deficit in future years. This complies with best practice guidance issued by CIPFA on the year-end treatment of these two COVID-19 related income streams.

- 1.9.5 It should be noted that both the Extended Business Rates Relief Compensation reserve and the Local Tax Income Loss Compensation reserve are purely technical in nature and will be applied in full against the rolled forward collection fund deficit in future years. As such, the balances on these reserves are excluded from the total useable reserves levels indicated at Appendix 3a and described at paragraph 1.9.13 below.
- 1.9.6 The remaining COVID-19 funding transferred to reserves in-year is made up of £7.9m Business Grants funding to be allocated to Local Businesses in 2021/22, £6.5m of un-ringfenced COVID-19 Support Grant not spent in-year and £5.6m of various other COVID-19 specific grants. In the main, this includes £2.0m Test and Trace funding, £1.3m Clinically Extremely Vulnerable funding and £1.1m Contain Outbreak Management Funding (COMF).
- 1.9.7 Kirklees received £23.6m of un-ringfenced COVID-19 Support grant in 2020/21 (tranches 2 to 4). £17.1m of this was used to offset in-year pressures with the remaining £6.5m balance transferred into the COVID-19 Response reserve at year end. This added to the £11.1m opening balance generated at the end of 2019/20 from unspent Tranche 1 funding received in March 2020. A further £2.4m was also transferred into the COVID-19 Response reserve, giving a closing balance as at 31st March 2021 of £20.0m. This was achieved through a re-direct of the Seasonal Weather reserve as approved in the 2021-26 Budget Strategy Update Report to Cabinet and Council.
- 1.9.8 The COVID-19 Response reserve will provide additional short-term resilience for unfunded COVID-19 financial pressures, as well as targeted support to some of the borough's most financially vulnerable individuals and households. It is proposed that the £20.0m balance on the COVID-19 Response reserve is earmarked as follows:
- i) £3.5m – up to £3.5m further KAL financial “underwrite” in 2021/22 (see separate KAL Partnership/funding report also on this Cabinet agenda. There may be potential for some further Government funding for 3rd party leisure providers in 2021/22 in addition to the £1.1m the Council has received to date from DCMS.
 - ii) £6.4m - set aside required to offset the balance of mainly COVID-19 impacted Collection fund deficit rolled forward from 2020/21, not covered by the Government tax income loss compensation scheme.
 - iii) £2.0m – underwrite to Council ‘recovery/recouperation’ from COVID-19 plans through 2021/22 as the Council transitions from pandemic to post-recovery.
 - iv) £8.1m - balance of COVID-19 Response reserve to at least in part, mitigate against COVID-19 impacted financial pressures washing through the remainder of the current MTFP. There are up to £17m Government ‘unfunded’ COVID-19 related pressures over the 2021-24 period as set out in the approved 2021-26 Annual Budget Report.

Other Reserves

- 1.9.9 The year-end reserves position set out in Appendix 3a incorporates the new Transformation reserve at £2.3m, set aside for strategic transformation developments over the next 12 to 24 months. This was generated through the application of flex

capital receipts in-year to eligible revenue base budget activity as referred to in paragraph 1.8.7 above.

- 1.9.10 There is also a new Place Standard reserve at £0.5m; created from slippage against the 2021/22 Place Infrastructure Capacity base budget. This reserve has been set aside to support the resourcing of emerging Place Standard action plans.
- 1.9.11 A £1.0m Treasury Smoothing reserve was established in 2020/21 from the transfer of in-year treasury management underspends; largely in relation to interest costs. This reserve has been set aside to manage the marginal volatility of treasury management budgets with respect to potential changes in interest rates and also the in-year re-profiling of approved capital scheme delivery funded by borrowing.
- 1.9.12 Original 2020/21 budget plans assumed the release of £9.1m MRP flexibility base budget in 2020/21. Given the scale of the short term and largely unprecedented financial pressures impacting on the Council in-year, a further unwinding to the maximum allowable level of £13.7m was approved as part of the October 2020 Budget Strategy Update Report. The additional £4.6m release of budget in-year was transferred to earmarked reserves, with £3.6m added into the Demand reserve and £1.0 into the Inclusive Investment reserve.
- 1.9.13 Total usable reserves (excluding Schools reserves, Public Health and Collection Fund reserves) as at 31 March 2021 are £153.3m; equivalent to 48.2% of the 2021/22 £317.9m (net) revenue budget. If all COVID-19 related reserves expected to be utilised in 2021/22 are excluded from the calculation, the adjusted useable reserves balance as at 31 March 2021 is £119.8m, or 37.7% of the 2021/22 (net) revenue budget. For comparator purposes, based on the recently updated CIPFA resilience index using 2019/20 revenue outturn data, the median percentage across the 36 metropolitan Councils on this particular indicator was 37% as at 31 March 2020, accepting that this data is a snapshot in time from 12 months back.
- 1.9.14 The significance of this indicator is that it features as part of CIPFA's suite of 'financial resilience' performance indicators being developed to support officers, members and other stakeholders as an independent and objective suite of indicators that measure the relative financial sustainability and resilience of Councils, given extensive and ongoing national coverage and concern about financial sustainability across the local government sector.
- 1.9.15 Financial resilience reserves as at 1st April 2021 will remain at just over £37m, which was also the minimum financial reserves requirement recommendation by the Chief Financial Officer at least to the start of 2022/23, as set out in the 2021-26 Annual Budget Report. The financial resilience risk reserve is informed by the Council's corporate risk register; current version attached at Appendix 10 for information.

1.10 Collection Fund

- 1.10.1 The Collection Fund accounts separately for council tax and business rates income and payments. There was an in-year deficit of £34.6m in 2020/21; £3.3m with respect to Council Tax and £31.2m from Business Rates. Table 3 below summarises the financial performance of the collection fund in 2020/21.

Table 3 – Collection Fund Summary

Collection Fund forecast (Council Share)	Council Tax	Business Rates	Total
	£000	£000	£000
(Surplus)/Deficit at 1st April 2020	1,180	(3,685)	(2,505)
Re-payments to/(from) General Fund 20/21	58	3,377	3,435
In year Financial Performance	3,315	31,241	34,556
(Surplus)/Deficit at 31st March 2021	4,553	30,933	35,486

- 1.10.2 The £3.3m in-year deficit from Council Tax reflects 98.3% achievement against planned income of £190.0m. The percentage of Council Tax collected in year was 95.67% (2019/20: 95.41%). The Council's share of the arrears outstanding as at 31 March 2021 was £17.1m (31 March 2020: £14.7m). In-year performance was impacted by an increase in the bad debt provision as a direct result the impact of COVID-19 on the ability of taxpayers to pay their council tax bills.
- 1.10.3 The Council Tax in-year position also includes £4.5m increased spend, and the equivalent Hardship Funding offset, for additional discounts applied to current working age recipients of Local Council Tax Support (LCTS). The 2020/21 budget calculations, pre-COVID-19, assumed approximately 23,000 working age LCTS recipients. Revised figures show a significant increase in claimants to 26,513, equivalent to a 15.3% rise, at 31st March 2021.
- 1.10.4 Of the in-year Business Rates deficit of £31.2m; £24.0m is 'technical' in nature as it relates to a downward income adjustment as a result of the expanded retail discount scheme, first announced by Government in March 2020 in response to the pandemic after 2020/21 budgets had already been set. The additional reliefs awarded to businesses are funded in full by Central Government through section 31 grant payments. The payments have been transferred into earmarked reserves at year-end and will be drawn down in 2021/22 against the carried forward collection fund deficit (see also paragraph 1.9.3). The balance of in-year deficit is £7.2m.
- 1.10.5 The in-year Business Rates position also reflects the further review of the Council's provision for historical appeals valuations outstanding; set at £1.3m for Kirklees' share at 31st March 2020. This requirement was revised upwards to £2.6m in-year, reflecting the impact of increasing numbers, and the success rate thereof, of appeals against the 2017 rating list.
- 1.10.6 The balance of the Business Rates deficit relates to the impact of COVID-19 on business activity. The percentage of Business Rates collected in the year was 80.32% (2019/20: 97.09%). There has been a significant increase in arrears in 2020/21, with Kirklees' share at £7.6m compared to £3.3m at 31st March 2020. This reflects an increase of 130%, directly impacting on the bad debt provision requirement which has increased to £5.5m at 31st March 2021 (31 March 2020: £2.2m).
- 1.10.7 Charges to the General Fund each year from the Council (the billing authority) for Council Tax and Business Rates, and to the major precepting authorities (Fire & Rescue Authority, Office of Police & Crime Commissioner) are based on estimates. Actual income collected year on year will vary. These timing differences result in actual surpluses or deficits which are rolled forward year on year through the collection fund, and 'settled' over following years, through relevant payment adjustments to the General Fund/major precepting authorities.
- 1.10.8 Due to the impact of COVID-19 on the collection of both Council Tax and Business Rates, a change to Collection Fund accounting was introduced for 2020/21, which

spreads the impact of COVID-19 related deficits over three financial years (with the exception of the aforementioned £24m Government grant funded Business Rate reliefs), thus smoothing the impact on the revenue budget. The Council's 2021/21 budget and future years budget estimates have been prepared using this new facility.

1.11 Housing Revenue Account

1.11.1 The Council's Housing Revenue Account (HRA) accounts for all Council housing related revenue expenditure and income in a separate statutory (ring-fenced) account. The revenue outturn was a £2.6m deficit against an annual turnover budget of £91.5m in 2020/21.

1.11.2 The deficit included an adverse variance of £1.2m with relation to depreciation charges, £0.5m overspend on Council Tax voids, £0.2m increase on the KNH fee and £0.1m additional grounds maintenance costs.

1.11.3 There were also variations totalling £0.9m on income; £0.4m of which relates to the COVID-19 emergency. This reflected a £0.3m under collection of rent income and £0.1m under collection of service charges. Further pressures linked to COVID-19 included increased material costs due to demand over lockdown, and additional workforce pressures relating to salary costs for operatives that work on planned/capital schemes.

1.11.4 HRA reserves at 31 March 2021, net of set asides for business risks and investment needs and a minimum working balance, is £56.1m which will roll forward to support future HRA asset investment in line with HRA longer term business plan requirements.

1.11.5 A summary of the HRA outturn and reserves position can be found at Appendix 4.

1.12 Capital

1.12.1 The Council's revised capital budget programme for 2020/21 totalled **£115.1m** across a range of schemes and programmes.

1.12.2 The nature of capital programmes and funding means that with some schemes, there is greater potential for variations in-year; for example timing of external funding being secured, or the size and complexity of specific schemes meaning longer lead in times than originally profiled in capital budget plans. In recognition of this, Council Financial Procedure Rules (FPR's) allows greater in-year flexibility for Cabinet to amend existing Programme and scheme allocations between years. A revised budget of £125.9m was reported as part of the Q3 Corporate Financial Monitoring Report on 15 March 2021. Subsequent application of the FPR flexibility in-year through quarterly financial monitoring reporting largely contributed to a revised capital budget of £115.1m. The budget has decreased by £10.8m since Quarter 3 mainly due to budget being re-profiled into latter years of the plan (-£11.5m) offset partly by increased grants and contributions (+£0.7m). A breakdown of the budget changes including the re-profiling requests since Quarter 3 can be found in Appendix 6.

1.12.3 The 2020/21 capital outturn was £93.6m, which is about £12.4m higher than equivalent capital outturn spend in 2019/20 of £81.2m. The variance at year end is £21.5m.

- 1.12.4 The capital outturn position is summarised in Table 4 below. Of the total £93.6m actual spend, £40m relates to strategic priorities, £50.7m relates to baseline capital spend, the balance of £2.9m to projects of a one-off nature.

Table 4 – Capital Outturn 2020/21

By Category	Revised Capital Budget £000	Outturn £000	Variance £000
Aspire & Achieve	13,524	11,400	(2,124)
Best Start	956	939	(17)
Independent	1,713	1,128	(585)
Sustainable Economy	64,221	47,709	(16,512)
Well	8,733	7,499	(1,234)
Safe & Cohesive	10	13	3
Clean & Green	4,303	2,832	(1,471)
Efficient & Effective	2,325	4,627	2,302
General Fund	95,785	76,147	(19,638)
Strategic Priorities	4,949	4,065	(884)
Baseline	14,345	13,362	(983)
Housing Revenue Account	19,294	17,427	(1,867)
Total Capital Budget	115,079	93,574	(21,505)

- 1.12.5 A more detailed breakdown of the capital outturn position is provided at Appendix 5 (a) and 5 (b), along with key variances highlighted.
- 1.12.6 Capital expenditure at year end was funded by the following sources of finance; borrowing £40m, grants and contributions £29.9m, capital receipts at £7.6m, Major Repairs reserve (HRA) at £12.8m and HRA reserves/revenue contributions at £3.3m. This is shown in more detail at Appendix 8 (a).
- 1.12.7 Actual borrowing costs incurred in 2020/21 are largely consistent with treasury management budget assumptions. Treasury management budgetary assumptions are reviewed annually as part of the annual budget refresh and take account any changes in the profiling and quantum of capital spend to be funded from borrowing over the periodically refreshed multi-year capital plans.
- 1.12.8 In line with last years closedown process, an exercise was conducted to capitalise £3.2m of costs previously allocated to revenue in-year, within allowable accounting rules and existing Council policies. The funding released within revenue helped to offset in-year pressures and maximise the roll forward of un-ringfenced COVID-19 funding through reserves for use in 2021/22 (see paragraph 1.8.3). Funding of this additional capitalisation year end spend was met in the majority via un-ringfenced capital receipts and some uncommitted underspends from the wider capital plan. A further £2.3m revenue transformation costs were also capitalised and funded from in-year capital receipts under the flexible capital receipts policy.
- 1.12.9 Capital rollover proposals total £26.9m made up of £8.2m timing issues on contractually committed schemes rolling forward into 2021/22, a further £16.9m slippage on spend commitments tied to specific unspent grants and other ring-fenced resources, and £1.8m on uncommitted resources required to be carried forward. The £5.4m difference between the £26.9m capital rollover requested and the overall outturn variance of £21.5m was met from a combination of uncommitted capital

receipts and in-year uncommitted capital budgets no longer required, as part of the year end capitalisation exercise.

Capital Rollover Proposals

- 1.12.10 When the Council approved the Capital Investment Plan on 10 February 2021 for the 5 year period from 2021/22 to 2025/26, it made provision for a level of investment of £836.1m within the Annual Budget Report (£656.4m General Fund, £179.7m HRA).
- 1.12.11 The proposal is to effectively re-profile planned spend totalling £26.9m from 2020/21 to 2021/22; £25.1m General Fund and £1.8m HRA. This largely reflects deferred spend against existing schemes rolled forward into future years.
- 1.12.12 The capital plan has now been updated to take account of the capital rollover totalling £26.9m from 2020/21 and changes in the estimated levels of resources available. The revised capital plan set out in this report, including re-profiled planned spend, stands at £957.4m over the 2021-26 period.

Multi-Year Capital Plan Refresh

- 1.12.13 The draft capital plan 2021-26 including slippage, rephasing and any new planned investment highlighted above, is shown at Appendix 8(a) and 8(b) and summarised in Table 5 below:

Table 5 – Updated Capital Plan 2021-26

Capital Plan – Primary Outcomes	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Total £m
Aspire & Achieve	24.6	20.4	15.1	11.6	3.7	75.4
Best Start	3.4	4.1	1.7	0.0	0.0	9.2
Independent	6.1	8.0	2.2	8.9	0.2	25.4
Sustainable Economy	125.2	198.6	81.4	48.9	118.5	572.6
Well	13.5	4.6	3.8	2.4	1.8	26.1
Safe & Cohesive	0.2	0.0	0.0	0.0	0.0	0.2
Clean & Green	11.4	8.3	26.1	4.6	2.3	52.7
Efficient & Effective	4.5	2.2	1.5	1.5	2.2	11.9
General Fund	188.9	246.2	131.8	77.9	128.7	773.5
HRA - Independent	41.4	35.7	32.1	35.2	39.5	183.9
Council Total	230.3	281.9	163.9	113.1	168.2	957.4

** categorisation here by primary outcome for illustrative purposes, acknowledging that in many instances capital investment delivers multiple outcomes.*

- 1.12.14 Across Major Projects, in excess of 30 projects are in development. Some are at the early stages in their development cycle whilst others are nearing the delivery phase. Cost increases are being seen throughout the whole life development cycle, resulting in budgets being stretched.
- 1.12.15 Cost escalation is attributed to a combination of COVID-19, design development, materials, labour, environmental aspects, earthworks, structures and rerouting of utilities. In addition, the need to address and incorporate latest design guidance in order to achieve better bus, walking and cycling provision is also contributing to cost increases. Whilst Value for Money changes can be made to project scope and with rigid cost controls being in place, cost increases are somewhat inevitable as we seek to strive for quality outputs. Also, original funding allocations are 6-7 years old and did not fully factor in inflationary uplifts over subsequent years.

- 1.12.16 The West Yorkshire Mayoral Combined Authority (WYMCA) has recently published guidance to recipient authorities seeking extra funding on existing Major Project schemes. Currently the exceptional circumstances where additional funding can be granted is limited in scope but it is hoped that going forward a way can be found to fund cost increases being felt not only in Kirklees but across the Region as a whole.
- 1.12.17 The Council is set to underwrite and match fund identified West Yorkshire plus Transport schemes which are funded by WYMCA. These are highlighted in Table 6 below and identified collectively as a discrete line within the Capital Plan, over and above existing approved match funding.

Table 6 – WYMCA Schemes Council Underwrite

	WYCA	Council
Scheme	£m	£m
A62 to Cooper Bridge Corridor Improvement	68.0	5.80
A629 Halifax Rd Phase 5	10.9	0.94
A62 Smart Corridor	6.1	2.15
Huddersfield Southern Corridors	7.9	0.20
	92.9	9.09

- 1.12.18 As part of the government’s comprehensive action to level up opportunity and prosperity across the country, it was announced in June 2021 that Dewsbury was successful in being offered a Town Deal to the value of £24.8m. The grant funding is included within the updated Capital Plan helping to drive long-term economic and productivity growth in Dewsbury. Schemes benefitting from this funding include the Town Park (£6.25m) Dewsbury Market Upgrade (£6m), Daisy Hill (£3m), Building Revival (£3.15m). Council match-funding of £26.9m towards the Town Fund has been provided within the multi-year capital plan. The plan has also been grossed up to reflect assumptions regarding availability of external funding. An application for £18m external funding as part of the Levelling Up Fund bidding process is built into the Plan for Huddersfield New Market.
- 1.12.19 Construction of the Spen Valley Leisure Centre is progressing well. Additional costs have arisen due to loss and expense claims, additional contractor costs design and fixing issues etc. leading to additional funding being identified, some of which were to be originally met from the Strategic Investment reserve. It is proposed to add £2.18m borrowing towards the completion of this scheme, which is projected to now cost £18.6m overall.
- 1.12.20 The government grant allocations built into the 5 year Capital Plan approved by Council in February 2021 have been reviewed. Previously indicative annual grant assumptions for Capital Maintenance (+£200k p.a.) and Devolved Formula (+£50k p.a.) grant allocations have been revised from 2022/23 onwards within the updated Plan. The principle to be adopted in applying the Capital Plan is that annual expenditure must be within the confirmed grant allocation (once received) rather than the current indicative Capital Plan figure. The Highways Plan now includes £3.4m LTP DfT Pothole Funding across 2021/22 and 2022/23 and additional grant of £1.7m has been built in for the Transforming Cities Fund.
- 1.12.21 The Department for Education (DfE) announced local authority funding to support the provision of new places for children and young people with special educational needs and disabilities (SEND) and those requiring alternative provision (AP). Kirklees has been given £1.6m High Needs Provision Capital Allocation (HNPCA) for 2021/22. The

funding is un-ringfenced and it is for local authorities to determine how best to use the funding to meet local priorities.

- 1.12.22 As part of the Flexible Capital Receipts Strategy which can be found in Appendix 9, a £2m Transformation Capitalisation budget has been built into 2021-22 to allow capitalisation of certain types of qualifying revenue expenditure in-year. This will be funded from the flexible use of 'in-year' generated capital receipts.

Other

- 1.12.23 Updated multi-year capital plans will continue to be reviewed and revised in line with Council strategic and operational priorities, costed proposals, delivery timescales, ongoing funding opportunities and reported back to Cabinet/Council as appropriate through the year. All costed proposals and options for both the Huddersfield Town Centre and Dewsbury Town Centre will continue to be reviewed to deliver the ambition set out in the Blueprint.

- 1.12.24 Cabinet received a report on the Council's vision for a new Cultural Heart (22 June 2021), built around the Queensgate Market and the existing library and art gallery building. Details on the development towards the Strategic Outline Business Case were provided with the programme estimating to reach a value of potentially £170-£200m overall. The Councils existing multi-year plan includes £33.8m which will be utilised in part to support Gateway 1 and 2 feasibility work on the pretext that there will be a capital programme from this initial development work.

- 1.12.25 The Council's updated financial strategy and budget planning framework for 2022/23 and future years will be presented to Cabinet and Council in October, and it is intended that the financial strategy update will include explicit reference to the Cultural Heart Programme and potential resource ask, to help inform subsequent budget proposals for member consideration at Budget Council in February 2022.

- 1.12.26 Kirklees Council has bid to the Levelling Up Fund for a package of works for £48m, to improve travel along the Penistone Line between Huddersfield, Barnsley, and Sheffield. Combined, this package of improvements will provide passengers with a seamless end-to-end journey and will encourage more people along the line to take the train. The programme of works will include mobility hubs at Penistone line stations, line speed and reliability infrastructure improvements and major infrastructure improvements to facilitate two trains per hour along the Penistone Line.

- 1.12.27 The Levelling Up Fund requires that delivery commences during 2021/22, and the fund is spent by 31 March 2024 at the latest, and exceptionally into 2024/25 for larger schemes. No further funding will be provided after 2024/25. The most significant works planned as part of this bid are still at an early stage of development and there is uncertainty around the costs and delivery timescales of the major infrastructure works to deliver two trains per hour on the Penistone Line. The Council is continuing to work with Network Rail to develop these options through standard business case development processes, resulting in a chosen infrastructure upgrade option.

- 1.12.28 A risk to the Council with the Levelling Up Fund relates to cost-overruns. The guidance for the Levelling Up Fund makes it clear that Kirklees Council accepts responsibility for meeting any costs over and above the Government contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties. The cost estimates provided as part of the bid are the most robust available at the time of the bid and will be managed in accordance with standard best practice project and contract management procedures. Depending on the timing of the Autumn 2021 Spending Review, which is when Government will announce the

successful bidders, the Council's updated financial strategy will include reference to this programme in October, and subsequent costs firmed up and any attendant cost risks reviewed at Budget Council in February 2022.

- 1.12.29 Officers will continue to review capital budget profiles in year, and any further re-profiling movements between years will be reported to Cabinet as part of the quarterly financial monitoring arrangements through 2021/22, in accordance with Financial Procedure Rules 3.10-3.15. This approach acknowledges the growing complexities and challenges over the upcoming years in delivering to this scale of ambition
- 1.12.30 Future capital plan updates will also be presented periodically to Council as part of the annual budget strategy update and annual budget approval reports to Cabinet and Council as a matter of course as part of the annual planning cycle. All schemes will be reviewed in respect of deliverability priorities, financial risk and other risk associated with the impact of the COVID-19 pandemic. The current and forecast economic conditions arising from the pandemic will increase the risk that capital receipts may not be realised or values will be diminished. This will impact assumptions made in the capital plan financing to offset the borrowing requirement.
- 1.12.31 Provision has been made in the Revenue Budget and Medium-Term Financial Plan to cover the expected costs of borrowing. As revenue resources are themselves under considerable pressure, close scrutiny will need to continue to ensure borrowing fulfils the criteria of being affordable, prudent and sustainable.

Prudential Indicators

- 1.12.32 Appendix 7 provides a schedule of the prudential indicators applicable to affordability and prudence which have been reported as part of capital monitoring in 2020/21. Indicators applicable to treasury management are reported in the Review of Treasury Management activity for 2020/21 which can be found at Appendix 11. The Council has complied with its PI's for 2020/21.
- 1.12.33 The proportion of the annual revenue budget set aside to repay debt and interest is a matter of local decision, informed by relevant CIPFA prudential guidance relating to prudence, affordability and sustainability.

2 Information required to take a decision

- 2.1 The Appendices accompanying this report provide a more detailed breakdown of the outturn financial monitoring position, as follows:

Appendix 1 summarises, by service area, the General Fund revenue outturn position in 2020/21;

Appendix 2a summarises, by service area, the COVID-19 additional spend and income losses in 2020/21;

Appendix 2b categorises the 2020/21 COVID-19 additional spend by funding source;

Appendix 2c details Kirklees' COVID-19 funding allocations to 31st March 2021;

Appendix 3a summarises the General Fund reserves and balances movements in-year;

Appendix 3b sets out a glossary of terms for the General Fund reserves;

Appendix 4 summarises the HRA revenue outturn position including movements in HRA reserves in-year;

Appendix 5a summarises by Council priority Outcome, the capital outturn position in 2020/21

Appendix 5b summarises by Council priority Outcome, key capital outturn variances in excess of £500k, against revised capital budget, for 2020/21

Appendix 6 summarises key capital budget changes between Quarter 3 financial monitoring report and outturn, for 2020/21

Appendix 7 provides a schedule of prudential indicators for 2020/21, applicable to affordability and prudence;

Appendix 8a summarises the updated capital plan 2021/22-2025/26, taking into account rollover, grant changes and additions. A funding summary is also included;

Appendix 8b shows the detailed capital plan updated for 2021/22-2025/26 including rollover, by Council Priority Outcome;

Appendix 9 details the updated Council flexible capital receipts strategy;

Appendix 10 is the Corporate Risk Register, updated as at July 2021;

Appendix 11 is the Annual Report on Treasury Management activity to Corporate Governance and Audit Committee, 23 July 2021.

- 2.2 The corporate risk register at Appendix 10 summarises the key strategic risks or barriers to achieving the corporate objectives. It also provides visibility about the management actions which are either in place or brought into action to mitigate the impact of these risks. Many of these are of a financial nature and provide contextual information when setting the council's budget. There isn't a direct link but they do help to inform the level of reserve held by the council.
- 2.3 Individual risks vary over time, and the need to set aside reserves changes depending on the underlying budget provisions. The risk assessment reflects the approved budget plans updated for emerging and changing medium and significant risk.

3 Implications for the Council

- 3.1 The report provides summary information on the overall financial performance against annual Council revenue and capital budgets in 2020/21, incorporating as well an overall updated capital plan for 2021-26. These budgets support the overall delivery of the following Council objectives and Priorities within available resources:

- i) Early Intervention and Prevention (EIP)
- ii) Economic Resilience (ER)
- iii) Improving Outcomes for Children
- iv) Reducing demand of services

3.2 Working with People

3.3 Working with Partners

3.4 Place Based working

3.5 Climate Change & Air Quality

3.6 Improving Outcomes for Children

3.7 Other (e.g. Financial, Legal or Human Resources)

3.7.1 The Council has a statutory duty to balance its budget under section 31A of the Local Government and Finance Act 1992 and to take any necessary steps in-year to ensure this. Section 151 of the Local Government Act 1972 requires the Council to make proper arrangements for the administration of its financial affairs including budgetary control.

3.7.2 The Council's 2021-26 budget plans, approved at Budget Council on 10 February 2021, set out proposals for the delivery of an overall Council balanced budget for 2021/22, and indicative budget spending plans and funding forecasts over the following 4 years. This was against a backdrop of COVID-19 which brought an unprecedented level of challenge and uncertainty to the budget round.

3.7.3 The financial planning framework underpinning the budget proposals was pragmatic in nature, enabled by the relatively strong financial resilience of the Council which existed pre-COVID-19; in particular by earmarking some of the pre-COVID-19 financial resilience (MRP flexibility) to underwrite the Council's financial stability in 2021/22 as far as possible given the extent of global, national and local volatility.

3.7.4 The 2021-26 Annual Budget Report also made extensive reference to the continuing impact of COVID-19 over the course of the medium-term financial plan, with impacts forecasted on a range of funding assumptions going forward, including service income and local tax income and business rates losses.

3.7.5 The COVID-19 response is ongoing, and impacts of the pandemic continue to be a significant draw on existing Council, Partner and community capacity. This is likely to continue at least through the first half of 2021/22.

3.7.6 The local government sector continues to engage with Government to ensure Councils receive appropriate funding compensation. The provisional financial settlement 2021/22, while largely being a one-year settlement only, included further "one-off" COVID-19 funding support to Councils in 2021/22.

3.7.7 Ongoing COVID-19 financial impacts will continue to be reviewed in light of further emerging local, regional and national intelligence through 2021/22, and will be included as part of overall in-year financial monitoring reported in the corporate member arena through established annual Council planning cycle and governance processes.

3.7.8 The Council's refreshed reserves strategy approved in the 2021-26 budget plans acknowledges the heightened volatility and unpredictability in the COVID-19 impacted budget risk environment within which the Council is operating both currently and over the medium term. Financial Resilience reserves are a key element of the strategy and the £37.1m balance on this reserve, as at 31st March 2021, meets the minimum recommended level as set out in the 2021-26 Annual Budget Report.

3.7.9 It is intended that the forthcoming annual budget strategy report to Cabinet and Council in early autumn will incorporate a more detailed review, quantification and sensitivity analysis on a range of emerging budget and other risks to help inform the

Council's financial planning framework and overall reserves requirement as part of the refreshed Medium Term financial Plan (MTFP). This will include a further review of any COVID-19 financial impacts anticipated to affect the Council's budget beyond 2021/22.

3.7.10 The Equality Act 2010 creates the Public Sector Equality Duty (PSED). The Council utilises Integrated Impact Assessments to address these duties and these form part of the annual Council Budget Setting report. This report reflects the outturn position and as such, further reference is not required at this stage.

4 Consultees and their opinions

This report has been prepared by the Service Director Finance, in consultation with the Executive Team.

5 Next Steps

Subject to member approval, capital rollover proposals and the update of the 5 year capital plan will be incorporated into in year financial monitoring in 2021/22, and reported quarterly to Cabinet from Quarter 1 onwards.

6 Cabinet portfolio holders recommendations

The portfolio holder agrees with the recommendations set out in this report.

7 Officer recommendations and reasons

Having read this report and the accompanying Appendices, Cabinet are asked to:

General Fund

- 7.1 note the revenue outturn position for 2020/21 including COVID-19 impacts;
- 7.2 note the year end position on corporate reserves and balances including COVID-19 impacts;
- 7.3 re-affirm the proposed use of pre-existing reserves and endorse the proposed use of new reserves as set out in section 1.9 in this report
- 7.4 note the regular monitoring and review of corporate reserves in 2021/22 to be reported to Cabinet as part of the Quarterly financial monitoring cycle;
- 7.5 note the use of the Council's flexible receipts strategy for the year end capitalisation of £2.3m transformation related costs in 2020/21

Collection Fund

- 7.6 note the year end position on the Collection Fund including COVID-19 impacts;

HRA

- 7.7 note the HRA revenue outturn and reserves position 2020/21;

Capital

- 7.8 note the Council capital outturn position for 2020/21

- 7.9 approve the £26.9m capital rollover from 2020/21 to 2021/22;
- 7.10 approve the revised capital plan for the period 2021-26 after taking into account rollover, the re-phasing of schemes and changes to grant assumptions;

Treasury Management

- 7.11 note the Review of Treasury Management activity for 2020/21

8 Contact Officer

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Sarah Hill, Finance Manager

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9 Background papers and History of Decisions

Annual budget report 2021-26 to Budget Council, February 2021

Budget Update Report to Council, October 2020

CIPFA's Code of Practice on Treasury Management in the Public Services.

CIPFA's Prudential Code for Capital Finance in Local Authorities.

Public Works Loan Board Website.

Local Authorities Property Fund & Factsheet

10 Service Director responsible

Eamonn Croston, Service Director Finance.

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General Fund 2020/21 Outturn

Strategic Director portfolio responsibilities	Annual				
	Controllable Budget (Net)	Planned use of reserves	Revised Budget	Outturn	Variance
	£'000	£'000	£'000	£'000	£'000
Child Protection & Family Support	39,498	(635)	38,863	40,935	2,072
Resources, Improvements & Partnership	20,038	(192)	19,846	19,013	(833)
Learning & Early Support & Schools	21,251	7,342	28,593	30,921	2,328
Sub Total (Children & Families)	80,787	6,515	87,302	90,869	3,567
Customers and Communities	9,491	(1,568)	7,923	7,877	(46)
ASC - Older People and Physical Disabilities	19,924	(304)	19,620	21,809	2,189
ASC - Learning Disabilities and Mental Health	63,769	4	63,773	63,233	(540)
Adults Sufficiency	11,821	(158)	11,663	10,929	(734)
Sub Total (Adults & Health)	105,005	(2,026)	102,979	103,848	869
Growth & Housing	6,788	(477)	6,311	8,206	1,895
Economy & Skills	9,864	(777)	9,087	8,485	(602)
Sub Total (Growth & Regen)	16,652	(1,254)	15,398	16,691	1,293
Environment	23,113	170	23,283	35,978	12,695
Sub Total (Environment & Climate Change)	23,113	170	23,283	35,978	12,695
Strategy, Innovation & Planning	13,996	116	14,112	14,043	(69)
Public Health & People	4,028	(5,865)	(1,837)	3,001	4,838
Governance & Commissioning	10,163	(147)	10,016	10,029	13
Finance	8,460	(8,634)	(174)	1,543	1,717
Sub Total (Corporate Strategy, Commissioning & Public Health)	36,647	(14,530)	22,117	28,616	6,499
Central	40,095	(9,937)	30,158	31,000	842
Sub Total General Fund	302,299	(21,062)	281,237	307,002	25,765
COVID-19 Support Grant Offset	-	(6,531)	(6,531)	(23,630)	(17,099)
Estimated COVID-19 Income Loss Compensation	-	-	-	(8,671)	(8,671)
Revised General Fund Total	302,299	(27,593)	274,706	274,701	(5)
Collection Fund COVID-19 grants roll forwards to 21/22 – Technical Adjustment	-	(28,957)	(28,957)	(28,957)	-
Updated General Fund Total	302,299	(56,550)	245,749	245,744	(5)

COVID-19 Spend and Income Losses Summary

Strategic Director portfolio responsibilities	COVID-19 spend £k	COVID-19 Income Losses £k
Child Protection and Family Support	2,464	-
Resources, Improvements and Partnership	-	-
Learning, Early Support and Schools	901	461
Sub Total (Children & Families)	3,365	461
Customers and Communities	1,929	458
ASC - Older People and Physical Disabilities	22,572	-
ASC - Learning Disabilities and Mental Health	-	298
Adults Sufficiency	-	-
Sub Total (Adults & Health)	24,501	756
Growth and Housing	921	1,815
Economy and Skills	96	494
Sub Total (Growth & Regen)	1,017	2,309
Environment	9,174	9,325
Sub Total (Environment & Climate Change)	9,174	9,325
Strategy Innovation and Planning	1,354	11
Public Health and People	5,575	48
Governance and Commissioning	381	21
Finance	3,079	1,596
Sub Total (Corporate Strategy, Commissioning & Public Health)	10,389	1,676
Central	282	648
General Fund Total	48,728	15,175

COVID-19 Spend and Funding Sources

Appendix 2b

Strategic Director portfolio responsibilities	Total 2020/21 COVID-19 spend £k	Funded by:							
		Contain Outbreak Management Fund (COMF) £k	CCG Funding for Additional Costs £k	Infection Control Fund £k	Winter Grant Scheme £k	Rapid Testing Fund £k	Workforce Capacity Fund £k	Other Specific Grants £k	No specific funding stream £k
Child Protection and Family Support	2,464	101	-	-	-	-	-	-	2,363
Resources, Improvements and Partnership	-	-	-	-	-	-	-	-	-
Learning, Early Support and Schools	901	-	-	-	-	-	-	-	901
Sub Total (Children & Families)	3,365	101	-	-	-	-	-	-	3,264
Customers and Communities	1,929	1,354	-	-	-	-	-	198	377
ASC - Older People and Physical Disabilities	22,572	-	8,511	8,230	-	1,093	926	45	3,767
ASC - Learning Disabilities and Mental Health	-	-	-	-	-	-	-	-	-
Adults Sufficiency	-	-	-	-	-	-	-	-	-
Sub Total (Adults & Health)	24,501	1,354	8,511	8,230	-	1,093	926	243	4,144
Growth and Housing	921	499	-	-	-	-	-	84	338
Economy and Skills	96	-	-	-	-	-	-	96	-
Sub Total (Growth & Regen)	1,017	499	-	-	-	-	-	180	338
Environment	9,174	6,106	-	-	-	-	-	86	2,982
Sub Total (Environment & Climate Change)	9,174	6,106	-	-	-	-	-	86	2,982
Strategy Innovation and Planning	1,354	1,287	-	-	-	-	-	-	67
Public Health and People	5,575	9	-	-	-	-	-	1,116	4,450
Governance and Commissioning	381	345	-	-	-	-	-	-	36
Finance	3,079	-	-	-	1,943	-	-	699	437
Sub Total (Corporate Strategy, Commissioning & Public Health)	10,389	1,641	-	-	1,943	-	-	1,815	4,990
Central	282	-	-	-	-	-	-	-	282
General Fund Total	48,728	9,701	8,511	8,230	1,943	1,093	926	2,324	16,000

COVID-19 Funding Streams up to 31st March 2021

Appendix 2c

Category	Name of Funding	Description	Lead department / organisation	Kirklees Allocation £k
COVID-19 General Funding	Coronavirus (COVID-19): emergency un-ringfenced funding for local government (4 tranches)	Un-ringfenced funding for local authorities to use to respond to the COVID-19 pandemic.	MHCLG	35,857
	COVID-19 Sales Fees and Charges Income Loss Compensation	Compensation for losses in Sales, Fees and Charges income as a result of the pandemic. Local Authorities stand the first 5% of losses compared to budgeted income with the remaining losses being compensated at a rate of 75p in the £1.	MHCLG	8,671
	COVID -19 Local Tax Income Guarantee Compensation	Compensation for losses in the Collection Fund as a result of the pandemic. Local Authorities are compensated for 75% of eligible Council Tax and NNDR losses.	MHCLG	5,002
Test & Trace and COMF Funding	Test and Trace Service Support Grant	A grant provided to local authorities in England to develop and action their plans to reduce the spread of the virus in their area.	DHSC	2,531
	Surge Funding / additional Contain Outbreak Management Fund (COMF)	Funding to support local authorities deliver their non-pharmaceutical interventions and to support their COVID-19 response. The funding is a non-recurring payment for the 2020–2021 financial year.	DHSC	11,058
Funding for Adult Social Care (For Single and Upper tier authorities only)	Adult Social Care Infection Control Fund (ICF) (Rounds 1 and 2)	The primary purpose of this fund is to support adult social care providers, to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience.	DHSC	8,358
	Clinical Commissioning Group (CCG) funding for additional costs associated with COVID-19 including hospital discharge	NHS/CCG funding to help local authorities with COVID 19-associated costs including those relating to hospital discharge and follow-on care.	NHSE	8,511
	Rapid Testing Fund	Funding to support additional rapid testing of staff in care homes, and to support visiting professionals and enable indoors, close contact visiting where possible.	DHSC	1,123

COVID-19 Funding Streams up to 31st March 2021

Appendix 2c

Category	Name of Funding	Description	Lead department / organisation	Kirklees Allocation £k
	Workforce Capacity Fund	Funding to provide additional care staff where shortages arise, support administrative tasks so experienced and skilled staff can focus on providing care, and help existing staff to take on additional hours if they wish with overtime payments or by covering childcare costs	DHSC	930
Funding for Grants to Businesses	Small Business Grant Fund & Retail, Hospitality, Leisure	The Small Business Grant Fund (SBGF) supports small and rural businesses in England with their business costs during coronavirus. The Retail, Hospitality and Leisure Grant Fund (RHLCGF) supports businesses in the retail, hospitality and leisure sectors with their business costs during coronavirus.	MHCLG/BEIS	113,650
	Business Grant Top Up	Extension of the above scheme for lockdown 3.	MHCLG/BEIS	21,492
	LA Discretionary Grant Fund	Aimed at small or micro businesses who were not eligible for the small business grant fund or the retail, leisure and hospitality fund	MHCLG/BEIS	5,232
	Local Restrictions Support Grant - Closed	Funding paid across by Councils to local businesses. Allocations based on categories of businesses relevant to the closures imposed by Government.	MHCLG	31,019
	Local Restrictions Support Grant - Open	Offered as part of the wider set of measures to support the nation's economy and its businesses in response to Coronavirus (COVID-19) and specifically for businesses that were still open but have been severely impacted by Local COVID-19 Alert Levels 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions.	MHCLG	4,323
	Local Restrictions Support Grant - Discretionary	This grant is ringfenced for business support only, but Local Authorities can determine how much funding to provide to businesses from the funding provided, and exactly which businesses to target.	MHCLG	12,702
	Christmas Support - Pubs	Christmas Support Payment for wet-led pubs (CSP), to support through the festive period those pubs in Tier 2 and 3 areas, that predominantly serve alcohol rather than food and were required to close.	BEIS	230

COVID-19 Funding Streams up to 31st March 2021

Appendix 2c

Category	Name of Funding	Description	Lead department / organisation	Kirklees Allocation £k
Other Government Funding for Local Authorities	Clinically Extremely Vulnerable (CEV) Funding	Funding to support clinically extremely vulnerable (CEV).	MHCLG	1,315
	Compliance and Enforcement Grant	Funding for local authorities to cover compliance and enforcement activity. The funding is ringfenced for C&E activity, including COVID-19 Secure Marshals.	MHCLG	239
	Reopening High Streets Safely Fund	Funding from the European Regional Development Fund (ERDF) to local authorities to support the safe reopening of high streets and other commercial areas.	MCHLG	389
	Provisional Rough Sleeping emergency funding	Rough sleepers, or those at risk of rough sleeping have been supported by initial emergency funding if they need to self-isolate to prevent the spread of COVID-19. This funding has been made available to local authorities and reimburses them for the cost of providing accommodation and services to those sleeping on the streets to help them successfully self-isolate.	MHCLG	12
	Next Steps Accommodation Programme (NSAP)	Funding to support local authorities and their partners to ensure that the current provision that has been set up to safeguard people who were taken safely from the streets is able to continue for an appropriate length of time. The funding is for use during 2020/21 only.	MHCLG	162
	Local Authority Emergency Assistance Grant for Food and Essential Supplies	For local authorities in England to use to support people who are struggling to afford food and other essentials due to COVID-19.	DEFRA	551
	Additional Home to School Transport (£m)	Funding to create extra capacity and allow more students to use alternatives to public transport, while social distancing measures remain in place.	DfE (and DfT)	47
	Emergency Active Travel Fund (Tranche 1 only)	The emergency grant funding supports local transport authorities with producing cycling and walking facilities. Tranche 1 supports the installation of temporary projects for the COVID-19 pandemic.	DfT	257

COVID-19 Funding Streams up to 31st March 2021

Appendix 2c

Category	Name of Funding	Description	Lead department / organisation	Kirklees Allocation £k
	Community Champions LA Fund	Funding to Expand COVID-19 communications with at risk groups	MHCLG	495
	Self-isolation Grant funding (Administrative element only)	Test and Trace Support payment of £500 will ensure that those on low incomes are able to self-isolate without worry about their finances	DHSC	267
	Self-isolation Grant funding (other)	Test and Trace Support payment of £500 will ensure that those on low incomes are able to self-isolate without worry about their finances	DHSC	1,379
	COVID-19 Winter Grant Scheme	Funding made available in early December 2020 to support those most in need with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials.	DWP	2,005
	Community Testing	Funding allocated to support LA testing programme	DHSC	558
	New Burdens Funding	Contribution towards costs of administering various grants/reliefs to businesses.	MHCLG/BEIS	326
	Business Improvement Districts Funding	The money will go to Business Improvement Districts (BIDs), local business partnerships that bring local authorities, developers and communities together to provide local leadership, drive regeneration and deliver projects and additional local services.	MHCLG	11
	Leisure Centre Support	Funds allocated via bidding process for those outsourced leisure services deemed most in need as a result of closures during the pandemic.	DCMS	1,175
	Hardship Funding	To support economically vulnerable people and households in their local area by providing them with a further reduction in their council tax.	MHCLG	4,957
			TOTAL	284,834

General Fund Earmarked Reserves

	Reserves at 1st April 2020 Incl. Budget Report approved transfers	Planned Net Contribution in-year (COVID-19)	Planned Net Movements in-year (Other)	Unplanned use of Reserves (<i>Variance & High Needs Overspend</i>)	DSG Deficit to Unusable Reserves (technical adjustment)	Reserves position at 31st March 2021
	£'000	£'000	£'000	£'000	£'000	£'000
Statutory (School Reserves)						
Schools Balances	(9,967)		(3,595)	-		(13,562)
DSG Deficit	14,396			10,710	(25,106)	-
Total Statutory (School Reserves)	4,429		(3,595)	10,710	(25,106)	(13,562)
Earmarked						
Financial Resilience Reserves	(37,146)		-	-		(37,146)
Rollover	(656)		52	-		(604)
Revenue Grants (various)	(9,095)	(5,604)	(4,225)	-		(18,924)
Public Health	(1,150)		(389)	-		(1,539)
Stronger Families Grant	(1,011)		(520)	-		(1,531)
Insurance	(1,900)		-	-		(1,900)
Ward Based Activity	(1,199)		(201)	-		(1,400)
Social Care Reserve	(2,195)		97	-		(2,098)
Property and Other Loans	(3,000)		-	-		(3,000)
Adverse Weather	(2,432)		2,432	-		-
Strategic Investment support	(4,229)		(725)	-		(4,954)
Waste Management	(5,684)		-	-		(5,684)
Mental Health	(1,400)		198	-		(1,202)
Business Rates	(2,000)		(1,000)	-		(3,000)
School PFI	(2,184)		903	-		(1,281)
Demand Reserve	(15,706)		(3,600)	-		(19,306)
Place Partnership Theme	(2,000)		-	-		(2,000)
Treasury Smoothing			(960)	-		(960)
Transformation			(2,348)	-		(2,348)
Place Standard			(500)	-		(500)
Other	(6,037)		(1,470)	-		(7,507)
COVID-19 Response	(11,099)	(6,531)	(2,364)	-		(19,994)
COVID-19 Business Grants Reserve		(7,953)	-	-		(7,953)
Sub Total Earmarked Reserves	(110,123)	(20,088)	(14,620)	-	-	(144,831)

General Fund Earmarked Reserves

	Reserves at 1st April 2020 Incl. Budget Report approved transfers	Planned Net Contribution in-year (COVID-19)	Planned Net Movements in-year (Other)	Unplanned use of Reserves (<i>Variance & High Needs Overspend</i>)	DSG Deficit to Unusable Reserves (technical adjustment)	Reserves position at 31st March 2021
	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked (Collection Fund Technical Reserves)						
Extended Business Rate Relief Compensation		(23,955)		-		(23,955)
Local Tax Income Loss Compensation		(5,002)		-		(5,002)
<i>Sub Total Earmarked (Collection Fund)</i>	-	<i>(28,957)</i>	-	-	-	<i>(28,957)</i>
<i>Total Earmarked</i>	<i>(110,123)</i>	<i>(49,045)</i>	<i>(14,620)</i>	-	-	<i>(173,788)</i>
GENERAL BALANCES	(9,998)			(5)		(10,003)
<i>Grand Total</i>	<i>(115,692)</i>	<i>(49,045)</i>	<i>(18,215)</i>	<i>10,705</i>	<i>(25,106)</i>	<i>(197,353)</i>
<i>Total usable reserves (excluding schools, public health and collection fund)</i>	<i>(104,575)</i>	<i>(20,088)</i>	<i>(14,231)</i>	<i>10,705</i>	<i>(25,106)</i>	<i>(153,295)</i>

Glossary of Reserves

RESERVE	DESCRIPTION
School Reserves	Statutory reserves relating to both individual schools balances/deficits carried forwards, and Dedicated Schools Grant (ring-fenced for schools related expenditure; surpluses/deficits carried forward).
Financial Resilience	Covers a range of potential costs highlighted in the Council's corporate risk register, including budget risks as set out in the sensitivity analysis within the 2021-26 Annual Budget report.
Rollover	To fund deferred spend commitments against approved rollover
Revenue Grants	Represents grants and contributions recognised in the Comprehensive Income and Expenditure Statement before expenditure has been occurred. Includes £5.6m of COVID-19 specific grants as at 31 st March 2021.
Public Health	Timing issues on Public Health grant spend commitments (Public health grant is statutorily ring-fenced)
Stronger Families	Set aside reflecting timing issues on expenditure commitments supporting a range of Stronger Families activity, funded from external grant.
Insurance	Mitigates against risk from increased liabilities and insurance claims.
Ward Based Activity	Set aside reflecting timing issues on ward based activity spend commitments
Social Care	Set aside to cover phased rollout of a range of social care expenditure commitments as agreed at Cabinet, August 2018.
Property and Other Loans	Set aside in part against the potential risk of future loan defaults; in part to offset potential unfunded technical accounting entries on General Fund revenue arising purely arising from the introduction of a new local government accounting code intended to strengthen balance sheet transparency.
Adverse Weather	Mitigates against budget risk arising from severe weather events in the District (replaced by base budget provision from 2021/22 onwards).
Strategic Investment & Support	To address the scale of development costs required to support the upscaling of capital investment activity and major project activity over the MTFP.
Waste Management	To support the implementation of the Council's waste management strategy, including phased release over the MTFP to manage current PFI contract transition in light of the current Council PFI Waste Contract ending in 2022/23.
Mental Health (including Domestic abuse)	To support a number of local area based mental health initiatives.
Inclusive Investment Reserve	Set aside for a range of targeted development activity that supports the Council's inclusive investment ambition.
Schools PFI Reserve	Will be utilised to cover reduced DSG budget contributions to council services in 2020/21 and 2021/22
Demand Reserve	Set aside to mitigate the impact/volatility of a range of potential demand risks on statutorily provided service activity
Place Partnership Theme	To encourage Place specific local initiatives
Treasury Smoothing Reserve	This reserve has been set aside to manage the volatility surrounding treasury management budgets with respect to both potential changes in interest rates and the level of delivery of the capital plan.
Transformation Reserve	Set aside for strategic transformation developments over the next 12 to 24 months.
Place Standard Reserve	Set aside to support the resourcing of emerging Place Standard action plans.
Other Earmarked	A range of smaller reserves earmarked for specific purposes.
COVID-19 Response Reserve	Specific reserve set aside to cover the costs of the Council's COVID-19 response

RESERVE	DESCRIPTION
COVID-19 Business Grants reserve	Reflects the balance of COVID-19 Business Grants received and recognised in 2020/21 before expenditure was incurred.
Extended Business Rate Relief Compensation	During 2020/21, local authorities received approximately £10bn in S31 grants to offset the reliefs given to businesses during lockdown. Under current collection fund accounting rules, the S31 grants received this year will not be discharged against the Collection Fund deficit until 2021/22. The full amount of additional s31 grants received has therefore been transferred into the extended business rates relief reserve, to be drawn down in 2021/22 against the rolled forwards collection fund deficit.
Local Tax Income Loss Compensation	Local authorities are being compensated for the loss of local tax income in 2020/21 as a result of COVID-19. The compensation amount has been transferred into the Tax Income Loss Compensation Reserve to be drawn down in future years against the rolled forwards collection fund deficit.
General Fund Balances	General reserve set at £10m to support general working capital and cashflow requirements.

Appendix 4

HOUSING REVENUE ACCOUNT 2020/21 - OUTTURN

	Annual		
	Revised Budget	Actuals	Variance
	£'000	£'000	£'000
Repairs & Maintenance	26,992	26,992	0
Housing Management	35,152	35,716	563
Other Expenditure	25,699	27,131	1,432
Total Expenditure	87,843	89,838	1,996
Rent & Other Income	(91,480)	(90,555)	925
Revenue Contribution to Capital Funding	3,637	3,317	(320)
Planned transfer to HRA Reserves	0	0	0
Total	0	2,601	2,601

HRA RESERVES

	Balance at 31 March 2020	Approved Movement in Reserves	Balance at 31 March 2021
	£'000	£'000	£'000
Set aside for business risks	(4,000)		(4,000)
Forecast in Year Surplus/Deficit		2,601	2,601
To support the Capital Investment Programme		2,341	2,341
Set aside to meet investment needs (as per HRA Business Plan)	(55,518)		(55,518)
Working balance	(1,500)		(1,500)
Total	(61,018)	4,942	(56,076)

	Revised Budget £'000	Outturn £'000	Variance £'000	Variance %
General Fund				
Aspire & Achieve	13,524	11,400	(2,124)	(16%)
Best Start	956	939	(17)	(2%)
Independent	1,713	1,128	(585)	(34%)
Sustainable Economy	64,221	47,709	(16,512)	(26%)
Well	8,733	7,499	(1,234)	(14%)
Safe & Cohesive	10	13	3	30%
Clean and Green	4,303	2,832	(1,471)	(34%)
Efficient & Effective	2,325	4,627	2,302	99%
GENERAL FUND TOTAL	95,785	76,147	(19,638)	(21%)
Housing Revenue Account				
Strategic Priorities	4,949	4,065	(884)	(18%)
Baseline	14,345	13,362	(983)	(7%)
HOUSING REVENUE TOTAL	19,294	17,427	(1,867)	(10%)
CAPITAL PLAN TOTAL	115,079	93,574	(21,505)	(19%)

Aspire & Achieve

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
Strategic Priorities			
Libraries & Public Buildings	1,097	(636)	Slippage on Birkby Library (£500k) and some on Heckmondwike library.
Baseline			
Capital Maintenance	4,233	(878)	Due to favourable settlement of final accounts and retention payments withheld on contracts. Funds are contractually committed as part of the 2020/21 Capital Maintenance programme, since monies from the construction value is held as retention on the majority of schemes. Funding is to be rolled over into the next financial year.

Independent

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
Baseline			
Day Services Support for Vulnerable Adults	1,250	(671)	Cherry Trees Scheme (£548k) almost complete but time lag on costs coming through and some retention held. Started later due to COVID-19 delays but all funds are committed. Slight delay on the In-house call systems scheme (£115k) to be completed by July 21.

Sustainable Economy

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
Strategic Priorities			
West Yorkshire plus Transport Schemes	7,004	(2,375)	Programme delivery delayed due initial suspension and then a backlog of construction works due to COVID-19. Limited staff resources delayed development of schemes, however capitalisation of staff costs, additional agency staff and new permanent Kirklees recruitment has started to address this issue. All WYTF projects have experienced significant delay to agreeing designs for consultation purposes as all public consultation was delayed until after the local elections.
Town Centre Action Plans	6,021	(2,512)	Impact of COVID-19 has led to delays in the implementation of the major schemes within the Heritage Action Zone programme. A failure to secure grant funding has impacted on Huddersfield Market progression and more time than anticipated has been taken in appointing a design team for Dewsbury Market.
Strategic Acquisition Fund	4,000	(1,017)	Funding required to commit to potential acquisitions in the next financial year.
Transforming Cities Fund	4,583	(3,052)	Late agreement by WYCA of individual projects areas and project scope changes has delayed detailed design work. Much of the capital expenditure is also tied in with external highway design consultancy, again via WYCA, for which the procurement process and design work did not start until later in the financial year. Limited staff resources delayed development of schemes. All TCF projects have experienced significant delay to agreeing designs for consultation purposes as all public consultation was delayed until after the local elections.
Baseline			
Highways	22,187	(4,128)	COVID-19 delayed programme delivery earlier in the year as all construction works were suspended and the backlog of work when the contractors able to return has further delayed delivery. Utility works delayed commencement of schemes, again they were impacted by COVID-19 disruption. Limited staff resources delayed development of schemes, again with COVID-19 resulting additional requirements which were more resource intensive.
Corporate Landlord	4,989	(1,360)	Scheme delays due to COVID-19 and tender issues such as failed returns and legal agreement processes.

Well

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
Baseline			
KAL	947	(811)	Underspend Batley Sports and Tennis Centre (£373k) as well the budget held for potential new schemes (£334k). A couple of potential projects are under discussion.

Clean & Green

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
Baseline			
Climate Emergency	900	(900)	Slippage on electric vehicles. Budget committed since purchase orders have been raised, so will be rolled forward.

Efficient & Effective

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
One Off Projects			
Flexible Capital Receipts Strategy	0	2,348	Capitalisation of revenue transformation costs funded by un-ringfenced capital receipts.

Breakdown of Capital Budget Changes since Q3

Appendix 6

	£'000	£'000
QUARTER 3 CAPITAL BUDGET		125,920
Increase in Grants/Contributions		
Strategic Priorities (SP)		
Trees for Climate, Northern Forests Community Forest Trust	169	
Dewsbury Town Centres	(115)	
Huddersfield Town Centres	(212)	(158)
Baseline (BL)		
Highways, S278 monies received for the Developer Funded Schemes	600	
Highways, Environment Agency grant	78	
Learning, Devolved Formula Grant	50	
Housing Private, Fuel Poverty Grant	38	766
One Off Projects (OP)		
Housing Regeneration, capital allowances towards Cemetery Lodge	137	
Housing Regeneration, Clusters Grant towards Demolition at Wakefield Rd	12	
Housing Regeneration, Section 106 Budget	(75)	
Economic Resilience, Dewsbury THI	50	
Economic Resilience, Better Homes Warm Homes Scheme returned to the Fuel Poverty Fund Pot	(9)	115
Total Additions		723
Re-profiling into Later Years		
Emergency Active Travel Fund (SP)	(1,784)	
Trees for Climate (SP)	(3,098)	
Property Investment Fund - Economic Recovery Fund (SP)	(544)	
Additional Investment into Strategic Town Centres (SP)	500	
Soothill Site Development (SP)	(38)	
Huddersfield Heat Network (SP)	(171)	
Climate Emergency Clean & Green (SP)	(100)	
Air Quality (SP)	(346)	
Waste Management Plant/Infrastructure/ Environment&Strategic Waste (SP)	5	
Spensorough Sports Facility (SP)	(2,000)	
Highways (BL)	(4,511)	
Corporate Landlord (BL)	182	
Housing Private (BL)	430	
Play Strategy (BL)	(75)	
One Venues Development (OP)	(114)	
SEND Provision (OP)	100	
Total Re-profiling into later years		(11,564)
REVISED OUTTURN BUDGET		115,079

Capital Expenditure, Capital Financing Requirement and External Debt

The table below draws together the main elements of Capital Plan expenditure and financing arrangements. The table also shows the Capital Financing Requirement (CFR), which is the Council’s underlying external indebtedness for a capital purpose, compared with the expected borrowing position.

	2019/20	2020/21	
	Actual	Strategy Estimate*	Actual
	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>
Capital Expenditure			
General Fund	59,831	147,600	76,147
HRA	21,379	33,150	17,427
Sub-total (excl. PFI)	81,210	180,750	93,574
General Fund - PFI	2,014	2,000	1,994
HRA – PFI	220	250	248
Total	83,444	183,000	95,816
Financed by -			
Borrowing	29,764	96,600	39,900
PFI	2,234	2,250	2,242
Other	51,446	84,150	53,674
Total	83,444	183,000	95,816
CFR as at 31 March			
General Fund excl PFI	461,600	540,700	500,100
General Fund PFI	45,800	42,500	42,500
HRA excl PFI	175,300	167,700	170,300
HRA PFI	50,500	48,100	48,100
Total CFR	733,200	799,000	761,000
External debt as at 31 March			
Borrowing (excl interest accrued)	426,900	482,200	425,800
Other LT Liabilities	100,200	94,300	94,300
Total debt	527,100	576,500	520,100

*The PI estimates include an allowance for anticipated slippage of capital expenditure during the year.

The difference between the CFR and total debt reflects the amount of internal balances that are being “borrowed” to finance capital indebtedness.

Limits to Borrowing Activity

The first key control over the Council’s borrowing activity is a Prudential Indicator to ensure that over the medium term, net borrowing will only be for a capital purpose. Net external borrowing should not, except in the short-term, exceed the total CFR. This allows some flexibility for limited early borrowing for future years. As can be seen from the table above, the Council kept its total debt within the CFR and this has also been the case in previous years.

A further two Prudential Indicators control overall level of borrowing. These are the Authorised Limit and the Operational Boundary. The Authorised Limit represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

The Operational Boundary is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during this year.

	2019/20	2020/21	
	Actual (max)	Limits/ Boundary	Actual (max)
	£m	£m	£m
<u>Authorised limit for external debt</u>			
Borrowing	426.9	724.7	425.8
Other Long Term Liabilities	100.2	99.3	94.3
Total	527.1	824.0	520.1
<u>Operational boundary for external debt</u>			
Borrowing	426.9	704.7	425.8
Other Long Term Liabilities	100.2	94.3	94.3
Total	527.1	799.0	520.1

The Council was well within its Authorised limit and Operational Boundary for the year.

There is also a limit on HRA indebtedness set by the Department for Communities and Local Government under the recent HRA self-financing reform. The limit is set at £247.6 million for the HRA CFR, excluding PFI liabilities. The actual HRA CFR excluding PFI liabilities as at 31 March 2021 is £170.3 million which is well within the limit.

Affordability Prudential Indicators

Ratio of financing costs to net revenue stream

This indicator identifies the cost of capital (borrowing costs net of investment income) against the net revenue stream. The net revenue stream for General Fund is defined as the amount to be met from un-ringfenced government grants and local taxpayers, and for HRA it refers to the total HRA income (rent, other income and grant).

	2019/20	2020/21	
	Actual	Estimate	Actual
<u>Ratio of financing costs to net revenue stream</u>			
General Fund	5.98%	5.32%	5.63%
General Fund excl PFI	3.72%	3.35%	3.42%
HRA	32.12%	30.72%	32.35%
HRA excl PFI	30.47%	29.38%	30.93%

The actual for General Fund for 2020/21 was slightly larger than estimated due to an increase in financing costs and reduction in net revenue stream. The PIs have marginally increased for HRA due to changes in depreciation charged to Council dwellings and income levels in year.

Capital Plan Expenditure Summary

	Outturn	Revised Capital Plan					
Capital Plan Expenditure Summary	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
General Fund:							
Aspire & Achieve	11,400	24,567	20,366	15,100	11,600	3,750	75,383
Best Start	939	3,369	4,100	1,750	0	0	9,219
Independent	1,128	6,133	7,980	2,161	8,863	250	25,387
Sustainable Economy	47,709	125,238	198,645	81,356	48,863	118,451	572,553
Well	7,499	13,544	4,631	3,760	2,433	1,688	26,056
Safe & Cohesive	13	172	0	0	0	0	172
Clean & Green	2,832	11,353	8,307	26,139	4,580	2,378	52,757
Efficient & Effective	4,627	4,518	2,170	1,555	1,550	2,128	11,921
General Fund Capital Plan	76,147	188,894	246,199	131,821	77,889	128,645	773,448
Housing Revenue Account:							
Independent - Strategic Priorities	4,065	15,295	14,371	14,387	18,740	19,197	81,990
Independent - Baseline	13,362	26,086	21,291	17,700	16,503	20,333	101,913
HRA Capital Plan	17,427	41,381	35,662	32,087	35,243	39,530	183,903
TOTAL EXPENDITURE	93,574	230,275	281,861	163,908	113,132	168,175	957,351

Capital Plan Funding Summary

Appendix 8 a)

	Outturn	Revised Capital Plan					
General Fund Funding Summary	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
<i>Direct / Earmarked Contributions to Schemes</i>							
Capital Grants/Contributions	29,704	72,200	116,407	71,117	21,679	101,634	383,037
Earmarked Capital Receipts	977	4,761	8,280	4,390	8,670	390	26,491
Service Funded Prudential Borrowing	3,264	3,515	2,460	7,655	450	950	15,030
Revenue Contributions	25	250	250	250	225	0	975
<i>Pooled Resources</i>							
Non-Earmarked Capital Receipts	5,542	3,100	3,352	3,500	3,500	3,500	16,952
Corporate Prudential Borrowing	36,635	105,068	115,450	44,909	43,365	22,171	330,963
GENERAL FUND FUNDING	76,147	188,894	246,199	131,821	77,889	128,645	773,448

	Outturn	Revised Capital Plan					
Housing Revenue Account Funding Summary	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
<i>Direct / Earmarked Contributions to Schemes</i>							
Capital Grants/Contributions	209	1,847	126	126	126	126	2,351
Earmarked Capital Receipts	1,151	4,251	6,652	7,282	7,621	4,848	30,654
Reserves / Revenue Contributions	3,317	15,547	8,561	7,599	5,523	13,766	50,996
Reserves - MRR	12,750	14,836	17,757	13,814	18,474	18,843	83,724
Corporate Prudential Borrowing	0	4,900	2,566	3,266	3,499	1,947	16,178
HRA FUNDING	17,427	41,381	35,662	32,087	35,243	39,530	183,903

GENERAL FUND CAPITAL PLAN		Funding	Outturn		Revised Capital Plan					Total £'000
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000		
ASPIRE & ACHIEVE										
Strategic Priorities										
	District Sufficiency – SEND (APS/SEMHD/ASD)	B	0	900	9,049	9,850	7,600	500		27,899
	Brambles Primary Academy	G/B S106	3,073	5,977	422	0	0	0		6,399
	King James High School	B	518	4,668	64	0	0	0		4,732
	Almondbury Community School	B	232	19	0	0	0	0		19
	Netherhall Learning Campus	B	224	0	0	0	0	0		0
	Scissett Middle School	S106	2	208	0	0	0	0		208
	Birkby Junior Expansion	G	170	30	0	0	0	0		30
	Beaumont Academy	G	4	101	0	0	0	0		101
	Reprovision of Special School - Lydgate	B	51	37	0	0	0	0		37
	Future Needs for Primary/Secondary places	B	0	13	0	0	0	0		13
	Secondary School Places Basic Need	B	0	2,000	3,000	1,000	0	0		6,000
	<i>New Pupil Places in Primary/Secondary Schools</i>		4,274	13,053	3,486	1,000	0	0		17,539
	Dewsbury Learning Quarter	B	1,164	6	0	0	0	0		6
	Libraries & Public Buildings	B	64	700	2,331	0	0	0		3,031
	Almondbury Library	B	0	55	0	0	0	0		55
	Birkby Library	B	397	361	0	0	0	0		361
	<i>Libraries & Public Buildings</i>		461	1,116	2,331	0	0	0		3,447
	Strategic Priorities Total		5,899	15,075	14,866	10,850	7,600	500		48,891

Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					Total £'000
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	
	Baseline								
	Basic Need	G/B	329	604	500	500	500	0	2,104
	Capital Maintenance	G	3,395	6,025	3,200	3,000	2,800	2,600	17,625
	Capital Maintenance (Newsome High)	B	0	387	0	0	0	0	387
	Devolved Formula Capital	G	869	837	800	750	700	650	3,737
	Baseline Total		4,593	7,853	4,500	4,250	4,000	3,250	23,853
	One Off Projects								
	SEND Provision	G	823	1,400	1,000	0	0	0	2,400
	SEND Provision Woodley School & College (Empire Works)	S106	0	139	0	0	0	0	139
	Commissioning option appraisals to facilitate the delivery of the outcomes of the SEN High Level review of future needs	B	85	100	0	0	0	0	100
	One Off Projects Total		908	1,639	1,000	0	0	0	2,639
	ASPIRE & ACHIEVE TOTAL		11,400	24,567	20,366	15,100	11,600	3,750	75,383
	BEST START								
	Strategic Priorities								
	Residential Children's Units – Magdale House	B	863	928	200	0	0	0	1,128
	Specialist Accommodation / Youth Services	B/G	19	2,332	3,900	1,750	0	0	7,982
	Strategic Priorities Total		882	3,260	4,100	1,750	0	0	9,110
	One Off Projects								
	Capitalisation	R	51	0	0	0	0	0	0
	Liquid Logic Portal	B*	6	109	0	0	0	0	109
	One Off Projects Total		57	109	0	0	0	0	109



GENERAL FUND CAPITAL PLAN		Funding	Outturn		Revised Capital Plan				
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
BEST START (Cont'd)									
BEST START TOTAL			939	3,369	4,100	1,750	0	0	9,219
INDEPENDENT									
Strategic Priorities									
Commissioning Option Appraisals to facilitate outcomes of Specialist Accommodation Strategy		B	6	14	10	10	10	0	44
Cherry Trees		B	275	584	0	0	0	0	584
Day Services Support for Vulnerable Adults		B	304	3,706	6,887	2,151	8,853	250	21,847
Strategic Priorities Total			585	4,304	6,897	2,161	8,863	250	22,475
One Off Projects									
Adults Social Care Operation		G	3	541	250	0	0	0	791
Assistive Technology IT Consultant		G	0	75	45	0	0	0	120
Highfields		B	0	13	0	0	0	0	13
Wellbeing Pods - IPC funding		G	103	0	0	0	0	0	0
Carefirst System Replacement		B/R	52	1,200	788	0	0	0	1,988
Capitalisation		R	385	0	0	0	0	0	0
One Off Projects Total			543	1,829	1,083	0	0	0	2,912
INDEPENDENT TOTAL			1,128	6,133	7,980	2,161	8,863	250	25,387



GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					Total £'000
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	
SUSTAINABLE ECONOMY									
Strategic Priorities									
	A62 & A644 Corridors to Cooper Bridge	G	301	646	1,522	1,000	3,300	61,519	67,987
	A629 Ainley Top to Huddersfield (Phase 5)	G	550	1,260	2,558	4,470	980	1,646	10,914
	A653 Leeds to Dewsbury Corridor (M2D2L)	G	211	1,640	4,460	5,884	0	0	11,984
	CityConnect Phase 3:								
	Cooper Bridge	G	149	1,641	3	0	0	0	1,644
	Huddersfield Town Centre	G/B	401	1,549	0	0	0	0	1,549
	Corridor Improvement Programme:								
	A62 Smart Corridor	G	463	3,690	2,250	138	0	0	6,078
	Holmfirth Town Centre Access Plan	G	263	370	1,470	1,450	154	0	3,444
	Huddersfield Southern Corridors	G/B	2,044	3,500	7,363	60	20	0	10,943
	Huddersfield Station Gateway Phase 1&2	G	66	50	1,350	50	3,900	4,475	9,825
	North Kirklees Orbital Route (NKOR)	G	22	18	46	0	0	0	64
	West Yorkshire Integrated UTMC:								
	UTMC Urban Traffic Management	G	43	314	0	0	0	0	314
	KC1 Dews Ring Road Multi node scoot	G	34	0	0	0	0	0	0
	KC2 A644 Ravens to Dews Street works	G	46	0	0	0	0	0	0
	KC3 A652 Dews to Batley Street works	G	32	0	0	0	0	0	0
	WYTF Land Acquisition	B	3	625	0	0	0	0	625
*	Council Underwrite (A62 to Cooper Bridge, A629 Halifax Rd, A62 Smart Corridor, Huddersfield Southern Corridor)	B	0	0	2,350	0	883	5,858	9,091
	<i>West Yorkshire plus Transport Schemes</i>		4,628	15,303	23,372	13,052	9,237	73,498	134,462

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
SUSTAINABLE ECONOMY									
Strategic Priorities									
	Emergency Active Travel	G	233	1,961	0	0	0	0	1,961
Transforming Cities Fund									
<i>Rail-Bus Better Connected Stations:</i>									
	Huddersfield Rail Station Access	G	815	704	0	0	0	0	704
	Dewsbury Rail Station Access	G	146	199	0	0	0	0	199
<i>TCF Main scheme:</i>									
	Heckmondwike Bus Station	G	51	495	3,441	13	0	0	3,949
	Dews/Cleck Sustainable Travel Corridor	G/B	94	750	12,877	2,049	0	0	15,676
	Dewsbury Town Centre Walking & Cycling Imps	G	33	1,165	6,771	30	0	0	7,966
	Dewsbury Bus Station	G	10	0	7,990	0	0	0	7,990
	Huddersfield Rail Station Access	G/B	12	900	7,191	1,397	0	0	9,488
	A629 Wakefield Rd Sustainable Travel Corridor	G	89	940	600	3,371	1,000	0	5,911
	Huddersfield Bus Station	G	24	490	4,255	4,231	0	0	8,976
	Dews/Bat/Tingley Sustainable Travel Corridor	G	26	590	5,362	22	0	0	5,974
	Trinity Street Foot/Cycle Bridge	G	0	600	5,008	0	0	0	5,608
	SOC Development	G	220	0	0	0	0	0	0
	Programme Management	G	11	0	0	0	0	0	0
	<i>Transforming Cities Fund</i>		1,531	6,833	53,495	11,113	1,000	0	72,441

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
SUSTAINABLE ECONOMY									
Strategic Priorities									
	Aspirational Regeneration of Major Town Centres - Feasibility	B	30	211	0	0	0	0	211
	<i>Regeneration of Strategic Town Centres - Huddersfield</i>								
	Huddersfield Town Centre - Shop Front Grants	B	3	218	978	0	0	0	1,196
	Huddersfield New Market (incl Levelling Up Fund)	B/G	104	906	10,006	9,052	0	0	19,964
	Huddersfield Town Centre Design Framework	B	13	1,277	0	0	0	0	1,277
	Cultural Interventions - Growing Seeds	B	84	16	0	0	0	0	16
	Heritage Action Zone:								
	George Hotel	B/G	246	4,878	2,178	254	0	0	7,310
	Estate Buildings	B/G	0	2,000	1,180	824	0	0	4,004
	HAZ Complementary Initiatives	B	0	58	0	0	0	0	58
	Huddersfield Public Realm Works:								
	New Street Public Realm Development	B	389	3,742	1,080	0	0	0	4,822
	Huddersfield Town Hall Lighting	B	44	2	0	0	0	0	2
	Huddersfield Town Centre Cameras	B	0	74	25	25	25	0	149
	Refurb of 2 New Street, Huddersfield	B	0	45	0	0	0	0	45
	Public Realm - Golden Route	B	0	600	400	0	0	0	1,000
	Other Town Centre Maintenance Schemes	B	588	0	0	0	0	0	0
	Huddersfield	T	1,471	13,816	15,847	10,155	25	0	39,843

Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
SUSTAINABLE ECONOMY									
Strategic Priorities									
<i>Regeneration of Strategic Town Centres - Dewsbury</i>									
Better Spaces Strategy	B/G	838	905	2,250	4,522	7,500	0	15,177	
Dewsbury Revival	B/G	89	250	1,350	2,450	250	97	4,397	
Heritage Action Zone (incl Daisy Hill)	B/G	271	354	3,452	2,000	3,000	0	8,806	
Dewsbury Market Upgrade	B/G/R	202	789	10,020	3,992	0	0	14,801	
The Arcade	B/G	252	400	1,929	40	0	0	2,369	
Regeneration of Strategic Town Centres – Dewsbury	B/G/R	357	369	5,075	1,000	780	0	7,224	
Dewsbury	T	2,009	3,067	24,076	14,004	11,530	97	52,774	
<i>Town Centre Action Plans</i>			3,510	17,094	39,923	24,159	11,555	97	92,828
<i>Regeneration and Greening of Smaller Towns and Villages</i>			0	2,652	5,453	1,895	0	0	10,000
Market Hall Multi-Storey Car Park	R	324	1,105	5,500	3,000	0	0	9,605	
Queensgate Underpass	R	0	70	0	0	0	0	70	
Dewsbury Staff Move & Regeneration	B	0	260	750	3,500	3,990	0	8,500	
Cultural Heart	B/G	636	564	368	1,500	5,000	26,800	34,232	
<i>Additional Investment into Strategic Town Centres</i>		960	1,999	6,618	8,000	8,990	26,800	52,407	
Strategic Acquisition Fund	B	2,983	5,017	1,000	0	0	0	6,017	

Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					Total £'000
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	
SUSTAINABLE ECONOMY									
Strategic Priorities									
103 New Street	B**	4,180	5,018	0	0	0	0	5,018	
Economic Recovery Fund	B/B* */R	25	7,825	16,497	4,250	225	0	28,797	
<i>Property Investment Fund</i>		4,205	12,843	16,497	4,250	225	0	33,815	
Dewsbury Riverside	B/G	521	6,204	15,975	0	0	0	22,179	
Site Development + Homes England (Accelerated Construction Programme)	G	44	4,454	59	48	0	0	4,561	
Public Realm Improvements	B	291	172	0	0	0	0	172	
Strategic Priorities Total		18,906	74,532	162,392	62,517	31,007	100,395	430,843	
Baseline									
Housing Private	G/R	3,166	3,643	6,297	3,584	3,584	3,584	20,692	
Highways									
Maintenance									
Principal Roads	G	2,928	5,320	1,692	2,068	2,068	2,068	13,216	
Roads Connecting Communities	G	868	2,309	1,096	926	926	926	6,183	
Local Community Roads	B/G	4,987	7,580	5,178	1,742	1,742	1,742	17,984	
Structures	G	1,123	1,423	1,685	1,037	1,037	1,037	6,219	
Unadopted Roads	B	0	100	50	50	50	50	300	
Streetlighting	B*	2,735	2,075	0	0	0	0	2,075	
Locality Based U Roads Improvements	B	2,651	5,621	6,728	0	0	0	12,349	
<i>Highways Maintenance Sub-Total</i>		15,292	24,428	16,429	5,823	5,823	5,823	58,326	

Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
SUSTAINABLE ECONOMY									
	Baseline								
	Integrated Transport								
	Integrated Public Transport	G	33	725	168	168	168	168	1,397
	Network Management	B/G	673	370	100	100	100	100	770
	Cycling and Walking	B/S278 /G	15	238	120	120	120	120	718
	Safer Roads	B/G	720	2,473	1,011	1,011	1,011	1,011	6,517
	Flood Management and Drainage Improvements	B/G	716	755	680	450	450	450	2,785
	Developer Funded Schemes	S278	610	422	0	0	0	0	422
	<i>Highways Integrated Transport Sub-Total</i>		2,767	4,983	2,079	1,849	1,849	1,849	12,609
	<i>Highways Total</i>		18,059	29,411	18,508	7,672	7,672	7,672	70,935
	Corporate Landlord Asset Investment	B	3,630	10,729	5,300	2,133	2,800	2,800	23,762
	Corporate Landlord Compliance	B	222	1,665	1,000	1,000	1,000	1,000	5,665
	<i>Corporate Landlord</i>		3,852	12,394	6,300	3,133	3,800	3,800	29,427
	Corporate Landlord Suitability Programme	B	0	1,000	1,000	1,000	1,000	1,000	5,000
	Sustainability of Huddersfield Town Hall - Conditions	B	0	150	1,500	1,750	100	0	3,500
	<i>Corporate Landlord Asset Strategy Review</i>		0	1,150	2,500	2,750	1,100	1,000	8,500
	Bereavement	B	457	618	100	100	100	450	1,368
	Vehicle Replacement Programme	B	2,728	1,355	1,250	1,250	1,250	1,250	6,355
	School Catering	B	186	343	200	200	200	200	1,143
	Baseline Total		28,448	48,914	35,155	18,689	17,706	17,956	138,420

Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
SUSTAINABLE ECONOMY									
One-Off Projects									
	Housing (Regeneration)	G/R	139	44	0	0	0	0	44
	Economic Resilience	G	66	59	0	0	0	0	59
	Strategic Asset Utilisation	B	25	250	895	0	0	0	1,145
	Leeds City Region Revolving Fund	B	0	1,211	0	0	0	0	1,211
	School Catering - Compliance Essential Works	B*	125	187	150	150	150	100	737
	Ward Based Activity	B	0	41	53	0	0	0	94
	One-Off Projects Total		355	1,792	1,098	150	150	100	3,290
SUSTAINABLE ECONOMY TOTAL			47,709	125,238	198,645	81,356	48,863	118,451	572,553
WELL									
Strategic Priorities									
	Spenborough Valley Leisure Centre	B/B*	6,841	7,726	361	0	0	0	8,087
*	Spenborough Valley Leisure Centre	B	0	2,000	175	0	0	0	2,175
	Huddersfield Leisure Centre	B	323	156	0	0	0	0	156
	Dewsbury Sports Centre Priorities	B	62	236	300	1,150	200	0	1,886
	Strategic Priorities Total		7,226	10,118	836	1,150	200	0	12,304
Baseline									
	Kirklees Active Leisure	B/B*	136	1,006	1,790	400	200	300	3,696
	Play Strategy	B/G/ S106	137	2,420	2,005	2,210	2,033	1,388	10,056
	Baseline Total		273	3,426	3,795	2,610	2,233	1,688	13,752
WELL TOTAL			7,499	13,544	4,631	3,760	2,433	1,688	26,056




Multi-Year Capital Plan including Rollover

Appendix 8 b)

GENERAL FUND CAPITAL PLAN		Funding	Outturn	Revised Capital Plan					Total £'000
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	
SAFE AND COHESIVE									
	Strategic Priorities								
	Youth Offending Team	B	13	172	0	0	0	0	172
	Strategic Priorities Total		13	172	0	0	0	0	172
	SAFE AND COHESIVE TOTAL		13	172	0	0	0	0	172
CLEAN AND GREEN									
	Strategic Priorities								
	Depot Works	B	137	392	25	0	0	0	417
	Garden Waste Containers and Vehicles	B/G	1,241	986	3,009	0	0	0	3,995
	Waste Management Plant/ Infrastructure	B/B*/ G	0	5,174	5,173	12,173	4,480	0	27,000
	Climate Emergency - Green Travel	B	0	2,000	0	0	0	0	2,000
	Air Quality	B	6	345	0	0	0	0	345
	Huddersfield Heat Network	G/B	26	436	0	13,866	0	794	15,096
	Trees for Climate Programme	G	1,003	1,617	0	0	0	1,484	3,101
	Strategic Priorities Total		2,413	10,950	8,207	26,039	4,480	2,278	51,954
	Baseline								
	Environment & Strategic Waste	B	216	100	100	100	100	100	500
	Baseline Total		216	100	100	100	100	100	500
	One Off Projects								
	Electric Vehicle Charge Points	G	203	303	0	0	0	0	303
	One Off Projects Total		203	303	0	0	0	0	303
	CLEAN AND GREEN TOTAL		2,832	11,353	8,307	26,139	4,580	2,378	52,757





GENERAL FUND CAPITAL PLAN		Funding	Outturn		Revised Capital Plan				
			2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
EFFICIENT AND EFFECTIVE									
Baseline									
	Information Technology	B	900	900	900	900	900	900	4,500
	One Venue Development	B	155	427	300	100	100	200	1,127
	Sustainability of Major Town Halls - Service Development	B*	399	561	520	105	100	550	1,836
	Baseline Total		1,454	1,888	1,720	1,105	1,100	1,650	7,463
One Off Projects									
	Transformation Capitalisation	B	2,348	2,000	0	0	0	0	2,000
	Information Technology (Digital)	B	22	450	450	450	450	478	2,278
	Information Technology	B	771	73	0	0	0	0	73
	Internal Renovation works	B	32	107	0	0	0	0	107
	One Off Projects Total		3,173	2,630	450	450	450	478	4,458
	EFFICIENT AND EFFECTIVE TOTAL		4,627	4,518	2,170	1,555	1,550	2,128	11,921
GENERAL FUND CAPITAL PLAN TOTAL			76,147	188,894	246,199	131,821	77,889	128,645	773,448

FUNDING KEY:

B = Borrowing

B* = Service funded Borrowing

B** = Borrowing for provision of loans for development projects, covered by repayments

G = Grant

R = Capital receipts

* = Addition

HOUSING REVENUE ACCOUNT CAPITAL PLAN	Funding	Outturn	Revised Capital Plan					
		2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000
INDEPENDENT								
Strategic Priorities								
Housing Growth	H/R	2,896	3,082	2,880	2,880	3,240	8,322	20,404
New Build Phase 1 - Ashbrow Extra Care	H/G	503	3,003	3,041	707	0	0	6,751
Remodelling / High Rise	H	0	275	750	1,000	5,000	4,975	12,000
IT System (Universal Housing Replacement)	H	147	853	0	0	0	0	853
Council House Building	B/R/ H	519	8,082	7,700	9,800	10,500	5,900	41,982
Strategic Priorities Total		4,065	15,295	14,371	14,387	18,740	19,197	81,990
Baseline								
Housing Capital Plan	H	10,259	10,041	10,960	10,606	10,606	11,647	53,860
Estate Improvements (Neighbourhood Investment)	H	449	551	700	800	900	3,897	6,848
Compliance	H	596	8,832	5,505	2,505	1,244	1,000	19,086
Fuel poverty	H/ G	110	3,155	826	825	825	825	6,456
Adaptations	H	1,948	3,507	3,300	2,964	2,928	2,964	15,663
Baseline Total		13,362	26,086	21,291	17,700	16,503	20,333	101,913
HRA CAPITAL PLAN TOTAL		17,427	41,381	35,662	32,087	35,243	39,530	183,903

FUNDING KEY:

H = HRA revenue contribution/major repairs reserve

R = Capital receipts





G = Grant




B = Borrowing









KIRKLEES COUNCIL - FLEXIBLE USE OF CAPITAL RECEIPTS STRATEGY



1. Government guidance allows the capitalisation of certain types of qualifying revenue expenditure in-year, funded from the flexible use of 'in-year' generated capital receipts. It covers in-year capital receipts generated in-year, from 2016-17 to 2021-22 inclusive.
2. In-year generated capital receipts includes General Fund receipts from the sale of General Fund land and buildings. It also includes 'right to buy' (RTB) receipts from the sale of Council houses. These are remaining receipts that are also available to the Council, after taking account of the Council's other obligations in relation to RTB receipts generated in-year.
3. It is proposed that consideration be given to applying 'in-year' capital receipts generated, to fund the following qualifying capitalised revenue expenditure, in line with original DCLG guidance issued in March 2016, as follows :
 - i) *funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;*
 - ii) *driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;*
4. The time period relating to the above qualifying expenditure covers 2018-19 and the following 3 years. The original DCLG guidance covered the 2016-19 period, but this was subsequently extended by a further 3 years, to 2021-22, following the Autumn Statement announcement on November 17, 2017.
5. The extent to which capital receipts will actually be applied in-year will take into account the following factors :
 - i) the amount of capital receipts actually generated in-year;
 - ii) the amount of qualifying capitalisable revenue expenditure in-year;
 - iii) the affordability of borrowing to fund the capital plan in-year, where current funding assumptions include use of in-year capital receipts to part fund the Councils annual General Fund capital plan
6. The proposals set out in 3. above are 'in principle' and allow officers the 'flexibility' to consider a range of funding options in-year that meet the intended objectives set out in the Council's budget strategy update.
7. It is intended that officers will update members as part of the annual budget report to full Council each February, and finalised proposals for the flexible use of capital receipts to be incorporated into an annual early closedown review report for Cabinet consideration early April.

