

Public Document Pack

Kirklees Council



Council Chamber - Town Hall, Huddersfield

Tuesday 14 February 2023

Dear Member

The Council will meet on Wednesday 22 February 2023 at 5.30 pm in the Council Chamber - Town Hall, Huddersfield.

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

The following matters will be debated:

Pages

1: Announcements by the Mayor and Chief Executive

To receive any announcements from the Mayor and Chief Executive.

2: Apologies for absence

Group Business Managers to submit any apologies for absence.

3: Minutes of Previous Meeting

1 - 8

To agree and authorise the Mayor to sign the Minutes of Council held on 11 January 2023.

4: Declaration of Interests

9 - 10

Councillors will be asked to say 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 or vote upon the item, or any other interests.

5: Petitions (From Members of the Council)

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

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

Council 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 submit a petition at the meeting relating to a matter upon which the body has powers and responsibilities.

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

7: Public Question Time

Council will receive any questions from the public in accordance with Council Procedure Rule 11.

8: West Yorkshire Combined Authority - Minutes

11 - 32

To receive the Minutes of the Meetings of West Yorkshire Combined Authority held on 21 October and 8 December 2022.

9: Calculation of Council Tax Base 2023-24 (Reference from Cabinet) 33 - 44

To consider the Council taxbase report, 2023/2024.

Contact: Sarah Brown / Mark Stanley, Welfare and Exchequer Services

10: Dates of Council 2023/2024 (Reference from Corporate Governance and Audit Committee) 45 - 48

To consider the dates of Council for the 2023/2024 municipal year.

Contact: Samantha Lawton, Head of Governance

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

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

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

12: Key Discussion - Library Services in Kirklees

A key discussion will take place on the provision of Library Services in Kirklees.

13: Motion submitted in accordance with Council Procedure Rule 14 as to Renewable Energy Strategy

To consider the following Motion in the names of Councillors Cooper, Lee-Richards and Allison;

“This Council believes;

That, if Kirklees is to play its part in achieving the Paris Climate targets, meet its net zero target by 2030 and address the cost of living crisis, we need to reduce energy demand through energy efficiency measures such as retrofitting homes and other buildings; and to significantly raise the amount of energy we produce from

renewable sources.

Having more of our energy produced from renewable sources helps us control costs by having secure forms of energy generated locally. Energy security means that the UK is less at the mercy of dubious and undemocratic regimes with poor human rights records that are often the suppliers of fossil fuels.

This Council resolves to ask Kirklees Cabinet to:

i) Conduct an audit of the potential for renewable energy installations and energy efficiency measures on all Council land and property, draw up a priority list for installations based on the most potential to save energy and generate clean energy, and present it to the Cabinet within 6 months.

ii) Develop a financial case to install solar photovoltaics on all new build Council owned buildings where technically feasible, recognising that integrated roof systems are cheaper to install than retrofitting solar systems after construction

iii) Create a Local Area Energy Plan for Kirklees that has the buy-in of the wider community and lead a local area energy planning process that involves both the network operators and other key stakeholders, including developers, energy experts and community energy groups

iv) Investigate establishing strategic partnerships with renewable and energy efficiency installers to help ensure certainty on cost and delivery of measures and report back to Full Council within 6 months.

v) Maximise external funding to finance installations using Government, WYMCA and any ethical sources.

vi) Encourage wider community investment in local renewable energy projects through a range of measures including but not limited to Community Share Offers and Municipal Bonds

vii) Develop a proposal for a compelling offer for private householders and Landlords to support the installation of solar photovoltaics and high cost energy efficiency measures.

viii) Encourage best practice in Planning to support renewable energy installations by developers and to create a low carbon energy

supply;

ix) Encourage renewable and energy efficiency skills by establishing links and relationships between our partners in the Renewable Energy and Energy Efficiency sectors with appropriate local training and education providers.

x) Ensure training opportunities and new skills are included in all projects and contracts related to energy efficiency and renewables should include commitments from contractors on providing training opportunities and new skills for local people. Funding from WYMCA to support training and skills should be utilised to support this proposal.

xi) The Council should require new energy generation projects of 5MW or above to have at least 5% local ownership.”

14: Motion submitted in accordance with Council Procedure Rule 14 as to Tackling Speeding and Reviewing Road Safety Measures

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

“This Council notes that:

Concerns about speeding across Kirklees is one of the issues raised most frequently with elected members particularly in villages and other residential areas.

The responsibility for addressing speeding is split with enforcement the responsibility of West Yorkshire Police, whilst the operational priorities are set by the West Yorkshire Mayor.

The criteria for installing a speed camera are set out in the 2007 Department of Transport Circular and implementation of this sits with the West Yorkshire Casualty Reduction Partnership.

The responsibility for monitoring speeds and for road safety sits with Kirklees Council.

A review of speed limits across the district was initiated by the Council in 2019 but the final report has not yet been made public and there have been no indication if any recommendations contained in it have been, or will be, actioned.

This Council therefore resolves to:

- a) Write to the West Yorkshire Mayor and ask her to update the Council on her plans for addressing speeding across Kirklees and to provide quarterly updates on progress.
 - b) Write to the Secretary of State for Transport to ask him to review the criteria for the installation of speed cameras under the 2007 Circular to reflect the highlighted concerns locally with regard to continued speeding.
 - c) Undertake a review of road safety and speeding reduction plans in Kirklees by 30 September 2023 and publish the results of this including proposed outcomes and how these will be measured.”
-

15: Motion submitted in accordance with Council Procedure Rule 14 as to Local Government Pay to Council : A Fully Funded, Proper Pay Rise for Council and School Workers

To consider the following Motion in the names of Councillors Cooper, Lee-Richards and Allison;

“This Council notes:

Local government has endured central government funding cuts of more than 50% since 2010. Between 2010 and 2020, councils lost 60p out of every £1 they have received from central government. Councils across England are now facing a collective funding gap of £2.4bn for the financial year 2023/24 and a cumulative funding gap of £4.08bn for 2024/25 according to UNISON research.

Councils led the way in efforts against the Covid-19 pandemic, providing a huge range of services and support for our communities. Local government has shown more than ever how indispensable it is. But Covid has led to a massive increase in expenditure and loss of income, and as we emerge from the pandemic, local authorities and schools need far more support from Westminster. Recent funding announcements from the Government relating to schools did nothing to help.

Council and school workers kept our communities safe through the pandemic, often putting themselves at considerable risk as they work to protect public health, provide quality housing, ensure our children continue to be educated, and look after older and vulnerable people.

Since 2010, the local government workforce has endured years of pay restraint with the majority of pay points losing at least 25 per

cent of their value since 2009/10. Staff are now facing the worst cost of living crisis in a generation, with inflation hitting 10% and many having to make impossible choices between food, heating and other essentials. This is a terrible situation for anyone to find themselves in.

At the same time, workers have experienced ever-increasing workloads and persistent job insecurity. Across the UK, 900,000 jobs have been lost in local government since June 2010 – a reduction of more than 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.

There has been a disproportionate impact on women, with women making up more than three-quarters of the local government workforce.

Recent research shows that if the Government were to fully fund the unions' 2023 pay claim, around half of the money would be recouped thanks to increased tax revenue, reduced expenditure on benefits and tax credits, and increased consumer spending in the local economy.

This Council believes:

Our workers are public service super-heroes. They keep our communities clean and safe, look after those in need and keep our towns and cities running.

Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.

Local government workers deserve a proper real-terms pay increase. The Government needs to take responsibility and fully fund this increase; it should not put the burden on local authorities whose funding has been cut to the bone and who were not offered adequate support through the Covid-19 pandemic.

This Council resolves to:

Support the pay claim submitted by UNISON, GMB and Unite on behalf of council and school workers, for an increase of RPI + 2% and in order to enable the Council to do that, asks Cabinet to;

- (i) Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim
- (ii) Write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government
- (iii) Meet with local NJC union representatives to convey support for the pay claim and consider practical ways in which the council can

support the campaign

(iv) Encourage all local government workers to join a union.”

