

# Public Document Pack



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

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Thursday 30 March 2023

## Notice of Meeting

Dear Member

### Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **3.00 pm** on **Tuesday 11 April 2023**.

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

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

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light background.

**Julie Muscroft**

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

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

## **Cabinet Members:-**

<b>Member</b>	<b>Responsible For:</b>
Councillor Shabir Pandor	Leader of the Council
Councillor Paul Davies	Cabinet Member - Corporate
Councillor Eric Firth	Cabinet Member - Transport
Councillor Viv Kendrick	Cabinet Member - Children (Statutory responsibility for Children)
Councillor Musarrat Khan	Cabinet Member - Health and Social Care
Councillor Naheed Mather	Cabinet Member - Environment
Councillor Carole Pattison	Cabinet Member for Learning, Aspiration and Communities
Councillor Cathy Scott	Deputy Group Leader and Cabinet Member - Housing and Democracy
Councillor Will Simpson	Labour - Secretary & Cabinet Member - Culture and Greener Kirklees
Councillor Graham Turner	Cabinet Member - Regeneration

# Agenda

## Reports or Explanatory Notes Attached

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### Pages

#### 1:     **Membership of Cabinet**

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

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#### 2:     **Declarations of Interest**

1 - 2

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

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#### 3:     **Admission of the Public**

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

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#### 4:     **Deputations/Petitions**

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

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

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## **5: Questions by Elected Members (Oral Questions)**

Cabinet will receive any questions from Elected Members.

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

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## **6: Safe and Inclusive Community Fund**

3 - 52

To consider the Safe and Inclusive Community Fund grant scheme.

Wards affected: all

Contact: Jo Richmond - Head of Communities

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## **7: Grant Offer to St Peter's Church for the Development of Multi-Functional Event Space in St Peter's Gardens**

53 - 62

To consider St Peter's Gardens scheme and associated grant funding.

Wards affected: Newsome

Contact: Isabel Whitworth – Project Manager for Town Centres Regeneration

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## **8: Procurement of fire safety remedial works to Council Housing 6-storey, low-rise and retirement living scheme blocks**

63 - 78

To consider the procurement of fire safety remedial works.

Wards: All

Contact: Hannah Elliott - Head of Assets and Development

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## **9: Exclusion of the Public**

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

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**10. Procurement of fire safety remedial works to Council Housing 6-storey, low-rise and retirement living scheme blocks**

79 - 80

Exempt information in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely prejudice those third parties commercial interests including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.

(To receive exempt information in relation to Agenda Item 8).

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

Signed: ..... Dated: .....

## NOTES

### Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  
if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



**Name of meeting:** Cabinet

**Date:**

**Title of report:** Safe and Inclusive Community Fund

**Purpose of report:** This report seeks Cabinet approval for the Safe and Inclusive Community Fund, a grant scheme which invests in community activities delivered by individuals and community organisations in the Kirklees Voluntary, Community, and Social Enterprise (VCSE), education and faith sectors to meet the council and its partners' shared outcomes within the Kirklees Communities Partnership Plan 2022 - 2027.

<b>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?</b>	<b>Yes</b> The scheme is in excess of £250,000 over a financial year and covers all Kirklees Wards
<b>Key Decision - Is it in the <u>council's Forward Plan (key decisions and private reports)</u>?</b>	<b>Key Decision – Yes</b> <b>Private Report/Private Appendix – No</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	Yes
<b>Date signed off by <u>Strategic Director</u> &amp; name.</b>	Mel Meggs, Director of Children's Services (SLT), 15 <sup>th</sup> February 2023  Executive Team (ET), 28 <sup>th</sup> February 2023
<b>Is it also signed off by the Service Director for Finance?</b>	Eamonn Croston, Finance Service Director, 24 <sup>th</sup> February 2023
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Julie Muscroft, Service Director for Legal, Governance & Commissioning, 7 <sup>th</sup> March 2023
<b>Cabinet member <u>portfolio</u></b>	Councillor Carole Pattison – Learning, Aspiration and Communities

**Electoral wards affected:** All.

**Ward councillors consulted:** N/A

**Public or private:** Public

**Has GDPR been considered?** Yes, there are no GDPR implications - please see Privacy notice - [Appendix VI](#)

## 1. Summary

This paper seeks cabinet approval to establish a grant scheme (to be known as the Safe and Inclusive Community Fund) to support the annual distribution of grant funding of up to £1,000,000. In general, this will be made up of external funding received throughout the year and may be less than this amount, depending on resources received by the council. There are no additional resources required in relation to this proposal.

Grants between £200 and £50,000 will be made available to individuals and community organisations in the Kirklees VCSE sector who are working to meet the shared outcomes and, in particular, priorities within the Kirklees Communities Partnership Plan 2022 - 2027 (more detail can be found in [Appendix I](#)).

This grants programme does not replace our commissioning processes and, whilst its primary purpose is to disseminate external funding more effectively and efficiently, it may include core budget on occasion where other providers may be better placed to deliver (for example specialist sexual violence services) or where match funding is required. Any core budget decisions will be agreed with the relevant Service Director.

We frequently receive funding from external bodies to disseminate against defined outcomes, for example to address a particular locality, or for violence or domestic abuse. In the last two years this has included funds from the Combined Authority, Mayor's Office and Violence Reduction Unit, and we anticipate receiving a portion of UKSPF funding specifically for violence against women and girls.

We will ensure financial regulations and proportionate governance are in place and that they do not have a negative impact on a groups/individuals' ability to apply for funding by being too onerous.

We have also collaborated with the Community Investment Manager, Early Support, External Funding Officer and Third Sector team to establish procedures to avoid duplication of VCSE funding by different services within the council. We will also work alongside colleagues and partners to inform and align in the future to the ongoing strategic VCSE investment programme of work.