Risk No	Risk – Description of the risk	Management actions already in place to mitigate the risk	Control Opptnty	Trend	Risk Matrix Symbol
	Community Impacts & Risks	Delivering service that customers and citizens need			
A1	Covid 19 coronavirus has continuing implications on the Kirklees community, and the Council. There are additional risks and impacts on the council (and community) in the short and medium term, which relate to community, operational and financial matters	<p>This position requires regular reconsideration as the position can change quickly, and there remains a substantial number of areas of uncertainty.</p> <p>Mitigations need to relate to</p> <ul style="list-style-type: none"> • Infection control and management- as a council activity (see also risk 6) • Management of financial consequences including seeking to spend national grants effectively, and mitigation against the risk of fraud • Social and economic consequences (including appropriate council interventions therein) • Recognition of long covid and other consequent diseases <p><i>Responsible for this risk –R. Spencer-Henshall and all strategic directors</i></p>	M	 5X4=20	
A2	The council does not adequately safeguard children and vulnerable adults, and those subject to elder abuse, because of increased complexity, referral volumes and a lack of service capacity to respond to the assessed need.	<ul style="list-style-type: none"> • Disclosure & Barring Service (DBS) checking, staff training, supervision, protection policies kept up to date and communicated. • Effective management of social work (and related services); rapid response to any issues identified and from any Safeguarding Practice Reviews (Children), Safeguarding adults reviews and Domestic Homicide Reviews • Active management of cases with media interest • Review of current practices following the child sexual exploitation in other authorities and the emerging requirements. • Ensure that workloads are balanced to resources. • Staff and skill development to minimise dependence on key individuals. • Use of agency staff and or contractors when necessary • Ideal manager training • Development of market sufficiency strategy; consider approaches to support the development of the available service offer both locally and regionally. 	H		






		<ul style="list-style-type: none"> Global events can create ongoing potential issues and tensions, (national risk status raised recently) which the council needs awareness and mitigations strategies West Yorkshire Violence Reduction Unit will assist <p><i>Responsible for this risk – R Parry and M Meggs (& J Greenfield)</i></p>			
A5	Significant environmental events such as severe weather impact on the Council’s ability to continue to deliver services.	<ul style="list-style-type: none"> Effective business continuity and emergency planning (including mutual aid) investment in flood management, gritting deployment plans. Winter maintenance budgets are supported by a bad weather contingency. Operational plans and response plans designed to minimise impacts (e.g. gully cleansing for those areas which are prone to flooding.) Emergency Planning risks for current year reflect risks of (e.g.) staff sickness for both services such as gritting and meeting home care commitments-. <p><i>Responsible for this risk – C Parr</i></p>	M	As a long-term environmental trend ↑ 4x5=20	
A6	Reconsidered individual and community priorities Understanding the financial and other on-going impact on partner agencies, including the voluntary sectors – such as by funding shortfall, or a redirection of their own resources- in way that reduces their ability to support communities, with an impact on the council.	<ul style="list-style-type: none"> Understand the impacts Consider what types of support the council might provide Engagement in resilience discussions with NHS partners Secure funding as appropriate (e.g consider extension of pooled funds Understanding potential impacts on demand for council services Strengthen partnership arrangements to ascertain whether other funding or cost reduction solutions can be introduced. Assess dependency on voluntary organising, and impacts that coronavirus has on their sustainability, and consider actions. Determine which of these are really adverse <p><i>Responsible for this risk – R Parry and M Meggs * all strategic directors</i></p>	H	↑ 4x4=16	
	The finances of the Council	Keeping the Council solvent			
A7	A failure to achieve the Councils savings plan impacts more generally on the councils finances with the necessity for unintended savings (from elsewhere) to ensure financial stability	<ul style="list-style-type: none"> Significant impacts on incomes and cost pressures on certain service areas Established governance arrangements are in place to achieve planned outcomes at Cabinet and officer level Escalation processes are in place and working effectively. Alignment of service, transformation and financial monitoring. Tracker developed which allows all change plans to be in view and monitored on a monthly basis 	MH	↔	





		<ul style="list-style-type: none"> Monthly (and quarterly) financial reporting <p><i>Responsible for this risk - E Croston & ET</i></p>		4x5=20	
A8	<p>The council has significant financial risks related to</p> <p># Volumes (in excess of budget) of;</p> <ul style="list-style-type: none"> Complex Adult Care services Childrens Care Services Educational high needs <p># Coronavirus additional costs</p> <p># Coronavirus income impacts on commercial rents and other fees and charges.</p> <p># HRA Rent collection. (UC roll-out)</p> <p># Waste disposal and waste strategy</p>	<ul style="list-style-type: none"> Monitor short term loss of income Monitor additional costs (& be sure they are all captured) Recognise in budget plans Scenario plan for reduced level of demand, post current crisis (e.g. changed customer tastes and priorities) Scenario plan for recurrences of coronavirus or similar Scenario plan for default by debtors- council tax and rents (individual citizens), business rates and commercial rents (businesses), sundry debtors (both) Consider impacts from rent deferrals Seek to recover additional costs where budgets held by other parties or partners Significant service pressures recognised as part of resource allocation Responsibility for budgetary control aligned to Strategic and Service Directors. Examine alternative strategies or amend policies where possible to mitigate growth in demand or reduce costs Utilise supplementary resources to cushion impact of cuts and invest to save. Continue to lobby, through appropriate mechanisms, for additional resources Proactive monitoring as Universal Credit is introduced <p><i>Responsible for this risk - E Croston & ET</i></p>	M	<p>↔</p> <p>5x5=25</p>	
A9	<p>Above inflation cost increases, impact on the ability of providers to deliver activities of the specified quality, and or impacting on the prices charged and impacting on the budgets of the Council.</p>	<ul style="list-style-type: none"> Monitor quality and performance of contracts. Be aware of underlying issues through effective communication with service providers and suppliers about likely impact on prices Renegotiate or retender contracts as appropriate. Ensure that budgets anticipate likely cost impacts Seek additional funding as a consequence of government-imposed costs <p><i>Responsible for this risk - E Croston & all strategic directors</i></p>	LM	<p>↑</p> <p>↑</p> <p>5x4=20</p>	
A10	<p>Making inappropriate choices in relation to lending or and borrowing decisions, leads to financial losses.</p>	<ul style="list-style-type: none"> Effective due diligence prior to granting loans and careful monitoring of investment decisions. 	MH	<p>↔</p>	



		<ul style="list-style-type: none"> Effective challenge to treasury management proposals by both officers and members (Corporate Governance & Audit Committee) taking account of external advice <p style="text-align: center;"><i>Responsible for this risk - E Croston</i></p>		2x5=10	
A11	<p>Exposure to uninsured losses or significant unforeseen costs, leads to the necessity for unintended savings to balance the councils finances.</p> <p>Insurance market unwilling to cover certain risks.-such a clad buildings.</p>	<ul style="list-style-type: none"> Ensure adequacy of financial revenue reserves to protect the council financial exposure and managed effectively not to impact on the council essential services. Consider risks and most cost-effective appropriate approach to responding to these (internal or external insurance provision). Awareness of risk activity that is not insured or uninsurable. <p style="text-align: center;"><i>Responsible for this risk - E Croston & J Muscroft</i></p>	H	<p style="text-align: center;">↔</p> <p>4x4=16</p>	
A12	<p>The future national budget position and allocation of funding to local authorities causes a loss of resources or increased and under-funded obligations (e.g. in relation to social care), with impact on the strategic plans, Although the government has provided resource to meet coronavirus consequence, but it is unclear the extent to which this will continue- and for how long. In the longer- term risks remain (and may be higher as the need to address recent high level of national debt, and inflation/ interest, and other spending areas deemed of greater priority).</p>	<ul style="list-style-type: none"> Monitor government proposals and legislation, and their impact on council and partner services. Continue to lobby, through appropriate mechanisms, for additional resources e.g. Local Government Association (LGA) Be aware of underlying issues through effective communication with citizens, partners, service providers and suppliers about likely impact on resources Ensure that budgets anticipate likely impacts Ensure adequacy of financial revenue reserves to protect the council financial exposure and managed effectively not to impact on the council essential services. <p style="text-align: center;"><i>Responsible for this risk - E Croston & all strategic directors</i></p>	L	<p style="text-align: center;">↑↑</p> <p>5x5=25</p>	
	Governance	Operating legally and ethically			
A13	<p>The councils arrangements to effectively determine and implement policies, and</p>	<ul style="list-style-type: none"> Open policy development Open decision making, including full consultation 	H	<p style="text-align: center;">↔</p>	

	operational practices, are inadequate, leading to the potential for failure	<ul style="list-style-type: none"> • Effective challenge (between officers, officers and members, and between member) • Proper recording of all decisions • Carefully following all rules and requirements, particularly those related to Financial Procedures Rules and Contract Procedure Rules • Doing basis well- strong training and effective assurance • Clarity of management responsibility and understanding <p><i>Responsible for this risk – chief executive and all strategic directors</i></p>			
	Resource Utilisation	Operating successfully and effectively			
A14	<p>Council supplier and market relationships, including contractor failure leads to;</p> <ul style="list-style-type: none"> • loss of service, • poor quality service • an inability to attract new suppliers (affecting competition, and to replace any incumbent contractors who have failed) • complexities and difficulties in making arrangements in respect of significant and long running major outsource contracts, and their extension and renewal. 	<ul style="list-style-type: none"> • Avoid, where possible, over dependence on single suppliers • More thorough financial assessment when a potential supplier failure could have a wide impact on the council’s operations but take a more open approach where risks are few or have only limited impact. • Recognise that supplier failure is always a potential risk; those firms that derive large proportions of their business from the public sector are a particular risk. • Need to balance between only using suppliers who are financially sound but may be expensive and enabling lower cost or new entrants to the supplier market. • Consideration of social value, local markets and funds recirculating within the borough • Understanding supply chains and how this might impact on the availability of goods and services • Be realistic about expectation about what the market can deliver, taking into account matter such as national living wage, recruitment and retention issues etc. • Develop and publish in place market position statement and undertake regular dialogue with market. • Effective consultation with suppliers about proposals to deal with significant major external changes • Early consultation with existing suppliers about arrangements to be followed at the end of existing contractual arrangements 	MH		

5x4=20




		<ul style="list-style-type: none"> • Realign budgets to reflect real costs • Commission effectively • Ensuring adequate cash flow for smaller contractors <p><i>Responsible for this risk – J Muscroft</i></p>			
A15	Management of information from loss or inappropriate destruction or retention and the risk of failure to comply with the Council’s obligations in relation to Data Protection, Freedom of Information legislation and the General Data Protection Regulations (GDPR) leading to reputational damage, rectification costs and fines.	<ul style="list-style-type: none"> • Thorough, understandable information security policies and practices that are clearly communicated to workforce and councillors • Effective management of data, retention and recording. • Raised awareness and staff and councillor training • Compliance with IT security policy. • Compliance with retention schedules. • Compliance with information governance policy. • Business continuity procedures. • Recognition of increased risk from homeworking may increase risks or change their perspective (e.g. destruction of paper records), and whether there is a need for additional security, training or other matters. 	H (INFO)	 4x5=20	
	Cyber related threats affecting data integrity and system functionality.	<ul style="list-style-type: none"> • Comply with new legislation around staff access to sensitive data. • Council has a Senior Information Risk Owner (“SIRO”) officer and a Data Protection Officer (DPO) who are supported by an Information Governance Board • Development of action plan to respond to GDPR requirements and resourcing requirements as appropriate • Increased awareness of officers and members as to their obligations • Proactive management of cyber issues, including additional web controls <p><i>Responsible for this risk – J Muscroft</i></p>	M (CYBER)		
A16	Health and safety measures are inadequate leading to harm to employees or customers and possible litigious action from them personally and/or the Health and Safety Executive.(and the potential of prosecution and corporate /personal liability)(and in particular issues of fire safety,)	<ul style="list-style-type: none"> • Ensuring appropriate H&S responses re Coronavirus (appropriately balancing statutory obligations, desirable positions and commerciality/business risk) • New Fire Safety Policy approved and being implemented with improved monitoring of fire risk • Prioritised programme of remedial works to buildings to tackle fire safety and other issues • Review work practices to address H&S risks • Monitor safety equipment 	H		

		<ul style="list-style-type: none"> Improved employee training as to their responsibilities, as employees and (where appropriate) as supervisors. Improved employee work practices Approval of additional resources to improve corporate monitoring regime. <p><i>Responsible for this risk – R Spencer Henshall</i></p>		3x5=15	
A17	Exposure to increased liabilities arising from property ownership and management, including dangerous structures and asbestos, cladding and fire controls with reputational and financial implications.	<ul style="list-style-type: none"> Active site management Routine servicing and cleansing regimes (including coronavirus compliance in both operational and managed tenanted commercial property) Work practices to address risks from noxious substances Property disposal strategy linked to service and budget strategy Review of fire risks Establishment of Housing Building Safety Assurance Board Develop management actions, categorised over the short to medium term and resource accordingly. Prioritisation of funding to support reduction of backlog maintenance Clarity on roles and responsibilities particularly where property management is outsourced <p><i>Responsible for this risk – C Parr/ D Shepherd</i></p>	H	 4x4=16	
A18	The risk of retaining a sustainable, diverse, workforce, including <ul style="list-style-type: none"> aging and age profile encouraging people to enter hard to recruit roles (which often have low pay, or challenging hours or tasks) encouraging entrants to professional roles where pay is often below market levels. and ensuring that the workforce is broadly content, without whom the council is unable to deliver its service	<ul style="list-style-type: none"> Effective Workforce Planning (including recruitment and retention issues) Modernise Human Resources policies and processes Increased accessibility to online training managers/ employees. Selective use of interim managers and others to ensure continuity of progress regarding complex issues Ensure robust change processes including Equality Impact Assessments (EIA's) and consultation. Understanding difficult to recruit areas Understand market pay challenges Promote the advantages of LG employment Emphasise the satisfaction factors from service employment Engage and encourage younger people through targeted apprenticeships, training, and career development (and recognising that young peoples skills, knowledge, and expectations may be impacted by coronavirus) Ensuring awareness to ensure employees safety and health (including stress) Consider issues about a workforce reflective of the community, inclusion, diversity and coronavirus issues 	H	 4x4=16	

	obligations.	Responsible for this risk – R Spencer Henshall			
E18	Compliance with the councils own climate change commitments, and or statutory climate change obligations fails to achieve objectives and ambitions, and or causes unanticipated costs or operational consequences	<ul style="list-style-type: none"> • Reconsideration of priorities and potential achievability within timescales • Monitoring of achievements/effective project planning and costing • Awareness of local consequences such as ensuring appropriate levels of energy efficiency in residential and commercial property, and the financial consequences • Being climate aware in design- such as ensuring temperature appropriate road surfacing products, heating and ventilation in new and refurbished property • Lobbying for financial and other government support in relation to the costs of meeting obligations • WYCA related projects will require assessment of carbon impacts 	M	 4x4=16	
		Responsible for this risk – C Parr			

All risks shown on this corporate matrix are considered to have a potentially high probability, or impact, which may be in the short or medium horizon

TREND ARROWS

Worsening	
Broadly unchanged	
Improving	

CONTROL OPPORTUNITIES

H	This risk is substantially in the control of the council
M	This risk has features that are controllable, although there are external influences
L	This risk is largely uncontrollable by the council

Appendix 11



Name of meeting: Corporate Governance and Audit Committee

Date: 23 July 2021

Title of report: Annual Report on Treasury Management 2020-21

Purpose of report

Financial Procedure Rules (Section 9.5) require that the Council receives an annual report on Treasury Management activities for the previous financial year. The report to this committee reviews borrowing and investment performance before it gets considered by Cabinet and Council.

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)?	Yes
The Decision - Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Service Director & name	Eamonn Croston 13 July 2021
Is it also signed off by the Service Director for Finance, IT and Transactional Services?	As above
Is it also signed off by the Service Director for Governance and Commissioning Support?	Julie Muscroft 13 July 2021
Cabinet member portfolio	Cllr Paul Davies

Electoral wards affected: Not applicable

Ward councillors consulted: Not applicable

Public or private: Public

GDPR: This report contains no information that falls within the scope of General Data Protection Regulations

1. Summary

- 1.1 The Council's treasury management operation for the year has followed the strategy approved by Council on 12 February 2020. Investments averaged £63.6 million and were largely deposited in instant access accounts earning an average interest rate of 0.13%.
- 1.2 Total external borrowing at 31st March 2021 decreased by £1.1 million to £425.8 million (£426.9 million as at 31st March 2020). The main highlight is that the Council has taken out a new £10 million Government long loan from the Public Works Loan Board (PWLB) in March 2021 (see paragraph 2.6.2 for more detail). Temporary borrowing increased for the year by £0.6 million to £41.5 million (£40.9 million 31st March 2020). The majority of borrowing is on fixed rate terms and the average long-term borrowing rate for 2020-21 was 4.46%. Short-term borrowing rates averaged 0.20%.
- 1.3 In 2017-18 the Council approved a revision to its Minimum Revenue Provision (MRP) policy, which relates to the amount of revenue resources set aside each year to provide for its outstanding debt repayments over the longer term. This was done by updating its approach to Supported Borrowing from 2007-08 onwards, moving from a 4% reducing balance to an annuity basis in its repayment of debt.
- 1.4 In updating the approach the Council effectively over-provided in previous years the re-payment of debt to the sum of £91.1 million. Within the Treasury Management Strategy 2018-19 the Council set out its approach to unwind this over-provision at £9.1 million each year over the next 10 years, starting from 2017-18 onwards.
- 1.5 Following approval within the 2018-19 Treasury Management Strategy there was a further increase in the un-winding in the General Fund MRP for 2020-21. The maximum amount of un-wind in any one year cannot be more than the overall annual MRP calculation, as otherwise the Council would end up in a negative MRP position, which is not allowable under accounting rules. The calculation estimated for the Treasury Management Strategy was £13.5 million. The actual MRP calculation for 2020-21 was £14.3 and hence the maximum unwind allowable. However in 2020-21 the unwind increased by only a further £0.2 million to £13.7 million.
- 1.6 Treasury management costs incurred in the year include £9.0 million on net interest payments. The Council complied with its treasury management prudential indicators in the year.

2. Information required to take a decision

2.1 Background

- 2.1.1 The Council has adopted the CIPFA Treasury Management in the Public Services: Code of Practice and operates its treasury management service in compliance with this Code and various statutory requirements. These require that the prime objective of the activity is to secure the effective management of risk, and that borrowing is undertaken on a prudent, affordable and sustainable basis.
- 2.1.2 Council Financial Procedure Rules require that the Council receives an annual report on Treasury Management activities for the year. Cabinet is responsible for the implementation and monitoring of the treasury management policies. Corporate Governance and Audit Committee undertake a scrutiny role with regard to treasury management.
- 2.1.3 In reviewing 2020-21 performance, reference will be made to the Treasury Management Strategy Report approved by Budget Council on 12 February 2020.

2.2 Borrowing and Investment Strategy 2020-21

- 2.2.1 The Council's overall Treasury Management Strategy prioritises security, liquidity and risk management which was adhered to in 2020-21. The Council aims to invest externally, balances of £30 million, largely for the purpose of managing day-to-day cash flow requirements, with any remaining balances invested "internally", offsetting borrowing requirements. The investment strategy is designed to minimise risk, investments being made primarily in instant access accounts or short-term deposits, with the major British owned banks and building societies, Money Market Funds, Local Authorities and Central Government.
- 2.2.2 Covid-19 had a significant impact on treasury management during the year. Due to the cyclical nature of local government cashflows and the uncertainty around the implications for future cashflows, various Central Government mitigations were implemented to ease sectoral concerns about short-term access to funds and market liquidity. For the Council, this position was eased with the receipt in advance of several tranches of Central Government funding for 2020-21.
- 2.2.3 Lower official interest rates have lowered the cost of short-term, temporary loans and investment returns from cash assets that can be used in lieu of borrowing. The Council pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low.

2.3 The Economy and Interest Rates

Below paragraphs 2.3.1-2.3.7 are a commentary from our external treasury management advisors, Arlingclose.

- 2.3.1 The coronavirus pandemic dominated 2020-21, leading to almost the entire planet being in some form of lockdown during the year. The start of the financial year saw many central banks cutting interest rates as lockdowns caused economic activity to grind to a halt. Some good news came in December 2020 as two Covid-19 vaccines were given approval by the UK Medicines and Healthcare products Regulatory Agency (MHRA). The UK vaccine rollout started in earnest; over 31 million people had received their first dose by 31st March 2021.
- 2.3.2 A Brexit trade deal was agreed with only days to spare before the 11pm 31st December 2020 deadline having been agreed with the European Union on Christmas Eve.
- 2.3.3 The Bank of England (BoE) held the Bank Rate at 0.1% throughout the year but extended its Quantitative Easing programme by £150 billion to £895 billion at its November 2020 meeting. In its March 2021 interest rate announcement, the BoE noted that while GDP would remain low in the near-term due to Covid-19 lockdown restrictions, the easing of these measures means growth is expected to recover strongly later in the year. Inflation is forecast to increase in the near-term and while the economic outlook has improved there are downside risks to the forecast, including from unemployment which is still predicted to rise when the furlough scheme is eventually withdrawn. Despite the furlough scheme, unemployment still rose. Labour market data showed that in the three months to January 2021 the unemployment rate was 5.0%, in contrast to 3.9% recorded for the same period 12 months ago. Wages rose 4.8% for total pay in nominal terms (4.2% for regular pay) and was up 3.9% in real terms (3.4% for regular pay). Unemployment is still expected to increase once the various government job support schemes come to an end.
- 2.3.4 Inflation has remained low over the 12 month period. Latest figures showed the annual headline rate of UK Consumer Price Inflation (CPI) fell to 0.4% year on year in February, below expectations (0.8%) and still well below the Bank of England's 2% target.
- 2.3.5 After contracting sharply in Quarter 2 (Apr-Jun) 2020 by 19.8% quarter on quarter, growth in

Quarter 3 and Quarter 4 bounced back by 15.5% and 1.3% respectively. The easing of some lockdown measures in the last quarter of the calendar year enabled construction output to continue, albeit at a much slower pace than the 41.7% rise in the prior quarter. When released, figures for Quarter 1 (Jan-Mar) 2021 are expected to show a decline given the national lockdown.

- 2.3.6 Ultra-low interest rates prevailed throughout most of the period, with yields generally falling between April and December 2020. From early in 2021 the improved economic outlook due to the new various stimulus packages (particularly in the US), together with the approval and successful rollout of vaccines, caused government bonds to sell off sharply on the back of expected higher inflation and increased uncertainty, pushing yields higher more quickly than had been anticipated.
- 2.3.7 Credit rating developments include Moody's downgrading the UK sovereign rating to Aa3 with a stable outlook which then impacted a number of other UK institutions, banks and local government. The vaccine approval and subsequent rollout programme are both credit positive for the financial services sector in general, but there remains much uncertainty around the extent of the losses banks and building societies will suffer due to the economic slowdown which has resulted due to pandemic-related lockdowns and restrictions. The institutions and durations on the Authority's counterparty list recommended by treasury management advisors Arlingclose remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.

2.4 Investment Activity

- 2.4.1 The Council's treasury management investments totalled £37.1 million as at 31 March 2021 (£52.0 million 31 March 2020). The Council invested an average balance of £63.6 million externally during the year (£32.7 million 2019-20). Interest income of £0.071 million was generated through these investments (£0.204 million 2019-20) and £0.366 million dividend income from the CCLA Property Fund (£0.183 million 2019-20). Appendix 1 shows where investments were held at the beginning of April 2020, the end of September 2020 and the end of March 2021, by counterparty, by sector and by country. The Council's average lending rate for the year was 0.13% (0.73% 2019-20).
- 2.4.2 The high cash levels during the year were a result of the Council receiving central government funding to support small and medium businesses during the coronavirus pandemic through grant schemes. A total of £113 million was received in April 2020 and further significant amounts throughout the year. The Council also received financial support to fund the additional spend and lost income in response to the national emergency.
- 2.4.2 The majority of investments were placed in liquid instruments such as instant access bank deposit accounts, DMO (Debt Management Office) and Money Market Funds (MMFs). MMFs offer greater diversification of counterparties, thus lowering risk as well as instant access. Continued downward pressure on short-dated cash rates brought net returns on MMFs close to zero. Fund management companies have temporarily lowered or waived fees to avoid negative net returns. Deposit rates with the Debt Management Account Deposit Facility (DMADF) have continued to fall and are now also largely around zero.
- 2.4.3 The Council still has £10 million invested in the CCLA Property Fund as part of the 2019-20 Treasury Management Strategy (see paragraph 2.11.5).

2.5 Borrowing Update

- 2.5.1 In November 2020 the PWLB published its response to the consultation on 'Future Lending Terms'. From 26th November the margin on PWLB loans above gilt yields was reduced from 1.8% to 0.8% providing that the borrowing authority can confirm that it is not planning to purchase 'investment assets primarily for yield' in the current or next two financial years. Authorities that are purchasing

or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. As part of the borrowing process authorities will now be required to submit more detailed capital expenditure plans with confirmation of the purpose of capital expenditure from the Section 151 Officer. The PWLB can now also restrict local authorities from borrowing in unusual or large amounts.

- 2.5.2 The acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, re-financing and treasury management. Misuse of PWLB borrowing could result in the PWLB requesting that Authority unwinds problematic transactions, suspending access to the PWLB and repayment of loans with penalties. The Council is not planning to purchase any investment assets primarily for yield within the next three years and so is able to take advantage of the reduction in the PWLB borrowing rate.
- 2.5.3 Competitive market alternatives may be available for authorities with or without access to the PWLB. However, the financial strength of the individual authority and borrowing purpose will be scrutinised by commercial lenders.
- 2.5.4 PWLB funding margins have lurched quite substantially and there remains a strong argument for diversifying funding sources, particularly if rates can be achieved on alternatives which are below gilt yields + 0.80%. The Authority will evaluate and consider these lower cost solutions and opportunities with its advisor Arlingclose.
- 2.5.5 In the March 2021 budget the Chancellor confirmed that a UK Infrastructure Bank will be set up with £4bn in lending earmarked for local authorities from the summer of 2021. Loans will be available at gilt yield plus 0.60%, 0.20% lower than the PWLB certainty rate. A bidding process to access these loans is likely with a preference to projects likely to help the government meet its Net Zero emissions target. However other “high value and complex economic infrastructure projects” may also be considered.

2.6 Borrowing Requirement and Debt Management

- 2.6.1 In terms of borrowing, long-term loans maturing greater than one year totalled £375.8 million and short-term loans maturing within 12 months (excluding interest accrued) totalled £50.0 million (£373.7 million and £53.2 million 31 March 2020), an overall decrease of £1.1 million. Appendix 2 details repayments of long-term loans during the year and short-term loans outstanding as at 31 March 2021.
- 2.6.2 The Council has an increasing Capital Financing Requirement (CFR) due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark which also takes into account usable reserves and working capital. The Council’s chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. Having considered the appropriate duration and structure of the borrowing need based on realistic projections, it was decided to take a combination of short-term borrowing and longer-term repayment loans. The Authority borrowed £10 million of new long-term borrowing from the PWLB in March 2021. This is the first loan from the PWLB to fund capital expenditure since 2007 and is a 20 year Equal Instalment of Principal (EIP) loan at a rate of 1.64%. An EIP pays back principal over the life of the loan, and the interest associated with the loan goes down as the principal outstanding reduces.
- 2.6.3 Fixed rate loans account for 83.63% of total long-term debt (see also Appendix 5) giving the Council stability in its interest costs. The maturity profile for all long-term loans is shown in Appendix 3 and shows that no more than 8.64% of all debt is due to be repaid in any one year. This is good practice as it reduces the Council’s exposure to a substantial borrowing requirement in any one particular

2.7 Trends in treasury management activity

- 2.7.1 Appendix 4 shows the Council's borrowing and investment trends over the last 6 years. The trend has been to re-pay long term debt at maturity and where required borrow over the short term to take advantage of short term rates. Going forward the need to borrow long term will be reviewed using the liability benchmark as mentioned above.

2.8 Risk and Compliance Issues

- 2.8.1 The Council reports that all treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy, including the prudential indicators. Details can be found in Appendix 5. Indicators relating to affordability and prudence are highlighted in this appendix.
- 2.8.2 When the Council has received unexpected monies late in the day, officers have no alternative but to put the monies into the Barclays Business Reserve Account overnight. The account is maintained so that usually, daily balances are under £0.1 million. The maximum daily amount deposited in this account overnight as a result of unexpected late payments was £1.8 million. Whilst this is not an ideal situation, the Council is still within investment limits as per the Treasury Management Strategy which is set at £10 million per counterparty.
- 2.8.3 In line with Council Treasury Management Strategy, the Council has not placed any direct investments in companies as defined by the Carbon Underground 200.
- 2.8.4 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of the Council's consultants (Arlingclose), has proactively managed the debt and investments over the year.
- 2.8.5 The CIPFA Code of Practice requires that treasury management performance be subject to regular member scrutiny. The Corporate Governance and Audit Committee performs this role and members have received reports on strategy, half yearly monitoring and now the outturn for the year 2020-21. Training was provided to Members on the 20 January 2021.

Looking ahead – Treasury Management developments in 2021-22

2.9 Re-financing/re-payment of current Long Term Borrowing

- 2.9.1 As outlined within the Council approved Treasury Management Strategy 2021-22, the Council will continue to look to repay existing long term debt when the opportunity arises where it becomes beneficial for the Council to do so.
- 2.9.2 In light of a number of lenders currently reviewing their holding of LOBO loans, there may be further opportunities to convert or re-finance existing LOBOs. With LOBO loans the Lender has the option to exercise their right to change the interest rate at which point the borrower can then choose to accept the new interest rate or choose to re-pay at no additional cost. Should any opportunities arise in the future then these would be investigated and reported back to members.

2.9.3 It is intended that Council officers liaise with the Council's external Treasury Management advisors, Arlingclose, to review lender options, and proceed if they are considered to be in the longer-term best interests of the Council.

2.10 Loan Funding Sources

2.10.1 The Council may be presented with additional sources of long-term funding at certain points in time, beyond those currently listed in the Council's current Treasury Management Strategy. These may be at preferential rates of interest and therefore the Service Director Finance (Section 151 Officer) will look to maximise the use of source funds when it is preferential to do so.

2.10.2 One such opportunity is with SALIX Finance Ltd. SALIX Finance Ltd provides interest free Government funding to the public sector to improve their energy efficiency, reduce carbon emissions and lower energy bills. The Council to date has taken the opportunity to secure £6.8 million interest free loans to part fund the £13.4 million approved street lighting replacement scheme in the Council's approved capital plan.

2.11 Investment Opportunities

2.11.1 The Service Director Finance, supports the approach that the borrowing and investment strategy for 2021-22 continues to place emphasis on the security of the Council's balances.

2.11.2 The Council is invested in the Local Authorities Pooled Investment Fund (LAPF). The Local Authorities Property Fund was established in 1972 and is managed by CCLA Fund Managers. As at March 2021 there are assets under management of £1,203 million. The Fund aims to provide investors with a high level of income and long-term capital appreciation, and it is an actively managed, diversified portfolio of UK commercial property. It principally invests in UK assets, but may invest in other assets.

2.11.3 The fund returned a gross dividend yield of 4.3% in 2020-21 (4.4% 2019-20), which compares with average 0.13% on other short-term investments (see paragraph 2.4.1 above). Net income of £0.366 million was received by the Council in 2020-21 (£0.183 million in 2019-20 which reflects a part-year effect as the £10 million was invested in two £5 million tranches in May 2019 and February 2020).

2.11.4 During the initial phase of the pandemic in March 2020, the sharp falls in corporate bond and equity markets had a negative impact on the value of the Council's pooled fund holdings and was reflected in the 31st March 2020 fund valuations with the fund registering negative capital returns over a 12-month period. Since March 2020 there has been improvement in market sentiment, although the recovery in the UK markets has lagged those of US and European markets. The value of the fund at 31st March 2021 has remained at a similar level.

2.11.5 Similar to many other property funds, dealing (i.e. buying or selling units) in the CCLA LAPF was suspended by the fund in March 2020 and lifted in September. There was also a change to redemption terms for the CCLA LAPF; from September 2020 investors are required to give at least 90 calendar days' notice for redemptions.

2.11.6 Unrealised cumulative capital losses of £1.0m will not have an impact on the General Fund as the Council is utilising a Government dispensation for LAPF financial investment capital losses/gains at each year end to be notionally adjusted for within the Council's annual accounts, rather than it being a charge to the General Fund. It should be noted, that the current dispensation ends in 2023-24.

2.11.7 The investment in the fund is part of a longer-term investment strategy to mitigate against any short-term market volatility or risk. As this fund has no defined maturity date its performance and continued suitability in meeting the Authority's investment objectives is regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three to five-year period total returns will exceed cash interest rates.

2.12 New Borrowing

2.12.1 As mentioned previously the Council has an increasing CFR due to the capital programme. The Council's current approach is to continue to borrow short term, however the Council will look to fund the capital plan with a combination of short and long-term borrowing. Having considered the appropriate duration and structure of the borrowing need based on realistic projections, and with ongoing consultation with Arlingclose.

3. Implications for the Council

- 3.1 **Working with People** – no impact
- 3.2 **Working with Partners** – no impact
- 3.3 **Place Based Working** – no impact
- 3.4 **Climate Change and Air Quality** – no impact
- 3.4 **Improving outcomes for children** - no impact
- 3.5 **Other (e.g. Legal/Financial or Human Resources)** – Any changes in assumed borrowing and investment requirements, balances and interest rates will be reflected in revenue budget monitoring reports during the year.

4. Consultees and their opinions

None.

5. Next steps and timelines

- 5.1 Comments and feedback from CGAC will be incorporated into this report which will be subsequently considered at Cabinet in July and Council in September 2021 as part of the overall financial outturn and rollover report 2020-21.

6. Officer recommendations and reasons

- 6.1 CGAC are asked to note the treasury management performance in 2020-21 as set out in this report, prior to its submission to Cabinet and Council;

7. Cabinet portfolio holder's recommendations

To follow

8. Contact officer

James Anderson	Head of Accountancy
Rachel Firth	Finance Manager

9. Background Papers and History of Decisions

CIPFA's and Accountancy's Code of Practice on Treasury Management in the Public Services.

CIPFA's Prudential Code for Capital Finance in Local Authorities.

Public Works Loan Board Website.

Treasury Management 19-20 Strategy Report approved by Council on 13 February 2019.

COVID-19 - Impact upon Council Finances Report approved by Cabinet on 21 May 2020.

10. Service Director responsible

Eamonn Croston

01484 221000

APPENDIX 1

Kirklees Council Investments 2020/21											
Counterparty	Credit Rating Mar 2021*	1 April 2020			30 September 2020			31 March 2021			
		£m	Interest Rate	Type of Investment	£m	Interest Rate	Type of Investment	£m	Interest Rate	Type of Investment	
Specified Investments											
Santander	Bank	F1/A+	0.0	0.85%	35 Day Notice	8.0	0.47%	35 Day Notice	5.0	0.30%	35 Day Notice
Barclays	Bank	F1/A+	0.0	0.01%	Instant Access	0.0	0.01%	Instant Access	0.6	0.01%	Instant Access
Aberdeen Standard	MMF**	AAAmmf	10.0	0.48%	Instant Access	9.5	0.08%	Instant Access	8.6	0.01%	Instant Access
Aviva	MMF**	Aaa-mf	6.6	0.45%	Instant Access	10.0	0.06%	Instant Access	7.0	0.01%	Instant Access
Deutsche	MMF**	AAAmmf	2.9	0.41%	Instant Access	9.4	0.06%	Instant Access	5.9	0.01%	Instant Access
Goldman Sachs	MMF**	AAAmmf	7.5	0.28%	Instant Access	5.0	0.01%	Instant Access	0.0	0.00%	Instant Access
Thurrock Council	Local Authority		10.0	2.50%	Local Authority	0.0	N/A	Local Authority	0.0	N/A	Local Authority
Surrey County Council	Local Authority		5.0	1.25%	Local Authority	0.0	N/A	Local Authority	0.0	N/A	Local Authority
CCLA	Property Fund		10.0	N/A	Property Fund	10.0	N/A	Property Fund	10.0	N/A	Property Fund
			52.0			51.9			37.1		
Sector Analysis											
			£m	%age		£m	%age		£m	%age	
Bank			0.0	0%		8.0	16%		5.6	15%	
MMF**			27.0	52%		33.9	65%		21.5	58%	
Local Authorities/Cent Govt			15.0	29%		0.0	0%		0.0	0%	
Property Fund			10.0	19%		10.0	19%		10.0	27%	
			52.0	100%		51.9	100%		37.1	100%	
Country analysis											
			£m	%age		£m	%age		£m	%age	
UK			25.0	48%		18.0	35%		15.6	42%	
MMF**			27.0	52%		33.9	65%		21.5	58%	
			52.0	100%		51.9	100%		37.1	100%	

*Fitch short/long term ratings, except Aviva MMF (highest Moody rating). See next page for key. ** MMF – Money Market Fund. These funds are domiciled in Ireland for tax reasons, but the funds are made up of numerous diverse investments with highly rated banks and other institutions. The credit risk is therefore spread over numerous countries, including the UK. The exception to this is the Aviva Government Liquidity Fund which invests directly in UK government securities and in short-term deposits secured on those securities.

Key – Fitch’s credit ratings:

		Long	Short	
Investment Grade	Extremely Strong	AAA	F1+	
		Very Strong		AA+
				AA
	Strong	AA-		
		A+		
		A		
	Adequate	A-		F1
		BBB+		F2
		BBB		F3
Speculative Grade	Speculative	BBB-	B	
		BB+		
		BB		
	Very Speculative	BB-		
		B+		
		B		
	Vulnerable	B-		C
		CCC+		
		CCC		
		CCC-		
Defaulting	CC	D		
	C			
	D			

Appendix 2

Long-term loans repaid and short-term loans outstanding 31 March 2021

Long-term loans repaid during 2020-21

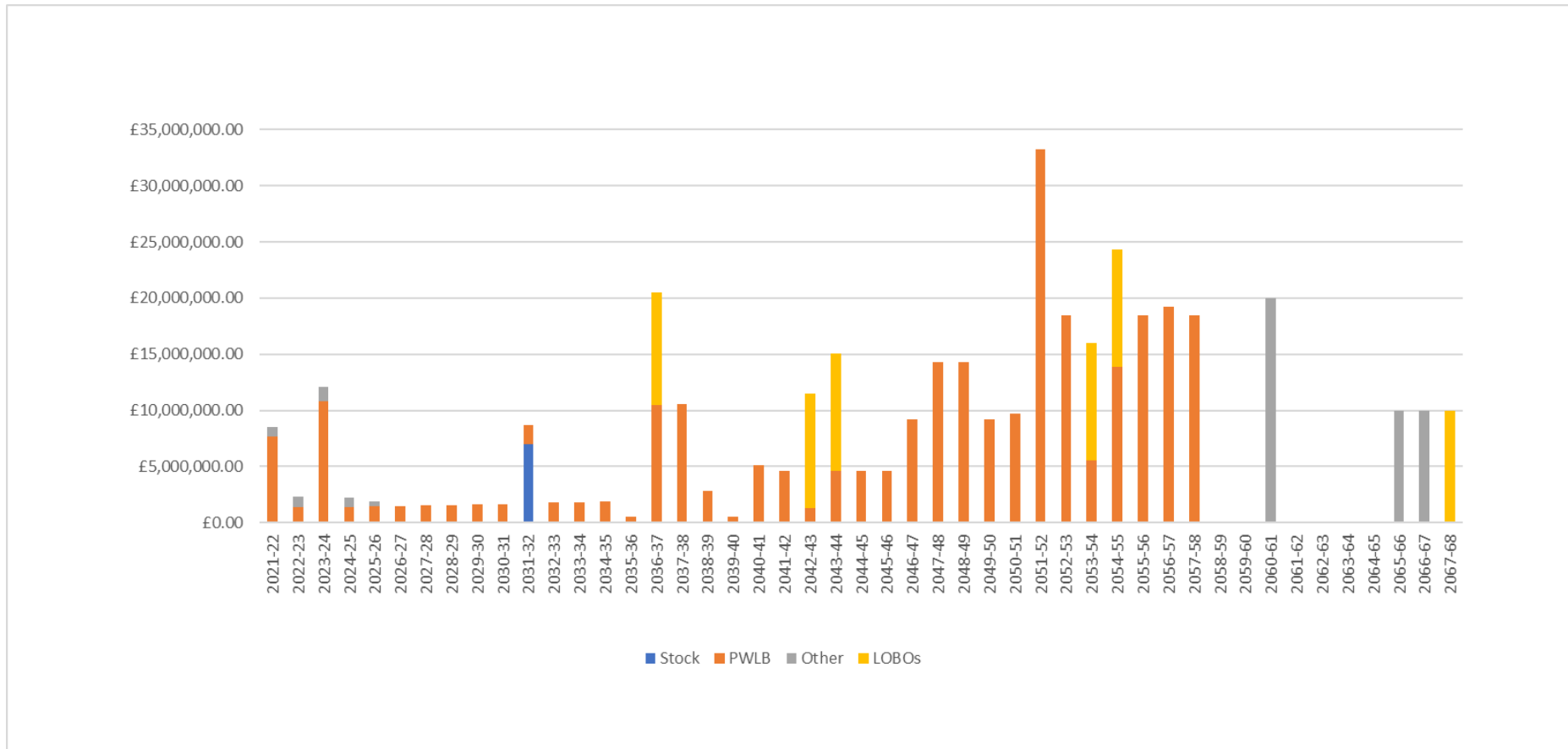
	Amount £000s	Rate %	Date repaid
Repayments on maturity			
PWLB (474647)	4,613	8.50	10 Aug 20
PWLB (475155)	6,458	8.625	15 Feb 21
Repayments on annuity loans			
PWLB (496956)	369	4.58	29 Sep 20
PWLB (496956)	377	4.58	29 Mar 21
Total	11,817		

Short-term loans outstanding 31 March 2021

	Amount £000s	Rate %	Length (days)
Temporary borrowing from the Money Market			
West Yorkshire Combined Authority	5,000	0.10	182
London Borough of Islington	5,000	0.10	141
London Borough of Islington	5,000	0.10	120
London Borough of Islington	5,000	0.10	114
Wealden District Council	5,000	0.10	115
Northern Ireland Housing Executive	5,000	0.10	123
North of Tyne Combined Authority	5,000	0.07	90
Crawley Borough Council	5,000	0.08	112
Local lenders/Trust Funds	1,476		
Total Temporary borrowing	41,476		
Long-term loans due to mature in the next twelve months	8,549		
Total	50,025		

Kirklees Council Loan Maturity Profile (All Debt)

Appendix 3



Appendix 4

Kirklees Council - Borrowing and Investment Trends

At 31 March	2021	2020	2019	2018	2017	2016
<u>Investments</u>	37.1m	52.0m	39.1m	36.1m	31.3m	38.3m
ST Borrowing (excl interest accrued)	50.0m	53.2m	11.8m	20.8m	37.7m	16.0m
LT Borrowing	375.8m	373.7m	384.1m	392.4m	400.5m	408.4m
Total Borrowing	425.8m	426.9m	395.9m	413.2m	438.2m	424.4m
Deferred liabilities (non PFI)	3.6m	3.7m	3.9m	4.1m	4.1m	4.3m
Net debt position	392.3m	378.6m	360.7m	381.2m	411.0m	390.4m
<u>Capital Financing Requirement (excl PFI)</u>						
General Fund	500.1	461.6m	436.6m	420.3m	412.8m	411.3m
HRA	170.3	175.3m	175.3m	182.8m	186.2m	192.4m
Total CFR	670.4	636.9m	611.9m	603.1m	599.0m	603.7m
Balances "internally invested"	240.9m	206.1m	212.1m	185.8m	156.7m	175.0m
Ave Kirklees' investment rate for financial year	0.1%	0.7%	0.7%	0.3%	0.4%	0.5%
Ave Base rate (Bank of England)	0.1%	0.7%	0.7%	0.3%	0.3%	0.5%
Ave LT Borrowing rate (1)	2.3%	2.4%	2.5%	2.5%	2.5%	3.2%

(1) Based on average PWLB rate throughout the year on a 25 to 30 year loan (less 0.2% PWLB certainty rate) repayable on maturity

Treasury Management Prudential IndicatorsInterest Rate Exposures

While fixed rate borrowing can contribute significantly to reducing the uncertainty surrounding future interest rate scenarios, the pursuit of optimum performance justifies retaining a degree of flexibility through the use of variable interest rates on at least part of the treasury management portfolio. The Prudential Code requires the setting of upper limits for both variable rate and fixed interest rate exposure:

	Limit Set 2020-21	Actual 2020-21
Interest at fixed rates as a percentage of net interest payments	60% - 100%	84%
Interest at variable rates as a percentage of net interest payments	0% - 40%	16%

The interest payments were within the limits set.

Maturity Structure of Borrowing

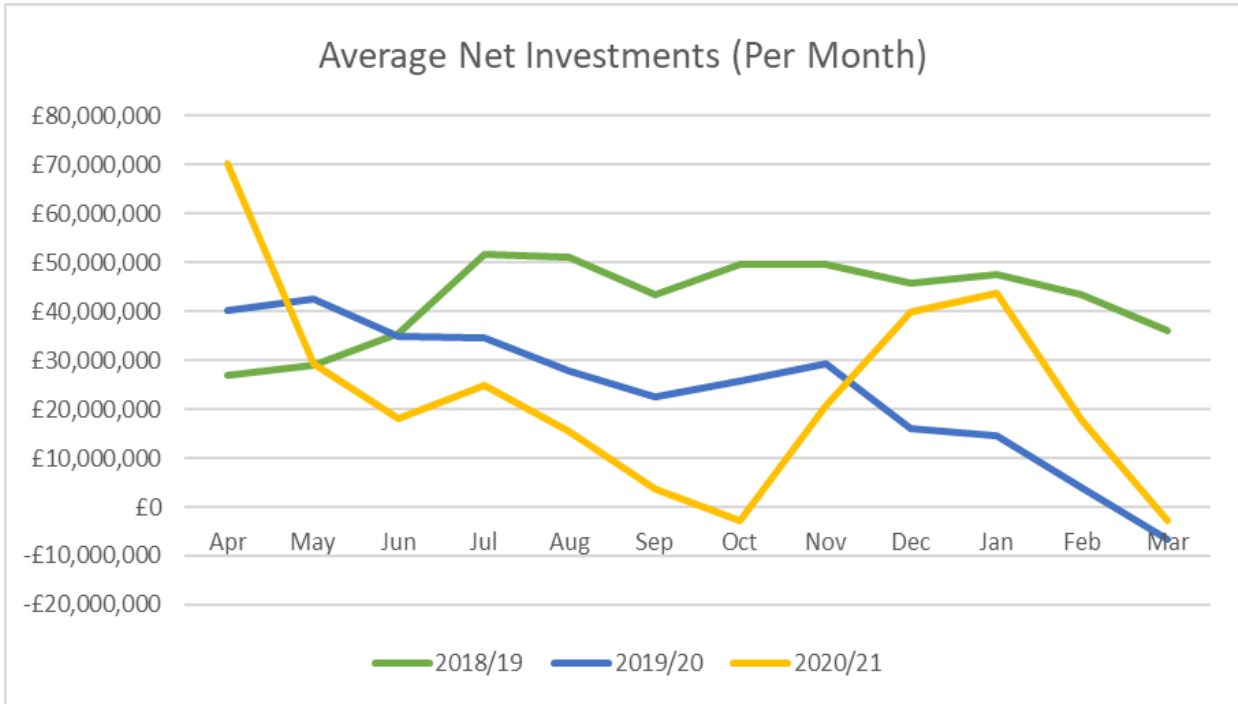
This indicator is designed to prevent the Council having large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate	Limit Set 2020-21	Actual Levels 2020-21
Under 12 months	0% - 20%	3%
12 months to 2 years	0% - 20%	1%
2 years to 5 years	0% - 60%	5%
5 years to 10 years	0% - 80%	2%
More than 10 years	20% - 100%	89%

The limits on the proportion of fixed rate debt were adhered to.

Total principal sums invested for periods longer than 364 days

The Council has not invested any sums longer than 364 days.



Name of meeting: Cabinet

Date: 27 July 2021

Title of report: St John’s CE (VC) Infant School governing body statutory proposal to change the upper age limit of the school – decision report

Purpose of report: To present Cabinet with the representations received following the publication of statutory proposals by St John’s CE (VC) Infant School’s governing body to change the upper age limit of the school and reduce the published admission number (PAN) of the school from 60 to 30, to create an all-through primary school in order that Cabinet can determine the proposals. This is a school-led proposal with support from the Church of England Diocese of Leeds and Kirklees Cabinet are the Decision Maker.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes – affects more than one ward
Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)?</u>	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Mel Meggs, Strategic Director Children & Families 14 July 2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston 19 July 2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft 18 July 2021
Cabinet member portfolio	Cllr Carole Pattison – Learning, Aspiration & Communities Cllr Viv Kendrick - Children

Electoral wards affected: Dewsbury West, Dewsbury South and may affect other surrounding wards

Ward councillors consulted: YES

Public or private: PUBLIC

Has GDPR been considered? YES

1. Summary

On 29 April 2021 the governing body of St John's CE (VC) Infant School ("the Proposer") published a statutory proposal to change the age range of the school from 4-7 years to 4-11 years from September 2022 because they wish to become an all-through primary school.

This report sets out the statutory process that has been undertaken by the Proposer and their rationale for the proposal. It details the representations received during the formal consultation period and gives Officer recommendations.

2. Information required to take a decision

2.1 Background information

Prior to 2013, St. John's CE(VC) Infant School and Knowles Hill Infant and Nursery School shared the same priority admission area as Westmoor Junior School, and feeder school arrangements were in place for admission purposes. Following concerns about outcomes for children at Knowles Hill I & N School, the Local Authority (LA) led a statutory process which proposed a structural solution to address these challenges. In February 2013, Kirklees Cabinet made the decision to discontinue Knowles Hill I & N School and extend the age range of Westmoor Junior School. Following a change of name, Westmoor Primary School offered a Published Admission Number (PAN) of 40 for pupils aged 4-7 and a PAN of 90 for pupils aged 7-11 across two sites half a mile apart, one of which being the former Knowles Hill I & N School site.

In 2018, Westmoor Primary School's governing body decided to consolidate their provision onto a single school site, handing back the former Knowles Hill I & N School site to the LA.

In January 2020, the LA led a non-statutory consultation based on a schools-led proposal:

- St. John's CE(VC) Infant School to reduce its PAN from 60 to 30 and to increase its upper age range from 4-7 to 4-11 years old
- Westmoor Primary School to increase its key stage 1 PAN from 45 to 60

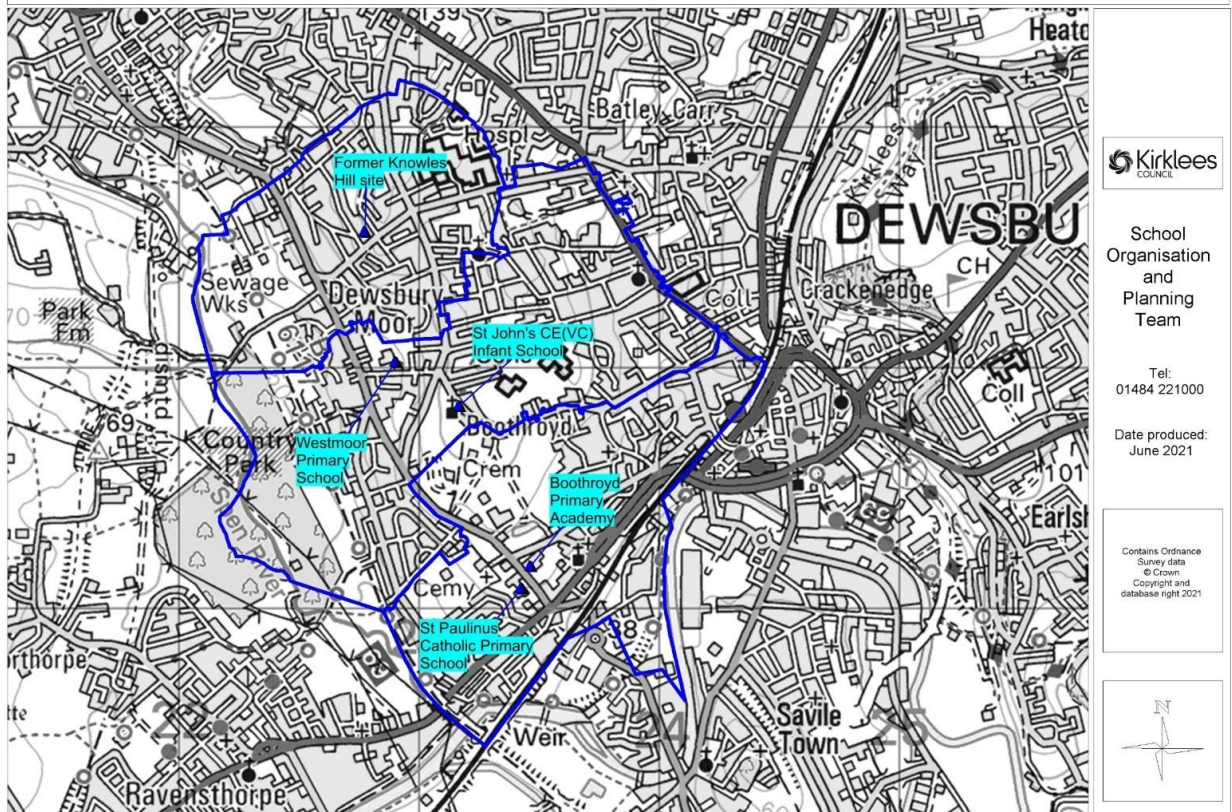
The outcomes of this consultation were presented to Kirklees Cabinet in September 2020. A decision was made to not proceed with the proposal as the consultation had revealed:

- *'The proposals were not a whole system solution with a long-term sustainable model for each school*
- *'There was a risk of reducing parental preference in the future'*

Kirklees Cabinet requested that officers facilitated engagement of all parties to discuss the outcome of the consultation and explore opportunities for other options or proposals. Collaborative work was undertaken between St. John's CE(VC) Infant School and Westmoor Primary School. Unfortunately, no school system-wide solution could be agreed upon.

The September 2020 Cabinet report made clear the rights of St. John's CE(VC) Infant School, with permission from the Church of England Diocese of Leeds, to publish their own statutory proposals.

The following map shows the location of the current schools in the immediate area and the former Knowles Hill site:



2.2 The statutory process

In law, as stipulated in The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, the governing body of a voluntary controlled school, as the Proposer, can bring forward this statutory proposal. The Decision Maker for the proposal is the LA.

The governing body of St John's CE (VC) Infant School in Dewsbury wish to extend the age range from 4 to 7 years to 4 to 11 years to become a through primary school offering key stage 2 provision from September 2022. A governing body, LA or the Schools Adjudicator must have regard to the Department for Education (DfE) guidance when exercising functions under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 ('the Prescribed Alteration Regulations').

The guidance explains that a governing body of a voluntary controlled school can propose to change the age range by 3 years or more by following a statutory process.

Proposer	Type of proposal	Process	Decision-maker	Right of appeal to the adjudicator
GB of voluntary and foundation	Alteration of upper or lower age range by 3 years or more	Statutory process	LA	CofE Diocese RC Diocese GB/Trustees

The regulations state that the governing body of St John's CE(VC) Infant School is the Proposer as a Voluntary Controlled school. As a school designated as having a religious character, St John's CE(VC) Infant School must seek approval to make such a proposal

from the Leeds Diocesan Board of Education. As long as published proposals are determined within 2 months of the end of a statutory representation period, the Council is the Decision Maker.

The DfE Guidance explains that, as the Proposer, the governing body of St John’s CE (VC) Infant School must follow the four-stage statutory process set out below:

Table 2. The four-stage statutory process			
Stage	Description	Timescale	Comments
Stage 1	Publication (statutory proposal/notice)		
Stage 2	Representation (formal consultation)	Must be 4 weeks	As set out in the ‘Prescribed Alterations’ regulations
Stage 3	Decision	LA should decide a proposal within 2 months otherwise it will fall to the Schools Adjudicator	Any appeal to the adjudicator must be made within 4 weeks of the decision
Stage 4	Implementation	No prescribed timescale	It must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker

2.3 Publication

On 29 April 2021 the governing body of St. John’s CE (VC) Infant School published a statutory notice in the Dewsbury Reporter newspaper (School Organisation Advisory Group (SOAG) supporting document 2.3b). Copies of the notice were posted at the entrances to the school (SOAG supporting document 2.3c). The complete statutory proposal was published by the Proposer as part of a consultation document, which was distributed to interested parties (see Appendix A and SOAG supporting documents 1.3b, 1.3c, 1.3f, 1.3h and 1.3j(i) to 1.3j(iii)).

2.4 Representation

The statutory four-week period of representation began on the day of publication 29 April 2021 and ran until 27 May 2021. During this period, written comments were to be sent to FREEPOST, Kirklees Council, St. John’s CE School Proposal or via email to school.organisation@kirklees.gov.uk. The consultation document included a paper form that people could complete to support them in responding. In addition, the Proposer held five consultation meetings. Consultation meetings were held in the playground at St. John’s CE (VC) Infant School on:

- Tuesday 18 May 2021 8am-9.30am (Parents/Carers)
- Tuesday 18 May 2021 2.45pm-3.45pm (Parents/Carers)
- Wednesday 19 May 2021 3.30pm-4.30pm (Staff)

Consultation meetings were also held remotely via Zoom by following a link on:

- Tuesday 18 May 2021 6pm-7pm (All members of the public including parents/carers)
- Wednesday 19 May 2021 1pm-2pm (All member of the public including parents/carers)

2.5 Representations received about the proposal

During the four-week representation period, 193 written responses were received. Full details of the responses received can be found in SOAG Appendix 1.

2.6 Decision - the role of the Kirklees School Organisation Advisory Group (SOAG)

The LA is the primary Decision Maker for school re-organisation proposals and, under Kirklees arrangements, the Cabinet of Kirklees Council is the decision-making body. Under School Organisation Regulations, if the Cabinet of Kirklees Council is unable to make a decision within 2 months of the end of the statutory representation period, then the decision passes to the Schools Adjudicator. The Kirklees School Organisation Advisory Group (SOAG) was established by Cabinet on 12 September 2007 to advise the Cabinet on school organisation decision-making matters. The constitution and purpose of SOAG is attached at Appendix H. SOAG exists to provide advice to Cabinet, but Cabinet is the Decision Maker

2.7 Review of the statutory process

Kirklees SOAG met on 22 June and 25 June 2021 to consider the statutory process and representations on the proposals and to formulate advice for Cabinet as Decision Makers. The notes of the meetings are attached at Appendix E, along with the SOAG checklist (Appendix A) and DfE decision-making factors document (Appendix B) which were completed by the Proposer. All appendices and supporting documents provided by the Proposer for SOAG are also included with this report.

2.7.1 Statutory process check by SOAG

The Proposer submitted a completed checklist, which was provided by Kirklees Council, in relation to the process they had undertaken (Appendix A). At the meetings, the processes that were followed in relation to the proposals were checked alongside appropriate evidence that each aspect of the process had been completed.

2.7.2 SOAG conclusions about the statutory process

Following the process check, it was concluded that the statutory notice, statutory proposal, and statutory process were valid and within time limits.

- The published notice complied with statutory requirements.
- The statutory consultation was carried out.
- The statutory four-week period was allowed for representation. 193 representations were received by the LA during this period, all of which were shared with the Proposer.

Officers would, therefore, prepare a Cabinet report within 2 months of the end of the statutory four-week representation period, which ended on 27 May 2021, for Kirklees Council Cabinet to make a decision about the proposal.

2.8 SOAG review of the proposal and representations using the DfE Statutory Guidance for Decision Makers.

2.8.1 Factors to be considered in making the decisions about the statutory proposal.

To support decision making by Cabinet, a range of factors have to be considered. These factors are derived from the guidance issued by the Department for Education. 'Making significant changes ('prescribed alterations') to maintained schools - Statutory guidance for proposers and decision-makers, October 2018' (SOAG supporting document 2.7).

The factors can vary depending upon the nature and type of proposal. A template provided by the LA was completed by the Proposer and included responses to the representations received. In addition, Officers reviewed the template and added commentary to support discussion and seek clarification on a number of aspects at the SOAG meetings. The completed template, including Officer comments, can be found at Appendix B.

The relevant factors for Decision-Making in relation to this proposal are:

- Consideration of Consultation and Representation Period
- Related Proposals
- Conditional Approval
- Education Standards and Diversity of Provision
- Equal Opportunity Issues
- Community Cohesion
- Travel and Accessibility
- Funding
- Right of Appeal Against a Decision
- Implementation
- Modification Post-Determination
- Revocation of Proposals
- School Premises and Playing Fields

At the SOAG meetings, each factor was examined. Several points of clarification were sought, and additional information was requested from the Proposer. These are detailed in the notes of the meeting (Appendix E). Following the meetings of SOAG, the Proposer has submitted further supporting information for each of the points raised by SOAG, detail of which are provided below under the relevant Decision-Making factor.

2.8.2 Officer review and recommendation about the proposal alongside the Factors for Decision-Making

Following the SOAG review, and taking into account the statutory proposal, all submissions made by the Proposer and the representations received for each factor have been assessed by officers to support Cabinet as Decision Makers in their considerations.

2.8.3 Consideration of Consultation and Representation Period

Decision-makers will need to be satisfied that the appropriate fair and open local consultation and/ or representation period has been carried out and that the proposer has given full consideration to all the responses received. Decision-makers should not simply take account of the number of people expressing a particular view. Instead, they should give the greatest weight to responses from those stakeholders likely to be most affected by a proposal – especially parents of children at the affected school(s).

Officer Advice: The Proposer has evidenced that a fair and open consultation process has been undertaken. It is clear that the Proposer has reviewed and given consideration to the responses received.

Key points made by those supporting the proposal included:

- Continuity of education for children attending St John's, and the reduction of a transition point for children at age 7
- Choice for parents of a smaller all-through primary school
- Convenience for parents in not having to travel between two different schools
- Continuity of a faith-based provision with associated values and ethos
- Happy with sense of community and family feel of the school

Key points made by those opposing the proposal included:

- There are already sufficient places locally, with church school places for those who prefer them.
- The detrimental impact on neighbouring provision, particularly Westmoor Primary School, in terms of financial sustainability and, potentially, staff reductions
- Concerns about increased traffic around the school and parking issues.

SOAG did note a lack of evidence of engagement with Trade Union bodies. Although the school has supported its own staff to access advice from Trade Union representatives, there had been no direct engagement with Trade Unions. This is particularly relevant given the potential impact of the proposal on other schools. Since SOAG, the Proposer has provided evidence of communication with Trade Union bodies to share the statutory proposal. This communication took place after the end of the representation period.

The range of comments made as part of the representation period is relevant when balancing the impact of their decision making. Members are recommended to pay particular attention to the DfE Guidance which states:

The purpose of this guidance is to ensure that good quality school places can be provided quickly where they are needed; that local authorities (LAs) and governing bodies (GBs) do not take decisions that will have a negative impact on other schools in the area; and that changes can be implemented quickly and effectively where there is a strong case for doing so. In line with these aims it is expected that, where possible, additional new places will only be provided at schools that have an overall Ofsted rating of 'good' or 'outstanding'. Schools which do not fall within the above categories should only be expanded where there are no other viable options.

These aspects will be addressed in the sections below.

2.8.4 Related Proposals

Where proposals appear to be related to other proposals, the decision-maker must consider the related proposals together. A proposal should be regarded as related if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.

Officer Advice: These proposals do not relate to other proposals.

2.8.5 Conditional Approval

For many types of proposal, decision-makers may make their approval conditional on certain prescribed kinds of events. The decision-maker must set a date by which the condition should be met but can modify the date if the proposer confirms, before the date expires, that the condition will be met later than originally thought.

The proposer should inform the decision-maker when a condition is met. If a condition is not met by the date specified, the proposal should be referred back to the decision-maker for fresh consideration.

Officer Advice: Conditional approval remains an option available to Cabinet as Decision-makers as explained above.

2.8.6 Education Standards and Diversity of Provision

Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents, raise local standards and narrow attainment gaps.

Officer Advice: St John's CE (VC) Infant School sits within the Dewsbury West primary school place planning area. The schools located within this planning area are:

- Boothroyd Primary Academy
- Carlton J & I School
- Diamond Wood Community Academy
- Flatts Nursery School
- Ravensthorpe CE(VC) Junior School
- St John's CE(VC) Infant School
- St Joseph's Catholic Primary School (Dewsbury)
- St Paulinus Catholic Primary School
- Westmoor Primary School

The schools listed above are indicative of a broad and diverse range of provision available for parents to preference that are located within a reasonable distance. It is the nearest school, Westmoor Primary School, where there is particular potential for the proposal to have a significant impact. This is because under current arrangements the majority of pupils leaving St John's CE (VC) Infant School at the end of year 2 transfer to Westmoor Primary School for their key stage 2 education.

The Proposer says 'As a governing body, we firmly believe that St John's becoming an all-through primary school will have strong educational benefits. This view is based on rationale and previous experience or views. We fully support the Headteacher's philosophy that educating a child is about developing the whole child – academically, socially, emotionally, morally, spiritually and physically.'

The Proposer articulates that the implementation of their proposal would meet the aspirations of parents and carers with children at the school. 100% of parents and carers who made a representation strongly support or support the proposal. Those in favour of the proposal cite the supportive and nurturing atmosphere at St John's CE (VC) Infant School and the removal of a transition point at the end of key stage 1 among their reasons for wanting it to become a through primary where their children can remain until the end of key stage 2.

The Proposer notes that St John's CE (VC) Infant School feeds into a through primary school, rather than a standalone junior school. They confirmed they have a good working relationship with Westmoor Primary School and a robust transition process is in place. On entry to Westmoor Primary School, pupils transferring from St John's CE (VC) Infant School are integrated into classes with existing pupils at the school for key stage 2.

The Proposer highlights research around the benefits of children attending all-through primary schools as opposed to separate infant and junior schools:

'FFT, which is an organisation highly recommended by Kirklees Council (Kirklees have subsidised the costs of accessing the system for a third year running in an attempt to get all schools in Kirklees to use it), have reported that pupils who attended an infant school achieved on average 2-3 points lower, equivalent to 2-3 grades, across the total 10 subjects counted in Attainment 8 at the end of Key Stage 4. It also reports that on average, pupils in all through primary schools achieve one scaled point more in both reading at Maths at the end of KS2

compared to their counterparts (1 scale point is a significant difference despite it not sounding like it).

This is further enhanced by work carried out by Northamptonshire Council, 2021, who state that 'Every school must provide a curriculum which is broad and balanced in content and relevant to all learners needs. The child's learning journey should be seamless throughout their time in school, building on experiences, skills, knowledge and understanding as they progress.' A primary school is in a stronger position than separate infant and junior schools to plan for both continuity and progression in learning; delivering the curriculum in a continuous and coherent way from the Foundation Stage through to the end of Key Stage 2.' In addition to the curriculum and achievement benefits described above, the report continues to describe other benefits for children, parents, staff and governors in depth.'

For clarity, FFT stands for the Fischer Family Trust.

Kirklees Council recognises that the establishment of all-through primary schools is intended to improve the educational standards attained by children. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning. The LA does not have a specific policy to reorganise schools into all-through schools, but is generally supportive of exploring options for reducing transition points when proposals are self-funded by schools, provide a whole school system solution and a long-term sustainable model for each school.

Observations from the Learning Service about St John's CE (VC) Infant School's proposal:

Whilst the headteacher has experience of leadership and teaching across the entire primary phase, the consultation highlights that staffing has been relatively stable in school with little movement, which suggests that the staff may not have had recent experience of teaching, planning and assessment against the KS2 curriculum. In recent years, in response to but not limited to the new Ofsted Education Inspection Framework, schools have been reviewing their entire curriculum. This has impacted on all teachers and leaders. Given the emphasis on the role of the subject leader in the creation of an appropriately sequenced scheme of learning from Reception through to Year 6 for all subject areas in the school curriculum, we would be interested to understand what capacity the school have in place to ensure that:

- teachers have the appropriate access to CPD to ensure their own subject knowledge and skills enables the delivery of a high quality KS2 curriculum;*
- all leaders including subject leaders (and therefore teachers) have the level of expertise, knowledge and skills to create a subject curriculum that is appropriately sequenced and sufficiently challenging to meet age related expectations and that the pressure on staff workload is considered in this process;*
- whilst the school is intending to grow a year at a time, the curriculum offer for each subject must be planned in advance (reception to Year 6) to ensure appropriate progression through the years and key stages (the subject intent, planning, delivery, assessment) will need to be developed for every subject area;*
- the KS2 curriculum allows the school to address the gaps and learning loss experienced during the Covid pandemic and further reduce the academic gaps seen amongst learners from historic data. Within the next few years the progress measures by which schools are measured will change to measure from Reception*

base line to KS2. Most schools will have access to historic data to support this change in metric and will use this to support target setting and high aspirations for children.

The Proposer states *'The majority of staff have worked at the school for 5 or more years, with a large proportion working here for 10 years or more'*.

SOAG requested further information be made available on how the school will plan for key stage 2 provision and the Proposer has since responded:

We know that with the experience of the Headteacher, the dedication of our staff, the willingness of all staff wanting to continue their professional development, the budget, by guaranteeing to upgrade the KLP (Kirklees Learning Partners) package for 3 visits per year (Local Authority) and the purchasing of the enhanced Diocese learning package, we have the ability to be an outstanding Key Stage 2 provider. In addition we have good links with other schools and leaders as we are active member of the DLP (Dewsbury Learning Partnership) and the Church Schools Partnership, which are valuable for school improvement.

In addition to this, further budget forecasts have been provided which contain some details about future teaching staff recruitment and a future non-teaching staff expenditure.

The Proposer states *'Children at St John's make exceptionally good progress in the short time that they are with us, despite entering with very low baseline assessments'*. In the context of the school's own internal assessment, children make good progress. However, as the school has not previously provided key stage 2 education, no evidence is available around key stage 2 progression at St John's CE (VC) Infant School. SOAG discussed the dip in attainment that occurred between key stage 1 and key stage 2, even in all-through primary schools. The Proposer stated that parents' comments were from the perspective of children's social and emotional development, rather than their academic attainment.

The Proposer highlights that *'Parental voice clearly states frequently that, 'children face the challenge of a new environment and have to adjust' and that if their children had stayed with us there would have been 'an educational benefit.'* This means that these individual children did not make the progress the parents would have hoped in their Key Stage 2 provision.' These are the views of parents, but there is limited available evidence to suggest that children do not make good progress in the key stage 2 provision they transfer to from St John's CE (VC) Infant School. The current head teacher does, however, have experience of leadership and teaching across the entire primary phase, which the Proposer describes:

'In April 2019, the governing body of St John's C E (C) Infants, with the support of the diocese and the Kirklees Learning Partner, appointed a new headteacher with a wealth of Key Stage 2 experience as well as Key Stage 1 and Early Years. The headteacher trained as a Key Stage 2 practitioner and successfully led a one-form entry primary school as Acting Headteacher by leading a school heading for requires improvement to achieving a Good rating at OFSTED. We therefore firmly believe that we have the necessary leadership in place to support the introduction of effective Key Stage 2 provision.'

St John's CE (VC) Infant School is in a unique position in that it is the only infant school in Kirklees that feeds into a through-primary school at key stage 2. The Proposer's view is that *'this is a very unusual transition point with very limited benefits. This is exactly what our parents report'*. SOAG noted this but, at an individual level, lots of pupils

transition from infant schools to all-through primary schools and it was felt that this was not a significant factor because transition could be successfully managed by the relevant schools.

The Proposer highlights pupil voice: *'Pupils also said an all-through primary school is better than two schools; 'In the infants they learn what to do in this school, they can make friends and then when they come to Westmoor they won't be scared and they will know what to do.'* This is a powerful message. Change, whatever the context, tends to draw out fear of the unknown. In an education context this is one of the reasons why high-quality transitional support is so important at any stage and these particular arrangements are within the gift of the schools involved to manage effectively.

2.8.7 Equal Opportunity Issues

The Decision-maker must comply with the Public Sector Equality Duty (PSED), which requires them to have 'due regard' to the need to:

- *eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;*
- *advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it: and*
- *foster good relations between people who share a relevant protected characteristic and people who do not share it.*

Officer Advice: It is recognised that the school is inclusive and supports a diverse range of families. An Integrated Impact Assessment has been carried out (see section 3.6). The Proposer states:

One of our school Christian values is Respect. At St John's we ensure that children know what this means and respect each other's beliefs and views, which is something we believe should happen regarding this proposal. We believe that the large amount of positive responses from parents should be respected and considered here, as it is clear that this is what the parents of our fully inclusive school want. The values were carefully chosen after consulting the views of all school stakeholders in the Summer Term, 2019. We strongly feel that St John's is a fully inclusive school, which welcomes families of all faiths and none. The values reflect the ethnic and cultural diversity of our local community. In the latest OFSTED report, 2017, it states that 'parents have great confidence on the work we are doing for their children' (SOAG Appendix 3).

2.8.8 Community Cohesion

Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from, and about each other; by encouraging through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different groups within the community.

Officer Advice: It is recognised that the school is inclusive of families of all faiths or none and the Proposer has demonstrated this in their detailed submission to the SOAG which includes the following:

'Our Church of England is very special to parents, staff, children and governors. Although a large percentage of our families are from the Muslim faith and some follow no faith, they would prefer children to be educated in a school that follows

core Christian beliefs and values that really apply to any religion or none. 61% of parents indicated it is essential that their child attends a church school in the parental survey in May 2019, with many more expressing in conversations with staff and governors how much they admire the school Christian values that underpin our curriculum and school life. Even if their main faith is not Christian they prefer for their children to attend a faith-based school rather than a non-faith-based school due the nature of the school and the principles in which the children are educated.

St John's is clearly valued by many people within the local community for many different reasons. One of these reasons is the close links that we create. We are very much about supporting the whole family, which then results in more success for the individual child. As a parent stated 'Teachers are fantastic, support the children. I also get a lot of support.' We have outstanding links with Early Years providers, the church, leaders from other religions, leaders in other church schools within Kirklees, local charities and also take every opportunity we can to work closely with local KS2 providers as well as KS1 providers within the Dewsbury Learning Partnership and Dewsbury West Community Hub. We feel that we could develop these links further with a Key Stage 2 provision to benefit the whole community...

...At St John's we also feel that our Parents and Teachers Association (PTA) could be made stronger, currently people find it hard to commit because of the short timescale that their child attends our school. We are extremely confident that a strong PTA could be formed if children attended our school for longer. This would give parents the opportunity to learn new skills from each other, develop stronger friendships and greater understanding of each other, as well as further enhance some people's emotional well-being and self-confidence as well as creating an additional source of income for the school...

...As a Church of England School, St John's believes strongly in the importance of learning from and about religion, so that children from a young age develop a deeper understanding of faiths and their importance in shaping the community and the world in which they live. The school promotes children's spiritual development and their understanding of local, national and global cultures. The school is fully inclusive and is a place where different faiths and cultures are not only respected but celebrated. St John's is also active in its local community, taking part in local events and welcoming residents into school.

St John's has adopted the local authority admissions policy and is fully committed to serving the local community, welcoming children from many different backgrounds and of all faiths and none. The school community reflects the ethnic and faith diversity of the community it serves. This is the current breakdown of faith and ethnicity for the children on roll as of 07.06.21:

FAITH

- No Religion: 19
- Christian: 7
- Muslim: 107
- Catholic: less than 5*
- Methodist: less than 5*

ETHNICITY

- Pakistani: 80

- *Black African: less than 5**
- *Any other Asian: less than 5**
- *White British: 24*
- *Any other Ethnic Group: 5**
- *Indian: 14*
- *Chinese: less than 5**
- *White and Asian: 7*
- *Any other White Background: less than 5**
- *White and Black Caribbean: less than 5**

* for GDPR compliance purposes, numbers of less than 5 are not included in the above analysis

2.8.9 Travel and Accessibility

Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.

The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

Officer Advice: There were some comments made about the potential impact on travel and transport in the representations. This includes the following highlighted by the Proposer:

- *Children are forced to travel further away to attend a school that is similar to St John's. Parents report this travelling as a 'hassle.'*
- *Parents remove children from St John's or do not send younger siblings because of what they describe as the 'logistics – they have older siblings and they simply cannot keep up with taking primary aged children to two different sites.*
- *Some parents think that having children at the same school, St John's, will help to 'avoid local traffic congestion' in the area.*

The Proposer has explored a number of strategies for reducing the impact of traffic. They explain:

Some residents have expressed their concerns about traffic and parking on both Church Lane (Westmoor Primary School) and Boothroyd Lane (St John's). However, we feel that in the long-term there will be less movement in the area by car and more people will travel by foot due to siblings only being at one school. This will therefore benefit both roads around Westmoor Primary, St John's and possibly other local Early Years and Primary School providers. In the periods of transition, when implementing the plans, parking and travelling outside all schools in the local area would need to be considered. At St John's we have already taken steps to consider reducing traffic in future years, which includes the following: Using Dewsbury Park turning circle as a parking area, staggering start and finishing times (this has proved to work well during lockdown), initiatives to encourage families to walk to school, using the recent purchase of 30 scooters to loan out to families on a weekly basis so children can 'scoot' to school, reinstating the walking bus (funds would be available to do so) and also the school council thinking of ways of encouraging parents to park away from school. We would be extremely happy to work with other providers to share our ideas and as a result

manage traffic better in the whole area as well as cut down on emissions, providing environmental and health benefits. Despite these concerns, many residents indicate to us that they have no problems with the traffic in the local area.

For clarity, in the longer term the proposal would introduce 30 additional places at St John's CE(VC) Infant School. During the transition period to retaining children up to Year 6, it could mean a peak of an additional 70 pupils on site for one year.

SOAG highlighted that Westmoor Primary School is based just 0.2 miles away and therefore questioned a claim that traffic would be reduced by the proposals. A SOAG member suggested the school look at the Modeshift Stars programme, which supports schools to deliver effective travel planning.

2.8.10 Funding

The Decision-maker should be satisfied that any necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. Trustees of the school, diocese or relevant diocesan board) have given their agreement. A proposal cannot be approved conditionally upon funding being made available. Where proposers are relying on the department as the source of capital funding, there can be no assumption that the approval of a proposal will trigger the release of capital funds from the department, unless the department has previously confirmed in writing that such resources will be available: nor can any allocation "in principle" be increased. In such circumstances the proposal should be rejected, or consideration deferred until it is clear that the capital necessary to implement the proposal will be provided.

Officer Advice: The Proposer suggests there is a significant financial risk which could lead to the closure of the school if their proposal is not approved:

'Since 2018 St. John's C.E. (C) Infant School has suffered significant fall in roll and financial loss and has had several conversations with Kirklees and the Diocese about their options to remain open and financially viable. The option to become a J&I to prevent further falling roll numbers, loss of finances, loss of employment and eventually the loss of a church school within the area has been strongly supported by all stakeholders.'

The proposal to be come an all-through primary school is not strongly supported by all stakeholders. Objections to the proposal were received from two local schools who say it would have a negative impact on them and a local resident with concerns about traffic and parking.

The Proposer suggests that previous school re-organisation in the area, including the amalgamation of Knowles Hill Infant & Nursery School and Westmoor Junior School to create Westmoor Primary School over eight years ago and the school-led consolidation of Westmoor Primary School onto one site, has been a significant factor in the reduction of their pupil numbers.

The Proposer notes that, in a parent survey, 61% of parents said it was essential that their children attend a faith-based school. At the SOAG meeting on 22 June 2021, the Proposer explained that parents move children out of St John's CE (VC) Infant School mid-year so that can they start attending Westmoor Primary School earlier (especially if they already have older siblings attending), or to move their children to another small faith-based provision.

The Proposer has provided some information they hold around in-year pupil movement (leavers and starters), which can be seen at Appendix I. The figures suggest that the reason given for the majority of in-year moves is that parents are moving children to a school where they already have siblings attending. However, the figures do not support the assertion that St John's CE (VC) Infant School is losing children mid-year because their parents move them to other small or church schools. Based on the information provided, very few parents cite wanting a small school as a reason for moving their child and, over the time period covered by the figures, St John's CE(VC) Infant School has gained as many new pupils as it has lost due to parents seeking a faith-based provision or a school with a similar ethos for their child. It should be noted that the levels of in-year movement shown at St John's CE (VC) Infant School are by no means unusual compared to other schools.

The biggest single factor in the schools national funding formula is pupil numbers. Understanding future pupil numbers is a key factor in preparing school budget forecasts. The size of Reception cohorts across Kirklees has been declining since 2015/2016. In the Dewsbury West primary place planning area, the trend in cohort sizes has remained more stable with, however, variations in some years, such as in 2019/20 where pupil numbers dipped by around 13%. While pupil numbers in the area returned to previous levels in 2020/21, future declines of around 13% are predicted towards 2023/24

The following chart provides the available population information for Dewsbury West. Further information is available in Appendix C.

Planning Area 9 - Dewsbury West															
Table B. Number of pupils in each year cohort resident in the planning area - school year 2019-20 - (NHS Jan 2020)															
future reception year groups				infant 2019/20			junior 2019/20				secondary 2019/20				
				Early years/KS1			Key Stage 2				Key Stage 3			KS4	
Reception Sep 2023	Reception Sep 2022	Reception Sep 2021	Reception Sep 2020	Reception 2019/20	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
431	431	459	490	426	490	469	499	501	469	482	501	458	468	476	433

Alongside population trends, parental preference is a very significant factor which influences the number of children attending each school. While previous patterns of parental preference can be tracked, over time parental preferences do change. The dynamics of this can be difficult to predict as each new cohort will have their own set of circumstances dependent on many different variables, such as sibling links, availability of transport, parents' work locations, childcare arrangements, and perceived quality of provision.

There is no basic need for any additional primary school places anywhere in Kirklees at this time. Officers made a fact sheet on pupil admissions and school place planning available to SOAG which can be found at Appendix C. In addition to the child population trends referred to above, the following information provides some highlights:

- At National Offer Day 2021/22 there were 124 vacant reception places out of 435 in the Dewsbury West planning area.
- The average St. Johns CE(VC) Infant School intake in the last 3 years has been around 49 (52 in 2018, 41 in 2019 and 55 in 2020)

- Based on this history, if the proposal is approved this would mean an average of 19 (11 to 25 based on the previous 3 years) pupils who have received a place in the past would not do so in the future.
- There is significant pupil movement between the Priority Admission Areas (PAAs) for St. John's CE(VC) Infant School, Boothroyd Primary Academy and Westmoor Primary School.
- The impact of reducing the PAN at St. John's CE(VC) Infant School would vary if patterns for the last 3 years were followed. It would have impacted mainly on children living outside the school's PAA, but in 2020 it would have also impacted on out of area children who had siblings attending the school.

SOAG noted that the proposals do not change the number of pupils requiring a school place.

In the context of parental preference for a faith-based school and linked to the COMMUNITY COHESION decision making factor, the Proposer suggests:

The nearest all through C of E primary is situated 2.8 miles away, 10 minutes away by car and too far by foot. This school is currently 'Requires Improvement' by OFSTED. The nearest 'Good' rated C of E Primary school is situated 3.8 miles away, a 12-minute drive away. Both schools are currently full and over-subscribed. The Church of England, Diocese of Leeds, have granted their permission to support our application to publish a statutory proposal regarding becoming an all through primary school

The LA does not recognise the Ofsted judgement, nor the driving distance to the nearest all-through Church of England primary school referred to by the Proposer above. For clarity, the following table presents information about the nearest Church of England schools to St. John's CE(VC) Infant School:

School	Phase	PAN	Distance/time from St John's CE(VC) Infant School*		Ofsted
			Walking	Driving	
Staincliffe CE(VC) Junior School	Junior school	90	1.2 miles (23 min)	1.2 miles (4 min)	Good
Ravensthorpe CE(C) Junior School	Junior school	108	1.3 miles (29 min)	2.0 miles (6 min)	Good
Headfield CE(VC) Junior School	Junior school	150	1.4 miles (30 min)	1.9 miles (6 min)	Good
Bywell CE(VC) Junior School	Junior School	97	1.9 miles (41 min)	2.0 miles (7 min)	Good
Hanging Heaton CE(VC) J & I School	Through primary	20	2.2 miles (46 min)	2.4 miles (8 min)	Good
Crowlees CE(VC) J & I School	Through primary	60	2.6 miles (54 min)	3.2 miles (10 min)	Outstanding

* Shortest walking/driving distance according to Google Maps

Local Authorities have a legal duty to provide sufficient school places. The Department for Education expects local authorities to plan places at a level above the individual school so, for place planning purposes, Kirklees has been divided into 'planning areas' which are customised to fit the local geography and help to ensure a reasonable offer of a school place for every child. Parental preference is a key principle in national school admission arrangements and recognises the genuine situation of children being individuals and parents and carers preferencing very different types of schools that they feel are suitable for their children. However, the duty to provide sufficient school places cannot meet all parental preferences related to the size of a school or its religious character. It is recognised that some parents may be willing to travel outside their local community in order to access their preferred school.

Representations were received from both Westmoor Primary School and Boothroyd Primary Academy, both objecting to the proposal on the basis of the financial impact on their school budget.

The Proposer makes the case that on average fewer than two children per year transfer from St. John's CE (VC) Infant School to Boothroyd Primary Academy. While understanding the concerns raised that this pupil movement would likely cease if the proposals were approved, the Proposer highlights the possibility that Boothroyd Primary Academy could benefit from the reduction in St. John's CE(VC) Infant School key stage 1 places. The Proposer's suggested figure of 40 additional applications and 30 additional pupils was challenged by SOAG, with a more realistic figure of around 19 reception pupils per year being agreed which may benefit a number of surrounding schools if the proposal is approved.