By Order of the Council

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

Chief Executive

Contact Officer: Andrea Woodside

COUNCIL

KIRKLEES COUNCIL

**At the Meeting of the Council of the Borough of Kirklees held at
Council Chamber - Town Hall, Huddersfield on Wednesday 11 January 2023**

PRESENT

The Mayor (Councillor Masood Ahmed) in the Chair

COUNCILLORS

Councillor Ammar Anwar	Councillor Bill Armer
Councillor Timothy Bamford	Councillor Cahal Burke
Councillor Aafaq Butt	Councillor Martyn Bolt
Councillor Andrew Cooper	Councillor Moses Crook
Councillor Nosheen Dad	Councillor Paola Antonia Davies
Councillor Paul Davies	Councillor Donald Firth
Councillor Eric Firth	Councillor Charles Greaves
Councillor Adam Gregg	Councillor David Hall
Councillor Steve Hall	Councillor Tyler Hawkins
Councillor James Homewood	Councillor Yusra Hussain
Councillor Manisha Roma Kaushik	Councillor Viv Kendrick
Councillor Musarrat Khan	Councillor Fazila Loonat
Councillor Jo Lawson	Councillor John Lawson
Councillor Vivien Lees-Hamilton	Councillor Susan Lee-Richards
Councillor Gwen Lowe	Councillor Aleks Lukic
Councillor Andrew Marchington	Councillor Naheed Mather
Councillor Harry McCarthy	Councillor Tony McGrath
Councillor Bernard McGuin	Councillor Matthew McLoughlin
Councillor Darren O'Donovan	Councillor Shabir Pandor
Councillor Carole Pattison	Councillor Mussarat Pervaiz
Councillor Amanda Pinnock	Councillor Andrew Pinnock
Councillor Jackie Ramsay	Councillor Elizabeth Reynolds
Councillor Cathy Scott	Councillor Joshua Sheard
Councillor Will Simpson	Councillor Anthony Smith
Councillor Elizabeth Smaje	Councillor Richard Smith
Councillor Melanie Stephen	Councillor Mohan Sokhal
Councillor John Taylor	Councillor Mark Thompson
Councillor Graham Turner	Councillor Sheikh Ullah
Councillor Lesley Warner	Councillor Michael Watson
Councillor Paul White	Councillor Adam Zaman
Councillor Habiban Zaman	

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104 **Announcements by the Mayor and Chief Executive**

The Mayor announced the death of former Councillor Barbara Allonby, who had represented Lindley Ward and served as Mayor during 2003 to 2004. Tributes were paid by Councillors Burke, A Pinnock, D Firth, Pandor and Bolt.

105 **Apologies for absence**

Apologies for absence were received on behalf of Councillors Allison, Holmes, Munro, Perry, K Pinnock, Sarwar and K Taylor.

106 **Minutes of Previous Meeting**

RESOLVED – That the Minutes of the Meeting held on 7 December 2022 be approved as a correct record.

107 **Declaration of Interests**

No interests were declared.

108 **Petitions (From Members of the Council)**

None received.

109 **Deputations & Petitions (From Members of the Public)**

Council received the following deputations in accordance with Council Procedure Rule 10(2);

- (i) Deputation from Save our Colne Valley Swimming Pool, presented by Nicola Searl, Victoria Minton, John Smith and Maurice Rhodes.

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

- (ii) Deputation from Save Deighton Leisure Centre, presented by Basil Richards, Louise Lewis and Eugene Andrews.

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

- (iii) Deputation from Nigel Rodgers in regards to traffic incidents and highways concerns at Bog Green Lane, Kirkheaton.

A response was provided by the Cabinet Member for Environment (Councillor Mather).

- (iv) Deputation from Huddersfield Friends of the Earth regarding the Climate Change Action Plan, presented by Kiran Bali and Heather Peacock.

A response was provided by the Cabinet Member for Culture and Greener Kirklees (Councillor Simpson).

- (v) Deputation from Margaret Coates regarding the maintenance of accommodation at Fenton Street, Mirfield.

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A response was provided by the Cabinet Member for Housing and Democracy (Councillor P Davies).

110

Public Question Time

Council received the following public questions in accordance with Council Procedure Rule 11;

- (i) Question from Trevor Barker, on behalf of Save our Colne Valley Swimming Pool;

“Councillor Sokhal, as one of the two Councillors that sit on the Kirklees Active Leisure Board how did you and the other Councillor vote, did you vote in favour of the closure?”

A response was provided by Councillor Sokhal (Spokesperson for Kirklees Active Leisure).

- (ii) Question from Trevor Barker, on behalf of Save our Colne Valley Swimming Pool;

“Can I ask that for any future decision we are fully consulted so that the community know what is happening?”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

- (iii) Question from Louise Lewis;

“Has a decision been made by the Council about relocating St Joseph Norton School to Deighton?”

A response was provided by the Cabinet Member for Children’s Services (Councillor Kendrick).

- (iv) Question from Louise Lewis, on behalf of Save Deighton Leisure Centre;

“What equality impact assessment was made when the was taken not to fund the Leisure Centre?”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

- (v) Question from Basil Richards;

“If KAL are able to finance the reopening of the leisure centre after March, can the Council give some kind of commitment to support them?”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

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(vi) Question from Eugene Andrew;

“Can the Council commit to bringing, if not all the leisure centres, bring Deighton, back in-house?”

A response was provided by the Cabinet Member for Corporate Services (Councillor P Davies).

111 Half Yearly Monitoring on Treasury Management Activities 2022/2023 (Reference from Cabinet)

It was moved by Councillor P Davies, seconded by Councillor Pandor, and

RESOLVED – That the half yearly monitoring report on treasury management activities 2022/2023 be noted.

112 Committee System Proposal - Democracy Commission (Reference from Corporate Governance and Audit Committee)

It was moved by Councillor Hussain, seconded by Councillor J Taylor, and

RESOLVED -

1) That the recommendation of Corporate Governance and Audit Committee as set out below, be adopted;

1. The Council continues to adopt the retention of the current model of governance (Cabinet Strong Leader Model) with the suggested improvements set out below: -
 - (i) Improvements to enhance and improve pre-decision scrutiny to include reviewing the current scrutiny panels
 - (ii) Clear guidance as far as reasonably practicable in defining pre-decision scrutiny and associated timelines
 - (iii) Annual training and work programme briefings provided to all Members of the Council’s Scrutiny Panels.
 - (iv) Providing clear information to Members and officers on the benefits of pre decision scrutiny and to ensure there is an understanding of the requirements to engage in early pre-decision scrutiny to enhance good decision making
3. The Council recognises that good scrutiny and decision making relies on the provision of transparent, accessible information in a timely manner and supports the development of sharing information to raise awareness, increase understanding of and ensure clarity for Members and Officers around scrutiny, Access to Information Rules and the sharing of information.

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4. That Cabinet be requested to increase dialogue on key strategic issues with Members to increase transparency and develop both formal and informal engagement with Members.
5. That consultation be undertaken with Group Business Managers and Members, to identify any potential barriers preventing some Members being appointed to Committees/Panels such as timing, frequency, location, format of meetings and any actions appropriately co-ordinated.
6. That information be communicated to all Members (across different roles) in relation to engagement with the decision-making process, including access to information rules, scrutiny, raising a notice of concern, speaking and questioning rights at committees.
7. That work is considered to explore enhancing training and development for Councillors to help understand and carry out their roles.
8. To note and thank Mark Edgell and the Local Government Association for the advice, report and recommendations which has provided the panel with an independent starting point for the review by the Commission.
9. To note and thank the Local Authorities and stakeholders who gave their time and shared their experiences with the Commission.
10. That the Democracy Commission undertake a review of the implementation of the recommendations and report back to the Corporate Governance and Audit Committee by March 2024

2) That authority be delegated to the Head of Governance to scope and implement the recommendations in consultation with the Chair of Democracy Commission and Chair of Overview and Scrutiny.

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

Council received the following written questions in accordance with Council Procedure Rule 12. The remainder of questions that were not dealt with due to time constraints were dealt with in accordance with Council Procedure Rule 12(8).

Question from Councillor Cooper to the Cabinet Member for Regeneration – Councillor Turner

“The Government announced in December that Local Councils will have flexibility to depart from housing targets, in changes they will be making to the Levelling Up and Regeneration Bill.

How will Kirklees respond to these proposals and which greenfield sites, that were under threat in the Kirklees Local Plan, will now be saved?”

The Cabinet Member replied thereto.

**Question from Councillor Cooper to the Cabinet Member for Transport –
Councillor E Firth**

“What are the Council’s plans for 1 Edgerton Road, a property you have recently acquired?”

The Cabinet Member replied thereto.

**Question from Councillor Cooper to the Leader of the Council – Councillor
Pandor**

“Is the £2million funding allocated to the Place Partnerships for Active Travel schemes under threat?”

The Leader of the Council replied thereto.

**Question from Councillor Cooper to the Leader of the Council – Councillor
Pandor**

“What are the Councils plans to promote the £400 energy rebate to Park Home residents?”

Under the provision of Council Procedure Rule 12(5), the Leader referred the question to Councillor P Davies to respond.

**Question from Councillor Warner to the Cabinet Member for Corporate Services
– Councillor P Davies**

“In the light of the shock closures of Colne Valley Swimming Pool, Deighton Sports Arena and Batley Baths and Recreation Centre with less than 2 weeks' notice just before Christmas, could the Cabinet member responsible inform us when they first knew about this planned closure?”

The Cabinet Member replied thereto.

**Question from Councillor Warner to the Cabinet Member for Corporate Services –
Councillor P Davies**

“Could the Cabinet Member please tell us how much money was saved during the 3 month, hopefully temporary closure, of Colne Valley Swimming Pool, Deighton Sports Arena and Batley Baths and Recreation Centre?”

The Cabinet Member replied thereto.

**Question from Councillor McGuin to the Cabinet Member for Corporate Services
– Councillor P Davies**

“How many computer terminals have been lost in the move from the central library in Huddersfield to the Civic Centre?”

The Cabinet Member replied thereto.