The scheme builds on the Community Plus fund including the approach to elected member engagement, where elected member comment is built into the process pre-panel decision making and also in evaluation.

### 1.1 Our proposed grant making model

We propose to:

- Establish a Safe and Inclusive Community Fund and criteria for a broad range of community services and projects centred around the Kirklees Communities Partnership Plan 2022-2027 priorities, this will be opened and promoted in response to key issues where funding becomes available.

- Establish a grant scheme that provides a council financial procedure rule compliant and coordinated vehicle to fund the development and delivery of local community facilities, activities and services under the Safe and Inclusive Community Fund framework.

The Safe and Inclusive Community Fund will set out how we will work alongside communities to meet our ambition and address priorities, underpinning the commitment to the Shaped by People outcome and in alignment with the Inclusive Communities Framework.

Prevention and early help will remain at the heart of the partnership approach and where issues do occur, intervening and working with victims and communities at the earliest opportunity remains at the heart.

Below is a summary of the key points set out in the Safe and Inclusive Community Fund Policy and Procedure document ([Appendix I](#)).

Whilst we will align with the Community Plus Fund where relevant, this Fund is required to ensure we can disseminate external funding that has very specific funding outcomes, target audiences or places, and allow us to adjust the fund to meet a wide variety of funding streams we may have access to.

## **2. Information required to take a decision**

### **2.1 Background**

Money is often given at short notice for specific outcomes and directed priorities. External funding has already been received this year (2022/23) from the Home Office, Safer Streets, and the Violence Reduction Unit. We expect similar programmes in the future to also include violence against women and girls. The intention would be that where appropriate, these additional funds are used in accordance with the grants scheme set out in this report rather than setting up a new scheme each time we receive funds, which is inefficient and time consuming.

The Communities Service are committed to developing quality services that support the council's Safe and Cohesive outcome. Working with partners, individuals, education, faith and community organisations in the VCSE sector, our aim is to ensure that Kirklees is a place where people live in safe and cohesive communities and to strengthen our capacity to meet our outcomes in the future.

The Kirklees Communities Partnership Plan 2022-2027, overseen by the Communities Partnership Board, sets out our ambitions and priorities for the next five years, to reduce crime and tackle issues that matter to local people and impact on the quality of life in Kirklees.

The Kirklees Communities Partnership Plan 2022-2027 has established priorities, each with a set of clear objectives, to help achieve great outcomes for all communities: Tackling Violence, Abuse and Exploitation, Reduce Anti-Social Behaviour (ASB) and Neighbourhood Crime, Building Resilient Communities and Reducing Risk.

We want to strengthen our network of provision and invest in communities to build capacity and resilience; enable innovation and ensure we reach a wider range of people and places. The grant fund will enable this by being clear, transparent and targeted to the priorities of the Kirklees Communities Partnership Plan 2022-2027.

We expect applicants to be willing to engage in ongoing collaboration with the council and partner organisations to help achieve the best outcomes for individuals and communities and to build collaboration, partnership and relationships.

As we move forward, we will ensure that our work aligns to the VCSE Investment Strategy and our collective ambitions to maximise resources. We will work in alignment with the Inclusive Communities Framework to test approaches and make sure the grants are accessible and inclusive.

## **2.2 Purpose of the scheme**

The establishment of a Safe and Inclusive Community Fund grant fund will ensure that our scheme is part of a joined-up approach to support our VCSE partners, avoiding where possible short-term approaches that are disjointed and resource intensive.

This is not intended to be an open rolling grant programme, as there will be limits set based on external funding given/resources available. Partners and potential applicants will be notified accordingly as specific grants open, and where possible will align with the Community Plus Fund.

The Safe and Inclusive Community Fund is an investment in the VCSE sector which builds trust and transparency, creating an environment for partners to work alongside each other. It will invest in those best-placed to provide services or support, recognising and valuing each other's strengths.

In line with the strategy, the Safe and Inclusive Community Fund will aim to increase VCSE resilience and sustainability.

It will welcome, capture and maximise VCSE capacity to be innovative, accessible and agile in response to the changing needs of the communities we serve.

Work is currently taking place to streamline and consolidate the council's current funding arrangements to ensure that our approach to funding is:

- Joined up
- Co-ordinated
- Transparent
- Aligned with our shared values
- Balanced between due diligence, consistency and proportionality
- Supported across the system to ensure resources and capacity align with need

It is proposed that the scheme will have a needs led, data and intelligence informed decision-making process:

- Grants will be offered to individuals or, more usually, organisations delivering

services within Kirklees' boundaries.

- All grants will be awarded in accordance with the council's Financial Procedure Rules (particularly FPR22.11a).
- Detailed grant eligibility criteria and procedures will be designed in consultation with the VCSE sector in accordance with the broad scheme as set out in [Appendix III](#), drawing on established good practice.
- The Service Director for Communities and Access Services (CAS) will agree detailed grant criteria (in line with the funding made available) which may be varied if appropriate, with the portfolio holder.
- Grants will be between £200 and £50,000 (Subject to grant conditions, funding available and criteria, so amounts available to apply for may vary).
- Grants to any one organisation under this scheme will not exceed £50,000 in any year.
- Standard grant terms and conditions and performance objectives will be established for all grants, with specific additional criteria for those over £5,000, that also respond to any directed objectives from external funders.
- The fund will comprise of two Grant Panels which will make decisions on awards of grants. They will make recommendations, in accordance with the broad scheme for approval by the Chair of the Grant Panel (usually the Head of Service for Communities or, in their absence, their nominated representative).
- Where funding is from an external source, the funding will be directed to specific priorities and grant amounts which meet that funder's requirement and ensure we comply with any relevant terms and conditions, including any requirement to return unspent funds.
- Where appropriate and acceptable within the terms of the grant, a contribution to support the council's costs associated with the distribution of the grant will be charged, as currently.