The impact on Westmoor Primary School is not challenged by the Proposer. Although they correctly state that the PAN at St. John's CE(VC) Infant School would not increase, the proposal would result in the creation of 30 additional places per year group in key stage 2. The vast majority (on average 93%) of children who join Westmoor Primary School at key stage 2 each year transfer from St. John's CE(VC) Infant School. The impact of the proposal will, therefore, have by far the biggest impact on Westmoor Primary School. In recent years, Westmoor Primary School has been oversubscribed with applications to join its Reception year group. This means the possible gains for other schools from the proposed reduction in PAN at St. John's CE(VC) Infant School cannot benefit Westmoor Primary School at this time.

SOAG noted that the proposals do not change the number of children requiring a school place in the local area and that if St John's CE (VC) Infants School's funding increases, it means other schools will lose funding.

It is important to acknowledge the strong working relationship and the collaborative work undertaken by the Headteachers and Governors of both St. John's CE(VC) Infant School and Westmoor Primary School to try to find an alternative system-wide solution. It is regrettable that, despite this work, a mutually acceptable solution could not be found.

Financial income models were presented to SOAG, alongside a teaching staff costing model, to underpin the Proposer's suggestion of financial pressures and risk of closure. The Proposer also highlighted budget savings they have made, including reducing from six classes to five classes, removing a half day a week school nurse service and an attendance officer service. The Proposer also suggested infant schools are disproportionately affected by the cost of SEND provision due to the time lag between assessment and receipt of additional financial support. SOAG requested further financial

information showing income and expenditure and including different models/scenarios be made available to the Decision Maker.

The Proposer has now provided two income and expenditure financial models, one for remaining as an infant school with a PAN of 60 (no change) and one for an all-through primary school with a PAN of 30 (as per the statutory proposal and the proposed change of PAN). These models can be found at Appendices F and G respectively.

Documentation provided by the Proposer and referred to under the implementation decision-making factor shows the need for alterations to the school building. The total cost of the work required to implement the proposals is approximately £218K and a further £20K if 10 classrooms were required. A carry forward surplus of £112K can be used to support this work alongside the schools available Devolved Formula Capital. There therefore remains a requirement for approximately £106k to £126K of future funding required to be invested in the school building to enable implementation, which without an identified source of Capital would need to be found from revenue. The all-through primary school budget model takes account of this with the resulting impact being a forecast budget deficit in 2023/24 of an estimated £56K. Forecasts also show a recovery from this deficit in the following financial year.

The 'no change' infant school financial model does show a position of future deficit if no remedial action is taken. With falling primary pupil numbers across Kirklees, many schools have and continue to face similar financial challenges. There is limited information available as to what mitigation and creative opportunities could be used to better match future expenditure with realistic income projections other than the proposal and the financial impact they will have on at least one other school.

The local authority schools finance team comment:

The 'no change' financial modelling assumes a worst-case scenario that avoids the key next steps whereby the finance team would be looking for early intervention to avoid the school reporting a deficit position by 31st March 2024 (reduced staffing / mixed year classes etc.). There remain opportunities for short term central intervention using contingency budgets to achieve the required school budget adjustments over time.

To summarise their finances are not too dissimilar to other schools facing falling rolls.

If the proposals were approved, more work will be required with the school to test some key assumptions in the figures and there may be other unforeseen costs associated with their preferred 'through school' model.

2.8.11 Rights of Appeal Against a Decision

The following bodies may appeal to the Schools Adjudicator against a decision made by the LA Decision-makers, within four weeks of the decision being made:

- *The local Church of England diocese;*
- *The local Roman Catholic diocese; and*
- *The governors and trustees of a foundation, foundation special or voluntary school that is subjected to the proposal.*

On receipt of any appeal, a LA Decision-maker must then send the proposal, representations received and the reasons for their decision to the Schools Adjudicator

within one week of receipt. There is no right of appeal on determinations made by the Schools Adjudicator.

Officer Advice: The Church of England diocese or the school governing body have a right of appeal to the Schools Adjudicator against a decision made by the LA Decision Makers.

2.8.12 Implementation

The proposer must implement a proposal in the form that it was approved, taking into account any modification made by the decision-maker.

Officer Advice:

The following table demonstrates theoretical implementation of the proposals with pupil numbers based on current and proposed PANs:

St John's CE(VC) Infant School	R	Y1	Y2	Y3	Y4	Y5	Y6	Total	Number of classrooms required*
	Infants (KS1)			Juniors (KS2)					
20/21	60	60	60					180	6
21/22	60	60	60					180	6
22/23 (proposed implementation)	30	60	60	60				210	7
23/24	30	30	60	60	60			240	8
24/25	30	30	30	60	60	60		270	9
25/26	30	30	30	30	60	60	60	300	10
26/27	30	30	30	30	30	60	60	270	9
27/28	30	30	30	30	30	30	60	240	8
28/29	30	30	30	30	30	30	30	210	7

A similar illustration demonstrates theoretical implementation of the proposal with pupil numbers based on current number on roll as at July 2021 and the proposed PANs:

St John's CE(VC) Infant School	R	Y1	Y2	Y3	Y4	Y5	Y6	Total	Number of classrooms required*
	Infants (KS1)			Juniors (KS2)					
20/21	54	35	43					132	5 or 6
21/22	48	54	35					137	5 or 6
22/23 (proposed implementation)	30	48	54	35				167	6
23/24	30	30	48	54	35			197	7
24/25	30	30	30	48	54	35		227	8
25/26	30	30	30	30	48	54	35	257	9
26/27	30	30	30	30	30	48	54	252	9
27/28	30	30	30	30	30	30	48	228	8
28/29	30	30	30	30	30	30	30	210	7

The 2021/22 Reception intake coloured in grey is based on allocations as at July 2021 and is likely to change.

Pupil numbers in every year group can change on a daily basis as a result of in-year pupil movement and this presents a risk regarding the number of classrooms which would be required to implement the proposals, i.e. nine or ten.

The illustration based on current pupil numbers assumes mixed year group teaching to estimate the number of classrooms required.

The following table demonstrates the Proposer’s mixed year group teaching plan for 2021/22 over 5 classes:

Class	1	2	3	4	5
Year group(s)	Reception	Reception / Year 1	Year 1	Year 1 / Year 2	Year 2

If the statutory proposal to change the age range of St. John’s CE(VC) Infant school were to be approved, a further process would be required to reduce the PAN from 60 to 30. Admission arrangements have already been determined for 2022/23 in line with the national School Admissions Code.

In order to implement the proposal from September 2022, as proposed, an application to the Schools Adjudicator for a variation to admission arrangements would be required. The LA, as the admission authority for St. John’s CE(VC) Infant School, would need to submit the application. If the request for a variation was not approved by the Schools Adjudicator, the LA could consult on making the changes for 2023/24 in the annual admissions consultation, which normally begins at the end of November in any given year.

Not reducing the PAN would present a significant risk to implementation because the opportunity to open key stage 2 provision is dependent on the Proposer being able to limit both the number of new starters in key stage 1 along with further in-year admissions to the school and, therefore, the classroom space required. This is demonstrated in the pupil numbers illustrations above.

The Proposer has provided details about implementation under other Decision-making sections including:

- Plans to develop a key stage 2 in the **Education Standards and Diversity of Provision** section.
- **School Premises and Playing Fields**, including how the required number of classrooms can be created to match the pupil number illustrations above.
- Financial forecasts in the **Funding** section, including some information about staffing arrangements and how building work to create additional classrooms can be financed.

2.8.13 Modification Post-Determination

Proposers can seek modifications from the decision-maker before the approved implementation date. However, proposals cannot be modified to the extent that new proposals are substituted for those that have been published.

Details of the modification must be published on the website where the original proposal were published.

Officer Advice: This remains an option in the future if required.

2.8.14 Revocation of Proposals

If the proposer no longer wants to implement an approved proposal, they must publish a revocation proposal to be relieved of the duty to implement, as set out in the Prescribed Alterations Regulations.

Officer Advice: This remains an option in the future if required.

2.8.15 School Premises and Playing Fields

Under the School Premises (England) Regulations 2012, all schools maintained by local authorities are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

Officer Advice: The Proposer has provided annotated copies of the floorplan of the school to show how the physical space is currently being utilised and how this would change following the implementation of the proposal. These are available in SOAG Appendices 12 and 13. The Proposer explains:

'We have a clear plan of how and where we could accommodate the additional classrooms both in the long term and in the transition years. Some work has already been completed with this proposal in mind as it would be too much to undertake all in one go. An example of a possible idea for future work to be carried out can be seen in [SOAG] Appendix 12. This clearly shows we are carefully thinking through the whole project and working at it step by step so that is manageable for everyone and does not have a negative impact on learning for the children currently in school.'

As presented in the **Implementation** section, there is likely to be a need for nine teaching spaces during the implementation of the proposals, and a possibility of ten teaching spaces if in-year admissions increased significantly.

The Proposer's plans to provide additional teaching spaces can be summarised as follows:

- The school already has 6 existing classrooms. Having already completed Phase 1 and 2 of the building work, an additional classroom space is available which needs equipping with key stage 2 furniture (Phase 3), providing 7 classrooms.
- An additional class base to be created by a partition wall in Reception (Phase 4), providing 8 classrooms (and additional toilets),
- An additional class base to be created in an old caretaker's house (now vacant) (Phase 6), providing 9 classrooms
- If required, a further class base to be created upstairs in the old caretaker's house (Phase 7), providing the possibility of 10 classrooms

As illustrated in the **Funding** section, a carry forward balance is available to the Proposer to undertake the first five phases of this planned work. However, over £100,000 of revenue funding will need to be generated to complete Phase 6 (the ninth classroom), and a further £20,000 for Phase 7 if a tenth classroom is required to implement the proposal.

The Proposer has provided evidence of planning permission obtained in 2019 for the change of use caretaker's house to classrooms. Quotations from building companies all dated in 2021 have been provided for each planned building phase detailed above and collectively they match the building costs quoted in the **Funding** section.

Approval is required from the Diocese to undertake the planned building work described above and this is not in place at this time with an application only recently been made. Planning permission is likely to be required for the toilet block in Phase 4 of the proposed building work which is not in place at this time but could be is required to implement the proposals. Fire regulations will need to be considered particularly if a 10th classroom is required on a first floor.

The potential cost of removing asbestos and other unforeseen work which could arise is not included in the available quotations which presents a degree of risk to the final cost. Existing asbestos surveys suggest only small pockets present in the caretaker's house where the major refurbishment is planned. Prices for building work are increasing at this time and delays are being experienced due to challenging building material supply chains. The risk of unforeseen work and price increases is not easy to mitigate, but early procurement of building work will help mitigate the risk of delay. With the work already completed, seven classroom spaces are available immediately. If the proposal were to be approved and implementation date remained 2022/23, then the eighth classroom would be needed in time for 2024/25 unless there is a significant increase in pupil numbers. This can remain under review by the Proposer.

3. Implications for the Council

3.1 Working with People

LA Officers have provided technical advice and support to St John's CE (VC) Infant School around the four-week representation period following the publication of the statutory proposal. This ensured that a wide range of stakeholders could participate to express their views as part of the consultation. The school held sessions to engage with parents, staff and other stakeholders.

3.2 Working with Partners

The Council continues to work closely with The Diocese of Leeds Board of Education, St John's CE(VC) Infant School and other schools in the local area.

3.3 Place Based Working

The planning of school places is based upon primary and secondary school place planning areas. Local evidence and local views inform decision making.

3.4 Climate Change and Air Quality

It is intended that by providing local school places this will improve the environment through reducing congestion, reducing pollution and CO2 emissions and improving the opportunity for walking and cycling to school. On balance there is no evidence to suggest the proposals will have anything other than a neutral impact.

3.5 Improving outcomes for children

By taking a strategic approach Kirklees Council wants to ensure that our schools will work collectively and in partnership to serve their local communities in order to:

- Offer high quality education standard and diversity of provision to all
- Provide a full, broad curriculum
- Be financially viable and therefore have future security
- Promote equality of opportunity
- Strengthen community cohesion
- Use sustainable travel and transport for school

3.6 Other (e.g. Legal/Financial or Human Resources)

Legal

There are no legal matters arising from this proposal outside the statutory school re-organisation processes described.

Financial

Any re-organisation costs would be the responsibility of St John's CE (VC) Infant School, therefore, there are no significant financial implications for the council other than the use

of existing school re-organisation and planning resources to provide technical support with the statutory and decision-making processes. The Dedicated Schools Grant schools funding formula is responsible for directly funding the school for the changing pattern of pupil numbers implied by this proposal. With a progression towards a national funding formula, there are fewer opportunities for discretion in local funding arrangements. However, there remain some mechanisms within the local funding formula contingencies to provide temporary support to school in certain circumstances. This does not undermine the expectations that schools plan for realistic expenditure within their means.

Human Resources

There could potentially be Human Resource implications resulting from these proposals. Kirklees HR officers would provide technical advice and support any processes where required. Whilst Trade Unions were not directly engaged during the representation period evidence has been provided of the statutory proposals being shared just after the SOAG meeting.

Integrated Impact Assessment

An Integrated Impact Assessment has been carried out and can be found by following the link below:

[Integrated impact assessments | Kirklees Council](#)

Then select 2020/21 and 'Children and families'. There are two reports named 'Potential change of upper age limit at St John's CE(VC) Infant School', Stages 1 and 2.

4. Consultees and their opinions

Information about the consultation process described in section 2.8.3 above.

The Church of England Diocese of Leeds provided approval for the governing body of St. John's CE(VC) Infant School to undertake a statutory consultation to become an all through school stating:

In giving their approval, the Board expects that the Governing Body of St John's C E (C) Infant School are seeking to become an all-through primary school in order to provide continuity of provision to the children in their school by removing a transition point at the end of Key Stage 1. This would also provide a more sustainable model of education and meet the needs and expectations of parents at the school who have consistently asked for the school to provide Key Stage 2 provision.

It is expected that the expansion will not have a detrimental impact on the educational provision for current or future statutory aged pupils. The Diocese also expects that the Governing Body will continue to work with the Diocese to ensure we are kept abreast of any developments.

In recent correspondence with officers, Richard Noake, Director of Education, The Church of England Diocese of Leeds confirmed:

We are supportive of the work of the school in putting forward this proposal.

5. Next steps and timelines

Cabinet are required to make a decision on the statutory proposal within 2 months of the end of the representation process, i.e. no later than 27 July 2021, or the proposal must be referred to the Schools Adjudicator for determination.

The Decision Maker is able to:

- reject the proposal;
- approve the proposal without modification;
- approve the proposal with a modification, having consulted the LA and/or governing body of the school (as appropriate); or
- approve the proposal with or without modification subject to certain prescribed events (such as the granting of planning permission) being met.

In determining this proposal, the Council must have regard to the relevant statutory guidance which is annexed to this report. The DfE Decision Maker's Guidance explains *'The purpose of this guidance is to ensure that additional good quality school places can be provided quickly where they are needed; that local authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area, and that changes can be implemented quickly and effectively where there is a strong case for doing so'*.

The Church of England Diocese or the governing body have a right of appeal to the Schools Adjudicator against a decision made by the Council.

6. Officer recommendations and reasons

We would firstly like to commend the professional approach taken by the Proposer in following the statutory process and engaging with the council's decision-making processes. These are not easy processes to navigate and a significant amount of work has been undertaken with diligence and integrity, which we hope is reflected in this report.

Consideration of consultation and representation

The very strong support and enthusiasm for the proposals from existing parents of St. John's CE(VC) Infant school has been clear in both the non-statutory consultation held in 2020 and during the representation period held in 2021. A similar view has been expressed by existing staff, and children have demonstrated how highly they regard their school and that they would prefer to stay there longer.

Education Standards and Diversity of Provision

The positive opportunities of reducing transition points are supported by the available evidence and the creation of all-through primary schools is one way of accomplishing this. Previous LA-led proposals in other areas have attempted to enable a system-wide solution towards achieving this, usually bringing an infant and a junior school with existing pupils and staff together for this purpose. In these examples, there is already key stage 1 and key stage 2 experience within the schools and, while the challenges should not be underestimated, there is a solid basis upon which to create an all-through primary school.

The creation of all-through primary schools is not the only way to support improved educational outcomes. Strong transition arrangements which support children and their families also have the opportunity to improve educational outcomes and support wellbeing.

Separate infant and junior schools exist elsewhere in Kirklees and across the country, many with strong transitional arrangements. It is within the gift of local schools to support the educational outcomes of children in this way. While there are positive opportunities for all-through primary schools, it is not the institution itself in that improves outcomes. Rather it is the arrangements within it that make the difference and similar arrangements could be achieved by schools working together in strong partnership.

While the view of existing parents is indisputable, should the proposal be approved there is a risk that the opportunity for parents to realise their preferences would become more limited in the future. This is because in the future there would be 30 places available in each key stage 1 year group and currently more than 30 families secure a place at St. John's CE(VC) Infant School each year. If the proposal resulted in the school becoming more popular, fewer parents would be able to secure places at the school for their children. There would remain, however, sufficient places in other local schools.

Community Cohesion

In this situation, there is clear evidence of a negative impact on at least one other school if the proposal were to be agreed and this should be seen in the context of the relevant government guidance which states '*...local authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area.*' The competing opportunity of reducing a transition point which at the same time has a significant impact on the financial position of another school, makes this proposal finely balanced and therefore a difficult decision to make.

There is no basic need for any additional primary school places across Kirklees at this time. The proposals would result in a reduction of key stage 1 places but, critically, create 30 additional places per year group in key stage 2. There is clear impact on the financial position of at least one other school if the proposal were to be approved because of this increase in places. The follow-on impact this presents on the outcomes of children other schools challenging to quantify but there is a clear risk.

Cabinet considered the outcome of a non-statutory consultation in September 2020 and decided not to progress with similar proposals. Very little has changed since last September, other than the development of the statutory process has led to further scrutiny of financial impact on other schools, the Proposers rationale and implementation planning.

Implementation

The challenges of creating a new key stage 2 have been highlighted in this report: changing expectations for curriculum planning including Ofsted key stage 2 expectations; a current staff team with limited recent key stage 2 experience, apart from the Headteacher; and limited evidence about detailed implementation planning beyond the provision of classroom spaces and some basic information about the recruitment of additional teaching staff.

School Premises and Playing Fields

The Proposer's plans regarding the requirements for physical space, including classrooms, have been reviewed. They are considered to be well-developed. However, some risks relating to implementation of the proposals remain including permission from the Diocese and the likely requirement of planning permission for the new toilet block. Some of the funding will need to be provided by future revenue funding and forecasting suggest this will take the school budget into deficit for one financial year.

Funding

The risk of closure of St. John's CE(VC) Infant School due to financial pressures is considered to be overstated. There are some clear financial pressures, but these are no different from many other schools who have to look at creative solutions to manage their budget within their means in the context of a national funding formula and falling pupil numbers. For example, some smaller schools have looked towards closer partnerships, such as federations, as part of a solution.

In conclusion, while this is finely balanced, the risks associated with approving the proposal continue to outweigh the potential gains. The Officer recommendation to Kirklees Council Cabinet is, therefore, not to approve the proposals at this time.

Listening to the voices of children, which came through strongly in the representations they made, is powerful. If members do not approve the proposal, local schools should be encouraged to renew their efforts to work together, focusing their combined energies on ensuring outstanding transitions for children and their families to support their wellbeing and ambitious educational outcomes.

Under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, decision makers are permitted make approval of proposals conditional on certain prescribed kinds of events. If members were to take the decision to approve the proposal, it is recommended that they make a conditional approval subject to:

- Planning permission being approved, where required, for all work which is needed to ensure that sufficient classrooms are available to implement the proposals.
- Approved variation of admission arrangements for 2022/23 by the Schools Adjudicator for a reduction in the PAN of St. John's CE(VC) Infant school from 60 to 30.

Both conditions should be met by 1 December 2021. This is because implementation for the proposed date of September 2022 must be assured in sufficient time for parents to make an informed admission decision for September 2022 before the primary school admission application window closes on 15 January 2022.

7. Cabinet Portfolio Holder's recommendations

I wish to place on record my sincere thanks to the parents, schools and members of the community who responded to provide their views on the proposal during the representation period.

I would also like to thank the governing body of St. John's CE(VC) Infant School, the Headteacher and his staff for their professional engagement with the Local Authority decision-making processes, including their presentation to SOAG and the information provided since.

It is important that outcomes for children are at the heart of any decision-making. This needs to be in the broadest sense of the meaning including, but not limited to, educational outcomes and the part family and the whole community play in this. A sense of place where children are at the heart of the community is really important and a strong local school system which underpins this is essential.

The proposal made by the governing body of St. John's CE(VC) Infant School presents a finely balanced choice between the opportunity to reduce a transition point, which evidence suggests can improve outcomes for children, and the risk of destabilising a local school system with the impact this could have on the outcomes for other children. Another consideration is the fine balance between improving choice for some parents by enabling their children to stay on longer at St. John's CE(VC) Infant School, while reducing opportunities for other parents to secure a place at the school in the future.

While there are risks highlighted with developing key stage 2 provision at St. John's CE(VC) Infant School, with more planning and additional support, this alone would not be a reason to reject the proposal.

Having carefully considered all the information contained in this report alongside my own recent experience of visiting all three local schools and speaking to the leadership teams, I believe there are other ways to maximise the outcomes for children in this area outside this proposal.

As difficult as it is, my recommendation is that Cabinet does **not approve** the statutory proposals put forward by the governing body of St. John's CE(VC) Infant School.

Although I recognise the right of appeal available to the Schools Adjudicator, I would also like to offer the support of officers to work with St. John's CE(VC) Infant School and other schools in this area to explore how they can work together to ensure the best possible outcomes for children and their families.

8. Contact officer

Martin Wilby, Head of Education Access and Places
martin.wilby@kirklees.gov.uk

Jane Lima, School Organisation and Planning Manager
jane.lima@kirklees.gov.uk

9. Background Papers and History of Decisions

[Cabinet report 22 Sep 2020](#): Reorganisation in Dewsbury West school place planning area outcome report.

[Cabinet report 14 Jan 2020](#): Reorganisation in Dewsbury West school place planning area – permission to consult.

[Cabinet Report 26 February 2013](#) - Report on the related proposals to discontinue Knowles Hill Infant and Nursery School and to change the age range of Westmoor Junior School from 7-11 years to 4 to 11 years (with nursery provision) and physically expand the school from 360 to 480 pupil places, thereby becoming an all through primary school.

[Cabinet Report 4 December 2012](#) - Report on the outcomes of the statutory consultation about proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School.

[Cabinet Report 17 July 2012](#) - Report in relation to proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School.

10. Service Director responsible

Jo-anne Sanders, Service Director for Learning and Early Support
jo-anne.sanders@kirklees.gov.uk

11. Index of Appendices

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Appendix F Budget Forecast – Remaining as an Infant School
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SOAG Appendices

SOAG Appendix 1 Table of responses from St John's consultation
SOAG Appendix 2 Baseline Comparison Data
SOAG Appendix 3 St John's OFSTED Report <https://files.ofsted.gov.uk/v1/file/2680935>
SOAG Appendix 4 St John's SIAMS Report
<https://www.wyad.education//reports/107701%20-%2030.01.17%20-%20St%20Johns%20-%20SIAMS%20Report.pdf>
SOAG Appendix 5 St John's SEND Report <https://primarysite-prod-sorted.s3.amazonaws.com/stjohns/UploadedDocument/e9a632acd7e743268a6af04576c9d53d/send-report-june-2021.pdf>
SOAG Appendix 6 School Place Planning, 2020 2023
<https://www.kirklees.gov.uk/beta/schools/pdf/securing-sufficient-school-places20.pdf>
SOAG Appendix 7a St John's Parent Petition, September 2020
SOAG Appendix 7b St John's Parent Petition, September 2020
SOAG Appendix 8 St John's 2020 Data Summary, July 2020
SOAG Appendix 9 St Johns DBE Consent
SOAG Appendix 10 Funding Projections for Through School Provision
SOAG Appendix 11 Funding Projections for to remain as Infant School
SOAG Appendix 12 Flexit KS2 Reconfiguration of School House
SOAG Appendix 13 Provisional Plan for Building Development
SOAG Appendix 14 Cabinet Report 04.12.2012 WMJ & KH
SOAG Appendix 15 Healthy Child Programme vs Attendance and Pupil Support Service

SOAG Supporting Documents

SOAG supporting document 1.2a - St John's C E (C) Statutory Proposal April 2021
SOAG supporting document 1.2c Have your Say Poster
SOAG supporting document 1.3b - Heads Up Notice of Statutory Proposal
SOAG supporting document 1.3h - St Johns DBE Consent
SOAG supporting document 1.3j(i) - Wider Community - Link to proposal on Facebook page
SOAG supporting document 1.3j(ii) - Wider Community - Proposal Advertised on school website
SOAG supporting document 1.3j(iii) - Wider Community - Zoom meeting advertised on Facebook
SOAG supporting document 2.3a - St Johns Infant School Statutory Notice
SOAG supporting document 2.3b - Statutory Notice Dewsbury Reporter 29.04.2021
SOAG supporting document 2.3c Photos of Proposal and Consultation details on the school gates
SOAG supporting document 2.3d Confirmation from the LA re proposal on their website and Heads Up

SOAG supporting document 2.7 - DfE

Maintained_schools_prescribed_alterations_guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756572/Maintained_schools_prescribed_alterations_guidance.pdf

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Appendix A

1 Statutory process check sheet:

School	Statutory Proposals
St. John's C.E (VC) Infant School	St. John's C.E. (C) Infant School – A Statutory Proposal made by the Governing Body to change the upper age limit from September 2022.

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has a (formal) consultation taken place?			
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	1.2a - St. John's CE (C) Statutory Proposal.
	b. Does the consultation document provide sufficient information to those who are being consulted?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
	c. Does the consultation material make it clear how interested parties can make their views known?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal. 1.2c - Have Your Say Poster.
	d. Does the report that summarises the outcome of the consultation demonstrate how the views expressed during the consultation have been taken into account in reaching any subsequent decision as to the publication of proposals?	Y	1.2d – St John's Report to SOAG.
1.3 Evidence that interested parties have been consulted. To Include	a. the governing body of any school which is the subject of proposals (if the LA are publishing proposals);	N/A	1.3b – Heads Up Notice of Statutory Proposal.
	b. the LA that maintains the schools (if the governing body is publishing the proposals);	Y	1.3c – Table of Redacted Responses.
	c. families of pupils, teachers and other staff at the schools	Y	1.3f - Electronic copies of proposals sent to all schools, pre-schools & nurseries in Dewsbury West. Hard copies sent to settings who confirmed they would display them.
	d. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	N/A	
	e. the governing bodies, teachers and other staff of any other schools that may be affected;	Y	1.3g – Staff verbally declined offer of trade union presence.
	f. families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;	Y	
	g. any trade unions who represent staff at the schools; and representatives of any trade union of any other staff at schools who may be affected by the proposals;	N	
	h. (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;	Y	1.3h – St. John's DBE Consent.
	i. the trustees of the schools (if any)	N/A	2.3b - Statutory Notice Dewsbury Reporter .
	j. any other persons as appear to the proposers to be appropriate.	Y	

1.4 Pupils	Have pupils been formally consulted?	Y	See Document 1.3c – Table of Redacted Responses.
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2. PUBLICATION		Y,N,NA	NOTES/EVIDENCE
2.1 Statutory notice	a. Have formal proposals been published by the appropriate body (ie LA/GB etc)?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
2.2	a. Has "plain English" been used to describe the proposal	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
	b. Do the complete proposals contain all the specified information? <ul style="list-style-type: none"> How copies of the proposal may be obtained; That anybody can object to, or comment on the proposal; The date that the representation period ends; and The address to which objective or comments should be submitted 	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
2.3	a. Have statutory notices been prepared?	Y	2.3a Statutory Notice.
	b. Have the statutory notices been published in a local newspaper?	Y	2.3b Statutory Notice in Dewsbury Reporter.
	c. If GB proposal then have the statutory notices been posted at the main entrance of the schools (or all entrances if there are more than one)?	Y	2.3c Photos of Statutory Notices outside school.
	d. Have notices been published on the LA website	Y	Confirmation received from Schools Organisation. See document 2.3d.
	e. Details on how the full proposals can be accessed e.g. Is the website address on the statutory notices	Y	See document 2.3a – Statutory Notice.
	f. Within a week of the date of publication on the website proposer must send copies to <ul style="list-style-type: none"> The GB/LA (as appropriate) The parents of every registered pupil at the school (for special schools ONLY) 	Y	Sent via email to LA 29.04.2021. Hard copy sent home with every pupil on 29.04.2021. Electronic copy sent home to every parent 29.04.2021.
	g. Within a week of the date of publication, if it involves or is likely to affect a school which has been designated as having a religious Character: <ul style="list-style-type: none"> The local Church of England diocese; The local Roman Catholic Diocese; or The relevant faith group in relation to the school; 	Y	See document 1.3h – St. John's DBE Consent. Electronic copies of proposal emailed to Diocese of Leeds.

	<p>h. Within a week of the date of publication</p> <ul style="list-style-type: none"> Any other body or person that the proposer thinks is appropriate e.g. affected educational institutions in the area 	Y	Electronic copies of proposals sent to all schools, pre-schools & nurseries in Dewsbury West. Hard copies sent to settings who confirmed they would display them. Proposal alert send on Heads Up to all Headteachers in Kirklees. See 2.3d document.
	<p>i. Within a week of the date of publication</p> <ul style="list-style-type: none"> Special school proposals should go to any LA that have commissioned a place at the school 	N/A	
	<p>j. Has the statutory notice and full proposal been given to all children affected at the school. (for special schools only)</p>	N/A	
2.4 Related proposals	a. Are these proposals interdependent on any other proposals?	N	
	b. If so, are the related proposals included on the same Statutory Notice?	N/A	
	c. If so, is this clearly identified in the Statutory Notice?	N/A	
	d. If so, is it clear who is proposing what on the Statutory Notice?	N/A	
2.5 Implementation date	a. Are the implementation dates for the proposals specified on the Statutory Notices?	Y	See document 2.3a – Statutory Notice.
	b. Is the time scale for implementation reasonable	Y	See document 2.5.
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
	b. If not, has an explanatory note been included alongside the Statutory Notice?	N/A	
2.7	Has the council's legal team advised on the validity of the Statutory Notices?	N	Advised by Martin Wilby 28.04.2021 this would be good practice but not enough time before notice was published. Information taken from 2.7 - DfE Maintained_schools_pre_scribed_alterations_guidance and All Hallows Statutory Notice provided by the council online at https://democracy.kirklees.gov.uk/documents/s15539/2016-11-28%20All%20Hallows%20final%20report.pdf .

3. REPRESENTATION		Y,N, N/A	NOTES/EVIDENCE
3.1	Has a period been allowed for 4 week statutory	Y	See document 1.2a - St.

- Kirklees School Organisation Advisory Group:

	representation?		John's CE (C) Statutory Proposal.
3.2	Have any representations been received during this period?	Y	See document 1.3c – Table of Redacted Responses.

4. DECISION – Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		Y,N, N/A	NOTES/EVIDENCE
4.1	Are these decisions to be made by the LA or the schools adjudicator?		LA – See document 2.5 devised by Kirklees Council.
4.2	Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).	Y	See document 2.7.
4.3	Is there any information missing	N	
4.4	Do the published notices comply with statutory requirements?	Y	See document 2.7 - DfE Maintained schools prescribed alterations guidance.
4.5	Has the statutory representation period been carried out (ie have all the criteria in the 'consultation' section been met?)	Y	See Document 1.2a - St. John's CE (C) Statutory Proposal.
4.6	Are the proposals 'related' to other proposals (if so, the related proposals must be considered at the same time)? <i>Proposals should be regarded as "related" if the notice makes a reference to a link to other proposals.</i>	N	

Factors to be considered in decision making

Appendix B

The factors which are being considered are derived from guidance issued by the Department for Education: Making significant changes (“prescribed alterations”) to maintained schools: Statutory guidance for proposers and decision-makers (October 2018)

Paragraphs highlighted in **Yellow** relate to factors that are relevant to these proposal(s). Factors that are not highlighted are considered not to be relevant to these proposal(s). These have been identified as; “Not applicable to these proposals” and are **highlighted in red**, however for transparency they are fully listed and some contain officer comments for clarity, for example if they may become relevant later in the process.

CONSIDERATION OF CONSULTATION AND REPRESENTATION PERIOD

Decision-makers will need to be satisfied that the appropriate fair and open local consultation and/ or representation period has been carried out and that the proposer has given full consideration to all the responses received. Decision-makers should not simply take account of the number of people expressing a particular view. Instead, they should give the greatest weight to responses from those stakeholders likely to be most affected by a proposal – especially parents of children at the affected school(s).

Decision must be made within a period of two months of the end of the representation period or they must be referred to the Schools Adjudicator.

When issuing a decision, the decision-maker can:

- Reject the proposal;
- Approve the proposal without modification;
- Approve the proposal with modifications, having consulted the LA and/or GB (as appropriate): or
- Approve the proposal with or without modification, - subject to certain conditions (such as the granting of planning permission) being met.

A proposal can be withdrawn by the proposer at any point before a decision is taken. When doing so, the proposer must send written notice to the LA or the GB (as appropriate); or the Schools Adjudicator (if the proposal has been sent to them) A notice must also be places on the website where the original proposal was published.

Within one week of making a decision the LA must publish their decision and the reasons for it, on the website where the original proposal was published and send copies to:

- The LA (where the Schools Adjudicator is the decision-maker)
- The Schools Adjudicator (where the LA is the decision-maker)
- The GB/ proposers (as appropriate);
- The trustees of the school (if any);
- The local Church of England diocese;
- The local Roman Catholic diocese;
- The parents of every registered pupil at the school- where the school is a special

Factors to be considered in decision making

school: and

- Any other body that they think is appropriate (e.g. other relevant diocese or diocesan board, faith organisation and any affected educational institutions in the area).

REPRESENTATIONS:

The Governors of St John's C E (C) Infant School conducted the statutory consultation on their proposal from Thursday 29th April 2021 to Thursday 27th May 2021, including 2 consultation meetings in the school playground for parents and carers, 2 via Zoom for the public (due to COVID-19 restrictions) and 1 in the hall for staff.

A total of 193 responses (see Appendix 1) were received of which:

96% (185 responses) strongly support.

1.6% (3 responses) support.

0.5% (1 response) did not state their preference so neither support or oppose but the written comments in the response were very favourable towards the proposal.

0.5% (1 response) oppose.

1.6% (3 responses) strongly oppose.

Over 130 people attended the consultation meetings in the school playground. Nobody attended the Zoom sessions (despite this being well-publicised within the local community) and 13 staff attended the staff consultation meeting.

The majority of responses were from parents/carers. 69 of these have children at St John's C E (C) Infant School, Westmoor Primary School or other local schools. 38 parents did not indicate which school their children attend but from comments, 20 of these currently have children at St John's.

Other respondents include: 10 School Governors, 19 members of St John's staff, plus 7 from other settings, 2 past pupils, 20 current pupils, 33 local residents, 5 representatives from other local education or Early Years Providers.

Analysis of responses: Please note there is a discrepancy between the table and the figures above as some respondents selected more than one category e.g. Local resident and governor. The figures above just relate to the actual number of responses regardless of their link to school.

	Parent/ carer	Pupil	Governor	Staff	Local resident	Other	Total	%	
Strongly support	105	20	9	24	31	18	207	96%	Strongly support/ support 97%
Support	2						2	1%	
Neither support or oppose				1	1		2	1%	Neither support or oppose 1%
Oppose						1	1	0.5%	Oppose/

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Strongly oppose			1 (at Westmoor)	1 (at Boothroyd)	1		3	1.4%	strongly oppose 1.9%
	107	20	10	26	33	19	215	100%	

Those who supported the proposal mainly cited the following positives:

- Positive impact on the emotional well-being and academic progress of children and also the well-being of parents.
- Increased convenience for parents.
- Importance of parental choice of having a small, all through primary that is faith based in the area.
- Making St John's become sustainable and viable in the future.
- Contributing to Kirklees Council's initiative of increasing the amount of all through primary education in the authority.

Those who opposed the proposal stated:

- Potential issues around the finance of other local schools.
- Possible traffic problems in the area.

A full analysis of the responses are attached to this guidance and are discussed in different sections of this document.

RATIONALE FOR THE PROPOSALS:

The proposer has carried out an appropriate, fair and open local consultation in accordance with statutory guidance. Details are recorded on the checklist provided by the LA, which is attached to this guidance. The proposer (Governors of St John's C E C Infant School) has also given due consideration to all responses submitted to the LA. In January/February 2020, the governors assisted the LA in a similar non-statutory consultation regarding the introduction of Key Stage 2 provision at St John's. They took account of the range of views expressed in the non-statutory consultation in revising and developing the proposal on which they have just consulted. They believe that their proposal, as set out in the consultation document, satisfies the aspirations of respondents for there to be Key Stage 2 provision at St John's C E (C) Infant School and as far as possible answers objections. Further details are given below in the relevant sections of this document.

OFFICER COMMENT:

We agree the school has followed statutory guidance and engaged the local community. We broadly agree with the statistical analysis of responses, taking account of the relatively minor distortion as a result of some respondents falling into more than one category.

We would like to understand the level of engagement with Trade Unions representing staff at St John's CE(VC) Infant school and other schools who may be affected by the proposals.

We would like to understand in more detail how the proposals have been revised and developed since the non-statutory consultation, along with the themes from the non-statutory consultation that influenced these changes.

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RELATED PROPOSALS
Where proposals appear to be related to other proposals, the decision-maker must consider the related proposals together. A proposal should be regarded as related if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.
REPRESENTATIONS:
RATIONALE FOR THE PROPOSALS:
OFFICER COMMENT:
We can confirm that these proposals do not relate to other proposals.

CONDITIONAL APPROVAL
For many types of proposal, decision-makers may make their approval conditional on certain prescribed kinds of events. The decision-maker must set a date by which the condition should be met but can modify the date if the proposer confirms, before the date expires, that the condition will be met later than originally thought.
The proposer should inform the decision-maker when a condition is met. If a condition is not met by the date specified, the proposal should be referred back to the decision-maker for fresh consideration.
REPRESENTATIONS:
RATIONALE FOR THE PROPOSALS:
OFFICER COMMENT:
Conditional approval remains an option available to decision makers as explained in the first section above.

EDUCATION STANDARDS AND DIVERSITY OF PROVISION
Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents, raise local standards and narrow attainment gaps.
REPRESENTATIONS:
<ul style="list-style-type: none">• St John’s Infants is well-known for its family orientated character, which is important in developing a child’s resilience in order for them to achieve their full potential. This includes their academic achievements, social and emotional well-being and spiritual development.• St John’s is a supportive, nurturing environment that enables children to thrive and succeed.• 100% of our parental responses state that they strongly support or support St John’s intentions of becoming a primary school. Many parents indicate that they would prefer

Factors to be considered in decision making

their children to remain at St John's for their primary education rather than moving on to a new school at the end of Year 2. They would prefer their next transition point to be in Year 6 when children are more equipped to cope with such big changes and challenges.

- Currently our KS1 children, who have attended an infant school, then feed into a well-established primary school, where they 'face the challenge of a new environment, adjusting to new staff and new class mates.'
- At St John's, it is a very stable team of staff, with very little movement in or out over the last few years. Parents feel that having familiar faces throughout a child's primary educational journey is important and will have 'a positive effect on their education.' This is a view that staff and governors fully support.
- Parents continually highlight how they feel it would be more beneficial for their children to attend one primary school provision but also that it does not make sense for children to attend nursery provision at other providers such as Westmoor, then to attend KS1 at St John's only to then return to providers like Westmoor at the end of Year 2.
- Staff at St John's work extremely hard to enable children to make good progress from low and decreasing starting points on entry into Reception. Raising standards is important to all at St John's and parents comment on how successful we are at giving their children the best start to education.
- It is reported that parents feel it is not just in the best interests of the children academically to attend an all through primary school but that not doing so and the upheaval that transition causes at such a young age has a negative impact on a child's well-being and mental health.
- The term 'St John's family' is frequently referred to by parents, staff, children and governors at St John's and likewise was commented on in the consultation responses. Parents report on the 'big family' feel as a huge positive and something very special.

RATIONALE FOR THE PROPOSALS:

- As a school community we developed our vision and school Christian Values, epitomised by our key mission statement, which is 'Together in love, we learn with Respect, Hope, Friendship and Forgiveness.' When creating this we consulted children, parents, staff, governors and the diocese to create a statement that was reflective of our ethos and personal to our school. This underpins all aspects of school life including; positive behaviour management, the curriculum and developing positive attitudes to learning. Children recognise the importance of these values and use these as a foundation to building strong relationships with all members of our school community and at home.
Within the community, we have an established reputation for our approach to educating children and the success achieved. This is also reflected in the latest OFSTED report where it states 'parents agree that the children flourish in the very positive culture created' and 'the quality of teaching is to a high standard' (Appendix 3). Similarly, the latest SIAM's report, January 2017, states that children are educated having formed 'caring relationships and show mutual respect' (Appendix 4). We cater for a diverse community and strive to educate children in an environment which promotes tolerance and respect for all, something that is particularly appreciated by parents.
- We work extremely hard to bring children from a large amount of providers (15 for 2020 Reception starters) to form a cohesive whole, which starts even before they enter our school through a comprehensive and supportive transition process, which

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involves families as a whole. This supportive approach, working closely with parents, continues throughout a child's journey with us, as we genuinely believe that this is the most effective way of getting children to reach their full potential. Despite the restrictions of the pandemic, we have sustained our nurturing ethos by maintaining strong relationships with parents through many channels including weekly welfare calls to support the whole family. There is an ever-increasing number of children entering our school with social and emotional difficulties and we are proud to report on the excellent progress they make. However, this is then impeded by the focus on transition to Key Stage 2, in a different setting, just two years later. Allowing children to remain at St John's in a familiar, nurturing environment will support them to meet the standards they are capable of without the disruption often seen during the move to Key Stage 2.

- At St John's we fully support parents views and the intentions of Kirklees to reduce transition points for children by creating through primary schools rather than separate infant and junior schools. As an LA, Kirklees' intentions have been stated within School Place Planning, 2020 -2023, securing sufficient, high quality, learning and childcare places.
- On the Kirklees school admission page (<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>, 2021), it is apparent that there is no other infant school in the authority, which feeds into an existing primary school, as opposed to a junior school. This puts our children at a disadvantage compared to their peers in the receiving KS2 provision, as recognised by parents who have experienced this situation. In order to be proactive, in 2020 the school contacted an LA officer to ask for directions towards a school in a similar situation in order to further enhance the transition process for our children. The response was that there are none within Kirklees but there will be some nationally. However, these could not be located by the LA at the time. If this arrangement was beneficial for children, then surely there would be other examples.
- The team of staff at St John's is well-established, which is recognised from parents past and present. The majority of staff have worked at the school for 5 or more years, with a large proportion working here for 10 years or more. Even though the school has had a change of leadership over the last few years, the school continues to go from strength to strength, with many parents commenting on how the Senior Leadership Team (SLT) make themselves visible and accessible to parents, which is something they really value. As a governing body we fully support the approach the headteacher takes, which is based around achieving the best outcomes for the children and families and the children having the best start to education by everyone working together to overcome potential barriers. In a recent well-being survey (March 2021), 100% of staff reported they were happy with life at St John's. There were many other positives with the only negative being that the staff wished they could have the children in school for longer in order to further build on the relationships and hard work they have put in during children's KS1 years of education. Staff indicated their continued frustration regarding this not happening yet as they feel that it is what the school and members of the local community need and deserve.
- Please see below the starting points on entry in Reception for our children last year and this year. The data clearly shows that despite low starting points, due to the hard work of the dedicated staff team, the resilience and determination of the children, through the environment we create and the effective relationships with parents, children at St John's make outstanding progress to achieve the best they can in such a short period of time. If children could stay with us longer and continue to make this amount of rapid progress term on term, then they would leave primary education

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having achieved their true potential. This is something we are all passionate about at St John's.



Baseline Progress Year 3 2020 2021



Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	25%	60%	15%	75%
Year 3				

Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	21%	52%	27%	79%
Year 3				

Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	29%	60%	10%	70%



Baseline Progress Year 2 2020 2021



Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	36%	62%	2%	64%
Year 1	30%	58%	12%	70%
Year 2 Autumn Term	30%	56%	14%	70%

Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	38%	34%	28%	62%
Year 1	32%	40%	28%	68%
Year 2 Autumn Term	33%	40%	28%	68%

Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	30%	61%	11%	72%
Year 1	42%	52%	7%	59%
Year 2 Autumn Term	42%	52%	7%	59%

Factors to be considered in decision making



Baseline Progress Year 1 2020 2021



Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	28%	65%	7%	72%
Year 1 Autumn Term	29%	63%	8%	71%

Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	37%	51%	12%	63%
Year 1 Autumn Term	42%	42%	16%	58%

Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	37%	53%	9%	62%
Year 1 Autumn Term	42%	52%	7%	59%



Baseline Progress Year R 2020 2021



Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	52%	48%	0%	48%
R Autumn Term	35%	48%	17%	65%

Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	72%	28%	0%	28%
R Autumn Term	46%	46%	7%	53%

Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	70%	30%	0%	30%
R Autumn Term	37%	63%	0%	63%

Our annual attainment data also shows the positive impact our high quality teaching is having on learning across all ages, see Appendix 8. We feel we should have the opportunity to work with the children to make further progress up until the age of 11 years.

- Research suggests that removing the transition point for children at the end of KS1 is better for the child, which supports the parent's viewpoint that having one does have a negative impact on children's well-being. Year on year in school, staff have hands on

Factors to be considered in decision making

experience of this and for up to a year have to put in additional provision, which comes at an additional cost for school, to support the children emotionally. This argument is further supported by Kirklees' policy on reducing the number of separate infant and junior schools in the authority to reduce transition points and bring more stability for the children and their families (School Place Planning, 2020 -2023, securing sufficient, high quality, learning and childcare places, 2021).

- As a Senior Leadership Team (SLT) and a governing body, having parents and children commenting on our 'big family' feel is something that we are extremely proud of as this is exactly what we perceive us to be. We feel that relationships at St John's are special between all stakeholders and we work together to succeed and achieve our vision and aims, which is not something that is common with and applicable to all schools. Serving the diverse community that we do and with ever increasing needs, we feel that year on year this is becoming more important for our families to morally give the children the best start to life and teach the children the importance of high quality relationships to succeed in a world that is becoming more challenging and demanding from such a young age. This view was further enhanced in a recent survey (May 2021) with a Relationships, Sex and Health Education (RSHE) working party of parents from different faiths and none who were highly complementary regarding the approach we have taken as a school, which is very different to other providers. One parent commented on how she feels 'respected and valued, which has relieved her fears' because of the way in which we have consulted them over the new policy and how open we are about the resources used and methods of delivery.

OFFICER COMMENT:

We would like to understand the evidence which supports the statement that children are disadvantaged compared to their peers in the receiving KS2 provision and the inference that they can only achieve their true potential by staying with St John's CE(VC) Infant School.

We would like some clarity about what is meant by the following statement and the reference to a document, which does not contain any reference we can find towards reducing transition points or creating through primary schools.

'At St John's we fully support parents views and the intentions of Kirklees to reduce transition points for children by creating through primary schools rather than separate infant and junior schools. As an LA, Kirklees' intentions have been stated within School Place Planning, 2020 - 2023, securing sufficient, high quality, learning and childcare places.'

Comment from the Kirklees School Improvement team:

Whilst the headteacher has experience of leadership and teaching across the entire primary phase, the consultation highlights that staffing has been relatively stable in school with little movement, which suggests that the staff may not have had recent experience of teaching, planning and assessment against the KS2 curriculum. In recent years, in response to but not limited to the new Ofsted EIF, schools have been reviewing their entire curriculum. This has impacted on all teachers and leaders. Given the emphasis on the role of the subject leader in the creation of an appropriately sequenced scheme of learning from reception through to Year 6 for all subject areas in the school curriculum, we would be interested to understand what capacity the school have in place to ensure that:

Factors to be considered in decision making

- teachers have the appropriate access to CPD to ensure their own subject knowledge and skills enables the delivery of a high quality KS2 curriculum;
- all leaders including subject leaders (and therefore teachers) have the correct level of expertise, knowledge and skills to create a subject curriculum that is appropriately sequenced and sufficiently challenging to meet age related expectations and that the pressure on staff workload is considered in this process;
- whilst the school is intending to grow a year at a time, the curriculum offer for each subject must be planned in advance (reception to Year 6) to ensure appropriate progression through the years and key stages (the subject intent, planning, delivery, assessment) will need to be developed for every subject area;
- the KS2 curriculum allows the school to address the gaps and learning loss experienced during the Covid pandemic and further reduce the academic gaps seen amongst learners from historic data. Within the next few years the progress measures by which schools are measured will change to measure from reception base line to KS2. Most schools will have access to historic data to support this change in metric and will use this to support target setting and high aspirations for children.

EQUAL OPPORTUNITY ISSUES

The decision-maker must comply with the Public Sector Equality Duty (PSED) , which requires them to have 'due regard' to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it: and
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

REPRESENTATIONS:

- Our school Christian Values play a significant part in all children's lives regardless of their faith or no faith. They fully reflect the ethnic and cultural diversity of our local community and are well-regarded by parents.
- Parents strongly state that they like the small, family orientated feel to our school and it is something different to what other large primary schools can offer. Furthermore, children recognise that they are educated in small school environment, which they like.
- Currently our KS1 children, who have attended an infant school then feed into a well-established primary school, where they 'face the challenge of a new environment, adjusting to new staff and new class mates.'
- Parents, past and present, feel that moving children between Westmoor and St John's and then back again affects children's mental health and well-being.
- The children's views evidenced in the responses clearly share many positive experiences and things they like about St John's, some of which would apply to being educated in most infant, junior or primary schools but many such as; 'I want to go in

Factors to be considered in decision making

all the colour classes,' 'St John's is full of love,' 'We have good values' and 'I like knowing all the teacher's names' are more personal to St John's and the ethos we have created.

RATIONALE FOR THE PROPOSALS:

- One of our school Christian values is Respect. At St John's we ensure that children know what this means and respect each other's beliefs and views, which is something we believe should happen regarding this proposal. We believe that the large amount of positive responses from parents should be respected and considered here, as it is clear that this is what the parents of our fully inclusive school want. The values were carefully chosen after consulting the views of all school stakeholders in the Summer Term, 2019. We strongly feel that St John's is a fully inclusive school, which welcomes families of all faiths and none. The values reflect the ethnic and cultural diversity of our local community. In the latest OFSTED report, 2017, it states that 'parents have great confidence on the work we are doing for their children' (Appendix 3).
- Our ethos and approach to school life is very unique for many reasons but one factor that is particularly special is how all the children in school are known to all staff. There is a strong sense of togetherness between all stakeholders due to the size of our school. This has huge benefits for many children, although we acknowledge that others are able to cope with larger primary schools, especially when they have attended them from nursery age. We believe that parents in our community should have the option of a small primary school (as opposed to an infant school) or a large primary school and we feel they, as parents, are best positioned to know what suits the individual child's personality and needs. Currently we are preventing parents from making this decision by just offering Early Years and KS1 provision in a small school. Children also clearly like the small school environment in which they strive, shine and aspire to be the best they can be. Records in school show that there have been examples of families that have gone to the extreme of withdrawing their child/children from school-based education at the end of Year 2. Instead they have home educated them until a place became available in a small Key Stage 2 provider with an ethos similar to St John's. One parent thought that the change to a large school at 7 years old would be too demanding and stressful for their child. Parental preference for children to continue their education with us is further strengthened through a petition organised by parents at school in September 2020, see Appendix 7. This was carried out off school grounds and had no involvement with school. It was submitted independently to Kirklees Council and then after to us in school.
- On the Kirklees school admission page (<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>, 2021), it is apparent that there is no other infant school in the authority, which feeds into an existing primary school, as opposed to a junior school. This puts our children at a disadvantage compared to their peers in the receiving KS2 provision, as recognised by parents who have experienced this situation. In order to be proactive, in 2020 the school contacted an LA officer to ask for directions towards a school in a similar situation in order to further enhance the transition process for our children. The response was that there are none within Kirklees but there will be some nationally however these could not be located by the LA at the time. If this arrangement was beneficial for children then surely there would be other examples.
- Research suggests that removing the transition point for children at the end of KS1 is better for the child, which supports the parent's viewpoint that having one does have a negative impact on children's well-being. Year on year in school, staff have hands on

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experience of this and for up to a year have to put in additional provision, which comes at an additional cost for school, to support the children emotionally. This argument is further supported by Kirklees's policy on reducing the number of separate infant and junior schools in the authority to reduce transition points and bring more stability for the children and their families. Furthermore, for children who attend nursery at one school, transfer to another for KS1 and then back again for KS2 is confusing and unsettling for parents and children alike. Children have clearly stated in the pupil responses that they feel nervous about the change ahead, which is not our philosophy behind learning in the primary phase. Children should be enjoying every minute they have in primary education without worries like this and therefore children at St John's are at a disadvantage compared to children in through primary schools.

- Children should have the opportunity to be educated throughout their primary phase of education in an environment and ethos that they are familiar with and enjoy, whether that is in a large primary school or a small primary school. Equal opportunities are not exercised, if at the start of Year 3, some children have been allowed to exercise these rights and not others.

OFFICER COMMENT:

It is recognised that the school is inclusive and supports a diverse range of families.

COMMUNITY COHESION

Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from, and about each other; by encouraging through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different groups within the community.

REPRESENTATIONS:

- Parents, staff and governors state that a key feature of our school's success is being a Church of England School, with involvement from the Diocese. Furthermore, children also feel that actions such as praying, being a 'family' and attending church with school are special to them.
- St John's is perceived to be a successful and well-established provider in our local community.
- St John's school is well-liked for its strong sense of community feel with it being described by many as a 'big family.'
- St John's is well respected for its success in serving a diverse community and supporting each and every family in the best way possible. People consider us to be 'at the heart of the community' and wish for us to be part of their child's education for longer.

RATIONALE FOR THE PROPOSALS:

- Our Church of England is very special to parents, staff, children and governors. Although a large percentage of our families are from the Muslim faith and some follow no faith, they would prefer children to be educated in a school that follows core

Factors to be considered in decision making

Christian beliefs and values that really apply to any religion or none. 61% of parents indicated it is essential that their child attends a church school in the parental survey in May 2019, with many more expressing in conversations with staff and governors how much they admire the school Christian values that underpin our curriculum and school life. Even if their main faith is not Christian they prefer for their children to attend a faith-based school rather than a non-faith based school due the nature of the school and the principles in which the children are educated. The nearest all through C of E primary is situated 2.8 miles away, 10 minutes away by car and too far by foot. This school is currently 'Requires Improvement' by OFSTED. The nearest 'Good' rated C of E Primary school is situated 3.8 miles away, a 12-minute drive away. Both schools are currently full and over-subscribed. The Church of England, Diocese of Leeds, have granted their permission to support our application to publish a statutory proposal regarding becoming an all through primary school (see Appendix 9).

- St John's is clearly valued by many people within the local community for many different reasons. One of these reasons is the close links that we create. We are very much about supporting the whole family, which then results in more success for the individual child. As a parent stated 'Teachers are fantastic, support the children. I also get a lot of support.' We have outstanding links with Early Years providers, the church, leaders from other religions, leaders in other church schools within Kirklees, local charities and also take every opportunity we can to work closely with local KS2 providers as well as KS1 providers within the Dewsbury Learning Partnership and Dewsbury West Community Hub. We feel that we could develop these links further with a Key Stage 2 provision to benefit the whole community. A recent example of this is an application to the Big Lottery Fund in January 2021 for a ball court area, which we wanted to hire out, out of school hours, to provide more enrichment for children and young people in our area. However, this was declined because we did not have children of the correct age to target for this. A successful example of working together with people in our community was when joint training was carried out with St John's Playgroup (a registered charity). We feel that now the hall has been made larger, in preparation for us possibly becoming a through school, we now have the capacity to do similar events in and out of school hours and also more events based around supporting the families with parenting matters in an ever-changing community facing an increased number of challenges unrelated to school and education. At St John's we also feel that our Parents and Teachers Association (PTA) could be made stronger, currently people find it hard to commit because of the short timescale that their child attends our school. We are extremely confident that a strong PTA could be formed if children attended our school for longer. This would give parents the opportunity to learn new skills from each other, develop stronger friendships and greater understanding of each other, as well as further enhance some people's emotional well-being and self-confidence as well as creating an additional source of income for the school.
- As a school community we developed our vision and school Christian Values, epitomised by our key mission statement, which is 'Together in love, we learn with Respect, Hope, Friendship and Forgiveness. When creating this we consulted children, parents, staff, governors and the diocese to create a statement that was reflective of our ethos and personal to our school. This underpins all aspects of school life including positive behaviour management, the curriculum and positive attitudes to learning. Children recognise the importance of these values and use these as a foundation to building strong relationships with all members of our school community and at home. Within the community, we are well respected and established for our approach to educating children and the success we have as a school family.

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- As a governing body, we are immensely proud of the success we have year on year in bringing together two cultures to form a successful learning environment that all stakeholders are proud of. Visitors regularly comment on how everyone, regardless of their differences, including disability or religion, are treated equally and mutually respect each other. This is not an easy task to do and something that requires everyone having a true sense of belonging and trust in our principles and actions.
- As a Church of England School, St John's believes strongly in the importance of learning from and about religion, so that children from a young age develop a deeper understanding of faiths and their importance in shaping the community and the world in which they live. The school promotes children's spiritual development and their understanding of local, national and global cultures. The school is fully inclusive and is a place where different faiths and cultures are not only respected but celebrated. St John's is also active in its local community, taking part in local events and welcoming residents into school. A range of different activities and practices that support work with the local community include:
 - ✓ Visits to church and church representatives leading Act of Worship and lessons in other areas of the curriculum.
 - ✓ Attendance at the Dewsbury Learning Partnership Attendance Awards Evening to celebrate good attendance for individuals at St John's.
 - ✓ Christmas events such as taking part in the Christmas Tree event at Dewsbury Minster, Carols in the park, Christmas Lights switch on in Dewsbury and visiting Elim Church for a 'Christmas Journey.'
 - ✓ Taking part in 'Church Schools Together.'
 - ✓ Various charity events such as Race for Life at Crow Nest Park, Dewsbury.
 - ✓ Ahmadiyya Muslim Elders Association (AMEA) were offered use of our hall to host an Iftar at the end of Ramadan on a few occasions over the years. Guests would include local dignitaries such as Paula Sherriff the MP, the Mayor and Mayoress, the Police Commissioner, PCSOs for the area, local fundraisers such as Kirkwood, Mind, Asda, Forget me Not, Ruddies Retreat.
 - ✓ Fundraising events with charities close to home such as a Tourette's charity and a Down Syndrome charity to support children with these conditions in school.
 - ✓ Park Rangers working with children in the park and in school – sharing good practice.
 - ✓ Harvest Festivals – Dewsbury with the homeless.
 - ✓ Supporting local food banks.
 - ✓ Shoe box appeal at Christmas.
 - ✓ Former MP, Paula Sheriff, visiting school and working with school council as well as mentioning St John's and Dewsbury in parliament when discussing free breakfast clubs for vulnerable families.
 - ✓ Fundraising for the Grenfell Fire disaster fund, which was suggested and led by a member of school council.
 - ✓ Adult learning events in school, in partnership with Kirklees College.

St John's has adopted the local authority admissions policy and is fully committed to serving the local community, welcoming children from many different backgrounds and of all faiths and none. The school community reflects the ethnic and faith diversity of the community it serves. This is the current breakdown of faith and ethnicity for the children on roll as of 07.06.21:

FAITH

- No Religion: 19
- Christian: 7

Factors to be considered in decision making

- Muslim: 107
- Catholic: less than 5*
- Methodist: less than 5*

ETHNICITY

- Pakistani: 80
- Black African: less than 5*
- Any other Asian: less than 5*
- White British: 24
- Any other Ethnic Group: 5*
- Indian: 14
- Chinese: less than 5*
- White and Asian: 7
- Any other White Background: less than 5*
- White and Black Caribbean: less than 5*

* for GDPR compliance purposes, numbers of less than 5 are not included in the above analysis

OFFICER COMMENT:

The local community is currently served by more than one school. Whilst the proposals have very clear support from existing parents, we would like to better understand the effect on wider community cohesion in the context of objections to the proposals made by other local schools and the impact this may have on future working relationships.

We have provided factual information about local schools supported by some illustrative maps. (Local schools fact sheet)

TRAVEL AND ACCESSIBILITY

Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.

The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

REPRESENTATIONS:

- Children are forced to travel further away to attend a school that is similar to St John's. Parents report this travelling as a 'hassle.' Parents of children in local Early Years Providers have 'selected schools away from where they live just so they can stay in same school throughout their primary years.' Another parent states that if St John's does not become a through school then they will have 'no other option other than

Factors to be considered in decision making

sending their child to a private school,' which will be located out of area and involve more travelling and expense for the family and child. Many parents clearly state that St John's is a 'lovely, small school, which we do not have in our area.' Parents frequently report how much they value St John's and its 'family feel.'

- Parents remove children from St John's or do not send younger siblings because of what they describe as the 'logistics – they have older siblings and they simply cannot keep up with taking primary aged children to two different sites.'
- Some local residents of Church Lane, near Westmoor Primary School, state that the congestion around there at drop off and pick up times is 'terrible' and this proposal could ease this.
- Some parents think that having children at the same school, St John's, will help to 'avoid local traffic congestion' in the area.
- It is reported by a parent who strongly supports the proposal that parking needs taking into consideration.
- A local resident is concerned about the possible 'increased traffic and parking, which is bad already' around St John's.
- It is reported that 'many parents and residents of Boothroyd Lane 'have not come across one negative impact that this proposal will have on the area.'
- A parent of a St John's child who is a wheelchair user states that St John's has excellent wheelchair facilities and the child gets excellent support from all the staff in school with parking and other things.
- Families who live in extremely close proximity to St John's have chosen to send their children to a school further away for a wide range of benefits for the children. They report that this could have been avoided had St John's been a through school, which would have 'saved time travelling, money in petrol, stress of traffic jams and safety for the country (environmentally) as well as safety to the public i.e. less cars at other schools.'

RATIONALE FOR THE PROPOSALS:

- All members of the Governing Body and SLT at St John's firmly believe that the parents and children deserve the opportunity to choose from small and large education providers within our very diverse community. We do believe though it is not right for any child within our community to spend unnecessary time traveling to their primary school and this proposal could be the solution. The current situation is placing our local families under more financial pressure, of which we have first-hand experience of. A child currently in Year 2 has moved out of area so that they can secure a place in a small primary school for their Key Stage 2 provision as it suits his needs much more. However, for the last 5 months, since their unnecessary house move, the child has still attended St John's because there was not a KS1 place available. As the journey is an hour by foot and the family have no car and would have to go on two buses to get to school, the family have had to pay for taxi fares, which has been a financial burden on them.
- Despite the efforts of St John's working together with local schools to stagger drop off and pick up times, as well as offering breakfast club and after school club, families still struggle with two or more drop offs and pick-ups, especially for parents who have younger siblings in prams or on days when the weather is bad. St John's becoming a primary school would make school days far easier for both our working parents and non-working parents.
- Some residents have expressed their concerns about traffic and parking on both Church Lane (Westmoor Primary School) and Boothroyd Lane (St John's). However, we

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feel that in the long-term there will be less movement in the area by car and more people will travel by foot due to siblings only being at one school. This will therefore benefit both roads around Westmoor Primary, St John's and possibly other local Early Years and Primary School providers. In the periods of transition, when implementing the plans, parking and travelling outside all schools in the local area would need to be considered. At St John's we have already taken steps to consider reducing traffic in future years, which includes the following: Using Dewsbury Park turning circle as a parking area, staggering start and finishing times (this has proved to work well during lockdown), initiatives to encourage families to walk to school, using the recent purchase of 30 scooters to loan out to families on a weekly basis so children can 'scoot' to school, reinstating the walking bus (funds would be available to do so) and also the school council thinking of ways of encouraging parents to park away from school. We would be extremely happy to work with other providers to share our ideas and as a result manage traffic better in the whole area as well as cut down on emissions, providing environmental and health benefits. Despite these concerns, many residents indicate to us that they have no problems with the traffic in the local area.

- At St John's we have adequate parking available for children or adults with a disability, which parents report other local providers do not have. By September 2021 we will have 3 wheelchair users in school, all which will have to carefully consider their future Key Stage 2 provider if this proposal is not followed through. This may result in the child traveling further away from home on a daily basis to attend a school where their needs can be fully met. Some other views of how parents of SEND children appreciate the successful work of staff in school are captured in our SEND Report, October 2020 (see Appendix 5). Again, transition at the end of Year 2 for children on the SEND list, which is ever increasing at St John's, is difficult. Implementing this plan would benefit the children, families and also the staff in the Key Stage 2 provision who receive the children as it is often hard for them in a short period of time to fully grasp their needs, which are becoming more and more complex. Outside agencies, at a cost to the school and the LA, have to be part of the transition process. Their time and funds would be better spent elsewhere on other SEND needs in school, if the children remained with us at St John's.
- At St John's we genuinely feel upset and concerned that families on our doorstep would love for their children to attend our school but they cannot justify sending them when they are aware of an unnecessary transition point at the end of Year 2. Again, this results in unnecessary car journeys in our local area.

OFFICER COMMENT:

For clarity, in the longer term the proposal would introduce 30 additional places at St John's CE(VC) Infant School. During the transition period to retaining children up to Year 6, it could mean a peak of an additional 70 pupils on site for one year.

FUNDING

The decision-maker should be satisfied that any necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. Trustees of the school, diocese or relevant diocesan board) have given their agreement. A proposal **cannot** be approved conditionally upon funding being made available.

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Where proposers are relying on the department as the source of capital funding, there can be no assumption that the approval of a proposal will trigger the release of capital funds from the department, unless the department has previously confirmed in writing that such resources will be available: nor can any allocation "in principle" be increased. In such circumstances the proposal should be rejected, or consideration deferred until it is clear that the capital necessary to implement the proposal will be provided.

REPRESENTATIONS:

- St John's C E (C) Infant School's long-term viability is at a significant risk due to the decreasing numbers of pupils at the school, which is reported to be due to parents wanting a through school of their choice, despite a large percentage of our community speaking very highly of our school. There is a 'phenomenal' difference (decrease) of £94,715 between 2016 and 2021 budget allocations. This explains why the authority have had to provide grants to keep the budgets positive and staff redundancies have had to take place, with more to come unless St John's becomes an all through primary school in the near future.
- Boothroyd Primary Academy report that a 'decrease in their numbers of pupils on roll will mean that staff redundancies may be needed.' It is also reported that 'as your school (St John's) serves the same area and we are not full in the year groups you wish to expand, we see no reasons for the extra places in the local area and the PAN may need to be reduced, which seems an inappropriate way of managing places.'
- Focus Academy Trust, who run Boothroyd Academy, state that they have serious concerns over St John's proposal to increase their PAN and that it will negatively impact on Boothroyd.
- Westmoor Primary's governing body are concerned that 'increasing the school's PAN will not create additional children to fill those places.' They are concerned that the proposed changes will 'create significant financial risk for their school and severely impact the financial sustainability of Westmoor.'

RATIONALE FOR THE PROPOSALS:

Background on Rationale for St. John's C.E. (C) Infant School seeking J&I status following amalgamation of Westmoor Junior School and Knowles Hill I&N School in 2013

Knowles Hill Infant and Nursery School was amalgamated with Westmoor Junior School in 2013 under the direction of Kirklees. Kirklees cited the following reasons in Cabinet meeting decision 26th February 2013, page 3:

"2.1 The educational benefits of all-through 5-11 Primary Schools

The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning.

It is worth noting the Appendix 1 referred to by Cabinet is the following (see Appendix 14):

"The Educational Benefits of All-Through 5-11 Primary Schools"

Improved continuity and progress from Key Stage 1 to Key Stage 2 through smoother transition. For example, a single school would have common approaches to curriculum

Factors to be considered in decision making

planning, assessment, record keeping and target setting. Staff have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.

More flexibility and opportunities to meet individual pupil needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.

More opportunities for social development. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.

More consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body.

Closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.

More opportunity for children to attend the same school as older or younger brothers and sisters.

*Increased opportunities for staff to work with a larger team, thus supporting professional development and providing further opportunities to take on new responsibilities
More effective use of the accommodation, facilities and resources.*

Reduced duplication and economies of scale in the management of budgets."

In 2013 concerns were raised about the impact the amalgamation between Knowles Hill I&N School and Westmoor Junior School may have on pupil numbers at St. John's C.E. (C) Infant School, in a meeting attended by 2 LA officers, Head Teacher of Westmoor Junior School, Deputy Head Teacher of Westmoor Junior School, Lynn Hill Head Teacher of St. John's C.E. (C) Infant School and Adrienne Hatfield Bursar of St. John's C.E. (C) Infant School.

Assurances were offered by an LA officer and Westmoor Junior School that no impact would be felt by St. John's C.E. (C) Infant School as the catchment areas would remain unchanged. Lynn Hill and Adrienne Hatfield asked what the likelihood of the new Westmoor Primary School KS1 was of being full, so as not to attract younger siblings of KS2 children from our catchment area. Again, they were met with assurances that this would not happen and if/when Westmoor Primary School became on one site, on Church Lane, there would still be no detrimental impact on St. John's C.E. (C) Infant School.

In 2018 Westmoor Primary School moved the Knowles Hill I&N/Westmoor Primary School KS1 to Church Lane and became one site. In the same year St. John's C.E. (C) Infant School lost 14 pupils off roll mid-year whose parents/carers either moved them to Westmoor Primary School to be on one site with siblings, or moved them to another through school to avoid

Factors to be considered in decision making

Westmoor Primary School and also because St. John's C.E. (C) were not able to offer the continuity available as a J&I.

Therefore, it is clear that the above rationale outlined by Kirklees has not been applied when deciding the position of St. John's C.E. (C) Infant School following the re-siting of Knowles Hill I&N/Westmoor Primary KS1 on to one site. Neither has it been considered when deciding St. John's C.E. (C) Infant School's long-term viability.

Next Steps

Since 2018 St. John's C.E. (C) Infant School has suffered significant fall in roll and financial loss and has had several conversations with Kirklees and the Diocese about their options to remain open and financially viable. The option to become a J&I to prevent further falling roll numbers, loss of finances, loss of employment and eventually the loss of a church school within the area has been strongly supported by all stakeholders. Initially this also included the Head Teacher and Governing Body of Westmoor Primary School.

In 2020 the following was proposed:

- St. John's C.E. (C) Infant School to reduce its PAN to 30 to increase its upper age range from 4-7 to 4-11 years old.
- Westmoor Primary School to increase its KS1 PAN from 45 to 60

During the non-statutory consultation to ascertain support/opposition to the proposals St. John's received 68/77 responses in support of the proposal and Westmoor received 54/73.

The Governing Body of Westmoor Primary School opposed the decisions with the Cabinet Decision Report appending the following (page 30, Appendix 2):

"Extracts of the governing body meeting of Westmoor Primary School
Minutes of a special meeting of the Governing Body held at 6.00 pm at the School on
Thursday 13 February 2020
56 NON-STATUTORY CONSULTATION

Governors confirmed that they were aware of the non-statutory Consultation on the Potential Re-organisation of School Places at St John's CE (VC) Infant School and Westmoor Primary School.

Meetings to discuss this proposal had been held on Monday 3 February 2020, although only one governor had been able to attend. Responses to the proposal were required by Monday 24 February 2020.

Copies of the content of the consultation document were tabled and scrutinised. All aspects of the consultation document were discussed thoroughly and the predicted Published Admission Numbers (PANs) provided in the document were considered in detail. Governors expressed serious concerns that simply increasing the school's PAN, does not create additional children to fill these places. The possible financial implications were outlined by the School Business Manager in a detailed analysis, which highlighted the financial losses which could be incurred by the school, should the places not be filled. These losses (in excess of approx. £600,000 over 3 years) were felt to be too great a risk to the financial stability of the school.

Although Governors had wished to be supportive of St John's School's ambition to become a through primary school: having had sight of the consultation document and the opportunity

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to scrutinise it and ask different questions, they unanimously (including Mr X by email) agreed that they were strongly opposed to the current proposal.

Governors would welcome the opportunity for further dialogue between the schools in the best interest of families.

RESOLVED: That Governors strongly oppose the current proposal to potentially re-organise school places at St John's CE (VC) Infant School and Westmoor Primary School."

Neither Kirklees Cabinet nor St. John's C.E. (C) Infant School were presented with the 'detailed analysis' which highlighted the financial losses which could be incurred by the school, should the places not be filled.

Kirklees Cabinet's Decision Summary 22nd September 2020 outlines the following decision (page 2, Appendix 3):

"Cabinet does not support the current proposals at this time on the grounds that it does not meet the criteria the Council would normally apply to such proposals and agrees that engagement be facilitated with all parties to discuss the outcome of the consultation and explore opportunities for other options/proposals either now or in the future."

The 'criteria the Council would normally apply to such proposals' has not been outlined in the Cabinet Decision Summary 22nd September 2020, it is simply a reiteration of the information in the report.

"5. Officer recommendations and reasons

The consultation process has revealed that the current proposal does not meet the criteria the council would normally apply to support such proposals, specifically that it is not a whole school system solution with a long-term sustainable model for each school.

There remain opportunities for reducing transition point, but this must be carefully balanced against the risk of reducing parental preference in the future.

The officer recommendation therefore must be that the council does not support the current proposals at this time. Officers recommend facilitating the engagement of all parties to discuss the outcome of the consultation and explore opportunities for other options/proposals either now or in the future."

Whilst the LA state 'it is not a whole school system solution with a long-term sustainable model for each school,' in the opinion of St John's Governing Body, judging by the detrimental financial position St. John's C.E. (C) continue to find themselves in, neither was the Kirklees led amalgamation between Knowles Hills I&N School and Westmoor Junior School. This is outlined in the table below.

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	2016/20 17	2017/20 18	2018/20 19	2019/20 20	2020/20 21	2021/20 22
Rec	60	59	54	52	41	55
Y1	60	60	58	54	51	40
Y2	56	59	59	57	52	46
* The above figures are no. of children we receive funding for as per the previous year's census data. Not the no. of children currently on roll for that year						
No. Chn moved to through school mid-year	No data available	14 Westmoor became one site	7	9	6 in first 3 weeks	
No. younger siblings going to through school instead of St. John's	No data available	2	4	4	3	
No. of Chn transferring to Westmoor at end of Y2	47/58	45/59	44/59	41/50	36/45	
No. of Chn transferring to Boothroyd at end of Y2						
Total Budget Share Allocation *	£925,690 HNTF: £19,975	£905,665 HNTF: £10,200	£880,803 HNTF: £13,800	£856,621 HNTF: £6,900	£792,739 HNTF: £15,950	£830,975 HNTF: £30,900
Difference	+£37,241	-£20,025	-£24,862	-£24,182	-£63,882	+£38,236
Impact on Budget						-£94,715

* This includes High Needs Top up Funding (HNTF) which belongs to a child, rather than the school's budget. If a child moves schools mid-year, so does the funding.

Additional Information on 2020/2021 – 2021/2022 Funding

Due to the decrease in funding and a sudden surge in Reception places a grant of £52,560 was received from Kirklees Pupil Growth Fund. This grant helped St. John's C.E. (C) Infant School maintain their current staffing level for this academic year. This was a priority need

Factors to be considered in decision making

given the number of children with EHCPs and those awaiting assessment for EHCP support taken on roll in Reception. Looking at the estimated further financial loss for 2021/2022 this will not be sustainable.

The current round of admissions closed on 15th January 2021 and St. John's C.E. (C) Infant School have been allocated 45 places for 2021/2022 out of 85 applications citing our school as one of their preferences. It also means that there are 40 excess applications, which may be allocated to either Boothroyd Academy and/or Westmoor Primary School. If our PAN was reduced to 30 as put forward in our proposals, there would be 55 excess places to be found elsewhere which would benefit Boothroyd Academy and/or Westmoor Primary School. This would far exceed the 15 additional KS1 places that Westmoor Primary School are concerned about going unfilled.

In addition, this year has seen just 1 application for a KS2 place at Boothroyd from St. John's C.E. (C) Infant School. As previously stated, only 9 pupils at our school have moved on to Boothroyd's KS2 provision over the last 5 years; equating to just 1.8 places per annum. However, we fully appreciate the concerns raised by Boothroyd Primary Academy, as we have been in a similar situation when Westmoor and Knowles Hill amalgamated and moved to the Church Lane site. Whilst St. John's experiences the 'bulge years' it may be that no child applies to move to KS2 elsewhere. This could mean a possible loss of 7.2 places over 4 years for Boothroyd based on actual figures. Using a crude method to calculate the financial impact this may have [St. John's 2021/2022 budget, minus HNTF, divided by 136 (NOR) = £5,833 per pupil x 7.2] This equates to a possible loss of £42,358. We understand how daunting this will look on paper but Boothroyd, as a larger school, may potentially be better placed to accommodate this impact compared to St John's, who are a stand-alone infant school and have lost more than double that amount in the last 5 years. As part of our 2021/2022 budget allocation we have been left with no alternative but to create mixed classes over different year groups due to dwindling pupil numbers, make a teacher redundant and not re-fill a support-staff vacancy in September.

However, it must also be considered that additional KS1 places would be available to Boothroyd Primary Academy, resulting in a higher take up of KS2 places as pupils naturally travel through their school system. We are not aware of what unfilled places Boothroyd have in their KS1 provision and it may be that a report should be presented to Kirklees Cabinet outlining such information from the Academy, but there is scope for 40 additional applications based on this year's figures which could potentially mean the £42,358 loss assumed above, has the capacity to be cancelled out at KS1 level.

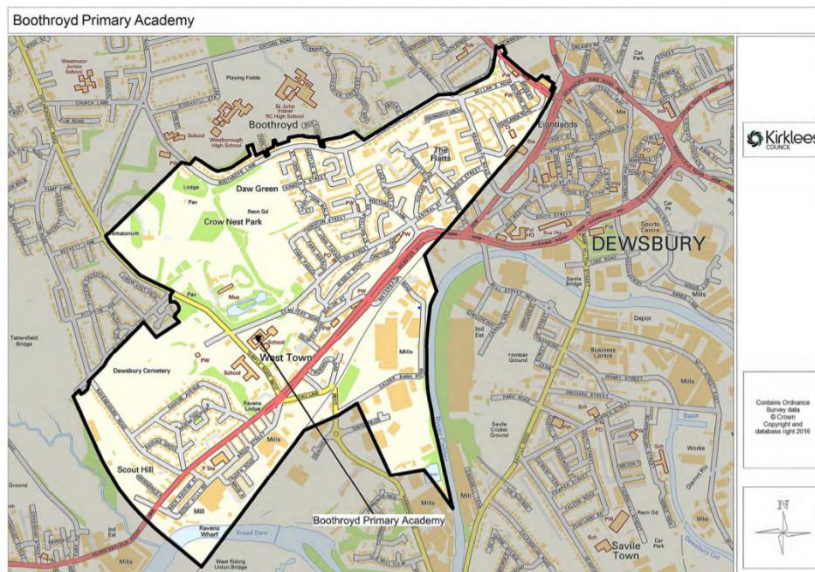
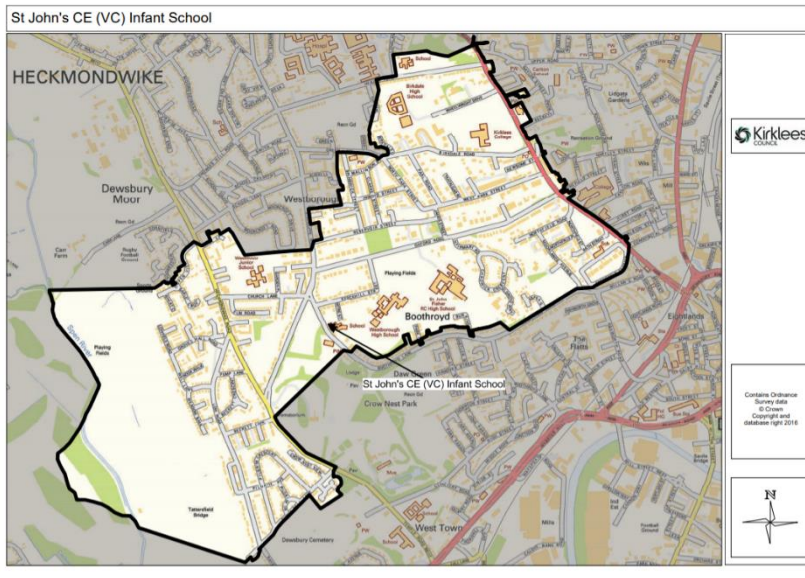
"A set formula is applied to the available places in a school priority admission area and the impact of house building based on the assumption that 100 new houses will on average result in the need for 3 extra places per year group in the primary phase..."

This would indicate a further increase in places required within our area and once again only serve to positively impact both Boothroyd Academy and Westmoor Primary School, if St. John's C.E. (C) Infant School decreased their KS1 PAN to 30.

- Whilst we respect Boothroyd's concern, their argument is incorrect. We serve a different catchment area to Boothroyd and there is no cross over. See the maps below, taken from the Kirklees website. Over the last 5 years, only 9 children have gone on to the Key Stage 2 provision at Boothroyd from St John's and a similar low number may

Factors to be considered in decision making

continue to do so in future years. Boothroyd may also benefit from the children who do not get into our Reception classes as we will decrease our PAN to 30 from 60. They may gain children who we cannot take, who will then help to fill their classes all the way through school, making it an advantage to them compared to the current situation. The number of children going to Boothroyd equates to 7.2 over a 4 year period, which equates to a maximum of £45,000. St John's loss over the last 4 year period considerably outweighs this amount.



An example of where we have been forced to make savings, despite it resulting in having a negative impact on our families, is cancelling the contract of the school nurse one half day a week through the 'Healthy Child Programme.' Up until September 2020, this was a very valuable part of our attendance policy, which involved parents self-referring or as a school, the SLT, referring parents and carers to see the school nurse. As part of this process, which encompassed all aspects of family health, the school nurse had access to children's medical records and could make referrals and appointments directly with GP's and other health professionals. Families found this a supportive link but due to our decrease in budget allocation, since September 2020 we are no longer able to offer this service and as a result our attendance policy has had to change (see Appendix 15 for further information). Strict procedures are still in place to continue to raise attendance levels but neither does this include the role of a Kirklees

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Attendance Officer, which we used to fund. This also had to stop because we could not afford the service when it only benefitted two-year groups (does not cover Reception due to legal school age criteria). If we became a through school, we would look to reinstate these two vital services to help stress to parents the importance of good attendance at school from an early age and give key consistent messages to the children about attending school regularly.

- St John's C E (C) Infant School are not increasing their PAN, in fact quite the opposite. Our PAN will decrease from 60 to 30, making Focus Academy Trust's comment invalid. As highlighted above, Boothroyd could gain children throughout their primary year groups in the long term due to St John's decrease in PAN. St John's also serves a different catchment area to Boothroyd Academy.
- Westmoor's reference to 'increasing their PAN, which will not necessarily create additional children,' does not apply to this consultation. This is reference to the non-statutory consultation and is no longer valid. However as St John's PAN will be decreased to 30 from 60, Westmoor – like other local providers, may benefit from the opportunity to accommodate the other 30 children. Our headteacher and chair of governors worked closely with the headteacher and chair of governors at Westmoor Primary to investigate possible ways of minimising the reduction in the budget of Westmoor Primary whilst at the same time minimising the current decrease in budget allocation year on year at St John's (report available on demand). As we have first-hand experience of being put in a situation where actions locally have negatively impacted on us financially, we would not want to put any other provider in the same situation. We would still be willing to consider working with Westmoor Primary to accommodate secondments to help both schools out financially during the transition periods of implementing the proposal. This would create highly valuable professional development opportunities for staff in both schools. As the figures illustrated previously state; without St John's becoming successful in our proposal to become a through school, the school will not remain sustainable, which will result in a lack of school places in the area. Other local providers who are already full possibly may not be able to accommodate them. This would be disastrous for our community. St John's wants to future proof good education for all children in their local area for generations to come.

Appendix 10 clearly shows the difference it would make to our budget over the coming years if we became a through primary school and how much more financially secure we would become. However, action needs to be taken immediately to avoid using the large carry over the school have generated to help fund the transition to become a through primary school. Appendix 11 highlights the significant difference to the budget if we remained an infant school compared to an all through primary school. Further financial reports and previous budget reports are available in school on request.

OFFICER COMMENT:

A number of statements are made in this section that are not factually correct:

- Reference to 40 excess applications is not accurate when this number includes all applications where St John's CE(VC) Infant School was named as one of up to three parental preferences.
- A proposed reduction of PAN by 30 does not mean 30 children would be available to other schools. However, there may be some benefit to other schools as a result of the proposal, related to the parents who may no longer be able to secure a Key Stage 1 place at St. John's CE(VC) Infant School (an average over the last 3 years of 16 per

Factors to be considered in decision making

year at National Offer Day).

- Whilst the reference to not increasing the PAN is technically correct, it misses the fact that the change of age range at St. John's CE(VC) Infant School increases the number of available KS2 places by 30 per year group and this should be considered in the context of no evidence of the Basic Need for additional places.

There is an inference that St. John's CE(VC) Infant school would have to close if the proposals are not agreed. We would like to understand the evidence which underpins this in the context of many schools having to take operational decisions to ensure they have a balanced budget.

It is acknowledged that there are changes to allocated places at many schools between National Offer Day and September/October, for example, as parents change their preferences or exercise their right to appeal. Other factors such as the fluctuations in the local child population from year to year have an impact on the number of pupils on role at individual schools.

We have included some additional information regarding school place planning and admissions (Admissions and place planning fact sheet).

On average over the last three years, 93% of the children allocated a place in year 3 at Westmoor Primary School at National Offer day attended St John's CE(VC) Infant School. Taking an average of the current number on roll figures shown in St John's CE(VC) Infant School's statutory proposal and assuming 93% of these children would normally transfer to year 3 at Westmoor Primary School, this equates to on average 40 pupils per year. Using the same approximation as St John's have used above to calculate the financial impact this may have on another school [St. John's 2021/2022 budget, minus HNTF, divided by 136 (NOR) = £5,833 per pupil x 40 pupils x 4 years], this equates to a possible loss of £933,280 income for Westmoor Primary School.

RIGHTS OF APPEAL AGAINST A DECISION

The following bodies may appeal to the Schools Adjudicator against a decision made by the LA decision-makers, within four weeks of the decision being made:

- The local Church of England diocese;
- The local Roman Catholic diocese; and
- The governors and trustees of a foundation, foundation special or voluntary school that is subjected to the proposal.