Question from Councillor McGuin to the Cabinet Member for Corporate Services – Councillor P Davies

“How many books will be lost in the move from the central library in Huddersfield to the Civic Centre?”

The Cabinet Member replied thereto.

Question from Councillor McGuin to the Cabinet Member for Corporate Services – Councillor P Davies

“Since the closure of the art gallery in the central library, how much work has there been on the roof of the building to repair leaks?”

The Cabinet Member replied thereto.

Question from Councillor McGuin to the Cabinet Member for Environment – Councillor Mather

“I was asked by a resident to dispose of catering sized Nitrous Oxide canisters. Can the Council give any advice on how to safely dispose of this material?”

The Cabinet Member replied thereto.

Question from Councillor McGuin to the Cabinet Member for Corporate Services – Councillor P Davies

“A resident contacted me about the lack of a hologram on her new disabled badge. After being reassured there was no problem, I was later informed that the printers had indeed printed the badges wrongly. Can you please tell me how many people have been affected by this mistake?”

The Cabinet Member replied thereto.

Question from Councillor A Pinnock to the Cabinet Member for Environment – Councillor Mather

“In May 2021 the 300-year old cross in Oakenshaw was struck by a lorry and seriously damaged. Eventually it was removed from its original site and moved to safe storage. There is strong local feeling that the cross should be restored to its original location. Could the Cabinet member please inform me of the progress being made to ensure that this happens?”

The Cabinet Member replied thereto.

**Question from Councillor A Pinnock to the Cabinet Member for Environment –
Councillor Mather**

“At the time that the Oakenshaw cross was damaged in 2021, evidence as to the identity of the vehicle was obtained. What steps have been taken to recover at least some of the cost of reinstating the cross?”

The Cabinet Member replied thereto.

- 114 **Minutes of Cabinet and Cabinet Committee - Local Issues**
Item not considered (due to time constraints).
- 115 **Holding the Executive to Account**
Item not considered (due to time constraints).
- 116 **Minutes of Other Committees**
Item not considered (due to time constraints).
- 117 **Oral Questions to Committee/Sub Committee/Panel Chairs and Nominated Spokespersons of Joint Committees/External Bodies**
Item not considered (due to time constraints).
- 118 **Motion submitted in accordance with Council Procedure Rule 14 as to Renewable Energy Strategy**
Item not considered (due to time constraints).
- 119 **Motion submitted in accordance with Council Procedure Rule 14 as to Community Pharmacies**
Item not considered (due to time constraints).
- 120 **Motion submitted in accordance with Council Procedure Rule 14 as to Kirklees Local Plan**
Item not considered (due to time constraints).

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

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

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

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



**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON FRIDAY, 21 OCTOBER 2022 AT COMMITTEE ROOM 1,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Denise Jeffery	Wakefield Council
Councillor Sue Holdsworth	Calderdale Council
Councillor James Lewis	Leeds City Council
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Councillor Matthew Robinson	Leeds City Council
Mark Roberts	Leeds City Region Local Enterprise Partnership
Councillor Jane Scullion (Substitute)	Calderdale Council
Councillor Andrew Waller	City of York Council

In attendance:

Ben Still	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority

39. Apologies for Absence

Apologies for absence were received from Cllr Hinchcliffe, and Cllr Swift.

The Mayor addressed the committee members, noting that the meeting scheduled for 9 September 2022 was cancelled due to the passing of Her Majesty Queen Elizabeth II, and raised the significant changes to central government since the previous meeting of the Combined Authority. The Mayor noted that the decisions made by the government over the previous months have contributed to a worsening economic climate for West Yorkshire and the wider UK, and affirmed her commitment to investing in the people, businesses, and infrastructure of West Yorkshire through the decisions taken by the Combined Authority.

40. Declarations of Disclosable Pecuniary Interests

Cllr Scullion declared her sponsorship of the West Yorkshire Flooding Innovation Project.

Cllr Robinson declared his work for Tech UK regarding digital strategy.

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

The Chair noted the late appendix 8 of item 9 that was submitted to the Committee members was identified as exempt from the press and public.

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 8 to Agenda Item 9 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

42. Minutes of the Meeting of the Combined Authority held on 22 July 2022

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 22 July 2022 be approved and signed by the Chair.

43. Economic Report / Crisis in the Cost of Living and Doing Business

The Combined Authority considered a report providing the latest economic and business intelligence within West Yorkshire and setting out the Combined Authority's current work to support businesses and households through the cost-of-living crisis.

Officers noted that there were significant changes within the government since the papers were published, though the points of the paper were still relevant. The rate of inflation has risen to approximately ten percent driven by the rising cost of energy and food. Residents of West Yorkshire are affected more than the national average due to higher levels of food poverty and a prevalence of energy inefficient homes. The government has provided six months of energy support for businesses, reviewed after three, which is subject to changes on 31 October 2022. The Combined Authority is in communication with businesses and representative groups about support manufacturing and other energy-heavy industries.

Members noted the difficulties being faced by households within their respective WY regions, and emphasised that the local governments are doing everything they can to provide support, however more needs to be done by the central government. Members also urged support for businesses which are finding increased difficulty in accessing loans and paying energy bills. The majority of businesses will be required to pass the higher costs onto customers, and the issue affects businesses throughout the supply chain.

Resolved:

That the latest intelligence around the West Yorkshire economy be noted, and comments provided on the activity taking place locally and nationally.

That approval be given under item 9 for the Mayor's Cost of Living Emergency Fund (to be delivered via local authorities), Social Housing Decarbonisation Fund Booster and Energy Price Crisis Emergency Business Grants Programme.

44. UK Shared Prosperity Fund

The Combined Authority considered a report to set out progress on implementing the UKSPF local investment plan. Officers explained that since last meeting of the Combined Authority, an additional £2.5 million of funding has been made available from the Rural England Prosperity Fund. The Combined authority is working with the Local Partnership Group and wider stakeholders to submit the investment plan by the end of November 2022. Officers clarified that the rural element of the funding does not limit how much funding can go to rural areas, and it is just additional to the main allocation of funding.

Resolved:

That the progress made on implementing the West Yorkshire UKSPF Local Investment Plans be noted.

That the update on the new Rural England Prosperity Fund be noted, and authorisation given to the Chief Executive to finalise and submit the Local Investment Plan Addendum to Government, on behalf of the Combined Authority, in consultation with the Mayor, Leaders of each constituent Council and the Interim Chair of the LEP, given the timescales for submission.

That members approved the recommendations made by the West Yorkshire UKSPF Local Partnership Group which are:

- the Hyper-Local £30m LA Allocation Business Justification Case, noting the need to be clear on the intended deliverables, outputs and outcomes, have strengthened equality targets, strong governance and to be clear that UKSPF is for additional/new activity. This includes £1,227,000 for fund management. Formal approval is sought under Item 9.
- support for the £310,000 Flood Innovation Programme - advice and feedback to be fed into the business case development as it progresses through the Combined Authority's assurance process, part of the Climate and Environment Plan pipeline – wave 1 business case.
- approval of the rationale for the Women and Girls Programme, the proposed criteria for accessing the funding, the process and milestones in the funding decision process, to allow officers to progress the work

further.

- broad agreement with the proposed funding envelopes for Pillar 2 Business Support, and key policy areas for intervention using UKSPF - to be developed further with the Business, Economy and Innovation Committee and Local Partnership Group
- approval to the Chief Executive of the Combined Authority in line with the revised AEB (and Multiply) table of delegations as set out in Appendix 1 – for Multiply Community Focussed support. The Combined Authority will then enter into Grant Agreements for this provision with each Local Authority.
- to consider, that the limited funding from the Rural Fund should be targeted at rural micro and small businesses, with some sector specialism, for example focusing on the food supply chain, and that Rural engagement is key to delivery of this programme and therefore the LPG should be expanded to include rural representation.

That the delegation from the Combined Authority to the Finance, Resources and Corporate Committee for approvals required in relation to the UKSPF implementation and delivery of the Local Investment Plan, following advice provided by the West Yorkshire UKSPF Local Partnership Group be noted and approved

That the updated AEB (and Multiply) table of delegations be noted and approved

45. Bus Service Improvement Plan Update

The Combined Authority considered a report to provide an update on the Department for Transport funding for the Bus Service Improvement Plan. Officers summarised the introduction of the Mayor's Fares scheme launched on 4 September 2022 which reduced bus ticket prices and capped any single ticket within West Yorkshire at £2. The rates of service usage will be monitored over the next three months and updates will be provided on the impact of the scheme on passenger numbers. The bus network faces further challenges, and the Mayor and Combined Authority members have led discussions with operators to alleviate any concerns and address ongoing issues.

Members praised the Mayor's Fares scheme but raised concerns about bus services in their regions, and requested that operators are invited to a meeting to hear their concerns first-hand. Unreliable services are discouraging bus use, and school students and workers alike are facing difficulties commuting which is in turn slowing the rate of economic recovery. The Chair confirmed support for bus companies is ongoing, and schemes to support driver recruitment and training as well as the introduction of electric buses are there to encourage bus operators to reintroduce regular services.