In order to aid the grant allocation process, Members are requested to delegate authority, to the Service Director for CAS to manage the allocation of grants, to enter into any necessary contractual arrangements and to authorise any grant payments within the respective agreed grant budget and Financial Procedure Rules.

The grant may constitute match funding to support obtaining other grants from sources external to the council or may be a contribution to an investment funded from other resources of the group e.g., their own funds. Note that other council funds cannot be used as match funding, however third-party funding can be used unless otherwise forbidden by the other funder's terms.

The grant scheme criteria will be based on the priorities set out in the Kirklees Communities Partnership Plan 2022-2027 to help achieve great outcomes for all communities:

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce ASB and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migration and asylum dispersal, inclusive communities
- **Reducing risk** – road safety, drugs and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

Often external funding received is required to be directed for specific purposes or to specific localities. In other cases, we will target grants at specific localities or communities where we identify that the need is most appropriate based on the evidence available.

For example:

- Areas with the highest levels of violence
- A specific community of interest such as women, where the issue is violence against women and girls
- Refugees to support integration

This will be needs led and data and intelligence informed, and it does mean that not all areas will be eligible all of the time.

A review of the grant scheme criteria will be conducted every two years. All aspects of the grant scheme review will be conducted in full compliance with the council's Contract Procedure Rules and Financial Procedure Rules and will be compliant with all UK laws, including but not limited to:

1. Equality legislation
2. Health and safety legislation
3. Anti-slavery and human trafficking legislation
4. Anti-bribery and anti-corruption legislation
5. Data protection legislation

## **2.3 Cost breakdown**

The total grant awards will not total more than £1,000,000 in any financial year, the actual amount may be lower dependent on the availability of external sources.

The one million annual sum can be exceeded under certain circumstances. These are where the scheme can be used as a method of distributing external funding only, where the external funding criteria is in line with the objectives of the scheme.

The amount available may differ each round according to the source of the funding. For example, if we are asked to distribute £50,000 by a specific partner or funder, we may focus one grant round on this and a larger or smaller pot for the next round according to the available budget.

The grant administration will be sourced from within CAS, no additional resource is required.

## **2.4 Timescales**

Subject to Cabinet approval, the grant scheme will be available to come into use from April 2023, subject to funding.

There will be an annual evaluation of the impact of grants awarded, with a twice-yearly review of the grant scheme function and processes.

## **2.5 Expected impact/outcomes, benefits, and risks (how they will be managed)**

### Impact, outcomes and benefits

- Greater contribution by voluntary, community, education, faith and other partners to shared outcomes
- Greater accountability and transparency in awarding grants
- More effective use of resources
- Improved delivery of the Kirklees Communities Partnership Plan 2022-2027 priorities
- Support voluntary, community, education, faith and other partners capacity and ability to support partnership outcomes

### Wider community benefits

- Assists with tackling inequalities
- Supports wider shared outcomes
- Underpins the adoption of the Inclusive Communities Framework

### Risks and mitigation

- Managing expectations of available funding – clear guidance and explanation of the purpose of the fund, co-produced process
- Grants are not well managed – expertise within CAS and the wider council, building on good practice
- Groups funded do not deliver – use of Grants Access Point, shared knowledge across grant making panels, shared resources/systems, and repayment mechanisms in the event of non-delivery of agreed outcomes
- Fraud – follow best practice set by existing grants schemes in place to minimise risk
- Safeguarding – ensure all providers awarded a grant understand and are compliant with the council's safeguarding procedures

## **2.6 Evaluation**

The difference the grant funding has made will be built into the grant quality assurance framework.

Individual case studies will be requested from the successful providers to highlight the difference the funding has made and to fulfil requirements of external funders who will want evidence of delivery and impact.

A formal review of the Safe and Inclusive Community Fund will be conducted on a twice-yearly cycle.

An annual evaluation report will be provided to the Communities Partnership Board.

## **2.7 Sustainability**

The grant scheme is not a time limited opportunity, it is an ongoing and responsive investment programme, albeit dependent upon external funding sources.

## **2.8 Services and agencies involved**

The Communities Partnership Board brings together a wide range of organisations from across Kirklees to work together in partnership to collectively make a difference. The Board approves the Partnership Plan and reviews the priorities for funding and delivery on an annual basis. The Portfolio Holder chairs these meetings.

## **3. Implications for the council**

### **3.1 Working with people**

The Safe and Inclusive Community Fund will play a significant role in assisting the early intervention and prevention (EIP) agenda, by helping grow the capacity and reach of community activities, connecting people at local level to encourage communities to be inclusive, for people to feel they belong, feel safe and are safe. Co-producing local solutions and addressing systemic inequalities with local people is key to success and to safe communities.

Communities services are working with a cross section of community-based groups who contribute to the safety of people across Kirklees. Communities' projects assist with reducing pressure on statutory services, preventing, and delaying people needing intervention. Increased involvement in community life assists people with levels of confidence, which for some will lead to increased employability as they seek to enhance their skills once they gain confidence, deal with life challenges, and feel better about their opportunities.

### **3.2 Working with partners**

The Safe and Inclusive Community Fund helps support individuals, third sector, education, faith, and community-based organisations, and contributes to the local economy, strengthening the sector through investment and developing enterprise and innovation.

We are provided with funding from partners such as the Violence Reduction Unit, this fund will enable us to better deliver shared priorities.

### **3.3 Place based working.**

The Safe and Inclusive Community Fund is designed to support local third sector, faith, and community-based organisations to deliver local self-help and community-based solutions that will be more accessible. These are informed by the needs of local people identified in the Strategic Intelligence Assessment in the places that they live and complement the Place-Based operating model.