On receipt of any appeal, a LA decision-maker must then send the proposal, representations received and the reasons for their decision to the Schools Adjudicator within one week of receipt. There is no right of appeal on determinations made by the Schools Adjudicator.

REPRESENTATIONS:

RATIONALE FOR THE PROPOSALS:

OFFICER COMMENT:

The Church of England diocese or the school governing body have a right of appeal to the Schools Adjudicator against a decision made by the LA decision makers.

Factors to be considered in decision making

IMPLEMENTATION

The proposer must implement a proposal in the form that it was approved, taking into account any modification made by the decision-maker

REPRESENTATIONS:

- Many of the responses make reference to wanting their child/children to continue their education at St John's by accessing Key Stage 2 (KS2) provision here. Currently this is not an option with no KS2 provision available at St John's.
- Implementing this proposal would be in line with the intentions of Kirklees Council, as a representation indicates.
- The need for St John's to become a through school is getting stronger since the start of the Coronavirus Pandemic as many parents now share with us in school. This includes the parent who as a response to the consultation wrote; 'The proposal will meet a fundamental need for learning and continuity especially since the pandemic.'

RATIONALE FOR THE PROPOSALS:

- In April 2019, the governing body of St John's C E (C) Infants, with the support of the diocese and the Kirklees Learning Partner, appointed a new headteacher with a wealth of Key Stage 2 experience as well as Key Stage 1 and Early Years. The headteacher trained as a Key Stage 2 practitioner and successfully led a one-form entry primary school as Acting Headteacher by leading a school heading for requires improvement to achieving a Good rating at OFSTED. We therefore firmly believe that we have the necessary leadership in place to support the introduction of effective Key Stage 2 provision. However, further down the line when all Key Stage 2 year groups have been established, there may be the opportunity for a middle leader in another local school within the Dewsbury Learning Partnership or Church Schools Partnership to complete a secondment as Key Stage 2 Leader at St John's. This could then potentially become permanent if the candidate is successful in a full recruitment process, in line with the Kirklees Recruitment and Safer Recruitment policies and guidelines. The Year 2 (2021 – 2022) is also a small year group so it would be a good time for implementation.
- At St John's we fully support parents views and the intentions of Kirklees to reduce transition points for children by creating through primary schools rather than separate infant and junior schools. As an LA, Kirklees intentions have been stated within School Place Planning, 2020 -2023, securing sufficient, high quality, learning and childcare places.
- The teaching staff at St John's C E (C) Infant School could not agree more that in light of the recent pandemic, the need for us to become a primary school in the best interests of the children has been highlighted even more. We have invested a large amount of time and money in terms of additional staffing to get the children settled back into school life. For many children this has involved helping them to overcome social and emotional difficulties developed as a result of lockdown. Knowing the families and individual children so well, we have been extremely successful at this and have involved the right outside agency work where needed. However, we are now concerned because there are still long lasting problems that may be made worse for the Year 2 children with their up and coming transition, which as a team of staff they feel upset about. They really feel like they have so much more they can do in the long term to support these children and help them get back on track academically but also socially and emotionally. With many of our staff team also having young children, it is something that they feel very passionate about and value the stability their own

Factors to be considered in decision making

children have in through primary schools. Academically, many children are also behind their expected levels projected from attainment before COVID-19. We have invested heavily in academic catch up but despite us being aware of strategies and schemes of work other local providers use, we have stuck with ones that have best outcomes for our children and as practitioners the ones our staff feel are the best quality ones. An example of this is Read Write Inc. (RWI) phonics, which is well established in our school and last year enabled 86% of our children to achieve the pass mark for the phonics test (above the national average), which demonstrates what we are doing is right. Other providers in the local area do not all use RWI, which means that children will have been taught different strategies to help fill the gaps from COVID-19, which could lead to confusion for the children and cause them to fall further behind. This will not be the case for the children who accessed their Key Stage 1 provision in the same school. We will endeavour though to make sure all the relevant information needed is passed on to the KS2 providers but in some cases it will be difficult for teachers to use if they have not had the relevant training in schemes of work or strategies our children use.

OFFICER COMMENT:

- Important information about KS2 experience in this section also links to the EDUCATION STANDARDS AND DIVERSITY OF PROVISION section.
- We would like to better understand the reference towards Kirklees' intentions and the document 'School Place Planning 2020-2023, securing sufficient, high quality, learning and childcare places'.
- Whilst further information is provided in the SCHOOL PREMISES AND PLAYING FIELDS section, we would like to understand more detail about the implementation plan. This includes how a staffing structure would evolve over time taking account of the variation in pupil numbers, which will rise and then reduce during the transitional period.
- No information has been provided about the costs associated with the implementation of the proposals beyond physical alterations. We would like to understand if practical implementation is affordable during and beyond the transition to retaining pupils up to year 6.

MODIFICATION POST DETERMINATION

Proposers can seek modifications from the decision-maker before the approved implementation date. However, proposals cannot be modified to the extent that new proposals are substituted for those that have been published.

Details of the modification must be published on the website where the original proposal were published.

REPRESENTATIONS:

RATIONALE FOR THE PROPOSALS:

OFFICER COMMENT:

This remains an option in the future

Factors to be considered in decision making

REVOCATION OF PROPOSALS

If the proposer no longer wants to implement an approved proposal, they must publish a revocation proposal to be relieved of the duty to implement, as set out in the Prescribed Alterations Regulations.

REPRESENTATIONS:

RATIONALE FOR THE PROPOSALS:

OFFICER COMMENT:

This remains an option in the future

LAND AND BUILDINGS

Where a LA is required to provide a site for a foundation, foundation special or voluntary controlled school, the LA must;

- Transfer their interest in the site and in any buildings in on the site which are to form part of the school's premises to the trustees of the school, to be held by them on trust for the purposes of the school: or
- If the school has no trustees, to the GB, to be held by the body for the purposes of the school.

In the case of a dispute as to the person to whom the LA is required to make the transfer, the adjudicator will make a decision.

REPRESENTATIONS:

RATIONALE FOR THE PROPOSALS:

OFFICER COMMENT:

VOLUNTARY AIDED SCHOOLS

Where a LA is required to provide a site for a voluntary aided school, they must transfer their interest in the land to the trustees of the school, and must pay the reasonable costs to the GB in connection with the transfer.

REPRESENTATIONS:

RATIONALE FOR THE PROPOSALS:

OFFICER COMMENT:

SCHOOL PREMISES AND PLAYING FIELDS

Under the School Premises (England) Regulations 2012, all schools maintained by local authorities are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

REPRESENTATIONS:

- There were no comments on this in the consultation responses.

RATIONALE FOR THE PROPOSALS:

- St John's is clearly valued by many people within the local community for many different reasons. One of these reasons is the close links that we create. We are very much about supporting the whole family, which then results in greater success for the individual child. We have outstanding links with Early Years providers, the church, leaders from other religions, leaders in other church schools within Kirklees, local

Factors to be considered in decision making

charities and also take every opportunity we can to work closely with local KS2 providers as well as KS1 provider within the Dewsbury Learning Partnership Dewsbury West Community Hub. We feel that we could develop these links further with a Key Stage 2 provision to benefit the whole community. A recent example of this is an application to the Big Lottery Fund in January 2021 for a ball court area, which we wanted to hire out, out of school hours, to provide more enrichment for children and young people in our area. However, this was declined because we did not have children of the correct age to target for this. A successful example of working together with people in our community was when joined training was carried out with Playgroup. We feel that now the hall has been made larger, in preparation for us possibly becoming a through school, we now have the capacity to do similar events in and out of school hours and also more events based around supporting the families with parenting matters in an ever changing community facing an increased number of challenges unrelated to school and education.

- We have a clear plan of how and where we could accommodate the additional classrooms both in the long term and in the transition years. Some work has already been completed with this proposal in mind as it would be too much to undertake all in one go. An example of a possible idea for future work to be carried out can be seen in Appendix 12. This clearly shows we are carefully thinking through the whole project and working at it step by step so that is manageable for everyone and does not have a negative impact on learning for the children currently in school.
- Please see below the building plan for the future, along with a map of the school (see Appendix 13 for an enlarged version).

Provisional Plan for Building Development



OFFICER COMMENT:

- We would like to better understand the table below in terms of available funding and also understand how reliable the cost estimates are for the planned building work associated with the classrooms required to implement these proposals.

Factors to be considered in decision making

- We would like to understand the suitability of each classroom from a sqm perspective, including the number of chairs/tables that can be accommodated in each classroom and how this would support 250 pupils during the proposed transition phase as illustrated in the statutory proposals (2025/2026 on page 3). The illustration in Appendix 12 shows 26 desks/chairs and it is not clear if the whiteboard would be fully visible from each chair.
- We can see that additional toilets are proposed. It would be helpful to understand if the proposed number would meet current building requirements at the 2025/26 peak in pupil numbers.
- We would like to understand what advice has been taken about permissions needed to undertake the building work as this could present a risk to implementation (e.g. is planning permission required and the letter in appendix G which refers to a requirement for Diocesan Board of Education building approval).

Factors to be considered in decision making

Phase	Action	Cost	Anticipated Date of completion/Completion date	Available Funding Options	
1	<ul style="list-style-type: none"> Move the school kitchen into a new area at the rear of the building. Create a classroom that is ready to use apart from furnishings. Create a new caretaker's room that is more central to school. 	<p>£65,706 building costs</p> <p>£5,572 professional fees</p>	Completed Summer 2019	Income	Expenditure School's Excess Balance 2018/2019 £184,091 (leaves £121,278)
2	<ul style="list-style-type: none"> Remove the partitioning wall in the hall to remove the Diamond Room and create a larger, more appealing and more user-friendly hall. A new storage space, PE cupboard and small working area to be created in the staff room. Staff room relocated to a central part of school – reading room. Reading room and library moved to Rainbow Room. Reorganisation of Year 1 Cloakrooms to make corridors less congested. 	£13,050	April 2021	<p>Income</p> <p>School's Block Funding 2020/2021 £830,974 + 2019/2020 Excess balance £131,117</p> <p>Devolved Capital £5,608 (leaves £21,936)</p>	<p>Expenditure</p> <p>School's Excess Balance 2020/2021 (10% of SBF + previous excess balance totals £131,117) £13,050 (leaves £118,067)</p>
3	<ul style="list-style-type: none"> 1 Classroom to be suitable for KS2 – furniture. 	£2,000	Summer 2022	<p>Income</p> <p>School's Block Funding 2021/2022 £801,318 + 2020/2021 Excess balance £112,056</p>	<p>Expenditure</p> <p>School fund £2,000 (leaves £7,464)</p> <p>(2020/2021 Part of excess balance used for other purposes leaves £65,000)</p>
4	<ul style="list-style-type: none"> Partition wall in Reception to create a Reception and a Year 1 classroom. Another classroom to be supplied with KS2 furniture. KS2 toilet to be created. 	£100,000	Summer 2023	<p>Income</p> <p>School's Block Funding 2023/2024 £938,700 + 2022/2023</p>	<p>Expenditure</p> <p>School Fund £2,000 (leaves £5,464)</p> <p>Devolved Capital</p>

Factors to be considered in decision making

				<p>Excess balance £86,631</p> <p>Devolved Capital £5,608 Bringing balance back to £21,936 (£5,608 used in previous year for boiler refurb).</p>	<p>£20,000 (leaves £936)</p> <p>School's Excess Balance 2022/2023 (10% of SBF + previous excess balance totals £86,631) £78,000 (leaves £8,631)</p>
5	<ul style="list-style-type: none"> 1 Classroom to be suitable for KS2 – furniture. 	£2,000	Summer 2024	<p>Income</p> <p>School's Block Funding 2024/2025 £1,076,388 + 2023/2024 Excess balance £94,733</p> <p>Devolved Capital £5,608 Bringing balance to £6,544</p>	<p>Expenditure</p> <p>School Fund £2,000 (leaves £3,464)</p>
6	<ul style="list-style-type: none"> Create 1 classroom in the old caretaker's house or 1 and work areas/meeting rooms depending on need. 	£110,000	Summer 2025	<p>Income</p> <p>School's Block Funding 2025/2026 £1,213,916 + 2024/2025 Excess balance £117,112</p> <p>Devolved Capital £5,608 Bringing balance to £12,152</p>	<p>Expenditure</p> <p>Devolved Capital £10,000 (leaves £2,152)</p> <p>School Fund £2,000 (leaves £1,464)</p> <p>School's Excess Balance 2023/2024 (10% of SBF + previous excess</p>

Factors to be considered in decision making

					<i>balance totals</i> £117,112) £98,000 (leaves £19,112)
7	<ul style="list-style-type: none"> Conversion of 1 classroom in the house to a different use e.g. meeting room, intervention areas, SEND provision, outdoor classroom etc. 	£20,000	Summer 2026	Income School's Block Funding 2026/2027 £1,327,450 + 202/2026 Excess balance £123,302 Devolved Capital £5,608 Bringing balance to £7,760	Expenditure School's Excess Balance 2025/2026 (10% of SBF + previous excess balance totals £123,302) £20,000 (leaves £103,302)

Factors to be considered in decision making

List of Appendices

Appendix 1: Table of responses from St John's consultation, May 2021.

Appendix 2: Baseline comparison data, January 2021.

Appendix 3: St John's OFSTED Report, April 2017.

Appendix 4: St John's SIAMS Report, January 2017.

Appendix 5: St John's SEND Report, October 2020.

Appendix 6: School Place Planning, 2020 -2023, securing sufficient, high quality, learning and childcare places, 2021

Appendix 7: St John's Parent Petition, September 2020.

Appendix 8: St John's 2020 Data Summary, July 2020.

Appendix 9: St John's DBE Consent, February 2021 (letter incorrectly dated as February 2020 but clearly references 2021 in the main body of the letter).

Appendix 10: Funding Projections for Through School Provision.

Appendix 11: Funding Projections for to remain as Infant School.

Appendix 12: Flexit KS2 Reconfiguration of School House.

Appendix 13: Provisional Plan for Building Development.

Appendix 14: Cabinet Report 04.12.2012 WMJ & KH.

Appendix 15: Healthy Child Programme vs Attendance and Pupil Support Service

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Appendix C

Admissions and Place Planning Fact Sheet

School Place Planning and Admission analysis supplied by Kirklees Council - June 2021

To support the School Organisation Advisory Group:

Proposals made by the Governing Body of St. Johns CE VC Infant School, Dewsbury

A reduction of 30 places per Key Stage 1 year group would not be critical to retaining sufficient places within the Dewsbury West primary place planning area. At National Offer Day over the past three years there have been a number of unfilled Reception places within the planning area and population data indicate a slightly declining trend over the next three years.

Reception allocation 2021/22 as at National Offer Day						
Dewsbury West planning area primary schools	PAN	No of applicants living in PAA	No of preferences for school	No of places allocated	Vacancies	Waiting list
Boothroyd Primary Academy	90	66	88	50	40	0
Carlton J & I School	30	22	99	30	0	15
Diamond Wood Community Academy	120	115	100	84	36	0
St John's CE (VC) Infant School	60	83	100	39	21	0
St Joseph's Catholic Primary School (Dewsbury)	30		71	29	1	0
St Paulinus Catholic Primary School	60		89	34	26	0
Westmoor Primary School	45	83	105	45	0	17
	435	369	652	311	124	32

It is not accurate to describe all the applicants who named St John's CE(VC) Infant School as one of their three preferences, but who were not allocated a place, as 'excess applications' which would translate into additional pupils for other schools should St John's CE(VC) Infant School's PAN be reduced from 60 to 30. The school was named as a preference in 100 applications but was named as first preference in only 25 of these. 75 of the applicants therefore named other schools as a higher preference than St John's CE(VC) Infant School.

To estimate the number of children who may be allocated a place at other schools if St John's CE(VC) Infant School's PAN was to be reduced to 30, it is the number of allocations to the school that need to be considered and not the number of applications. Using National Offer Day 2021 as an example, nine of the 39 children who were allocated places at St John's CE(VC) Infant School on National Offer Day would not have secured a place and would have been allocated other schools. However, Westmoor Primary School had no vacancies at National Offer Day 2021 so without an increase in their PAN they would not have gained any of these children.

According to October school census data, the average intake of pupils into St. Johns over the last 3 years has been around 49 pupils (52 in 2018, 41 in 2019 and 55 in 2020). Based on this history, if the

proposal is approved this would mean an average of 19 (11 to 25 based on the previous 3 years) pupils who have received a place in the past would not do so in the future. Whilst not necessarily meeting parental preference, there are however sufficient school places in the area at alternative schools.

Although each year a number of children who live in St John's CE(VC) Infant School Priority Admission Area (PAA) are allocated Reception places at Boothroyd Primary Academy or Westmoor Primary School (Among other schools), it is also the case that children living in the PAAs for both Boothroyd Primary Academy and Westmoor Primary School are allocated Reception places at St John's CE(VC) Infant School.

Looking at National Offer Day data over the past three years (2019-2021), an average of 12 children who were allocated a Reception place at Boothroyd Primary Academy lived in St John's CE(VC) Infant School's PAA. However, on average 10 children who were allocated a Reception place at St John's CE(VC) Infant School lived in Boothroyd Primary Academy's PAA, meaning there was a net movement of an average two pupils from St John's CE(VC) Infant School's PAA to Boothroyd Primary Academy at the point Reception places were allocated.

An average of 14 children who were allocated a Reception place at Westmoor Primary School lived in St John's CE(VC) Infant School's PAA. However, on average 7 children who were allocated a Reception place at St John's CE(VC) Infant School lived in Westmoor Primary School's PAA, meaning there was a net movement of an average seven pupils from St John's CE(VC) Infant School's PAA to Westmoor Primary School at the point Reception places were allocated.

National Offer Day	EHCP	LAC	Catchment with Sibling	Catchment	Out of area sibling	Out of area	LA allocated	Total	Impact of a PAN of 30
2019	1	2	6	8	7	11	5	40	6 out of area children would not have qualified and 5 children whose preferences could not be met would not have been LA-allocated the school
2020	1		6	21	9	20	3	60	7 out of area siblings and 20 out of area children would not have qualified and 3 children whose preferences could not be met would not have been LA-allocated the school
2021			6	11	5	9	8	39	1 out of area child would not have qualified and 8 children whose preferences could not be met would not have been LA-allocated the school

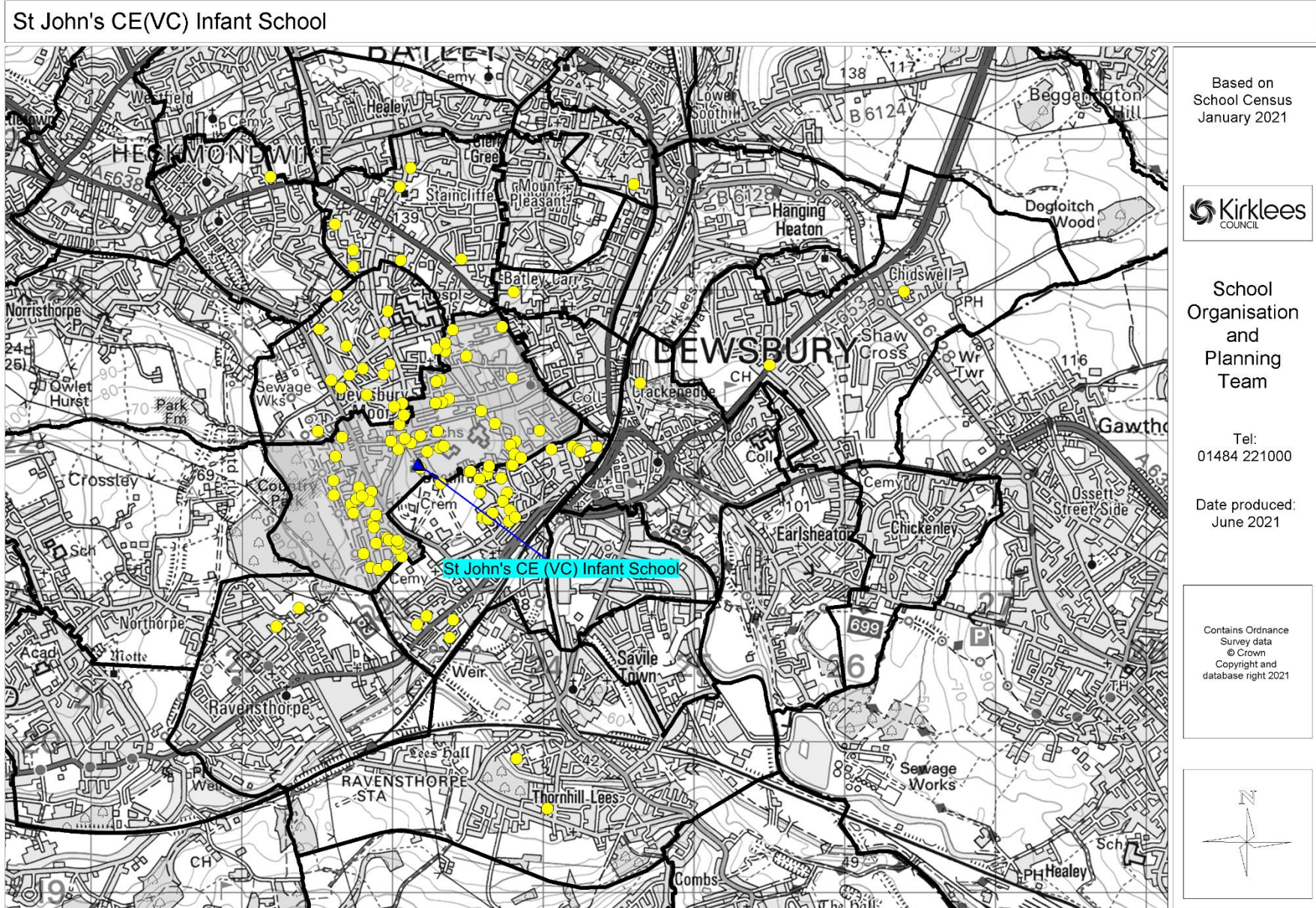
Key Stage 2 - Year 3

There is no Basic Need evidence to indicate a need for additional Key Stage 2 places anywhere in Kirklees. Introducing 30 additional Key Stage 2 places at St John's CE(VC) Infant School is therefore likely to have an impact on the intake at other schools, with the most significant impact being felt by Westmoor Primary School.

Evidence indicates that a small number of pupils who leave Key Stage 1 of St John's CE(VC) Infant School currently join Boothroyd Primary Academy. Looking at National Offer Day data, over the past three years between one and three pupils have joined Year 3 at Boothroyd Primary Academy from St John's CE(VC) Infant School.

Over the past three years an average of 40 pupils transition to Westmoor Primary School at Year 3 from St John's CE(VC) Infant School, accounting for on average 93% of the intake. Whereas an average of only three children allocated Year 3 places at Westmoor Primary School at National Offer Day did not come from St John's CE(VC) Infant School.

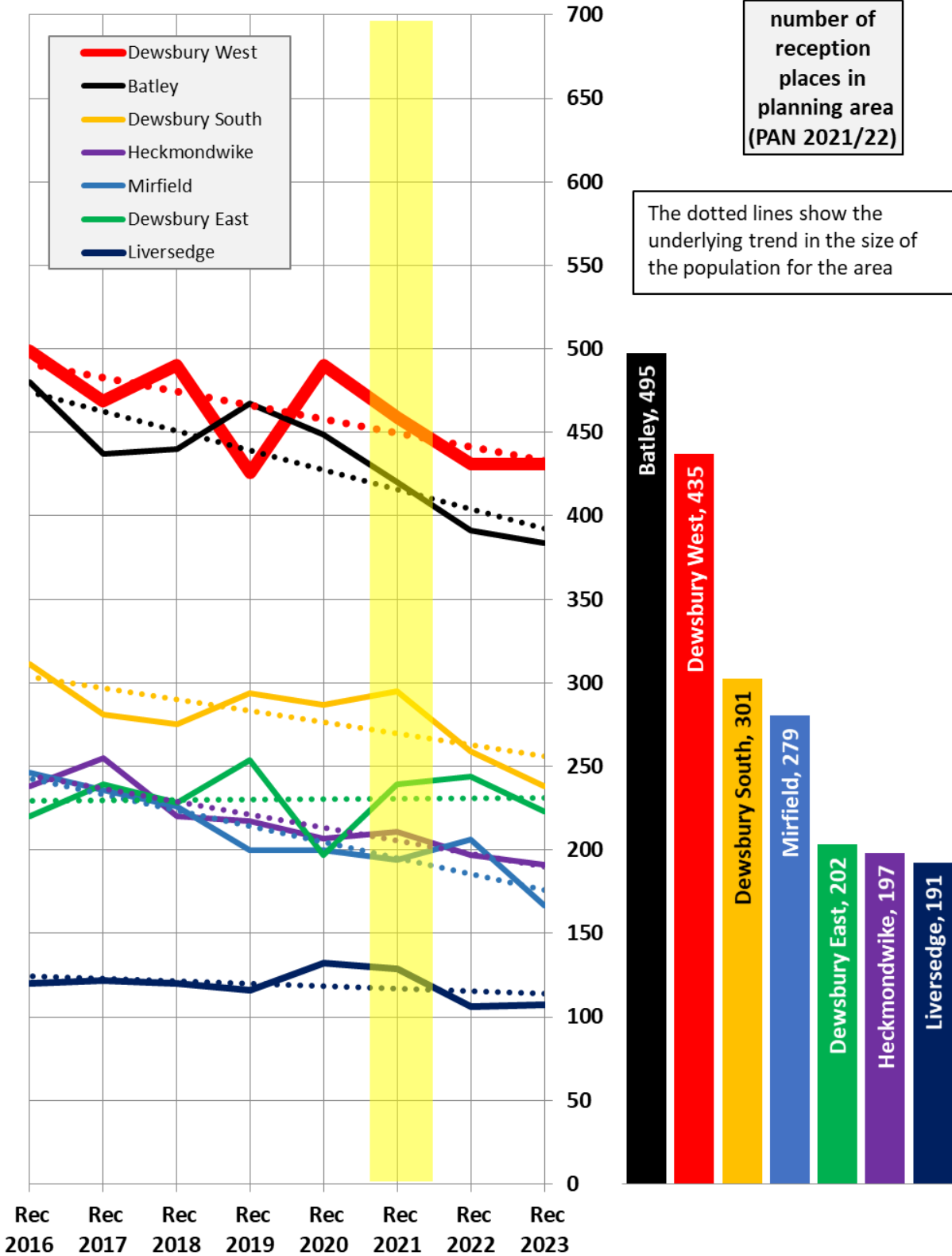
Appendix 1: Map showing where pupils currently on roll at St John's live



Planning Area 9. Dewsbury West

Chart showing pupil population trends and available school places

population trends in neighbouring planning areas
Reception 2016 to Reception 2023 (NHS)



The chart above shows the size of each year group in the child population in the planning area and the neighbouring planning areas for Reception cohorts Sep 2016 to Sep 2023. The dotted line shows the underlying trend in the size of the pupil population for each area.

The bar chart shows the number of Reception class places available in each planning area, based on the Published Admission Numbers (PANs) of the schools in the area. The yellow shading highlights the data for Reception classes in September 2021.

Planning Area 9. Dewsbury West																
Table A. Number on roll - pupil census January 2020																
School Name	PAN 2021/22		Nursery					Primary							Total Pupils	
	KS1	KS2	< 2 PT	2+ PT	3+ PT	4+ PT	FT	4+ PT	4+ FT	5+	6+	7+	8+	9+		10+
Boothroyd Primary Academy	90	90	0	7	41	0	2	0	81	81	63	90	90	86	91	632
Carlton Junior & Infant School	30	33	0	0	0	0	0	0	30	29	30	34	33	29	31	216
Diamond Wood Community Academy	120		0	9	61	0	0	1	95	120	111	0	0	0	0	397
Flatts Nursery School & Day-care			8	30	55	0	6	0	0	0	0	0	0	0	0	99
Ravensthorpe C.E.(C) Junior School		108	0	0	0	0	0	0	0	0	0	98	107	111	108	424
St John's CE (C) Infant School	60		0	0	0	0	0	0	43	51	49	0	0	0	0	143
St Josephs Catholic Primary School (Dewsbury)	30	32	0	0	0	0	0	0	29	31	27	34	32	27	31	211
St. Paulinus Catholic Primary School	60	60	0	0	15	0	0	0	58	57	60	60	57	51	60	418
Westmoor Primary School	45	90	0	3	31	0	2	0	44	44	45	89	90	86	86	520
	435	413	8	49	203	0	10	1	380	413	385	405	409	390	407	

Planning Area 9 . Dewsbury West															
Table B. Number of pupils in each year cohort resident in the planning area - school year 2019-20 - (NHS Jan 2020)															
future reception year groups				infant 2019/20			junior 2019/20				secondary 2019/20				
				Early years/KS1			Key Stage 2				Key Stage 3			KS4	
Reception Sep 2023	Reception Sep 2022	Reception Sep 2021	Reception Sep 2020	Reception 2019/20	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
431	431	459	490	426	490	469	499	501	469	482	501	458	468	476	433

Planning Area 9. Dewsbury West Table C. Where do children living in the Dewsbury West planning area go to school? Reception - Year 6 (Jan 2020) School Attended	PAA of Residence					
	Boothroyd Primary Academy	Carlton J & I School	Diamond Wood Community Academy / Ravensthorpe CE (VC) Junior School	St Johns CE (VC) Infant School / Westmoor Primary School	Westmoor Primary School	Grand Total
Batley Grammar School			1	11	6	18
Batley Parish C.E.(A) J.I.&N School	1			1	3	5
Battysford CE (VC) Primary School			10	1		11
Birstall Primary Academy			3		1	4
Boothroyd Primary Academy	355	1	27	140	22	545
Bywell C.E. (C) Junior School	3	2	1	3		9
Carlinghow Academy		2		2	2	6
Carlton Junior & Infant School	17	95		42	6	160
Co-op Academy Smithies Moor			2	4	3	9
Crossley Fields Junior & Infant School	12	1	159	25	3	200
Crowlees C E (VC) J & I School			21	2		23
Dalton School J I N	1					1
Diamond Wood Community Academy	4		314	1		319
Eastborough Junior, Infant & Nursery School	19	6	2	8	1	36
Field Lane Junior Infant & Nursery School	2			13		15
Gomersal Primary School				1		1
Grange Moor Primary School			1			1
Headfield C E (C) Junior School	7		5	5	8	25
Headlands CE (C) J I & N School			1	3	4	8
Healey Junior Infant and Nursery School	1	1	2	3	8	15
Heckmondwike Primary School			1	3	6	10
Holy Spirit Catholic Primary School	4	2		3	9	18
Hopton Primary School	1		9	4		14
Howard Park Community School	1					1
Hyrstmount Junior School	1	5	3	10	15	34
Lydgate J & I School	4	3		3	1	11
Manorfield Infant & Nursery School	3	1	1	4	14	23
Mill Lane Primary School	2	2		7		11
Millbridge, A SHARE Primary Academy	1			3	6	10
Norristhorpe Junior & Infant School	2			14	11	27
Old Bank Academy		1	10		2	13
Orchard Primary Academy	1			2		3
Overthorpe CofE Academy	1		2			3
Park Road J I & N School		2		2		4
Pentland I & N School	5	1	4	1	3	14
Purlwell Infant & Nursery School		1		4	6	11
Ravensthorpe C.E.(C) Junior School	3		399	5	4	411
Roberttown CE (C) J & I School			2	1		3
Savile Town CE(C) I & N School	1		1	4	2	8
Scholes Village Primary School					1	1
St John's CE (C) Infant School	20	2	2	76	30	130
St Josephs Catholic Primary School (Dewsbury)	7	10	2	49	62	130
St Mary's Catholic Primary School		2		3	4	9
St Patrick's Catholic Primary School, Birstall				1		1
St. Paulinus Catholic Primary School	124	1	14	86	29	254
Staincliffe CE (VC) Junior School	2	10	5	17	13	47
Thornhill J & I School	2	1	3		2	8
Thornhill Lees CE (VC) Infant & Nursery School	1		3		1	5
Warwick Road Primary School	1	58	1	3	14	77
Westmoor Primary School	54	3	7	171	200	435
Whitechapel C of E Primary School				1		1
Windmill CE (VC) Primary School		1	2	1		4
Grand Total	663	214	1,020	743	502	3,142

Planning Area 9. Dewsbury West Table D. Where do children attending school in Dewsbury West live? Reception - Year 6 (Jan 2020) PAA of Residence	School Attended								
	Boothroyd Primary Academy	Carlton Junior & Infant School	Diamond Wood Community Academy	Ravensthorpe C.E.(C) Junior School	St John's CE (C) Infant School	St Josephs Catholic Primary School (Dewsbury)	St. Paulinus Catholic Primary School	Westmoor Primary School	Grand Total
Ashbrow School				1					1
Battysford C E (VC) Primary School							1		1
Birstall Primary Academy							1		1
Boothroyd Primary Academy	355	17	4	3	20	7	124	54	584
Carlinghow Academy	2			2		3	1		8
Carlton J & I School	1	95			2	10	1	3	112
Co-op Academy Smithies Moor	1					2	3		6
Crossley Fields J & I School				1		1	2		4
Crowlees CE (VC) J & I School			1	2		1	2		6
Diamond Wood Community Academy / Ravensthorpe CE (VC) Junior School	27		314	399	2	2	14	7	765
Earlsheaton Infant School / Bywell CE (VC) Junior School	1	1	2	1		1	18	3	27
Eastborough J I & N School	3	2	2		1	6	8	2	24
Fieldhead Primary Academy								1	1
Gomersal Primary School / Gomersal St Mary's CE(C) Primary School						1			1
Grange Moor Primary School							1		1
Hanging Heaton CE (VC) J & I School							4		4
Hartshead J & I School							2		2
Healey J I & N School		4				2	1	4	11
Heckmondwike Primary School	1	1	1		2	6	4	10	25
Hopton Primary School							3	1	4
Howard Park Community School								2	2
Kaye's F & N School							1		1
Littleton J I & N School						1	5		6
Lydgate J & I School						3	2	1	6
Manorfield I & N School / Staincliffe CE (VC) Junior School	7	7			6	29	7	16	72
Mill Lane Primary School						1	1	2	4
Millbridge, A SHARE Primary Academy		2		1			2		5
Norrsthorpe J & I School					1	5	1		7
Old Bank Academy	1			1		1	2	1	6
Orchard Primary Academy						3	17		20
Overthorpe CofE Academy							7	1	8
Park Road J I & N School	3	1					1		5
Pentland I & N School / Headfield CE (VC) Junior School	2								2
Purlwell I & N School / Hyrstmount Junior School		2							2
Roberttown CE (VC) J & I School							1		1
Savile Town CE(VC) I & N School / Headfield CE (VC) Junior School		1	1	1			1		4
Shaw Cross I & N School / Bywell CE (VC) Junior School	4				1	2	17		24
St Johns CE (VC) Infant School / Westmoor Primary School	140	42	1	5	76	49	86	171	570
St Thomas CE (VC) Primary School			1						1
Thornhill J & I School						3	14		17
Thornhill Lees CE (vC) I & N School / Headfield CE (VC) Junior School	8	1		2	2		12	1	26
Warwick Road Primary School		33				7			40
Westmoor Primary School	22	6		4	30	62	29	200	353
Whitechapel C of E Primary								2	2
Grand Total	578	215	327	423	143	208	396	482	2,772

Appendix D

Local Schools Fact Sheet

Local School information supplied by Kirklees Council - June 2021

To support the School Organisation Advisory Group:

Proposals made by the Governing Body of St. Johns CE VC Infant School, Dewsbury

Schools highlighted in the SOAG report

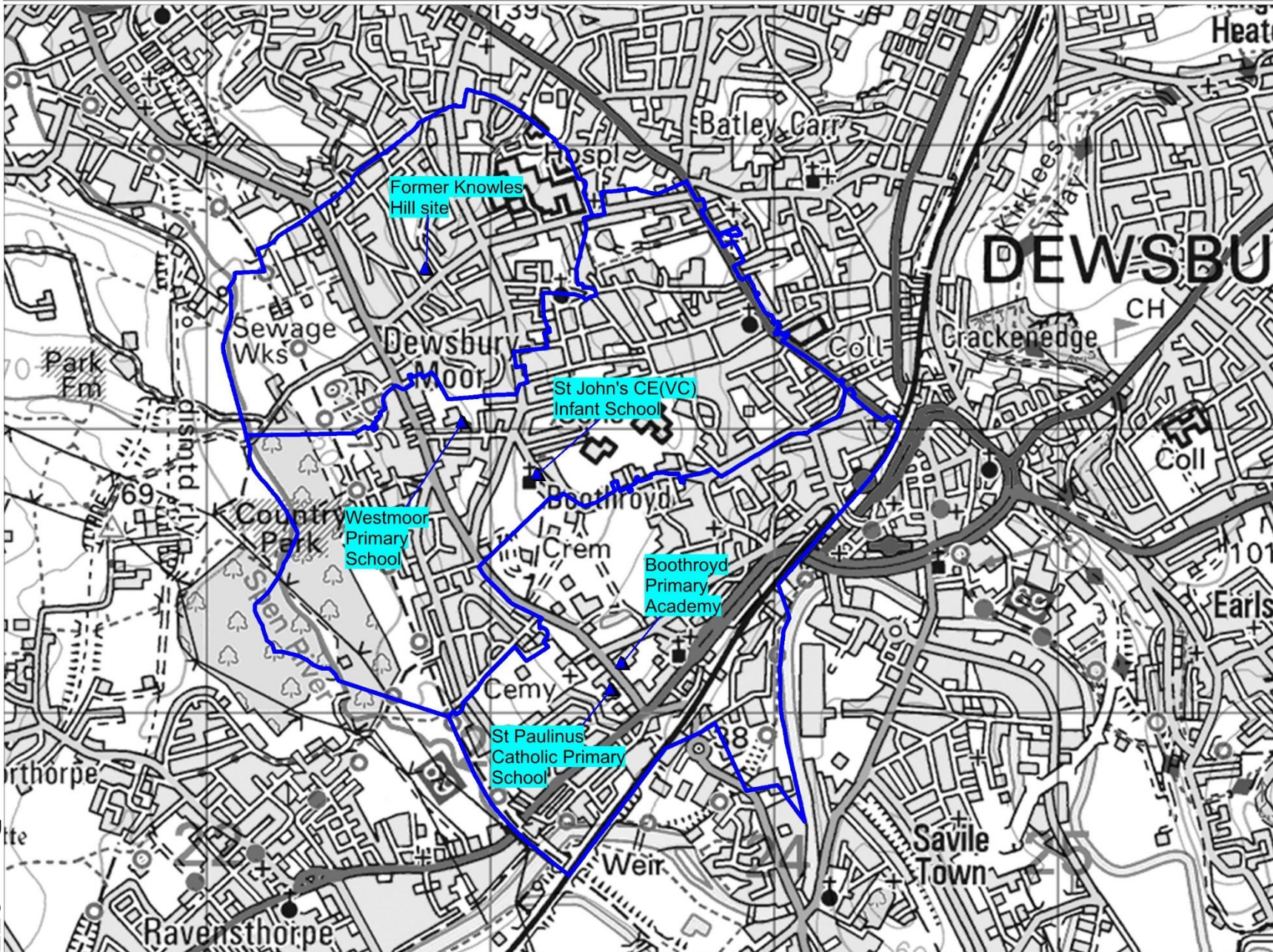
School	Phase	Walking distance from St John's CE(VC) Infant School*	Ofsted
Westmoor Primary School	Through primary	0.2 miles	Good
Boothroyd Primary Academy	Through primary	0.6 miles	Good

Nearest Church of England schools to St John's CE(VC) Infant School

School	Phase	Walking distance from St John's CE(VC) Infant School*	Ofsted
Staincliffe CE(VC) Junior School	Junior school	1.2 miles	Good
Ravensthorpe CE(C) Junior School	Junior school	1.3 miles	Good
Headfield CE(VC) Junior School	Junior school	1.4 miles	Good
Bywell CE(VC) Junior School	Junior School	1.9 miles	Good
Hanging Heaton CE(VC) J & I School	Through primary	2.2 miles	Good
Crowlees CE(VC) J & I School	Through primary	2.6 miles	Outstanding

* Shortest walking distance according to Google Maps

St John's CE(VC) Infant School, Westmoor Primary School, Boothroyd Primary Academy, St Paulinus Catholic Primary School

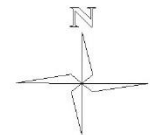


School
Organisation
and
Planning
Team

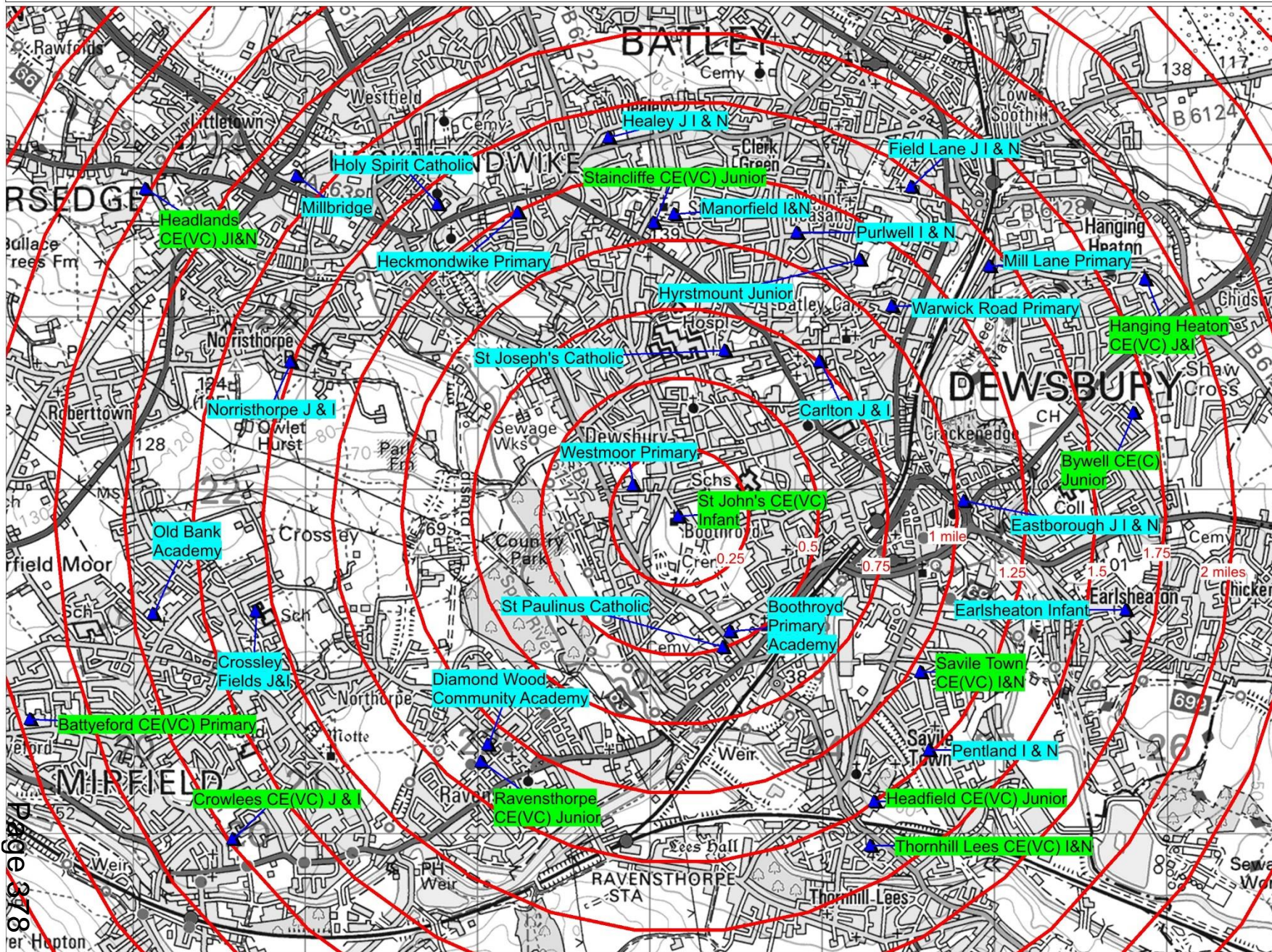
Tel:
01484 221000

Date produced:
June 2021

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Surrounding schools - St John's CE(VC) Infant School

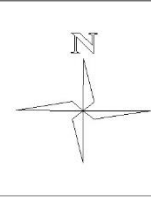


School Organisation and Planning Team

Tel: 01484 221000

Date produced: June 2021

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Kirklees School Organisation Advisory Group - 22 June 2021

1. Introductions, membership, apologies

Present: Cllr Carole Paterson (Chair)
Cllr Viv Kendrick
Cllr Elizabeth Smaje
Cllr Adam Gregg
Cllr Yusra Hussain
Lysa Upham (Head Teacher, East Bierley CE (VC) Primary School and Chair of Kirklees Primary Heads)

LA Officers in Support: Jo-Anne Sanders (Service Director - Learning and Early Support)
Martin Wilby (Head of Education Places and Access)
Jane Lima (School Organisation & Planning Manager)
Shahzia Ashraf (School Place Planning Officer)

Proposer: Aidan Blackburn (Head Teacher of St John's CE (VC) Infant School)
Vicki Nordoff (Chair of Governors at St John's CE (VC) Infant School)
Adrienne Hatfield (Bursar at St John's CE (VC) Infant School)

Apologies: Cllr Kath Pinnock
Richard Noake (Diocesan Director of Education, Church of England Diocese of Leeds)

2. Overview of the meeting:

To review the representations received from the published statutory notice on a statutory proposal made by the Governing Body of St John's CE (VC) Infant School to change the upper age range to become an all through primary school.

- The Governing Body St John's CE (VC) Infant School propose to change the age range from 4-7 years to 4-11 years.

The purpose of SOAG is to review statutory processes, to offer guidance and make recommendations to Kirklees Council Cabinet who are the decision makers.

3. St. John's CE (VC) Infant School (the Proposer).

a. Review of statutory processes using the checklists

1. CONSULTATION

1.3g Evidence that interested parties have been consulted. (any trade unions who represent staff at the schools; and representatives of any trade union of any other staff at schools who may be affected by the proposals;) The LA

asked if Trade Unions were formally consulted. The Proposer said that a copy of the proposal was not sent to Trade Unions. Staff at St John's CE (VC) Infant School were asked individually if they wanted Trade Union representation present at the staff meeting but this was declined by the staff. It was therefore noted that there was gap in terms of consulting with representatives of any trade union of any other staff at schools who may be affected by the proposals.

1.4 Evidence that interested parties have been consulted (Have pupils been formally consulted?) It was acknowledged that this there was wide engagement with pupils of the school.

2. PUBLICATION

2.7 Has the council's legal team advised on the validity of the Statutory Notices? It was acknowledged that legal advice had been taken which confirmed the statutory notice is compliant with the regulation in terms of the prescribed alteration to change the age range of St John's CE (VC) Infant School. However, it was highlighted that, whilst included in the statutory notice, the proposed reduction in Published Admission Number (PAN) is not a prescribed alteration and cannot be changed via this statutory process. If the statutory proposal is approved, a separate process would need to be followed to vary the PAN.

3. REPRESENTATION

It was confirmed the process had been followed correctly.

4. DECISION

The LA is the decision-maker and must make a decision on the proposal within two months of the end of the representation period. SOAG members will determine if there is sufficient information presented by the Proposer for Cabinet to make a decision.

b. Review of representations received

The Proposer gave a detailed breakdown of the number of representations received and details of whether they supported or opposed the proposal.

c. Review of factors from DfE guidance to be considered in making the decisions.

CONSIDERATION OF CONSULTATION AND REPRESENTATION PERIOD

The gap in engagement with trade unions representing staff at schools who may be affected by the proposals.

More detail was requested as to how the proposals have been revised and developed since the non-statutory consultation, along with the themes from the non-statutory consultation that influenced these changes. The Proposer acknowledged that this is a standalone proposal to increase the upper age range of St John's CE (VC) Infant School and is led by the governing body. The proposals specifically related to St John's CE (VC) Infant School have not changed since the non-statutory consultation.

A member of SOAG noted the strong support for the proposal from parents and carers but queried whether any of them had asked what impact the

reduction in PAN from 60 to 30 might have on younger siblings being admitted to the school. The Proposer said that this had not been raised as a concern by any parents.

RELATED PROPOSALS

These proposals do not relate to other proposals

CONDITIONAL APPROVAL

Conditional approval remains an option available to decision makers

EDUCATION STANDARDS AND DIVERSITY OF PROVISION

Clarification about the following statement that refers to a document which does not contain any reference towards reducing transition points or creating through primary schools.

'At St John's we fully support parents' views and the intentions of Kirklees to reduce transition points for children by creating through primary schools rather than separate infant and junior schools. As an LA, Kirklees' intentions have been stated within School Place Planning, 2020 -2023, securing sufficient, high quality, learning and childcare places.'

The Proposer noted this was a statement made in the Cabinet Report of 14 Jan 2020 on reorganisation in the Dewsbury West school place planning area where it states that the council is supportive of opportunities to explore options for reducing transition points. LA Officers clarified the council does not have a specific policy but is generally supportive of opportunities to explore options for reducing transition points when proposals are self-funded by schools, provide a whole school system solution and a long-term sustainable model for each school.

The Proposer explained that they have a good working relationship with Westmoor Primary school when planning for transition of their pupils, including regular contact with staff at Westmoor Primary School, sharing of data, and additional transition visits for children who need them. The pandemic has made this more difficult this year. The pupils from St John's CE (VC) Infant School are integrated into classes with existing pupils at Westmoor Primary School.

The Proposer suggested that children who leave their school at the end of key stage 1 struggle emotionally and mentally when they transition to a new school where the other pupils have been together during key stage 1. The Proposer cited an article from Fischer Family Trust which said that children who have attended separate infant and junior schools attain two to three grades lower at key stage 4 than children who have attended through primary schools. A SOAG member asked if this was based on outcomes at key stage 1, which can be higher than at through primaries. They noted that there is always a dip in attainment data in year 3, even at through primaries, as children move from key stage 1 to key stage 2. The Proposer said that

parents were commenting from the perspective of children's social and emotional development, rather than their academic attainment.

The Proposer explained that the school have agreed to buy into the Kirklees Learning Partnership package of three visits per year to support staff as the school transitions to retaining pupils in key stage 2.

The Proposer is working on mapping staffing structure and the skills needed to build towards key stage 2 teaching, this includes curriculum planning for years 3 and 4.

SOAG members wanted more details analysis of this and ask the Proposer to submit more information on how the school will plan for key stage 2 and the proposed staffing structure to support these plans.

EQUAL OPPORTUNITY ISSUES

SOAG members recognised that the school is inclusive and supports a diverse range of families.

A SOAG member queried how much of a priority a faith school is for parents and whether the fact they are moving their children to Westmoor Primary School means they are prioritising reducing transition points. The Proposer noted that in a parent survey 61% of parents said it was essential that their children attend a faith-based school. The Proposer explained that parents move children mid-year so that can they start attending Westmoor Primary School earlier (especially if they already have older siblings attending), or to move their children to another small faith-based provision.

SOAG members wanted more detailed analysis about these in-year moves.

The meeting ended due to time. It was agreed to meet on the 25 June 2021 to continue review the Factors and for SOAG members to make recommendations to Cabinet.

Kirklees School Organisation Advisory Group - 25 June 2021

1. Introductions, membership, apologies

Present: Cllr Carole Paterson (Chair)
Cllr Elizabeth Smaje
Cllr Adam Gregg
Cllr Yusra Hussain
Lysa Upham (Head Teacher, East Bierley CE (VC) Primary School and Chair of Kirklees Primary Heads)

LA Officers in Support: Jo-Anne Sanders (Service Director - Learning and Early Support)
Martin Wilby (Head of Education Places and Access)
Jane Lima (School Organisation & Planning Manager)
Shahzia Ashraf (School Place Planning Officer)

Proposer: Aidan Blackburn (Head Teacher of St John's CE (VC) Infant School)
Vicki Nordoff (Chair of Governors at St John's CE (VC) Infant School)

Apologies: Cllr Viv Kendrick
Adrienne Hatfield (Bursar at St John's CE (VC) Infant School)

Richard Noake (Diocesan Director of Education, Church of England Diocese of Leeds) sent his apologies and a statement:

"The diocese would ideally have wanted to have been in attendance, but a series of challenging matters and previous diary commitments have conspired against us. Our absence should not be seen as a lack of commitment or disinterest. We are supportive of the work of the school in putting forward this proposal."

COMMUNITY COHESION

The Proposer described their local partnership working with the Dewsbury Learning Partnership; the church schools partnership, the Diocese of Leeds and local churches; and the strong relationships between the administration teams at St John's CE(VC) Infant School and Boothroyd Primary Academy. This partnership working is something they want to develop further and which they feel will continue regardless of the outcome of their proposal.

A SOAG member asked what parent 'buy-in' to school is like. The Proposer explained that it takes a long time to build relationships with parents, which are then lost at the end of KS1 when the children move. They feel they would have a stronger PTA if parents had a longer relationship with the school, which could have a positive impact on generating additional funds for the school. The school would like to encourage more parental engagement with school as a lot of local parents' own experiences of school have been negative. The school also wants to continue to further build relationships with parents of children attending St John's Under 5's Pre-school.

SOAG questioned the Proposer about the future working relationships with the local schools in the area should the proposal be approved and be detrimental to another school. The Proposer explained that the school has a good working relationship with the Westmoor Primary School and the two schools would put any difference of opinion behind them and continue to work together for the good of the children.

The Proposer was asked if the school has been in contact with any other infant school that had become an all through primary school to seek guidance about the challenges. The Proposer has been in contact with All Hallows CE (VA) Primary School, which was an infant school and became an all-through primary school.

LA Officers queried how many of the challenges described are really dependent on becoming a through primary school and were there other strategies that could be explored. The Proposer said that they didn't think they were dependent on becoming a through primary, but it was one factor.

TRAVEL AND ACCESSIBILITY

The Proposer explained that if the proposal was implemented there would be a bulge year with 70 additional pupils on site. To reduce the traffic the school would implement a number of different measures, including working with Crow Nest Park to seek access to their car park and renting bikes to children to attend school. The school has learnt during the pandemic how to successfully stagger start and finish times to reduce traffic in the area. Although there will be more children on site, they will be less likely to be travelling between two different schools which will reduce traffic.

SOAG pointed out that Westmoor Primary School is only 0.2 miles away and asked if the Proposer could evidence what they were saying in terms of additional traffic. The Proposer responded that they have nothing on paper – it is based on what parents with siblings at Westmoor Primary School tell them.

A SOAG member suggested that the school look into the Modeshift Stars programme to help school with reducing congestion during school time.

FUNDING

The Proposer accepted the LA Officer comment that reducing the school's PA to 30 would not result in '40 excess applications' for other local schools. They understand there is no basic need demand for additional key stage 2 places in the Dewsbury West planning area, however, they say there is a financial need for St John's CE (VC) Infant School to become a through primary.

The proposer submitted a teaching staff model with estimated costs to add to income models previously supplied. They explained that movement of pupils mid-year is impacting on the school's budget. They have reduced from six classes to five for 2021/22, so have made savings on staffing costs but not on other overheads as they still have a large school building to run. The Proposer outlined that as a small infant school they are disproportionately affected by how SEN funding works. It takes time to identify a child as have SEN and a lot of different strategies and interventions are tried first before reaching the stage where a child is assessed for an EHCP. The school has to fund the first £6,000 of SEN support. Children often don't get EHCPs until they are in Year 2

and, therefore, St John's CE (VC) Infant School never receives any funding for these children because they leave at the end of key stage 1.

SOAG members noted that the financial information provided by the Proposer only included income projections, not expenditure. The Proposer explained that projected staffing costs over the transition period are shown in the document detailing the proposed staffing structure for the transition to becoming a through primary school (reference). They also noted that the figures provided for building work and equipping new classrooms in the table under the 'School Premises and Playing Fields' factor are taken from quotes provided by contractors/suppliers.

A SOAG member noted that the proposal will not change the number of children requiring school places in the local area and that if St John's CE (VC) Infants School's funding increases, it means other schools will lose funding. The Proposer acknowledged this but said that other schools could reduce that loss by increasing their PAN at key stage 1.

An LA Officer confirmed it was the case that if St John's CE (VC) Infant School's income increases (as shown in the proposer's income statements), other schools' income will decrease as a similar number of pupils remain in the system. They also confirmed that the School Finance Team view was that income estimates provided by the Proposer were reasonable.

RIGHTS OF APPEAL AGAINST A DECISION

The Church of England diocese or the school governing body have a right of appeal to the Schools Adjudicator against a decision made by the LA decision makers.

IMPLEMENTATION

The Proposer has provided additional information about the curriculum plan for key stage 2, along with a proposed staffing structure and implementation costs (reference). Further details about implementation are covered under other decision-making factors.

MODIFICATION POST DETERMINATION

This remains an option in the future

REVOCATION OF PROPOSALS

This remains an option in the future

LAND AND BUILDINGS

Not applicable

VOLUNTARY AIDED SCHOOLS

Not applicable

SCHOOL PREMISES AND PLAYING FIELDS

The Proposer stated that they have provided realistic, reliable figures for building work based on actual quotes. All children will be able to see a whiteboard irrespective of the classroom layout as they are able to have two linked whiteboards in a classroom. Classrooms in the school are large with the smallest being 65m². The ratio of toilets required is 1:20 and, based on this, the school would need 13 toilets at the peak of transition to becoming a through primary. The school currently has 12 toilets and the proposed building work would increase this to 18.

The Proposer confirmed the Diocese has approved the change of use for the caretaker's house and planning permission was obtained from Kirklees Council in September 2019.

e. Final conclusions and recommendations

SOAG agreed that having considered the statutory proposal by the Governing Body of St John's CE (VC) Infant School the following further information is needed in order for cabinet to be able to make a decision:

- Evidence of engagement with Trade Unions, post the representation period
- Further financial information including income and expenditure and different models/scenarios
- Further clarity on the available evidence which underpins the educational benefits of the proposal
- The Proposer to submit written evidence of planning permission and building related permissions from the Diocese.
- The Proposer to submit written quotes for the proposed building work.
- Work with officers to better demonstrate the likely impact on other schools including evidence of past pupil movement

Appendix F: Budget Forecast – Remaining as an Infant School

BUDGET FORECASTING (for infant school) 2021/22 - 2028/2029					
St John's CE (VC) Infant (Dewsbury) School		3003	100775		
	2021/22	2022/23	2023/24	2024/25	2025/26
SCHOOL BUDGET					
TEACHING & SUPPLY STAFF	423,350	426,107	435,204	444,306	453,168
CLASSROOM SUPPORT ASSISTANTS / ETA's	190,036	191,936	169,623	146,845	148,313
OTHER STAFF, EMPLOYEE INSURANCE, HR, PAYROLL, ETC.	124,422	125,488	124,675	123,622	125,083
TOTAL EMPLOYEE COSTS	737,808	743,531	729,502	714,773	726,564
GENERAL REPAIRS & MAINTENANCE (NON BUY BACK)	16,977	2,000	2,000	2,000	2,000
ASSET MANAGEMENT BUY BACK & PREMISES INSURANCE	10,096	10,298	10,504	10,715	10,929
PREMISES COSTS INC. GROUNDS, ENERGY, WATER, ALARMS, CLEANING, ETC.	57,331	57,582	58,284	58,972	59,698
TOTAL PREMISES COSTS	84,404	69,880	70,788	71,687	72,627
LEARNING RESOURCES (NOT ICT)	27,366	22,813	23,269	23,734	24,209
ICT LEARNING RESOURCES INCL BROADBAND	17,623	12,875	13,133	13,396	13,778
CATERING AND SCHOOL MILK	75,130	72,040	76,776	70,006	69,513
TRAINING, COURSE FEES & SUBSCRIPTIONS	7,242	7,357	7,428	7,547	7,668
ADMIN, STATIONERY, POSTAGE, EXTENDED SCHOOLS	7,613	3,310	3,330	3,363	3,428
TOTAL SUPPLIES & SERVICES	134,974	118,395	123,936	118,046	118,596
DEFICIT BUDGET FROM PREVIOUS YEAR				57,269	110,329
TOTAL EXPENDITURE (GROSS)	957,186	931,806	924,226	961,775	1,028,116
GOVERNMENT GRANTS, SPORTS PREMIUM, UIFSM, PUPIL GROWTH	81,402	58,085	73,745	56,645	56,130
TEACHER INSURANCE CLAIMS, STUDENT TEACHER & EXT. SCHOOLS INCOME	10,055	7,426	7,498	7,770	7,843
CONTINGENCY/CARRY FORWARD	112,506	77,751	12,438		
TOTAL INCOME	203,963	143,262	93,681	64,415	63,973
TOTAL SCHOOL BUDGET (NET) (A)	753,223	788,544	830,545	897,360	964,143
TOTAL DELEGATED SCHOOL BUDGET - enter figure for each year	830,974	800,982	773,276	787,031	728,146
CARRY FORWARD/DEFICIT	- 77,751	- 12,438	57,269	110,329	235,997
NUMBERS ON ROLL BEST CASE SCENARIO					
YEAR	2021/22	2022/23	2023/2024	2024/25	2025/26
NOR AT TIME OF CENSUS	141	136	135	144	131
NOR AT TIME OF BUDGET ALLOCATION	141	135	144	131	130

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Appendix G: Budget Forecast – All-through Primary School

BUDGET FORECASTING (for through school) 2021/22 - 2028/2029								
St John's CE (VC) Infant (Dewsbury) School	3003	100775						
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
SCHOOL BUDGET								
TEACHING & SUPPLY STAFF	423,350	452,182	523,191	560,645	607,632	648,401	523,812	574,949
CLASSROOM SUPPORT ASSISTANTS / ETA'S	190,036	191,936	193,855	195,794	197,752	199,730	201,727	203,744
OTHER STAFF, EMPLOYEE INSURANCE, HR, PAYROLL, ETC.	124,422	125,126	129,396	131,666	134,223	136,620	126,488	129,119
TOTAL EMPLOYEE COSTS	737,808	769,244	846,442	888,105	939,607	984,751	852,027	907,812
GENERAL REPAIRS & MAINTENANCE (NON BUY BACK)	16,977	2,000	102,000	2,000	112,000	62,000	12,000	2,000
ASSET MANAGEMENT BUY BACK & PREMISES INSURANCE	10,096	10,298	10,504	10,715	10,929	11,148	11,371	11,598
PREMISES COSTS INC. GROUNDS, ENERGY, WATER, ALARMS, CLEANING, ETC.	57,331	57,582	59,284	59,992	61,738	62,590	62,686	63,453
TOTAL PREMISES COSTS	84,404	69,880	171,788	72,707	184,667	135,738	86,057	77,051
LEARNING RESOURCES (NOT ICT)	27,366	22,813	23,269	40,000	40,000	24,451	24,696	25,190
ICT LEARNING RESOURCES INCL BROADBAND	17,623	12,875	13,133	25,000	30,000	14,054	14,335	14,621
CATERING AND SCHOOL MILK	75,130	76,632	78,165	78,961	79,766	80,578	81,399	82,169
TRAINING, COURSE FEES & SUBSCRIPTIONS	7,242	7,357	7,428	11,047	7,668	7,792	7,918	8,046
ADMIN, STATIONERY, POSTAGE, EXTENDED SCHOOLS	7,613	3,040	3,055	3,082	3,141	3,204	3,268	3,366
TOTAL SUPPLIES & SERVICES	134,974	122,717	125,050	158,090	160,575	130,079	131,616	133,392
Deficit Budget from previous year				55,913				
TOTAL EXPENDITURE (GROSS)	957,186	961,841	1,143,280	1,174,815	1,284,849	1,250,568	1,069,700	1,118,255
GOVERNMENT GRANTS, SPORTS PREMIUM, UIFSM, PUPIL GROWTH	81,402	103,090	113,425	122,966	133,321	96,290	94,505	86,425
TEACHER INSURANCE CLAIMS, STUDENT TEACHER & EXT. SCHOOLS INCOME	10,055	7,426	7,498	7,770	7,843	8,118	8,193	8,502
Contingency Carry Forward from previous year	112,506	77,751	27,744		32,309	102,540	283,830	595,156
TOTAL INCOME	203,963	188,267	148,667	130,736	173,473	206,948	386,528	690,083
TOTAL SCHOOL BUDGET (NET) (A)	753,223	773,574	994,613	1,044,079	1,111,376	1,043,620	683,172	428,172
TOTAL DELEGATED SCHOOL BUDGET - enter figure for each year	830,974	801,318	938,700	1,076,388	1,213,916	1,327,450	1,278,328	1,159,135
CARRY FORWARD/DEFICIT	- 77,751	- 27,744	55,913	- 32,309	- 102,540	- 283,830	- 595,156	- 730,963
NUMBERS ON ROLL BEST CASE SCENARIO								
YEAR	2021/22	2022/23	2023/2024	2024/25	2025/26	2026/207	2027/2028	2028/2029
NOR AT TIME OF CENSUS	141	136	166	196	226	256	251	225
NOR AT TIME OF BUDGET ALLOCATION	141	166	196	226	256	251	225	210

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APPENDIX H

Kirklees School Organisation Advisory Group Constitution & Purpose

The Education and Inspections Act 2006 confirms Local Authority responsibility for school organisation decision-making.

To assist the Local Authority in reaching decisions on school organisation statutory notices, a School Organisation Advisory Group will be established to consider and advise Cabinet, as the decision-making body, on statutory proposals related to school organisation.

The Advisory group will not have decision-making powers.

Constitution of the School Organisation Advisory Group.

Membership of the Advisory Group will be as follows:

1. Member representation in line with the current political ratio of the Council (6)
2. Schools representative (1)
3. Governing Body representative (1)
4. Diocesan representatives. (Catholic and Anglican) (2)
5. Learning Skills Council (1)
6. Minority Community representative (1)

The Chair of the School Organisation Advisory Group will be the lead member for Children and Young People Service.

The group may decide to invite other individuals to attend the group to receive information related to the school organisation proposal as appropriate.

As an Advisory group, the Council's quorum guidelines do not apply.

Purpose of the School Organisation Advisory Group.

The proposed draft terms of reference for the School Organisation Advisory Group are detailed below.

At the end of the 4 week statutory notice period where the notice outlines a school organisation proposal, the School Organisation Advisory Group will meet as soon as possible to:

- Check and confirm that all required information is available regarding the school organisation proposal;
- Check and confirm that the published notice complies with statutory requirements;
- Check and confirm that the statutory consultation has been carried out prior to the publication of the Notice;
- Consider the prescribed information related to the proposal to change the pattern of school provision;
- Consider the proposal for change with regard to the DCSF statutory guidance on implementing change to the pattern of school organisation; (Statutory Guidance-Factors to be considered by Decision-Makers);
- Consider any objections received during the statutory notice period and the Local Authority response to these objections;
- Receive a presentation on the proposal for change from the Proposer;
- Having considered the statutory proposal with regard to the above, prepare a list of reasons for the decision they would recommend to Cabinet in respect of the school organisation proposal. This should be prepared using the factors to be considered in the statutory guidance as the framework for their collective view

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Appendix I

NUMBER OF CHILDREN MOVING IN/OUT OF ST. JOHN'S CE C INFANT SCHOOL

	2020-2021 Mid Yr Transfer OUT	2020-2021 Mid Yr Transfer IN	2019-2020 Mid Yr Transfer OUT	2019-2020 Mid Yr Transfer IN	2018-2019 Mid Yr Transfer OUT	2018-2019 Mid Yr Transfer IN	2017-2018 Mid Yr Transfer OUT	2017-2018 Mid Yr Transfer IN	2016-2017 Mid Yr Transfer OUT	2016-2017 Mid Yr Transfer IN	2015-2016 Mid Yr Transfer OUT	2015-2016 Mid Yr Transfer IN	2014-2015 Mid Yr Transfer OUT	2014-2015 Mid Yr Transfer IN	Total Mid Yr Transfer OUT	Total Mid Yr Transfer IN	Net Mid Yr Movement
Moved in/out of Area	0	3	-6	4	-4	3	-5	6	-5	5	0	0	-5	4	-25	25	0
CME	-3		-1				-4								-8	0	-8
Parent Choice - Ethos/Church School			-2				-3		2	3	-2			3	-10	11	1
Parent Choice - Small School			-2	1	-1			1							-3	2	-1
Parent Choice - Siblings in School	-4		-6		-3		-2		-2		-1				-18	0	-18
Parent Choice - Prefer Primary School/Avoid Y2 Transition	-1				-3				-1		-1		-1		-7	0	-7
Taken off Roll due to LOA				1	-1	1								1	-1	3	2
Other	-2		-1		-1	2	-1	2	-1		-1	1	-1	2	-8	7	-1
TOTALS	-10	3	-18	6	-13	6	-15	11	-12	8	-5	4	-7	10	-80	48	-32

*This table was provided by St John's CE (VC) Infant School. However, the final three columns showing Totals were added by LA Officers for clarity

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SOAG Appendix 1								
Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
1	Strongly oppose				Boothroyd Primary Academy			As the head teacher of a school in the near area whose school serves the same catchment I an opposed to this on the grounds of falling pupil numbers in the area. This is for the same reasons as I described when the first consultation was proposed which was not agreed. We were asked to increase to a three- form entry school by the local authority which we did and now have the appropriate number of staff employed. Any decrease in the number of children we have on roll will mean that staff redundancies may be needed. As your school serves the same area and we are not full in the year groups you wish to expand I see no need for extra places in the local area. Indeed your school expansion will mean I need to reduce my PAN to accommodate which seems an inappropriate way of managing pupil places.
2	Strongly support			St John's CE(VC) Infant				
3	Strongly support			St John's CE(VC) Infant				Parents and carers have, for many years, expressed their wish for ST John's to be a through school and the main reason given is that they love the fact that it has a very caring and Christian ethos. These comments have been made by people from all sections of the community with various faiths and none. They like the way that the staff and children are encouraged to live by the school's Christian values in their everyday life and that these values are simply good 'human' values! Parents and carers also express concerns about their children attending other local primaries which are much bigger and have more than a 1 form entry in Key stage 2. There is now an added issue of St John's children joining already established friendship groups that have been formed at Westmoor Primary since they brought down the pupils from the ex Knowles Hill school site all onto the one site at Church Lane. This is the only place in Kirklees where this happens. The main reason that parents state for sending their children to a through Primary mid -year is simply one of logistics. They have older sibings there and they simply cannot keep up with taking children to different sites. These parents always state that they would keep their child at St John's if we were a through Primary. The future of St John's is under threat as numbers continue to fall and it is vital that parents and governors can have their voices listened to and that St John's becomes a through Primary in September 2022
4	Support	Staincliffe CE(VC) Junior						Please it would be brilliant if st Johns infants could last up to year 6 age 11. My son struggled leaving St. John's infants and moving to west moor primary school which was a nightmare I ended up sending my son to Staincliffe juniors in batley which is a hassle travelling. St. John's is an amazing school so loving and caring. Please approve the proposal
5	Strongly support	St John's CE(VC) Infant		St John's CE(VC) Infant				St John's CE Infant School is a very important school for the local community and has served the local education needs well over many years. We believe it is vital that as parents the local authority accepts the proposal to extend the year groups so that our children have the best chance in life to succeed. The values we have and our ethos is important for our children's learning and development. It serves a vital purpose for early learning and continued learning. The proposal will meet a fundamental need for learning and continuity especially since the pandemic. We believe the school will benefit with this proposal and ensure its success continues and future proofs for future generation. I am convinced that this proposal is required to meet ever challenging local needs and ensure we address the govts levelling up agenda and wider curriculum targets. We hope you consider our proposals in the interest of the needs of our community, parents and children and not decide purely on commercial basis all too frequent with LA budgets being stressed etc. Without this proposal as a parent I will have no option but move my child to a private school once she reaches the final year of the primary school.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
6	Strongly support			St John's CE(VC) Infant	St John's CE(VC) Infant			St John's is a supportive, nurturing environment that enables children to thrive and succeed. For as long as I have worked here we have had families expressing the view that they wished their children could stay with us until they finish primary school. We refer to our St John's Family, and that ethos, along side our emphasis on Christian Values (respected by all members of our school community) is one of the things that parents say they really value and would like to continue for children until they move to KS3, not just until they go to KS2. Parents value the wider support we give to them and their children and I believe that being able to continue this across the primary age range, rather than continuing with a transition point at age 7, can only be beneficial to the educational, social and emotional well-being of pupils. It has been a common occurrence over the last few years that some families have chosen to send children elsewhere purely on the grounds that they don't want them to have to move schools at the end of Year 2 as they believe this is too much upheaval for them. If St John's were to become a primary school it would enable parents to choose the school in confidence, knowing that their child would be in the same school, developing secure relationships with staff, building friendships with their peers and reducing anxiety about the impact of a big change after only 3 years in a school.
7	Strongly support	St John's CE(VC) Infant						
8	Strongly support	St John's CE(VC) Infant		St John's CE(VC) Infant		WF13 3		<p>I am in strong support of St John's becoming a junior school for the following very important reasons: St John's is the only faith school in our community and would like to opportunity for my daughter to attend a faith school during her more formative junior years which helps to promote positive values and morals. St Johns is the only small school in our area, being a small faith school offers our children a strong sense of community, parents, staff, and pupils are all known to one another and have strong relationships which helps our children feel more confident in the classroom and in the community. We as parents feel St John's provides a unique learning environment that allows our children to flourish, and develop foundations that will give them the best chances of succeeding in later life. Their social, emotional and medical needs are known by all staff and with my daughter having drug refractory epilepsy this is a huge advantage as all staff are trained in using rescue medication for seizure control if needed. Research tells us that belonging to close-knit communities is vitally important in developing a child's resilience. It is also a protective factor against mental health issues and bullying. Children's mental health should be the priority, particularly at this moment in time after such a disrupted academic year. It is vital that our children are allowed to stay in their familiar setting where they already feel a strong sense of belonging. The fact our children have to transition in year 3 is extremely difficult as it unsettles them and causes distress having to adapt all over again to new pupils, new staff and a much larger stranger setting. Thank you for taking the time to read my thoughts on this matter.</p> <p>WE WOULD LIKE OUR CHILDREN TO CONTINUE AT A FAITH BASED SCHOOL</p> <p>By not allowing junior places to be allocated at St John's Infant school, children in the local community are being deprived of attending a faith school for their junior years. The feeder school which is Westmoor is not a faith-based school and there are no other faith schools (within walking distance) which can accommodate ALL of the children currently attending Year 2 at St Johns. To take this away from the community is problematic for the following reasons.</p> <p>a)Religious teaching Faith schools allow academic and religious teachings to intertwine, this offers our children a unique learning experience and a strong understanding of faith. Issues of social justice, moral, and ethical responsibilities and other topics of religious and spiritual importance will be part of their everyday life which as parents we strongly encourage. St John's has children from different faith backgrounds mainly Christianity and Islam, parents of both faiths celebrate the fact that they share the same values which are taught in school. St John's gives our children the opportunity to come together and celebrate the same values which is extremely important in today's fragmented society. This will lead to a more cohesive community if this is continued throughout their more formative junior years.</p> <p>b) A Strong Sense of Community As I have witnessed with my own daughter, attending a faith-based school offers a foundation for friendship building almost</p>

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
9	Strongly support						Great aunt of pupil on roll	I strongly support the proposal to extend the age range of St John's Cof E Infant School to make it an all-through school for ages 4-11. I am supporting this proposal as I have seen how my great niece has flourished since joining this school community in Yr1. Sadly, as she is in Yr2 she will miss out on the benefits of this proposal but I would very much like to believe that future pupils will benefit as she has and on into their junior years. The caring and nurturing Christian ethos of the school, an ethos valued by all faiths and none, has been evident in my great niece's new found confidence after a difficult start in a previous school. It is obvious that not only are the staff very caring and involved in the all-round development of a child but they also encourage the pupils in this caring attitude towards one another. If the school was not to extend the age range I believe it would have a detrimental effect on the child as they would be facing the challenge of changing to a new environment, adjusting to new staff and new classmates. This could set some children back not only in their learning but also in their confidence and even have a negative effect on their mental well-being. On the other hand, if the age range is extended I believe the work already done in those first 3 years of infant school could be built on by staff who know the children well, knowing the individual character and need of the child, in order to better prepare them for what is always a big leap from primary to secondary education, enabling them to move with confidence. I believe this system ensures the children are then ready and willing for the move to secondary school with an eagerness to continue their education. From what I have seen so far, schools like St John's are few and far between. This school should be supported and encouraged to grow by all who are involved in education and childcare, enabling the continued education and care of infant and hopefully, in the very near future, junior pupils
10	Strongly support	St John's CE(VC) Infant				WF13 2		I strongly support St John's becoming a junior school for the following very important reasons: St John's is the only faith school in our community that can accommodate this number of children. It is very important to me as a father that my daughter has access to a faith school and benefits from the ethos and values that come with the school environment. St Johns is the only small school in our area, this has given my daughter the nurturing environment that she needs to be able to gain confidence and enjoy school. She previously attended a larger school in Reception and Year 1 and did not settle, but since starting St John's she has flourished in confidence and friendships. This is of utmost importance especially after the year we have all had and the impact this will have on the future generations. My daughter is anxious about the fact she will have to transition in Sep 2021 to Westmoor when she is currently so settled at St Johns. I would like to take this opportunity to ask for the proposal to go through for Sep 2021 so my daughter can benefit from staying at St Johns in her junior years. The mental well-being of our children and the needs of the local community should be a priority in this decision. Lastly I live near Church Lane and the congestion there is terrible at school drop off and pick up times. Making St Johns a through school will help with this issue as there will be less parents having to pick and drop off on Church Lane. Thank you for your time and support
11	Strongly support	St John's CE(VC) Infant						I strongly support the proposal of extending St John's Infant School to become an all through primary school. The change in school part way through would be a distressing change for my child as she is very content at St John's. This would be a benefit to the community especially for those parents who have children a couple of years apart. It would allow them to drop their child off to the same school for a longer period avoiding local traffic congestion. St John's is outstanding in the provision of education and this has been maintained through the Covid period. My daughter has tremendously developed and extending her stay here would be highly beneficial.
12	Strongly support	St John's CE(VC) Infant						This proposal if approved would be appreciated greatly. St John's school is an outstanding school where my daughter loves attending. It would help if our daughter remained in this school, she has developed so much in the short time she has been here
13	Strongly support					WF13 3		This could be good. We will choose this school if it goes ahead.
14	Strongly support	Not stated						If buildings are not ready for all through school to have temporary portacabins as classrooms
15	Strongly support	St John's CE(VC) Infant	St John's CE(VC) Infant			WF13 3		
16	Strongly support	Not stated						

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
17	Strongly support	St John's CE(VC) Infant						Strongly support this idea, it would offer great relief to both parents and students that they remain in a safe, familiar environment during their early development. I do suggest parking is taken into consideration, there is already a large amount of traffic during school hours in this area.
18	Strongly support		Green class (St John's)					I can wheel my wheelchair. I like Fun Fridays. I like art. I like being part of the Church. I like being part of the school council; other schools don't have it; I feel important. Because I have fun playing with my friends and keeping my friends. Because I like my teachers and their way of teaching. It's amazing, it's a fun school. It makes it easier to get here, my house is near. If I go to a different school then mummy will have to drive a lot. The work here is fun and it helps me to learn.
19	Strongly support		Orange class (St John's)					I want to stay with my friends. I am better at this school. I like knowing where to eat my dinner. I want to see my sister. Learning is fun. This school makes me happy. I want to keep getting dojo points. I want to try to get 100 dojos. I want to go in all the colour classes. I pray at this school.
20	Strongly support		Red class (St John's)					We share together. St John's is full of love. We are a big family! We get to be a star writer. We do lots of fun work. We get dojo points for our good behaviour. We have great toys to learn with. We do outdoor learning. We are creative. We make lots of friends.
21	Strongly support		Indigo class (St John's)					We have nice teachers and they could teach us more than once. We have good values. I feel worried because I have to leave and make new friends again. I like all the good celebrations. School is just right. I don't want to leave because it's fun. I'd like to stay because of breakfast. St John's is good because we're creative. School is beautiful. I feel nervous because I don't want to change school. I'd love to stay because it's friendly. We are a family and I don't want to leave. I will have to leave my sister in Reception.
22	Strongly support		Violet class (St John's)					I love handwriting and learning at St John's School. I would like to stay with all my friends. We do fun stuff and I'm happy at St John's. I love the teachers at St John's. School is fun and we get to do outdoor learning here. The whole school is a happy place. The teachers are fun and kind. I like knowing the teacher's names and not forgetting them. We play together and get rewarded lots here with dojos, prizes, time with Mr MacPhail. All the teachers are really nice.
23	Strongly support		Yellow class (St John's)					This school is really nice, we learn lots. I want to stay in this school with my friends. The teachers look after us and help us to learn. I want to stay with my friends. I learn lots at St John's, I am clever. St John's is fun to be at. The teachers care for us a lot at St John's. Our school is small, I know everyone, I feel happy here. My teachers make me feel safe.
24	Strongly support	Not stated				Not stated		Great. We never put down St John's as choice coz of this reason hassle applying for another school. I'm sure lots of parents will be please it's a very good school.
25	Strongly oppose					WF13 2		Concerns about increased traffic and parking which is bad as it is already even with the reduced numbers you currently cater for in the school.
26	Strongly support		St John's CE(VC) Infant					Because I don't want to make new friends and I don't want to lose my friends. I feel worried that I'll have to leave.
27	Strongly support		St John's CE(VC) Infant					I want to stay with the whole school. I like the toys and the classrooms. I want to stay at St John's School. I would feel sad if I had to move. I like all my friends.
28	Strongly support		St John's CE(VC) Infant					I want to stay here for a long time until I am in year 7. I have a cousin in year 1. I really like St John's CE(C) School, it is amazing.
29	Strongly support		St John's CE(VC) Infant					I like the toys at our school. Everyone behaves at St John's and help me. All the teachers are nice and say hello to me. I want to stay with my new friends at St John's for longer.
30	Strongly support		St John's CE(VC) Infant					I want to stay because I have lots of good friends. Everyone is kind and helpful.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
31	Strongly support		St John's CE(VC) Infant					I want to stay because it is fun and have lots of friends. I have good teachers. It is exciting. I love coming here, it is amazing.
32	Strongly support		St John's CE(VC) Infant					Because my teachers are good at teaching. Because if I go to another school I will not know no one. But if I stay here I will belong because so I can stay with my friends. Because the children and my friends are kind to me.
33	Strongly support		St John's CE(VC) Infant					Because the children are nice. Because of the adults. Because of the displays.
34	Strongly support		St John's CE(VC) Infant					Because this is a nice school. So we can stay with our friends. Because the displays are nice. The teachers are nice to me.
35	Strongly support		St John's CE(VC) Infant					I have good friends. Everyone is nice and kind and I like to play with my friends and I like school. I feel sad that I have to leave.
36	Strongly support		St John's CE(VC) Infant					I want to stay because I like the playground and I want to stay with my friends. I am nervous to go to my new school.
37	Strongly support						Past ETA at St John's	My first job was at this school, it was a pleasure working alongside some really amazing people. Good luck with this new venture.
38	Strongly support						Former parent of child at St John's	To extend St John's to a junior school would be an asset to the community. It is a shame it has not happened already and my children have not been able to experience the warm, loving support and teaching St John's have to offer all the way up to high school age. Extending the school would mean one less transition in school which can be highly stressful for both parents and children.
39	Strongly support	Westmoor Junior						This is fab, even though my son is not at the school anymore, he would have loved to stay till year 6 with his friends.
40	Strongly support	St John's CE(VC) Infant						
41	Strongly support	St John's CE(VC) Infant						We will do all we can to support this proposal so our daughter can stay at this school.
42	Strongly support				St John's CE(VC) Infant	WF13 3		St John's is a fantastic school. I have worked here for over 14 years and my children attended this school before that. My daughter is a ward manager at Dews. Hospital and my son is a manager at a retail manufacturer. This in part to the excellent education they received firstly at St John's and the wonderful staff there and subsequent schools they attended. There is a very low turn over of staff here due to the wonderful feeling of family that everyone feels upon entering. Becoming a through school would only add to the local community.
43	Strongly support			St John's CE(VC) Infant				
44	Strongly support				Slaithwaite CE(VC) J & I		Mentor to HT and another church school	

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
45	Strongly support	Westmoor Junior			St John's CE(VC) Infant			My son attended St John's Infant School, he has autism and it would of been beneficial to him if St John's had of been a primary school then.
46	Strongly support						Churchwarden at St John's Church	
47	Strongly support	St John's and Westmoor						The decision to extend the school till year 6 is a good one. I feel that my child would benefit from staying at the same school. To keep the same friends, and the routines that are established at St John's. I humbly request that whoever makes the decision to allow this or not thinks deeply about how much it would mean to both staff and pupils. Thank you for reading.
48	Strongly support	St John's CE(VC) Infant						I as a parent support this idea, as it makes sense having a infant school and junior school together. And in this part of the area there is only one other school which can accommodate the children. Children would have made friends and I think having them moved to another school does not seem right, as children would be upset especially if they already find it hard making friends. As a parent it would be a peace of mind that my child would go to one school before she goes to high school. As a working parent I wouldn't have time to find other schools. Being just around the corner from the school it is ideal location to enlarge the school.
49	Strongly support	St John's CE(VC) Infant						Our child is currently in year 1 at school and we would like him to stay at this excellent school through to the age of 11
50	Strongly support	St John's CE(VC) Infant				WF13 2		Happy with the ethos and family feel of the school. Children feel safe and would do well with the continuity and safety provided by becoming a through school. Convenient with other children.
51	Strongly support				St John's CE(VC) Infant			St John's Infant School serves a diverse community and does the upmost best to support each and every family from this community. It has a warm, enabling and safe environment which is felt from stepping through the door and throughout the time spent at St John's. Becoming a junior school would allow pupils and families to benefit from this until pupils are 11. This would reduce transition points, which can be stressful and detrimental to their wellbeing.
52	Strongly support	St John's CE(VC) Infant					WF13 2	
53	Strongly support						Aunt of pupil on roll	My niece goes to St. John's C.E. Infant school, and she would directly benefit from the proposed extension to the age range, as she would not have to go to a different school to complete her primary education. This proposal is a progressive move by the school to ensure the continuity and well being of the children, the staff and the school into the future. The proposal also respects the council's intentions to reduce transition points for children. St. John's CE becoming a primary school would benefit the children, parents, the community and the other schools in the local area. The increase in choice of primary schools should encourage improvements in standards, therefore, benefitting everyone. I would hope that interests of the children out weight the objections or concerns of the other local primary schools that could reduce their student numbers. My niece has flourished since she started at St. John's despite the covid disruptions. On the occasions I have dropped off or picked her up from school, I have found the staff and the atmosphere to be friendly and nurturing environment. The kind of environment that is important for primary learning and well-rounded social development.
54	Strongly support			Not stated		WF13 2	Former parent of child at St John's	As a governor and chair of governors over more than 10 years, it has always been the vision for St John's to become an all through primary school. The school has an excellent reputation with the community and produces good results. Parents have often felt that their children are disadvantaged by transitioning to a large primary school environment. The authority have also recognised the need to reduce transition points. The other reasons for supporting this are outlined clearly in the proposal. This excellent school deserves the right to serve and support the communities children by becoming a through school.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
55	Strongly support	St John's CE(VC) Infant						As it's only infant school in Kirklees that's not a junior school as well, would benefit the children not having to move school after year 2. As a grandparent and childminder of children attending St John's would be much easier with children at one school. Love the church influence of the school. A smaller infant/junior school with continuity would help children's development and give them confidence to succeed.
56	Strongly support	St John's CE(VC) Infant						Myself and my husband are strongly in favour of this proposal (can't understand why it didn't go ahead last year). These children have been through enough without another school move as well.
57	Strongly support	Not stated						Is a good school.
58	Strongly support	Not stated						
59	Strongly support	Not stated						It would make it easier for younger siblings to all attend one school. My child loves the school, the teachers and feels happy and safe and would prefer her to be able to stay until year 6. Excellent staff, school and employees.
60	Strongly support	St John's CE(VC) Infant						St John's has far surpassed all expectations. It is an incredibly supportive school community that helps the children excel emotionally and within a safe environment. To be able to continue on to a primary school would be nothing of a benefit to the children and families they educate and support.
61	Strongly support	Not stated						School has a wonderful family/community feeling. Don't want to impact my child's learning by moving and having to start again.
62	Strongly support							STAKEHOLDER NOT STATED
63	Strongly support	Not stated						
64	Strongly support				St John's CE(VC) Infant			Friendly staff. Good education. Excellent headteacher. The community would really benefit from St John's becoming a through school. It would highly benefit the children and their education if they carried on after year 2 instead of breaking off and starting again somewhere new.
65	Strongly support	Westmoor Primary						Massively beneficial to the education process
66	Strongly support	Not stated						I have 3 children, better for us, children are all happy here and so are well. All teachers are lovely and caring.
67	Strongly support	St John's CE(VC) Infant						I have 2 children at St John's and both are very happy here and we are also very happy with the school. I would love it if my children could continue their education at St John's until the age of 11.
68	Strongly support	Not stated						It's a better school, my child is happy.
69	Strongly support	Not stated						School is a great school It is closer to us. Teachers are very supportive. I like this school a lot.
70	Strongly support	Not stated						A good school. Please do not change it. I live very close to the school. I have had all of my children and relative's children come here. Education here is fantastic. All the teachers are very nice, especially Mr Blackburn, he has done good things for the school.
71	Strongly support	Not stated						A really good school. ***** is very happy and I am also so happy. Everyone is so nice and kind, the behaviour of everyone is great, staff are very helpful. Sad we can't continue but will miss this school a lot. Fully recommend this school.
72	Strongly support	Not stated						I like environment in this school, my kids had their school primary here, I want to do a request to extend this school.
73	Strongly support	St John's and Westmoor						Stressful when applying for junior school, especially if they are not allocated the school of choice. Also pick up drop off to 2 different schools can prove very challenging at times. Also staff and teaching is great quality so a shame it's only 3 years.
74	Strongly support	Not stated						I support the proposal and feel that an option to have a smaller school within this area is important as it gives parents an option who need it. Personally, my children needed this as they would have struggled in a larger setting due to their developmental needs. St John's is a great school and the outcomes for children who attend this school are greater than of those in larger schools, in my personal opinion. St John's needs to become a through school so that children in the area can benefit from a fantastic educational setting!