Members raised further concerns with the inaccuracy of electronic displays found at bus stops, and the last-minute cancelling of services. Officers

confirmed that discussions are being held to tackle these issues, which relies on data from both the Combined Authority and operators which can present challenges. There are developments under way which will allow for individual bus tracking which should increase passenger confidence in bus reliability.

Resolved:

That the update on the Bus Service Improvement Plan be noted, and that funding has been confirmed by the Department for Transport subject to the making of the Bus Service Improvement Plan Enhanced Partnership Scheme following statutory consultation.

That the delegation of the approval of the Bus Service Improvement Plan strategic outline case in accordance with the Assurance Framework to the Transport Committee be approved, so that delivery can commence in line with the tight delivery timeframes.

46. Digital Update

The Combined Authority considered a report to seek approval of the Digital Skills Plan and to seek comments on the proposition of converting the Local Digital Skills Partnership into a Local Digital Partnership, once the LDSP project ends.

Members noted the work being done on the subject by the Employment and Skills Committee, and the further challenges of filling and supporting IT jobs in the region. Members raised that working with businesses and private sector representatives to support digital jobs is important for equality, diversity and inclusion across the region by increasing the IT skills of those in deprived communities.

Officers expressed thanks to the people and businesses that have already provided feedback into the plan, and noted the Combined Authority's intention to match London's level of digital skills. West Yorkshire has one of the fastest growing digital sectors with one of the highest retention rates which will help all residents and business progress.

Members noted the success of the West Yorkshire innovation festival and Leeds Digital Festival as platforms to champion the region to a wider audience. The Chair encouraged members to share and support the Mayor's Innovation Prize, aimed at young people to submit ideas to improve the environment and lives of West Yorkshire communities in line with the target of achieving net zero carbon emissions by 2038.

Resolved:

That the Digital Skills Plan be approved.

That the proposal to convert the Local Digital Skills Partnership into a Local Digital Partnership once the LDSP project ends be approved.

That the proposal to refresh the Digital Framework with a focus on the next

phases of projects and programmes, to include a deep dive with the LEP Board be approved.

47. Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progression of, and funding for a number of schemes. Officers summarised nine key schemes for progression through the assurance progress and approval of funding.

WY mayors cost of living emergency fund

Officers summarised the aim of the scheme to provide £3 million of support to disadvantaged and vulnerable groups in West Yorkshire, through established Voluntary, Community, and Social Enterprise sector links.

Members agreed the funding is necessary, but stressed the support is not enough to solve the wider issues and more support is required from central government to meet the needs of the region. The Chair agreed that the projected support until April is not long enough, and benefits payments should rise in line with inflation to support the most vulnerable.

Social Housing Decarbonisation Fund Booster

Officers summarised the scheme will support the ongoing work of the Social Housing Decarbonisation Fund, by allowing for more homes to be retrofitted and made more energy-efficient.

West Yorkshire Climate and Environment Plan - Wave 1

Officers explained the aim of the scheme to support the initial seven programmes to support the net-zero 2038 ambitions. The programmes are still under development and are at various stages, but with initial funding will increase the pace of delivery.

Members commented that work towards energy efficiency is key to improve the environment and to tackle high fuel bills, and urged that government take further action against the rising cost of living.

UKSPF - Local Authority Hyper Local Programme

Officers explained that the UK Shared Prosperity Fund is the successor to the European Structural Investment Fund programme, and will allocate £31 million of funding between the five constituent regions to support the wider UKSPF programme.

West Yorkshire Innovation Programme

Officers explained the scheme is a three-year programme to support small and medium enterprises to improve their business operations through a variety of

means.

Business west Yorkshire

Officers explained the scheme will support 9,000 small and medium enterprises to improve productivity and expand their businesses.

Employment support West Yorkshire

Officers explained the scheme will support 7,700 to gain skills and return to the labour market through a variety of activity between April 2023 and March 2025.

TCF Huddersfield bus station

Officers explained the aim of the scheme to refurbish the interior and exterior of Huddersfield bus station. The overall costs have increased from the original allocation due to inflation and material costs, and analysis has been undertaken to bring the costs down as much as possible. The project will be periodically reviewed to ensure value is maintained.

Brownfield Housing Fund Programme

Officers explained the ongoing Brownfield Housing Fund scheme has received additional funds from the government, which will increase the projected output of new homes within the existing delivery time frame.

Members expressed their thanks for the hard work of the teams involved with the scheme, and raised questions regarding the availability of suitable land. Officers confirmed that work is ongoing to identify suitable land, and that any justified proposals from developers are considered and approved as appropriate. Work is also being undertaken to identify avenues for employment and increasing skills in partnership with developers and training providers.

Resolved:

In respect of the West Yorkshire Mayor's Cost of Living Emergency Fund, the Combined Authority approved that, subject to the conditions set by PAT and set out in the decision point certificate:

(i) The Mayor's Cost of Living Emergency Fund scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £3,000,000 is given. The total scheme value is £3,000,000.

(iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities. The amount of funding allocated to each Local Authority is delegated to the Combined Authority's Chief Executive.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Social Housing Decarbonisation Booster, the Combined Authority approved that:

(i) The change request for the Social Housing Decarbonisation Booster scheme to increase the Combined Authority's contribution funding from £5,062,000 to £10,257,949, to extend the programme and to increase the outputs as detailed in this report is approved. The total scheme value will increase from £10,381,000 to £17,633,367

(ii) The Combined Authority enters into an addendum to the existing Funding Agreements with the following Social Housing Provider providers for expenditure of up to:

- Accent £186,535
- Chartford £154,000
- Connect £308,000
- Incommunities £1,084,230
- Kirklees £280,000
- Together £1,700,545
- WDH £847,000
- Yorkshire Housing £238,000

(iii) That delegated authority be granted:

- To the Head of Economic Implementation to reallocate funding and / or outputs in consultation with PAT but without the need to submit a formal Change Request to PAT if one or more Housing Association is unable to use their funding allocation, but another is.
- To the Head of Economic Implementation and the Head of Legal and Governance Services in consultation to finalise the Funding Agreement Addendums between the Combined Authority and the Housing Associations (WDH, Connect Housing, Incommunities, Together Housing, Accent Housing, Yorkshire Housing, Kirklees Council, Chartford) and all other related legal documents that may be required.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Climate Environment Plan - Wave 1, the Combined Authority approved:

(i) The change request to the CEP Wave 1 Portfolio to:

- a) Further development costs of £1,507,893 to continue to develop individual programme business cases plus the UK Shared

Prosperity Fund's (UK SPF) contribution to the Flood Innovation Programme (FLIP) (£310,000), taking the total portfolio development costs approval to £2,654,133. Note: the release of the £310,000 is subject to final approval of the UKSPF Local Investment Plan by Government.

- b) Approval of £1,100,000 for the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis
- c) Taking the total portfolio approval to £2,917,893.

(ii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £310,000.

(iii) Delegation to the Climate, Energy and Environment Committee is requested for approval of any change requests to FLIP or the Energy Price Crisis Emergency Business Grants Programme and approval of the business cases for the other projects in the CEP Wave 1 portfolio.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the UKSPF Local Authority Hyper Local Programme, the Combined Authority approved that, subject to the conditions set by PAT and set out in the decision point certificate and subject to final approval of the UKSPF West Yorkshire Local Investment Plan by Government:

(i) The UKSPF - Local Authority Hyper Local Programme scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £31,227,000 UKSPF is given. The total scheme value is £35,037,000.

(iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities for the following amounts:

- Bradford £7,578,145 + £303,126 management fee.
- Calderdale £2,764,079 + £137,563 management fee
- Kirklees £5,824,858 + £232,994 management fee
- Leeds £9,393,538 + £375,742 management fee
- Wakefield £4,439,380 + £177,575 management fee

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee, following advice by the UKSPF LPG. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the West Yorkshire Innovation Programme, the Combined

Authority approved that:

(i) The West Yorkshire Innovation Support Programme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).

(ii) Approval is given to Combined Authority's contribution of £5,550,376. The total scheme value is £6,934,126.

(iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of Business West Yorkshire, the Combined Authority approved that:

(i) The Business West Yorkshire scheme proceeds through decision point 2 to 4 (Business Justification) and work commences on activity 5 (delivery).

(ii) Approval to the Combined Authority's contribution of £4,573,426. The total scheme value is £5,298,920

(iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of Employment Support West Yorkshire, the Combined Authority approved that:

(i) The Employment Support West Yorkshire scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £12,000,000. The total scheme value is £12,023,833.

(iii) The Combined Authority enters into a funding agreement with each of the five partner councils for expenditure up to the allocations outlined below:

- Bradford Council £3,233,194
- Calderdale Council £1,014,916
- Kirklees Council £2,371,940
- Leeds City Council £3,658,917
- Wakefield Council £1,227,059

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Employment and Skills Committee. This will be subject to the scheme remaining within the tolerances outlined in this report

In respect of TCF Huddersfield Bus Station, the Combined Authority approved that:

(i) The Huddersfield Bus Station scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(ii) An indicative approval to the Combined Authority's contribution of £18,995,380. The total scheme value is £19,995,380.