### **3.4 Climate change and air quality**

While there aren't specific expectations around green projects / climate emergency, some projects will contribute positively to the climate change agenda and consideration will be given to ensure proposals do not have any potential detrimental impact upon climate change and air quality.



### **3.5 Improving outcomes for children**

The scheme will be open to projects that benefit people throughout the whole life course, but it is anticipated that a proportion of projects and interventions that receive investment will benefit children and young people, including those with disabilities, as well as supporting family and community life. Our work to address violence and domestic abuse identifies children and young people as key beneficiaries.

### **3.6 Financial Implications for the people living or working in Kirklees Council**

The scheme will help support third sector, community-based organisations, and contribute to the local economy, strengthening the sector through investment and developing enterprise. Supporting capacity within the sector supports a stable community infrastructure that will support local people through the current cost of living challenges and beyond.

This grant will be managed using existing available resources, alongside any income available from grant distribution. More efficient use of staff time should release capacity for broader duties that meet the council and Communities Board priorities.

### **3.7 Other (e.g., Integrated Impact Assessment/Legal/Financial or Human Resources)**

There are mechanisms in place to ensure that funding received from external providers that can be given as grant funding for specific purposes will only be given for that purpose.

The mechanisms include but are not limited to:

- Individual cost code for each funding stream
- Lead officer for each grant allocated
- SAP
- Audit reviews

Grants given by the council under this fund will be subject to a grant agreement with protections to ensure the funding can be reclaimed should delivery be unsatisfactory or funds unspent, for example, payments will be made to successful applicants in instalments over agreed periods of times with monitoring processes in place that must be satisfied before additional funds are released.

An Integrated Impact Assessment (IIA) has been carried out and is attached at [Appendix V](#). This IIA indicates that there should be a positive impact on communities including people identified as having a protected characteristic under the Equality Act 2010 and satisfies the public sector equality duty imposed on the council.

The impact on the environment is assessed as neutral.

## **4. Consultees and their opinions**

Consulted with:

- Cllr Carole Pattison – Portfolio Holder Learning, Aspiration and Communities – 10<sup>th</sup> March 2023

Engaged with:

- Potential Grant Applicants – January 2023
- Voluntary, Community and Social Enterprise sector (VCSE) – February 2023
- Contract Managers – February 2023
- External Funding Manager – February 2023
- Communities Board via the Strategic Delivery Group – March 2023

There was general support for the scheme from those consulted, with a further two comments received that we could consider sub-contracting grant giving to an independent body in the future. This will be considered in the first review of this grant scheme and external funders further consulted.

## **5. Next steps and timelines**

Subject to Cabinet approval, next steps will be to implement the Safe and Inclusive Community Fund as per the timescale outlined in 2.4.

## **6. Officer recommendations and reasons**

It is recommended that Cabinet approve the establishment of the Safe and Inclusive Community Fund to ensure we can make effective use of resources in a transparent and accountable way, that supports the delivery of the Kirklees Communities Partnership Plan 2022-2027 priorities and the shared outcomes.

It is recommended that Cabinet approve the delegation of the authority to the CAS Service Director, in consultation with the relevant Portfolio Holder, to:

- Award grants in accordance with the process set out in this report via the approved Panel mechanism
- Delegate authority to council officers not lower than service manager grades to make decisions in relation to the fund on their behalf
- Amend the fund rules as appropriate to ensure effective administration, review and monitoring in accordance with the relevant council procedure rules and external fund criteria and guidelines

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

Cllr Carole Pattison – Portfolio Holder Learning, Aspiration and Communities

Grant funding of up to £1,000,000 a year is a significant amount of money being provided to support both the work of voluntary services and council services in the community. It is important that this money is used efficiently and effectively and that it best meets the needs identified and prioritised in our Community Partnership Plan.

I am particularly pleased that Community Services will also work alongside colleagues and partners in the future to ensure alignment to the ongoing strategic VCSE investment programme of work.

Also, I am pleased that elected member comment is built into the pre-panel decision making and evaluation.

I am happy to support the officer recommendations contained in this report.

**8. Contact officer**

Jo Richmond, Head of Communities  
Email: [jo.richmond@kirklees.gov.uk](mailto:jo.richmond@kirklees.gov.uk)  
Tel: 07580719213

**9. Background papers and history of decisions**

- VCSE Investment Strategy, approved at Cabinet Tuesday 11<sup>th</sup> October 2022 [Kirklees Voluntary Community and Social Enterprise Investment Strategy](#)
- Kirklees Communities Partnership Plan 2022-2027, approved at Full Council Wednesday 12<sup>th</sup> October 2022 [Communities Partnership Plan 2022-2027](#)
- Inclusive Communities Framework, approved at Full Council Wednesday 13<sup>th</sup> July 2022 [Inclusive Communities Framework](#)

**10. Service Director responsible**

Jill Greenfield, Service Director for Communities and Access Services  
Email: [jill.greenfield@kirklees.gov.uk](mailto:jill.greenfield@kirklees.gov.uk)