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
75	Strongly support	St John's and Westmoor						Since my kids in St John's. I met teacher they are very lovely and very helpful. I support to let them to extend, school improved my child.
76	Strongly support	Not stated						Please extend the school for the good of the children. Teachers are fantastic, support the children. I also get a lot of support.
77	Strongly support	St John's CE(VC) Infant						It would be brilliant if the school gets extended. It is an amazing school, my child is very happy and settled well into the school. Staff are all amazing.
78	Strongly support	Not stated						All 3 of my children have attended St John's Infant School and they have loved it here and done really well. I wish ***** was able to stay on, St John's is a lovely school.
79	Strongly support	Not stated						Excellent school, should be allowed to become a follow through school.
80	Strongly support	Not stated						Good school very much appreciated.
81	Strongly support	St John's CE(VC) Infant						St John's is a very good school with very friendly staff. Making St John's into an all through school will benefit as all my children can stay in the same school and not have to be moved as elder siblings going on to year 3
82	Strongly support	St John's CE(VC) Infant	St John's CE(VC) Infant					I will be very happy if this school is extended for my children.
83	Strongly support	Not stated						I wanted my son (year 2) to stay here because school has helped him come on and he's made lots of progress.
84	Strongly support	Not stated						***** has a disability. He has really settled in here. He is very happy. The school provides excellent wheelchair facilities for him. I get excellent support from all the staff from this school, ie with my child and parking and many other things. Education wise, ***** has been given great support. He really has improved in many areas including his confidence. I am scared that he will not settle in a new environment. He has really settled and bonded with his peers, friends, staff.
85	Strongly support	St John's CE(VC) Infant						Having two children currently at the school, I would fully support St John's becoming a primary school. The level of pastoral as well as educational care of the school currently would be highly beneficial to the children, if it were to be extended through to age 11. I for one am not really looking forward to my children leaving the wonderful staff and environment of St John's. I sincerely hope the through school status is approved.
86	Strongly support					WF12 8		I think this would benefit the children massively and I would personally have sent my daughter here if this had been the case when I was applying for schools, even though it is out of my catchment area.
87	Strongly support					WF13 3		I feel this will benefit the children with less transitions as it will support their emotional wellbeing of a through school.
88	Strongly support	Grandma St John's CE(VC) Infant						I agree that it would be a lot better as a through primary - continuation for children and less upheaval
89	Strongly support				St John's Under 5 Pre-School			St John's is a wonderful school. Becoming a through school will be an asset to our community. This is a lovely small school - which we do not have in our area. Transitions for children can be tricky so I believe having a through school creates smoother transition and easier settling for young children.
90	Strongly support	St John's CE(VC) Infant						
91	Strongly support	St John's Under 5 Pre-School						If it was available when ***** was at that age would of chosen him to go there.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
92	Strongly support					WF13 2		Be suitable for the parents to keep them in the school till high school. Better routine.
93	Strongly support					WF13 4		I think this will be good for children in the area. Due to working in a pre school so know this school is nurturing and supportive to children and parents, there isn't any other small non-Catholic schools in this area and children learn best in smaller nurturing environments
94	Strongly support			St John's CE(VC) Infant				As a governor of the school I wish to express the importance of a through school for not only beneficial to our school but to our children and their families. I strongly believe there should be as few transition points as possible for young children to enable them to forge strong links and stability. Many children come from turbulent backgrounds and look to school as their constant, their refuge and safe haven. St John's is renowned for its nurturing and caring ethos and children thrive with us, only to be then moved quickly to a much larger school where children have already established friendships and bonds. The staff at St John's can follow the children through being positive influences and role models and instilling a sense of belonging, helping them to be the best they can be.
95	Strongly support				St John's Under 5 Pre-School			I believe it is good for children to stay in one school throughout their education for consistency. The children will make friends at one school and keep these friends throughout which helps develop their social skills which in time contributes to their holistic development.
96	Strongly support						Past pupil	
97	Strongly support					WF13 3		St John's should be granted a through school as I believe it will be very beneficial to children in the local area to have continuity of education in a single environment. St John's is a small, caring school, of which there is no other in the area, and this is the environment that some children need to feel secure to enable them to learn. I believe this will be best for all local schools as they can nurture children throughout their learning journey, and provides parents with choice based upon preference rather than necessity or convenience. I believe many more parents would choose St John's if it was a through school, and I cannot promote this consultation enough.
98	Strongly support						Working at a feeder nursery	I strongly support the proposal to extend the age range of St John's CE(VC) Infant School as I think it's good for a school to see a child progress and extending the age range will support this. I think it's important for parents to have various school choices and I believe extending the age range will give parents/carers more options. As a professional working within early years I know how important it is to have as little transitions as possible to keep the children settled and content. I would like to think my future children go to the school I went to as a child. It would make my decision easier if St John's was made into a junior school as well as an infant school to minimise transitions.
99	Strongly support					WF13 3		As a parent extending the age range would encourage me more to choose this school for my child.
100	Strongly support						Past pupil	As a former pupil who went to St John's Infant School, I wish I could of stop till I went to high school.
101	Strongly support					WF13 3	Working in local pre-school	I strongly support a proposal of a through school for St John's because it would make all the difference to our local community and give our parents more choices of where to send their children. St John's is an excellent school and this would make all the difference to them. They will be able to share their children's learning journey from Reception to the end of their primary school journey. It will be easier for parents to have more than one child in the same school and not have to travel between two schools for pick up and drop offs. It will be better for pupils to have continuity in their education in a familiar, warm, caring environment.
102	Strongly support	Not stated						We would be happy with our child attending this school
103	Strongly support	St John's CE(VC) Infant						I really like the school but worry what will happen after year 2. I thought it was up to year 6 until recently. It is a good idea and would benefit me. I like the teachers
104	Strongly support	Not stated						
105	Strongly support	Not stated						
106	Strongly support	Not stated						I want my little girl stay here.
107	Strongly support	Not stated						I want my little boy to stay at this school
108	Strongly support	Not stated						I want this school for my little girl.
109	Strongly support							STAKEHOLDER NOT STATED. I only want ***** to stay in the St John's school. She loves this school.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
110	Strongly support	St John's CE(VC) Infant						
111	Strongly support	Not stated						I support the proposal to extend the school as this will provide the kids with continued support throughout their primary school. Joining a new school is always difficult for both the kids and parents as we have to make new friends and begin to understand the workings of the new school. So I would rather my child complete their primary education at a place they are used to, they love and thrive here.
112	Strongly support	Not stated						Closer to home. Don't need to drop at 2 schools
113	Strongly support	Not stated						Children has made friends and bonds. Wihtout the school, moving them to a new school would be unsettling and could set them back with learning
114	Strongly support	Not stated						I am happy for this so my child can stay longer at St John's
115	Strongly support				St John's CE(VC) Infant			
116	Strongly support				Not stated			A school which is the heart of the community. From the feedback given by the parents and visitors - a friendly, caring school which gives 100% to their parents and their children
117	Strongly support				Not stated			
118	Strongly support	Not stated				WF13 2		Strongly support this cause as it will benefit my daughter and the community immensely.
119	Strongly support	St John's CE(VC) Infant						We don't need to move my child after a couple of years. Stay with their friends. Will be a good move to extend the school
120	Strongly support							STAKEHOLDER NOT STATED. I think it will be a good idea for the development of children
121	Strongly support	St John's CE(VC) Infant				WF13 2		Strongly support this cause as I have 2 children at this school.
122	Strongly support	St John's CE(VC) Infant						It's been a great moment of my son attending St John's and he has loved every bit of it, am sure he would like to stay to year 6. The school has been supportive and educative at all time he has been here and the school head and other teachers and support staff have been brilliant all along. The kids love it very much and they have really associated with each other very well and hope they stick together for longer
123	Strongly support	Not stated						I strongly agree and would like to remain in school as my son does not like change
124	Strongly support	Not stated						
125	Strongly support	Not stated						It's a lovely school, my child feels safe and happy here. To be able to stay through to year 6 would be amazing. He has made lots of lovely friends and I would hate to tear them apart if they didn't get into same school again. I would hate for him to have to start all over again as don't want it to impact on his learning. He is doing fantastic at St John's and want this to continue
126	Strongly support	St John's CE(VC) Infant						Yes we strongly support it
127	Strongly support	St John's CE(VC) Infant						Myself as a child attended infants then junior of the same school, this made school a pleasure as I got to move through each year with the same group of friends and surroundings. I think that moving to new surroundings with the possibility of losing contact with friends/teachers at such an early age could strongly affect and impact on a child's education
128	Strongly support	Not stated						
129	Strongly support	St John's CE(VC) Infant						Great school and staff would be beneficial for the kids to stay on longer

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
130	Strongly support	St John's CE(VC) Infant						I strongly agree to the extension of the age range at St John's CE as it would mean an easier transition for children from key stage 1 to key stage 2. As parents and teachers one of the most worrying factors of school life is, how will the child react to a change of school and environment. The way in which the school is proposing change I believe the transition between classes and key stages will be more fluid and beneficial. I also believe the proposal will raise the standards of the school and would allow a more consistent approach to educating children. It will bring about more continuity and make tracking of pupils' progress easier. I have spoken to many parents and residents of Boothroyd Lane and I have not come across one negative impact that this will have on the area. The continuity of learning has a significant impact on a child's progress, the fewer moves the child makes during their school education the better they perform. Furthermore providing stability for the staff and the local community. I believe over time the proposal will allow staff to build up a good knowledge of the children and their families as they progress through school, creating a sense of the school as a 'family' which in turn helps develop trust and confidence.
131	Strongly support	St John's CE(VC) Infant						I would be glad if the school would extend a couple of years for my daughter to stay here till year 6.. I will be really happy if the proposal goes ahead.
132	Strongly support	St John's CE(VC) Infant						The school staff work very hard for our children, further years in this school will be very beneficial for my child and me
133	Strongly support	St John's CE(VC) Infant						Better for the child's progression, keeps them with their friends and teachers
134	Strongly support	St John's CE(VC) Infant						I am a granddad. It would be better for me to collect all the children from one setting. Would be grateful if this could go ahead
135	Strongly support	St John's CE(VC) Infant						A very good school.
136	Strongly support	St John's and Westmoor				WF13 4		I strongly propose the extension of St John's as an all-through primary because it is a brilliant school and has always proved so through the Ofsted reports. As a resident on Church Lane I have seen the ongoing repercussions of the merging of Knowles Hill School with Westmoor Primary, the impact has been massive to say the least and countless petitions and complaints have been overlooked or ignored from the majority of the residents of Church Lane. Personally I feel the education of our children has been compromised as Westmoor are overloaded with pupils and staff are unable to cope with the demand from a social and emotional aspect
137	Strongly support							STAKEHOLDER NOT STATED. It's a very nice school. Would be much better all in one school for travels, for holidays etc
138	Strongly support							Easier then having to apply for another school as we have had to do
139	Strongly support	St John's CE(VC) Infant						I'm really pleased that the school will be changing to age 11. I'm really happy about X being at St John's it's really lovely school I hope it gets the go head because it will be ready for St John's family and the children to stay together and not move and all lovely teachers and staff
140	Strongly support					WF13 3		
141	Strongly support	St John's CE(VC) Infant						Near to my house this is a fantastic school
142	Strongly support						Sibling of pupil	
143	support	St John's CE(VC) Infant						Its better all in one place all my children would be together

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
144	Strongly support	St John's CE(VC) Infant						it'll make it easier for parents and better for the children
145	Strongly support					Supply Teacher		
146	Strongly support	St John's CE(VC) Infant				WF13 3		I Strongly support the proposal for the following reasons: Both my daughter (currently in Yr1 & I like St John's infant School very much. I would like her to continue her primary education in a smaller , friendlier, and focused familiar environment. After the uncertainty and changes that the pandemic has bought, my daughters links to the St John's Family have been a consistent and reassuring . I feel it would be in her best interest to her mental wellbeing and for her long-term educational prospect not to have the huge upheaval of a change of learning environment and significantly altering her friendship and support network after the impact the Covid 19 pandemic has had on her and her education. Whilst my daughter is a Muslim, we live in a mixed nationality /race/ faith/culture family. I originally chose St Johns Infant School because of it being a faith-based school. Now she is in her second year at the school this is even more important to me as she has thrived in the environment that the additional framework of compassion tolerance empathy and respect brings. I can see how this is helping to shape her moral character and her positive attitude to life and learning, as well as supporting her belief in God. This is something that Saint Johns is in a unique position to do compared with her two closest alternative KS2 providers. Finally. I was particularly enraged by West Moor primary school and Bothroyd Academy raising objections to the previous St. John's key eth to proposal . Whilst I understand the reason given it enraged me that their objections were very self-serving and not child centred at least in part regarding the positive or negative impact of the children that would be involved. As the parent of a child that will be impacted by the outcome of this proposal, I felt that they were denying my daughter the very thing that would give her personal security continuing empowerment and better overall educational outcomes though not having a long set settling in. In year three both personally and regarding initial progress assessments amongst other issues . I therefore feel saddened that a negative outcome to the proposal will mean that these two schools will still be logical choices for a Junior School place for my daughter.
147	Strongly support	St John's CE(VC) Infant						My daughter loves the school , this stuff and her classmates. She feels happy and secure here. She would love to be able to stay until year six. She is aware of the basic process that is involved but is already feeling sad and sometimes anxious about the thought of leaving her stay St John's family behind. At this moment in time ,she is also anxious at moving to a much bigger site and into a class where many of her children will have been making friendship during the Infant School year. As an only child of older parents from outside the area ,she craves friendship and often feels lonely and like an outsider . I would prefer for her not to have to face this challenge to herself confidence in the next year or so. Life at present, catching up after last time during the COVID-19 pandemic, is Hard enough. although I was sceptical at first, about my daughter attending a Church of England school because I am a Muslim, my daughter has benefited very much from the strong thread of faith that is part of her daily structure. It helps us as a family bringing her up in a home with a similar commitment to faith and prayer. This is missing from other schools option in the closest local area.
148	Strongly support		St John's CE(VC) Infant					I love my school, my teachers on my school friends I want to stay here until year six. I feel happy here.
149	Strongly support	St John's CE(VC) Infant						I Fully support above proposal. My child is very happy and settled at the school and I would if possible like him to stay at the school until yr. six
150	Strongly support	St John's CE(VC) Infant						This is a wonderful idea, I would love the school to expand in this way it is a great school

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
151	Strongly support				St John's CE(VC) Infant			St John's has been part of my life for many years. I came here as a child, my mom helped to make resources ,my son came here, and I have been blessed to work here for 21 years volunteering prior to that. until recently, St John's has always had a list of children parents eagerly awaiting a place in our wonderful school. A through school will give us back an opportunity to reclaim families who have had many of their children under children's children attending St John's in the past. Without Saint Johns and its Connexions to the church the local community just wouldn't be the same eh piece of history last. Finally, I would like to continue my working at St John's with a wonderful team I am part of until I retire
152	Strongly support	St John's CE(VC) Infant				WF13 2		
153	Strongly support	St John's CE(VC) Infant				WF134		
154	Strongly support	St John's CE(VC) Infant				WF13 4		
155	Strongly support	St John's CE(VC) Infant						I feel the children would benefit greatly from being able to transition into a Junior School with familiar surroundings. Especially with the experience they have had the last two years through the pandemic.
156	Strongly support				St John's CE(VC) Infant	WF13 2		After being a member of staff at St John's for over 16 years, I have been informed by many parents over the past years that they would have loved to keep their children at St John's if we had the capacity. Our amazing parent staff relationship are open and honest. Parents feel comfortable discussing important matters would staff . After school, children feel incredibly safe and happy . Many parents who have had to relocate due to arranging provision for an older child have been extremely unhappy regarding the move . Having a through school would solve this issue for many families and offer them a choice regarding where to send their children. We have an incredible head at St John's and a loving being a part of our St John's family
157	Strongly support							
158	Strongly support					WF13 4	Fomer parent and governor	<u>I fully support the restoration of Saint John's as an infants and junior school as it used to be. It will be a good choice offering a Christian education. As a former governor there and member of the team parish this initiative is most welcome</u>
159	Strongly support	Not stated						
160	Strongly support	St John's CE(VC) Infant				WF13 4		The extended age range would be beneficial for staff and students at St John's Infant school because of the continuity of education and pupil/staff rapport already built. Changing schools at such a young age can be exciting yet daunting for children and parents. However, I feel the extended age range would be a great all round decision.
161	Strongly support	St John's CE(VC) Infant						Yes I support the above proposal. My child is very well settled in the school and I think it would be of real benefit to him to remain in the same school, with the same teachers, friends and maintain continuity. I chose this school specifically because of its size (small pupil numbers) and therefore fully support the proposal.
162	Oppose						Focus Academy Trust	I am writing to express my serious concerns about the proposal to increase the PAN at St. John's Infant School. St. John's is situated close to our Boothroyd Primary Academy in Dewsbury which the LA asked us to increase to 3fte a number of years ago. As we understand, there are now falling roles in the area and we have a number of spaces in several classes. Increasing St. John's PAN will negatively impact on our pupil roll at Boothroyd which may result in colleagues being made redundant. I ask you to reconsider this proposal as any surplus demand for places in the area can easily be met at Boothroyd. Thank you for your understanding.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
163	Strongly support						Former head teacher	<p>The most overriding reason for my support of the proposal is as it was when I was the Head Teacher which is the SAFETY and EDUCATION of the children who attend the school from 4 years old and then have to change schools at seven years. I was the HT when Knowles Hill Infant school was amalgamated with Westmoor and it was historically agreed with all stakeholders including Kim Lonnergan and Jo-Anne Sanders that the benefits of the amalgamation for children would be enormous. This is true for St. John's and unofficially agreed in principal by all stakeholders at this time. In order to become a primary school St. John's needed to make changes to the school provision and organization which without any funding from the LA took time and money and when I retired in April 2019 the school was in a position to meet the needs of the education of primary children. This is just some of the details of the roadmap which I will gladly develop at a later stage if you wish. It goes without saying that meetings between all parties were undertaken and agreed in principal with Westmoor and the LA. The parents who send their children to the school make a choice of a Church school which has specific ethos and values. This is taken away from them when they move to the junior school, thus denying them their original choice. Choice I understand is a principal of LA policy. The LA needs to give all schools in the area an equal footing, all to be Primary schools. This is not the case at the moment. Parents will be able to send their children to the primary school which most suites their needs and emotional well-being, an important factor in the light of the recent pandemic. Making St. Johns a primary school will support its development and continue on its roadmap to an OUTSTANDING school, continuing from the OFSTED inspection of 2107. High teaching standards at 'harmonious' school.</p>
164	Strongly support				St John's CE(VC) Infant			<p>As a member of staff at St. John's C.E. (C) Infant School I strongly support the proposal to extend the age range and add Key Stage 2 provision. I have witnessed first hand the changing financial landscape of St. John's over the last 5 years; with particular onus on the relocation of Westmoor Primary School to one site on Church Lane having an adverse impact on our viability. In 2016 St. John's had 176 of 180 possible pupils on roll. Today we have 136 of 180 possible. The decline in places has not only been in the annual Reception intake but also children moving mid-year to Westmoor so as to attend a through school with their siblings, or to move to a different through school as St. John's is unable to provide this continuity. To give some clarity I can confirm in the 5 years prior to 2016 and the moving of Westmoor Primary School to the Church Lane site, the numbers on roll at St. John's had not been below 171. Falling pupil numbers means relative decreased funding in the allocated budget. In 2016 St. John's budget allocation was £925,690. In 2021 it is £809,075. A phenomenal loss of £116,615. In fact, St. John's have had to approach Kirklees Finance for additional support from the Pupil Growth Fund. We have been offered a grant of £21,900 to bring our 2021 budget up to £830,975 but unfortunately this may not be enough to maintain our current staffing levels. Reception applications for 2021 currently stand at 45 out of a possible 60, with 4 families appealing for places at another school. If their appeals are successful St. John's will have a total of 132 roll which will in turn mean a smaller budget allocation again in 2022 leading to further possible staff redundancies. It is safe to say that if St. John's are not given the backing we so desperately need to become a one-form entry Junior and Infant School, the school will become financially unstable and will be faced with no other choice but to close its doors to our children and community; removing the only Church of England School in Dewsbury West. Although Kirklees initially denied our application under the non-statutory consultation held in 2020, based on the two opposing views offered by Westmoor Primary School and Boothroyd Primary Academy, I implore Kirklees Officers and Cabinet to request evidence of any rationale used by opposing schools this time round. Whilst Westmoor claimed the changes would leave them £300,000+ in deficit, our plans have now changed and do not involve any changes to Westmoor's PAN to compliment the proposal. In addition, I was quite alarmed to read Boothroyd Primary's claim that on average they take 10 children per year from St. John's into their Key Stage 2. St. John's have in fact transferred only 9 pupils in total since 2016 and there is only 1 child on roll for Key Stage 2 at Boothroyd for September 2021. It should be noted that Boothroyd Primary Academy have a separate admissions area to St. John's and do not actually draw from our community. It is in fact families exercising their parental choice to apply for a Key Stage 2 place at Boothroyd. Finally, to support the proposals and permit St. John's to provide education at Key Stage 2 will mean our families, community and children are given more choice with the option of a Church of England provider, of which there is currently none in Dewsbury West. Conversations with our parents, carers and children will resoundingly inform Kirklees how highly revered our Church of England provision is within the community.</p>

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
165	Strongly oppose			Westmoor Primary				Westmoor Primary School Governing Body strongly opposes the proposal to change the age range at St John's Infant School. Our original concerns remain on the following 2 points: Increasing the school's PAN does not create additional children to fill these places. The proposed changes create significant financial risk for our school and severely impact the financial sustainability of Westmoor. We will continue to work with St John's and the Local Authority to find a viable solution, we cannot however support the proposal in its current form and oppose it in the strongest terms.
166	Strongly support			St John's CE(VC) Infant				St John's needs to become a through school to ensure its long term viability. Parents need to have the choice of a large or small primary school to send their children to. St John's becoming a primary would give parents that choice, parents indicate that this is what parents want. Our students, many of them with varying, often complex needs are the ONLY infant children in Kirklees to feed into an established primary. The impact of Westmoor becoming a primary school has had a huge impact (despite assurances that it wouldn't) on our school. We need to become a primary to provide care and education for the children and families in our community.
167	Strongly support				St John's Under 5's Pre-School			I STRONGLY SUPPORT THE SCHOOL BECOMING A THROUGH SCHOOL. As a Pre-School manager, I have witnessed firsthand, how difficult it is for our parents to make the right choice of infant school. They have to juggle between actually selecting the school, which will meet their child's needs as well as how they can manage drop offs with their older children. Many parents would like to be able to have a choice of schools, choosing between a larger school and a smaller school. Some of their children are better suited to a smaller environment, than a larger busier school. The reasons for this are varied from them having SEND or that they are quieter children. The impact on the last year through lock down has played an immense part in children's feelings and securities and a larger school can seem intimidating for some. Year on Year we have seen the number of parents being forced to choose Westmoor over St. John's is growing. We are transferring far fewer children this year than ever before and the main reason parents are doing this is because, they cannot physically be in 2 places at once. Therefore, they chose convenience over the best choice for their child. So many parents have commented that they would rather select St. John's but that they would have to move them again anyway after year 2. Having completed a survey of our parents. They state overwhelmingly that their first choice is a through school. Many parents believe added transitions is not beneficial for their child. They worry that they will not make friends in year 3 if they have to join a larger school after their Infant education, We even have parents who have selected schools away from where they live, just so they can stay in the same school through their primary years.
168	Strongly support					WF13 2		I have a 4 year old child and would have preferred to have my child attend St John's Infant School as it has outstanding Ofsted report for EYFS however the school not going upto key stage 2 I had to look at other options sadly
169	Strongly support	St John's CE(VC) Infant						
170	Strongly support				St John's CE(VC) Infant			
171	Strongly support				St John's CE(VC) Infant			
172	Strongly support	Not stated						
173	Strongly support	St John's CE(VC) Infant						
174	Strongly support	St John's CE(VC) Infant						A great school, has provided my son with a strong foundation to his educational journey. Would love for him to stay here and develop his full potential. All members of staff are great, always smiling and always available. Would reduce transition points and save parents from the inconvenience of travelling to two schools.
175	Strongly support	St John's CE(VC) Infant						I strongly agree with St John's proposing to extend the school as this promises the strong relationship my child has built within the school and teachers. My child can also focus on continue to develop her learning rather than going through the change of new school

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
176	Strongly support				St John's CE(VC) Infant			After working in the Early Years Unit for 10 plus years so many parents have spoken to me about wanting us to be a through school as it's so hard having to move on after year 2. We are such a wonderful caring school with a family ethos and our children thrive in our environment. It is such a shame that they can only stay with us for 3 years. I have had parents in tears about children having to leave at year 2. It will make SUCH a difference to our families.
177	Strongly support				St John's CE(VC) Infant			St John's Infants is at the heart of our community we have strong relationships with families. We would love the chance to continue supporting the children on their learning journey through to yr6 and celebrate the progress they make. By becoming a through school it will eliminate the upset of moving at the end of year 2. I genuinely feel worried about the future of St John's Infants if we do not become a through primary school
178	Strongly support				St John's CE(VC) Infant			I think it would be fantastic for the children to continue their journey from Reception through to high school in a highly supportive and nurturing setting
179	Strongly support				St John's CE(VC) Infant			As a year 2 teacher I have had numerous comments from parents over the years about how they wish we were a through school. We often have children leave part way through Y2 in order to secure their place at their chosen school which disrupts the child at a crucial stage of their education. By the end of Y2 children have developed confidence and good attitudes to learning which can sometimes be disrupted with a move to a junior school. In addition once the older children have move on to junior school it becomes difficult for parents to send younger siblings to our school. I feel worried for the future of our school
180	Strongly support				St John's CE(VC) Infant			I fully agree with all the reasons clearly outlined in the statutory consultation document and strongly agree that this proposal should go ahead for the benefit of the whole community. St John's is not only a fabulous place to work with a great staff team who are going from strength to strength but day after day I deal with responses from parents about their wishes for the school to become a through primary school. Our budget allocation is suffering as a result of St John's not being full, despite large amounts of parents stating they want their children to attend but can't. We are suffering in both ways: 1) Parents leaving or not choosing us so they can get into smaller primary schools in the area when places become available and 2) Parents moving their children to Westmoor to get them settled earlier and avoid the transition point at the end of Year 2. I also find it very frustrating that the aim of the authority is to reduce transition points and merge junior and infant schools and they cannot give me an example in Kirklees or anywhere else locally where an infant school feeds into an already established primary school. This is a very abnormal and unusual transition point, which is totally against my philosophy of education – a view that many parents also have. If action is not taken quickly then St John's school runs the risk of not becoming viable, which would be incredibly upsetting and disappointing for many. Its values and church based ethos as well as the links with our families is unique and something our community thrives on and deserves to still have
181	Strongly support				Not stated	WF13 3		I have been a part of this school since 1988, my own children came here. I have seen a lot of changes, but we have always wanted to expand and make a through school. Children become happy and settled here, and it would be nice to continue and make the leaving age 11years and get the children ready for high school
182	Strongly support						School ICT Technician	
183	Strongly support	St John's CE(VC) Infant						Loving caring environment. Would love to see children growing and progressing here. Everyone is treated equally. Children and staff are happy. In past parents have always said they want this school as a junior and infant school. It would be lovely to see children stay with their friend for longer time rather than breaking up and starting anew somewhere else
184	Support							STAKEHOLDER NOT STATED. I am writing this email in regards to the Key Stage 2 idea of letting Children continue more of Their Education in This School. I personally think its a great idea because the Children are already in that School and the Staff and Everyone There are Familiar Faces for Everyone. The Children are used to being There so it will obviously have a more positive effect on Their Education and they are aware of the places there; for example the Play areas the toilets and the dinner hall. It all will be Familiar so they are more likely to do better and prefer this idea. Thank You for taking time to read this email and Thank You for giving me an opportunity to express my response to this.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments	
185	Strongly support					WF13	Former parent	Very strongly agree to this going ahead. It was a massive struggle for me when my children were younger and I had to place them in different schools because St John's did not extend into Junior school. I suggested it then and strongly support the idea now. I would be very happy for this to go ahead, I know it will benefit and give peace of mind to lots of parents. This is a fantastic school with excellent teaching and incredibly supportive staff	
186	Strongly support	Not stated						Please give permission	
187	Strongly support	St John's CE(VC) Infant				WF13 4		My son is in Reception at St John's and he absolutely loves it. It is a brilliant school and he is so happy here. He has thrived since starting here and loves the environment. As a parent, the learning environment and the school values he has picked up on shows at home as well. As well as the values and excel support and learning at the school, we also have practical reasons for the school to continue to Year 6 as I have a younger child who will start school in year in September and it will be beneficial for all especially the siblings for them to attend the same school. Due to Covid and him spending a large part of his first school year at home, it has taken him time to make friends. I believe continuing at the school until Year 6 will be helpful to the children in overall wellbeing and learning, than having to start anew in another school in Year 3	
188	Strongly support	St John Fisher Voluntary Academy			St John's CE(VC) Infant	WF13 4		I strongly support the proposal because continuity in pupils' education will help them to carry on their learning in an already familiar environment which they are part of, and have been for 3 years since starting the school. The children have built friendships and formed bonds with their peers and teaching staff which helps with development and their confidence, and therefore the children have the ability to thrive and succeed in a safe and secure environment. Also not going through the transition process of moving schools would significantly reduce the stress and anxiety that it causes	
189					Not stated	WF13 2		As Residentials that only live doors away from the school, our children didn't attend St John's as it was very unfair that our children settled into a place, be happy around friends, teachers and environments before having the added pressure and stress of moving and joining another school and going through the settling in process again and us as parents to find the suitable school for our children. If St John's had a through school then, this stress would have not been upon us as parents or young children. This would have saved us time traveling, money in petrol, stress of traffic jams and safety for our country (environmentally) as well safety to the public i.e. less cars at other schools. Moving schools can destroy children, causing mental health issues and causing a lot of upset. Please don't delay for other children building a brighter and secure future for the children that are currently here at St John's and for the new generations that are yet to come. As a member of staff, I thoroughly enjoy working at St John's for the last five years, working at a lovely school and with lovely, bright children who have amazing futures ahead of them. It is extremely sad to not see our children flourish into young adults after we have supported them with an amazing start to life. When I first started here at St John's, we had more or less a full number of admissions on roll, as time has gone on over the years this number has decreased significantly as children after year two have not continued on, parents cannot support their children at two different schools and therefore has resulted in the parents taking out or removing their younger child from our school so they can support their eldest child. Parents every year have voiced how unhappy they are to make that decision, due to this we have lost some fantastic children and their families	
190	Strongly support						Provider e.g. sporting provision to the school	As a regular visitor to the school, I am consistently astounded by the dedication and commitment shown by all the staff team to ensure the appropriate development and growth of all pupils in their care. I have no doubt the whole school community will effectively adapt to any change	
191	Strongly support	St John's CE(VC) Infant							Will be beneficial for x if he can stay in as he has a speech delay
192	Strongly support								I would like to think my future children go to the school I went to as a child. It would make my decision easier if St Johns was made into a junior school as well as an Infant school to minimise transition.

Number	Support / Oppose	Parent	pupil	Governor	member of staff	Local resident	other	Comments
193	Strongly support						work at the feeder nursery	I strongly support the proposal to extend the age range of St Johns CE (C) Infant School as I think it's good for as school to see a child progress and extending the age range will support this. I think it's important for parents to have various schools choices and i believe extending the age range will give parents/ careers more option. as a professional working within Early years i know how important it is to have as little transition as possible to keep the children settled and content



Baseline Progress Year 3 2020 2021



Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	25%	60%	15%	75%
Year 3				
Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	21%	52%	27%	79%
Year 3				
Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 17 18	33%	56%	11%	67%
Reception				0%
Year 1				0%
Year 2	29%	60%	10%	70%
Year 3				



Baseline Progress Year 2 2020 2021



Maths



	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	36%	62%	2%	64%
Year 1	30%	58%	12%	70%
Year 2 Autumn Term	30%	56%	14%	70%

Reading

	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	38%	34%	28%	62%
Year 1	32%	40%	28%	68%
Year 2 Autumn Term	33%	40%	28%	68%

Writing

	% Below	% Expected	% Above	Total Expected or Above
Baseline 18 19	44%	37%	19%	56%
Reception	30%	61%	11%	72%
Year 1	42%	52%	7%	59%
Year 2 Autumn Term	42%	52%	7%	59%

 Baseline Progress Year 1 2020 2021 				
Maths				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	28%	65%	7%	72%
Year 1 Autumn Term	29%	63%	8%	71%
Reading				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	37%	51%	12%	63%
Year 1 Autumn Term	42%	42%	16%	58%
Writing				
	% Below	% Expected	% Above	Total Expected or Above
Baseline 19 20	71%	21%	0%	21%
Reception	37%	53%	9%	62%
Year 1 Autumn Term	42%	52%	7%	59%



Baseline Progress Year R 2020 2021



Maths

	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	52%	48%	0%	48%
R Autumn Term	35%	48%	17%	65%

Reading

	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	72%	28%	0%	28%
R Autumn Term	46%	46%	7%	53%

Writing

	% Below	% Expected	% Above	Total Expected or Above
Baseline 20 21	70%	30%	0%	30%
R Autumn Term	37%	63%	0%	63%

SOAG Appendices 3-6

SOAG Appendix 3 St John's OFSTED Report

<https://files.ofsted.gov.uk/v1/file/2680935>

SOAG Appendix 4 St John's SIAMS Report

<https://www.wyad.education//reports/107701%20-%2030.01.17%20-%20St%20Johns%20-%20SIAMS%20Report.pdf>

SOAG Appendix 5 St John's SEND Report <https://primarysite-prod->

[sorted.s3.amazonaws.com/stjohns/UploadedDocument/e9a632acd7e743268a6af04576c9d53d/send-report-june-2021.pdf](https://primarysite-prod-sorted.s3.amazonaws.com/stjohns/UploadedDocument/e9a632acd7e743268a6af04576c9d53d/send-report-june-2021.pdf)

SOAG Appendix 6 School Place Planning, 2020 2023

<https://www.kirklees.gov.uk/beta/schools/pdf/securing-sufficient-school-places20.pdf>

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Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature	Post Code
Suzanne Kidd	33 Maizebrook WF13 3TF	Yasmin Dharat	28/09/20		WF13 3TF
Nergiz	4 Beckett WF13 3PT	Dyot	28-09-20		WF13 3PT
GENTJOLA HASANI	22 HYRST GARTH	Nebi Hasani	28-09/20		WF17, 7AD
Lauren Scoble	26 Clifton Court	Elin Grant	28-09-20		WF13 4RJ
Sudiyani Panca	23 Russel Street WF13 4DR	Muhammad Hafeez	27/9/20		WF13 4DR
KATY DAVIS	18 CRESSWELL Lane WF13 4PJ	LANCE DAVIS	28/9/20		WF13 4PJ
Helen Shires	Bank Close Oldbank Rd WF12 7DA	DA Jazmine Donlan	28.9.20		WF12 7DA
Elin Moore	99 St John's Walk WF13 2QT	Noah Burns	28/9/20		WF13 2QT
Saham Akhbar	15 St John Parade WF13 2QN	Mohamed Harris	27/9/20		WF13 2QN
Mamun Akhbar	2 Morris Avenue WF13 3RU	Mohammed Akbar	28/9/20		WF13 3RU
Nargis					
Fozia	47 Beckett crescent	Marya Yousaf	28/9/20		WF13 3PM
BILAL	24 Low Nest view	AMMANI IBAAL	28/09/20		WF13 3NZ
Samira Afzal	29 Spen view Dewsbury	Kharik Faisal	28/09/20		WF13 3PZ
Shanaz Munir	88 Low Road	UTHMAN HUSSAM	28/09/20		WF13 3PS
Aisha Khan	88 Ravenshouse rd	Aaminah Khan	28/9/20		WF13 3QY
Nabila Islam	60 Brunswick ST	Zainab Hussain	28/9/20		WF13 4NF
A. Aci	1 CLIFTON COURT	ATINA AH	28/9/20		WF13 4RJ
T. Owl	87 Halifax Road	Anson	28/9/20		WF13 4JA
Laura Bramham	14 STAINLIFFE CLOSE	Taylor Bramham	28/9/20		WF13 4EL

Petition organiser - Suzanne Kidd 33 Maizebrook, Dewsbury, WF13 3TF

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Name	Address	your child's name	Date	Signature	Postcode
Uzma Akram	18 St Matthew WF13 2QD	Noor Akram	28/9/20	U Akram	WF13 2QD
Charlotte Lawrence	18 Asilworth Gardens WF13 2SS	Rhys Berry	28/9/20	C. Lawrence	WF13 2SS
Razia	30 West Park St WF13 4LD	Saira	28/9/20	Razia	WF13 4LD
S. Priscilla	93 Pilgrim Close	Kareem / Peleji		M. Priscilla	WF13 3NL
M. Ali	1 Church Lane WF13 4EN	M. Ayaan Ali	28.9.20	M. Ali	WF13 4EN
Swateshwar	74 Trafalgar Street	A. Silk Stone	28.9.20	Swateshwar	WF17 7HA
Zara Azam	33 Maizebrook WF13 3TG	Yasmin Dheret	28.9.20	Z. Azam	WF13 3TG
HAMIDDHAMA	126 Boothwayd Lane, WF13 2LW	Yasmin Hammad	28.9.20	Hammad	WF13 2LW
DIANE LUNIT	21, WHEAT CLOSE, WF13 3RL	POPPI LUNIT	29.9.20	D. Lunit	WF13 3RL
NABEENA KAVAN	13 BECKETT WALK, WF13 3PX	MUSATE MATTOBS	29/9/20	Nabeena	WF13 3PX
Humaira Khan	74 Pilgrim Crescent, WF13 3NL	Zaahir Khan	29/9/20	H. Khan	WF13 3NL
S. bid.	17 WF13 2LD			S. bid.	WF13 2LD
S. MANZOOR	13 THORNVILLE WF13 3RS	Aadam Waleed	29/20	S. Manzoor	WF13 3RS
Shahrukh	22 North St WF16 0AY	Shahmeer	29/20	S. Manzoor	WF16 0AY
S. Noor	62 Stockhill Street	Faris Noor	29/20	S. Noor	WF13 2JE
R. Aii	17 Firbank Dewsbury	Rayhaan Aii	29/20	R. Aii	WF13 4EG
S. Begum	26 Oxford Rd	M. Mustafa Kayan	29/20	S. Begum	WF13 4JT
Solia	32 Vau WF13 4HT	M. Rashid Khan		Solia	WF13 4HT
S A Z I Z	27 BECKETT CRES	AMAYAH AZIZ	11	S. Aziz	WF13 3PW

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Name	Address	your child's name	Date	Signature	Post code
Shabina	47 Astler	Mehnar ✓	29/09/20	Shabina	
ATTQ	37 Pilgrim crescent	MADIA ✓	29/09/20	M. Atta	WF13 3NL
Shaheen	1 PIT LAKE	Ramesa Farooq	29/09/20	[Signature]	WF13 4RF
Isa Adam	33 Maizebrook WF137G	Yasmin ✓	29/09/20	Isa Adam	WF13 3TS
Yasmin Khan	1408, 130 Huddersfield Rd	Yasmin	29/09/20	[Signature]	WF14 8AN
Josh Jallo	51 Knowleshill Road	DAWSON	30/09/20	[Signature]	WF13 4QS
Hope	31 Knowles Hill R	Dawson	30/09/20	[Signature]	"
Mariya	134 Boothroyd Lane	Ayesha	30/09/20	[Signature]	WF13 2LW
Taz	15 ST TOMAS PARADE	HARIS	30/09/20	[Signature]	WF13 2QN
Asma Mithal	34 The Oval	Arif	30/09/20	[Signature]	WF13 4HR
Shah Rosul	5 SWINDON - RD Dewsb	LEAH	30/09/20	[Signature]	WF13 2PA
SAMARA KHAN	41 Staincliffe hall road, Batley	Moans Haseem	30/09/20	[Signature]	WF17 7QU
Issa Islam	17 The oval Dewsbury	Maya Nawaz	30/09/20	[Signature]	WF13 4HR
SOMAYA SULIMAN	71 HEALDS RD DEWS	MUHAMMAD/MARIM	30/09/20	[Signature]	WF13 4HY
KHAN	RAVENS AV	MUZHIFA	30/09/20	[Signature]	WF13 3AN
Ash	D. WILSON IN	[Signature]	30/09/20	[Signature]	
Nadia	8 Lower Rowley Lane	Haseem	30/9/20	[Signature]	WF13 4PX
SABIR KHAN	79 BROOKFIELD ST	ANAYAT	30/9/20	[Signature]	WF13 3DF
Rachel	60 Spearhead court	Isabella	30/9/20	[Signature]	WF13 2QA
Abid	12 Ravens house rd	ISMAEL	30.9.20	[Signature]	WF13 3QP

Petition organiser - Suzanne Kidd 33 Maizebrook Dewsbury

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Name	Address	your child's name	Date	Signature	
KAYIR KHAN	26 Church lane	Daanya Khan	29/09/20		WF13 4EN
NOREEN SHAH	52 HIGHT WESTTOWN	HANIYA SHAH	29/09		WF13 2GF
Shereen Sayed	20 morlands avenue	zahra saeed	29/09		WF13 2LB
GAETA LAMOWE	3 Beaver drive	MATAS IVANOVA	29/09		WF13 3SJ
NUSREH	60 MOONLEND'S ROAD	Waqar NEEZ AHMED			WF13 2LF
Gulshab Bhatt	84 Boothroyd Lane	Musia Tghal		Bibi	WF13 2UL
G. Khan	12 Barber Walk	Husnainoor			WF13 2PN
S Patel	48 Moss Stockhill St	Nadiah Patel	29/09	S Patel	WF13 2SD
U Kabani	58 Morlands Rd	Sumayyah Zaman	29/09		WF13 2LF
Sarah Kaper	4 Staincliffe Road	Adil Adil Shahid	29/9/20	Kaper	WF13 4ES
W. Sumrah	125 Stanchette RB	Murat Maryam	29/9/20		WF13 4EF
FAHEEMA MUNA	42 Clarke Street	Eesaa Valimulla	29/9/20		WF13 4LR
Sabiha	35 Chadwick Crescent	Rugayya			WF13 2JF
S. ALI	1 CLIFTON COURT	AMNA ALI	29/9/20		WF13 4R5
Jaker	169 Ravenshouse road	Aayaan Lucman	29/9/20	Jaker	WF13 3QT
	wf 13 3qt	Zoya Ali			
Chelsea	55 Clarke Street	Jacob	29/9/20		WF13 4LR
H. Malik	71 Healds Rd	Muhammad	29/9		WF13 4HY

Petition organiser - Suzanne Kidd 33 Maizebrook Dewsbury WF13 4HY

Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature	Post code
P Girout	24 Clifton Court, Dewsbury	Amin Girout	30/9/20		WF13 4RJ
MARUS I	3 BENTON DRIVE DEWS	MARUS	30/9/20		WF13 3SJ
Asiya	2 Old Ford way	Saihaan		Asiya Hussain	WF13 2JJ
T KILIAN	27 OCCUPATION LANE	SPENCER	30/9/2020		WF13 4BJ
ARJIT	31, School crescent	Arif Hassan	30/9/2020		WF13 4RS
MUHAMMAD	9 CONY WALK	MARYAM	30/9/2020		WF13 3SS
Tibraan	9 Old way WF13 2JJ	Tibraan			WF13 2JJ
HASNAN ABID	68 Strackhill ST WF13 2JE	Hasnab Abid	" "		WF13 2JE
Fozia Masra	16 Park parade Dewsbury WF13 2JY	Muhammad Masra	30/9/20		WF13 2AJ
	1574				"
Muhammad Hussain	99 Pilgrim Crescent	Haroon	30/9/20		WF13 3NL
Parahad	5 Beddett walk	Alicia Lee	30.9.20		WF13 3PX
Uzma Rehman	129 Oxford Road	Amya A/Rehman	30/9/20		WF13 4EH
Asif Shah	39 Broadway LT	HAYNIA SHAH	30/9/20		WF13 3ET
Sabira	35 Chadwick crescent	Ruhaya			WF13 2JF
Sheran	216 Tweedale Road Dewsbury	Balley	30-9-20		WF13 2GP
Binaah	20 Kingfisher crescent	Inaaya	30-9-20		WF13 3BY
Ninaa	6 Pilgrim Crescent	Amir	30.09.20		WF13 3NH
Urban Khan	88 WF13 3BJ Pilgrim Crescent	Aaminah	30/9/20		WF13 3QY

Petition organiser - Suzanne Kidd 33 Maizebrook Dewsbury WF13 3TQ

Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature	Dose code
V. HAMAT	42 Leamro Drive, WF13 4LH	AMELIA SHAMZ	3/09/20		WF13 4RL
UoAli	63 Heckmondwike Road, WF13 3PL	Lariba Abbas	3/09/20		WF13 3PL
Naveed Ahmed	68 Knowles Hill Rd	Ahmad Rahooq	"		WF13 4QT
Ahmed	30 West Park SE	Saara Patel	"		WF13 4LD
Asif Shah	52 High St	Haniya Shah	"		WF13 2QF
Numeran Saad	20 Moorlands Ave West	ZAHRA SAAD	"		WF13 2UB
Margie Oz	2036 Barber Walk	Abu BAKR	01/10/20		WF13 2PN
Jibre Alesanwu	20 Bunte Close	Iremke Alesanwu	09/10/20		WF13 4SA
J. MATH	79 Bloomer Street	JULIE MATH	02/10/20		WF13 3DF
Z. Bham	9 Coney Walk, WF13 3SS	Maryam Bham	11/10/20		WF13 3SS
F. Shahid	4 Skindell Rd	YUSUF SHAHID	11/10/20		WF13 4EJ
MARYAM	7 Pit Lane	Shiza Marahil	1/10/2020		WF13 4RF
M. JAMIL	6 in FAIRMARY ROAD DEWSBURY	SAAD	11/10/2021		WF13 2JG
Aishah Dhorat	126 Boothroyd Lane	Yasmin	11/10/20		WF13 2LW

Petition organiser - Suzanne Kidd 33 Maizebrook Dewsbury
WF13 3TG

Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature	
M. FAROOQ	1 PIT LANE	ZAIN FAROOQ	30/9/20	<i>[Signature]</i>	WF134RF
MR PARK	61, SLAUNCLIFFE RD	ISAAC ALLDRED	30/9/20	<i>[Signature]</i>	WF134E4
Mr Jasat	103 occupation lane	Hannah Jasat	30/9/20	<i>[Signature]</i>	WF134B5
MR. IQBAL	28, crown west view	SAFA IQBAL	30/9/20	<i>[Signature]</i>	WF133W2
S. Sadia	7 PIT LANE WF13,4RF	SHIZA MINAHIL	30/09/20	<i>[Signature]</i>	WF134RF
K. Ramdani	3, Clark st. Dewsbury	Nia Scott	30/09/20	<i>[Signature]</i>	WF134LP
Z. Dean	37 pilgrim crescent	Hadiya Latif	30/9/20	<i>[Signature]</i>	WF132NL
S. KILIAN	27. OCCUPATION LANE	SPENCER KILIAN	8-10-10	<i>[Signature]</i>	WF134B5
J. ANSDON	3 CHURCH LANE	AYMAN. ALI	1.10.20	<i>[Signature]</i>	WF134EM
Shazia Aziz	147 Slaithewaite Rd WF12 0AA	Maryam	06/10/20	<i>[Signature]</i>	WF12 0AA
Zubair Yusuf	147 Slaithewaite Rd WF12 0AA	Medina	06/10/20	<i>[Signature]</i>	WF12 0AA
Zainab Dhoat	52 Willens Rd WF13 2NX	Aqman	06/10/20	<i>[Signature]</i>	WF132NX
Latif Dhoat	52 Willens Rd WF13 2NX	Hanra	06/10/20	<i>[Signature]</i>	WF132NX

Petition organiser Suzanne Kidd - 33 Maizebrook Dewsbury
WF13 3TG

Residents of Church Lane

Dewsbury
WF13 4EN

Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature	Post Code
A. KHOLWADIA	7 CHURCH LANE		6.10.20	<i>[Signature]</i>	WF13 4EN
A.A. KHOLWADIA	7 CHURCH LANE		6.10.20	<i>[Signature]</i>	WF13 4EN
S Mazhar	11 church lane		6.10.20	<i>[Signature]</i>	WF13 4EN
J Myers	11a Church Lane		6/10/20	<i>[Signature]</i>	"
A Myers	11a Church Lane		6/10/20	<i>[Signature]</i>	"
N.J. RIDING	15 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
J.L. Riding	15 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
S. KAUSAR	21 church lane		6/10/20	<i>[Signature]</i>	"
Moham Taseem	21 church lane		6/10/20	<i>[Signature]</i>	"
L. HIGGINS	23 Church Lane		6/10/20	<i>[Signature]</i>	"
S JONES	25 Church Lane		6/10/20	<i>[Signature]</i>	"
SANIYA ALI	27 church lane		6/10/20	<i>[Signature]</i>	"
SHAHIDA ALI	27 church lane		6/10/20	<i>[Signature]</i>	"
S GOOBOLD	29 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
S GOOBOLD	29 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
ABSAFIA HUSSAIN	31 church lane		6/10/20	<i>[Signature]</i>	"
ABID KHAN	31 church lane		6/10/20	<i>[Signature]</i>	"
F BENNETT	33 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
P BENNETT	33 CHURCH LANE		6/10/20	<i>[Signature]</i>	"
J M'GRATH	37 CHURCH LANE		7/10/20	<i>[Signature]</i>	"

Petition organiser - Suzanne Kidd 33 Maizebrook Dewsbury

Residents of Church Lane WF13 4EN

Petition to Kirklees Council with regards to St John's CE Infant School, Dewsbury

This petition is in OBJECTION to the councils decision not to allow St Johns Infant School to be made available for junior places in September 2021

Name	Address	your child's name	Date	Signature
KEVAN MCGREATH	37 CHURCH LANE		7/10/20	K McGreath
Nasira Khanom	35 Church lane	Zoha Ali	7/10/20	Nasira Khanom
Neiman Ali	35 church lane	"	7/10/20	Neiman Ali
Noofisa Habib	4 Church Lane		7/10/20	Noofisa Habib
Julie Eastwood	43 church Lane		7/10/20	J. Eastwood
Caithon Muldon	22 Church Lane	Zachary	7/10/20	C Muldon
Angelina Capogross	20 Church lane	Jonah	7/10/20	A Capogross
Carston Ackermann	20 church lane	Tobias	7/10/20	Carston Ackermann
Caroline Locker	18 Church lane		7/10/20	Caroline Locker
Barbara Batten	16 Church Ln		7/10/20	B Batten
DAVID BATTEN	" " "		7/10/20	David Batten
MURGIAM	14 church lane	AUCAN	7/10/20	M. McCall
Becky Knabel	16 Church lane	N/A	7/10/20	Becky Knabel
Tim Amston	-	N/A	7/10/20	Tim Amston
J. AMSTON	3 CHURCH LANE		7/10/20	J. Amston
M. SENIOR	2 CHURCH LANE			M Senior
A SENIOR				A Senior
L Mowbray	4, Church lane			L Mowbray
Z. ALI	1 Church lane	08.10.20		Z. Ali
N. ALI	" " "	08.10.20.		N. Ali

Petition organise - Suzanne Kidd 33 Maizebrock Dewsbury WF13 3TS

08/10/2020

xxxxxxx

Dewsbury

xxxxxxxxx

xxxxxxxxx

Re: the proposed reorganisation of school places Dewsbury West.

Thank you for taking the time to read the concerns raised by parents at St John's infant school regarding the recent decision made by the LA which does not support St John's infant school to become a junior school by September 2021.

Included is a petition signed by the parents at St John's and members of the local community who are in support of the school becoming a junior school. Within 10 days, the petition has been signed by an overwhelming majority. I know the panel have already taken parents views into consideration however I would like to ask that our views are considered in more detail in light of the petition and the reasons given below as to why we feel so strongly about this decision. After speaking to fellow parents, we feel the 3 main points written below voice our concerns and would like our views to be taken into consideration.

1. WE WOULD LIKE OUR CHILDREN TO CONTINUE AT A FAITH BASED SCHOOL

By not allowing junior places to be allocated at St John's Infant school, children in the local community are being deprived of attending a faith school for their junior years. The feeder school which is Westmoor is not a faith-based school and there are no other faith schools (within walking distance) which can accommodate ALL of the children currently attending Year 2 at St Johns. To take this away from the community is problematic for the following reasons.

a) Religious teaching

Faith schools allow academic and religious teachings to intertwine, this offers our children a unique learning experience and a strong understanding of faith. Issues of social justice, moral, and ethical responsibilities and other topics of religious and spiritual importance will be part of their everyday life which as parents we strongly encourage. St John's has children from different faith backgrounds mainly Christianity and Islam, parents of both faiths celebrate the fact that they share the same values which are taught in school. St John's gives our children the opportunity to come together and celebrate the same values which is extremely important in todays fragmented society. This will lead to a more cohesive community if this is continued throughout their more formative junior years.

b) A Strong Sense of Community

As I have witnessed with my own daughter, attending a faith-based school offers a foundation for friendship building almost instantly, if St John's becomes a Junior school this will be extended into their later years which every child has a right to experience. Parents have also built strong friendships which offer many benefits to our community and the school.

St John's provides stability that other schools cannot offer. Attending the same school from early childhood straight into high school allows children to feel comfortable and secure in their school environment. Our children feel like they are part of not just a school, but also a family. We as parents feel the comfort and care that this offers our children is priceless.

c) High quality teaching

Faith schools often offer higher quality academic teaching, religious education can provide advantages well beyond a strong sense of faith. It also provides a community of friends, teachers and clergy with the same moral base, and a stable environment in which to learn, grow and thrive. This will all make for a positive and inspiring school experience.

2. WE WOULD LIKE OUR CHILDREN TO STAY IN A SMALL SCHOOL

If St John's becomes a Junior school it will be one of the smallest schools in the area. This will offer a better sense of community than larger schools. Parents, staff, and pupils are all known to one another and have strong relationships. This sense of family and community which is fostered helps our children feel more confident in the classroom and allows them to grow sharing their ideas with peers. Not only do pupils learn to speak up in class, but also, the strong bonds pupils develop with their teachers and peers can help them to develop strong relationship skills that will benefit them later in life.

We as parents feel St John's provides a unique learning environment that allows our children to flourish, and develop foundations that will give them the best chances of succeeding in later life. Our school also offers an environment that fosters empathy and positive wellbeing in a way that a large school does not. I have experienced this myself, my daughter attended Crossley Fields Junior and Infant school prior to St John's. Crossley Fields is a much larger school which has 3 in-takes for each year group. The difference between the two schools is vast and in a short period of time of XXXXXX attending St John's, she has flourished beyond expectations.

a) SMALL SCHOOLS ARE ALL ABOUT RELATIONSHIPS AND CONNECTION.

No child slips through the cracks. Their social, emotional and medical needs are known by all staff and with my daughter having drug refractory epilepsy this is a huge advantage as all staff are trained in using rescue medication for seizure control if needed.

Research tells us that belonging to close-knit communities is vitally important in developing a child's resilience. It is also a protective factor against mental health issues and bullying. When children have a feeling of belonging, they can relax, get on with learning and thrive.

b) THE PARTNERSHIP BETWEEN PARENTS AND STAFF

There is a real sense of community at our school, parent help is encouraged and welcomed. If a parent wants to have input into decision-making or wants to speak with the Headteacher, they can. In bigger schools, head teachers are not as readily available to parents. Mr Blackburn greets all parents and children personally every day at the school gates. This offers a direct communication which unfortunately is not seen in many schools anymore.

Currently St John's is the feeder school to Westmoor which is a larger school and is not faith-based. Therefore, our children will be deprived of all the above benefits which are vitally important to our community.

3. PERSONAL AND MEDICAL REASONS

Many parents have personal reasons for their children to remain at St Johns which affect the overall wellbeing and health of their children. I was not able to put forward my views when parents were initially asked as XXXXXXXX was not attending St John's at that time. I would therefore like to take this opportunity to share my story.

As a parent living in the heart of the community, I would like to put forward my own concerns about my daughter (XXXXXXX Dhorat) who is currently in year 2 and would have to transfer to another school if the decision remains the same.

XXXXXXX had a troubled start at Crossley Fields Infant and Junior school both in Reception and in Year One. She used to come home upset most days and struggled both emotionally and academically. Due to this I decided to transfer XXXXXXXX to St John's Infant school where almost instantly she settled and is now happier emotionally and performing better academically. XXXXXXXX suffers from drug refractory epilepsy and has seizures most nights in her sleep. Her condition also affects her emotional wellbeing and vice versa. If XXXXXXXX's emotional needs are not being met and she is distressed at school she is more likely to have a seizure at night. It is therefore of the utmost importance to her mental and physical health that she remains at a school where she feels happy and safe.

With St John's being a small faith school, they are able to offer XXXXXXXX a close-knit family environment in which she is now flourishing. As a primary school teacher, I know this kind of environment is difficult to foster in a larger school. All staff at St John's are trained in administering epilepsy rescue medicine which XXXXXXXX has in school if needed. I have included a letter with some information on about XXXXXXXX's condition. To transfer XXXXXXXX at this point would be to the detriment of her overall wellbeing, her health and her education. We would be very grateful if the wellbeing of all the children currently attending St John's is made a priority in any further decisions made by the LA and that our concerns we have raised as parents are taken into consideration with immediate effect.

RESIDENTS OF CHURCH LANE DEWSBURY

The majority of residents who live on Church Lane in Dewsbury have also signed the petition in support of St John's becoming a junior school. The residents are concerned by the amount of traffic and congestion that is caused by parents dropping off and picking up their children from Westmoor primary school. This is a hazard for residents, pedestrians and motorists in the area. The residents have raised this issue with the Council in the past and people have been sent out to monitor traffic. However, this was only a temporary solution and now residents are back to having their driveways blocked and vehicles parking on the pavement making it hard for pedestrians to walk past especially if they have a pushchair or a mobility scooter. If St John's is to become a junior school this would help ease the congestion on Church Lane as there would be less parents doing the school runs to and from Westmoor primary school.

Council Report

Lastly, I would like to refer to the report which was published regarding the decision not to support the current proposals at this time. There are a couple of points within the report that should be highlighted:

'These proposals have been School led. Both schools and the LA have been in discussions for some time. It is acknowledged that during the non-statutory consultation Westmoor Governing Body

undertook further analysis about their financial risk and as a result responded to the consultation by strongly opposing the proposal. The Local Authority recognises the potential risk.'

This comment cements the decision to retain the current position and lends weight to the decision being based on the financial effects of any change to Westmoor. Although the governing body of Westmoor Primary school strongly oppose the plans because of financial reasons, I, as a parent, would like to ask the panel to put the needs of the children currently attending St John's before anything else. Westmoor already has two in-takes for every year group from Nursey to Year 6 and has 544 children on role which exceeds the average number of pupils in most schools. The school had the opportunity in 2013 to merge with the local infant school. It seems unfair to deprive St John's of the opportunity to provide, for our children in their junior years, the smaller faith-school environment that our parents desire.

'There are potential benefits to all-through primary schools including:

- **Evidence to suggest that the reduction in the number of transition points can improve educational outcomes for children and young people.**
- **The removal of the requirement for parents to apply for a new school at the end of key stage 1.**

For these reasons Kirklees Council is generally supportive of such proposals where there is school system solution which can be self-funded.'

This comment acknowledges that the children would clearly benefit from the proposed changes but seems not to mention it again. It is recognised that many parents and children have expressed their satisfaction and happiness with St John's C.E.(VC) Infant School and value the staff who work to educate and support their children

From the consultation within the parents of St. John's 88.3% are in favour of the changes and only 4.2% opposed, the remaining 7.5% undecided.

I appreciate there are other factors involved but can regard be given to the over-whelming majority?

I accept that the consultation is wholly concerned with interested parties who have the future of their children at the forefront of their decision-making, but it appears that the Council has made its decision on financial grounds and are prepared to overlook the overwhelming benefits to the children of St Johns.

Is it not true that the Council should have the real interests of the children at heart and not make a decision which, in essence, requires Westmoor to make financial adjustments to its future?

'In the past the council have been supportive of reducing transition points for our children which provide a whole school system solution and a long-term sustainable model for each school. However, the non-statutory consultation has revealed this is no longer the case.'

I would like to ask why this is no longer the case?

Thank-you for taking the time out to read our concerns, it is much appreciated and I look forward to hearing from you regarding any up-dates or feedback.

Yours faithfully

xxxxxxx

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St John's C E (C) Infant School Key Stage 1 Final Data - Attainment (July 2020)



Figures in **red** and **green** compare St John's 2020 with national figures for 2019 as no national figures were published in July 2020 due to assessment suspended by the DfE due to COVID school closures. All judgements are TA and based on where the children were at the end of the Spring Term on the content taught.

Achieving at least the Expected Standard:

	<u>Reading</u>	<u>Writing</u>	<u>Maths</u>	<u>RWM</u>
National Floor	65%	65%	65%	65%
National Average 2019 figures - perspective	75%	69%	76%	65%
St John's - 2020	79% (↑4%)	70% (↑1%)	75% (↓1%)	69% (↑4%)
St John's- 2019	75%	60%	65%	51%
St John's 2018	74.6%	69.5%	66.1%	59%

- ✓ Reading, Writing and combined RWM is higher than national.
- ✓ Maths is slightly lower than National but significantly above national floor target and previous year's attainment. This highlights the effectiveness of the new approach to teaching and learning in Mathematics that the school have taken since September 2019.

Achieving Greater Depth Standard (Exceeding):

	<u>Reading</u>	<u>Writing</u>	<u>Maths</u>	<u>RWM</u>
National Average for Greater Depth 2019 figures - Perspective	25%	14.8%	21.7%	11.2%
St John's - 2020	27% (↑2%)	10% (↓4.8%)	15% (6.7%)	6.3% (4.9%)
St John's- 2019	14%	5%	14%	4%
St John's 2018	17%	12%	10%	5%

- ✓ Greater Depth in Reading is above the National Average.
- × Greater Depth for Writing, Maths and combined RWM is below National Average.
- ✓ However these figures are an improvement on the previous year's figures



St John's C E (C) Infant School Phonics Data - Attainment
(December 2020)



Note: Due to COVID-19 this assessment took place in December 2020. No Phonics testing took place in June 2020.

	Working at expected standard - Yr 1	Working at expected standard - Yr 2
National Average - 2020 figures from perspective	No Tests due to COVID 19	78.6%
St John's - 2020	No Tests due to COVID 19	86% (↑7.4%)
St John's - 2019	83%	75%
St John's - 2018	75%	55%

✓ Working at the expected level is significantly higher than national for 2020 and higher than previous year's attainment. This highlights the effectiveness of RWI across school and how this is becoming embedded.



St John's C E (C) Infant School EYFS Data - Attainment
(July 2020)



	Achieving Good Level of Development (GLD)	Average Total Points Score
National Average - 2019 figures from perspective	72%	34.6
St John's - 2020	No Data due to COVID 19	No Data due to COVID 19
St John's - 2019	59%	34%
St John's - 2018	71%	34.2%

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Aidan Blackburn

26 February 2020

Headteacher, aidan.blackburn@kirkleeseducation.uk

Vicki Nordoff

Chair of Governors, vicki.nordoff@ntlworld.com

Dear Aidan and Vicki

APPLICATION FOR CHANGE OF AGE RANGE

Thank you for your application to the Diocesan Board of Education for approval to launch a consultation on changing the status of St John's CE Infant School St John's C E (C) Infant School to become an all through primary school with a PAN of 30.

Your application came before the DBE School Organisation Sub-Group for electronic approval on 24 February 2021 and I am pleased to confirm the Sub-group's approval of your application.

In giving their approval, the Board expects that the Governing Body of St John's C E (C) Infant School are seeking to become an all-through primary school in order to provide continuity of provision to the children in their school by removing a transition point at the end of Key Stage 1. This would also provide a more sustainable model of education and meet the needs and expectations of parents at the school who have consistently asked for the school to provide Key Stage 2 provision.

It is expected that the expansion will not have a detrimental impact on the educational provision for current or future statutory aged pupils. The Diocese also expects that the Governing Body will continue to work with the Diocese to ensure we are kept abreast of any developments.

In the event of a successful outcome further approvals may be required from the DBE. If the expansion involves any building works, the appropriate Diocesan Board of Education building approvals should be sought. The relevant approval forms can be downloaded from our website at www.leeds.anglican.org.

We take this opportunity of sending everyone in the school our best wishes as you prepare for this work.

With very best wishes

Yours sincerely,



Canon Richard Noake

SOAG Appendix 10

FUNDING PROJECTIONS FOR ST. JOHN'S CE (VC) DEWSBURY

Funding Year:	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2029-2030	
Pupil Census the funding is based upon:	Oct-20	Oct 21 NOR	Oct-21	Oct-22	Oct-23	Oct-24	Oct-25	Oct-26	Oct-27	Oct-28	Oct-28
Pupil Numbers											
Reception	55	45	30	30	30	30	30	30	30	30	30
Year 1	40	56	45	30	30	30	30	30	30	30	30
Year 2	46	35	56	45	30	30	30	30	30	30	30
Year 3			35	56	45	30	30	30	30	30	30
Year 4				35	56	45	30	30	30	30	30
Year 5					35	56	45	30	30	30	30
Year 6						35	56	45	30	30	30
	141	166	196	226	256	251	225	210	210	210	
Education & Skills Funding Agency data set:											
	Oct-20	Oct-21	Oct-22	Oct-23	Oct-24	Oct-25	Oct-26	Oct-27	Oct-28	Oct-28	
Reception to Year 6 Pupils	141	136	166	196	226	256	251	225	210	210	
	141	136	166	196	226	256	251	225	210	210	
Proportion of FSM pupils [Current] (Primary)	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	
Proportion of Free School Meals [Ever 6] (Primary)	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	
Proportion IDACI Band F (Primary)	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773	
Proportion IDACI Band E (Primary)	0.234	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341	
Proportion IDACI Band D (Primary)	0.851	0.851	0.851	0.851	0.851	0.851	0.851	0.851	0.851	0.851	
Proportion IDACI Band C (Primary)	0.638	0.638	0.638	0.638	0.638	0.638	0.638	0.638	0.638	0.638	
Proportion IDACI Band B (Primary)	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553	
Proportion IDACI Band A (Primary)	0	0	0	0	0	0	0	0	0	0	
Proportion of Low Prior Attainment (Primary)	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348	
English as an Additional Language (Primary)	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907	
Funding Factor											
Factor Value 2021-2022 £	2021-22 Funding £	2022-23 Funding £	2023-24 Funding £	2024-25 Funding £	2025-26 Funding £	2026-27 Funding £	2027-28 Funding £	2028-29 Funding £	2029-30 Funding £	2030-2031 Funding £	
Primary Age-Weighted Pupil Unit	£3,123.00	£440,343	£424,728	£518,418	£612,108	£705,798	£799,488	£783,873	£702,675	£655,830	
Free School Meals [Current] (Primary)	£460	£15,180	£14,389	£17,876	£21,106	£24,337	£27,567	£27,029	£24,229	£22,614	
Free School Meals [Ever 6] (Primary)	£575	£18,975	£17,986	£22,345	£26,383	£30,421	£34,460	£33,786	£30,287	£28,268	
IDACI Factors											
Primary IDACI Band F	£200.58	£5,015	£4,836	£5,903	£6,970	£8,037	£9,104	£8,926	£8,002	£7,468	
Primary IDACI Band E	£242.56	£8,004	£7,723	£9,426	£11,130	£12,833	£14,537	£14,253	£12,776	£11,924	
Primary IDACI Band D	£382.50	£4,590	£4,427	£5,403	£6,379	£7,356	£8,333	£8,170	£7,324	£6,836	
Primary IDACI Band C	£415.15	£3,736	£3,602	£4,397	£5,191	£5,986	£6,781	£6,648	£5,959	£5,562	
Primary IDACI Band B	£443.14	£15,953	£15,836	£18,780	£22,174	£25,568	£28,962	£28,397	£25,455	£23,758	
Primary IDACI Band A	£578.42	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Primary Low Prior Attainment	£1,095	£67,128	£64,750	£79,034	£93,317	£107,600	£121,883	£119,503	£107,124	£99,982	
English as an Additional Language (Primary)	£550	£22,544	£21,744	£26,541	£31,337	£36,134	£40,931	£40,131	£35,974	£33,576	
Lump Sum	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	
Transitional cash protection addition											
Lump Sum phased protection post-amalgamation											
Minimum Per Pupil Funding Check											
Minimum per pupil values	£4,180										
Business Rates	Actual Cost	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	
Split Site											
Private Finance Initiative: Swimming Pool											
Private Finance Initiative: Gap Factor											

Funding Year:		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2029-2030
Rented Premises											
SCHOOLS BLOCK FUNDING FORMULA		£729,123	£707,676	£835,778	£963,750	£1,091,725	£1,219,701	£1,198,371	£1,087,460	£1,023,473	£1,023,473
MINIMUM FUNDING GUARANTEE ADJUSTMENT		£35,751	£8,181.76	£9,684	£11,623	£13,397.28	£15,178	£14,882	£13,340	£12,451	£12,451
MAINTAINED SCHOOLS DE-DELEGATION	-£55.60	-£7,840	-£7,562	-£9,230	-£10,898	-£12,566	-£14,234	-£13,956	-£12,510	-£11,676	-£11,676
OTHER DSG/GRANT FUNDING											
Specialist Provision		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
High Needs top-up		£30,900	£50,200	£50,200	£50,200	£50,200	£26,200	£0	£0	£0	£0
Early Years Funding		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Pupil Premium (Primary)	£1,345	£43,040	£42,822	£52,268	£61,713	£71,159	£80,605	£79,031	£70,845	£66,122	£66,122
Service Children Pupil Premium	£310	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL BUDGET SHARE ALLOCATION		£830,974	£801,318	£938,700	£1,076,388	£1,213,916	£1,327,450	£1,278,328	£1,159,135	£1,090,370	£1,090,370
Change compared to previous year's budget share:			-£29,656	£137,382	£137,688	£137,528	£113,534	-£49,122	-£119,193	-£68,765	£0.00

MINIMUM FUNDING GUARANTEE CALCULATION

a) Per pupil funding in the current year

Schools Block Funding Formula total	£729,123	£707,676	£835,778	£963,750	£1,091,725	£1,219,701	£1,198,371	£1,087,460	£1,023,473	£1,023,473
less lump sum allocations	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800
less Business Rates	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25
MFG Budget	£601,468	£580,021	£708,123	£836,095	£964,070	£1,092,046	£1,070,716	£959,805	£895,818	£895,818
Current year funded number on roll	141	136	166	196	226	256	251	225	210	210
Initial per pupil funding level current year	£4,265.73	£4,264.86	£4,265.80	£4,265.79	£4,265.80	£4,265.80	£4,265.80	£4,265.80	£4,265.80	£4,265.80

[MFG budget divided by NOR]

b) Per pupil funding from the previous year

Previous year's baseline funding total (incl MFG/scaling adjustment)	£769,510	£729,123	£707,676	£835,778	£963,750	£1,091,725	£1,219,701	£1,198,371	£1,087,460	£1,023,473
less lump sum allocations	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800
less Business Rates	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25
less looked after children allocation	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
MFG Baseline Budget	£641,855	£601,468	£580,021	£708,123	£836,095	£964,070	£1,092,046	£1,070,716	£959,805	£895,818
Previous year's funded number on roll	144	141	136	166	196	226	256	251	225	210
Previous year's MFG value per pupil	£4,457.32	£4,265.73	£4,264.86	£4,265.80	£4,265.79	£4,265.80	£4,265.80	£4,265.80	£4,265.80	£4,265.80
Add 1.39% guaranteed per pupil increase on top of baseline	£61.96	£59.29	£59.28	£59.29	£59.29	£59.29	£59.29	£59.29	£59.29	£59.29
Revised MFG value per pupil	£4,519.28	£4,325.02	£4,324.14	£4,325.09	£4,325.08	£4,325.09	£4,325.09	£4,325.09	£4,325.09	£4,325.09

MFG allocation of (b)-a) x current NOR, if b) is greater than a)

	£35,751	£8,181.76	£9,684	£11,623	£13,397.28	£15,178	£14,882	£13,340	£12,451	£12,451
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SOAG Appendix 11

Reception to Year 6 Pupils	141	136	151	145	150	150
	141	136	151	145	150	150
	Oct 20 data	Oct 20 data	Oct 20 data	Oct 20 data	Oct 20 data	Oct 20 data
Proportion of FSM pupils [Current] (Primary)	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341
Proportion of Free School Meals [Ever 6] (Primary)	0.2341	0.2341	0.2341	0.2341	0.2341	0.2341
Proportion IDACI Band F (Primary)	0.1773	0.1773	0.1773	0.1773	0.1773	0.1773
Proportion IDACI Band E (Primary)	0.234	0.2341	0.2341	0.2341	0.2341	0.2341
Proportion IDACI Band D (Primary)	0.851	0.851	0.851	0.851	0.851	0.851
Proportion IDACI Band C (Primary)	0.638	0.638	0.638	0.638	0.638	0.638
Proportion IDACI Band B (Primary)	0.2553	0.2553	0.2553	0.2553	0.2553	0.2553
Proportion IDACI Band A (Primary)	0	0	0	0	0	0
Proportion of Low Prior Attainment (Primary)	0.4348	0.4348	0.4348	0.4348	0.4348	0.4348
English as an Additional Language (Primary)	0.2907	0.2907	0.2907	0.2907	0.2907	0.2907

<u>Funding Factor</u>	Factor Value 2021-2022 £	2021-22 Funding £	2022-23 Funding £	2023-24 Funding £	2024-25 Funding £	2025-26 Funding £	2026-27 Funding £
Primary Age-Weighted Pupil Unit	£3,123.00	£440,343	£424,728	£471,573	£452,835	£468,450	£468,450
Free School Meals [Current] (Primary)	£460	£15,180	£14,389	£16,261	£15,614	£16,153	£16,153
Free School Meals [Ever 6] (Primary)	£575	£18,975	£17,986	£20,326	£19,518	£20,191	£20,191
<u>IDACI Factors</u>							
Primary IDACI Band F	£200.58	£5,015	£4,836	£5,370	£5,157	£5,334	£5,334
Primary IDACI Band E	£242.56	£8,004	£7,723	£8,574	£8,234	£8,517	£8,517
Primary IDACI Band D	£382.50	£4,590	£4,427	£4,915	£4,720	£4,883	£4,883
Primary IDACI Band C	£415.15	£3,736	£3,602	£3,999	£3,841	£3,972	£3,972
Primary IDACI Band B	£443.14	£15,953	£15,836	£17,083	£16,404	£16,970	£16,970
Primary IDACI Band A	£578.42	£0	£0	£0	£0	£0	£0
Primary Low Prior Attainment	£1,095	£67,128	£64,750	£71,892	£69,035	£71,416	£71,416
English as an Additional Language (Primary)	£550	£22,544	£21,744	£24,143	£23,183	£23,983	£23,983
Lump Sum	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800	£117,800
Transitional cash protection addition							
Lump Sum phased protection post-amalgamation							
<u>Minimum Per Pupil Funding Check</u>							
Minimum per pupil values	£4,180						

Business Rates	Actual Cost	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25	£9,855.25
Split Site							
Private Finance Initiative: Swimming Pool							
Private Finance Initiative: Gap Factor							
Rented Premises							
SCHOOLS BLOCK FUNDING FORMULA		£729,123	£707,676	£771,791	£746,196	£767,524	£767,524
MINIMUM FUNDING GUARANTEE ADJUSTMENT		£35,751	£8,181.76	£9,684	£8,597	£8,895.00	£8,892
MAINTAINED SCHOOLS DE-DELEGATION	-£55.60	-£7,840	-£7,562	-£8,395	-£8,062	-£8,340	-£8,340
OTHER DSG/GRANT FUNDING							
Specialist Provision		£0	£0	£0	£0	£0	£0
High Needs top-up		£30,900	£50,200	£26,200	£0	£0	£0
Early Years Funding		£0	£0	£0	£0	£0	£0
Pupil Premium (Primary)	£1,345	£43,040	£42,822	£47,545	£45,655	£47,230	£47,230
Service Children Pupil Premium	£310	£0	£0	£0	£0	£0	£0
TOTAL BUDGET SHARE ALLOCATION		£830,974	£801,318	£846,825	£792,386	£815,309	£815,306
Change compared to previous year's budget share:			-£29,656	£45,507	-£54,439	£22,923	-£3

MINIMUM FUNDING GUARANTEE CALCULATION

a) Per pupil funding in the current year

Schools Block Funding Formula total		£729,123	£707,676	£771,791	£746,196	£767,524	£767,524
less lump sum allocations		-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800
less Business Rates		-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25
MFG Budget		£601,468	£580,021	£644,136	£618,541	£639,869	£639,869
Current year funded number on roll		141	136	151	145	150	150
Initial per pupil funding level current year	[MFG budget divided by NOR]	£4,265.73	£4,264.86	£4,265.80	£4,265.80	£4,265.79	£4,265.80

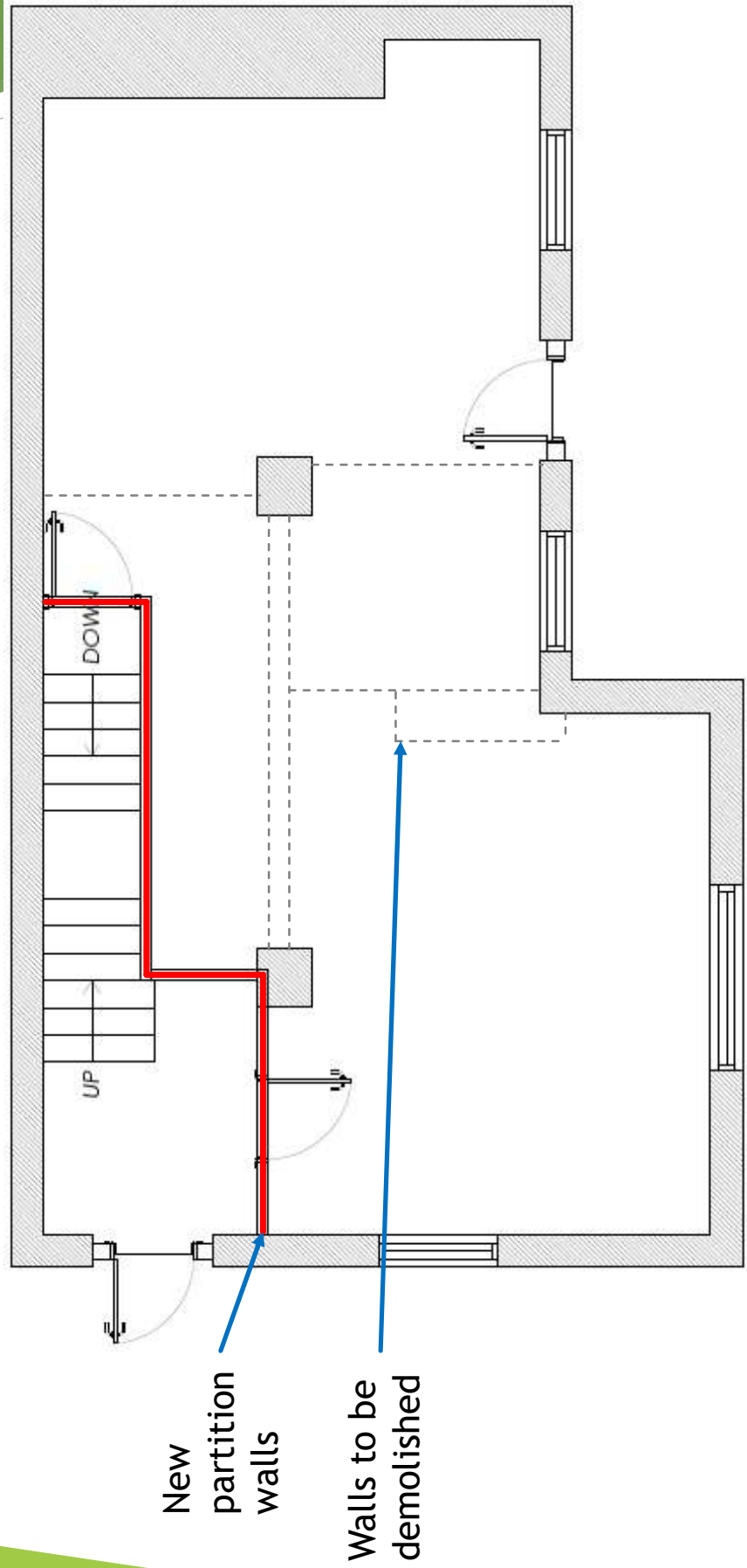
b) Per pupil funding from the previous year

Previous year's baseline funding total (incl MFG/scaling adjustment)		£769,510	£729,123	£707,676	£771,791	£746,196	£767,524
less lump sum allocations		-£117,800	-£117,800	-£117,800	-£117,800	-£117,800	-£117,800
less Business Rates		-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25	-£9,855.25
less looked after children allocation		£0	£0	£0	£0	£0	£0
MFG Baseline Budget		£641,855	£601,468	£580,021	£644,136	£618,541	£639,869

Previous year's funded number on roll	144	141	136	151	145	150
Previous year's MFG value per pupil	£4,457.32	£4,265.73	£4,264.86	£4,265.80	£4,265.80	£4,265.79
Add 1.39% guaranteed per pupil increase on top of baseline	£61.96	£59.29	£59.28	£59.29	£59.29	£59.29
Revised MFG value per pupil	£4,519.28	£4,325.02	£4,324.14	£4,325.09	£4,325.09	£4,325.08
MFG allocation of (b)-a) x current NOR, if b) is greater than a)	£35,751	£8,181.76	£9,684	£8,597	£8,895.00	£8,892

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Floorplan- Ground Floor:

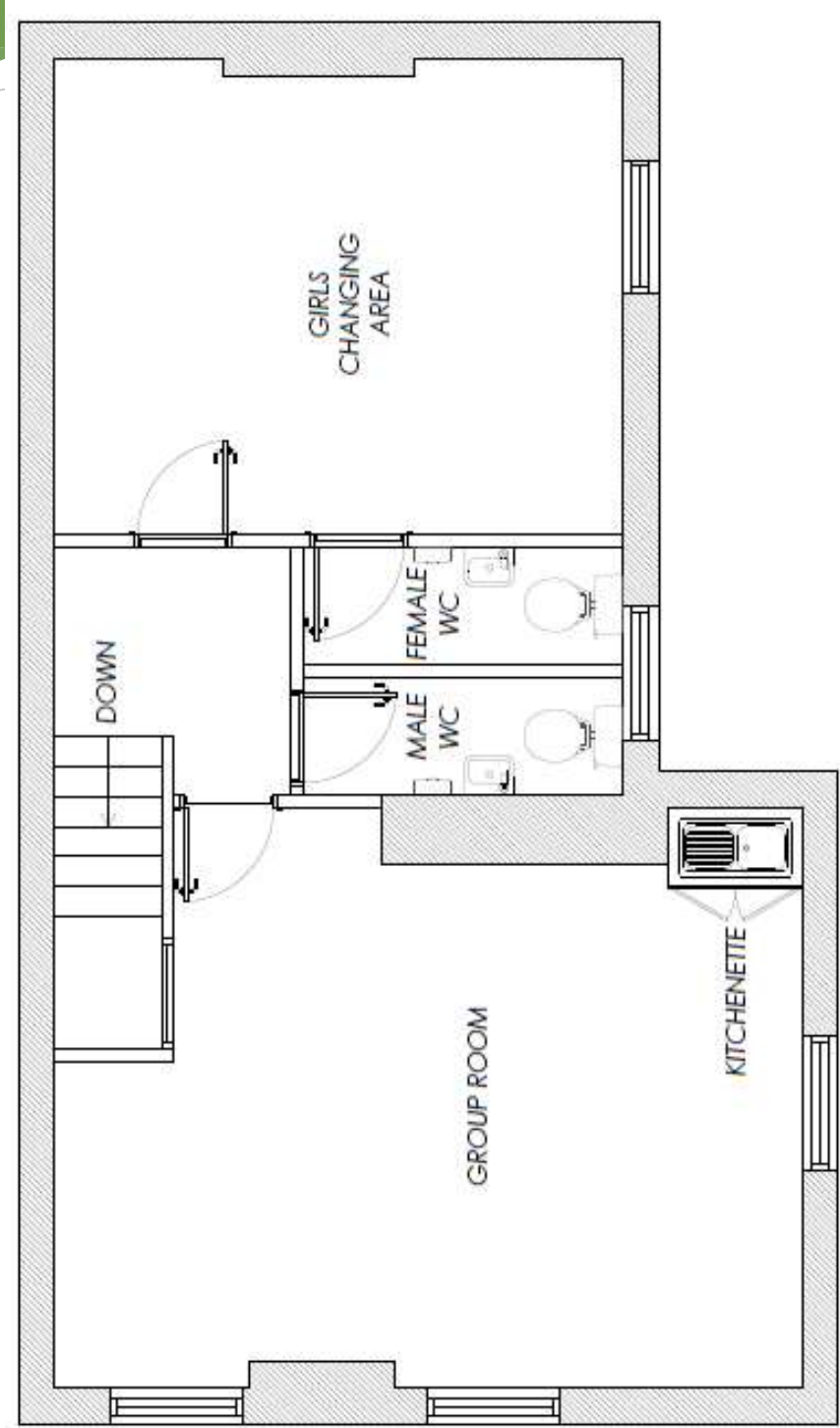


New partition walls

Walls to be demolished

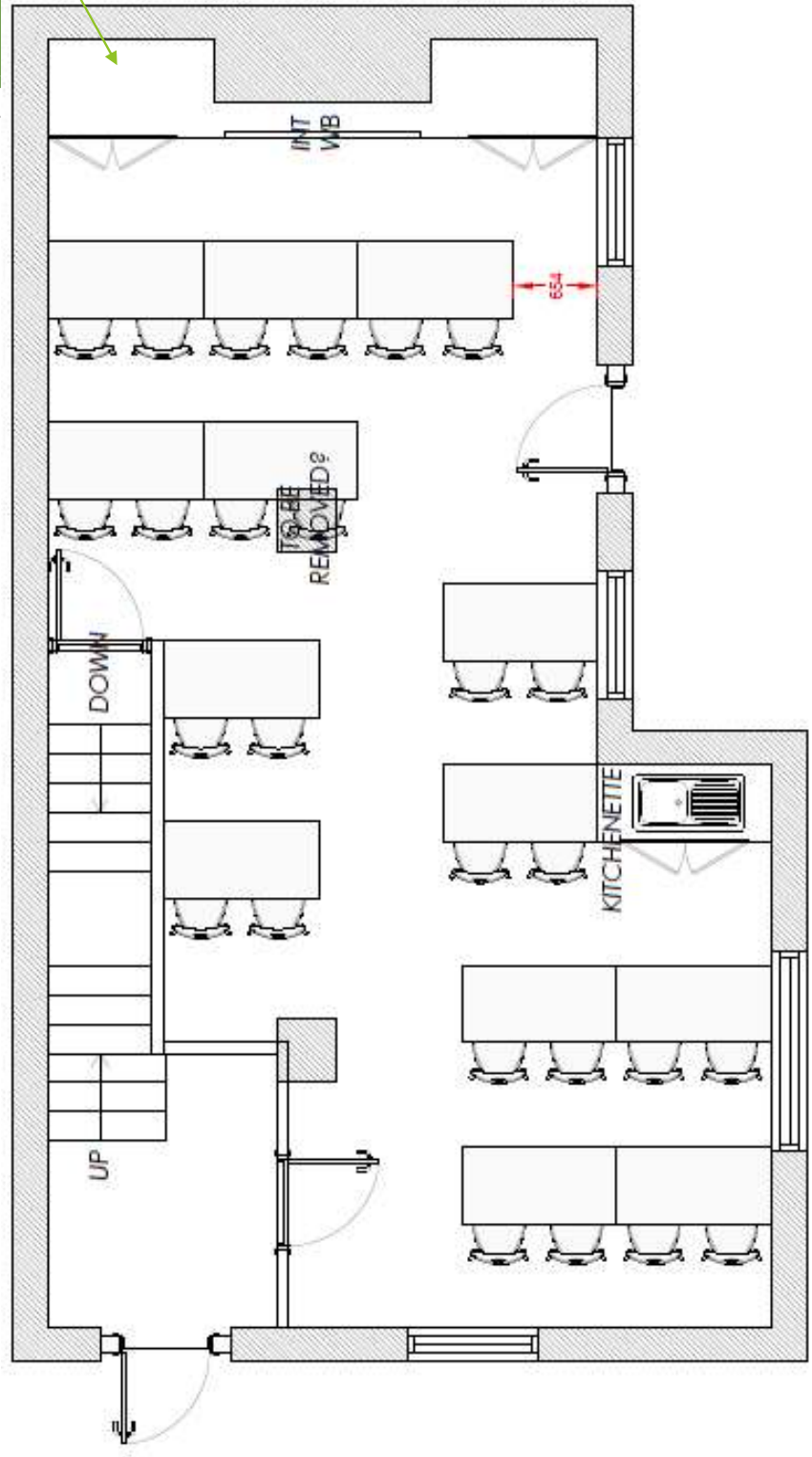


Floorplan - First Floor:



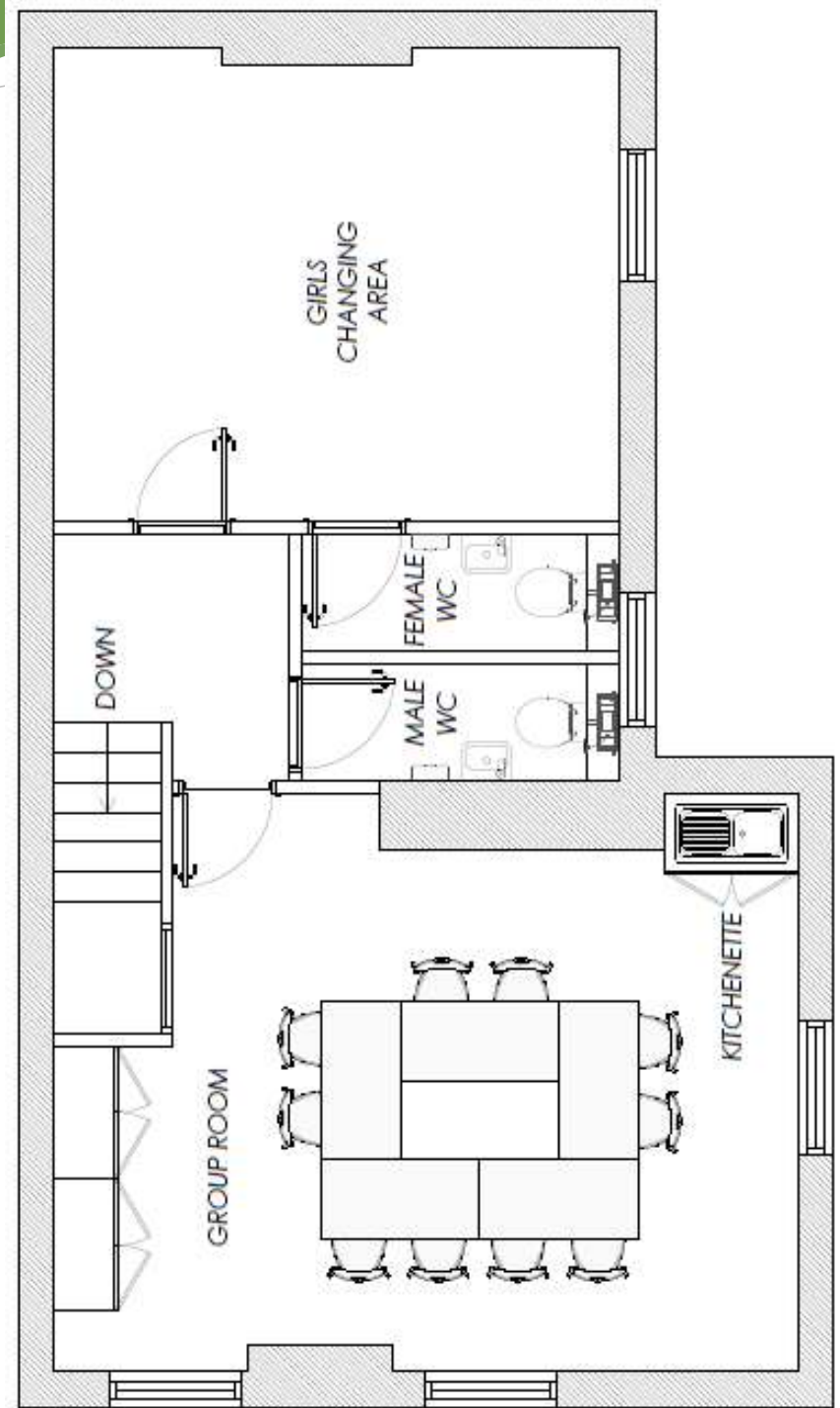
Making excellence flexible

Proposed Layout - Ground Floor:



Storage Wall:
2 large cupboards with shelves,
interactive whiteboard or similar
supplied by others

Proposed Layout - First Floor:



Making excellence flexible

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Name of meeting: Cabinet

Date: 4th December 2012

Title of report: Report on the outcomes of the statutory consultation about proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	Yes November 2012
Is it eligible for call in by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	Alison O'Sullivan 26.11.12
Is it signed off by the Director of Resources?	David Smith 23.11.12
Is it signed off by the Acting Assistant Director - Legal & Governance?	Vanessa Redfern 25.11.12
Cabinet member portfolio	Cllr Cath Harris and Cllr Peter O'Neill – Children's Services

Electoral [wards](#) affected and ward councillors consulted: Dewsbury West

Public or private: Public

1. Purpose of report

The report sets out the outcomes from the statutory consultation about proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School as a primary school for pupils aged 5 - 11 years with nursery provision, for Members' consideration, and seeks a decision on the way forward in light of the information received.