(iii) Development Costs of £2,178,470 are approved in order progress the scheme to decision point 4 (full business case) taking the total scheme approval to £3,077,100.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Brownfield Housing Fund Programme, the Combined Authority approved:

(i) The change request to the Brownfield Housing Programme to increase the total programme cost from £66,778,719 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400-7,855 homes unlocked by March 2025.

(ii) Development costs of up to £5,000,000 from the Brownfield Housing Fund are approved in order to develop and manage the programme, including acquisitions, and design and develop individual schemes to the next decision point, taking the development funding approved to date to £10,000,000.

(iii) The change to the BHF Burmantofts project to increase the delivery timeframe from June 2025 to October 2025.

(iv) The change to the BHF Leeds Central project to increase the delivery timeframe from July 2024 to January 2025.

(v) The change to the BHF Hebden Bridge project to increase the delivery timeframe from January 2024 to February 2025.

(vi) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

48. Governance - Representation on Outside Bodies

Officers explained the purpose of the report to approve the appointments of the Deputy Chairs of the Transport Committee to the Transport for the North Scrutiny Committee and to the Consortium of East Coast Main Line Authorities.

Resolved:

That the thematic split of roles of the Deputy Chairs of the Transport Committee as set out in paragraph 2.3 be noted.

That the appointments to the TfN Scrutiny Committee and the Consortium of East Coast Main Line Authorities for the municipal year 2022/23 as set out in paragraph 2.5 be approved.

49. Minutes for Information

Resolved: That the minutes and notes of the Combined Authority's committees and panels be noted.

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 8 DECEMBER 2022 AT COMMITTEE ROOM 1,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Stewart Golton (Substitute)	Leeds City Council
Councillor James Lewis	Leeds City Council
Councillor Cathy Scott (Substitute)	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Mark Roberts	Leeds City Region Local Enterprise Partnership
Councillor Jane Scullion (Substitute)	Calderdale Council
Councillor Andrew Waller	City of York Council

In attendance:

Ben Still	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Philip Witcherley	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Ian Parr	West Yorkshire Combined Authority

50. Apologies for Absence

Apologies for absence were received from Cllr Pandor, Cllr Swift, Cllr Holdsworth, Cllr Jeffery, Cllr Morley, Cllr Robinson, and Cllr Carter.

The Mayor opened the meeting and noted that the impact of inflation upon West Yorkshire remains a key issue for the Combined Authority, and along with all other mayoral combined authorities the Combined Authority is reviewing upcoming projects to ensure sustainable and swift delivery when budget constraints allow. The Combined Authority is working closely with the local authorities to minimise disruption and ensure no part of the region is unfairly impacted.

The Mayor provided an update on her recent meeting with the Transport Secretary, Mark Harper, in which the ongoing issue regarding the number of

cancelled services was raised, and it was stressed that action must be taken by government to address the issues. Further contact has been made with the Secretary of State, with the hope that decisive action is taken in the coming days.

51. Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

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

There were no items that required the exclusion of the press and public.

53. Minutes of the Meeting of the Combined Authority held on 21 October 2022

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 21 October 2022 be approved and signed by the Chair.

54. Crisis in the Cost of Living and Doing Business

Members received a report from the Director of Strategy, Communications and Intelligence to provide an update on latest economic intelligence and the Combined Authority's response to cost of living crisis.

Economic forecasts predict the UK will experience a recession lasting until 2024, driven by higher energy costs and the war in Ukraine, among other factors. West Yorkshire will be disproportionately affected compared with other UK areas, with around one third of households falling within the poorest 20% of neighbourhoods in England. This means households will spend a higher proportion of their income on energy and essentials, with lower or diminishing savings as the cost-of-living crisis continues. Energy intensive businesses such as manufacturing are also struggling, with approximately 57,000 employees affected and a potential £8 billion in turnover at risk.

Support packages have already been agreed by the Combined Authority, such as the Mayor's Cost of Living fund and the Mayor's Fares scheme, with further support to be agreed. Expressions of interest have already been received from businesses regarding support for decarbonisation and energy saving, and further support is available in the form of financial, housing, and jobs advice, with the aid of local authorities and the voluntary sector.

The Mayor has sent a letter to the Chancellor setting out key priorities for West Yorkshire – help for businesses' energy bills, the delivery of the Northern Powerhouse Rail, and the commitment to a new mass transit system. There are potential opportunities to explore regarding investment zones, as well as a review of the way Mayoral Combined Authorities receive and allocate funding.

Members noted discussions from the recent LEP board meeting, with business owners concerned that inflation and energy bills could still rise for businesses, and the consequences of potential energy blackouts. In research undertaken on the behalf of the Combined Authority, 67% of businesses responded with

concerns about their survival, most of them being small-to-medium enterprises. The LEP board discussed the regional response, emergency grants, support for vulnerable people, and the launch of the Employment West Yorkshire scheme. Members pointed out importance of the voluntary sector and non-profit organisations, and private sector support is available to provide training.

Members questioned if there is capacity to support businesses who have not yet expressed an interest in the available support. Officers confirmed this is the case.

Resolved: That the latest intelligence be noted, the implications of the current economic situation for businesses within the region be discussed, and the action taken so far by the Combined Authority, and the next steps following the Autumn Statement be noted.

55. Inflation - Transport Programmes

The Combined Authority received a report from the Director of Transport Policy and Delivery to approve the pausing of some projects and approve funding for others identified in the report. The same report was presented to the Finance, Resources, and Corporate Committee on 10 November, with total identified savings of £266 million. Officers expressed thanks to the local authority partners authority partners for the joint work.

Officers emphasised that no schemes are being discarded, only paused until the delivery becomes viable. Work will progress outstanding business cases and identifying external funding sources to ensure that schemes are ready for delivery as soon as possible. Officers clarified the three main criteria for reviewing projects – financial viability, deliverability, and timescales. Some projects will be paused in their entirety, and others may only be paused in part.

Members raised concerns that projects are stopped without consulting the affected communities. Officers confirmed that consultation is a part of the business case for each project, with multiple means through which communities are kept up to date. Members noted the importance of their role in communicating with local communities.

Members questioned if schemes from the CRSTS funding stream will be affected, officers responded they are not, however there is a time limit on some funding streams.

Resolved: The Combined Authority approved:

- i) The projects to be pipelined and the Revised Full Funding required to reach the pause decision point, as set out in this report. (Appendix 1).
- ii) The new project indicative / full allocations, as set out in this report (Appendix 2).

- iii) The additional funding requests on projects in WYTF, TCF and CRSTS, as set out in this report.
- iv) The re-baselined based on the milestone information included in the report (Appendix 3 and 4).
- v) That no further approvals for the changes requested will be required through the Assurance Framework and that projects continue on their approval pathways and routes to the next decision point.
- vi) The Combined Authority enters into a Funding Agreement or an addendum to the existing Funding Agreement with the relevant partner for expenditure as detailed in Appendix 1 and 2 and for milestone dates as detailed in Appendix 3 and 4.

56. Business planning and budgets

The Combined Authority received a report from the Director of Corporate and Commercial Services to consider the 2022/23 business forecast, and provide an update on the 2023/24 budget process.

The 2023/24 budget will be aligned with the new directorate structure to support the focus on outcomes and delivery. The Combined Authority's income has not increased in line with inflation, and reviews are being undertaken to identify additional savings and funding. Officers acknowledged the need to manage the cost pressures without increasing the cost for the local authorities. Transport-related costs are especially difficult due to the volatile nature of available funding as well as still-recovering bus passenger numbers, though it is key to maintain the same or better levels of service with the available budget.

Members praised the involvement of the Local Government Association with the Communications review, and requested the outcomes of the review be shared with members. Officers offered to circulate the outcomes, and added that many of the Combined Authority's existing plans were endorsed by the LGA. Discussions have been held regarding additional consultation across the whole Combined Authority in late 2023.

Members queried how cross-boundary services are supported and how relationships with authorities neighbouring West Yorkshire are managed. Officers confirmed that relationships with cross-boundary services are managed in the same way as West Yorkshire services.

Members noted the need for ward members and communities to be informed of new developments. It was noted that there are committees and information channels through which information is distributed. Officers added that operators are required to register any service cuts with the Traffic Commissioner two months in advance, and are required to share the same information with the Combined Authority. Service cuts are shared with the appropriate ward members wherever possible, however cuts are not always able to be shared in the public domain.

Resolved:

- i) That changes to the 2022/23 business plans be approved.
- ii) That the Combined Authority consider the emerging budget for 2023/24
- iii) That input be provided and consideration be given to the emerging outcome led business plans for 2023/24.

57. Culture, Heritage and Sport Framework

The Combined Authority received a report from the Interim Director of Inclusive Economy, Skills, and Culture to approve the final version of the Culture, Heritage and Sport Framework.