# **Safe and Inclusive Community Fund**

## **Policy & Procedure**

**DRAFT**

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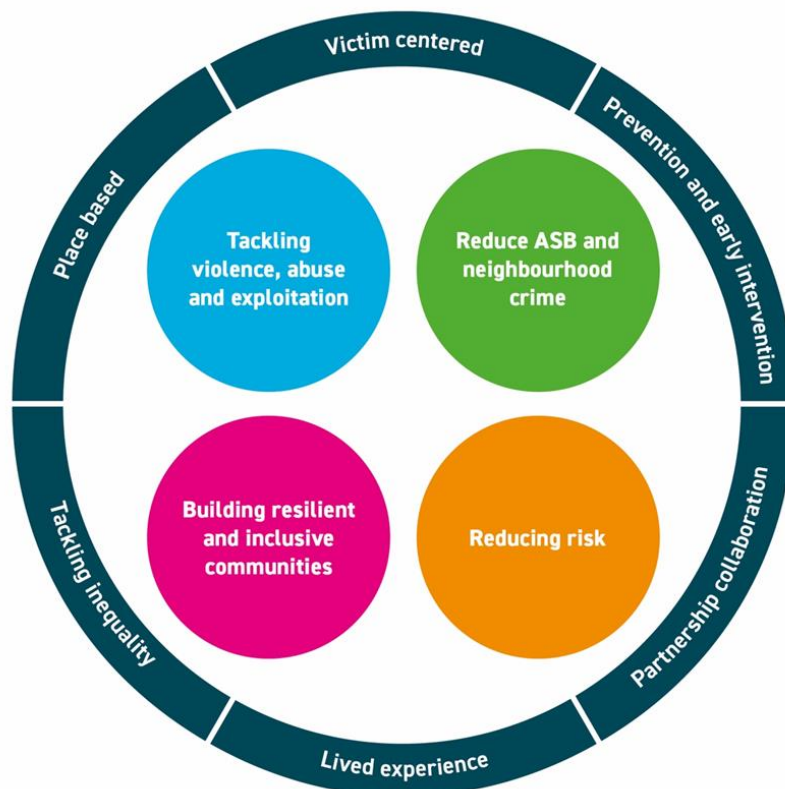
1. [About this policy](#)
2. [Our funding priorities](#)
3. [Who can apply for a grant](#)
4. [What we will fund](#)
5. [How to apply for a grant](#)
6. [How we make decisions about grants](#)
7. [Reporting requirements and monitoring](#)
8. [Compliance with law](#)
9. [Reviewing and amending this policy](#)

## 1. About this policy

- 1.1. This policy applies to the Safe and Inclusive Community Fund.
- 1.2. The ambitions of the Fund are to support the distribution of grant funding for individuals and community organisations in the Kirklees' Voluntary, Community and Social Enterprise (VCSE), education and faith sectors who are working to meet the shared outcomes and in particular, priorities within the Kirklees Communities Partnership Plan 2022-2027.
- 1.3. The purpose of this policy is to set out the principles and procedures that guide the Safe and Inclusive Community Fund Trustees when they are making grants to further the objectives. It also provides information about the grant making process to anyone who would like to apply to the fund, for a grant.
- 1.4. The service director will approve appropriate documentation setting out the way in which the grants will be applied for, processed, approved, controlled, and paid for in accordance with the principles set out in this procedure.
- 1.5. This is not an open rolling grant programme, as there will be limits set based on external funding given / resources available. Partners will be notified accordingly as specific grants open.

## 2. Our funding priorities

The Kirklees Communities Partnership Plan 2022-2027 sets out our ambitions for the next few years, to reduce crime and tackle issues that matter to local people and impact on quality of life in Kirklees.



The Kirklees Communities Partnership Plan 2022-2027 has identified the following priorities to help achieve great outcomes for all communities:

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce anti-social behaviour (ASB) and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migrations and asylum dispersal, inclusive communities.
- **Reducing risk** – road safety, drugs, and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

The Safe and Inclusive Community Fund sets out how we will work alongside communities to meet our ambition and address the priorities, underpinning the commitment to the Shaped by People outcome.

Prevention remains at the heart of the partnership approach and where issues do occur, intervening and collaborating with victims and communities at the earliest opportunity.

The need to add in external funding requirements may differ and some priorities may change per round.

### **The Safe and Inclusive Community Fund**

For communities to be inclusive and for people to feel that they belong, they must feel safe and be safe. Co-producing local solutions and addressing systemic inequalities with local people is key to success and to safe communities.

We want to develop inclusive, safe communities where people want to live, work, study, and visit.

### **Tackling violence, abuse and exploitation**

What this includes:

- Tackling domestic abuse
- Reducing violence
  - Youth violence
  - Serious violence
  - Violence against women and girls
  - Organised crime
  - Safer town centres
- Tackling exploitation
  - County lines and youth exploitation
  - Modern slavery

The causes and factors associated with serious violence, abuse and exploitation are wide and far reaching. We will work collaboratively across multiple agencies and geographical boundaries to effect change and tackle the root causes.

We will work alongside communities who are disproportionately affected ensuring we have a clear approach to prevention, disruption and enforcement.

We want to have a focus on keeping people safe, tackling violence, abuse, and exploitation, and disrupting organised crime groups.

### **Reducing anti-social behaviour and neighbourhood crime**

What this includes:

- Reducing ASB
  - Personal i.e., neighbour disputes, threats, intimidation
  - Environmental i.e., graffiti, litter, fly tipping.
  - Nuisance i.e., speeding vehicles, rowdy behaviour.
  - Arson
- Tackling Neighbourhood Crime
  - Vehicle crime
  - Theft
  - Criminal damage
  - Domestic burglary

We know that incidents of ASB and crime in our neighbourhoods adversely affects communities and can have a significant impact on people's lives and wellbeing.

All partners have a role to play, alongside the Police and the criminal justice system, in ensuring our local towns and villages feel safe.

We want to develop locally based solutions with our communities. Our 'victims first' approach will remain at the forefront of our delivery, whilst developing a trauma informed approach to community safety.

### **Building resilient and inclusive communities**

What this includes:

- Tackling hate crime
- Prevent - safeguarding against radicalisation.
- Supporting integration and new communities, including asylum seekers and migrants
- Building inclusive communities, strengthening a sense of belonging

We know that factors such as inequality and hate crime undermine community confidence and that national and international issues can undermine our sense of belonging and of fairness.