2 Background

2.1 The educational benefits of all-through 5-11 Primary Schools

The establishment of all-through primary schools is intended to improve the educational standards attained by children through better and more flexible management of learning, without a change of school at age 7. Single all-through institutions can establish longer term relationships with pupils and families, provide more opportunities for staff development and better manage resources to support learning. (See Appendix A)

2.2 The existing Infant and Junior School provision in the Dewsbury Moor area

- Knowles Hill Infant and Nursery School provides education for 5 to 7 year olds (with nursery provision). The school has a Published Admission Number (PAN) of 40 which means that it can admit up to 40 pupils in each year group
- Westmoor Junior School provides education for 7 to 11 year olds and has a PAN of 90 pupils per year. The school receives the majority of pupils from Knowles Hill Infant and Nursery School.
- The two schools are situated approximately ½ mile apart on Knowles Hill Road and Church Lane.
- Westmoor Junior School also receives pupils at age 7 from nearby St John's CE(VC) Infant School which has a PAN of 60 pupils per year.
- The three schools have close collaborative working arrangements which support the transition of pupils from Key Stage 1 to Key Stage 2

2.3 The proposal to develop an all-through primary school in the Dewsbury Moor area

Reference Cabinet Report 17th July 2012 - *Report in relation to proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School*

2.3.1 On 17th July 2012 Cabinet received a report which detailed proposals to develop an all-through primary school by bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School*

- to cater for pupils aged 5 to 11 (with nursery provision)
- with no transition at age seven.
- with a PAN of 40 in Key Stage 1, and a PAN of 90 in Key Stage 2 (as is now so as to accommodate pupils who wish to transfer from St John's CE (VC) Infant School at age 7) providing 480 places for 5-11 olds (with nursery provision) across 2 sites.

'Bringing together' means the joining of two or more schools into one, with a single governing body and headteacher. This would be achieved through the technical "closure" of Knowles Hill Infant and Nursery School, and the simultaneous expansion of the age range of the Westmoor Junior School to form a single primary school. If the two schools do become one primary school, they would continue to operate within their existing buildings on the existing sites. This would mean that Nursery and Key Stage 1 provision would continue to be at Knowles Hill Road and Key Stage 2 provision would continue to be at Church Lane.

All the pupils who would be attending Knowles Hill Infant and Nursery School or Westmoor Junior School would automatically become part of the primary school when the proposals were implemented.

* The strong collaborative relationship between Westmoor Junior School and Knowles Hill Infant and Nursery School and St John's CE(VC) Infant School, to support the transition of pupils from Key Stage 1 to Key Stage 2, would be proposed to be further strengthened through amended admission arrangements for Westmoor Junior School which would recognise St. John's Infant School as a 'feeder school'.

2.3.2 On 17th July 2012 Cabinet members:

- Authorised officers to develop plans for carrying out statutory consultation to develop an all-through primary school for pupils aged 5 to 11 (with nursery provision), with a PAN of 40 in KS1 and 90 in KS2, providing 480 places for 5 to 11 olds by linked proposals:
 - to change the lower age limit of Westmoor Junior School from 7 to 5 years (with nursery provision) and expand the school size from 360 to 480 pupil places
 - to discontinue Knowles Hill Infant and Nursery School
 - to amend the admission arrangements for Westmoor Junior School to recognise St. John's Infant School as a 'feeder school'

- Delegated authority to the Director for Children and Adults in consultation with the Cabinet Portfolio leads to:-
 - develop consultation materials on the basis of the proposals
 - organise and carry out statutory consultation

- Requested officers to report the outcomes of the statutory consultation to Cabinet for further consideration of the next steps.

2.4 Equalities Impact Assessment

An Equalities and Community Cohesion Impact Assessment has been carried out on the proposals. The following is a short initial analysis of the likely changes arising from the proposals.

- The proposal to bring the schools together and create a primary school is intended and is very likely to have a positive impact for pupils attending the school because the aims are to provide continuity of education in an all-through primary school up to the end of Key Stage 2 to support an improvement in educational standards.
- No adverse impacts are highlighted as part of this proposal.

There are no changes to the EIA following consultation although this will continue to be revised as appropriate in the light of any decision taken by Cabinet following the statutory consultation.

3. Consultation strategy and methodology

- 3.1. A 6 week¹ (term time) statutory consultation about the proposals to develop an all-through primary school by changing the age range of Westmoor Junior School and discontinuing Knowles Hill Infant and Nursery School, took place between 24th September and 9th November 2012 to seek the views of parents/carers, school staff, professionals, governors, pupils, the local community and other stakeholders.

- 3.2. Parents/carers, school staff, professionals, governors, pupils at St John's CE(VC) Infant School were also included in the consultation process, in recognition of the close working relationship of all three schools.

- 3.3. Consultation documents were written and produced with reference to the detail contained in the cabinet report from 17th July 2012.

- 3.4. Consultation documents were made widely available. Documents were sent to the families of pupils at all three schools. Documents were also sent to staff at the three

¹ The consultation period included 1 week which was a school holiday and therefore lasted for 7 weeks in total.

schools and via royal mail to governors at the three schools. Copies of the consultation document were also sent to elected members, trade union representatives, faith groups, neighbouring Local Authorities, early years providers and other key stakeholders. The consultation document was also made available on the Council's website, at each of the events and by request. A complete list of distribution is attached at Appendix B.

- 3.5. The consultation material consisted of the document 'A consultation about proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11' a copy of which can be found at Appendix C.
- 3.6. The consultation document outlined the proposals and a proposed timeline for developments. The document had a comprehensive response sheet. The response sheet asked whether people supported or opposed the proposals relating to creating an all through primary school and the reasons for those views.
- 3.7. Response sheets could be completed in writing or electronically on the Council website. In addition, individuals were encouraged to feedback views either via email or letter. A 'Freepost' address was available for returning paper forms and/or letters to maximise the opportunities for receiving feedback to the proposals
- 3.8. The Council held three consultation 'drop-in sessions' for parents/carers and members of the community to enable individuals to speak with officers about the proposals in more detail (and in particular about the potential implications for them as individuals and their families).
- 3.9. Officers engaged with a total of 33 people who attended the public consultation 'drop-in' sessions.

Table 1 – Consultation 'drop-in' sessions		
Date	Venue	Time
Friday 28 th September 2012	Westmoor Junior School	9.00 to 11.00am
Friday 5 th October 2012	Knowles Hill Infant and Nursery School	9.45 to 11.00am
Friday 12 th October 2012	St John's CE(VC) Infant School	8.40 to 10.30am

- 3.10. The purpose of the meetings was for officers to support and advise and offer clarification to groups and individuals about matters relating to the proposals in order that they may form a considered view to enable them to respond on the matters on which they were being consulted by either completing the relevant feedback forms or responding via another medium such as emails, letters etc.
- 3.11. Bespoke meetings for staff and governors at Westmoor Junior, Knowles Hill Infant and Nursery School and St John's CE(VC) Infant School were held at each school during the consultation period. The notes of these meetings are detailed in Appendix D.

4. Response to Consultation

- 4.1. Attached at Appendix D is a comprehensive report which details the responses received to the consultation in full.
- 4.2. During the consultation period approximately 1800 documents were distributed either via royal mail, the schools or at consultation events.

4.3. The Council received 67 responses in relation to this consultation. The types of stakeholders responding to the consultation are detailed in table 2 below.

Type of respondent:	No. Received *	% of total received
Parent/carer	21	39%
Member of staff	4	7%
Governor	2	4%
Pupil	2	4%
Pupil (School Council)	23	43%
Other (Unknown)	2	4%
Total	54	100%

*Some responses were received from individuals that categorised themselves as being multiple stakeholders

The feedback received in response to the consultation is detailed in full and attached at Appendix D.

4.3.1. Parents/Carer responses:

Responses were received from **20** parents/carers and **1** ex-parent

- 11 respondents supported or strongly supported
- 5 respondents opposed or strongly opposed
- 5 neither supported or opposed

response	number	school
Strongly Support	4	Both Knowles Hill & Westmoor (1) Knowles Hill (2) Westmoor (1)
Support	7	Both Knowles Hill & Westmoor (1) Knowles Hill (2) St John's (1) Westmoor (1) Not specified (2)
Neither Support nor Oppose	5	Both Knowles Hill & Westmoor (2) Not specified (3)
Oppose	1	Knowles Hill (1)
Strongly Oppose	4	Ex-parent (1) Knowles Hill (2) Not specified (1)

Parents supporting the proposal suggested that an allthrough primary would be much better than separate schools and that there is already a lot of understanding between the schools that are in the same area.

Several parents asked that uniforms and school times should not change and some were concerned that staff would not stay the same.

There were some suggestions that Westmoor has large enough grounds so that in the future, a single site could be created and continuity would be further improved. On the other hand there were worries about extra parking and traffic that wouldn't be a problem if the schools operated from their existing buildings.

Parents that neither supported not opposed the proposal suggested that one building would be better and also wanted to keep the same pickup times as current. There were concerns that staff should keep their jobs.

Parents who opposed the proposal suggested that Knowles Hill staff and the standard of education has an excellent reputation and that combining the schools would damage the personal care and attention given to the children. There was some concern that children at the infant school were settled and it would be too much change at such a young age. It was

questioned whether standards would rise and whether children will be more settled in an all through school which would still be on 2 sites and would still feel like 2 schools. Children would transfer to another site just as they do at present. Having one headteacher for both of the schools didn't sound very practical to one parent. It was suggested by others that this was a cost saving exercise which was not about helping the life chances of children.

4.3.2 Governing Body/governor responses:

Responses were received from **2** individual governors;

- 1 supported the proposal (Westmoor)
- 1 strongly opposed the proposal (Knowles Hill)

The response in support it was suggested that a 'through primary' is much better than separate schools for KS1 and 2. It was suggested that the LA should make it "a priority that when funds are available in the future" .. to create .."a single Westmoor site - there is plenty of room and continuity would be further improved".

The response opposing the proposal was concerned about the future governance of the school and was "shocked by the speed by which this is being pushed through". There was concern that existing Knowles Hill governors would not be adequately represented on the future Governing Body.

The Governing Body consultation meetings addressed questions relating to the future staffing structure at Westmoor, the employment rights of staff at both schools, the operation of the future school on a split site and the membership of the future governing body. Improving pupil transition and maintaining the links between Westmoor and St.Johns were also discussed. (See Appendix D for notes of Governing Body consultation meetings.)

4.3.3 Staff responses:

Responses were received from **4** individual members of staff

- 3 strongly supported the proposal (Knowles Hill, Ravenshall, Not specified)
- 1 strongly opposed the proposal (Not specified)

Responses in support of the proposal thought that it was it is a good idea to join the two schools together to improve consistency, transition and for moving progress and development forward. It would also be a good idea in the future to have the whole school on one site.

The response opposing the proposal expressed concerns about younger children being 'lost' in the larger school and was not convinced that there could be improved transition from infants to juniors in two completely separate buildings. Would there be better opportunities for children to get to know staff? Would staff, in both schools, be given equal chances at applying for/getting future posts?

The staff consultation meetings addressed questions relating to the future staffing structure at Westmoor, the employment rights of staff at both schools, the operation of the future school on a split site and the name of the future school. Maintaining the links between Westmoor and St. Johns were also discussed. (See Appendix D for notes of staff consultation meetings.)

4.3.4 Pupil responses

Responses were received from **2** older pupils at Kirklees schools (New College, Westborough High School) both strongly supporting the proposal

Supporting comments from older pupils suggested that it would be a very good for the children and families in the area and that no transition at age 7 would be needed

The Westmoor Junior School Council worked with all pupils from the school so that their thoughts and feedback could be given. The School Council submitted pictures and an audio response containing comments about the proposal which is shown in Appendix D. A transcription of the audio comments is included in Appendix D.

The pupils of the Westmoor School Council contributed **23** carefully considered responses with the following balance of views

- 10 comments thought it was a good idea
- 4 comments thought it was both a good idea and a bad idea
- 9 comments thought it was a bad idea

Summary of pupil comments from Westmoor Junior School Pupils

It is a good idea to bring Westmoor and Knowles Hill together because

- It is better than two small schools
- it is the wider community.
- the infants learn what to do in this school
- they are going to learn more about Westmoor before they come here
- you would get more friends
- when they leave infant school they can come straight down here instead of looking for a new school
- they can make friends and then when they come to Westmoor they won't be scared and they will know what to do
- Westmoor has a good reputation
- we have lots of room and they haven't for playing
- they can learn what we learn at this school and we can learn what they learn
- they will know what to do, what we do in school, what it's like, so they won't get lost there are lots of rules, how fun it is, what prizes they get if you are good at attendance and fun bits
- you can get used to this school, get used to big schools, and know how to behave
- we can have a bigger school and show how good we are
- it's a good opportunity for other people
- Miss John and the teachers can get to know the staff at the other school
- you can make more friends

It is a bad idea to bring Westmoor and Knowles Hill together because

- if they are building a new building in the field there won't be enough for us to play on in the summer
- they make the school uniform green
- they don't know if Westmoor is Knowles Hill or Knowles Hill is Westmoor with the same logo, because it is going to change, so they might get muddled up
- they don't actually know the people in the school.
- the children from Knowles Hill will have to come down to the school for a secondary school
- probably the uniform and the logo will change and then the new people in Knowles Hill will have to buy a new uniform even before they actually move up to junior school it will cost a lot more for the parents
- other children will find it hard to mix the older children
- little kids if they come to Westmoor it's got loads of big kids and they might get scared or they might get lost

- people have to buy new stuff
- as year 6's you've got to watch out for year 3's and if there are more years in it you are going to have to be even more careful and then like you won't be actually able to do anything at playtime
- you need to get an extended assembly hall which will mean they'll have to take out some of our playground out so we will end up with a tiny playground with a lot of kids
- it is going to be harder for Miss John to look after both schools .
- the school will be a bit more cramped
- when they go home and come to school there will be a lot of traffic

4.3.5 Other responses

2 other responses were received from non-specified respondents which did not specify support or opposition to the proposals

One respondent would like staff at Westmoor to also apply for the same jobs as staff at Knowles Hill will have to apply

The other respondent expressed several thoughts about the proposal.

Hopefully the decision made would be in the best interests of the children first and foremost

I do hope that the staff from Knowles Hill and Westmoor are treated equally and every best effort is made to keep people employed in the job they had an interview and were contracted to.

I do feel that Knowles Hill have a lovely ethos and community spirit which should be kept alive.

The children at both schools should be disrupted as little as possible to make any changes run smoothly.

I also believe that the name should not be based on Westmoor alone and should include Knowles Hill somehow, It would be so sad that a school that has been there for over a hundred years suddenly does not exist any more.

This school is a very happy place for a lot of children who sometimes have very little to be happy about, this is a place where they feel settled and happy first and foremost.

Hopefully the results of a child are not just going to be based on the results that they get on paper due to their work but are based on how far a child moves on in the rest of their learning and life their social and emotional needs should come first.

I am very concerned that in a larger school that some of these children may get lost in it all and will not get the same attention. I hope in this case I am proved wrong. I also don't think that the move from infant to junior will be any easier as they still will have to move sites and start again with fresh faces, whatever the name of the school or uniform the child wears.

Having said all this I would prefer that the school moves on rather than go in a different route. Whatever the outcome, I hope it is a fair positive one what will serve this community and the needs of the children and families in it and keep the spirit alive. We are not numbers but individuals.

4.4 The conclusion to be drawn from the statutory consultation is that on balance there is support for bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School into a single all-through 3-11 primary school. There are some questions about the split site operation of the school and a suggestion that there should be a long term aim to create a single building on the Westmoor site should be considered. Some of the reservations expressed concern the process of change, in terms of staffing issues, possible changes to uniform and start and finish times. There is an underlying view that the change would provide opportunities for improving consistency and transition and would allow both schools and staff to progress and develop. Westmoor pupils contributed a wide range of views which very effectively summarised the pupil perspective on the positive aspects of the proposed change and highlighted the areas that would need careful management. The strong working relationship between St John's CE(VC)Infant School and Westmoor Junior School is valued and should be maintained and strengthened.

5. Implications for the Council

5.1 Council priorities

Council policies affected by this proposal include the Children & Young People Plan. The proposals will support the Council priorities which are to;

Enhance life chances for young people

Working in partnership to improve educational attainment for the under 16s and help them to reach their full potential. The proposals offer the opportunity to continue to significantly improve and enhance the overall educational opportunities and achievements of young people in Kirklees.

Lead Kirklees out of recession

Making sure we emerge with a stronger economy and better paid jobs

Provide effective and productive services

Ensuring services are focused on the needs of the community and are excellent value for money

Support older people to be healthy, active and involved in their communities

Helping people to improve their health and well-being. We will focus on preventative work and empowering people to make informed decisions

5.2 Human Resources implications

There are Human Resources implications resulting from a school closure. Should the proposals be agreed there would be no change of employer resulting from the school closure, however HR staff would need to working with the Governing Body and Headteacher regarding any revision to structures. Following this, consultation would need to be held with staff and recognised Trade Unions. It is anticipated that this work could be done within the required timescale.

5.3 Financial Implications

There are no capital implications for the proposals.

The proposals are being made because of educational reasons, not financial reasons. The education budget that the Council receives from government can only be spent on education – so there is no saving to the Council. The budget for each individual school is determined by a formula that includes some amounts for every school but most is determined by the number of pupils.

6. Consultees and their opinions

A full statutory consultation has been carried out involving all key stakeholders including: parents and carers, Governing Bodies, school staff, ward members, wider community stakeholders and other interested parties at the two schools named in the proposal and the nearby St John's CE(VC) Primary School.

This report brings the responses received as part of this consultation to members for a decision on the next steps.

7. Next steps

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

Activity	Date
Report to Cabinet to approve statutory consultation	July 2012
6 week statutory consultation	September/November 2012
Outcome report to cabinet and approval to next stage	4 December 2012
Publication of notices and 6 week representation period*	December 2012
Decision by cabinet (within 2 months)*	January/February 2013
Implementation*	1st April 2013

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

8. Officer recommendations and reasons

Cabinet is recommended to;

- Note the responses to the statutory consultation about proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11.
- Note the proposed next steps and timescales for bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11.
- Approve that the proposals should move to the next stage of the statutory process with publication of statutory notices and proposals.
- Delegate authority to the Director for Children and Adults, in agreement with the Cabinet portfolio lead members for Children's Services, to:
 - Take steps to carry out the next stage of the legal process for bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11 through the publication of statutory notices and proposals for the requisite representation period.
 - Report the outcomes of the representations received during the statutory notice period to Cabinet for determination.

9. Cabinet portfolio holder's recommendations

The Cabinet Members for Children's Services, endorse the recommendations set out by officers in the previous section of this report. Any further material matters that are brought to our attention in advance of, and during, the Cabinet meeting on 4th December 2012 will be considered and final, oral, recommendations will be made at the end of the discussion of this item at the meeting.

We are committed to improve the quality of education in our primary schools to give every child the best possible start. Knowles Hill Infant and Nursery School and Westmoor Junior School are two schools which are geographically close together, serving the same community, which already have close working relationships and could be easily developed into an all-through primary school.

We would like to thank all those that participated in the consultation, especially the time and care taken by pupils of the Westmoor Junior School Council to support their fellow pupils to make such a thoughtful contribution. The feedback received during this period of statutory consultation has confirmed that parents/carers, pupils, school staff and governors were in agreement with our thinking and there is good support for bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School as an all through primary school. We would also like to acknowledge the strong working relationship with St.John's CE(VC)Infant School and welcome the Governing Body commitment to maintaining and strengthening that partnership.

We would once again want to reassure parents that we are proposing to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School into one school so that families would gain the advantages of having a single school which would build on the strengths that currently exist.

For these reasons we support the officer recommendations to move to the next stage of the process and publish statutory notices and proposals.

10. Contact officers

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11. Assistant Director responsible

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Directorate for Children and Young People
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John.edwards@kirklees.gov.uk

12. Relevant papers

- Cabinet Report 17th July 2012 - Report in relation to proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School

The Educational Benefits of All-Through 5-11 Primary Schools

Improved continuity and progress from Key Stage 1 to Key Stage 2 through smoother transition. For example, a single school would have common approaches to curriculum planning, assessment, record keeping and target setting. Staff have longer to get to know the children. Most importantly, the school would have a shared understanding of standards and expectations.

More flexibility and opportunities to meet individual pupil needs by tailoring learning experiences. For example, Year 3 children who require further experience of the Key Stage 1 curriculum and more able Year 2 children requiring the challenge of the Key Stage 2 programmes can be catered for. It means a wider range of resources can be shared and common themes developed across the school. This curriculum flexibility can be particularly important for children with Special Educational Needs.

More opportunities for social development. For example, older children can have some appropriate pastoral responsibility for younger children, which can impact positively on whole school behaviour and children's self-esteem. Vulnerable children and their parents and carers have greater security from a consistency of staff and provision.

More consistency in terms of policies and practice. The school improvement agenda is led by a single leadership team and governing body.

Closer contact for parents and carers with school staff over a longer period of time. A more continuous relationship between the school, parents, carers and outside agencies can ensure that all pupils, but particularly those with special needs, are supported effectively from the Foundation Stage through to the end of Year 6.

More opportunity for children to attend the same school as older or younger brothers and sisters.

Increased opportunities for staff to work with a larger team, thus supporting professional development and providing further opportunities to take on new responsibilities

More effective use of the accommodation, facilities and resources.

Reduced duplication and economies of scale in the management of budgets.

Knowles Hill I&N / Westmoor Junior School : October-November 2012

List of Consultee's		
Kirklees Council Officers	Chief Executive Director for Place Director for Resources Director for Children and Young People Director for Wellbeing and Communities Director for Public Health DChYP Assistant Director for Learning DChYP Assistant Director for Commissioning DChYP Assistant Director for Family Support & Child Protection	
Kirklees Learning Service	Transformation and Quality Improvement Officer	
All Kirklees Councillors	Almondbury Ashbrow Batley East Batley West Birstall & Birkenshaw Cleckheaton Colne Valley Crosland Moor & Netherton Dalton Denby Dale Dewsbury East Dewsbury South	Dewsbury West Golcar Greenhead Heckmondwike Holme Valley North Holme Valley South Kirkburton Lindley Liversedge & Gomersal Mirfield Newsome
Ward Members		
Dioceses	Diocese of Leeds Diocese of Wakefield	
Further Education Colleges	Greenhead College Huddersfield New College Kirklees College	
University	Huddersfield University	
YPLA	Young People's Learning Agency	
MP's		Mike Wood MP Jason McCartney MP Simon Reevell MP Barry Sheerman MP
Neighbouring LAs	Barnsley Council	School Organisation
	Calderdale Metropolitan Borough Council	School Organisation
	Calderdale Metropolitan Borough Council	Director of Children's Services
	City of Bradford Metropolitan District Council	Director of Children's Services
	City of Bradford Metropolitan District Council	Principle Research & Policy Officer
	Leeds City Council	Director of Children's Services
	Leeds City Council	Education Leeds
	Oldham Council	Assistant Executive Director
	Wakefield Metropolitan District Council	Director of Children's Services
Wakefield Metropolitan District Council	School Organisation	
The Children's Trust Board Members	Kirklees High School Heads NHS Kirklees Kirklees Governor Association Voluntary Action Network Calderdale & Kirklees Careers Schools Forum and Primary Headteachers West Yorkshire Probation Trust Calderdale & Huddersfield NHS Trust Mid Yorkshire Hospitals NHS Trust West Yorkshire Police West Yorkshire Fire & Rescue Kirklees College Chair of Safeguarding Board Job Centre Plus	

DfE	School Organisation Unit	
Unions	UNISON GMB ATL ASCL NASUWT NAHT TGWU NUT	
Parent / Guardian's of Pupils at	Knowles Hill Infant and Nursery School Westmoor Junior School St John's CE(VC) Infant School	
Governors and Staff at	Knowles Hill Infant and Nursery School Westmoor Junior School St John's CE(VC) Infant School	Head + Governors + Staff and display
All Primary school in 2 mile radius	Batley Parish CE(VA) JI&N School Battysford CE(C) Primary School Birstall Community Primary School Boothroyd J&I school Brownhill Infant School Brownhill St Saviours CE(VA) Junior School Bywell CE(VC) Junior School Carlinghow Princess Royal JI&N School Carlton J&I School Cawley Lane JI&N School Chickenley Community JI&N School Crossley Fields J&I school Crowlees CE(VC) J&I School Earlsheaton Infant School Eastborough JI&N School Fairfield School Field Lane JI&N School Fieldhead JI&N School Flatts Nursery School Hanging Heaton CE(VC) J&I school Headfield CE(VC) Junior School Healey JI&N School Holy Spirit Catholic Primary School Hopton Primary School Hyrstmount Junior School Leeside Community Primary School Lydgate J&I School Manorfield JI & EY School Old Bank JI&N School Overthorpe CE(VC) JI&N School Park Road JI&N School Pentland I&N School Purlwell I&N School Ravenshall School Ravensthorpe I&N School Ravensthorpe CE(VC) Junior School Savile Town CE(VC) I&N School Shaw Cross I&N School St Joseph's Catholic Primary School (Dewsbury) St Mary's Catholic Primary School St Patrick's Catholic Primary School St Paulinus Catholic Primary School St Peter's CE(A) JI & EY School Staincliffe CE(VC) Junior School Thornhill J&I School Thornhill Lees CE(VC) I&N school Warwick Road JI&N School	Head & Chair of Governors

High Schools in 3 mile radius	Batley Business & Enterprise College Batley Girls' High School – Visual Arts College Batley Grammar School Castle Hall Academy – Specialising in Languages Earlsheaton Technology College Heckmondwike Grammar School Spen Valley Sports College St John Fisher Catholic High School The Mirfield Free Grammar and Sixth Form The Community Science College @ Thornhill Westborough High School	Head & Chair of Governors
Early Years	Early Years including private day nursery and child minders with in a 3 mile radius of Knowles Hill Infant and Nursery School Westmoor Junior School St John's CE(VC) Infant School	

Libraries	Batley Library Birstall Library & Information Centre Cleckheaton Library Dewsbury Library Heckmondwike Library Mirfield Library The Greenwood Centre Thornhill Lees Library & Information Centre
Health Centre's	Batley Health Centre Cleckheaton Health Centre Dewsbury Health Centre Ravensthorpe Health Centre Savile Town Clinic
Community Centre's	Birkenshaw Community Hall Chickenley Community Centre Fieldhead Community Centre Ltd Howden Clough Community Centre Kirklees Community Learning Disability Team Mirfield Community Centre Options Community Centre Pathways Day Services Ravensthorpe Community Centre Ltd Salfia Advice Centre Scout Association Shaw Cross Club for Young People Taleem Community Centre The Trinity Centre Thornhill Lees Community Centre

About you

This section asks you for some information that will help us to analyse the results of the survey and to see who has taken part. You will not be identified by any of the information you provide.

I am a: (Please tick ✓ and complete all those that apply to you)

<input type="checkbox"/>	Parent/ carer	Your child's/children's school/s:
<input type="checkbox"/>	Pupil	Your school:
<input type="checkbox"/>	Governor	Your school:
<input type="checkbox"/>	Member of staff	Your school:
<input type="checkbox"/>	Local Resident	Please tell us:
<input type="checkbox"/>	Other	Please tell us:

How would you describe your ethnic origin? (Please tick ✓ one box)

White	Asian or Asian British	Other ethnic group
English/Welsh/Scottish/ Northern Irish/British <input type="checkbox"/>	Indian <input type="checkbox"/>	Arab <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>
Gypsy or Irish Traveller <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	(Please write in)
Any other White background <input type="checkbox"/>	Chinese <input type="checkbox"/>	
(Please write in).....	Any other Asian background <input type="checkbox"/>	
	(Please write in).....	
Mixed	Black or Black British	
White and Black Caribbean <input type="checkbox"/>	Caribbean <input type="checkbox"/>	
White and Black African <input type="checkbox"/>	African <input type="checkbox"/>	
White and Asian <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	
Any other Mixed background <input type="checkbox"/>	(Please write in).....	
(Please write in).....		

Please write in your postcode:
 (We will not use this information to contact you)

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Why create an all-through primary school?

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

- uninterrupted progress and continuity from early years to age 11
- a wider range of learning resources can be shared and the greater curriculum flexibility makes it more easy to tailor learning experiences to meet individual needs - this is particularly important for children with Special Educational Needs
- a wider age range of pupils can give more opportunities for social development which can raise self-esteem and help to promote responsible behaviour
- longer term relationship between the school, parents, carers and outside agencies to support pupils effectively from the Foundation Stage through to the end of Year 6
- staff have longer to get to know the children and the consistency of staffing and provision for children gives greater security for parents and carers
- children can attend the same school as older or younger brothers and sisters for longer
- a single leadership team and governing body gives;
 - consistency in terms of policies, practice, standards and expectations
 - clear improvement priorities
 - common approaches to curriculum planning, assessment and target setting
- staff working within a larger team have more opportunities to take on responsibilities and undertake professional development
- more effective use of the accommodation, facilities and resources - reduced duplication and economies of scale

A consultation about proposals to bring together **Knowles Hill Infant and Nursery School and Westmoor Junior School** to form a single primary school for pupils aged 3-11.

Please let us know your views on our proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school.

This consultation document tells you the reason for our proposal and how the decision making process works. Please take time to read the document and let us know your views and comments on the attached Consultation Response Form.

The closing date for responses is
Friday, 9th November 2012

Consultation response form

Do you support or oppose the proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11? Please tick ✓ one of the boxes

Strongly support	Support	Neither support nor oppose	Oppose	Strongly oppose	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



What will happen to the staff and the governors?

Staff would be organised within the new organisation to support the needs of the children and the community. It is expected that the permanent staff at both schools would continue to be employed within the all-through primary school. Any future changes to the staffing structure would be fully consulted on and endorsed by the Governing Body.

If the decision is made to go ahead with the proposals, the existing Governing Bodies will continue to govern their separate schools until the implementation date as well as working jointly towards the all-through school. At that point the current Governing Body of Westmoor Junior School would become responsible for the primary school and the current Governing Body of Knowles Hill Infant and Nursery School would cease to operate. It is envisaged that the Governing Body of the primary school would be developed to ensure the inclusion of the necessary skills and expertise to govern the through primary school, this could include members of the Governing Body of each of the current schools.

Consultation events

All of the following informal events are open to families of pupils attending either school, members of the community and anyone who would like to hear more and discuss the proposals. Please come along and see us anytime between the times indicated below.

Date	Venue	Time
Friday 28th September	Westmoor Junior School	9:00-11:00am
Friday 5th October	Knowles Hill Infant and Nursery School	9:45-11:00am
Friday 12th October	St. John's CE(VC) Infant School	8:40-10:30am

In addition to these events there will be opportunities for consultation with staff and governors. Officers will be present to answer questions and hear your views. Kirklees Council wants to know what you think. You can take part in the consultation on our website, www.kirklees.gov.uk/schoolorganisation. Alternatively, you can complete the attached response form.

RESPONSE FORM

Please send this form or a letter to:

By Post: School Organisation and Planning Team, FREEPOST, Kirklees Council (you don't need a stamp)

In person: At one of the consultation drop in sessions or hand it in at one of the schools.

Online: You can also take part in the consultation on our website, www.kirklees.gov.uk/schoolorganisation.

The closing date for comments is **Friday 9th November 2012**.

Welcoming your views

We want to know your views about the proposal to develop an all-through primary school by bringing together Knowles Hill Infant and Nursery School and Westmoor Junior School

- to cater for pupils aged 5 to 11 (with nursery provision)
- with no transition at age 7
- with the current Admission Numbers of 40 places in Key Stage 1, and 90 places in Key Stage 2 (to continue to accommodate pupils who wish to transfer from St John's CE (VC) Infant School at age 7) providing a total of 480 places for 5-11 olds (with nursery provision) across 2 sites.

'Bringing together' means joining both schools into one, with a single governing body and headteacher. Technically, the proposal involves closing Knowles Hill Infant and Nursery School and lowering the age range of the Westmoor Junior School to form a single primary school. If the two schools become one, they would continue to operate in their existing buildings. This would mean that Nursery and Key Stage 1 provision would continue at Knowles Hill Road and Key Stage 2 provision would continue at Church Lane.

All the pupils attending Knowles Hill or Westmoor Junior School would automatically become part of the primary school if the proposals were implemented.

* Westmoor Junior School has collaborative relationships with both Knowles Hill and St John's, supporting pupil transition from Key Stage 1 to Key Stage 2. The consultation proposes admission arrangements for Westmoor Junior School are changed to recognise St. John's as a 'linked feeder school' to further strengthen the collaboration.

What happens next?

The consultation is open between 24th September and 9th November, 2012. You have until then to express your views in writing, or in person at meetings. Once the consultation has finished, the feedback received will be reported to, and considered by, Kirklees Council's Cabinet, who will decide whether to move to the next stage. This means the publication of statutory notices and a further opportunity to view the proposals and comment on them. The table shows the next steps involved.

Activity	Date
Report to Kirklees Council Cabinet to approve statutory consultation	July 2012
Statutory consultation (6 weeks term time)	24th September to 9th Nov 2012
Outcome report to Kirklees Council Cabinet and approval to next stage*	November 2012
Publication of notices and 6 week representation period*	December - January 2013
Decision by Kirklees Council Cabinet*	February 2013
Implementation	1st April 2013

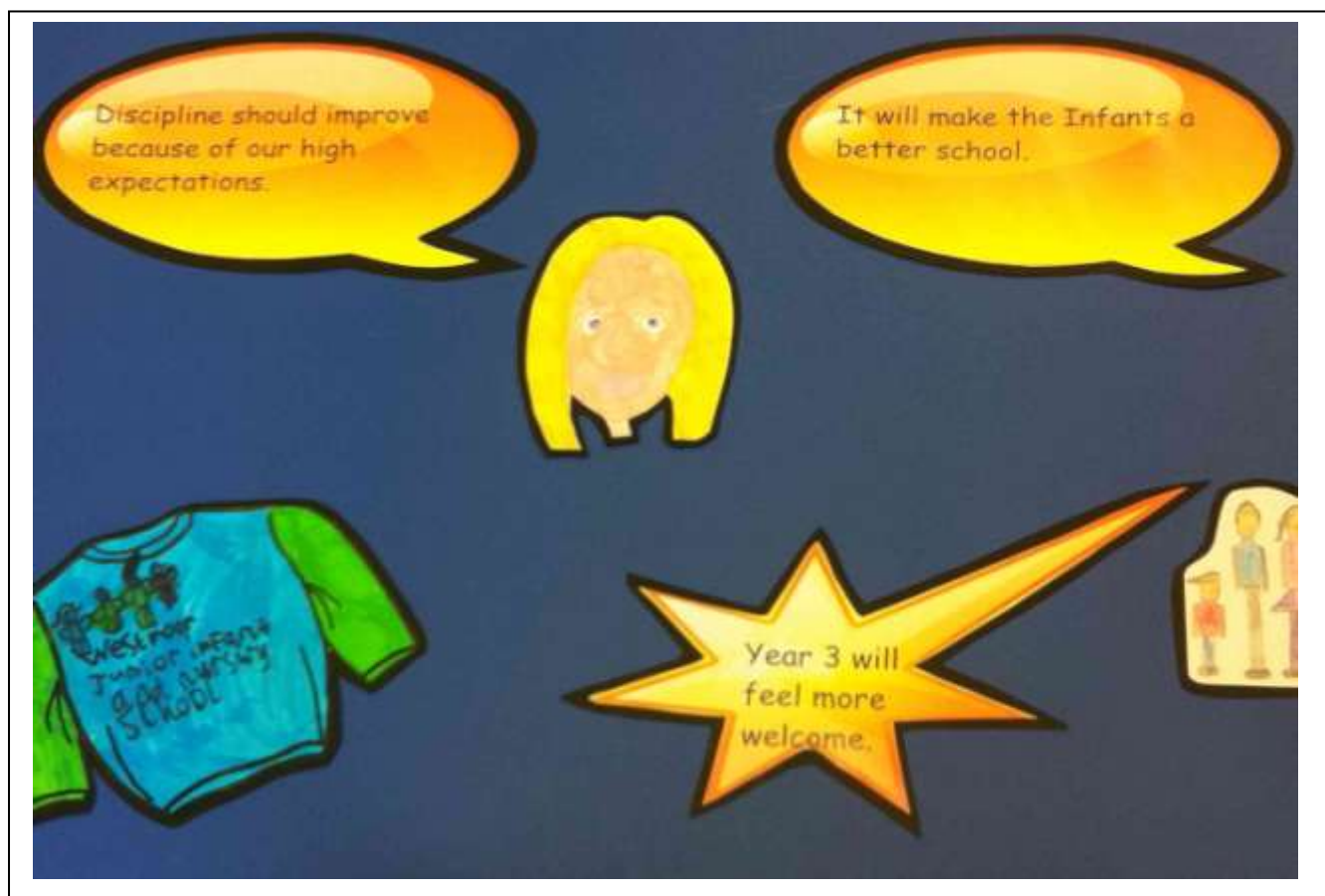
*Subject to scheduling of cabinet meetings

Appendix D : Responses to statutory consultation about proposals affecting Knowles Hill Infant and Nursery School and Westmoor Junior School

<p>Parents at Knowles Hill I&N School 2 Strongly Support</p> <ul style="list-style-type: none"> Knowles Hill I&N School Strongly Support It's good to bring the all school together because one they are all in the same area secondly the pupils will be one and a lot of understanding in between the schools
<p>Parents at Knowles Hill I&N School 2 Support</p> <ul style="list-style-type: none"> Time to be same at both schools Have no issues but would like to keep the same time eg Knowles Hill & Westmoor
<p>Parents at Knowles Hill I&N School 1 Oppose</p> <ul style="list-style-type: none"> they are too young to move and my child is settled in this school. He loves this little school. It's too much a change for them at such a young age when they have got used to being where they are and the class and teachers.
<p>Parents at Knowles Hill I&N School 2 Strongly Oppose</p> <ul style="list-style-type: none"> Knowles Hill I&N School has an excellent reputation. I believe bringing the school together with Westmoor will ruin the reputation of the school considering Westmoor's reputation. Also the "key" points on the leaflet provided are very contradictory. I believe it will be a big mistake to combine the schools Knowles Hill I&N School Strongly Oppose Knowles Hill has an excellent reputation of wonderful loved staff and a fantastic standard of education. The children are given personal attention by staff and the children love the staff and support staff for this. Combining the schools will ruin this personal care and attention given to our children. Infants school is our children's start in life a they need to be happy - which they are. Why should we fight for our school to stay as it is? Us as parents are being put under pressure to change and we do not want change. The leaflet provided was very contradictory and the council staff at our meeting were of very one sided opinions. We will fight for Knowles Hill to remain as it is. We will start a petition if necessary.
<p>Parents at Westmoor Junior School 1 Strongly Support</p> <ul style="list-style-type: none"> Because Westmoor has large enough grounds for Infant & Junior. The only concern would be parking!
<p>Parents at Westmoor Junior School 1 Support</p> <ul style="list-style-type: none"> I support the merger because I think a 'through primary' is much better than separate schools for KS1 & 2. However, I would like the LA to make it a priority that when funds are available in the future, a single site will be created by building on to the existing Westmoor site - there is plenty of room and continuity would be further improved
<p>Parents at both Knowles Hill and Westmoor Schools 1 Strongly Support</p> <ul style="list-style-type: none"> 1. Concerned about the uniform to what they will decide what to do because I just bought two sets of uniforms each things when school started 2. Am concerned about the teachers. I want the teachers to stay the same for Knowles Hill school because it's affecting our kids as long as the teachers stay the same it doesn't concern us if changes are made.
<p>Parents at both Knowles Hill and Westmoor Schools 1 Support</p> <ul style="list-style-type: none"> I have given my consent to this arrangement because I am happy if that happens but as long as the uniforms remain the same and the school times remain the same I have no objections to this proposal
<p>Parents at both Knowles Hill and Westmoor Schools 2 Neither Support nor Oppose</p> <ul style="list-style-type: none"> Would like the building to be one that would be better. Also the timing should remain the same Would like to have 1 building or to keep the same pick up times
<p>St John's CE(VC) Infant School 1 Support</p> <ul style="list-style-type: none"> As a local resident and a parent whose child goes to St John's Infant, I would be concerned about the extra traffic. But if the schools operate from their existing buildings then it shouldn't be a problem
<p>Parents not specified 2 Support</p> <ul style="list-style-type: none"> Time of school should stay the same
<p>Parents not specified 3 Neither Support nor Oppose</p> <ul style="list-style-type: none"> Knowles Hill & Westmoor merging is a good idea as long as staff at Knowles Hill keep jobs. And school times can't be same unless there's transport between both schools. Teachers' at both schools need to both reapply for job not just one school teachers Don't mind Knowles Hill & Westmoor coming together as long as staff at Knowles Hill keep their jobs. Regardless of what any of parents or staff think - I don't think any of our views will be thought of
<p>Parents not specified 1 Strongly Oppose</p> <ul style="list-style-type: none"> It is ridiculous to say that standards will rise and children will be more settled because they will be in a through school when it will still be on 2 sites. It will still feel like 2 schools. It is merely a cost saving exercise and one way if wiping slate clean as regards Ofsted reports. It is a politically driven idea and in no way about helping the life chances of these children

Ex parent 1 Strongly Oppose
<ul style="list-style-type: none"> As a local resident, with 5 children who have passed through or are currently passing through the local school system, I must express my disappointment at your proposals. I can't make sense of the phrase in your leaflet "all-through primary school.... With no transition at age 7". Presumably the "all-through" part simply just means the Knowles Hill name will disappear and the children will automatically go to the Westmoor site for year 2 ie a paperwork change. This doesn't make it all-through for the children - they will transfer to another site ie move school, just as they do at present. My sister did the same thing - the infant and junior schools were just across the road from each other, but for her, it was a change of school. Having one headteacher for both of the schools doesn't sound very practical to me. Sending a pupil to the head for either praise or discipline won't be very easy if the head is on the other site. Not particularly useful for the staff either. In conclusion, i see no benefit for the children - in fact, it would appear to be a change for the worse. Just a thought - money isn't the motive for these changes by any chance is it?
Governor Westmoor Junior School 1 Support
<ul style="list-style-type: none"> I support the merger because I think a 'through primary' is much better than separate schools for KS1 & 2. However, I would like the LA to make it a priority that when funds are available in the future, a single site will be created by building on to the existing Westmoor site - there is plenty of room and continuity would be further improved
Governor Knowles Hill I&N School 1 Strongly Oppose
<ul style="list-style-type: none"> Concerned about the future governance of the school. Not convinced that the GB of Knowles Hill is going to be adequately represented on the future GB. Shocked by the speed by which this is being pushed through. Why are things moving so quickly? Originally this option was dependent upon Ofsted findings
Staff Knowles Hill I&N School 1 Strongly Support
<ul style="list-style-type: none"> I think that this is a good idea to move the school forward and develop consistency and transition between schools. I also think that in the future it would be a good idea to build on to the existing site at Westmoor and move Knowles Hill there so that both schools would eventually be on one site
Non-specified Staff 1 Strongly Support
<ul style="list-style-type: none"> I think it is a good idea to join the two schools together to improve consistency, transition and moving progress and development forward. I also think that it would be a good idea in the future to have both schools on one site, so to extend Westmoor and move the Knowles Hill part there.
Non-specified Teacher 1 Strongly Oppose
<ul style="list-style-type: none"> I have concerns about Knowles Hill children being 'lost' in the larger school and I am not convinced that there can be improved transition from infants to juniors in two completely separate buildings. Are there going to be better opportunities for children to get to know staff? How is this going to be brought about? Will staff, in both schools, be given equal chances at applying for/getting future posts?
Pupil @ New College 1 Strongly Support
<ul style="list-style-type: none"> I think this will be very good for the children and families in the area
Pupil Westborough High School 1 Strongly Support
<ul style="list-style-type: none"> I think this is a good idea because the school is nearer to us and no transition at the age of 7 is needed
Pupils Westmoor Junior School Council 10 Good Idea
<ul style="list-style-type: none"> I think that Westmoor Junior and Knowles Hill combining together is good because it is better than two small schools and it is the wider community. I think this could be a good idea because the infants learnt what to do in this school so it's giving them an early chance to listen to what they do at Westmoor so it's a good idea but the parking might not be the best of things but I still think it's a good idea because Knowles Hill is going to become Westmoor and they are going to learn more about Westmoor before they come here I think it's a good idea because you would get more friends I think it's a good idea for Westmoor and Knowles hill to combine together because when they leave infant school they can come straight down here instead of looking for a new school I think it would be a great if Knowles Hill come and then they can make friends and then when they come to Westmoor they won't be scared and they will know what to do I think it is a good idea because Westmoor have a good reputation I think it is a good idea for the 2 schools to combine together because we have lots of room and they haven't for playing and I don't want our uniforms to change to green I think it's a good idea because they can learn what we learn at this school and we can learn what they learn so I think it's a good idea I think it's a good idea because the Knowles Hill children if they come down here they will know what to do, what we do in school, what it's like, so they won't get lost there are lots of rules, how fun it is, what prizes they get if you are good at attendance and fun bits I think it's a good idea because you can get used to this school, get used to big schools, and they know how to behave

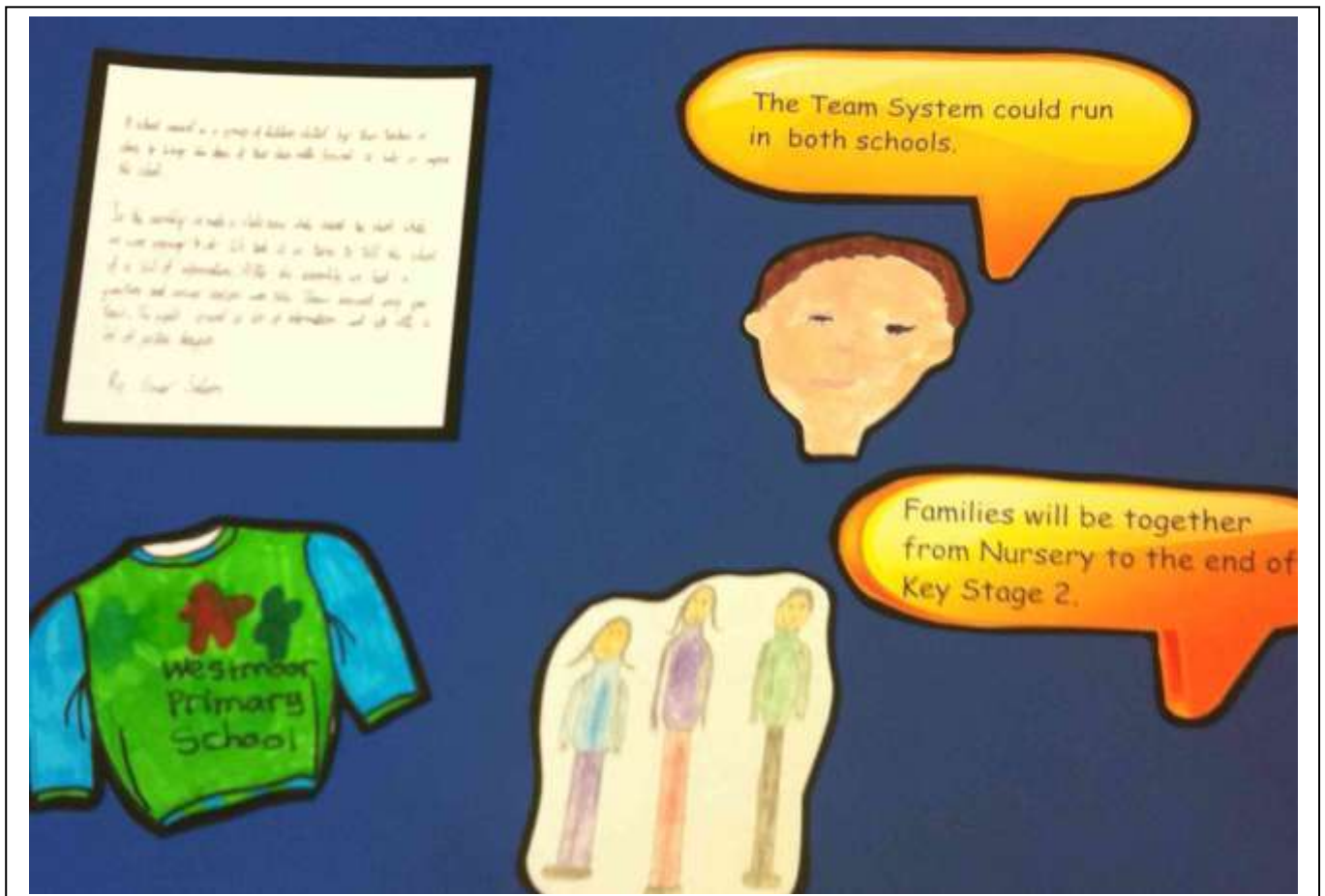
<p>Pupils Westmoor Junior School Council 4 Good Idea and Bad Idea</p>
<ul style="list-style-type: none"> • I think that Knowles hill is quite a good idea because then we can have a bigger school and show how good we are but it's a bad idea as well because we do support stay • I think it is a good idea because in a kind of way for Miss John and the teachers to get to know the other staff at the other school and I think it is bad idea because it is going to be harder for Miss John as well because she might have to look after both schools which is harder. • I think it s a good idea because it's a good opportunity for other people but I think it's quite a bad idea because the school will be a bit more cramped • I think it's a good idea because you can make more friends but I also think it's a bad idea because when they go home and come to school there will be a lot of traffic
<p>Pupils Westmoor Junior School Council 9 Bad Idea</p>
<ul style="list-style-type: none"> • I don't think it's a good idea to for Westmoor to Knowles Hill because if they are building a new building in the field there won't be enough for us to play on in the summer and they make the school uniform green instead and I don't like the idea of making it green. • I think it's a bad idea because the people coming to Westmoor they don't if Westmoor is Knowles Hill or Knowles Hill is Westmoor and the same logo because it is going to change so they might get muddled up • I think it's a bad idea because they don't actually know the people on the school. • I think it's a bad idea because I think the children from Knowles Hill will have to come down to the school for a secondary school • I think it will be a bad idea, well quite a bad idea to merge the two schools because probably the uniform and the logo will change and then the new people in Knowles hill will have to buy a new uniform even before they actually move up to junior school it will cost a lot more for the parents • I think it's a bad idea because the other children will find it hard to mix the older children • I think it's a bad idea because little kids just come to Knowles Hill and if they come to Westmoor it's got loads of big kids and they might get scared or they might get lost • I think it's not a good idea to basically join two schools and have a different kind of like label because people have to buy new stuff • I think it's a bad idea because as year 6's you've got to watch out for year 3's and if there are more years in it you are going to have to be even more careful and then like you won't be actually able to do anything at playtime then you need to get an extended assembly hall which will mean they'll have to take out some of our playground out then while the small playground anyway so we will end up with a tiny playground with a lot of kids
<p>Respondent not specified 1 Response not specified</p>
<ul style="list-style-type: none"> • Would like staff at Westmoor to also apply for the same jobs as staff at Knowles Hill will have to apply
<p>Respondent not specified 1 Don't Know</p>
<ul style="list-style-type: none"> • Hopefully the decision made would be in the best interests of the children first and foremost. I do hope that the staff from Knowles Hill and Westmoor are treated equally and every best effort is made to keep people employed in the job they had an interview and were contracted to. I do feel that Knowles Hikll have a lovely ethos and community spirit which should be kept alive choose when happens. The children at both schools should be disrupted as little as possible to make any changes run smoothly. I also believe that the name should not be based on Westmoor alone and should include Knowles Hill somehow, it would be so sad that a school that has been there for over a hundred years suddenly does not exist any more. This school is a very happy place for a lot of children who sometimes have very little to be happy about, this is a place where they feel settled and happy first and foremost. Hopefully the results of a child are not just going to be based on the results that they get on paper due to their work but are based on how far a child moves on in the rest of their learning and life their social and emotional needs should come first. I am very concerned that in a larger school that some of these children may get lost in it all and will not get the same attention. I hope in this case I am proved wrong. I also don't think that the move from infant to junior will be any easier as they still will have to move sites and start again with fresh faces choose what you call the school or whatever uniform the child wears. Having said all this I would prefer that the school moves on rather than go in a different route. Whatever the outcome, i hope it is a fair positive one what will serve this community and the needs of the children and families in it and keep the spirit alive. We are not numbers but individuals



A school council is a group of children elected by their teachers or class to bring the ideas of their class mates forward to help or improve the school.

In the assembly we made a slide show which showed the school what we were proposing to do. We took it in turns to tell the school of a bit of information. After the assembly we had a question and answer session where Mrs Shaw answered any questions. The pupils covered a lot of information and left with a lot of positive thoughts.

By Umar Saleem.





Due to the report prepared by the school council that Westmoor Junior School is merged with Kenner Hill Infant and Nursery School, the school council has taken action to find the pros, cons and what the people think about the subject. This report covers some points, such as our letter in a school newsletter, and an explanation about the merging of the two schools.

As a school council, our responsibility is to make sure that all people get their points of view across, and make sure that the important decisions that we make ensure that everyone is happy. With the important matter of the merging at hand, it is vital that we do not just cover some people's points of view, or only cover the pros or cons. We have questioned pupils, teachers and parents, and have made a good presentation about the thoughts of parents, pupils and teachers thoughts on the merging and additional ideas.

We previously discussed the best way to explain it to the students was to tell them about it in an assembly, so that's just what we did. Mrs Shrew wrote a short play which we acted out, including quite humour and a slide showing followed by a question and answer session. The pupils asked some very interesting and in some cases hard to answer questions. We collected the ideas and included them in our document and C.D. Overall the view was very positive and we are looking forward to the future.

Thank you for reading this report, I hope it has been a help in understanding the school council and our role in the merging of Westmoor Junior School and Kenner Hill Infant and Nursery School.

By Jacob Moss
Leader of the School Council

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

**Knowles Hill Infant and Nursery School
Governing Body consultation meeting at 4.30pm on 29th September 2012**

Present

6 Governors

4 LA representatives

The LA was present to formally consult with the Governing body as part of the statutory six week consultation.

LA officers informed the Governing Body about the proposal to bring together Knowles Hill Infants and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11. The proposal is intended to support transition. The future school would be situated in the two current buildings.

All Governors were encouraged to give their feedback either individually or collectively. .

The proposed implementation date is 1st April 2013.

- If it gets to this stage then the Governing Body would need to look at staffing structure.

Can you tick more than one stakeholder if you are both parent and governor?

- Yes. The LA is interested in the range of views and if you play more than one role this will be reflected in the outcome report.
- The LA are holding parent drop in sessions at each school to which anyone can attend. There will be a separate meeting with staff where union representatives have been invited.

Will there be a new staffing structure?

- This will be looked at closer to implementation date. The Governing Body would need to look at this to reflect the new school and to enable both sites to be managed effectively.

How will the administration work?

- This will be discussed closer to implementation date and decided by the Governing Body

If there is a change in staffing structure who will decide? Which Governing Body?

- This proposal is still at consultation stage. It is proposed that the Governing Body would reconstitute to include representatives from both Knowles Hill and Westmoor. To support the transition a joint working party could be established.

In terms of leadership structures how will this work?

- The staffing structure would be looked at by the reconstituted Governing Body.

If the school closes as proposed what will happened to the school budget? For example if the school is in deficit would this then be transferred over to Westmoor?

- If the school closes then the deficit would go to the LA. Knowles Hill will need to keep on top of their budget.
- The LA would recommend that if the school was to close then the legacy of the school is to be celebrated to bring a "good" closure. This has happened in other schools.

If at the end of the consultation there is a strong opposition to the school closing what will happen?

- The reasons for such opposition would need to address the strong educational arguments why the schools should be brought together.
- All the responses will be included in an outcome report which will be presented to the Cabinet who will make a final decision.

What will happen to the Governing Body of Knowles Hill?

- The Westmoor Governing Body would look at reconstituting as a new Governing Body to include representatives from both Knowles Hills and Westmoor School. This would be building on strengths of existing governors.

How will the transition from KS1 to KS2 be improved?

- There would be the opportunity for more consistency across staffing. The leadership team would have more control. The aim is to have a seamless transition. There will be two sites but will have the same ethos, staffing and management arrangements.

Could Knowles Hill be inspected by Ofsted before it closes? And what would happen if Ofsted want to inspect the new school

- Ofsted could inspect the school before it closes. After the change, Ofsted would inspect the school as an all through institution.

Governors were thanked for their attendance and participation.

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

Westmoor Junior School

Governing Body consultation meeting at 6.30pm on 22nd October 2012

Present

11 Governors

3 LA representatives

Officers explained to the Governing Body about the proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3-11. The LA was present to formally consult with the Governing Body as the statutory six week consultation had begun.

Officers explained that both buildings would continue to be used as currently.

All Governors were encouraged to give back their feedback either individually or collectively. .

The meeting was opened to questions and comments

Parents at St.John's CE(VC) Infant School are worried that their child may not get a place at Westmoor Junior School.

- The LA propose a change to the admission arrangement between Westmoor Junior and St.John's Infant school so that St.John's is recognised as a linked feeder school. This would mean that parents would get a higher preference when applying to the school.
- The LA would not be proposing to expand places therefore will have the same number of places in Key Stage 2.

Some parents are concerned about the process.

- The LA have arranged parents' drop in sessions at Westmoor, Knowles Hill and St.John's and hope that any concerns will be addressed there.

How would this work practically with 2 different sites?

- The buildings will remain the same as now. Key Stage 1 would still be delivered at Knowles Hill Road and Key Stage 2 would continue at Church Lane. The Head and Governing Body would decide an appropriate staffing structure to manage the split site school and would look at having a senior manager on both sites. There are examples where this is managed elsewhere eg Westborough High School

What has the response been like?

- The key themes which have emerged to date concerns relating to are uniforms, staffing structures and opening times of the school and how the spit site would work.

Can the Governing Body see the responses?

- Yes this will all be in an outcome report which will be published online for the public to view and we will ensure we make this available too school.

If the proposal does go through then Westmoor will need to look at uniform.

Have there been many responses?

- We are only part way through the consultation and there has been a modest response at this moment.

Governors were thanked for their attendance and encouraged to respond to the consultation.

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

St.John's CE (VC) Infants School

Governing Body consultation meeting at 6.00pm on 24th September 2012

Present

8 Governors

3 LA representatives

The LA opened the meeting by explaining the proposal to bring together Knowles Hill Infants and Nursery school and Westmoor Junior School to form a single primary school for pupils aged 3- 11. The school is proposed to remain in the existing buildings.

The LA wants to formally involve St. John's Infant school in the consultation. The LA will be having meetings with the staff, parents and the Governing Body. This proposal does not directly affect the school in terms of organisation, staffing and governance but does have implications as the majority of pupils transfer from St.John's to Westmoor from Key Stage 1 to Key Stage 2.

The LA propose a change to the admission arrangement between Westmoor Junior and St.Johns Infant school so that St.John's is recognised as a linked feeder school, this would mean that parents would get a higher preference when applying to the school.

Currently not all children from St.John's go to Westmoor, however if that was the case then the LA would look to accommodate all the children.

The meeting was opened to questions and comments

What will happen to the buildings?

- The buildings will remain the same as now, so Key Stage 1 would still be delivered at Knowles Hill road.

Westmoor and Knowles Hills are different areas. You would need a Head teacher on site to deal with the day to day queries? Will the LA put any resources in place?

- The Head and Governing Body will decide the staffing structure to manage the split site school they would look at having a senior manager on both sites.

The LA has converted to a two tier system which is being implemented in Whitcliffe to reduce transitions. As St.John's is an infant school does this make it more vulnerable in the long run?

- The work undertaken in the Withcliffe Mount pyramid was due to change from a 3tier to a 2 tier system. The current proposals for Westmoor and Knowles Hill do remove a transition point. St. John's would not be vulnerable as a result

St.John's Governing Body has been talking with Westmoor Head teacher and the Governing Body about the proposals to ensure that the relationships between the school, particularly in relation to transition remain strong.

If Westmoor becomes an academy later on would these change things? For example if they want to increase their KS1 section?

- Academies are able to propose changes to their numbers; however when an academy put in for a change the DFE would consult the LA to see if there is a need in the area. There are no plans for Westmoor to become an Academy

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

Knowles Hill Infants and Nursery School Staff consultation meeting 4.30pm on 3rd October 2012

Present

Approximately 25 staff
4 LA representatives
2 UNION Representatives

The LA is currently in the process of a statutory consultation regarding the proposal is to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School as an all through primary school to reduce transition for children. There would continue to be two separate sites. There would be a single Headteacher and one Governing Body. The proposal is to technically close Knowles Hill and extend the age range of Westmoor Junior School.

Most of the children that attend Knowles Hill transfer to Westmoor Junior School. By bringing the two schools together there would be continuity and shared ethos. For staff this could be an opportunity to develop and work with KS2 children.

St John's CE (VC) Infant School is the other KS1 school sending pupils to Westmoor Junior School. The LA is holding meetings with staff, parents and Governing Body to keep them informed and enable them to feed back to the consultation.

Staff were invited to make comments and ask questions

Will the substantive staff remain at the school and does this apply to support staff?

- A new staffing structure would need to be looked at by the Governing Body if the proposal were agreed.

Are the changes to be implemented on 1st April 2013?

- The proposed implementation date is the 1st April; it is anticipated that at that time staff would become part of a single school. Changes for staffing would need to be reviewed by the Governing Body and is likely to be a gradual process to meet the need of the children.

Will there be a new Governing Body?

- The Governing Body would be reconstituted to include representation from both Knowles Hill Infant and Nursery School and Westmoor Junior School.

Would this put staff at Knowles Hill at a disadvantage when looking at staffing structure? At present the Knowles Hill Governing Body know the staff at the school. A new Governing Body they would not have the same relationship with the staff.

- If a staffing structure was reviewed then this would be done in a fair and transparent way and Unions would be consulted.

Support staff have been told to re-apply for their jobs. Will this happen again if the schools came together?

- The Governing Body would look at an appropriate staffing structure. The process for transferring staff would take place where possible to cause minimal disruption.

So if support staff have a permanent contract they could find themselves applying for the same job?

- This would be looked at by the Governing Body. Any changes involved in the new structure would be fair and transparent process. This is not a staff reduction exercise. Forecasts indicate that number of pupils in the area is growing and therefore there is a need for maintaining similar staffing levels.

Would redeployment be offered to staff that were unsuccessful in getting a job under the new structure?

- Yes

Would the name of the school change?

- If proposal goes through then it would be appropriate to look at a new name to reflect the all through primary.

When will a decision be made?

- A cabinet report will be presented in November/December where all the responses, meetings with the Staff and the Governing Body will be presented included. After that Cabinet will decide whether to move forward to the next stage of the process which would be publication of a statutory notice. A final decision would be made in February.

Staff were encouraged to feed back to the consultation both individually and collectively.

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

Westmoor Junior School

Staff consultation meeting at 3.30pm on 12th October 2012

Present

Approximately 28 staff

4 LA representatives

The LA gave an outline of the proposals to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3- 11. The proposal is to technically close Knowles Hill and lower the age range of Westmoor Junior. Kirklees Council has a policy to reduce transition points where the opportunity arises. The School would have one Headteacher and one Governing Body. This proposal is to keep both school sites open. The LA currently does not have the capital to bring both school buildings together..

The LA recognises that children from St.John's attend Westmoor. To further strengthen the links, it is proposed that children who attend St. John's would have higher priority admission arrangements.

Staff were encouraged to make a response online, by paper copy, as a group, or individually.

As a staffing group we have worked very hard to raise the standards at Westmoor. Knowles Hill standards are an issue. If the proposal goes through then will this have an affect on Westmoor?

- If the proposals go ahead then following implementation the school would be inspected as a new School

Could we ask to have an inspection before joining the school?

What would prevent these proposal from happening?

- This is the consultation stage and feedback is being sought from all stakeholders. There would need to be a strong educational argument as to why the proposal to bring the two schools together should not happen.

Would this have happened if Knowles Hills standards were not an issue?

- Yes, as the council policy is to reduce transition where opportunity arises. For example if a headteacher is retiring then this is always considered

What about the staffing structure?

- There will be a point that a new structure would be in place should things progress

What will happen to staff?

- The new staffing structure would be looked at by the Governing Body which would have representations from Knowles Hill and Westmoor.

ill there be new posts?

- This would be looked at in more detail at this stage it is too early. This proposal is not a cost cutting exercise.

What are the advantages of this?

- Continuity for children and better outcomes for children. A larger, all through school would have more opportunities for staff development.

Can the LA build a KS1 on the Westmoor site?

- The LA does not currently have the capital but this would be looked at in the future.

The disadvantage of this would be that staff would be on separate sites. The day to day running of things and not have the regular communication?

- This would be looked at in detail if the proposal goes ahead for example new methods of communication to the whole staff group.

This would be good for children with SEN as we would be able to work with them longer.

All staff were encouraged to respond to the consultation either individually and / or as a group.

Statutory consultation about the proposal to bring together Knowles Hill Infant and Nursery School and Westmoor Junior School to form a single primary school for pupils aged 3 -11

St John's CE(VC) Infant School

Staff consultation meeting at 12.15pm on Tuesday 2 October 2012

Present

20 present including 3 LA officers.

The LA officer gave an overview of the proposal. There would be no direct impact on St John's, but the proposals do affect Westmoor Junior School, the school into which St John's feeds. The Council has a policy of bringing together separate infant schools and junior schools where opportunity arises. This results in fewer transition points. The retirement of the Headteacher at Knowles Hill I & N School gave an opportunity for bringing together that school with Westmoor Junior School. The proposal is to technically close Knowles Hill and lower the age range of Westmoor Junior School.

The Governing Body at St John's CE(VC) Infant School were strongly concerned about the school's position as a feeder school for Westmoor, so part of the proposal is to change the admission arrangements so that pupils on roll at St John's would have a higher priority for a place in year 3 than other pupils.

Staff views are very important, so feedback is greatly encouraged. At the end of the 6-week consultation period, all comments will be fed back to councillors for them to make an informed decision regarding the next stage of the process. A final decision would be expected around February 2013, for implementation to take place on 1 April 2013.

Has anything similar happened in Kirklees?

- Yes, the two Ashbrow schools have recently gone through this process to form one all through primary school. Here there was one infant and one junior school. There has not been a situation in which there previously were 2 infant schools, where one infant school became all through with the juniors leaving the second infant school separate. But the process for bringing schools together is not unusual.

There is a concern that St John's would become isolated. And Should Westmoor Junior School decide to convert to Academy, this would be a real worry.

- As it stands, Westmoor is a 3 form entry school. The viability of the school depends very much on the pupils in the priority admission area, including those that would come to them from St John's

Parents like fewer transition points, so there are concerns that less pupils would come to St John's if there is an all through option available to them.

- Sufficiency of places has been investigated, and all the places are required, such is the demand in the area, so it is not envisaged that St John's would suffer.

Westmoor Junior School have transition from the two infant schools as a high priority. Could this suffer as a result of fewer pupils transferring?

- It would be in the school's interest to do at least what is being done at present; this is vital to integrate pupils and families. The Governing Body at Westmoor Junior School recognise that the strong relationship between Westmoor and St John's and it will continue to be given high priority

Currently, the Infant schools are on an even keel, both starting from the same point. The proposal would mean this would be offset, and the possibility that St John's pupils could be disadvantaged.

- The pupils in key stage 1 from the proposed all through School would still be moving from another site, so there would be some parity of all pupils coming together afresh at a new building.

Is there a long term plan to bring St John's into the new school, to create one all though primary school?

- It is a Council policy to bring together separate infant and junior schools, but timing is crucial for each school involved. For Knowles Hill I & N School the Headteacher retiring as well as, its results had placed it in a vulnerable position, so the timing was right for that situation. This does not rule out potential in the future

An all though primary school could be daunting for pupils, as well as result in less nurturing.

- It comes down to the arrangements at the school that are in place in order for pupils to thrive.

There is concern over whether staffing levels at St.Johns would be affected. If parents were more attracted to the Knowles Hill Site

- There are no indications of any change in pupil numbers as a result of the proposal, and so staffing levels would remain as they are at present. The LA cannot make any guarantees; the pupil numbers are forecast to be growing rather than reducing.

The meeting closed with staff encouraged again to return their response forms. Councillors are eager to hear all views to help them to make the right decision.

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Healthy Child Programme (Locala School Nurse) vs Attendance & Pupil Support Service

St. John's C.E. (C) Infant School had historically received support for monitoring attendance from Kirklees Attendance and Pupil Support Service (APSS).

During an Attendance review in 2016 it was found the Reception year group had a considerable lower attendance percentage rate compared to the rest of the school (93.54% vs 95.14%). Absences were largely granted as they were due to illness. Upon further investigation it was found parents/carers of Reception children would often keep them at home for ailments such as coughs, colds, etc. when the children could be in school.

In a review meeting with the Attendance & Pupil Support Officer (APSO) it came to light that the service could not enforce attendance for Reception children as they are not of compulsory school age. This led to the realisation that the annual £1,553 cost for the service was in fact for just two year groups and did not seem to meet the best value criteria outlined in the Kirklees Finance Handbook.

Decisions were made to terminate the contract with Kirklees APSS and trial Locala School Nurse under the Healthy Child Programme. The cost of this was £2,531 per annum and covered all three year groups. The School Nurse was on site one morning per week and children who had taken 3 episodes of absence due to illness were referred to her. She also operated a drop in service for parents/carers who had concerns over health and wellbeing within the family of a whole.

This whole family approach proved to be exceptionally successful with paediatrician appointments chased up, dentists signposted, healthcare plans reviewed and general advice on a whole host of other areas such as potty training, etc. given. The School Nurse would also host advice sessions for parents on managing behaviour, routines, etc. Reception's attendance increased from 93.54% to 95.07% within the first year and up to 95.84% the following year. Continual feedback from parents and carers on the service referred to it as being 'invaluable.'

Unfortunately, due to dwindling pupil numbers and budget cuts St. John's are no longer in a position to purchase the Healthy Child Programme from Locala and have terminated the contract. It is difficult to analyse what impact this has had on attendance due to Covid restrictions but it is fair to say we have removed an integral part of our school ethos which is centred around caring for and supporting the family as a whole.

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**St John's CE (C) Infant School – A Statutory
Proposal made by the Governing Body to
change the upper age limit from September
2022.**

**Produced by the Governing Body of St John's C E (C) Infant School.
April 2021.**

St. John's C.E. (C) Infant School
Boothroyd Lane
Dewsbury
WF13 2LP
Tel: 01924 325323

Head Teacher: Mr Aidan Blackburn
Chair of Governors: Mrs Vicki Nordoff
office.stjohnsinf@kirkleeseducation.uk
www.stjohnsceinfantschool.co.uk

Together in love we learn with

Respect, Hope, Friendship and Forgiveness.



1) Intent – What are the proposals?

For some time the Governing Body of St John's C E (C) Infant School, located in Dewsbury, have had the aspiration to become an all-through primary school. We feel that this would have great benefits for our community by supporting children and families through the entire primary phase of education rather than only 3 years as it is currently. This is in response to the demands of parents over a number of years as they particularly value our nurturing ethos and whole family orientated character, underpinned by our Christian Values, which are appreciated by those of all faiths or none. Following a series of collaborative discussions between our Governing Body, Westmoor Primary School's Governing Body, School Leaders, Church of England Diocese of Leeds representatives and Kirklees (Local Authority) representatives, St John's C E (C) Infant School's Governing Body have the following intentions from September 2022:

- St John's C E (C) Infant School to become an all-through primary school with a Public Admissions Number (PAN) of 30. The current PAN as an Infant school is 60.

This would create possible opportunities for other local schools to increase their PAN at Key Stage 1 (KS1) in order to ensure that there is no detrimental effect to places in Dewsbury West.

Current Arrangements	Key Stage 1 Places	Key Stage 2 Places
St John's C E (C) Infant School	60	0

Proposed Arrangements	Key Stage 1 Places	Key Stage 2 Places
St John's C E (C) Infant School	30 (-30)	30 (+30)

Dewsbury West Planning Area	Key Stage 1 Places	Key Stage 2 Places	Mismatch KS1 to KS2
Current	435	413	-22
Future	405 (-30)	443 (+30)	+38

By law, for such a change to happen, it requires the Governing Body, as the proposer, to undertake a statutory process to make a prescribed alteration to change the upper age limit of the school from age 7 to 11 years, as set out in 'Making significant changes ('prescribed alterations') to maintained schools; Statutory guidance for proposers and decision-makers' (DfE, October 2018).

The members of the Leeds Diocesan Board of Education welcome and support the proposals and have encouraged the school to launch an agreed consultation. The Diocese have commented on how the school has worked collaboratively with others (Kirklees Council – Non Statutory Consultation, February 2020).



2) Implementation

a) How would our intentions be implemented?

These are the figures (number of pupils) based on our current PAN:

St John's C E (C) Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2021/2022	60	60	60	0	0	0	0	180
2022/2023	30	60	60	60	0	0	0	210
2023/2024	30	30	60	60	60	0	0	240
2024/2025	30	30	30	60	60	60	0	270
2025/2026	30	30	30	30	60	60	60	300
2026/2027	30	30	30	30	30	60	60	270
2027/2028	30	30	30	30	30	30	60	240
2028/2029	30	30	30	30	30	30	30	210

These are the figures (number of pupils) based on the current numbers in school:

St John's C E (C) Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2021/2022	39	56	35	0	0	0	0	130
2022/2023	30	39	56	35	0	0	0	160
2023/2024	30	30	39	56	35	0	0	190
2024/2025	30	30	30	39	56	35	0	220
2025/2026	30	30	30	30	39	56	35	250
2026/2027	30	30	30	30	30	39	56	245
2027/2028	30	30	30	30	30	30	39	219
2028/2029	30	30	30	30	30	30	30	210

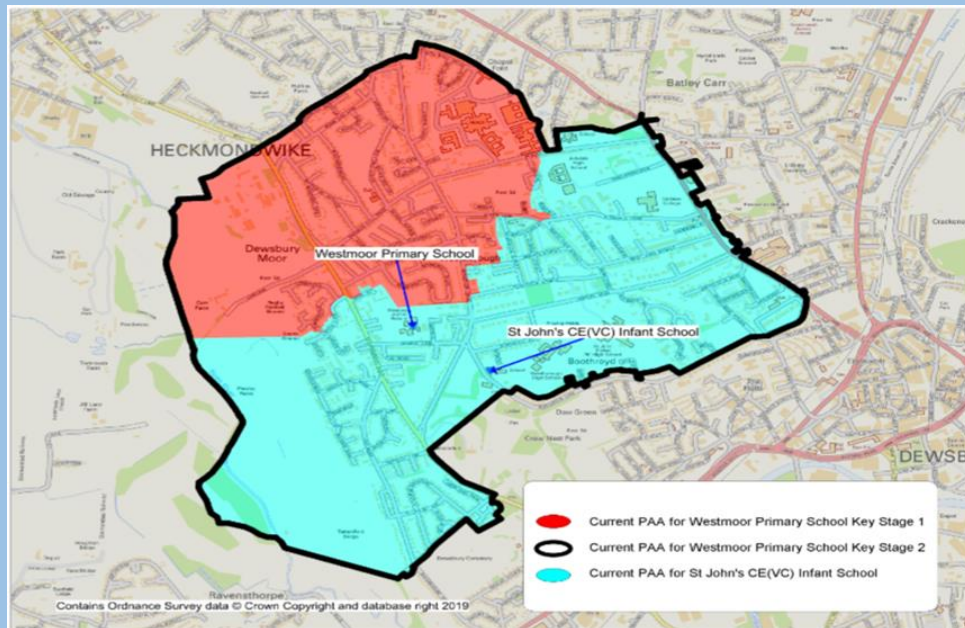
For both of the tables above, the numbers peak in the academic year 2025/2026 because of the commitment we would make in ensuring that all children currently in school (2 form entry) are offered a place. These larger year groups take time to filter through.

b) What does this mean for future admission arrangements?