Officers informed members the framework has been out for public consultation conducted through the Your Voice platform as well as multiple community events. The majority of the feedback was positive and will help to guide the investment, and further collaboration with external organisations will help to unlock additional funding. The framework targets communities with limited access to cultural events, and the diversity of the sector is growing. Job resilience is an important focus due to the proportion of freelancing jobs within the sector, though since the area is relatively new there are questions regarding how support is measured and evaluated.

The Mayor thanked the Culture, Heritage and Sport Committee members for their input, and noted that the cultural sector in West Yorkshire contributes around £2 billion per year to the economy and continues to grow. There are several cultural events in West Yorkshire to be delivered in the coming months which will bring further development, and emphasised the cultural sector is not just about holding events, as it offers employment, skills, and training for local people.

Members noted the recent meeting of the Culture, Tourism and Sport board was attended by Visit England, and suggested that there would be an opportunity to develop links if they have not yet been made. Officers agreed and responded that conversations are taking place with multiple organisations, and West Yorkshire is an attractive prospect with upcoming cultural events.

Members noted the relatively low levels of feedback received, officers replied that a more detailed report and breakdown of the feedback was presented to the Culture, Heritage and Sport Committee. The Framework was promoted heavily on social media, and the original response deadline was extended due to the passing of Her Majesty Queen Elizabeth II.

Resolved: That the update on the Cultural, Heritage and Sport Framework be noted, and the Framework text in in Appendix 1 be approved for publication.

58. Project Approvals

(a) Investment Priority 4 - Tackling the Climate Emergency and Environmental Sustainability

Members received a report from the Director of Transport Policy and Delivery on the progression of, and approval of funding for schemes. Officers informed the members that projects will now be presented under their associated investment priorities for clearer understanding of how budgets are spent.

Officers introduced the Business Sustainability Package, which aims to support small and medium-sized enterprises to meet their targets to achieve net zero carbon emissions by 2038 through measuring emissions, identifying improvements, and supporting action to reduce emissions.

Members noted the scheme builds upon previous schemes which have already helped to reduce annual emissions of supported businesses by 4,500 tonnes of carbon and reducing their energy bills.

Resolved: The Combined Authority approved that:

- (i) The Business Sustainability Package proceeds through decision point 2 (strategic outline case) and decision point 4 (full business case) work commences on activity 5 (delivery).
- (ii) Approval to the Combined Authority's contribution of up to £10,596,934 is given. The total scheme value is up to £21,946,934.
- (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

(b) Investment Priority 5 - Future Transport

Members received a report from the Director of Transport Policy and Delivery on the progression of, and approval of funding for schemes.

Combined Services and Assets Database Replacement

Officers introduced the Combined Services and Assets (CoSA) Database Replacement, which will support sustainable transport by replacing the current IT system and allowing for better management of bus service data.

Members questioned if the new system will resolve ongoing issues with the real-time information screens at bus stops, which would improve commuters' confidence in buses. Officers responded that it is not a direct resolution but will pave the way towards improvements to the information screens. Separate conversations are being had with

operators about how the data used by the real-time information boards can be made more reliable.

TCF - Bradford City Centre Cycling and Walking Improvements

Officers introduced the scheme which is designed to remove traffic in Bradford City Centre, thereby making walking and cycling easier. New public spaces, seating, and artwork will be introduced to improve the area, and new bus hubs, cycle tracks, and pedestrian crossings. Delivery is targeted before the Bradford City of Culture commences.

Members raised concerns regarding disruption to the city centre. Members acknowledged there may be disruption, but the works will ultimately make it more accessible. Officers added that the cost to benefit ratio for the scheme is high when assessed with the Department for Transport criteria, and should bring higher value to Bradford city centre as a destination upon completion.

Resolved:

With respect to the Combined Services and Assets Database (CoSA) Replacement, the Combined Authority approved that:

- (i) The Combined Services and Assets Database (CoSA) Replacement scheme proceeds through decision point 1 (strategic assessment) and work commences on activity 2 to 4 (business justification case).
- (ii) An indicative approval to the Combined Authority's contribution of £615,000. The total scheme value is £615,000.
- (iii) Development costs of £50,000 are approved for development of the business justification case.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outline in this report and any change requests are delegated to the Transport Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

With respect to the TCF - Bradford City Centre Cycling and Walking improvements, the Combined Authority approved that:

- (i) The TCF Bradford City Centre Cycling and Walking Improvements scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) An indicative approval to the Combined Authority's contribution of £43,166,000. The total scheme value is £43,266,000.
- (iii) Approval to an additional £3,741,000 of development costs is given, taking the total approval to £5,893,500.

(iv) The Combined Authority enters into an addendum to the existing funding agreement with Bradford Council for expenditure of up to £5,893,500.

(v) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report subject to the scheme remaining within the tolerances set out in this report.

59. Committee Appointment

Members received a report from the Head of Legal and Governance seeking approval to appoint Nicky Chance-Thompson, CEO of the Piece Hall Halifax, as the private sector Deputy Chair of the Culture, Heritage and Sport committee.

The report noted that the current Deputy Chair Helen Featherstone has resigned due to taking up a new role from January, and the Mayor expressed her thanks as Chair of the Culture, Heritage and Sport Committee for Helen's contributions during her term.

Resolved: That Nicky Chance-Thompson be appointed to the role of Deputy Chair of the Culture, Heritage & Sport Committee.

60. Director Roles and Appointments

Members received a report from the Chief Executive providing an update on the new directorate structure, to ratify the new appointments of existing directors into new roles, and to approve the creation of two Executive Director roles. The report also provided an update regarding the changes to lead directors for the Combined Authority and thematic committees.

Officers explained that the Combined Authority members had previously taken the decision to approve the new directorate structure, and since then the existing directors have moved into new roles. Two further Executive Director roles will be created and appointed to in due course.

Officers informed the members that Phil Witcherley has been proposed as Interim Director of Inclusive Economy, Skills, and Culture. Melanie Corcoran has also been proposed as Interim Chief Operating Officer. Both roles are on an interim basis while an external substantive recruitment processes take place.

Resolved:

- (i) That the amendment of the organisation's establishment to create the revised senior structure as set out in Figure 1 be approved.
- (ii) That the appointment of existing Directors into revised roles, shown in Table 1 be ratified.
- (iii) That progression to recruitment of all vacant Director posts in the

structure be approved.

- (iv) That the appointment of Phil Witcherley into the post of Interim Director of Inclusive Economy, Skills and Culture, until such time as a substantive appointment is made be approved.
- (v) That the appointment of Melanie Corcoran into the post of Chief Operating Officer from 1 January 2023 on an interim basis, until such time as a substantive appointment is made be approved.
- (vi) That the update to the list of responsible Directors for Combined Authority committees set out in Table 2 be noted.

61. Officer Arrangements

Members received a report from the Head of Legal and Governance containing revisions to the Officer Delegation Scheme, and seeking approval for the Chief Executive to discharge functions to Combined Authority Officers as appropriate.

Resolved:

- (i) That the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to the report to be brought into immediate effect, noting that some elements will come into effect from 1 January 2023 as referenced within the Scheme itself.
- (ii) That the Chief Executive be authorised to discharge any functions that the Combined Authority or one of its committees may have delegated outside of the Officer Delegation Scheme to a Combined Authority officer in relation to a specific matter.
- (iii) That it be noted that the Head of Legal & Governance Services will make any consequential revisions to the Constitution and other key documents.

62. Minutes for Information

Resolved: That the minutes and notes of the Combined Authority's committees and panels be noted.

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Name of meeting: Council 22 February 2023 (Reference from Cabinet -17th January 2023)

Title of report: Calculation of Council Tax Base 2023/24

Purpose of report: To seek approval of the for the various tax bases which will apply to the Kirklees area for the financial year 2023/24 in connection with the Council Tax.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes: The calculation of the Council Tax base affects all wards in the Kirklees area.
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 , Strategic Director, Corporate Strategy, Commissioning and Public Health – 3 January 2023
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Eamonn Croston Service Director, Finance – 3 January 2023
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Julie Muscroft , Service Director – Legal, Governance and Commissioning – 3 January 2023
Cabinet member <u>portfolio</u>	Cllr Paul Davies

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: Public

Have you considered GDPR: Yes - there is no personal data within the Council Tax base report or calculation.

1. Summary

Section 67(2) of the Local Government Finance Act 1992 originally requires that the tax base for Council Tax should be approved by the Authority. The regulations covering setting the tax base are covered and updated under Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (as amended).

In accordance with s67 (2A) (za) of the Local Government Finance Act 1992 the Value of T (the taxbase) is not a function that can only be discharged by the Authority (Council) and

therefore can be determined by reference to the Cabinet for ratification in order that the process for the calculation of the basic amount of Council Tax in accordance with s 31B of that Act can commence.

A number of Councils take the decision at Cabinet or have delegated it to the section 151 officer and the calculation forms part of the Budget papers.

It has been the practice in Kirklees to take a report to both Cabinet and to Council. Given the very technical nature of this report, and the fact that the calculation anyway forms part of the annual budget papers, this report also requests that delegation of future annual CTB calculations, from 2024/25 onwards to the Council's s151 officer in consultation with the Cabinet Member for Corporate Services.