We want to collaborate with local communities to ensure people feel they have a voice and are listened to; that people have confidence they will be treated fairly and that all communities feel engaged and supported to build communities that they want to be a part of, in places they feel safe.



## **Reducing risk**

What this includes:

- Reducing reoffending
- Reducing the impact of substance misuse
- Reducing water related fatalities.
- Addressing road safety

We know that reducing risk at an early stage will help us to reduce the likelihood of critical incidents occurring that have significant impacts on communities, such as water safety.

Whilst the number of people killed and seriously injured on our roads continues to reduce it remains a priority and concern for local communities.

Each of these areas of work has a focus on prevention alongside enforcement.

Drugs and alcohol are often a driver behind many types of crime, by focusing on supporting people away from offending behaviour we will reduce the numbers of people who become victims of crime.

## **Broader inter-dependencies**

The Safe and Inclusive Community Fund will also link in with other broader council wide workstreams via the Communities Partnership, such as the Kirklees Welcome partnership and VCSE Investment Strategy. Where applications are unsuccessful applicants will be directed to other appropriate schemes where available.

## **Purpose of grant scheme**

The Safe and Inclusive Community Fund criteria will offer assurance that the delivery offer made as a result of the process is high quality, inclusive and safe.

The fund will be for providers to resource the development and expansion of local community facilities, activities and services across the whole of Kirklees.

### **3. Who can apply for a grant?**

Each grant offered will be subject to its own grant criteria.

The Safe and Inclusive Community Fund welcomes applications that support delivery of the funding priorities from individuals or groups, large or small:

- Individuals can apply for up to £200.
- Small grant up to £4,999
- Large grants will not exceed £50,000.

To enable broader distribution of the funding pot and give groups the opportunity to be developed over a longer period, where criteria allow, we will support projects lasting up to 24 months (12 months for bids under £5,000).

To encourage self-sustainability for groups and funded projects, we want to encourage and provide support to develop sustainable models for all the projects we fund. This will ultimately have a more positive and enduring impact on our communities and prevent them from returning year-on-year for the same funding. Therefore, any applicant awarded a small or large grant cannot bid again within 12 months of the end date of their funded project.

Funding will support both existing and new initiatives on the proviso that an existing initiative is already being successfully delivered and, as a result of this success, has plans to extend and upscale its offering and improve its reach and inclusivity for potential beneficiaries.

The ethos of the Safe and Inclusive Community Fund is to support innovative ideas however it is also about encouraging and promoting inclusivity and supports our ethos for sustained community provision.

Grants can only be awarded for one project, per organisation, per application form.

#### **4. What we will fund**

We will fund any reasonable costs associated with a project, subject to the scheme rules below and subject to external funders' objectives/criteria.

Volunteer expenses can be claimed, but receipts must be produced where possible and mileage expenses must not be in excess of the current Kirklees Council staff mileage rate, currently 45p / mile.

Funding for a salary can be claimed, as long as the impact of the role, the numbers of beneficiaries and the effect it will have on people's lives can be easily identified and that future sustainability, without any grant funding, can clearly be demonstrated. We will not fund the currently contracted hours for an existing employee.

Any underspend must be returned to the council. By exception, we may consider an underspend being used for other purposes depending on the purpose and amount. We will not claw back an underspend of less than £100 if the group has submitted satisfactory end-of-project monitoring subject to agreement by the funder, where this is an external fund.

Funding through the Safe and Inclusive Community Fund cannot be applied for if a project is already being funded by the council or its partners, unless the applicant can sufficiently prove that the project improves sustainability or outcomes, for example by extending the hours of operation, or at an additional location.

Funding cannot be used to:

- Maintain an existing service or project, unless improvements or enhancements are offered.
- Deliver the same project in the same area which is already provided by others.
- Repay loans, pay interest repayments, shore up deficits or support gambling.
- Deliver religious or political activities, however, faith organisations can apply to support projects for the common good.

Additional money for contingencies or extra things needed cannot be added on to the bid.

## **Direct costs**

We will fund all direct costs for a project lasting up to 12 months (24 months for bids over £5,000).

Direct project costs are costs of a project which are clearly and directly incurred as a result of the project. For example, volunteer expenses, venue, vehicle, or equipment hire, project materials, the salaries of specific project staff, and all other costs easily identifiable as part of the project. The scheme will not pay for vehicle or building repairs.

## **Indirect costs**

Indirect project costs are overheads or support costs which are necessary for the organisation to operate, but do not relate specifically to one project, such as management, administration, stationery, and premises costs such as rent, heat, lighting, phone and broadband, servicing of plant. Overheads cannot be claimed for if you are receiving other funding that covers this.

We will make a reasonable & fair contribution towards indirect costs for the project duration. In total, this contribution cannot exceed 20% of your total bid and must be justified as reasonable.

## **Capital costs.**

This scheme is not intended to meet costs of capital investment (unless stipulated by an external funder) - such as premises extensions or new vehicles. In specific circumstances we may be willing to fund small value items of a capital nature like minor disabled access improvements, an oven or IT equipment for the direct benefit of users (e.g. an iPad for client use, but not for office use).

## **5. How to apply for a grant**

The Application Form and Financial Breakdown must be completed and submitted prior to the grants set deadline date.

Support will be provided through-out the project's life span by the Communities Services as and when requested. Further support can be accessed by contacting your [Ward Councillor](#), [TSL](#) and find other funding [here](#).

## **Grants Access Point (GAP)**

[GAP](#) is the council's due diligence mechanism for voluntary and community groups. Registration is carried out by the Third Sector team and lasts three years. The team reviews key documents provided by the group and gives feedback on governance, management, financial arrangements and policy, H&S, and safeguarding.