Overall there would be less places available for Reception intakes at St John's Infant School (down from 60 to 30). Parents who secured a place for their child would no longer need to apply for a Key Stage 2 place unless it was their choice to change schools.

There are no proposals to change the Priority Admission Areas (PAA's). The map below illustrates the current PAAs.

- St John's CE (C) Infant School PAA is highlighted in blue.
- Westmoor Primary School, which is the Key Stage 2 (KS2) provider within our PAA, has a Key Stage 1 PAA highlighted in red and a key stage 2 PAA which combines the two (illustrated with a black line).



No current pupils would be displaced by these proposals.

c) How will this proposal be financed?

St John's has made a healthy financial contingency, which Schools Forum have approved use to become an all-through primary school. This will then enable us to fund the changes needed, including any building work. In the transition years, St John's will have the availability to accommodate all the pupils if the maximum figures in the previous section were reached. Planning and phased work for this has already begun over the last few years.

3) Rationale – What are the reasons supporting our proposals?

As previously stated, it has been the intentions of St John's C E (C) Infant School to become an all-through primary school for a considerable amount of time. This was further reinforced when the authority merged Knowles Hill Infant and Nursery School with Westmoor Junior School to become Westmoor Primary School, which is now all situated on the Church Lane site. This caused a considerable drop in St John's pupil numbers, as some parents reluctantly moved children to reduce transition points and for the convenience of having all primary aged children in a family on one school site.

Below is a summary of why we intend to become a through primary school, starting in September 2022.

- ✓ **Parental Preferences:** Parents and carers continually indicate that they wish for their child/children to remain at St John's due to its family orientated character and nurturing ethos. Parents value the teaching and support staff. They comment on how the continuity they provide will help their children's development and give them confidence to succeed. This has been further highlighted recently during the unprecedented pandemic times, when children at such a young age have needed a safe and secure environment they are familiar with alongside their known peers to excel and achieve.



- ✓ **Church of England School:** St John's has a distinctive spiritual feel based on Christian values that underpin our curriculum and school life, which are appreciated by those of all faiths or none.
- ✓ **Transition point to a large Primary School in Year 3:** As governors we believe that families in the community should have the choice of sending their children to a large or small primary, even at Key Stage 2 and not just Key Stage 1. Many parents, year on year express their worries about their child moving to large primary schools and would prefer them to stay in small, nurturing environments such as St John's.
- ✓ **Council Intentions to reduce transition points:** The council have made it very clear that their intention is to reduce transition points in education and have been exploring opportunities for doing this over the last few years by working closely with school leaders and Governing Bodies (Kirklees Council – Non Statutory Consultation, February 2020).
- ✓ **Recognition of how transition has changed for our children:** It is very clear the transition is different now despite it still being at the end of Year 2, as they are now feeding into an already existing primary school as opposed to a junior school where friendships, routines, expectations and culture are already established. Parents worry that this places our pupils at a disadvantage compared to others. St John's is the only infant school in Kirklees whose recognised link school is a through primary rather than a junior school.
- ✓ **Sustainability – decrease in pupil numbers:** Over the past few years, we have seen a significant drop in the number of pupils on roll. If this continues the future of St John's is under threat. Becoming an all-through primary school would increase pupil numbers and prevent this.
- ✓ **Inconvenience to parents:** Many parents report difficulties when dropping off and collecting from 2 schools, especially when the children are at such a young age and the schools are on 2 separate sites.

4) Welcoming your views

The school's proposal is open to consultation between Thursday 29th April 2021 and Thursday 27th May 2021. You have until then to express your views in writing or in person at the consultation meetings in the school playground or remotely via Zoom. The Governing Body would like to hear the views of as many people as possible. There will be 5 consultation meetings at which you will have the opportunity to hear more from the Governors and discuss the proposals. Please see the following dates, venues and times:

Date	Time	Venue	Who can attend?
Tuesday 18 th May 2021	8.00 – 9.30am	St John's C E (C) School Playground	Parents of children at St John's C E (C) Infant school.
Tuesday 18 th May 2021	2.45 – 3.45pm	St John's C E (C) School Playground	Parents of children at St John's C E (C) Infant school.
Tuesday 18 th May 2021	6.00 – 7.00pm	Remotely online via Zoom	All members of the public, including parents.
Wednesday 19 th May 2021	1.00 – 2.00pm	Remotely online via Zoom	All members of the public, including parents.
Wednesday 19 th May 2021	3.30pm – 4.30pm	St John's C E (C) School Hall	Staff of St John's CE (C) Infant School.



Anybody wanting to attend one of the scheduled consultation meeting via Zoom then please use the following link and details. Alternatively contact the school office on 01924 325323 for support.

<https://zoom.us/j/97834347268?pwd=V0R6ZlFNemRkZlFkODBUak9CNnBJQT09>

Meeting ID: 978 3434 7268. Passcode: K2mbty

Everyone is welcome to attend one of these events, including families of current, previous or prospective pupils and other interested members of the community. Please come along and talk to us so we can answer any questions you may have.

Support is readily available to anyone who feels they may need help to take part in the consultation.

You can take part in the consultation by completing the response form at the back of this document and returning it to Kirklees Council at the following address, NO stamp is required:

FREE POST Kirklees Council
St John's CE (C) School Proposal

or

Email it to school.organisation@kirklees.gov.uk

Following the consultation period, the Governing Body will consider all the views that have been expressed. Kirklees Council is then responsible for deciding on the proposal no more than 2 months from the end of the consultation period. If the proposal is rejected by Kirklees Council, the Governing Body may appeal to the Schools Adjudicator within 4 weeks of the Local Authority's decision. If the proposal is agreed, the Governing Body will proceed to implementation for September 2022.

The proposal will be shared in many different ways from the 29th April 2021. This includes on the school website, in the Dewsbury Reporter Newspaper, shared with schools in Kirklees through Heads Up, emailed to various local Early Years providers, shared with local mosques, St John the Evangelist Church and visible in other public buildings such as libraries and the Sure Start Centre.



5) What happens next?

St John's CE (C) Statutory Process Timeline

Stage	Key dates
St John's publish statutory proposal	29 April 2021
Representation period (4 weeks) ends	27 May 2021
Kirklees Council publish cabinet report*	19 July 2021
Kirklees Cabinet, the main decision making body of Kirklees Council consider the proposals and all representations*	27 th July 2021
Proposed implementation	September 2022

*These stages are not in the direct control of the proposer, St John's CE (C) Infant School.



Consultation Responses

Do you support the proposal to extend the age range of St John's C E (C) Infant School to establish an all-through primary school for children aged 4 - 11?

Please tick one of the boxes below:

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

Please add any comments you wish to make in the box below:



This section asks you for some information that will help us to analyse the results of the survey and to see who has taken part. You will not be identified by the information you provide.

I am a (Please tick all those that apply to you):

- Parent/carer. Your child's/children's school/s: _____
- Pupil. Your school: _____
- Governor. Your school: _____
- Member of staff. Your school: _____
- Local resident. Your postcode: _____
- Other. Please tell us any other link to school: _____

Thank you for your time.

Please return to Kirklees Council at the following address:

FREE POST Kirklees Council
St John's CE (C) School Proposal

or

Email it to school.organisation@kirklees.gov.uk

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St. John's C.E. (C) Infant School (Dewsbury)

The Governing Body propose to increase the age range from 4-7 years, to 4-11 years in

September 2022

HAVE YOUR SAY!

Consultation Period 29th April – 27th May 2021

- **Visit:** <https://www.stjohnsceinfantschool.co.uk/statutory-proposal-for-september-2022/>
- **Email:** office.stjohnsinf@kirkleeseducation.uk
- **Collect Response Form from:** St. John's C.E. (C) Infant School,
Boothroyd Lane, Dewsbury, WF13 2LP

Return your responses to:

school.organistation@kirklees.gov.uk

OR

FREEPOST, Kirklees Council, St. John's CE School Proposal

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Communication | Article view

Statutory consultation: St John's CE(VC) Infant School (Dewsbury)

Statutory consultation: St John's CE(VC) Infant School (Dewsbury)

Friday, 14/05/2021 | Governor Clerking Service



The governing body of St John's CE(VC) Infant School in Dewsbury is consulting on a statutory proposal to extend its age range to become an-all through primary school with a Published Admission Number of 30 from September 2022. This is a school-led proposal made with the approval of the Church of England Diocese of Leeds. The local authority is the decision-maker. The consultation will run until the 27 May 2021. Full details of the school's proposal and how to respond can be found on the school website: <https://www.stjohnsceinfantschool.co.uk/statutory-proposal-for-september-2022/>

Jane Lima School Organisation & Planning Manager

Take responsibility

Popular this month

- 1 Approved 2022/23 Kirklees Term Dates for Community, Voluntary Controlled & Community Special Schools and Year 6 Transition dates
22/04/2021
- 2 Clarification about Lateral Flow Devices and latex/animal products
29/01/2021
- 3 FSM Vouchers
24/05/2021
- 4 School Meals – Price Increase
19/05/2021
- 5 OFFER: Schools Recycling Service – £150 setup fee now waived!
10/05/2021

Latest from this team

- Get Involved in Thank a Teacher Day
28/05/2021
- The governance of safeguarding
28/05/2021
- Ofsted evaluation of Education Inspection Fra...
28/05/2021
- COVID-19: Committee of Public Accounts fin...
28/05/2021

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Aidan Blackburn

26 February 2020

Headteacher, aidan.blackburn@kirkleeseducation.uk

Vicki Nordoff

Chair of Governors, vicki.nordoff@ntlworld.com

Dear Aidan and Vicki

APPLICATION FOR CHANGE OF AGE RANGE

Thank you for your application to the Diocesan Board of Education for approval to launch a consultation on changing the status of St John's CE Infant School St John's C E (C) Infant School to become an all through primary school with a PAN of 30.

Your application came before the DBE School Organisation Sub-Group for electronic approval on 24 February 2021 and I am pleased to confirm the Sub-group's approval of your application.

In giving their approval, the Board expects that the Governing Body of St John's C E (C) Infant School are seeking to become an all-through primary school in order to provide continuity of provision to the children in their school by removing a transition point at the end of Key Stage 1. This would also provide a more sustainable model of education and meet the needs and expectations of parents at the school who have consistently asked for the school to provide Key Stage 2 provision.

It is expected that the expansion will not have a detrimental impact on the educational provision for current or future statutory aged pupils. The Diocese also expects that the Governing Body will continue to work with the Diocese to ensure we are kept abreast of any developments.

In the event of a successful outcome further approvals may be required from the DBE. If the expansion involves any building works, the appropriate Diocesan Board of Education building approvals should be sought. The relevant approval forms can be downloaded from our website at www.leeds.anglican.org.

We take this opportunity of sending everyone in the school our best wishes as you prepare for this work.

With very best wishes

Yours sincerely,



Canon Richard Noake



St John's CE C Infant School


29 April at 10:26 · 🌐

...

Children are bringing home a copy of the Statutory Proposal launched today for St. John's to become a through primary school in September 2022. This would mean children would be able to stay at St. John's up to Year 6, rather than leaving us at Year 3 as they do now.

It is really important that every member of our community and the St. John's family tell Kirklees what they think about this idea, as Kirklees Cabinet will meet to discuss it after the consultation closes on 27t...

See more



St. John's C.E. (C) Infant School (Dewsbury)

The Governing Body propose to increase the age range from 4-7 years, to 4-11 years in September 2022

HAVE YOUR SAY!

Consultation Period 29th April – 27th May 2021

- Visit: <https://www.stjohnsceinfantschool.co.uk/statutory-proposal-for-september-2022/>
- Email: office.stjohnsinf@kirkleeseducation.uk
- Collect Response Form from: St. John's C.E. (C) Infant School, Boothroyd Lane, Dewsbury, WF13 2LP

Return your responses to:

school.organisation@kirklees.gov.uk

OR

FREEPOST, Kirklees Council, St. John's CE School Proposal

3,206

People reached

314

Engagements

Boost post

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STATUTORY PROPOSAL FOR SEPTEMBER 2022

[Home](#) >> [News and Events](#) >> [STATUTORY PROPOSAL FOR SEPTEMBER 2022](#)

HAVE YOUR SAY!

[St John's CE \(C\) Infant School – A Statutory Proposal made by the Governing Body to change the upper age limit from September 2022.](#)

In response to the demands of parents over a number of years, the Governing Body propose to become a through primary school by extending our age range for children up to 11 years. This means children will have the choice to stay at St. John's when they get to year 3, rather than leave us as they have to now. The Governing Body would like this to start in September 2022.

You can read the full proposal on the link below and complete the attached Consultation Response Form. **We need as many people in our community to return their responses by 27th May 2021 ready for Kirklees Cabinet to discuss whether or not this can go ahead.**

[You can request a hard copy of the proposal by:](#)

Asking at the school office in person.

Telephoning the school office on 01924 325323.

Emailing the school office on office.stjohnsinf@kirkleeseducation.uk.

The proposal can also be provided in another language, large print or as an audio file.

Responses should be emailed directly to school.organisation@kirklees.gov.uk or by post to **FREEPOST, KIRKLEES COUNCIL, ST. JOHN'S C.E. (C) SCHOOL PROPOSAL** (you don't need a stamp and school can provide an envelope)

READ THE FULL PROPOSAL AND RETURN YOUR RESPONSE FORM



St John's C E (C) Statutory Proposal April 2021 - Response Form attached.pdf



St. John's CE C Infant School Consultation Response Form April 2021.docx

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St John's CE C Infant School

18 May at 14:21 · 🌐



For anyone who couldn't make this morning's meeting in the playground, or the one scheduled this afternoon, we have a zoom meeting running at 6pm today. Please share the event with friends and family and click on the link to ask any questions about our proposals to add Key Stage 2 (Juniors) to our school 🌈



TUE, 18 MAY

Zoom Meeting - Consultation to be a Primary School

1 went · 2 interested

46

People reached

7

Engagements

Boost Unavailable

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STATUTORY NOTICE

Proposal to extend the age range of
St. John's C.E. (C) Infant School from 1st September 2022

Notice is given in accordance with section 19(3) Education and Inspection Act 2006 that the Governing body of St. John's Church of England Voluntary Controlled Infant School, Boothroyd Lane, Dewsbury, West Yorkshire, WF13 2LP intends to change the age range of the school from 1st September 2022. The proposal will have the effect of extending the age range from 4 to 7 years to 4 to 11 years.

The Published Admission Number (PAN) for St. John's C.E. (C) Infant School is 60 and the school has 137 children on roll from September 2020. The PAN will decrease to 30 and the extension of the age range will mean the school will grow over time to offer 210 places as a primary school. The growth will be gradual with children in Year 2 being able to progress to Year 3 at the school from September 2022 and each year thereafter. The school will reach its maximum size, offering 210 places across the full primary age range from the academic year 2028-2029.

St. John's C.E. (C) Infant School is wholly committed to providing the best possible education for children and serving the needs of the local community. The strengths of the school and its positive relationship with the local community were recognised by Ofsted in March 2017 when it was judged to be securely 'Good.' The Governing Body believes that becoming an all through primary will enable the school to build on its existing strengths to support:

- ✓ **Parental Preferences:** Enhance parental choice by offering parents and carers the option of educating their children in a 4-11 Church of England school at Key Stage 2 in Dewsbury West.
- ✓ **Church of England School:** St John's has a distinctive spiritual feel based on Christian values that underpin our curriculum and school life, which are appreciated by those of all faiths or none.
- ✓ **Transition point to a large Primary School in Year 3:** Many parents year on year express their worries about their child moving to large primary schools and would prefer them to stay in a small, nurturing environment such as St John's.
- ✓ **Council Intentions to reduce transition points:** Working with Kirklees Council in their ambition to reduce transition points throughout education.
- ✓ **Recognition of how transition has changed for our children:** St John's is the only infant school in Kirklees whose recognised link school is a through primary rather than a junior school.
- ✓ **Sustainability – decrease in pupil numbers:** Over the past few years, we have seen a significant drop in the number of pupils on roll. If this continues the future of St John's is under threat. Becoming an all-through primary school would increase pupil numbers and prevent this.
- ✓ **Difficulties for parents:** Many parents report difficulties when dropping off and collecting from two schools, especially when the children are at such a young age and the schools are on two separate sites. This often impacts on attendance and lateness of siblings.

This proposal has been developed following discussions with St. John's C.E. (C) Infant School staff, pupils, parents/carers, Kirklees Council, Diocese of Leeds and local schools. The Governing Body believes its proposal will strengthen the relationship with the local community by supporting parental preference for continuity of education through a small, nurturing, family orientated

Church of England school. St. John's C.E. (C) Infant School will work collaboratively with high schools in the Dewsbury West area to ensure children are able to make a smooth transition to secondary education and that their progress is maintained.

This proposal will require modifications to the building in the short term, including an upgrade to the toilet facilities to ensure accommodation is suitable for Key Stage 2 children. Additional classroom space will be required from September 2023. This will be achieved at minimal cost by partitioning the Early Years Foundation Stage unit into two separate classrooms to accommodate Reception and Year 1 children. Further investment to bring School House (previously caretaker's on-site tied-in accommodation) in line with other teaching environments will follow. Capital costs of these changes will be from the school's resources. Revenue costs of the school's proposals are anticipated to be small (curriculum, materials, etc.) and will be met from the school's budget. The Governing Body is confident that its proposal represents good value for money. The school has a sufficient outdoor play area and space to provide sports facilities to meet the curriculum requirements for a single form entry primary school. Additional staff will be required from 2028-2029 and funded from the increase in the school's budget as the number of pupils on roll increases.

The Governing Body has carefully considered the possible impact of its proposal on travel to school. It believes that its proposal will mean fewer journeys with the need to transport primary aged children to and from different schools significantly reduced. St. John's C.E. (C) Infant School will continue to offer Wrap-Around Care to assist in the management of traffic at key times of the day with staggered drop off and pick up times.

This Notice summarises the complete proposal. Copies of the complete proposal can be obtained from:

Mrs Vicki Nordoff, Chair of Governors, St. John's C.E. (C) Infant School, Boothroyd Lane, Dewsbury, West Yorkshire, WF13 2LP via email: office.stjohnsinf@kirkleeseducation.uk, telephone 01924 325323 or online at www.stjohnsceinfantschool.co.uk. Copies can also be requested in a different language, larger print or audio.

Within four weeks from the date of publication of this proposal, i.e. no later than 27th May 2021, any person may object or make comments on the proposal in writing by sending them to: FREEPOST, Kirklees Council, St. John's CE School Proposal or via email to school.organisation@kirklees.gov.uk. Consultation meetings will be held in person at St. John's C.E. (C) Infant School on:

Tuesday 18 th May 2021	8am-9.30am	(Parents/Carers)
Tuesday 18 th May 2021	2.45pm-3.45pm	(Parents/Carers)
Wednesday 19 th May 2021	3.30pm-4.30pm	(Staff)

Consultation meetings will be held remotely via Zoom using the following link on:

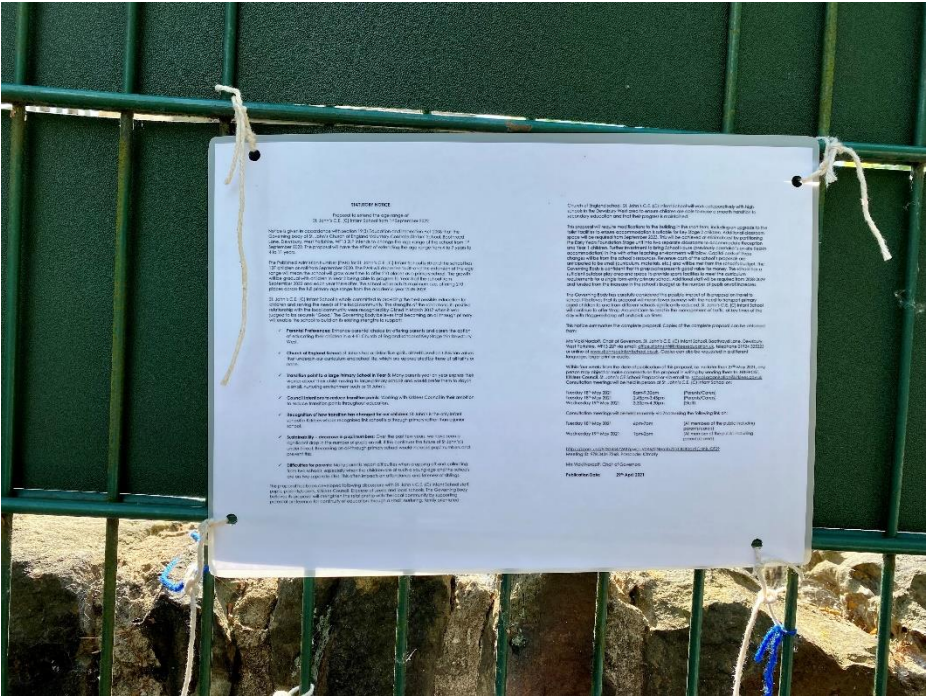
Tuesday 18 th May 2021	6pm-7pm	(All members of the public including parents/carers)
Wednesday 19 th May 2021	1pm-2pm	(All member of the public including parents/carers)

<https://zoom.us/j/97834347268?pwd=V0R6ZlFNemRkZlFkODBUak9CNnBJQT09>
Meeting ID: 978 3434 7268. Passcode: K2mbty

Mrs Vicki Nordoff, Chair of Governors

Publication Date: 29th April 2021

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St. John's C.E. (C) Infant School (Dewsbury)
 The Governing Body propose to increase the age range from 4-7 years, to 4-11 years in September 2022

HAVE YOUR SAY!

Consultation Period 29th April – 27th May 2021

- Visit: <https://www.stjohnsceinfantschool.co.uk/statutory-proposal-for-september-2022/>
- Email: office.stjohns@stjohnseducation.co.uk
- Collect Response Form from: St. John's C.E. (C) Infant School, Bookheyd Lane, Dewsbury, WF15 1LP

Return your responses to:
school.enquiries@kirklees.gov.uk
 OR
 FREEPOST Kirklees Council, St. John's CE School Proposal

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Email sent from Jane Lima at Kirklees Council.

Thu, May 6,
11:58 AM

Jane Lima

to me, Martin

Hi Aidan,

There is a statement on the School Organisation and Planning page on the Kirklees website about the statutory proposal relating to St John's CE(VC) Infant School, along with a link to the proposal itself on your school website: <https://www.kirklees.gov.uk/beta/schools/school-organisation-and-planning.aspx>

An article (including a link to the proposal on your school website) will also go in the next edition of Heads Up due out tomorrow.

Thanks
Jane

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SOAG supporting document 2.7 - DfE

Maintained_schools_prescribed_alterations_guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756572/Maintained_schools_prescribed_alterations_guidance.pdf

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Name of meeting: Cabinet

Date: 27 July 2021

Title of report: Building Community & Voluntary Capacity through Integrated Approaches - Grant Funding Distribution to Anchor Organisations

Purpose of report:

As part of our work on closer integration between health and social care, we have developed a model that brings together the Primary Care Networks (PCNs), the Council and the Voluntary, Community & Social Enterprise (VCSE) to develop local support arrangements to promote independence, health, and wellbeing for people living in Kirklees. This model builds on the existing community plus arrangements and uses Social Prescribing Link Workers (SPLWs) and local VCSE capacity to reduce the risk of people needing more formal health and social care services. The model has started to attract national attention as an example of good practice and is one of the few integrated models that exist. During the pandemic, these arrangements have proved invaluable in supporting vulnerable individuals and have contributed to the uptake in local vaccination arrangements.

Whilst the Council has played a leadership role to date in co-ordinating the development of this model, there is now an opportunity to make better use of the expertise that exists in the local VCSE sector in line with the Council’s VCSE strategy. The Council has just procured Third Sector Leaders to review the current local community capacity and infrastructure arrangements that support the model and to use £360,000 of NHS funding provided by the 9 Kirklees PCNs to enable local VCSE activity that forms an important part of the model, subject to Cabinet approval.

This paper therefore seeks approval to make a grant payment of £360,000 over a two year period to Third Sector Leaders (having been appointed under a competitive tender process) to enable them to develop and fund local VCSE anchors that supports the PCNs as part of the integrated model.

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, in both cases – the expenditure is £360,000 over 2 financial years and affect electoral wards across Kirklees
Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)</u>?	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Richard Parry
Is it also signed off by the Service Director for Finance?	10 June 2021 by Eamonn Croston
Is it also signed off by the Service Director for Legal Governance and Commissioning?	10 June by Julie Muscroft

Cabinet member portfolio	Cllr M Khan (Health & Social Care) Cllr Paul Davies (Corporate) Cllr Carole Pattison (Communities) Cllr C Scott (Deputy Leader Housing & Democracy)
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Electoral wards affected: All

Ward Councillors consulted: Portfolio Holders Cllr M Khan, Cllr P Davies Cllr Pattison and Cllr Scott

Public or private: Public

Has GDPR been considered? Yes. Does not include personal data that identifies a living individual.

1. Summary

Kirklees Council Local Integrated Partnerships Service (LIPS) has appointed Third Sector Leaders, through a recent competitive tender process, to build on the success of the momentum created during the Covid-19 pandemic of localised co-ordination between Anchor Organisations rooted in communities.

This work will also build upon and help embed place-based working, strengthening the voice of the Third Sector, thereby supporting community and citizen involvement in finding local solutions to local needs, values and priorities that are aligned with the Adult Social Care Vision.

Kirklees Adult Social Care Vision makes clear the need to make use of the whole system and its resources, and this proposed approach to enabling anchor organisations builds on our strengths-based approaches further.

Following a competitive tender process Third Sector Leaders have been appointed, subject to Cabinet approval of the grant funding arrangement proposal set out in this report. It is anticipated that the contract will run from July 2021 to March 2023.

The financial resources for this work can be contained within the LIPS budget. The source of this funding is the Social Prescribing Link Worker income stream funded through NHSE. Although this income stream may be considered insecure (due to the unlikely possibility that, during the period to March 2023, the Primary Care Networks would discontinue the contract), this is mitigated by a high level of confidence that this income stream is set to continue, being part of the NHS Direct Enhanced Services (DES) 10-year contract. Additionally, to date the council collaborative SPLW offer across all 9 PCN's, has exceeded all expectations, and the offer is being increased in some areas.

Third Sector Leaders will provide recommendations for the allocation of £360,000 that the Council will make available under this contract for the express purpose of awarding grants to support the activity of Anchor Organisations to address specific local need. This grant funding will be released quarterly with the Council always having clear financial oversight.

Officers, subject to the agreement of Cabinet, will work with the Third Sector Leaders in understanding the grant funding decisions and the subsequent impact of these decisions on the outcomes that the Council has set.

Building on the strong connections across the council community services, the third sector and healthcare colleagues enables us to take things to the next level by using the

resources of the whole system to improve the lives of all adults, children and their families living in Kirklees. Our working relationships across the system are therefore crucial to meeting the population needs.

The purpose of this cabinet report goes to the heart of our need and desire to work beyond our traditional partners to include the community, voluntary and faith sectors. The values, standards and priorities in the Adult Social Care Vision will guide the development and strengthening of our work with all our partners, and especially our non-traditional partners such as the community, voluntary and faith sector. Working alongside our partners in the VCS and faith communities is key to building on the strengths-based approaches developed through Local Integrated Partnerships.

2. Information required to take a decision

The total budget available for the TSL awarded contract is £40,000 over the contract period of July 2021 to March 2023. This amount is to cover the costs incurred by the appointed provider (Third Sector Leaders) to deliver the requirements of the specification and enable them to build and maintain the infrastructure necessary to allocate Council grant funding to community Anchor Organisations in Kirklees.

An amount of £180,000 grant funding for each year (total of £360,000) will be made available to Third Sector Leaders for the express purpose of awarding grants to support the activity of community Anchor Organisations in Kirklees to address specific locality need (the exact amount may be reduced if it is necessary to continue with some support to existing organisations, whilst Third Sector Leaders identify alternative operators, or change funding arrangements). This is viewed as initial development funding to build the capacity and resource of Anchor Organisations through the development of a network of anchor organisations in accordance with the Kirklees Voluntary and Community Social Enterprise (VCSE) strategy.

The Council, as Funder, will, at all times remain in control of the funding, and money provided for Anchor Organisations may not be used other than for the approved suppliers and for the approved purposes, other than with the specific written agreement of the Council

It is the responsibility of Third Sector Leaders, as provider, to ensure that each Anchor Organisation makes appropriate proposals for the deployment of funding, such as not allocating more than 10% of available grant funding to be used by recipients to pay for subsistence expenditure e.g. lighting, heating, rent etc.

Timescale

Contract award grant schedule.

Key Dates	Milestone Achieved
21 June 2021	Contract Awarded for £40,000 value of the contract subject to further grant approval
21 June 2021 to 30 June 2021	Contract mobilisation period: The Provider will attend a 'set up' meeting at which they will demonstrate their readiness to commence activity.
July 2021	Contract Start Date tbc
By 31 July 2021	The Provider will have developed a clear and effective competitive process for the identification of network Anchor Organisations.

31 July – 30 September	The provider will ensure a fair and equitable transition from current arrangements to implementation of any new arrangements under this contract specification by the appointed Provider.
By 30 September 2021	The Provider will have identified the Anchor Organisations that will form the network and will be actively working on delivery programmes.
	The Provider will have key performance indicators in place and agreed with the Anchor Organisations
By 31 December 2021	The Provider will have developed the first draft of locally shared plans with the Primary Care Networks.
	The Provider will have a plan in place to ensure that all Anchor Organisations can achieve a recognised quality mark (consistent across all anchors) within the first year of the contract.
By 30 June 2022	The Provider will have prepared a report for the Council on the first 12 months of the contract covering what has worked well, what can be improved and key achievements. This report will be a key document in shaping the continuation of the contract.
31 January 2023	Draft Report for the Council on the evaluation of the contract.
31 March 2023	Contract Ends – Final Report and Recommendations for the future of the work to ensure continuation of effective and high-quality levels of activity.

Expected impact/outcomes, benefits, and risks

This contract will support several our collective priorities in Adult Social Care (ASC).

- ASC Vision priorities ([A vision for adult social care and support in Kirklees](#))
- Health and Social Care White Paper [Working together to improve health and social care for all](#)
- NHS Long Term Plan [NHS Long Term Plan](#) – providing localised support to address population health challenges in communities
- [The Voluntary and Community Sector and Kirklees Council: A Strategy for 2015-2025](#)

Importantly the contract also seeks to build on the success of the momentum created during the Covid-19 pandemic of localised co-ordination longer term through clear linkages between the Anchor Organisations and place-based working, and a strengthened voice of the sector at a strategic level; thereby supporting community and citizen involvement in finding local solutions to local needs.

The pandemic has fostered an approach that recognises the importance of the Anchor Organisations and their contribution to achieving the outcomes of the ASC vision and the Primary Care Networks. Their role in supporting the Integrated Care Partnership that will exist in Kirklees from April 2022 as part of the new integrated health and care arrangements envisaged in the Health and Social Care White Paper to place communities at the heart of its development and tackle health inequalities is a strategic priority that will be integral to this work.

The NHS Long Term Plan and the development of several non-clinical roles such as the Social Prescribing Link Worker, is an existing collaboration that the Council has already been able to support in order to take a proactive and preventative approach to listening to and meeting local people's needs. The model is rooted in strengths based approaches and has already seen a huge amount of success in enabling people to foster self-care

and develop social connections that alleviates the need for medical interventions or high level social care.

As previously stated, the income stream derived from this collaboration could be considered insecure, particularly if Primary Care Networks do not wish to continue the contract, however, there is a high level of confidence that this income stream is set to continue for the period to March 2023, being part of the NHS DES 10-year contract (LTP).

Evaluation

The Provider (Third Sector Leaders) appointed under the contract will be required to establish and maintain a strong network infrastructure of existing and new place-based Anchor Organisations to build flexible, resilient community capacity; and will be required to provide clear value for money evaluations of each grant allocation.

There will be robust and effective arrangements to establish performance criteria and objectives for each Anchor organisation and to ensure that these are being met and reported back to the Council.

Sustainability

The grant funding distribution proposal within the contract will enable work with the Third Sector provider to identify unmet needs within the community and gaps in community provision; making strategic grant awarding decisions to ensure the most sustainable and effective use of local resource, knowledge, and expertise. This will, in turn, build and sustain a network of community anchor champions who will facilitate creative and practical community solutions to local and individual issues.

It will be the responsibility of the provider to develop and implement a regular monitoring process for Anchor Organisations to measure their sustainability, strength, and potential support needs. The council and healthcare partners will help with strategic alignment to the developing Integrated Care Partnership, Adult Social Care and Primary Care Networks which will be key in terms of longer term development of the role of local people, place and partners to achieving collective outcomes.

Services and Agencies Involved

Local Integrated Partnerships Service
Active Citizens and Places
Primary Care Networks
Adult Social Care
Locala
Kirklees Anchor Organisations (in relation to the contract and appointed provider)
Third Sector Provider (as appointed under the contract)

3. Implications for the Council

Officers have fully considered how these proposals will contribute to the Council's strategic priorities.

Working with People

This contract is at the heart of working with people and communities to find shared solutions and make the most of community assets and resources. It will put people at the heart of the decisions affecting them and develop solutions together, building community relationships to create positive change.

Kirklees Local Integrated Partnerships (LIP) Service supports vulnerable people in communities to prevent needs escalating to high end care. We help people live the life they want by supporting carers, families, and communities to support themselves. Key performance indicators will reflect 'What Good Looks Like', which this specification defines as 'people in communities across Kirklees being more able to participate in local solutions that improve their own and other's health and wellbeing'.

This will be demonstrated by evidence that:

- People are supported into training and skills development
- Accessing funding that is invested locally
- Volunteering opportunities and volunteer development
- An umbrella of support for smaller community groups
- A voice for local people and peer support
- Regenerated neighbourhoods and socio-economic development
- Strengthened community involvement

Working with Partners

Collaboration and working together with partners is the key to ensuring we get the best outcomes for citizens, communities, and Kirklees as a whole. Kirklees Local Integrated Partnerships Service already has a robust working relationship with Primary Care Networks and Anchor Organisations. This proposed work will see the Council working closely with PCNs and Anchor Organisations through Third Sector Leaders to identify unmet needs within the community and gaps in community provision; making strategic grant awarding decisions which ensure the most sustainable and effective use of local resource, knowledge, and expertise.

Third Sector Leaders will work with the Council and PCNs to effectively embed social prescribing with partner organisations such as LOCALA. They will also develop PCN locality plans ensuring alignment with other locally shared plans to facilitate connected resources and avoid duplication.

This contract will also enable the facilitation of localised network meetings for VCS partners to share knowledge, best practice and provide peer support; forge links between VCSE partner organisations, community, or neighbourhood level groups, utilising their networks and building on what is already available.

Place Based Working

Kirklees, as a place, is made up of different communities and the diversity of its communities is one of its key strengths. Place based working recognises that the needs of Kirklees residents and communities vary widely and that, by using intelligence and information, we will allocate resources in the best way possible to achieve the best outcomes for residents. Our proposal is consistent with this approach, directing resources to meet the needs of Kirklees as a place and to the individual needs of its distinct communities. This work would be at the heart of the community and integral to the role of the ward Councillors across Kirklees.

Kirklees Local Integrated Partnerships is looking to build on the success of the momentum created during the Covid-19 pandemic of localised co-ordination longer term through clear linkages between the Anchor Organisations and place-based working, and a strengthened voice of the sector at a strategic level; thereby supporting community and citizen involvement in finding local solutions to local needs. The pandemic has fostered an approach that recognises the importance of the anchors and highlighted their importance in tackling health inequalities in the community.

Climate change & air quality

The recommendations in this report are unlikely to have any adverse effect on climate change or air quality.

Improving outcomes for children

It is likely that grants awarded to Anchor Organisations will help improve outcomes for children and families within their communities. Place based working is already underway and close working arrangements with early support are integral to this work and we will build upon successful outcomes from the pandemic.

Other (e.g. Legal/Financial or Human Resources)

A decision is sought in accordance with the Council's Financial Procedure Rules (FPR's) - updated May 2021 to approve the distribution of grant funding totalling £360,000 as outlined above. The relevant section of FPRs is Section 22.11.1 a) and c) relating to Cabinet approval for a scheme of grants such as the scheme set out in this report, and where there is budget provision to do so. The Council has legal powers to authorise the grant scheme, and under the general power of competence under S1 of the Localism Act 2011. The Council is under a duty of best value under the Local Government Act 1999 in terms of awarding the grants.

Do you need an Integrated Impact Assessment (IIA)?

The appointed provider will be advised and supported by the Council to produce an IIA should this be deemed necessary.

4. Consultees and their opinions

The following persons/agencies were consulted, and the benefits of this work outlined, and all were broadly in support of the proposed approach:

- Cllr Khan
- Cllr Pattison
- Cllr Davies
- Cllr Scott
- Richard Parry Strategic Director, Adults & Health
- Rachel Spencer-Henshall Strategic Director Corporate Strategy Commissioning and Public Health
- Jill Greenfield, Customer and Communities Service Director
- Martin Dearnley, Head of Risk & Assurance
- Julie Muscroft, Legal, Governance and Commissioning Service Director

- Eamonn Croston, Finance Service Director

5. Next steps and timelines

Subject to Cabinet approval, next steps will be taken in accordance with the timescale set out above.

6. Officer recommendations and reasons

Cabinet is asked to approve the distribution of £360,000 grant funding over the 2021-22 and 2022-23 periods, available to Anchor Organisations in Kirklees via Third Sector Leaders, appointed as provider, as set out in this report above.

To always ensure clear financial oversight by the Council, officers request that approval be delegated to the Service Director for Customer and Communities, as responsible officer to manage the appropriate financial and performance arrangements

7. Cabinet Portfolio Holder's recommendations

Cllr Khan – recommend approval

Cllr Paul Davies and Cllr Cathy Scott (Harnessing Community Capacity) Recommended approval

Cllr Pattison – recommended approval

8. Contact officer

Carol Gilchrist, Head of Local Integrated Partnerships 01484 221000

9. Background Papers and History of Decisions

Background papers (the Tender Specification) are attached as an Appendix to this report.

10. Strategic Director responsible

Richard Parry, Strategic Director for Adults and Health

Specification

Adults & Health

KMCAS-159

**Development of Kirklees Community Anchor
Network**

Contract Period: 1st July 2021 – 31st March 2023

We're Kirklees



KIRKLEES COUNCIL

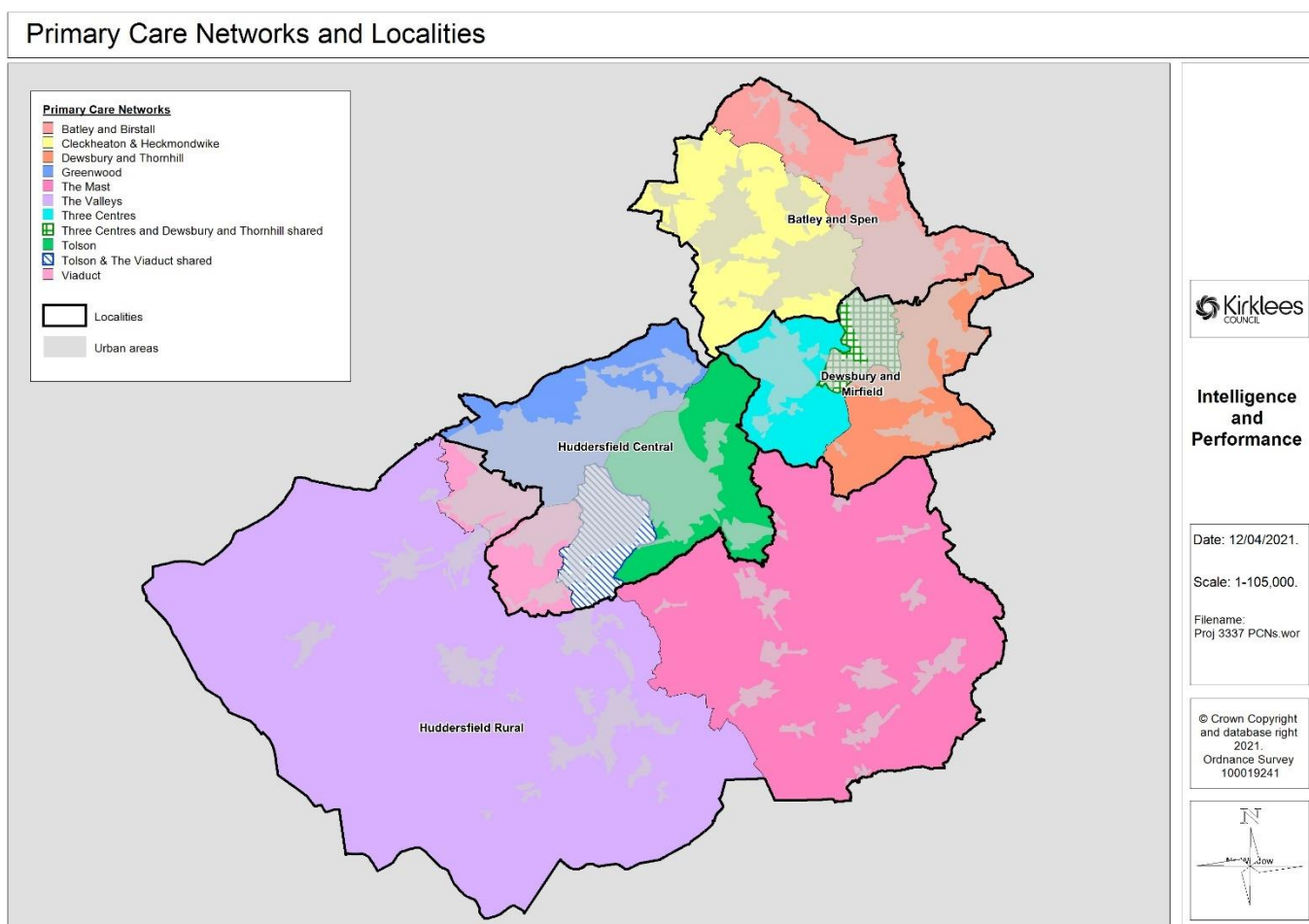
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7. KEY PERFORMANCE INDICATORS AND MILESTONES (KPIs)

1. INTRODUCTION & BACKGROUND

- 1.1 The Council of the Borough of Kirklees (the “Council”) is one of the larger metropolitan councils in England. Based in West Yorkshire it serves a diverse community of approximately four hundred and twenty thousand (420,000) with twenty-one per cent (21%) of residents from a minority ethnic background and a large influx of UK and overseas students to the area each year.
- 1.2 The borough covers a vast geographical area which includes several towns and significantly more rural areas. The area includes settlements across the approximate two thousand seven hundred square mile (2,700 sq. mile) borough in Batley, Birstall, Cleckheaton, Denby Dale, Dewsbury, Heckmondwike, Holmfirth, Huddersfield, Kirkburton, Marsden, Meltham, Mirfield and Slaithwaite. Much of the outskirts of the borough are rural with the two (2) largest centres in Huddersfield and Dewsbury.
- 1.3 Given the rich diversity within the borough, creative marketing campaigns which reach out to the whole community is at the forefront of the Council’s communication strategy. The borough has both a Gujarati speaking Indian community and a Punjabi/Urdu speaking Pakistani community. For factsheets about the demographic of the Kirklees area please visit: <https://www.kirklees.gov.uk/beta/information-and-data/kirklees-information.aspx> <http://www.kirklees.gov.uk/beta/delivering-services/pdf/corporate-plan-201820.pdf>
- 1.4 Kirklees Local Integrated Partnerships (LIP) Service supports vulnerable people in communities to prevent needs escalating to high end care. We help people live the life they want by supporting carers, families and communities to support themselves. Services within LIP are Community Plus, Wellness and Libraries.
- 1.5 There are 9 NHS Primary Care Networks within Kirklees. Primary care networks are groups of general practices working together with a range of local Providers, including community services, social care and the voluntary sector. Networks are based around local communities of between 30,000 and 50,000 people. They provide care in different ways to match need; focus on prevention and personalised care; use data to assess population health needs and inequalities; make best use of collective resources across practices and other local health and care Providers. [Primary care networks - NHS Kirklees Clinical Commissioning Group \(kirkleesccg.nhs.uk\)](https://www.kirkleesccg.nhs.uk/primary-care-networks) See map on next page
- 1.6 Anchor Organisations (for the purpose of this specification) are defined as independent voluntary and community organisations that are based in geographically defined neighbourhoods. They can be any size or shape from small grassroots organisations to fully constituted social enterprises). What is important is the impact of their particular expertise and knowledge within a local area through being firmly rooted in a sense of place and commitment to positive economic, social or environmental change.

1.7 This contract seeks to build on the success of the momentum created during the Covid-19 pandemic of localised co-ordination longer term through clear linkages between the Anchors and place-based working, and a strengthened voice of the sector at a strategic level; thereby supporting community and citizen involvement in finding local solutions to local needs. The pandemic has fostered an approach that recognises the importance of the anchors and highlighted their importance in tackling health inequalities in the community.



2. VALUE, DURATION & SCOPE OF THE CONTRACT

2.1. The total budget available for this contract is £40,000 over the contract period of July 2021 to March 2023. This amount is to cover the costs incurred by the Provider to deliver the requirements of the specification and enable them to build and maintain the infrastructure necessary to allocate Council grant funding to community anchor organisations in Kirklees.

2.2. An amount of £180,000 grant funding for each year (total of £360,000) will be made available to the Provider for the express purpose of awarding grants to support the activity of community anchor organisations in Kirklees which addresses specific locality need (the exact amount may be reduced if it is necessary to continue with some support to existing organisations, whilst the successful provider identifies alternative operators, or changed funding

arrangements). This is initial development funding to build the capacity and resource of anchor organisations through the development of a network of these organisations in accordance with the Kirklees VCSE strategy.

2.3 The Provider will either

- **A.** Agree with the council the amounts to be allocated to each Anchor organisation and be responsible for distributing grants to each Anchor organisation on a quarterly basis (see section 6 Reporting and Monitoring requirements) and will provide to the council evidence of the anchor organisations being identified as recipients.
- Establish a “client” bank account for the purpose of holding and distributing these funds.
- Provide to the council information confirming the distribution of those funds.

Or

B. Agree with the council the amounts to be allocated to each Anchor organisation, and on a quarterly basis (see section 6 Reporting and Monitoring requirements) will provide to the council a schedule of payments due to each the anchor organisations (and other necessary information) to enable the council to make payment to these organisations.

(The Council, as Funder, will remain in control of the funding at all times, and money provided for Anchor organisations may not be used other than for the approved suppliers and for the approved purposes, other than with the specific written agreement of the Council

2.4. The Provider will be required to establish and maintain a strong network infrastructure of existing and new place-based anchor organisations to build flexible, resilient community capacity.

- Develop a locally shared plan for each PCN locality that addresses gaps in localities.
- Align activity with the VCS Investment Strategy & Action Plan (*still in development but will be made available on publication to applicants*), and the VCS and Kirklees Council Strategy ([The Voluntary and Community Sector and Kirklees Council: A Strategy for 2015-2025](#))
- Ensure a diverse network of organisations which widens the collective scope and reach across Kirklees.
- Recommend allocation of grant funding to Anchor Organisations to enable them to provide services/activity to address unmet community need
- Use a consistent asset-based approach, which builds on the strengths of communities and community organisations.
- Understand the principles and benefits of social prescribing.
- Develop a competitive, robust, equitable and transparent framework for allocating grant funding to Anchor Organisations; and allocate grant funding to Anchor Organisations to enable them to provide services/activity to address unmet community need. This should be achieved by:
 - Obtaining expressions of interests from a diverse range of potential anchor providers.

- Openly considering the expressions of interest and proposing to the Council which anchor organisations grants should be awarded to.
- Agreeing with each anchor organisation the scope and reach of activity and associated costs.
- Providing clear value for money evaluations of each grant allocation.
- Clearly monitoring the achievements and costs reported by the anchor organisations.
- Advising the Council on the release of grant funding to specific anchor organisations.
- Collating monitoring reports which summarise overall quarterly performance by the anchor organisations.
- Obtaining detailed evidence of anchor organisation's delivery costs and other due diligence items such as holding of appropriate insurances, safeguarding policies, DBS checks etc.

2.5. The Provider shall meet all of the Council' requirements as listed in the General Specification below in section 3.

3. GENERAL SPECIFICATION

The following specification is grouped in terms of expectations of the **Provider** (who will take on grant awarding responsibilities) and expectations of the **Anchor Organisations** working with the Provider).

For the Contract duration, **the Provider** will specifically be required to:

- 3.1. Forge strong links with local VCSE anchor organisations, community and neighbourhood level groups, utilising their networks and building on what's already available to gather intelligence and data on community groups and assets.
- 3.2. Develop supportive relationships with local VCSE anchor organisations, community groups and statutory services, to award timely, appropriate and supported grants in order to meet identified local need.
- 3.3. Ensure anchor organisations have up to date and appropriate safeguarding, insurance, information governance, and health and safety, procedures and policies in place; and keep information and appropriate records relating thereto. Where such policies and procedures are not in place, the Provider will support groups to work towards an appropriate standard of due diligence in regard to these important foundations.
- 3.4. Develop an appropriately weighted application framework which ensures a network of anchor organisations with diversity of experience, skills and knowledge. This will be underpinned by robust, transparent and equitable arrangements for recommended grant award criteria, with clear terms and conditions as a key component of this contract.

- 3.5. Work with partners to identify unmet needs within the community and gaps in community provision; making strategic grant awarding decisions which ensure the most sustainable and effective use of local resource, knowledge and expertise.
- 3.6. Have in place a robust and effective arrangements to establish performance criteria and objectives for each Anchor organisation, obtain regular (at least quarterly) performance reports from each Anchor, including outcomes, output, inputs and the utilisation of the finance provided establish a data monitoring system, seek to verify all information, address any under-performance issues with the Anchor to produce quarterly and annual reports for the Council as grant Funder (see section 6 monitoring and reporting).
- 3.7. Working with LIP and PCNs to effectively embed social prescribing with partner organisations.
- 3.8. Oversee the development of PCN locality plans, ensuring alignment with other locally shared plans to facilitate connected resources and avoid duplication.

For the Contract duration, **the Provider** will require the **Anchor Organisations** to:

- 3.9. Use their working knowledge of grassroots community organisations to build flexible, resilient community capacity which addresses unmet need.
- 3.10. Work towards and achieve a recognised quality mark (if not already attained) with support from the Provider where appropriate.
- 3.11. Provide quarterly monitoring and performance reports to the Provider for all grants awarded by the Provider (which the provider will use as a basis for their quarterly monitoring reports for the Council).
- 3.12. Demonstrate due diligence and provide evidence of robust safeguarding, insurance, information governance, and health and safety, procedures and policies; and work with the Provider to ensure these are up to date and fit for purpose.
- 3.13. Develop PCN locality plans ensuring alignment with other locally shared plans to facilitate connected resources and avoid duplication. Plans should be co-produced with other local VCS partners.
- 3.14. Facilitate localised network meetings for VCS partners to share knowledge, best practice and also provide peer support.
- 3.15. Build and sustain a network of community anchor champions who will facilitate creative and practical community solutions to local and individual issues.
- 3.16. Develop a quarterly VCS questionnaire to capture community outcomes and send to all VCS partners supporting social prescribing link worker (SPLW).

- 3.17. Identify social prescribing ambassadors in each of the PCN localities.
- 3.18. Create a map or menu of local community groups and assets by forging strong links with local VCSE partner organisations, community or neighbourhood level groups, utilising their networks and building on what is already available.
- 3.19 Prior to making the award the Provider should obtain detailed information on how the anchor organisation will spend the grant funding and how it will link to desired outputs and outcomes. This will in turn facilitate performance monitoring (see section 6).
- 3.19 Prior to making the award the Provider should obtain detailed information on how the anchor organisation will spend the grant funding and how it will link to desired outputs and outcomes. This will in turn facilitate performance monitoring (see section 6).
- 3.20 The provider will identify any failure to achieve the agreed specification by an Anchor organisation and will agree with the council action to be taken. The provider will be expected to recommend termination of any Anchor arrangement in the event of substantial or persistent default.
- 3.21 The council may also, acting reasonably, instruct, for a reason which it must state, that the arrangement with any Anchor provider must be terminated.
- 3.22 If an anchor needs to be replaced, in accordance with 3.20, 3.21, or for any other reason (such as a closure, failure, or decision that they no longer want to provide services), the provider will use all reasonable endeavours, by way of a competition, or other process agreed by the Council, to identify a new provider, agree the provider to be selected with the council, and the target, outcomes, outputs and financial inputs , and provide all appropriate support to the new provider and monitor their performance.

4.CONTRACT MANAGEMENT & PAYMENT

- 4.1 Details of the Council's Contract Manager will be provided to the Provider prior to the Commencement Date of the Contract. The Provider will be required to provide details of their nominated Contract Manager to the Council's Contract Manager, following award of the Contract.
- 4.2 The Council aims to work closely with the Provider to ensure levels of complaints are kept to an absolute minimum, and that the Contract runs as smoothly as possible.
- 4.3 The Provider must comply with this Specification, unless otherwise agreed.
- 4.4 The Provider will be paid quarterly in arrears, on receipt of an invoice.

5. PERFORMANCE REVIEW

- 5.1. The Provider's nominated Contract Manager will be required to attend regular meetings every 3 months to assess its performance under the Contract ("Performance Review Meetings"). Performance Review Meetings will be held online unless the Parties agree to an alternative location. No expenses shall be paid in respect of the Provider's attendance at these meetings.
- 5.2. It is anticipated that the Performance Review Meetings will be held every three (3) months. However, the Council reserves the right to call meetings sooner in the event that a situation needs to be addressed more urgently. It is anticipated that Performance Review Meetings held shortly after the Commencement Date will be held monthly, or more frequently, so that any issues arising following implementation can be resolved quickly. Thereafter it is anticipated that they will be held less frequently.
- 5.3. The Provider's performance will be assessed over a quarterly period (or shorter if performance is not satisfactory).
- 5.4. Where the Provider is failing to meet agreed outcomes, they must take remedial action, and return the provision to a satisfactory level. An action plan will be agreed with the Council and include a timescale (not to exceed one month) for the required improvement to be made. The action plan must be received within one (1) week of the Performance Review Meeting. In the unlikely event of failing to return provision to a satisfactory level, the contract will be terminated, and any grant funding not allocated returned to the Council.

6. REPORTING AND MONITORING REQUIREMENTS

- 6.1. It is the responsibility of the Provider to report to the quarterly Performance Review Meetings. The Provider shall provide the Council with appropriate performance reports seven (7) days prior to the meeting, evidencing how they have met the agreed outcomes.
- 6.2. It is the responsibility of the Provider to develop and implement a regular monitoring process for anchor organisations to measure their sustainability, strength and potential support needs.
- 6.3. It is the responsibility of the Provider to require grant recipients to provide quality performance data (in line with agreed key performance indicators) which can be evaluated by the Provider and reported to the Council.
- 6.4. It is the responsibility of the Provider to ensure that each Anchor Provider makes appropriate proposals for the deployment of funding, such as not more than 10% of available grant funding to be used by recipients to pay for subsistence expenditure eg lighting, heating, rent etc.

7. KEY PERFORMANCE INDICATORS AND MILESTONES

KPIs will be developed in collaboration with the successful Provider to reflect the agreed approach of grant awards to anchor organisations and development of the network. Those KPIs will reflect ‘What Good Looks Like’, which this specification defines as people in communities across Kirklees being more able to participate in local solutions that improve their own and others health and wellbeing. This will be demonstrated by evidence that:

- People are supported into training and skills development
- Accessing funding that is invested locally
- Volunteering opportunities and volunteer development
- An umbrella of support for smaller community groups
- A voice for local people and peer support
- Regenerated neighbourhoods and socio-economic development
- Strengthened community involvement

This specification requires that the Provider demonstrates how they will achieve the following key milestones:

Key Dates	Milestone Achieved
21 June 2021	Contract Awarded
21 June 2021 to 30 June 2021	Contract mobilisation period: The Provider will attend a ‘set up’ meeting at which they will demonstrate their readiness to commence activity.
1 July 2021	Contract Start Date
By 31 July 2021	The Provider will have developed a clear and effective competitive process for the identification of network anchor organisations.
31 July – 30 September	The provider will ensure a fair and equitable transition from current arrangements to implementation of any new arrangements under this contract specification by the appointed Provider.
By 30 September 2021	The Provider will have identified the anchor organisations that will form the network and will be actively working on delivery programmes.
	The Provider will have key performance indicators in place and agreed with the anchor organisations
By 31 December 2021	The Provider will have developed the first draft of locally shared plans with the Primary Care Networks.
	The Provider will have a plan in place to ensure that all anchor organisations can achieve a recognised quality mark (consistent across all anchors) within the first year of the contract.
By 30 June 2022	The Provider will have prepared a report for the Council on the first 12 months of the contract covering what has worked well, what could be improved and key achievements in the first 12 months. This report will be a

	key document in shaping the continuation of the contract.
31 January 2023	Draft Report for the Council on the evaluation of the contract.
31 March 2023	Contract Ends – Final Report and Recommendations for the future of the work to ensure continuation of effective and high quality levels of activity.

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Name of meeting: Cabinet
Date: 27 July 2021
Title of report: Kirklees Active Leisure – Funding and Partnership Framework Update

Purpose of report

To update Cabinet on Kirklees Active Leisure (KAL’s) forecast irrecoverable losses directly attributed to the Covid-19 lockdown to date, Government and Council financial support to date, forecast COVID impact on KAL in 2021/22 and consideration of further financial support following a request from the KAL as well as presenting the KAL Partnership Framework, which sets out how we would like to see KAL work differently going forward.

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 Proposed spending in excess of £250k
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by Strategic Director and name	9 th July 2021 - Rachel Spencer-Henshall, Service Director - Corporate Strategy, Commissioning and Public Health
Is it also signed off by the Service Director - Finance?	Eamonn Croston – Service Director - Finance
Is it also signed off by the Service Director -Legal Governance and Commissioning?	Karl Larrad, on behalf of Julie Muscroft
Cabinet member portfolio	Cllr Paul Davies – Corporate Cllr Musarrat Khan – Health & Social Care

Electoral wards affected: N/A

Ward Councillors consulted: N/A

Public or private: Public (Appendix A and B in private)

Exempt information in accordance with Schedule 12A of the Local Government Act 1972 namely it contains information relating to the financial and business affairs of any particular person. It is considered that disclosure of the Information relating to the financial or business affairs of any particular person (including the authority holding that information) would adversely affect the person concerned and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Council, outweighs the public interest in disclosing the information and providing greater openness in the Council’s decision making.

Has GDPR been considered ? Yes

Summary

- 1.1 Kirklees Active Leisure (KAL) is a Charitable Trust which operates 12 leisure facilities and swimming pools based on grant funding and leases from Kirklees Council. Just under 90% of KAL's £16m annual turnover (pre-COVID impact) is dependent on user generated income. The Council's revenue budget also includes an annual budgeted funding contribution to KAL, totalling £1.456m in 2020/21.
- 1.2 A report was taken to Cabinet on 28 July 2020 setting out the COVID impact on KAL, resultant from emerging national lockdown measures. The report set out the serious consequences to KAL and the Council from KAL potentially being in an insolvent position due entirely to irrecoverable income losses from the COVID impact. Cabinet approved a Council underwrite of up to £4m through 2020/21 to help KAL through the financial challenges caused by COVID. The funding underwrite was earmarked from COVID funding received by the Council from Government.
- 1.3 The report also made reference to the funding underwrite justification of the adoption of a new 'KAL Commission' (which is now entitled 'Kirklees Partnership Framework'), with a much greater focus on engaging with, and supporting, the target groups and those who suffer the most from inequalities, and through that engagement, redesign their offer and approach to ensure it supports those people to be more physically active and improve their health outcomes.
- 1.3 This update report notes the continuing challenging landscape for KAL resultant from COVID. The previously approved Council underwrite of up to £4m is expected to be fully utilised, with an additional £1.1m Government funding secured through a successful external bidding process to Government, confirmed in January 2021.
- 1.4 While there was a Government recovery roadmap announced on 22 February 2021, the outlook over the next 12 months and beyond for KAL remains challenging. It is anticipated that further financial support will be required to support KAL's gradual recovery over the period. It is anticipated that this support will be needed in the latter half of 2021/22, with a further Council underwrite requirement of up to £3.5M. It is intended that the funding underwrite will be met from Council earmarked reserves. The 'up to £3.5m' underwrite may reduce further if there is a subsequent bidding round of funding available to KAL from Government in 2021/22. The incorporation of the underwrite of up to £3.5M into the updated general reserves position as part of the Council's 2020/21 financial outturn and rollover report, is also presented on the same Cabinet agenda.
- 1.5 This update report also presents the draft KAL Partnership Framework (Appendix C – G), which has been developed alongside KAL, and establishes an increased emphasis on addressing inequalities.
- 1.6 The Partnership Framework is non-prescriptive in terms of actual programmes, and instead outlines the key outcomes, partnership approach and inclusive, place-based ways of working which will shape KAL's offer going forward.

2 Information required to take a decision

- 2.1 The COVID pandemic and subsequent national restrictions applied at various times through 2020/21 have impacted significantly on KAL's operating position and consequential COVID impacted financial sustainability. The original report to

Cabinet on 28 July 2020 noted at the time that failure to support KAL through the challenge of COVID would have left them vulnerable and with the likelihood that some sites may have had to close anyway, and possibly lead to the demise of KAL.

- 2.2 This would have had serious consequences both to the Council, who may have had to pick up a number of liabilities, and for the public, with the loss of the major operator of leisure facilities, and the health and social consequences therein. In particular, KAL is the main provider of swimming pools in Kirklees, and the prolonged closure of these would have a knock-on impact on the ability for schools to meet statutory school swimming obligations as well as meeting the swimming needs of the wider population.
- 2.3 The Council approved underwrite to date of up to £4m, from earmarked COVID funding received from Government, and officers managed to secure funding of £1.175m from the National Leisure Recovery Fund to mitigate some of the losses to date, whilst the leisure industry is actively lobbying for further support to be made available. This has ensured KAL remained solvent through 2020/21 and this is forecast to continue at least through the first half of 2021/22.
- 2.4 KAL continues to utilise the furloughing scheme and other available Government financial support as far as it is able. KAL has also been very proactive in supporting the response to COVID and worked closely with the Council to re-deploy some staff into critical Council services to support the Covid-19 response effort, and the Council would expect continuing flexibility in this regard, depending on the pace and direction of the Government recovery roadmap herein.
- 2.5 Updated KAL financial projections are set out in Private Appendices A and B. They indicate that KAL's recovery through 2021/22, which reflects the current Government recovery roadmap, will be gradual with further irrecoverable income losses of up to £3.5m through the latter half of 2021/22. This figure assumes continuation of leisure services at all existing facilities borough wide, no KAL redundancies, and no extension of current furloughing scheme by Government beyond September 2021.
- 2.6 The Council recognises that the recovery landscape remains fluid, forward projections change depending on Government guidance, and KAL will continue to work closely with the Council with revised projections should any of these expectations materially change. The wider leisure and fitness industry recognises that financial challenges will exist throughout 2021/22 and in all probability into 2022/23 as well, and discussions with KAL similarly reflect this view.
- 2.7 This report also incorporates the KAL Partnership Framework, which was a key condition of the continued Council commitment to underwrite irrecoverable income losses through 2021/22. The framework acknowledges that KAL play can play an even greater role in helping to address some of the health and activity inequalities that exist. The impact and significance of those inequalities has been exposed even more from the impact of COVID on individuals, families and communities. At the same time, KAL have themselves been looking at how they might become more of a 'health and wellbeing' provider, and so this opportunity to support their transition into that arena is timely, albeit under the most unfortunate of circumstances.
- 2.8 The draft KAL Partnership Framework is attached as Appendix C and it is intended to increase KAL's contribution to tackling inequalities, inactivity and the wider Kirklees Outcomes.

- 2.9 The Partnership Framework is not intended to be prescriptive in terms of what KAL might deliver, as the Council & KAL believes this needs to be informed and shaped by the target cohorts and communities themselves, but it does set out principles for ways of working which will lead to this.
- 2.10 In particular, it sets out the need for KAL to work with multiple Council Services and other external agencies to gain insight and co-produce opportunities to meet the needs and wishes of those who historically have been less active. It is not expected that KAL do this all on their own, and through working more closely in partnership we believe that better outcomes for all can be achieved.
- 2.11 It is anticipated that this will result in KAL having 3 clear functions going forward:
- Supporting Statutory Provision – this is primarily helping Primary Schools discharge their responsibility to provide school swimming under the National Curriculum via the School Swimming Service that now sits within KAL.
 - Provision of universal activity – this is the traditional KAL offer, that is open to anyone, and primarily features public swim, gym, fitness classes, sports hall activity and, increasingly, the family attractions.
 - Targeted provision – this is outcome focussed, aimed at reducing inequality and inactivity levels amongst cohorts that are less active than the wider community. This may include place-based initiatives to meet the differing demands of distinct local communities, or targeted approaches aimed at particular groups of people. As a result, these opportunities may not exist in every KAL setting, however, an advantage of KAL running multiple sites is that people who wish to access a particular activity are able to do so across the network, rather than being tied to a single facility. The intention is that KAL will have an increasing focus on this area of work, whilst retaining their offers in the other 2 areas.
- 2.12 The draft framework also sets out the mechanisms by which the Partnership will be governed, and Senior Officers may wish to reflect on the membership of the Partnership Performance group in particular (Appendix D), to ensure that all aspects of the Council who may be able to support and / or benefit from working with KAL are properly represented.
- 2.13 The draft partnership framework reflects the overall purpose and relationship with KAL from the perspective of increasing physical activity, particularly within groups who currently are not active. Cabinet may wish to reflect on this as we approach the midpoint of the existing funding agreement to see if this is still correct and how we may want to think about KAL's role in relation to delivering our economic strategy ambitions.

3 Implications for the Council

3.1 Working with People

KAL facilities draw staff and customers from all corners of Kirklees, and the facilities play an important role in their communities. This ranges from being a social space where people may meet up with friends to supporting local community sports clubs with appropriate facilities. KAL regularly seeks and reviews feedback from their customers to help shape their offer, and the customer satisfaction rate is high. Through the KAL Partnership Framework we have set out how KAL might canvass and respond to the views of those who suffer from health inequalities, who are inactive or who come from some of our most deprived communities.

3.2 Working with Partners

KAL are a key local partner, who contribute to the economic performance of Kirklees and are a major employer, in particular of young workers. This financial support will enable them to overcome the shock to their business of COVID. The Partnership Framework recognises that KAL will not always be the most appropriate provider of services, however, we will encourage them to develop new and stronger partnerships within the health sector and more broadly across the council and in communities, so that collectively a number of organisations can work together to achieve mutually desired outcomes, with KAL playing the role as appropriate.

3.3 Place Based Working

KAL runs a number of facilities across the borough and we will encourage KAL to shape the offer in their sites to meet the needs of the various local communities. In particular, where noted health or other inequalities exist, we believe that there is an opportunity to work together to tackle these.

3.4 Climate Change and Air Quality

Longer term, the KAL Partnership Framework and consideration of how it can both support the active travel agenda and also work to tackle the health inequalities in the communities around the facilities, is intended to promote more local access, and through more sustainable means.

KAL have for a long time been committed to reducing energy costs and operating facilities as efficiently as possible and are committed to continuing to do so.

3.5 Improving outcomes for children and young people

KAL operates the bulk of the swimming pools in Kirklees, and manages the School Swimming programme, which allows schools to fulfil their responsibilities regarding ensuring children can swim. They also have a wide offer of other activities which are either aimed at, or open to children and families to support them in being active.

3.6 Other (e.g. Legal/Financial or Human Resources)

Updated KAL financial projections are included in the Private Appendices A and B attached, and are based on the current Government roadmap trajectory, which is subject to ongoing review.

The re-opening of KAL facilities and increased usage is heavily predicated on the Government recovery roadmap, relaxation of social distancing and user confidence and there will be a continued Council expectation of a flexible KAL workforce if circumstances warrant it, and the Council wishes to re-deploy staff in the interim. There is also an expectation that KAL will continue to review all available financing packages available going forward, with the industry continuing to lobby Government for an enhanced support package, and should additional funds become available to KAL through 2021/22, the quantum of actual Council funding underwrite will flex accordingly, with this being overseen by the Finance operational group.

Provision for the proposed continued irrecoverable losses underwrite will be through Council earmarked reserves as also set out in the Council 2020/21 financial outturn and rollover report which is a separate item on the same Cabinet agenda.

The provision of financial assistance is not considered to constitute unlawful subsidy under the UK Subsidy Control Rules which replaced State aid following the UK's withdrawal from the EU. The financial assistance is not considered to be "subsidy" as defined in the UK /EU Trade and Co-operation Agreement (TCA) as it is very unlikely to affect trade or investment between the parties. The legal powers for the council to underwrite /fund costs of Kirklees Active Leisure subject to acting reasonably in public law terms will be Section 19 (3) of the Local Government (Miscellaneous Provisions) Act 1976.

Do you need an Integrated Impact Assessment (IIA)?

No, as confirmed in Appendix H. The current proposals do not set out any operational changes for KAL. The KAL Partnership Framework seeks to identify ways in which groups who suffer health inequalities and inactive people can be supported to be more active and use physical activity as a means of reducing those inequalities or better managing their health conditions, and an Integrated Impact Assessment may be required as part of that work. It is also expected that KAL will continue to seek and adopt policies which impact positively on the environment, in particular about energy efficiency and the use of active travel where possible by staff and customers.

4 Consultees and their opinions

This proposed financial support package has been the subject of detailed discussions between KAL's Management Team and the Council's Service Director for Finance and also the Consultant in Public Health, who are both supportive of this approach. It also has the support of the wider Council Executive Team. The KAL Partnership Framework has been developed in collaboration with KAL's Senior Leadership Team. Elected Member input via an online questionnaire, the results of which are included in the appendices, has also been taken into account.

5. Next steps and timeline

If Cabinet approves the further financial support to KAL along with the KAL Partnership Framework then arrangements for the transfer of funds can be made at the appropriate time during 2021/22 to ensure that KAL are able to meet their financial obligations and retain the minimum level of reserves required as a charity, and for inclusion in the forthcoming review of the broader Council Medium Term Financial Strategy.

The KAL Partnership Framework will lead to an evolution over time in terms of the KAL offer, but they have already commenced with some work in this area, and progress will be continually monitored by the Partnership Performance group.

6. Officer recommendations and reasons

The following recommendations reflect the impact of the enforced lockdown and restrictions in England which have resulted in closure of, and operational restrictions to KAL facilities with the attendant loss of income. The funding underwrite allows the Council to support KAL through the recovery period from COVID 19 pandemic, ensure

it can pay staff, meet monthly expenses, and maintain premises under leases. This support is dependent on KAL having an increased focus on tackling inequalities and physical inactivity and using their position to help deliver on the Kirklees Outcomes, and the approach is set out in the KAL Partnership Framework.

Officers recommend that Cabinet resolve to :

- i) Note this report and Appendices A to I;
- ii) approve the Council commitment to underwrite irrecoverable KAL income loss as a direct consequence of COVID of up to £3.5m through 2021/22; from earmarked Council reserves;
- iii) approve the accompanying KAL Partnership Framework as part of the broader Inclusive ambition agenda and note the incorporation of the underwrite of up to £3.5M into the updated general reserves position as part of the Council's 2020/21 financial outturn and rollover report also presented on the same Cabinet session.
- iv) To note that as part of the forthcoming Medium Term Financial Strategy review, officers will review the KAL Partnership and Framework in line with emerging priority outcomes, including consideration of attendant resourcing implications that might emerge.

7. Cabinet portfolio holder(s) recommendations

The cabinet portfolio holders recommend that Cabinet:

- i) Note this report and Appendices A to I;
- ii) approve the Council commitment to underwrite irrecoverable KAL income loss as a direct consequence of COVID of up to £3.5m through 2021/22; from earmarked Council reserves;
- iii) approve the accompanying KAL Partnership Framework as part of the broader Inclusive ambition agenda and note the incorporation of the underwrite of up to £3.5M into the updated general reserves position as part of the Council's 2020/21 financial outturn and rollover report also presented on the same Cabinet session.
- iv) To note that as part of the forthcoming Medium Term Financial Strategy review, officers will review the KAL Partnership and Framework in line with emerging priority outcomes, including consideration of attendant resourcing implications that might emerge.

8. Contact Officer

Martin Gonzalez, Development Manager; martin.gonzalez@kirklees.gov.uk

9. Background Papers and History of Decisions

Cabinet report 28 July 2020 – Kirklees Active Leisure COVID-19 funding support

10. Strategic Director responsible

Rachel Spencer-Henshall, Strategic Director - Corporate Strategy, Commissioning & Public Health

11. Attachments

Private Appendix A – Cashflow first 6 months

Private Appendix B – Cashflow 2021/22

Appendices C – G – Draft KAL Partnership Framework

Appendix H – KAL Partnership Framework Equality Impact Assessment Stage 1

Appendix I – Elected member consultation feedback

Appendix C - KAL Partnership Framework – Draft

1.0 Background:

1.1 Kirklees Active Leisure (KAL) look after the Council's stock of major leisure facilities, and this arrangement is currently set out in a legally binding Funding Agreement, various site-by-site lease agreements and with an accompanying Statement of Understanding. The current partnership arrangement between KAL and the Council runs from 2012 to 2032.

1.2 Within the non-legally binding Statement of Understanding, there is a commitment towards a shared approach of working towards mutual outcomes, and to working in partnership based on co-operation and collaboration. The Statement of Understanding has not been reviewed since 2012, and a revision of the mutual aims, objectives and outcomes is timely. This document is intended to be viewed as an addendum to the Funding Agreement and Statement of Understanding.

2.0 Context:

2.1 It is widely accepted that being physically active supports good health and wellbeing and contributes significantly to people being healthy and well for longer. As well as reducing the risk of developing health conditions such as stroke, Type 2 Diabetes, heart disease, cancer, dementia and Alzheimer's, physical activity also promotes good mental and emotional wellbeing and enables people to connect with their communities.

2.2 Current evidence indicates that roughly 1/3 of our population is inactive, with some particular population groups tending to be less physically active than the norm. Whilst there are benefits to increasing physical activity levels generally, the greatest benefits occur where people who are inactive start to become active.

2.3 Covid-19 has shone a spotlight on what we knew already but hadn't perhaps had the widespread support to focus on as a key agenda – namely health inequalities, and the real impact of those on a person's life chances and quality of life.

2.4 This corresponds closely with health and other inequality data for other behaviours impacting on health (such as smoking, etc) meaning that some groups are more likely to be affected by multiple issues; these result in comorbidities, compounding that disadvantage. People with long-term physical health conditions are also more likely to have mental health problems. This can lead to significantly poorer health outcomes and reduced quality of life.

2.5 Kirklees Council is committed to addressing inequalities, with it being our central priority and one by which all other priorities are measured. An Elected Member led, cross-party Inclusion Commission will launch in 2021 to look at this in its widest sense.

2.6 KAL are keen to be viewed more as a health provider than a leisure provider over the coming years, with a Health Partnership Manager now in post (jointly funded by KAL and Public Health) to oversee this area.

2.7 The sector generally, at both a national and local level, also reflect this changing approach. The new Sport England strategy has tackling inequality as a key principle, and it is also explicitly recognised in the local Everybody Active Strategy which was published in February 2021.

3.0 Challenges:

3.1 Since 2012, there have been a number of significant changes which have altered the landscape in which the partnership exists.

3.2 The market for leisure has become increasingly competitive, with a significant national increase in low cost, “budget” gyms in particular. Whilst in Kirklees we have experienced some low-cost entries into our local market, there have not been as many as in other, similar locations, partly as a consequence of KAL being proactive and developing their own, good quality, budget offering.

3.3 Capital investment has continued in the local leisure stock, with the primary example being the flagship Huddersfield Leisure Centre, as well as the currently under construction Spen Valley Leisure Centre. Continuing investment in the stock is, however, required, and the scale of the Huddersfield Leisure Centre in particular, does result in significant energy costs to operate.

3.4 The annual funding from the Council had reduced significantly over the past 10 years. However, additional financial pressures arising from market competition, as well as the continuing pressures on local disposable income levels and, essentially, the annual National Living Wage increases and their impact on KAL’s frontline service staffing model, had resulted in conversations between KAL and the Council where an annual increase in KAL’s core grant funding from 2020/21 had been agreed.

3.5 Furthermore, there has been significant losses arising from COVID-19 and the extended shutdown and then restricted re-opening. The Council has agreed to exceptional funding support, specifically linked to an understanding of the key role KAL will play in helping recovery from COVID and tackling inequalities going forward. It is projected that such additional support will be required for some time to come as restrictions and the legacy of COVID continue.

4.0 Kirklees Outcomes:

4.1 The Council is committed to the Kirklees Outcomes, which are part of the corporate plan.

4.2 The current Kirklees Outcomes are:

- **BEST START:** Children have the **best start** in life
- **WELL:** People in Kirklees are as **well** as possible for as long as possible
- **INDEPENDENT:** People in Kirklees **live independently** and have control over their lives

- **SAFE & COHESIVE:** People in Kirklees live in **safe, cohesive communities** and are protected from harm
- **ASPIRE & ACHIEVE:** People in Kirklees have **aspiration and achieve their ambitions** through education, training, employment and lifelong learning
- **SUSTAINABLE ECONOMY:** Kirklees has **sustainable economic growth** and provides good employment for and with communities and businesses
- **CLEAN & GREEN:** People in Kirklees experience a high quality, **clean, and green environment**

4.3 This framework is consistent with these Outcomes and contributes directly or indirectly to the majority of them.

4.4 This framework is built upon the Council's 'People Places Partners' approach to working, with local people actively engaged and helping to shape the services they receive, working at a place-based level with a range of Partners.

5.0 KAL's new strategic direction:

- 5.1 A new, 5 year, KAL Corporate Strategy was approved by KAL's Board of Trustees in January 2020, initially with the intention of implementing the new strategy as of April 2020, but now, due to COVID-19, likely to be implemented from April 2021.
- 5.2 The new KAL Strategy strives to highlight the increased direction of the charity towards providing health & wellbeing services for local people, attracting in new customers and working towards improving their physical & mental health and ultimately their overall quality of life. This hopefully links well with the Council's priority to address inequalities and to contributing towards the Kirklees Outcomes.
- 5.3 A new Vision was agreed by KAL for their strategy – "Improving health & wellbeing", supported by 3 key Aims:
- Putting People First
 - Helping more people become more active
 - Delivering Business Excellence

6.0 Mutual objective priorities:

6.1 There is a range of evidence which shows that certain groups of people are, at a population level, less physically active than the norm.

6.2 These groups correspond closely with those who are also more likely to experience inequality and health inequality.

6.3 **Physically inactive people** from the following groups in particular would benefit from being more active :

- **Diverse ethnic community backgrounds,**
- **disabled people**
- **people with long-term health conditions,**

- **women and girls (who are generally less active than men),**
- **people on low incomes,**
- **older adults**
- **people who are overweight / obese.**

6.4 As previously mentioned, these priority groups align closely to those identified in the new Sport England strategy, and there may be future campaign and/or funding opportunities that can be explored to support work with these demographic groups at a Kirklees level.

6.5 The Council recognises that, working in partnership with KAL, we can play a key role in addressing some of these inequalities. For example, the work undertaken as part of the Place Standard engagement can provide an evidence base, and opportunities to engage with local communities about the offers and support they need to become more physically active, and we would like to see KAL become more involved in this, and other similar place-based initiatives.

6.6 In addition to using such engagement to develop their place-based offer, such that each facility and the programme on offer is meeting the needs of the local communities which it serves (especially for the target populations set out above), KAL are also developing a digital offer which may for an additional method of reaching new audiences.

6.7 We also recognise that we can collectively forge new relationships and partnerships with wider stakeholders, helping to bring services into greater alignment, work together to reach target groups more effectively and encourage them to become more physically active.

6.8 It is recognised that KAL may not always be best placed to be the direct deliverer of targeted activity or lead on outreach work. We expect KAL to work collaboratively with a range of VCS organisations and believe that between KAL and these partners, we can collectively provide the right opportunities or hold the right conversations in the right places and led by the most suitable people.

6.9 We are also keen to explore how KAL can support the Council with their employee healthcare and staff wellbeing offer.

7.0 Envisioned KAL operating model

7.1 These mutual priorities do not exist in isolation, and nor are they intended to fully replace existing functions carried out by KAL.

7.2 There is an understanding within the Council that KAL have other responsibilities as well as their contribution towards addressing health inequalities and encouraging the inactive to be more active. It can broadly be summarised that KAL have 3 main functions, namely:

- **Statutory** – water space is a particular asset that KAL have to manage which few competitors do, which plays a key role in supporting schools to discharge their statutory function regarding school swimming, as well as supporting other water

based activity, including an extensive learn-2-swim and performance swimming programme.

- **Commercial** – the universal offer from KAL to the public of gym, fitness classes, sports hall based sport and activities, and water based activity remains important in terms of both supporting the existing active population to remain active, and in terms of generating income to support the ongoing provision of the service. The development of KAL's "Yeah! Days Out" family attraction products also contribute towards KAL's commercial activity, while also, importantly, attracting new customers into KAL sites, adding value to KAL memberships and encouraging customers to take part in non-traditional activity opportunities.
- **Targeted/ Specialist products** - an increased and demonstrable focus on increasing the opportunities and activity levels in KAL sites among the target groups, through a stronger level of engagement with those groups, and, potentially, additional place based initiatives to respond to local demand. (A 'bias' towards target groups).

7.3 For clarity, this is part of a partnership approach, and we believe for this to be successful there will need to be an ongoing and enhanced relationship between KAL and various Council services, as well as the forging of new partnerships and relationships, for example, with the local health sector, both commissioners and other VCS providers.

8.0 Performance and monitoring:

8.1 For absolute clarity, these arrangements with KAL are a partnership, and not a formal contract.

8.2 An Operational Management Group comprising of KAL senior leadership and Council officers will meet regularly to provide a continuing overview of the effectiveness of the partnership in achieving these outcomes.

8.3 Given the nature of the work and the outcomes we are seeking to achieve, a mix of qualitative and quantitative reporting is appropriate.

8.4 A summary of progress being made against the agreed outcomes and measures should be included in a KAL annual report to the Council.

9.0 Partnership Governance:

9.1 The partnership between KAL and the Council has been successfully managed in recent years through a series of Operational Management Groups (OMG), with membership from both organisations.

9.2 There are three main groups which usually meet quarterly – Finance, Capital, and Partnership Performance – supplemented with a client relationship function between the KAL Chief Executive and Head of Public Health.

9.3 It is intended that these arrangements will continue, with the specific responsibility for monitoring progress and impact in achieving these specific outcomes being the responsibility of the Partnership Performance OMG.

9.4 It is likely that each organisation will have separate internal groups that meet as necessary, to ensure that the representatives on the OMG's are effectively representing the broader organisation, although having a common representative from both KAL and the Council on each group helps ensure consistency.

9.5 The KAL annual report to the Council will set out the performance and impact made against these key priorities and the identified outcomes. Council officers will then present the report to Cabinet.

9.6 Council officers will support KAL to bring a partnership update to full Council at least every 2 years. This presentation has been most effective when delivered and led by KAL Trustees and presents an opportunity for KAL to showcase their achievements to all the Elected Members.

9.7 A proposed model of the Partnership Operational Governance overview structure is set out in Appendix 1.

10. KAL Partnership Performance measurement

10.1 The nature of the relationship between KAL and Kirklees Council is one that is based on a strong, long-standing partnership rather than any contractual basis, and it is not proposed to alter that.

10.2 There are clear benefits to not having a contractual relationship, in particular it allows the partnership to respond to challenges, pressures or opportunities together and with a greater degree of flexibility and creativity than if a formal contract existed.

10.3 The intention for this partnership arrangement is for it to be outcome focussed and non-prescriptive. It is recognised that in order to support more inactive people from our target populations to become more engaged and active, how we engage with them is critical. There will need to be a balance of good quality and robust quantitative and qualitative reporting in order to present the full picture.

10.4 Certain specific programmes, such as the Exercise Referral Scheme, may have more prescribed reporting requirements as part of their ongoing evaluation which will be set out in a Service Level Agreement, whilst other programmes which may develop out of engagement with target groups may be captured in a variety of ways. It is quite conceivable that the exact reporting for a programme may be developed by a range of partners who have come together to support that activity.

10.5 We will also explore how KAL can work with the Council to support other key or targeted health initiatives or priorities, such as the weight management scheme or the

mental health agenda. Through these partnerships, it is possible that commissioning, income generation or funding opportunities may arise.

10.6 KAL are working with the University of Huddersfield's School of Human and Health Sciences to develop a series of Standard Evaluation Frameworks (SEFs) to provide measurement of the impact that KAL are having on the health and wellbeing of the people of Kirklees, as well as ideally supporting KAL in the longer-term assessment, validation and improvement of KAL's delivery, and this approach would be welcomed by Kirklees Council.

10.7 The Council recognises that KAL plays a role in contributing to the wider outcomes of the Kirklees Health and Wellbeing Plan, in particular the following areas:

- Increase opportunities to live well – access to green space and opportunities to exercise (which KAL support through both their indoor and outdoor facilities)
- Increase the number of adults and children undertaking the recommended amount of physical exercise and eating a healthy diet
- Physical Activity as a means of support for physical health

10.8 As noted above (4.0), it is also recognised that KAL contributes to the majority of the Kirklees Outcomes in a direct or indirect way.