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

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

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

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

2. Information required to take a decision

- 2.1 In determining the level of local taxation, each local authority calculates a tax base annually so that, once the level of expenditure has been approved, the determinations of the level of location taxation becomes an arithmetical exercise.
- 2.2 The Council Tax base (CTB) for an authority is the amount of income which would be received by levying a Council Tax of £1.00 on band D properties and taking into account the differential rates which would be applied to properties in the other bands.

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

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

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

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

- a) Fixed ratios between valuation banding.
- b) Number of exempt properties.
- c) Number of properties eligible for a discount.
- d) Properties subject to the Empty Homes premiums (long term empty properties, empty over 2 years, over 5 years and over 10 years) subject to premium charge(s). For the purposes of this report it is assumed there is no change to empty property premium.
- e) Number of appeals against bandings which will be successful.
- f) Number of new properties which will be added to the list during the year; and
- g) Council Tax Reduction Scheme (CTR) – continuing the local scheme as in 2022/23 at 20%.
- h) An allowance for losses on collection.

2.4 The current tax base figure based on 30th November 2022 figures is 124,351.07. A collective adjustment has then been made to this current Council Tax base (CTB) to reflect the issues to be considered in paragraph 2.3 above, to then determine a calculated tax base for 2023/24.

2.5 Allowing for the factors set out in paragraphs 2.3 to 2.4 above, an overall collective adjustment for 2023/24 has been calculated at 0.91% rounded (equivalent overall adjustment for 2022/23 was also 0.91% rounded) to arrive at the 2023/24 CTB (Band 'D' equivalent) at 123,215.79; a net increase of 1,309.79 Band 'D' equivalent, compared to 2022/23 equivalent CTB at 121,906.00. The net increase assumes the continuation of current income collection performance in line with the target 98.5%, and factors in an overall reduction in eligible households claiming Council Tax Reduction (CTR) based on a rolling 12 month trend from a peak of 25k households, to just under 24k households (equivalent to 700 Band D equivalent growth added back to the CTB), and the balance of CTB growth estimate at about 610 Band D equivalents again based on rolling 12 month trends. These estimates are considered to be reasonable and prudent, and acknowledges the changing broader cost of living impacted economic landscape as the continuing backdrop to the predicted CTB in 2023/24. The CTB as set out in this report will be used to inform the demand on the collection fund amount to be considered at Budget Council on 8th March 2023.

2.6 It is recommended that the 2023/24 tax base for the whole of Kirklees area, and the tax bases for the five Parish and Town Council areas be approved as follows:

Whole of Kirklees	123,215.79
Denby Dale	6,093.41
Holme Valley	10,482.86
Kirkburton	9,229.12
Meltham	2,997.86
Mirfield	6,904.95

The relevant Appendices are set out in this report which show the CTB estimates, net of the collective adjustment for 2023/24, across the whole district, and for the specific 5 Parish & Town Councils.

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

Council Tax Reduction Parish Grant

2.7 A Council grant had been distributed to Parish Councils to supplement the Parish precept, so as to provide top-up funding to mitigate the effect of the Localisation legislation introduced in 2013/14. The effect of Localisation was to reduce individual Parish Tax bases, resulting in a consequential loss in their income. This grant had been maintained at the 2013/14 level, over successive years. However, over this period, Parish (CTB's) had grown to the extent where the original purpose of the grant was no longer justified.

As part of previous year's approved CTB, Council approved the phasing out of the grant, the phasing dependent on the extent of individual Parish CTB growth over the intervening period. Based on the tax bases recommended in this report, there are no remaining parish grants payable in 2023/24.

3 Implications for the Council

3.1 Working with People

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

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

By providing a scheme that reduces liability to an affordable level, it prevents the need to take unnecessary and costly recovery action that would inevitably result in courts finding the customer did not have the means to pay. The current Council CTR Scheme reduces liability to eligible claimants by up to 20%.

3.2 Working with Partners

N/A

3.2 Placed based working

N/A

3.3 Climate Change & Air Quality

N/A

3.4 Improving Outcomes for Children

N/A

3.5 Reducing demand of services

N/A

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

The setting of the taxbase is related to the annual budget process. Setting a budget specifically to meet Council Tax liability of those that would otherwise be unable to pay, means we have greater clarity as to the amount of Council Tax we might collect. That in turn allows the Council to plan more accurately based on anticipated revenue from the collection of Council Tax.

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

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

The Council has a statutory duty to set the Council Tax base for 2023/24 by 31 January 2023.

Section 31 B of the Local Government Finance Act 1992 (LGFA 1992) (inserted by s.74 Localism Act 2011) and the Local Authorities (Calculation of the Council Tax base) (England) Regulations 1992(as amended) impose a duty on billing authorities to calculate the amount to be the council tax base each year by applying a statutory formula . The Council Tax base must be calculated between 1st December 2022 and 31 January 2023 and the council must notify major precepting authorities of its council tax base calculation for 2023/24 by 31 January 2023.

Section 67 (2a) (a) of the LGFA 1992 was amended by S 84 of the Local Government Act 2003 and so the calculation of the council tax base used to set council taxes no longer requires approval by full council . The cabinet can make this decision and delegate it to the section 151 Officer .

The Council must have regard to its public sector equality duty under section 149 of the Equality Act 2010 .

4. Consultees and their opinions

N/A

5. Next steps

The Council taxbase as set out in this report will then be used to inform the demand on the collection fund amount to be considered at Budget Council on 8th March 2023.

6. Officer recommendations and reasons

To meet the requirements of Section 67(2) of the Local Government Finance Act 1992 , which requires that the tax base for Council Tax should be approved by the Authority, it is recommended that :

Council note the report and appendices to this report and approve the 2023/24 Council Tax base (CTB) for the whole of the Kirklees area, at 123,215.79, and the Council Tax bases for the five Parish and Town council areas as set out in this report and accompanying Appendices.

Council approve the proposal to delegate future annual CTB calculations, from 2024/25 onwards to the Council's s151 officer in consultation with the Corporate Portfolio-holder , given the very technical nature of this report, and the fact that the calculation anyway forms part of the annual budget papers for member consideration at Budget Council.

7. Cabinet portfolio holder's recommendations

The Cabinet Portfolio Holder recommends;

- 1) That approval be given to the 2023/2024 taxbase for the whole Kirklees area, and the Council taxbases for the five Parish and Town Council areas as follows;
Whole of Kirklees £123,215.79
Denby Dale £6,093.41
Holme Valley £10,482.86
Kirkburton £9,229.12
Meltham £2,997.86
Mirfield £6,904.95
- 2) That the calculation of the Council taxbase for 2024/2025 onwards be delegated to the Section 151 Officer, in consultation with the relevant Cabinet Member.

8. Contact officers

Sarah Brown – Acting Head of Welfare and Exchequer Services

Mark Stanley – Senior Manager Welfare and Exchequer Services

9. Background Papers and History of Decisions

N/A

10. Service Director responsible

Eamonn Croston – Service Director, Finance

eamonn.croston@kirklees.gov.uk

Council Tax Base Calculation for whole of Kirklees 2023/2024 - APPENDIX A

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)	
A Disabled	141	0	141	12.25	36.74	0.00	0.00	92.01	5	51.12	
A	85,697	2,830	82,867	10,586.50	18,150.45	589.00	5.30	54,713.75	6	36,475.83	
B	35,078	653	34,425	3,195.25	3,252.76	158.00	0.50	28,134.49	7	21,882.38	
C	32,562	644	31,918	2,306.50	1,614.92	84.00	1.00	28,079.58	8	24,859.63	
D	17,470	355	17,115	989.50	503.28	31.00	0.00	15,653.22	9	15,653.22	
E	12,293	110	12,183	534.25	203.40	26.00	0.00	11,471.35	11	14,020.54	
F	5,552	49	5,503	222.00	58.97	19.00	0.00	5,241.03	13	7,570.38	
G	2,237	23	2,214	96.25	24.17	10.00	0.00	2,103.58	15	3,505.97	
H	125	1	124	11	0.00	3.00	0.00	116.00	18	232.00	
	191,155	4,665	186,490	17,953.50	23,844.69	920.00	6.80	145,605.01		124,351.07	
									Less : collective adjustment	0.91296%	1,135.28
										Council Tax Base for KMC - Chargeable Dwellings Band 'D' Equivalent	123,215.79

Council Tax Base Calculation for area of Denby Dale Parish Council 2023/2024 - APPENDIX B

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)	
A Disabled	7	0	7	0.00	2.35	0.00	0.00	4.65	5	2.58	
A	1,941	34	1,907	235.50	330.76	14.00	0.00	1,354.74	6	903.16	
B	1,261	14	1,247	128.25	81.03	7.00	0.00	1,044.72	7	812.56	
C	1,242	11	1,231	95.50	41.01	5.00	0.00	1,099.49	8	977.32	
D	1,476	11	1,465	86.50	24.11	2.00	0.00	1,356.39	9	1,356.39	
E	1,019	9	1,010	43.75	9.07	0.00	0.00	957.18	11	1,169.89	
F	450	5	445	20.75	2.37	3.00	0.00	424.88	13	613.72	
G	181	1	180	7.25	1.59	1.00	0.00	172.16	15	286.93	
H	14	0	14	0.50	0.00	0.00	0.00	13.50	18	27.00	
	7,591	85	7,506	618.00	492.29	32.00	0.00	6,427.71		6,149.55	
									Less : collective adjustment	0.91296%	56.14
										Council Tax Base for Denby Dale Parish Council - Chargeable Dwellings Band 'D' Equivalent	6,093.41