Groups must be GAP registered for bids of £1,000+ prior to an application proceeding to Panel (please note registration may take several weeks). Individuals or small groups bidding for up to £1,000 do not need GAP registration, however, they will be asked to show evidence of public liability insurance if they are carrying out any activity that may give rise to a liability and may be asked to show evidence of any relevant safeguarding policy or risk assessment if the service manager thinks this is necessary. For example, if the project involves vulnerable people or has elements which are deemed to be of high risk. This will ensure that groups which do not require GAP registration are evidencing their responsibility for implementing safeguarding and H&S practices etc.

We will work alongside the Third Sector team to support groups to improve their GAP score. If the GAP scoring system is amended at any point, we will maintain the tiering system in line with the above levels with consultation and authorisation from Head of Communities and Senior Finance Officer

## **DBS**

All paid staff and/or volunteers taking part in the project delivery must have appropriate DBS checks completed. Enhanced DBS checks must be completed for anyone who could come into contact with anyone under 18 or a vulnerable adult.

## **6. How we make decisions about grants**

Bids are considered at a regular meeting by a Panel. Bids up to £4,999 go to Small Panel and bids over £5,000 go to Large Panel. Please see Terms of reference for panel meetings – [Appendix VII](#) and Terms of reference agreement – [Appendix VIII](#)

Each panel must be held with a minimum of five members present, including at least one VCSE representative. Maximum attendance will be five Kirklees member representatives plus five voluntary care sector representatives plus Chair. If a vote is evenly split, the Chair will have the casting vote.

Applications will be shared with panel members (Following GDPR Compliance).

<b>Small Panel</b>	<b>Large Panel</b>
<b>Chaired by a Communities Service Manager</b> Communities Team Manager/s Senior Finance Officer Third Sector team representative VCSE Representative External Partner – pool of partners	<b>Chaired by Head of Communities</b> Communities Service Manager/s Communities Team Manager/s Senior Finance Officer VCSE Representative Third Sector team representative West Yorkshire Combined Authority West Yorkshire Police Commissioning & Partnerships representative Children & Young People service representative Adult Social Care representative

Feedback from the Panel will be provided as soon as possible after the meeting, usually within ten working days via email. On occasion, Panel will want to know more about a bid before they are able to make a decision and may adjourn an application request until the next meeting to give the applicant the opportunity to respond to their questions.

Grants under £5,000 will be paid into the applicant's bank account up to 15 working days after the signed grant agreement is received. Grants over £5,000 will be paid in instalments; the first instalment will be paid up to 15 working days after the signed grant agreement is received. Further instalment/s will be paid after completion and successful sign off of the monitoring review process.

Grant payments can overlap financial years. As long as the grant body approve, and the grant criteria allows it, additional instalments will still be paid out in these circumstances. Committed funds will be rolled over at year-end to ensure funds are available for additional instalments once we are satisfied with the monitoring.

If a bid is rejected, applicants will be given feedback as to why it was not granted.

Applicants may present an appeal in writing, which will be shared with the Panel at the next available meeting. The appeal must show either a significant change to the application or have a valid reason the application was unjustly rejected based on the feedback present from Panel.

### **Councillor engagement**

Ten working days before Panel, applications will be emailed to the relevant ward Councillor/s (Cllr/s) (following GDPR compliance) with an invitation to respond with comments by a set date - minimum five working days before Panel so feedback can be added to agendas for Panel consideration.

Post-Panel, a decision summary will be forwarded to Cllrs after minutes have been prepared and groups have been notified of decisions.

It will be made clear on Fund guidance and process documentation that Cllr comments will be shared with the Panel and taken into consideration by Panel members in their decision-making process.

This process and the timeframes stated will be continually monitored and adjusted if required and dialogue between Communities and the Active Citizens and Place team will continue to ensure we effectively meet the requirement for Cllrs to be informed of upcoming bids.

## **7. Reporting requirements and monitoring**

Monitoring is due within six weeks of the half-way and end dates of the project (included in the grant agreement). A monitoring form will need to be completed and storyboards supplied. The forms will be given at the start of the project so expectations are clear from the beginning and applicants can be well prepared for the monitoring stages. Applicants are expected to supply clear evidence of information which provides comparison of the projected and actual benefits, outcomes, outputs and costs in a format agreed by the senior finance officer or Head of Communities.

Monitoring will be verified by the Service Manager in consultation, where required, with an internal audit representative, communities service manager and / or senior finance officer, as required.

To provide due diligence on the adequacy of project monitoring and financial information submitted, final sign-off of compliance will be a shared responsibility of the fund managers. Any individual or group failing to provide required monitoring information within an established deadline may be subject to payments of the grant being withheld, some or all of the monies being repaid to us and / or ineligibility to receive council funding in the future.

We will continually support groups with their monitoring throughout the timescale of a project and will make it clear at the outset of the funding process what those requirements will be. Individual case studies will be requested from the successful providers to highlight the difference the funding has made and to fulfil requirements of external funders who will want evidence of delivery and impact.

## **8. Compliance with law**

The council will reserve the right to withhold any grant payment and/or require repayment of the whole or part of a grant if it is found that an applicant has breached any UK law.

## **9. Reviewing and amending this policy**

This policy will be reviewed annually.

## **Appendix II - Guidance and FAQs to accompany briefing document, Application Form and Financial Breakdown**

### **The Safe and Inclusive Community Fund Grant Criteria**

The Communities Service underpins delivery to support the council's Safe and Cohesive outcome. The teams are a combination of direct delivery and commissioned services, with services commissioned externally as well as from other parts of the council. The team functions are heavily partnership focused including supporting the Communities Partnership Board and its subgroups.