10.9 Tackling inequalities is an absolute priority for Kirklees, and it is important that we can demonstrate how the partnership is playing its role in supporting this agenda, through increased engagement and support of currently under-represented groups, helping increased numbers from those groups to become more physically active.

10.10 KAL will also continue to support the wider Kirklees population, through its wider universal offer, and also its support of statutory school swimming.

10.11 In addition, KAL will demonstrate the added value that they provide as an active partner across many strategic networks and partnerships.

10.12 Appendix 2 sets out a comprehensive list of measures that KAL will collect.

10.13 The Partnership Performance OMG may, from time to time, agree certain targets or aspirations which can be reported against.

10.14 The outcomes should provide a balanced opportunity for KAL to demonstrate their overall contribution to the health, wellbeing and vibrancy of Kirklees, whilst at the same time providing specific detail on how they are helping to tackling inactivity and inequality.

10.15 It is intended that reporting and evaluating against these outcomes will provide the basis for the KAL report to Council and help outline the contribution that they make to the overall ambitions of the Council.

10.16 It is also intended that this will develop an evidence base of learning, impact and success that can be used to build trust with prospective partners or, where appropriate, support and justify partnership bids for funding.

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Appendix D – Partnership Operational Governance (current membership)

<p>Direct 1:1 relationship between KAL’s Chief Executive and senior KC officer (Emily Parry-Harries). (Rachel on a quarterly basis?)</p> <p>This is intended as a private dialogue between high level executives, considering strategic matters, unlocking senior officer and member support for KAL initiatives and providing appropriate support and challenge to each other as key partner organisations.</p>		
<p>OMG – Capital. (Quarterly) KAL – Alasdair Brown, Ruth Pawson, Barry Turnbull, Alex Mellor KC – Jonathan Quarmby, Martyn Kelly, Emma Griff, Gary Williams, Richard Lowe <i>(Not all necessarily attend every meeting depending on what is on the agenda)</i>, Martin Gonzalez</p> <p>To –</p> <ul style="list-style-type: none"> - understand the condition of the facilities and to develop action plans for the capital repairs and maintenance of the buildings, working to the agreed repairs matrix. (Certain works may then require further interim project meetings.) - make the case for capital investment or expenditure in KAL facilities based on the conditions surveys, health & safety concerns and reflecting the fact that KAL exist in a competitive market - discuss any issues with regards to leases for each facility - understand and, if appropriate, approve KAL self-funded capital or invest to save projects - update on wider strategic planning which may directly or indirectly impact on KAL business or facilities 	<p>OMG – Finance (Quarterly – <i>although more frequently during COVID</i>) KAL – Alasdair Brown, Joe Baker, Ruth Pawson KC – Eamonn Croston, Jon Haigh, Emily Parry-Harries, Martin Gonzalez</p> <p>To –</p> <ul style="list-style-type: none"> - understand the financial performance of KAL and their projected Medium Term Financial Plan, - be aware of risks and pressures to KAL, and the potential consequences for the Council - consider the Council’s financial position, and how that might impact KAL - consider KAL’s to proposed financial outlay in terms of business development plans or capital investment which may involve prudential borrowing or create increased risk to the Council. - explore potential for major external funding streams or bids. 	<p>OMG – Partnership Performance (Quarterly) KAL – Alasdair Brown, Joe Baker, Ruth Pawson, Barry Turnbull, Amy Roden KC – Emily Parry-Harries, Owen Richardson, Martin Gonzalez, (Others to reflect wider partnerships across the Council)</p> <p>To -</p> <ul style="list-style-type: none"> - outline lines of communication and decision making between both organisations - ensure we are working together within the spirit of the Funding Agreement and SoU - have transparency over the outcomes and objectives any KC funding is intended to achieve - oversee KAL performance against the agreed KAL Partnership Framework or SLA’s KPI’s, and the wider Kirklees Outcomes - discuss any additional commissions that KC would like to offer KAL - understand KAL’s ongoing overall performance and facilitate a KAL presentation to Full Council - promote opportunities to develop new partnerships to further add value and achieve greater impact - understand any key pressures or issues from KAL that might impact performance or achievement of outcomes

Appendix E – KAL contribution to outcomes

Kirklees Outcome	Partnership Framework Outcome	Key Performance Measure
<p>ADDRESSING INEQUALITIES</p>	<p>Targeted provision Impact and growth of activity among target groups, i.e. inactive people from the following groups:</p> <ul style="list-style-type: none"> • diverse ethnic community backgrounds • disabled people • people with long-term health conditions • women and girls • people on low incomes • older adults • people who are overweight / obese <p><i>(This may be universal or on place based depending on the community)</i></p>	<p>1) Targeted groups</p> <ul style="list-style-type: none"> • Customer visit numbers for each target group • SEF's (as they are developed) • Customer tracking • Partnerships developed • 3rd parties hosted/ supported who are working to support target groups • Engagement process/ learning narrative & actions/impact • Customer feedback <p>KC ask - Create a baseline from existing activity then track future activity levels to show trends in activity and response to continuing inequalities. Reporting against any new or bespoke initiatives with ongoing tracking to understand long term adherence. Outline of new or enhanced partnerships to support this targeted work (e.g. Health sector, KC LIP, community, etc) External Groups hosted and /or supported who are working with these target populations. Narrative around engagement process and learning from target groups and actions which have developed, along with impact of said actions. Customer feedback from newly active participants explaining the impact.</p>
<p>WELL People in Kirklees are as well as possible for as long as possible.</p>	<p>Part A - KAL's Universal Offer</p> <ul style="list-style-type: none"> • How KAL are contributing to the <u>overall</u> health and wellbeing of the Kirklees population <p><i>(This ideally would be site by site and help tell the unique story of each site, and how it serves its local community as well</i></p>	<ul style="list-style-type: none"> • Increasing customer usage • Total Number of customer visits to KAL Leisure facilities • Number of fitness customer visits • Number of Sport activity customer visits • Number of total Family Attraction visits • Annual customer satisfaction rating <ul style="list-style-type: none"> • Aquatics (a) • Swim visits (number of swimming customer visits) • Splash Park visits

Kirklees Outcome	Partnership Framework Outcome	Key Performance Measure
	<p><i>as being part of the larger Kirklees wide KAL offer)</i></p>	<ul style="list-style-type: none"> • Balanced programme: pool space %'s for targeted sessions (Sitara/ aqua med/ etc.)/ swim lessons/ school swim lessons/ KSP/ length swim/ fun swim/ public swim) • Providing the Right Product in the Right Place at the Right Price • Total number of registered customers • Number of KAL Card holders • Number of fitness members • Fitness membership attrition levels
	<p>Part B - Specialist health & wellbeing programmes (e.g. ERS)</p> <ul style="list-style-type: none"> • Impact and Effectiveness of specialist programmes 	<p>2) Product evaluation</p> <ul style="list-style-type: none"> • Standard Evaluation Frameworks (SEF's) for each product (as they are developed) Incl. – <ul style="list-style-type: none"> ○ Adherence to exercise after 12 months; ○ Customer feedback re. experience & impact • Wider narrative on non-SLA activity (e.g. Cancer pathways)
<p>BEST START Children have the best start in life</p>	<p>KAL School Swimming Service</p> <ul style="list-style-type: none"> • Contribution to statutory activity 	<p>3) School Swimming</p> <ul style="list-style-type: none"> • % achieving the National Curriculum requirements for swimming & water safety – <ul style="list-style-type: none"> ○ Perform safe self-rescue in different water based situations ○ Swim competently, confidently and proficiently over a distance of at least 25 metres ○ Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke. <p>4) Wider Children / Family offer</p> <ul style="list-style-type: none"> • Number of KAL KLUB Swim members (as per CAP) • KAL Swim performance members • KAL KLUB Fitness members • KAL KLUB Tennis members • Attendances at KAL Family Attractions (Splash Park inc Reef Zone, TAG X, WOW Wipeout, Stompers Play Gym, Dare to Air)

Kirklees Outcome	Partnership Framework Outcome	Key Performance Measure
<p>CLEAN & GREEN People in Kirklees experience a high quality, clean and green environment</p>	<p>Energy Saving initiatives Investment into Council leisure facilities</p>	<p>5) Customer satisfaction</p> <ul style="list-style-type: none"> • Net Promoter Score (NPS) • Annual customer satisfaction with facilities rating • % of customers from highest 20% deprived output areas • + qualitative case studies via KAL Community feeds • NLRF ¼ customer surveys <p>6) Energy efficiency</p> <ul style="list-style-type: none"> • Narrative re. energy efficient measures taken/ DECs? (NEW) • Investment into Energy Saving Programmes (CAP) • Carbon Emissions of tonnes CO₂ per thousand customer visits (NEW)
<p>ASPIRE & ACHIEVE People in Kirklees have aspiration and achieve their ambitions through education, training, employment and lifelong learning</p>	<p>Volunteer support</p>	<p>7) Volunteering</p> <ul style="list-style-type: none"> • Number (and profile) of active volunteers (NEW) • Impact on supporting activity and increasing participation (NEW) • Benefits to the volunteer (what it means to them) (NEW) <p>8) Aquatics (c)</p> <ul style="list-style-type: none"> • Number involved in the Kirklees Swim Performance programme + qualitative achievements <p>9) Staff CPD & Training</p>
<p>SUSTAINABLE ECONOMY Kirklees has sustainable economic growth and provides good employment for and with communities and businesses</p>	<p>Economic value of KAL activity</p>	<p>10) Value for money</p> <ul style="list-style-type: none"> • Financial recovery rate • Reducing the Council subsidy per visit • Council grant to turnover ratio <p>11) Local employment</p> <ul style="list-style-type: none"> • Number of people employed • % of staff living in Kirklees • Number of young people in employment (aged 25 and under) (• Demographic profile of KAL workforce <p>12) Inward investment</p>

Kirklees Outcome	Partnership Framework Outcome	Key Performance Measure
		<ul style="list-style-type: none"> • Number of customer visits to Family Attraction products from outside Kirklees • Local supplier spend (as per CAP, but split Kirklees/ west Yorkshire if possible) • KAL capital investment <p>13) Partnerships</p> <ul style="list-style-type: none"> • Narrative summarising KAL contribution to local partners • Narrative summarising KAL support of COVID response

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Appendix F: KAL Added Value – Partnership working

<p>Partnership working - external groups: strategic:</p>	<ul style="list-style-type: none"> • Everybody Active (strategic partnership for physical activity) • Kirklees Active Schools • Third Sector Leaders (Kirklees) • Kirklees Inclusive Growth Group • Wellness Model Strategy & Partnership Group • Kirklees Children & Young Peoples Partnership • Kirklees Youth Development Board, including Youth Places To Go and Community workstreams • Kirklees Youth Alliance • Kirklees Inclusive Economy Group • Kirklees Healthy Weight Declaration • Kirklees Best Start Partnership • Kirklees Tackling Poverty Partnership • Kirklees Wellness Model - Strategy & Partnership Group • Community Leisure UK (Leisure Trust trade association)(national exec and NE & Yorkshire group) • University of Huddersfield – emerging joint fitness membership offer to improve health & wellbeing of students and staff • National Governing Bodies of Sport (NGB’s), including Swim England, the Lawn Tennis Association, etc
<p>Partnership working - external groups: community:</p>	<ul style="list-style-type: none"> • Kirklees Aquatic Pathway: developing and working with all local aquatic clubs to provide a full aquatic participation pathway and promote long term involvement and commitment to the sport. • North Huddersfield Trust School: where KAL is a trust partner, providing considerable added value to the school and students • Huddersfield RUFC/ Huddersfield Dragons Hockey Club, via the Leonard Cowburn Trust at Lockwood Park: • Kirklees Stadium Development Limited (KSDL) • Huddersfield Town Foundation: where the Foundation are based at Leeds Road Sports Complex, with KAL and the Foundation working together on a range of projects. • Consortium member of the Huddersfield Town Foundation led bid for the Football Association’s ‘Active through Football’ scheme.
<p>Community organisations hosted / supported at KAL sites</p>	<ul style="list-style-type: none"> • BOK and support to the other Kirklees aquatics clubs (incl. Otters Water Polo, BOK Synchronettes, etc.) • Community Canoe Club (DSC/ BBRC) • Howden Clough Football Club • Batley Sports & Tennis Centre Tennis Club • Tomorrows Terriers, with Huddersfield Town Foundation

	<ul style="list-style-type: none"> • Longwood Harriers • Spen & District AC • Stadium Runners • Bradley Park Golf Club • Deighton Table Tennis Club • Martial Arts Clubs (Various) • Badminton Clubs (Various)
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Appendix G: Existing KAL Offer (as of March 2021)

<p>Existing KAL targeted products:</p> <p>Diverse Ethnic Communities:</p> <ul style="list-style-type: none"> ○ Sitara sessions at BBRC ○ Women’s only swimming sessions (DSC/HLC) ○ Well Connected project with TSL & partners <ul style="list-style-type: none"> • Disabled people: <ul style="list-style-type: none"> ○ Community Disability Sports Club (HLC) ○ Alpha – specific learn to swim programme for young people with a disability (Stadium, HLC and BBRC). ○ KAL Para performance, providing an opportunity for athletes with a disability to compete. ○ Provide facilities for Special Olympics gymnastics at BBRC. ○ Disability Get Active Day – multi activity day at HLC, providing social and activity for 18+ to support both independent and groups users. ○ Aqua relax – public swim sessions which are programmed for Adults only with reduced pool numbers, equipment provided and no structure, allowing for more movement in the pools rather than the swimming to support people with mobility restrictions. • Women & Girls: <ul style="list-style-type: none"> ○ Women’s only swimming sessions (DSC/HLC/BBRC) ○ 10 free swims for pre/post-natal women ○ KLUB Fitness sessions? • Low income: <ul style="list-style-type: none"> ○ Kirklees Passport reductions ○ Care Leavers free leisure initiative ○ Kirklees College - Education, Health & Care Plan free leisure initiative ○ Adult learn to swim: low cost option • Older adults: <ul style="list-style-type: none"> ○ OWLS/ Active Lives groups at BSTC/ CVLC/ DSC/ HLC ○ Badminton (HLC) • Long Term Health Conditions – Exercise Referral Scheme & Active Movers
<ul style="list-style-type: none"> • Fitness memberships

- | |
|---|
| <ul style="list-style-type: none"> • Exercise class provision, including studio cycling • YourKAL (online class provision) • Swimming provision, including <ul style="list-style-type: none"> ○ Swim lessons ○ School swim lesson ○ Length swims ○ Fun swims ○ Public swims ○ Swimfit ○ Aquatics fitness classes • Family Attractions (e.g. Splash Park, TAG X) • Sports activities – tennis/ badminton/ squash/ table tennis/ 5-a-side/ indoor bowls/ etc. • Golf at Bradley Park GC • Personal Training • KAL Junior Fitness Products • Get Active Days – multi sport days with specific target groups over 50's and disability examples |
| <ul style="list-style-type: none"> • Exercise Referral Scheme • Active for Life (low level mental health intervention product) • Cancer pathways |
| <ul style="list-style-type: none"> • KAL School Swimming Service |
| <ul style="list-style-type: none"> • High quality leisure facilities: safe, maintained and welcoming |
| <ul style="list-style-type: none"> • KAL Volunteer programme, incl. <ul style="list-style-type: none"> ○ Recruitment ○ Management ○ Development • Kirklees Swim Performance programme • Rookie Lifeguards • Swim Instructor courses – Level 1 and 2 • Staff recruitment, training and CPD |

EIA STAGE 1 – SCREENING ASSESSMENT

PROJECT DETAILS

Name of project or policy: KAL Partnership Framework	
Directorate: Public Health	Senior Officer responsible for policy/service: Rachel Spencer-Henshall
Service: Public Health - Health Improvement	Lead Officer responsible for EIA: Martin Gonzalez
Specific Service Area/Policy: Health Improvement	Date of EIA (Stage 1): 08-Jun-21

Brief outline of proposal and the overall aims/purpose of making this change:

We have worked with KAL to ask them to increase their focus on addressing physical inactivity and health inequalities. KAL would continue to provide both statutory services (e.g. school swimming) as well as their universal offer. This approach will allow for facilities to have a more place-based offer (but which any KAL member could still access) and for cohort specific programming (for example pre- and post-natal offer) designed with target groups and which can broaden the customer base and help us address some of the health inequalities we know exist across Kirkcaldy.

ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	6	3.8	9.8	0	4	4	No
Environment		4.5	4.5	0	8	8	No

NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	NO
To remove a service, activity or policy (i.e. stop doing something)	NO
To reduce a service or activity (i.e. do less of something)	NO
To increase a service or activity (i.e. do more of something)	NO
To change a service, activity or policy (i.e. redesign it)	YES
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	NO

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KAL Commission – Elected Member Survey Questions

7 responses received to an online survey during November 2020

Which KAL facility / facilities would be the usual one(s) used by people living in your ward? Select all that apply

-	Batley Baths and Recreation Centre
-	Batley Sports and Tennis Centre
-	Bradley Park Golf Course
1 (14%)	Colne Valley Leisure Centre
-	Deighton Sports Arena
1 (14%)	Dewsbury Sports Centre
2 (29%)	Holmfirth Pool and Fitness Centre
3 (43%)	Huddersfield Leisure Centre
1 (14%)	Leeds Road Sport Complex
-	Lockwood Park Health and Fitness Club
3 (43%)	Scissett Baths and Fitness Centre
1 (14%)	Stadium Health and Fitness Club
-	Spenn Valley Leisure Centre

Which ward do you represent?

-	Almondbury Ward	-	Dewsbury West Ward
-	Ashbrow Ward	-	Golcar Ward
-	Batley East Ward	1 (14%)	Greenhead Ward
-	Batley West Ward	-	Heckmondwike Ward
-	Birstall and Birkenshaw Ward	-	Holme Valley North Ward
-	Cleckheaton Ward	1 (14%)	Holme Valley South Ward
1 (14%)	Colne Valley Ward	1 (14%)	Kirkburton Ward
-	Crosland Moor and Netherpton Ward	-	Lindley Ward
-	Dalton Ward	-	Liversedge and Gomersal Ward
2 (29%)	Denby Dale Ward	-	Mirfield Ward
1 (14%)	Dewsbury East Ward	-	Newsome Ward
-	Dewsbury South Ward		

Thinking of your nearest KAL site, how satisfied are you that it is meeting the needs of your local community, particularly those most affected by inequality?

1 (14%)	Very satisfied
4 (57%)	Quite satisfied
2 (29%)	Neither satisfied nor dissatisfied
-	Quite dissatisfied
-	Very dissatisfied

**What are the main health conditions that are of concern to you and your ward?
Select all that apply.**

5 (71%)	Mental Health conditions
3 (43%)	Diabetes
4 (57%)	COVID (including recovery from COVID and deconditioning due to COVID and associated inactivity)
7 (100%)	Physical Inactivity
3 (43%)	Obesity
5 (71%)	Frailty / mobility issues
1 (14%)	Long Term medical conditions (e.g. Musculoskeletal, Cancer, Stroke, Cardiac, COPD etc)
1 (14%)	Another condition - please specify:

- "over consumption of alcohol"

Do communities in your ward have any other particular needs that should be considered, as we seek to work with KAL to expand their offer?

3 comments:

- "Representing a rural ward, there is plenty of space for walking etc but if they want to use KAL facilities these are a bit distant and especially if dependent on public transport often difficult to access. Would be good to see use being made of community buildings to provide some activities, like low impact physical activities for older people and more activities that older teenagers could access to boost their mental health."
- "I receive very little negative feedback on the facility at Scissett other than the appearance of the annex and the fact that greater access to public swimming would be preferred."
- "There are a number of disconnected communities in HVS - Moorlands, Kirkroyds, Woodlands, The Oval. How do we ensure that they have access to affordable and relevant activities? Also the need for youth orientated activities."

Do you have any ideas for how KAL could make greater use of their assets (buildings and/or staff) to assist with some of these local priorities? Please share your ideas:

5 comments:

- "Same as my answer above, it is staff more than buildings, representing a rural ward accessing the buildings esp if needing public transport can often be a barrier, so if the staff could come and run activities and sessions outside of KAL facilities it may help, Could use community buildings or local sport club facilities"
- "As a base potentially for outdoor activities Important to link with CV Anchor organisation"
- "Greater access to the swimming facility for public swimming would be worth considering."
- "Free trial membership, taster sessions, sessions in community buildings closer to where people live"

- "how about them been starting and finishing points for organised walks, more difficult in the more urban areas, but walks could be based on local heritage in these areas."

Are there any other assets you would like to see KAL support in your area to improve the wider health and wellbeing offer?

5 comments:

- "I would like to see some improved cycling provision, many of the major routes in the ward are not really suitable for cycling, esp families so an off road facility would be great."
- "Possibly Slaithwaite civic/Marsden Mechanics"
- "The facility we have is good but could be promoted more within the ward."
- "Utilise the sports hall in the Phoenix centre for activities and Holmfirth Tech."
- "perhaps supporting the local walking groups, and to promote walking as a means of exercise."

How might you be able to help us and KAL (and other partners) to engage with these target groups to better understand their physical activity needs and co-produce a revised local offer that better includes them?

6 comments:

- "We have 3 magazines that cover 4 villages in the ward & I would be happy to get something in these, We also have FB community pages in each village I could use and also we have community/village associations in each which I could link up with. Also there is a wide range of other community based groups from uniform groups, WI, library groups etc etc. A whole network to engage with which I would be happy to help with."
- "Set up meetings with key people in these organisations"
- "People are aware of the facility at Scissett but my experience is tat a relatively small percentage of the ward actually use it. Greater promotion of its offer might be well worth considering."
- "Promoting engagement activities on social media and attending engagement sessions"
- "As ward councillors we hold Ward Partner Forums so we could put this on the agenda for the next meeting. Please contact Julie McDowell who coordinates this."
- "open days could be held to promote the KAL offer which ward members could promote and help organise."

Who are the key local partners in your ward that KAL could link up with or work alongside?

6 comments:

- "I think Community Plus have a good handle on this, aside that I would say obviously the Denby Dale Centre which has the Kirkburton Hub & libraries are a good resource. Most of the villages in my ward have some type of sports club, cricket or football or the like which might be willing to work with KAL. I

know in Shepley where I live that we also have a very good Tennis Club, for example who would be worth working with."

- "CV Anchor - CV Social Care Co-op Slaithwaite Civic Trust Marsden Community Trust Local sports clubs Local PCN/GPs/Social Prescription team Community Plus Democracy service team (Luc Bride) Experience Community (Disabled residents)"
- "The squash club at Skelmanthorpe and the tennis club at Denby Dale. Local cricket and football clubs etc. It might be possible to work together to improve activity."
- "Dewsbury Rams, Dewsbury Rangers, Shaw Cross Sharks, Hanging Heaton Cricket Club, Hanging Heaton Golf Club, BCM Stars, Friends of Caulms Wood, Friends of Dewsbury and Ossett Greenway"
- "I would suggest working with the Community Anchor - Holmfirth Tech (Sarah Broxton), Community Plus (Claire Baldwin) and our detached Youth worker - Catherine Edwards. In addition it would be good to engage with the Holme Valley Parish Council on this issue - clerk is Liz Bennett."
- "the U3A and various walking groups, walkers are welcome, and the Parish council"

Is there anything else you would like to say at this point about the potential changes to how we and KAL work together?

3 comments:

- "Happy to help in any way I can, am supportive of the aims of this initiative, if Covid has taught us anything it is that being healthy and physically active is critically important to being able to fend off viruses and infections."
- "Partnerships are critical"
- "No thank you"



Name of meeting: Cabinet
Date: 27th July 2021

Title of report: To consider the outcome of Tenant and Leaseholder consultation and Proposals on the future of four of the Council's high-rise blocks - Bishop's Court, Holme Park Court at Berry Brow and Buxton House and Harold Wilson Court to improve fire safety.

Purpose of report:

This report (including Appendix 1 and 2 attached) asks Cabinet to consider the options for three high rise blocks at Berry Brow (Bishops Court and Holme Park Court) and Buxton House, New Street, Huddersfield, and agree which option should be delivered for each block. It will consider the options which are:

- to refurbish to a high standard ensuring fire safety measures are in place, or
- demolition and new build housing on the sites. (preferred option for Berry Brow)

The report includes the results of the recent tenant and leaseholder consultation undertaken at Bishops Court and Holme Park Court in Berry Brow and Buxton House based on the options.

Appendix 1 to this report outlines key real estate powers and considerations to consider.

Appendix 2 (confidential), The commercial implications relating to Buxton House arising out of the recommendations are set out in Appendix 2. Appendix 2 is private in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.

The report will ask Cabinet to approve the programme of major fire safety remediation works to Harold Wilson Court. It will explain the procurement process, anticipated costings, and timescales for the completion of the works.

The report will provide outline proposals with provisional costs to regenerate Berry Brow through a programme of demolition and new build.

The report will provide outline proposals and costs to refurbish and remediate Buxton House.

The report also provides feedback from tenants of Harold Wilson Court ("HWC") following engagement on the proposals to carry out major fire safety improvements.

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 If yes give the reason why Spending in excess of £250k and affects all electoral wards
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – Yes Public Report - Yes Private Appendix – Yes – (Appendix 2)
The Decision - Is it eligible for call in by Scrutiny?	Yes If no give the reason why not
Date signed off by <u>Strategic Director</u> & name	David Shepherd: 22 nd June 2021
Is it also signed off by the Service Director for Finance?	Eamonn Croston: 9 th July 2021
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft: 15 th July 2021
Cabinet member portfolio	Give name of Portfolio Holder/s Cllr Cathy Scott - Housing and Democracy Cllr Peter McBride - Regeneration

Electoral wards affected: Newsome, Dalton

Ward councillors consulted: No

Public or private: Public report with private Appendix 2

Appendix 2 is private in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.

Has GDPR been considered? Yes

1.0 Background and Summary

1.0.1 Kirklees Council owns 4 high rise blocks in Huddersfield. All blocks are above 18 metres in height and, by definition, fall into a high-risk category `HRRB` (High Risk Residential Blocks) when referring to fire safety guidance issued by the Hackitt Review (Building a Safer Future 2018) and subsequently the Building Safety Bill, which is due to be enacted during 2021. None of the blocks contain Aluminium Composite Material (ACM), but 3 contain an external wall system (EWI).

1.0.2 We continue to maintain a rigorous programme of Type 1 Fire Risk Assessments (FRA), have undertaken several Type 4 FRA surveys to high rise blocks, and maintain daily, weekly, and monthly fire safety checks. The FRA process identified flammable material on the External Wall Insulation at Berry Brow and Harold Wilson Court in November 2019 (but not at Buxton House).

Early assessments showed a presence of horizontal only firebreaks or a complete absence of firebreak.

In January 2020, MHCLG issued Guidance Note 23 which consolidated previously issued guidance notes relating to the 7 building components under review:

- External wall systems/External wall insulation systems
- Aluminium Composite Material Panels
- High Pressure Laminates
- Spandrel Panels
- Balconies
- Smoke Control systems
- Fire doors

Section 3 asked building owners to update the Government's Delta system (MHCLG database containing dwelling information for each Local Authority) and provide `as built` information on the construction of external wall systems in blocks above 18m (HRRB), namely (i) the presence of potentially flammable insulation, where present; and (ii) asking building owners to take immediate steps to mitigate risk to occupants.

1.0.3 Since June 2020, AHR Partners (independent fire safety engineers/consultants) have undertaken a series of detailed intrusive surveys to each block to develop a Building Safety Case for each block, the results of which have informed the recommendations for fire safety improvement and estimated investment costs. The detailed surveys also inform the wider options appraisal that has considered:

- Condition of the structure/fabric and remaining useful life
- Suitability and compliance of materials used in construction along with methods of installation
- Effectiveness of existing fire safety measures, both mechanical and passive

On 24th November 2020, following testing of samples of external wall render, we received written confirmation of flammable insulation at Bishop's Court and Holme Park Court in Berry Brow and Harold Wilson Court and, a lack of fire breaks. This prompted immediate action and work to commission the introduction of a patrolling watch from 21st December to all blocks which supplemented the existing patrolling watch at Buxton House and an ongoing CCTV/concierge service at the two high rise blocks in Berry Brow.

1.0.4 On 16th February 2021, Cabinet approved the proposals to commence tenant consultation on the high-rise blocks while maintaining a full-time patrolling watch. The consultation would seek to understand tenants' views and preferences on the following options:

- Refurbishment and remediation of the blocks or demolition and new build (Berry Brow and Buxton House)
- Proposals to undertake major fire safety improvements (Harold Wilson Court)

2.0 Information required to take a Decision

2.0.1 Consultation at Berry Brow (Bishops Court and Holme Park Court) and Buxton House

All properties in the 3 blocks are either bedsits or one bedroomed flat's predominantly occupied by single people or couples. At the time of the consultation, 85/96 units at Holme Park Court were occupied; 93/98 units at Bishops Court were occupied; and at Buxton House 48/57 units were occupied. There are four households at Berry Brow with one child. Most residents across all blocks are aged 22-59 years. Five flats at Buxton House are owned by leaseholders (one leaseholder

owns two units). Housing Solution Services manage 17 temporary accommodation units at Berry Brow.

From week commencing 22nd February 2021, consultation packs were posted to all tenants and leaseholders at Berry Brow and Buxton House. This included information and artist impression drawings to explain the options and a Frequently Asked Questions sheet. The consultation formally ended on Friday 23rd April 2021. Over this period, tenants and leaseholders were invited to share their views on the two options to improve fire safety described in Section 1.

Despite Covid restrictions, tenants and leaseholders were provided with several different ways to get involved safely and to share their views. This included completion of a printed survey posted out with the consultation pack and freepost envelope, taking part online for those with access to the internet or, by speaking to an officer on the phone. The information could also be made available in another format or language, on request. Reminder leaflets were put through every letterbox a few weeks into the consultation (by Housing Officers carrying out their routine weekly fire safety checks) and posters displayed on communal notice boards in the buildings. All respondents were entered into a prize draw to win high street vouchers which have been sent to the winners.

Following Cabinet's meeting today the results of the consultation and Cabinet's decision will be shared by post with all tenants and leaseholders and made available on Kirklees Council's news website and via social media.

2.0.2 Results from Berry Brow (Bishop's Court and Holme Park Court combined)

A summary of the results and comments from tenants are set out below. Full survey results including free text comments can be made available on request. There are no leaseholders at Berry Brow.

- 134 responses from 178 occupied properties = **75% overall response rate**
- 49 respondents prefer Option 1 to improve = 37%
- 85 respondents prefer Option 2 to demolish = 63%

2.0.3 Results from Buxton House

A summary of the results and comments from tenants and leaseholders are set out below. Full survey results including free text comments can be made available on request. This includes responses from 4 out of 5 leasehold flats. One leaseholder owns 2 flats. For the leasehold properties, all responses were from the leaseholders and not sub-lets.

35 responses from 48 occupied properties = **73% overall response rate**
(65% of possible responses were from tenants)

23 respondents prefer Option 1 to improve = 66% response rate

(61% of tenants who responded (19 out of 31) were in favour of this option
(all leaseholders chose this option)

12 respondents prefer Option 2 to demolish = 34% response rate

(39% of tenants who responded (12 out of 31) were in favour of this option

2.0.4 Conclusions from the Consultation at Berry Brow and Buxton House

The majority of respondents (63%) living at Berry Brow said the buildings should be demolished and replaced with new housing. Most (66%) respondents including all 4 leaseholders living at Buxton House said the Council should carry out improvements to bring the building up to modern standards.

Tenants and leaseholders also had an opportunity to provide additional feedback by way of free text. Comments received highlighted key themes that are important to respondents irrespective of their preferred option (no specific priority order) as follows:

- to be safe and feel safe
- to live in a modern home
- to remain close to the town centre (Buxton House)
- want more one-bedroom accommodation
- more mixed communities e.g., not only single people
- a solution that demonstrates value for money

The decision for Cabinet is to identify the preferred option for the future of Berry Brow and Buxton House high-rise blocks to address fire safety issues set out in this report and, respond to what is important to tenants and leaseholders. The recommendations in this report reflects:

- what is important to tenants and leaseholders
- costings associated with each option and the financial envelope available to the council
- complexities relating to each site e.g., land assembly at Buxton House and,
- wider strategic priorities e.g., the Huddersfield Blueprint plans for the town centre

2.0.5 Engagement on Fire Safety Improvements at Harold Wilson Court

Starting in February, tenants at Harold Wilson Court were engaged on fire safety improvements planned for their building to help reduce the risk and spread of fire. There are no leaseholders at this block. Tenants were able get in touch and talk to us about the planned improvement works until Friday 23rd April 2021.

Each household received an information pack and cover letter including details about the fire safety improvements planned and answers to questions residents may have at this time. Tenants were also advised that we would be contacting them with more information including dates when the works will start and, how we intend to work closely with residents to provide reassurance throughout the process.

Opportunities to engage included online for those residents with access to the internet. The information pack was also available in another format or language on request and, if any tenant needed help to take part or preferred to speak to someone, they could also get in touch by phone or email.

Only one response to the information pack was received from Harold Wilson Court relating to an outstanding repair which was quickly resolved and, a query about the information provided and whether they would have to move out when the works start.

2.0.6 Resource Requirements and Costs

Each phase of the project will require a dedicated resource:

Decant/Respite:

Permanent decant Berry Brow (build): 84 months	£2.37m (In project cost)
Temp decant Berry Brow (refurb): 48 months	£760k (In project cost)
Permanent decant Buxton House: 48 months	£1.09m (in project cost)
Temp decant Buxton (refurb): 24 months	£466k (in project cost)
HWC respite provision/void loss	£inc

Estimated Construction costs:

Berry Brow Regeneration:	£34.41m*
Buxton House Regeneration:	£36.89m*
Berry Brow Remodel:	£29.34m**
Buxton House Remodel:	£15.06m**
Harold Wilson Court Fire Safety Improvements:	£ 3.65m

Block	Option	Decant £m	Construction £m	Total £m
Berry Brow	Regeneration	2.37	34.41*	36.78
Berry Brow	Remodel	0.76	29.34**	30.10
Buxton House	Regeneration	1.09	36.89*	37.98
Buxton House	Remodel	0.46	15.06**	15.52
HWC	Remediation	inc	3.65	3.65

*Includes BCIS @ 5% per annum X 4 years

**Includes BCIS @ 5% per annum X 2 years

Cost Build Up for recommended options:

Berry Brow Regeneration	Estimated Cost £	Cost per unit £ (133 units)
Measured works	15.9m	119k
Demolition	500k	
Inflation on works (BCIS 5% over 4 years)	4.3m	
Decant and home loss	2.36m	
Capitalised Resource (84 months)	3.27m	
Fees (20% of works)	4.36m	
Planning (3% of works)	653k	
Building Regs (3% of works)	653k	
CDM (3% of works)	653k	
Contingency (10% of works)	2.07m	
Prelim (10% of works)	2.07m	
Total	36.78m	

Buxton House Refurbishment and remodel	Estimated Cost £	Cost per unit £ (40 units)
Measured works	8.46m	211k
Inflation on works (BCIS 5% over 2 years)	1.15m	
Decant & Home loss	460k	
Capitalised Resource (36 months)	1.06m	
Fees (10% of works)	961k	
Planning (5% of works)	480k	
Building Regs (5% of works)	480k	
CDM (1% of works)	97k	
Contingency (10% of works)	961k	
Wayleave compensation/relocation	540k	
Total	15.52m	

2.1 New Building Proposals and Summary Costs

2.1.1 Berry Brow

A number of stage 1 site investigations identifying site constraints and conversations with planners have informed an outline concept to redevelop the site consisting of 14 no low rise blocks arranged across the site taking advantage of the semi-rural environment and adjoining ancient woodland: This results in a loss of 63 units.

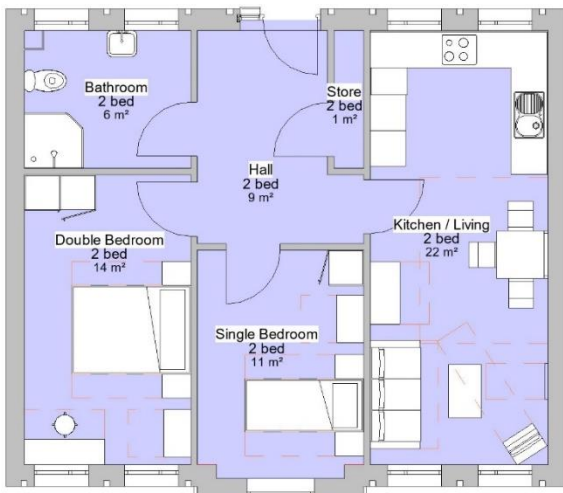


Façade treatments have not been developed so the proposed designs are concept only

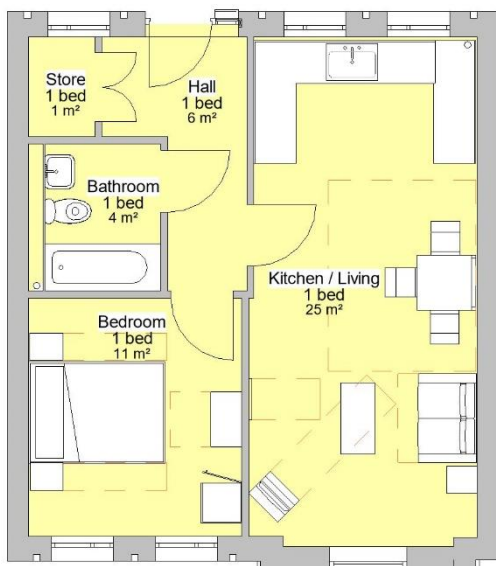




56no 2 bed 3 person flats: 65m² of living space to meet NDSS – notional layout



77no 1 bed 2 person flats: 48.6m² of living space to meet NDSS – notional layout



53 parking spaces achieve 40% of the overall local plan requirement

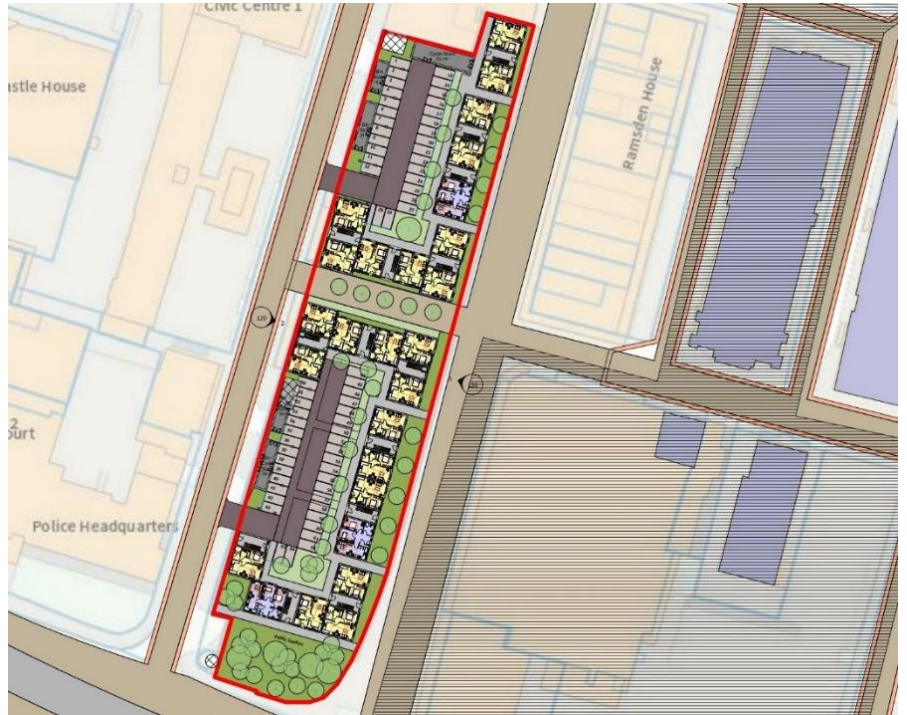
Provisional cost for the outline scheme:

£36.78m to include capitalised resource, decant, home loss payments, fees, and measured work (assumes 4 years of BCIS inflation at 5% per annum)

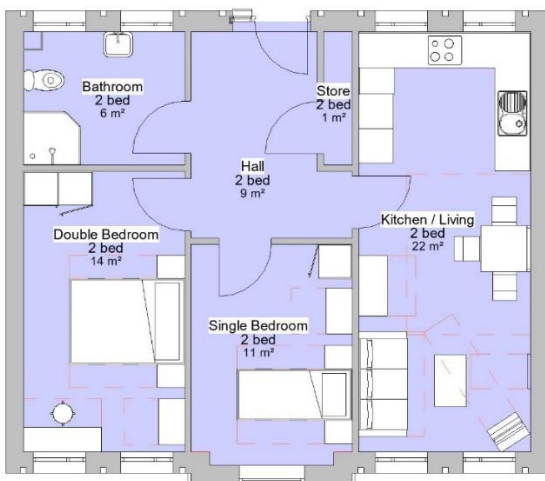
2.1.2 Buxton House

A number of stage 1 site investigations identifying site constraints and conversations with planners have informed an outline concept to redevelop the site consisting of 18no low rise blocks arranged across the town centre site, the proposed design introduces much needed communal open space in the form of a mezzanine garden to cover central courtyard parking. The demolition of Buxton House will result in the loss of 57 units but the new development would provide 91 new units

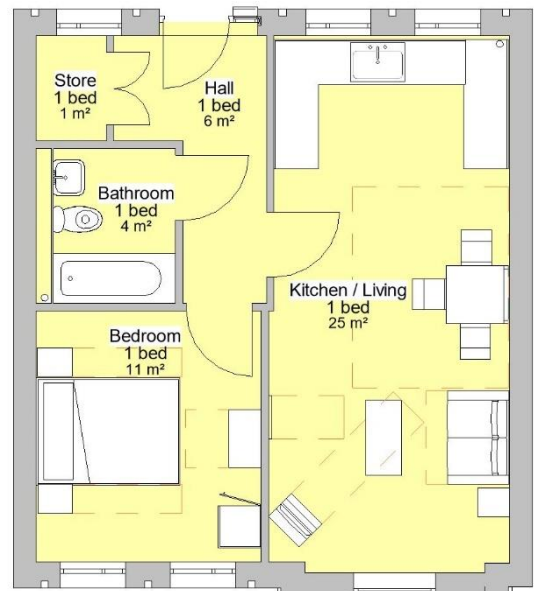




14no 2 bed 3 person flats: 65m² of living space to meet NDSS



134no 1 bed 2 person flats: 48.6m² of living space to meet NDSS



64 parking spaces achieve 43% of the overall local plan requirement

Provisional cost for the outline scheme:

£37.984m to include capitalised resource, decant, home loss payments, fees, and measured work (assumes 4 years of BCIS inflation at 5% per annum)

2.2 Remodel/Remediation Proposals and Costs

2.2.1 Berry Brow

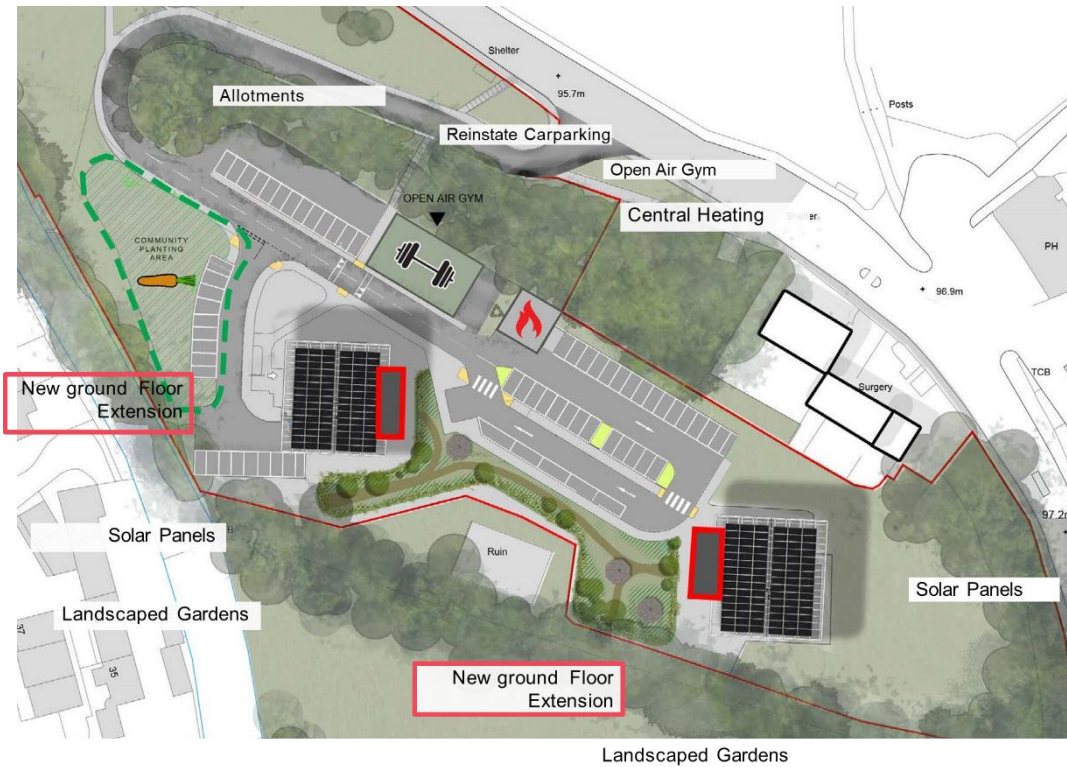
Refurbishment and is designed around the existing structure and aims to improve fire safety standards; ensuring the building is fully compliant to current building safety regulations, tackles building defects, remodelling offers improved living space with modern installation, is thermally efficient with low running cost and establishes much needed communal facilities that support long term occupation.



Outline proposals include ground floor extensions to each block to accommodate new entrance areas with communal use facilities and concierge the formation of multi-use communal areas, improved main access and circulation spaces This will result in a loss of 17 units.



A significant focus on place will ensure communal areas provide functional use and community facilities to support health and well-being.



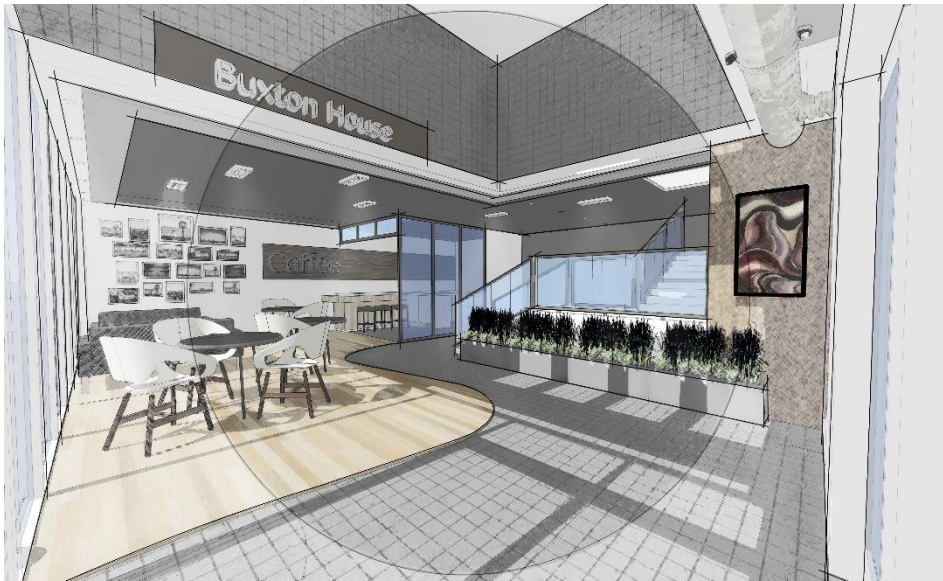
Provisional cost for the outline scheme:

£30,105m to include capitalised resource, decant costs, fees, and measured work (assumes 2 years of BCIS inflation at 5% per annum)

2.2.3 Buxton House

Refurbishment is designed around the existing structure and aims to improve fire safety standards; ensuring the building is fully compliant to current building safety regulations, tackles building defects, remodelling offers improved living space with modern installation, is thermally efficient with low running cost and establishes much needed communal facilities that support long term occupation.





Outline proposals include the formation of multi-use communal areas, improved main access requiring acquisition of land by agreement with Zurich and circulation spaces

Improved living space would result in the overall loss of units, outline proposals indicate a potential loss of 17 units resulting in 40 units in total.



Provisional cost for the outline scheme:

£15,52m to include capitalised resource, decant, home loss payments, fees, and measured work (assumes 2 years of BCIS inflation at 5% per annum)

2.3 Decant Plan for Berry Brow New Build Option

2.3.1 A Decant Plan has been developed should the option for demolition at Berry Brow be considered as the preferred option. There are key principles that will be applied which include using the restorative principles of 'working with' tenants, being supportive, taking a balanced and phased approach to ensure the needs of the Housing Register are balanced with the decant need, that tenant need and requirement is at the heart of the approach. The Decant Plan considers the requirement for support to be provided to households on an individual basis and includes an appropriate timescale for this to take place.

2.3.2 If the option for the blocks to be demolished and the area redeveloped is approved it would mean that households living in the blocks will need to be supported to move into alternative accommodation. It is anticipated that it will take 84 months to decant the two blocks in Berry Brow, demolish the two blocks and rebuild the site. Whilst the options for each household will be discussed with them individually, in practice given the length of time that a temporary decant would be in place returning once the new development is complete may not be a feasible or preferable option for most households. Depending on the outcome of individual conversations with the current households there will be the option of a return to the new development if any households wish to

return. We cannot fully know how many households will consider this option above a permanent move until the detailed conversations have been had with the individual households, the timescales, and options available to them explained.

- 2.3.3 The Decant Plan focusses on the need to ensure that each household is provided with support and information. The capital planning does budget for the provision of specific housing management staff that will provide ongoing and intensive support. A decant of this scale needs to be phased in order that each household to be supported, given the appropriate opportunities for re-housing, whilst not overly impacting on other priority need groups on the housing register from accessing housing.
- 2.3.4 The process for managing the Decant Plan is as follows:
- a) Upon the decision to redevelop the area, each household will be supported to apply for re-housing.
 - b) Priority will be given to specific blocks and floors in sequenced groups to reduce the impact on the housing register at any one time.
 - c) Households will be awarded Band C initially, which will be amended to Band B Priority when the floor they are living on enters the priority phase.
 - d) The decant priorities will be targeted one block at a time and 5 floors at a time.
- 2.3.5 This approach will enable each household to be supported to be rehoused either temporarily or permanently in a timely way. The phasing will reduce the competition for alternative accommodation that would happen if all households were awarded Band B status at the same time and allow for a balanced approach to meet the statutory needs of the other Band B (homeless) applicants on the Housing Register.
- 2.3.6 Each household would also be financially supported to move. Households would be entitled to receive Statutory Home Loss Payments upon moving permanently. This is set by Government and is, at the time of writing, £6,500. There will be a team of staff to support to each household to register their application, bid on suitable accommodation and offer to support them through the whole decant process. The costs of furniture removals would be covered in the offer and an Enhanced Lettable standard to include carpets, blinds and decorating to be carried out to the property they are moving into.
- 2.3.7 Whilst each household will be provided with support to move, the council can use legal powers should it be necessary. If a tenant or tenants refuse to leave any one of the blocks then the Council can seek possession of the relevant flats based on Ground 10, Schedule 2, Part II Housing Act 1995. Ground 10 is the power to seek possession where the Landlord intends to demolish or reconstruct the building or part of the building and cannot reasonably do so without obtaining possession of the dwelling”
- 2.3.8 In order to facilitate a supportive decant process there are a number of Policy issues that need decision. These are included in the recommendations of the report.
- i. To suspend allocations to Berry Brow (and Buxton House). This will ensure that the demand for decant accommodation is not increased putting further pressure on balancing the needs of decant households with other priority groups (like homelessness) for limited stock that will become available.
 - ii. An amendment to the Council's Allocation Policy to support tenants needing to decant and to facilitate the works at Berry Brow / Buxton House. This would mean that households identified for a decant, in line with the decant phasing plan, would be Awarded Band B. Without this is it unlikely that the decants would be carried out in a timely fashion.
 - iii. To ensure that there is a balance of allocations between Band B Decants and Band B homeless households a Policy change is being requested that would enable Band B decants from these schemes to be eligible for a two bedroomed flat where the 'bedroom tax' exemptions apply.

- iv. That opportunities to increase the range of one bedroomed accommodation available be taken through the Buy-back programme along with any other opportunities to buy suitable one-bed accommodation. In addition, local Housing Associations will be approached to assist with providing relets in their suitable accommodation that may become available during the decant programme.
- v. That interim and final demolition notices will be served on tenants to suspend particular rights as outlined in Schedule 1.

2.4 Decant Plan for Berry Brow Refurbishment Option

- 2.4.1 Should the refurbishment option be the preferred option it would involve a considerable amount of destructive work that would mean that tenants would be required to temporarily move out of their flats in order for the work to be carried out safely. There are key principles that will be applied which include using the restorative principles of 'working with' tenants, being supportive, taking a balanced and phased approach to ensure the needs of the Housing Register are balanced with the decant need, tenant needs and requirements are at the heart of the approach.
- 2.4.2 The work would be carried out to each block in turn. There is an eight-month period planned for the process of decanting all the residents from a block, the works are due to take 12 months with a further 4 months for households to be supported with the return to their improved homes.
- 2.4.3 By approaching the refurbishment one block at a time it would mean that there would be a maximum of 99 households in decant accommodation, from this project, at any one time. When the second block starts to be decanted there may be the opportunity for some permanent one-off moves into the newly refurbished block. It is expected that this project will take 10% of overall number of lets into 1 bed flats to facilitate the decants.
- 2.4.4 The decant support process would include discussions with each individual household to talk through their needs. There would be a team of housing management staff to support to each household to register their application, bid on suitable accommodation and offer to support them through the whole decant process.
- 2.4.5 The cost of furniture removals would be covered in the offer including the disconnection and reconnection of appliances. Costs associated with the supply of essential services (e.g., TV aerials, phone lines, redirection of mail) would be paid for. An Enhanced Lettable standard to include carpets, blinds and decorating to be applied to the decant property.
- 2.4.6 Whilst each household will be provided with support to move, the council can use legal powers should it be necessary. If a tenant or tenants refuse to leave any one of the blocks then the Council can seek possession of the relevant flats based on Ground 10, Schedule 2, Part II Housing Act 1995. Ground 10 is the power to seek possession where the Landlord intends to demolish or reconstruct the building or part of the building and cannot reasonably do so without obtaining possession of the dwelling"
- 2.4.7 In order to facilitate a supportive decant process there are a number of Policy issues that need decision:
 - i. To suspend allocations to Berry Brow (and Buxton House). This will ensure that the demand for decant accommodation is not increased putting further pressure on balancing the needs of decant households and other priority groups (like homelessness) on the limited stock that will become available.
 - ii. To amend the Council's Allocation Policy to support tenants needing to decant and to facilitate the works at Berry Brow / Buxton House. This would mean that households identified for a decant, in line with the decant phasing plan, would be Awarded Band B. Without this it is unlikely that the decants would be carried out in a timely fashion.

2.5 Decant Plan for Buxton House New Build Option

- 2.5.1 The Decant Plan for tenants in Buxton House would be very similar to that of Berry Brow decant plan outlined in para 5 of this report. The Plan would ensure that support was provided to households on an individual basis and includes an appropriate timescale for this to take place.
- 2.5.2 If the preferred option is for Buxton House to be demolished and the area redeveloped it would mean that tenants living in the block would need to be supported to move into alternative accommodation either on a permanent basis or with an option to return to the new development once it is complete.
- 2.5.3 The Decant Plan focusses on the need to ensure that each household was provided with support and information. The capital planning does budget for specific housing management staff to offer ongoing and intensive support for each household. A decant of this scale needs to be phased in order for each household to be supported, given the appropriate opportunities for re-housing, whilst not overly impacting on other priority need groups on the housing register.
- 2.5.4 The process for managing the Decant Plan is as follows:
- a) Upon the decision to redevelop the area, each household will be supported to apply for re-housing.
 - b) Priority will be given to specific floors in sequenced groups to reduce the impact on the housing register at any one time
 - c) Households will be awarded Band C initially, which will be amended to Band B Priority when the floor they are living on enters the priority phase
 - d) The decant priorities will be targeted 5 floors at a time.
- 2.5.5 This approach would enable each household to be supported to be rehoused in a timely way. The phasing would reduce the competition for alternative accommodation that would happen if all households were awarded Band B status at the same time and allow for a balanced approach to meet the statutory needs of the other Band B (homeless) applicants on the Housing Register.
- 2.5.6 Each household would also be financially supported to move. Households would be entitled to receive Statutory Home Loss Payments upon moving permanently. This is set by Government and is, at the time of writing, £6,500. There would be a team of staff to support to each household to register their application, bid on suitable accommodation and offer to support them through the whole decant process.
- 2.5.7 The costs of furniture removals would be covered in the offer and an Enhanced Lettable standard to include carpets, blinds and decorating carried out to the property they are moving into.
- 2.5.8 Whilst each household will be provided with support to move, the council can use legal powers should it be necessary. If a tenant or tenants refuse to leave any one of the blocks then the Council can seek possession of the relevant flats based on Ground 10, Schedule 2, Part II *Housing Act 1995*. *Ground 10 is the power to seek possession where the Landlord intends to demolish or reconstruct the building or part of the building and cannot reasonably do so without obtaining possession of the dwelling"*
- 2.5.9 There are 5 leasehold flats in Buxton House owned by four different owners. This option would mean that the interest in the flats would be bought by the council. The owners would be entitled to the market value for the flats plus any other statutory entitlements. The occupiers who were renting the properties at the time would be supported to apply for alternative accommodation and given practical assistance and support to move in line with that offered to the council tenants to ensure inclusive support is provided irrespective of tenure.

The Policy and recommendation to facilitate this decant would be the same as outlined in para 5 of the report.

2.6 Decant Plan for Buxton House Refurbishment Option

- 2.6.1 The refurbishment option would involve a considerable amount of destructive work that means that tenants would be required to temporarily move out of their flats in order for the work to be carried out safely.
- 2.6.2 The decanting and work to the block is expected to take 27 months to complete.
- 2.6.3 The decant support process would include discussions with each individual household to talk through their needs. There are key principles that will be applied which include using the restorative principles of 'working with' tenants, being supportive, taking a balanced and phased approach to ensure the needs of the Housing Register are balanced with the decant need, that tenant needs and requirements are at the heart of the approach. There would be a team of housing management staff to support to each household to register their application, bid on suitable accommodation and offer to support them through the whole decant process.
- 2.6.4 The cost of furniture removals would be paid for including the disconnection and reconnection of appliances. Costs associated with the supply of essential services (e.g., TV aerials, phone lines, redirection of mail) would be paid for. An Enhanced Lettable standard to include carpets, blinds and decorating would be applied to the decant property.
- 2.6.5 In order to facilitate a supportive, decant process there are a number of Policy issues that need decision and are described in para 6 above.
- 2.6.6 Whilst each household will be provided with support to move, the council can use legal powers should it be necessary. If a tenant or tenants refuse to leave any one of the blocks then the Council can seek possession of the relevant flats based on Ground 10, Schedule 2, Part II Housing Act 1995. Ground 10 is the power to seek possession where the Landlord intends to demolish or reconstruct the building or part of the building and cannot reasonably do so without obtaining possession of the dwelling”
- 2.6.7 There are 5 leasehold flats in Buxton House owned by 4 different owners. Negotiations would take place with the owners to establish support for their tenants who may be living in the flats at the time when the temporary decant is required. The support offered to the private tenants will mirror that on offer to the council's own tenants to ensure inclusive support is provided irrespective of tenure.

2.7 Update on the procurement of Harold Wilson Court Fire Safety Improvements

2.7.1 Working with AHR: 6 months of specialist survey and data gathering have resulted in a detailed scope of works and specifications for fire remediation works. The scope of works rectifies defects non-compliance to the existing External wall insulation. Tenders were issued on 18th May 2021 and received on 9th July. Dependent on the



outcome of tender evaluation and planning; we expect to commence a package of works in February 2022 aiming for completion by November 2022

2.7.2 Although tenders have not yet been received; we have estimated the cost of works:

Sprinkler Installation	£537k
EWI	£1.85m
Associated works	£608k
Decant. Respite, fees	£658k
Total estimate	£3.653m*



*The February Cabinet report estimated a figure of £2.15m based on information and specification available at the time of the writing the report, the update figure reflects consultant estimates based on agreed specification, risk register items including local respite

2.7.3 Tenants will be offered daily respite or moved into voids flats held in the block during the works programme.

2.8 Issues to Consider/Risk Register

Berry Brow Regeneration: Risks:	Mitigation
Lack of available project resource	Assign resource from existing structure and backfill through Reed or appoint temporary resource through Reed. Establish support through use of specialist consultants and supply chain.
Lack of project funding	Reprofile existing high rise remodelling capital allocation. Divert Capital investment from newbuild programmes as required
Rehousing shortages	Commence to hold policy void properties, realise rehousing opportunity across the council's wider asset base including the town centre portfolio. Work

	with local RP partners to increase re-housing options. Consider temporary housing solutions on council owned `meanwhile` sites and using Modern Methods of Construction (MMC)
Reluctance to decant	Support and detailed decant Plan enables working with individual households to facilitate a smooth decant process.
Ongoing fire risk during decant period	Maintain ongoing patrolling watch
Single supplier patrolling watch – potential for interruption	Procurement of a refreshed long term supply agreement underway, dependent on the outcome of tender we may have to arrange handover between suppliers
Major site constraints – impact on density and cost	Detailed stage 2 site investigations with supplementary survey as required
Planning delays	Ongoing detailed consultation with planning and technical officers prior and during pre-app and detailed planning
Community opposition	Member briefings, cabinet report, pre app consultation, ongoing engagement.
Procurement delays due to Brexit/Covid	Ongoing early market engagement to lock in supply chain
Demolition delays	Separate contract to avoid dependency
Construction delays: unforeseen works	Detailed stage 2 site investigations with supplementary survey as required
Construction delays: Materials	Early agreement on specification, nominated suppliers and client order commitment
Construction delays: inclement weather	Groundworks programmed during Spring /Summer. Off-site manufacturing/modular units
Delayed completion and handover	Agreed phase completion, realistic programme with sufficient time allowance and contingency, Liquidated damages and or early completion incentives
Poor return on major investment	Factor the safety of tenants ongoing cost to maintain aging blocks with limited useful life. Place making opportunity and the establishing the council housing standard of the future

Buxton House Regeneration: Risks:	Mitigation
Lack of available project resource	Assign resource from existing structure and backfill through Reed or appoint temporary resource through Reed. Establish support through use of specialist consultants and supply chain.
Lack of project funding	Reprofile existing high rise remodelling capital allocation. Divert Capital investment from newbuild programmes as required
Rehousing shortages	Commence to hold policy void properties, realise rehousing opportunity across the council's wider asset base including the town centre portfolio. Work with local RP partners to increase re-housing options. Consider temporary housing solutions on council owned `meanwhile` sites and using Modern Methods of Construction (MMC)
Reluctance to decant	Support and detailed decant Plan enables working with individual households to facilitate a smooth decant process.

Leaseholder refusal to decant	Ongoing negotiations to purchase leaseholder flats through the council buy-back programme. Compulsory purchase if negotiations fail
Ongoing fire risk during decant period	Maintain ongoing patrolling watch
Single supplier patrolling watch – potential for interruption	Procurement of a refreshed long term supply agreement underway, dependent on the outcome of tender we may have to arrange handover between suppliers
Major site constraints – impact on density and cost	Detailed stage 2 site investigations with supplementary survey as required
Relocation of existing telecommunication masts	Wayleave acquisition costs and compensation factored into project costs however dependent on successful outcome of negotiations with freeholders including suitable relocation of existing mast
Acquiring neighbouring retail/commercial freeholds to secure overall control of the site	Acquisition costs and compensation factored into project costs however dependent on successful outcome of negotiations with sitting tenant and freeholder
Planning delays	Ongoing detailed consultation with planning and technical officers prior and during pre-app and detailed planning
Community opposition	Member briefings, cabinet report, pre app consultation, ongoing engagement.
Procurement delays due to Brexit/Covid	Ongoing early market engagement to lock in supply chain
Demolition delays	Separate contract to avoid dependency
Construction delays: unforeseen works	Detailed stage 2 site investigations with supplementary survey as required
Construction delays: Materials	Early agreement on specification, nominated suppliers and client order commitment
Construction delays: inclement weather	Groundworks programmed during Spring /Summer. Off-site manufacturing/modular units
Delayed completion and handover	Agreed phase completion, realistic programme with sufficient time allowance and contingency, Liquidated damages and or early completion incentives
Poor return on major investment	Factor the safety of tenants ongoing cost to maintain aging blocks with limited useful life. Place making opportunity and the establishing the council housing standard of the future

Berry Brow Refurb/remodel: Risks:	Mitigation
Lack of available project resource	Assign resource from existing structure and backfill through Reed or appoint temporary resource through Reed. Establish support through use of specialist consultants and supply chain.
Lack of project funding	Reprofile existing high rise remodelling capital allocation. Divert Capital investment from newbuild programmes as required
Rehousing shortages and shortage of temporary respite	Commence to hold policy void properties, realise rehousing opportunity across the council's wider asset base including the town centre portfolio. Work with local RP partners to increase re-housing options. Consider temporary housing solutions on council owned `meanwhile` sites and using Modern Methods of Construction (MMC)

Ongoing fire risk during decant period	Maintain ongoing patrolling watch
Single supplier patrolling watch – potential for interruption	Procurement of a refreshed long term supply agreement underway, dependent on the outcome of tender we may have to arrange handover between suppliers
Planning delays	Ongoing detailed consultation with planning and technical officers prior and during pre-app and detailed planning
Community opposition	Member briefings, cabinet report, pre app consultation, ongoing engagement.
Procurement delays due to Brexit/Covid	Ongoing early market engagement to lock in supply chain
Construction delays: unforeseen works	Detailed stage 2 site investigations with supplementary survey as required
Construction delays: Materials	Early agreement on specification, nominated suppliers and client order commitment
Construction delays: inclement weather	Groundworks programmed during Spring /Summer. Off-site manufacturing/modular units
Delayed completion and handover	Agreed phase completion, realistic programme with sufficient time allowance and contingency, Liquidated damages and or early completion incentives
Overall reduction in flat numbers	Improved living space to meet NDSS standards supporting health, wellbeing, reduced turnover and longer-term occupation

Buxton House Refurb/remodel: Risks:	Mitigation
Lack of available project resource	Assign resource from existing structure and backfill through Reed or appoint temporary resource through Reed. Establish support through use of specialist consultants and supply chain.
Lack of project funding	Reprofile existing high rise remodelling capital allocation. Divert Capital investment from newbuild programmes as required
Rehousing shortages and shortage of temporary respite	Commence to hold policy void properties, realise rehousing opportunity across the council's wider asset base including the town centre portfolio. Work with local RP partners to increase re-housing options. Consider temporary housing solutions on council owned `meanwhile` sites and using Modern Methods of Construction (MMC)
Leaseholder refusal to make contribution for internal works	Acquisition of leasehold flats. HRA forced to cover the cost of work
Leaseholder S20 objection for works to external fabric	Acquisition of leasehold flats. Early leaseholder engagement to establish buy in based on mutual benefit
Ongoing fire risk during decant period	Maintain ongoing patrolling watch
Single supplier patrolling watch – potential for interruption	Procurement of a refreshed long term supply agreement underway, dependent on the outcome of tender we may have to arrange handover between suppliers
Relocation of existing telecommunication masts	Wayleave acquisition costs and compensation factored into project costs however dependent on successful outcome of negotiations with freeholders including suitable relocation of existing mast

Acquiring vacant ground floor retail commercial lease to create new entrance/communal space	Freehold acquisition factored into project costs
Planning delays	Ongoing detailed consultation with planning and technical officers prior and during pre-app and detailed planning
Community opposition	Member briefings, cabinet report, pre app consultation, ongoing engagement.
Procurement delays due to Brexit/Covid	Ongoing early market engagement to lock in supply chain
Construction delays: unforeseen works	Detailed stage 2 site investigations with supplementary survey as required
Construction delays: Materials	Early agreement on specification, nominated suppliers and client order commitment
Construction delays: inclement weather	Groundworks programmed during Spring /Summer. Off-site manufacturing/modular units
Delayed completion and handover	Agreed phase completion, realistic programme with sufficient time allowance and contingency, Liquidated damages and or early completion incentives
Overall reduction in flat numbers	Improved living space to meet NDSS standards supporting health, wellbeing, reduced turnover and longer-term occupation
Structural integrity of the existing structure	April 2019 detailed structural report confirms the building structure remains relatively stable and in serviceable condition taking into account the age of the building. Cost estimates for the refurbishment proposal include provisional allowances to carry out localised repairs to the concrete structure. The structure will also be subject to ongoing inspection. We will also conduct a range of tests following the removal of exiting precast façade panels prior to the installation of new insulated wall treatments, cladding or panelling

HWC Fire Safety Improvements: Risks:	Mitigation
Lack of available project resource	Assign resource from existing structure and backfill through Reed or appoint temporary resource through Reed. Establish support through use of specialist consultants and supply chain.
Lack of project funding	Sufficient compliance capital allocation committed in the 10 year HRA business plan
Ongoing fire risk during decant period	Maintain ongoing patrolling watch
Single supplier patrolling watch – potential for interruption	Procurement of a refreshed long term supply agreement underway, dependent on the outcome of tender we may have to arrange handover between suppliers
Lack of Temporary respite units	The project assumes up to 10 voids will be held to facilitate respite during major works to flats with voids currently being held as they become available.
Planning delays	Ongoing detailed consultation with planning and technical officers prior and during pre-app and detailed planning
Procurement delays due to Brexit/Covid	Ongoing early market engagement to lock in supply chain
Construction delays: unforeseen works	Detailed stage 2 site investigations with supplementary survey as required

Construction delays: Materials	Early agreement on specification, nominated suppliers and client order commitment
Construction delays: inclement weather	Groundworks programmed during Spring /Summer. Off-site manufacturing/modular units
Delayed completion and handover	Agreed phase completion, realistic programme with sufficient time allowance and contingency, Liquidated damages and or early completion incentives

2.9 Conclusions

2.9.1 Cabinet's decision will be to determine the future of 3 high-rise blocks to address fire safety issues. The recommendations in this report reflects:

- what is important to tenants and leaseholders – the Tenant's Voice
- Place Based approach (different solution – different block) building on feedback from Berry Brow 2019 Place Standard engagement.
- anticipated costs associated with each option and the financial envelope available to the council – HRA Affordability/Value for Money.
- complexities relating to each site e.g., land assembly at Buxton House, telephone mast lease and overall Town Centre Blueprint resource pressures.
- wider strategic priorities e.g., the Huddersfield Blueprint plans for the town centre.
- Capacity to balance needs of decant households with other priority groups for limited stock.
- Ensuring a better tenant experience.
- HRA affordability and other priorities including investing in compliance with asbestos - our next big risk after Fire.
- Other investment priorities i.e. a potential emerging damp issue in approx. 10% of the properties (impact on health & wellbeing), Your Home Your Place (YHYP) plans; green retrofit opportunities.

3.0 Implications for the Council

3.0.1 Working with People

This is a major decision for Kirklees that could establish the standard of council housing of the future. The views and opinions of tenants and wider stakeholders are critical in delivering successful outcomes

The recently concluded 3-month detailed consultation with tenants takes into account majority view and opinions of tenants of each block and therefore shapes the recommendations detailed in 11.0.1

3.0.2 Working with Partners

A multi-agency approach is required for the delivery of the project, relationships internally, and with external partners are key to success. The Council cannot deliver programmes on its own; partners will play a vital part in shaping and delivering successful outcomes

3.0.3 Place Based Working

Consultation informs a Placed based approach, building on previous and future consultation as set out at Item 6.0.1 above and, inform a good understanding of the impact of the proposals on existing communities as pressures on existing infrastructure continues to increase. As environmental impacts are not really discussed with citizens, the proposed design of housing will be presented through ongoing engagement to ensure we are not creating dysfunctional communities of the future

3.0.4 Climate Change and Air Quality

The existing blocks house 252 flats (including void properties on the top floor of Buxton House) and combined occupation use emits the following levels of carbon:

- Holme Park Court: 198 tonnes/year 2.02 tonnes per flat
- Bishops Court: 188 tonnes/year 1.91 tonnes per flat
- Buxton House: 104 tonnes/year 1.85 tonnes per flat

Existing EPC Rating (not communal areas):

- Holme Park Court: C
- Bishops Court: C
- Buxton House: C

Refurbishment:

Existing blocks are poorly insulated and have no gas and therefore rely on electric heating with high generation costs and carbon outputs. The proposed refurbishment will deliver significant thermal improvements to the fabric of the building reducing reliance on energy for heating by 40-50%

New Build:

We have an ambition to build to a low carbon standard using Modern Methods of Construction (MMC) and thereby achieve carbon zero for occupation, reducing reliance on electric powered heating to achieve carbon reductions significantly. Master planning will play a major part in establishing green space and natural habitat. The proposed regeneration of Berry Brow is however `out of town` so transport links are critically important to encourage the use of public transport and adoption of other modes of travel. The location of the site presents an opportunity to build a `green` development of which there are a number of examples regionally.

Traditional construction will generate around 60 tonnes of carbon per unit whereas a number of MMC systems have established zero carbon in manufacturing and assembly. We will however generate carbon emissions in demolition, waste generation and site preparation and at this stage is difficult stage to determine actual impacts. We will however carefully design works to reduce embodied carbon where possible.

3.0.5 Improving outcomes for children

The Council's approved housing strategy focusses on early intervention and prevention of homelessness thus leading to improved outcomes for all households who are at risk of, or experiencing, homelessness, including households with children, and young people. The council housing programme provides a responsible approach for tackling the ongoing loss of Council housing through RTB and hence establish one for one replacement to meet increasing affordable housing demand.

3.0.6 Other (e.g., Legal/Financial or Human Resources)

All sites are vested in the Housing Revenue Account (HRA) and is designated for housing and street scene. Proposed development will be confined to within the red line boundary, we may have to undertake appropriation on parts of the site for planning and development.

The current 30-year HRA business plan makes a capital provision to invest in high rise blocks and therefore set aside £47m for remodelling. If the new build option is agreed across both sites, we may have a funding shortfall of around £20-30m based on current outline/concept plans. As we conduct further site due diligence and design, it is anticipated the numbers of homes that can be

physically delivered will be lower and hence the cost envelope will reduce. In the event the detailed cost plan shows the need for more than the currently allocated budget, officers will present options to Cabinet which could include:

- i. Borrow additional capital against the HRA
- ii. Phased delivery of the schemes in order to manage the impact on the HRA Business Plan
- iii. Scale back other capital activity such as: Your Home Your Place or the council house building programme

Appendix 1 sets out property law related matters relating to legal powers and legal title considerations

In accordance with section 105 of the Housing act 1985, the Council is required to consult tenants before making a final decision on a matter of housing management in carrying out its consultation exercise the council must comply with the “Gunning principles” namely:

- That consultation must be at a time when the proposals are still at a formative stage.
- The council must provide sufficient information about the proposals to consultees to enable intelligent consideration and informed responses.
- Adequate time must be given to facilitate responses.
- The product of the consideration of responses must be conscientiously taken into account in finalising any proposals.

The Council has a duty to comply with its Financial Procedure Rules and Contract Procedure Rules and when procuring goods, Works and services above certain thresholds must procure in accordance with the Public Contracts Regulations 2015 and comply with the new rules on Subsidy Control which replace the State Aid rules.

Section 149 of the Equality Act 2010 sets out the public sector equality duty replacing the previous duties in relation to race, sex and disability and extending the duty to all the protected characteristics, i.e. race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, marriage or civil partnership and gender reassignment.

The public sector equality duty requires public authorities to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation and other conduct prohibited under that act
- Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it; and
- Foster good relations between those who share a protected characteristic and those who do not share it, which involves having due regard, in particular, to the need to- (a) tackle prejudice, and (b) promote understanding.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, including, in particular, steps to take account of disabled persons' disabilities;

- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

Compliance with the duties in section 149 of the Act may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under the Act.

The Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken - that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.

4.0 Consultees and their opinions

Supporting business cases and outline options have been presented to the Growth and Regeneration Directorate's Senior Leadership Team, the Portfolio Holder, and the Council's Executive Team. Responses and views have been considered and considered prior to finalising this report. We continue to consult with all stakeholders as we develop the programme this ensuring feedback is used to shape delivery

5.0 Next Steps and Timelines

Executive Team approval	23rd June
Portfolio Holder approval	28th June
Housing Advisory Board	28 th June
Ad-hoc Scrutiny	7 th July
Leadership Management Team approval	5th July
Cabinet approval	27th July
Conclude HWC procurement	August
Follow up consultation with residents	July – September
Appoint project teams	July – September
Commence decant (BB/BH)	April `22
Design and specification (BB/BH)	Sep – March `22
Planning approval (HWC)	October `22
HWC project delivery:	February – Nov `22
Planning approval (BB/BH)	April – July 22
Demolition Procurement (BB)	Sep – April `23
Procurement (BH)	Sep – April `23

6.0 Officer Recommendations and Reasons

6.0.1 That Cabinet:

- Consider the results of the consultation and as a result decide as set out below in the rest of the officer recommendations
- Authorise the Strategic Director for Growth and Regeneration to negotiate and agree terms (including payment of Zurich's fees and costs) with Zurich as landlord for the surrender of the current ground floor access and terms for a new lease of alternative ground premises (yet to be identified) to facilitate access to the refurbished Buxton House;
- Authorise the Strategic Director for Growth and Regeneration to negotiate and agree terms with Zurich (consistent with the content of the Underlease including payment of Zurich's fees and costs) for a Licence to Carry out Alterations by which Zurich, as Landlord, permits the work to be done to Buxton House
- Approve the option to **demolish** Holme Park Court and Bishops Court, at Berry Brow, and new build design within an estimated total budget envelope of £37m

- e) Approve the option to **improve/remediate** Buxton House and a programme of work to ensure safe homes within an estimated budget envelope of £16m
- f) Approve the Decant Plan for Holme Park Court and Bishops Court at Berry Brow and also at Buxton House
- g) Authorise the Strategic Director for Growth and Regeneration to serve on tenants occupying Holme Park Court and Bishops Court, Berry Brow Interim Demolition Notices and Final Demolition Notices
- h) Agree to the changes in the Allocations Policy explained in paragraphs 2.3 and 2.4. of this report
- i) Note the fire safety improvement works and provisional budget of £4m to Harold Wilson Court
- j) Authorise the Strategic Director for Growth and Regeneration to carry out further work to finalise the designs and schemes and, in consultation with Service Director, Finance, a financial viability for each scheme relating to the proposed developments and/or works at Holme Park Court and Bishops Court, Berry Brow and also at Buxton House and implement the schemes, as finalised, noted in paragraphs (d) and (e) above.
- k) If, following the financial viability appraisal in paragraph (j) any one or more of the schemes is not considered to be viable a further report will be brought back to Cabinet for consideration.
- l) Authorise the Service Director Legal Governance and Commissioning to finalise and enter into all appropriate contracts, deeds and documents in relation to the appointment of the successful bidder for the delivery of Fire Safety remediation at Harold Wilson Court, Refurbishment and remodelling of Buxton House and the Regeneration and new build of 2 high rise blocks at Berry Brow in consultation with the Service director Homes and Neighbourhoods

6.0.2 Note: Subject to Cabinet approval, further consultation with tenants and leaseholders will inform all final programmes of work.

6.0.3 Reasons:

Kirklees Council have carefully considered feedback from residents and leaseholders, namely; **to be safe, feel safe and live in a modern home**. The 4 high rise blocks continue to present an ongoing fire risk taking into account deficiencies in the fabric of each building; without significant investment we cannot provide assurance of safety to current and future residents of each block. The blocks are dated with poor thermal efficiency, design and layout, lack of space, and an infrastructure that does not deliver good place making or support sustainable communities and therefore does not offer housing to meet modern day need or that which the Council aspires to. The tragic events of Grenfell remind us that we cannot ignore the ongoing risks associated to high rise residential blocks, resulting regulatory reform asks owners of such buildings to listen to concerns of residents, carry out suitable and sufficient risk assessment and act immediately to eliminate risk while continuing to involve residents in the delivery of remediation, improvement programmes and ensure the ongoing management of blocks is in accordance guidance in the Building Safety Bill 2020 and Fire Safety Act 2021.

6.0.4 The recommendations in this report offer a practical and thoroughly considered solution for each block taking into account feedback from residents, effective management of risk in accordance to regulatory reform, consider each site in context to its place while overlaying the Council's wider strategic plans for place making and deliver a new standard for council housing that meets the needs of current and future generations.

7.0 Cabinet Portfolio Holder's Recommendations

Keeping tenants' safe is the council's highest priority and the options for consultation with tenants and residents offers long term solutions for the housing needs of these tenants which will provide a safer, warmer, and higher standard of accommodation.

8.0 Contact Officer

Asad Bhatti: Head of Asset Management
 Tel: 01484 221000 and ask for Asad Bhatti
 Email: asad.bhatti@kirklees.gov.uk

9.0 Background Papers and History of Decisions

Report to Cabinet dated 16th February 2021 and recorded decision to progress consultation and further feasibility work

10.0 Service Director responsible

Naz Parkar, Homes and Neighbourhoods

11.0 Supplementary information:

Available on request:

- Berry Brow and Buxton House (Options) Consultation Pack
- Harold Wilson Court (Fire Safety Improvements) Engagement Pack
- Full findings from the Berry Brow and Buxton House Consultation

1.0 Appendix 1 – Legal – Real Estate

This schedule is supplemental to the Report to Cabinet and sets out the legal position and legal powers relative to real estate work concerning Bishop’s Court and Holme Park Court, Berry Brow and Buxton House plus 68-118 New Street, Huddersfield.

1.0 LEGAL TITLE: Berry Brow

The Council owns the freehold legal title for Bishop’s Court and Holme Park Court, Berry Brow. A Report on Title commissioned by the Council indicates that there are no matters that would prevent redevelopment of the site for residential purposes

1.1 Buxton House

1.1.1 The Council’s freehold title to Buxton House and 68 – 118 New Street (even numbers only) at ground floor level is subject to a Lease dated 15 June 2012 granted to Zurich Assistance Limited (**‘Zurich’**). This Lease subsists for a term of 175 years expiring 14 June 2187 (**‘Zurich Lease’**).

1.1.2 The Council holds an Underlease of Buxton House only (granted to the Council by Zurich) dated 28 December 1973 (**‘Underlease’**). The Underlease subsists for a term of 99 years expiring 23 June 2068. There are 47 years of the Underlease remaining.

Key covenants the Council must observe under the Underlease and which influence refurbishment and re-modelling of Buxton House include:

- 1.1.2.1 to keep the Premises in a good and substantial repair and condition;
- 1.1.2.2 to paint the interior and exterior of Buxton House and, at the request of the Zurich, clean, restore, renew or make good the external metal, stone, concrete, marble, granite and brickwork of Buxton House; and
- 1.1.2.3 not to carry out external and structural alterations unless the Council has first obtained Zurich’s consent.

Other covenants may also influence refurbishment and re-modelling of Buxton House.

1.1.3 The Underlease does not permit the demolition of Buxton House. Further, demolition of Buxton House without significant damage to the New Street/Albion Street premises would be exceptionally challenging because Buxton House is structurally integrated with the premises along New Street and Albion Street.

1.1.4 Telecoms

There are various telecoms masts and ancillary equipment on the roof of Buxton House.

If the Council is to demolish Buxton House, then it will need to serve a termination notice on the telecoms operator seeking removal of the masts and equipment on the grounds of intended redevelopment.

If the Council is to refurbish Buxton House, then it will likely need to serve a notice on the telecoms operator seeking to either to modify the terms of the Lease or terminate its rights in order to carry out the roofing works.

In either case a legal process follows that will determine if the telecoms equipment can be removed.

Informal discussions with Zurich indicate Zurich would be amenable to selling its Head Leasehold interest to the Council.

2 LEGAL POWERS

- 2.1 The Council has statutory powers to serve Demolition Notices the effect of which is to suspend a tenant's application to buy for a period of up to 7 years.
- 2.2 The council has statutory powers to acquire land as a site for the erection of houses under section 17 Housing Act 1985 and to build housing on its housing land under section 9 Housing Act 1985
- 2.3 The Council has the power to build council housing on its housing land under Section 9 Housing Act 1985.
- 2.4 The Council has statutory powers to serve termination notices on the telecoms operator.

3 REAL ESTATE CONSIDERATIONS – BUXTON HOUSE

- 3.1 To proceed with the New Building proposals for Buxton House necessitates the Council buying Zurich's Lease. This will give the Council strategic control enabling the demolition of Buxton House and the demolition or remodelling or re-purposing of the New Street retail units which would be consistent with the Council's intentions for Huddersfield Town Centre.
- 3.2 To demolish, remodel or re-purpose New Street / Albion Street necessitates securing vacant possession of the retail and leisure units. Some tenants will be entitled to compensation. Additionally, compensation may become payable to other tenants having long leases rather than the common standard retail institutional leases. Compensation would not, in theory, be payable if a tenant voluntarily relocates but in such a case a payment may be made to enable the voluntary relocation.
- 3.3 To refurbish Buxton House necessitates Zurich's co-operation and approval to the scheme including:
 - 3.0.1 securing Zurich's consent and approval to the proposed works;
 - 3.0.2 Zurich agreeing to accept a surrender of the current ground floor access area on terms; and
 - 3.0.3 Zurich agreeing to negotiate a new lease of alternative ground floor premises within the current New Street / Albion Street retail development to facilitate access to the re-modelled Buxton House and provide concierge service

Zurich is not under any contractual or statutory obligation to give consent or co-operate generally for this venture.

If Zurich is mindful to co-operate it will most likely expect the Council to pay all fees and costs Zurich incurs. The amount of Zurich's fees and costs cannot be quantified at the current time and it is unlikely Zurich will agree to them being capped.

- 3.4 Refurbishment of Buxton House will add to Zurich's investment value. There is no guarantee the Council will be able to secure a new underlease when the current Underlease expires in 47 years and if it does the Council will be required to pay rent at market value.

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Agenda Item 19:

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