Council Tax Base Calculation for area of Holme Valley Parish Council 2023/2024 - APPENDIX C

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)
A Disabled	5	0	5	0.50	2.19	0.00	0.00	2.31	5	1.28
A	2,703	69	2,634	353.50	443.92	26.00	0.70	1,861.88	6	1,241.25
B	2,179	22	2,157	231.25	129.95	12.00	0.00	1,807.80	7	1,406.07
C	2,679	26	2,653	219.75	82.47	11.00	0.00	2,361.78	8	2,099.36
D	1,751	26	1,725	107.75	31.39	4.00	0.00	1,589.86	9	1,589.83
E	1,771	26	1,745	74.50	14.17	5.00	0.00	1,661.33	11	2,030.51
F	1,047	7	1,040	32.50	6.77	2.00	0.00	1,002.73	13	1,448.39
G	460	1	459	16.25	4.81	2.00	0.00	439.94	15	733.23
H	15	0	15	0.25	0.00	0.00	0.00	14.75	18	29.50
	12,610	177	12,433	1,036.25	715.67	62.00	0.70	10,742.38		10,579.45
								Less : collective adjustment	0.91296%	96.59
								Council Tax Base for Holme Valley Parish Council - Chargeable Dwellings Band 'D' Equivalent		10,482.86

Council Tax Base Calculation for area of Kirkburton Parish Council 2023/2024 - APPENDIX D

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)
A Disabled	3	0	3	0.25	0.68	0.00	0.00	2.07	5	1.15
A	2,348	153	2,195	284.25	357.93	21.00	0.00	1,573.82	6	1,049.21
B	2,036	23	2,013	213.25	131.44	11.00	0.00	1,679.31	7	1,306.13
C	2,515	29	2,486	186.75	80.88	6.00	0.50	2,223.87	8	1,976.77
D	1,799	113	1,686	101.25	27.94	5.00	0.00	1,561.81	9	1,561.81
E	1,504	11	1,493	62.00	12.87	1.00	0.00	1,419.13	11	1,734.49
F	760	8	752	25.25	4.80	1.00	0.00	722.95	13	1,044.26
G	380	3	377	12.25	1.25	0.00	0.00	363.50	15	605.83
H	18	0	18	0.75	0.00	0.00	0.00	17.25	18	34.50
	11,363	340	11,023	886.00	617.79	45.00	0.50	9,563.71		9,314.15
								Less : collective adjustment	0.91296%	85.03
								Council Tax Base for Kirkburton Parish Council - Chargeable Dwellings Band 'D' Equivalent		9,229.12

Council Tax Base Calculation for area of Meltham Parish Council 2023/2024 - APPENDIX E

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)
A Disabled	3	0	3	0.50	1.35	0.00	0.00	1.15	5	0.64
A	1,262	25	1,237	156.00	261.80	8.00	0.00	827.20	6	551.47
B	524	4	520	53.75	27.41	3.00	0.00	441.84	7	343.65
C	1,026	11	1,015	84.25	26.19	2.00	0.50	906.06	8	805.39
D	467	2	465	25.00	7.53	0.00	0.00	432.47	9	432.47
E	496	2	494	21.00	7.25	0.00	0.00	465.75	11	569.25
F	161	1	160	6.25	0.62	0.00	0.00	153.13	13	221.19
G	57	1	56	1.75	0.00	0.00	0.00	54.25	15	90.42
H	6	0	6	0.50	0.00	0.00	0.00	5.50	18	11.00
	4,002	46	3,956	349.00	332.15	13.00	0.50	3,287.35		3,025.48
								Less : collective adjustment	0.91296%	27.62
								Council Tax Base for Meltham Parish Council - Chargeable Dwellings Band 'D' Equivalent		2,997.86

Council Tax Base Calculation for area of Mirfield Parish Council 2023/2024 - APPENDIX F

Tax Band (1)	Number of Properties (2)	Number of Exempt Properties (3)	Number of Taxable Properties (4)	Number of Properties with Discounts Equated to 25% Discount (5)	Reduction in Tax Base due to Council Tax Reduction (6)	Number of Properties with Empty premium Equated to 100% 200% 300% extra charge (7)	Family Annex (8)	Effect of Discounts & Empty premium on Number of Taxable Properties (9)	Fixed Ratio (9ths) (10)	Less : collective adjustment Band 'D' Equivalent (11)
A Disabled	5	0	5	0.00	1.09	0.00	0.00	3.91	5	2.17
A	2,579	56	2,523	354.75	564.90	22.00	0.40	1,624.95	6	1,083.30
B	1,467	19	1,448	154.50	104.21	7.00	0.00	1,196.29	7	930.45
C	2,673	34	2,639	204.50	91.41	4.00	0.00	2,347.09	8	2,086.30
D	1,182	8	1,174	68.75	23.69	0.00	0.00	1,081.56	9	1,081.56
E	874	10	884	45.25	11.24	0.00	0.00	807.51	11	986.96
F	369	4	365	11.75	3.25	0.00	0.00	350.00	13	505.56
G	166	0	166	6.50	0.94	0.00	0.00	158.56	15	264.27
H	14	1	13	2.00	0.00	3.00	0.00	14.00	18	28.00
	9,329	132	9,197	848.00	800.73	36.00	0.40	7,583.87		6,968.57
								Less : collective adjustment	0.91296%	63.62
								Council Tax Base for Mirfield Parish Council - Chargeable Dwellings Band 'D' Equivalent		6,904.95

Name of meeting: Council

(Reference from Corporate Governance and Audit Committee – 10 February 2023)

Date: 22 February 2023

Title of report: Dates of Council Meetings – 2023 to 2024 Municipal Year

Purpose of report: To determine dates and times for meetings of Council for the 2023-2024 municipal year

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	No
The Decision - Is it eligible for "call in" by Scrutiny?	No
Signed off by Director	Rachel Spencer-Henshall 31.1.23
Is it also signed off by the Service Director for Financial Management, IT, Risk and Performance?	N/A
Is it also signed off by the Service Director - Legal Governance and Commissioning	Julie Muscroft 1.2.23
Cabinet Member portfolio	Not applicable

Electoral wards affected: Not applicable

Ward councillors consulted: Not applicable

Public or Private Status: Public

GDPR Implications: Not applicable

1. Summary

Council Procedure Rule 2 (1) advises that the dates of ordinary Council Meetings in each Municipal Year will be determined by the Council following recommendations made by the Corporate Governance and Audit Committee.

Council Procedure Rule 5(1) states that there shall be two types of Ordinary meeting of the Council, one which focuses on Holding the Executive to Account, and the other for Key Discussions. No less than four ordinary meetings must be designated as Holding the Executive to Account. Council Procedure Rule 5(6) sets out the requirement that the Elected Mayor of West Yorkshire Combined Authority shall attend at least one meeting each municipal year.

The following dates/times are proposed, all meetings to be held at 5.30pm.

The meeting of Annual Council, scheduled for 22 May 2024, will commence (with a civic ceremony) at 12.30pm.

Date	Council Meeting
2023	
Wednesday 12th July	Holding Executive to Account
Wednesday 13th September	Key Discussion
Wednesday 18th October	Holding Executive to Account
Wednesday 15th November	Key Discussion
Wednesday 13th December	Holding Executive to Account
2024	
Wednesday 17th January	Key Discussion
Wednesday 7th February	Holding Executive to Account
Wednesday 6th March	Budget Council
Wednesday 22nd May	Annual Council

2. Information required to take a decision

Not applicable

3. Implications for the Council

3.1 Working with People

Not applicable

3.2 Working with Partners

Not applicable

3.3 Place Based Working

Not applicable

3.4 Climate Change and Air Quality

Not applicable

3.5 Improving Outcomes for Children

Not applicable

4. Consultees

- Group Leaders have been advised of the proposed dates.
- The report was considered by Corporate Governance and Audit Committee on 10 February 2023, and it was agreed that it be submitted to Council with a recommendation that the dates, as listed, be approved.

5. Next steps

That the proposed dates for the 2023-2024 municipal year be confirmed for the municipal calendar.

6. Officer recommendation

- 1) That the schedule of Council meetings for the 2023-2024 municipal year be approved.
- 2) That the requirements of Council Procedure Rule 5(6) will be complied with either by adding an additional meeting date, or being included within one of the meetings listed.

7. Cabinet portfolio holder recommendation

Not applicable.

8. Contact officer

Samantha Lawton, Head of Governance

9. Background Papers and History of Decisions

Not applicable.

10. Service Director responsible

Julie Muscroft, Service Director - Legal, Governance and Commissioning

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