#### **Our grants support community-led Kirklees projects which are about:**

- **Tackling violence, abuse and exploitation** – domestic abuse, exploitation including slavery, violence
- **Reduce anti-social behaviour (ASB) and neighbourhood crime.**
- **Building resilient communities** – hate crime, Prevent, migrations and asylum dispersal, inclusive communities.
- **Reducing risk** – road safety, drugs, and alcohol, reducing re-offending, water safety
- **Other** – meeting local need as directed by the funder, for example the Violence Reduction Unit or the Home Office

### **Are you eligible to apply for the Safe and Inclusive Community Funding?**

#### **Eligibility Criteria - If your answer is YES to all of these questions, you can apply!**

The Safe and Inclusive Community Funding is for individuals or Third Sector organisations such as a charity, not-for-profit organisation, voluntary or community group to deliver community-led projects in Kirklees.

It is for activity which will improve the safety of Kirklees' residents of any age by delivering intervention to respond, reduce and prevent local issues to support people in Kirklees to live in cohesive communities, feel safe and protected from harm.

Applicants must be willing to engage in ongoing collaboration with Communities Services and other partner organisations to help achieve the best outcomes for individuals and communities in Kirklees and adhere to the council's [Standard Conditions of Grant](#).

Before you can apply for over £1,000, you must be registered with the council's [Grant Access Point](#) (GAP).

Access to a bank account with two unrelated signatories for transactions and withdrawals? We can support individuals or smaller groups to link with a constituted organisation which can hold funds on your behalf while you set up your own bank account. Individual grants under £200 can be paid into an individual's bank account.

You must be willing to sign a grant agreement to agree that all funding will only be used for the purposes set out in the Application Form and Financial Breakdown spreadsheet and that any unauthorised underspend, misspend or unsubstantiated spend will be returned to the council.

All successful applicants need to supply spend evidence (receipts / accounts / bank records / pay slips) and project monitoring at half-way and end-of-project stages. This will be verified and signed-off by Head of Communities in consultation, where required, with an Internal Audit representative, Communities Service Managers and / or Senior Finance Officer, as required.

We are introducing three key golden threads to our delivery:

- Improved processes for reaching and listening to communities
- Tackling inequality
- Increased work at a place level

Over the coming year we will explore how we better report at a place level and improve our measures of success.

Our three guiding principles are the pillars that underpin our approaches to building an inclusive community:

1. **Belief** that communities hold solutions, with skills and knowledge that is valuable and will help us achieve our shared goals
2. **Build belonging and trust** with and between our diverse communities on shared interests and challenges, celebrating what is good in local places
3. **Care** about what matters to local communities and own our shared actions that give us a collective purpose to make a change

### **Frequently Asked Questions:**

**Q. We are looking for funding and support, who can help us?** We can help you promote your project, signpost you to specialist support and connect you with partners and council services. We also recommend you speak with your [Ward Councillors](#) and [TSL](#) for additional support and advice. Other funding sources are [here](#).

**Q. How much Safe and Inclusive Community Funding can we apply for?** Each grant offered through the Safe and Inclusive Community Fund will be subject to grant criteria so amounts available to apply for may vary. However, individuals can apply for up to £200, small grants will be up to £4,999 and large grants will not exceed £50,000.

**Q. What is the first thing we need to do if we are thinking about applying?** You **must** be registered with the council's [Grants Access Point](#) and registration may take several weeks. Individuals or small groups bidding for up to £1,000 do not need GAP registration, however, you will be asked to show evidence of public liability insurance if they are carrying out any activity that may give rise to a liability and may be asked to show evidence of any relevant safeguarding policy or risk assessment if the service manager thinks this is necessary. For example, if the project involves vulnerable people or has elements which are deemed to be of high risk. You must accept full responsibility for all your funded activities and the safety and well-being of the participants, staff, volunteers, equipment, premises, or project location.



**Q. How do we apply?** We will help you! The Application Form and Financial Breakdown must be completed and submitted prior to the grant's set deadline date.

**Q. Can we use the funding to maintain an existing service or project?** No. However, if you offer improvements and enhancements, or extend or upscale the offering, reach or inclusiveness, funding may be available to support the costs of these enhancements. For example, if you already offer an activity at location A one afternoon per week, as long as you maintain this, you could be supported to offer a service on a different day, time, or location if this would improve the reach, offer and availability of your service.

**Q. Do people taking part in our project delivery (paid staff or volunteers) need DBS checks?** Yes. You need to be able to show us proof of valid and appropriate DBS checks for anyone involved in your project, paid or voluntary. It will need to be an Enhanced DBS check for anyone who could come into contact with under 18s or vulnerable adults as part of the funded project.

**Q. Can we use the Safe and Inclusive Community Fund money for other activities or another project?** No, funding only covers costs directly associated with the project detailed in your bid. If your project aims or outcomes change significantly, you must return to Panel with a new bid.

**Q. Can we include multiple projects in our bid?** No, however you can include more than one activity if you can suitably demonstrate the overall bid has a cohesive theme and financial structure and it will be managed as a single project.

**Q. Who decides if we get the money or not?** Eligible bids are considered by two Panels of council managers, VCSE representatives and other partners. Bids up to £5,000 will go to Small Panel and bids over £5,000 go to Large Panel. Small Panel is chaired by a Communities Services Service Manager and attended by VCSE representatives and team managers. Large Panel is chaired by the Head of Communities and attended by VCSE representatives and service managers. After Panel, we contact you, usually within a few working days, to let you know if you have been successful or not.

**Q. Is the decision of the Panel final, or can we appeal if our bid is rejected?** If your bid is rejected, you will be given feedback as to why it was not granted. You can present an appeal in writing which will be delivered to the next available Panel. Your appeal must show either a significant change to your application or have a valid reason you feel your application was unjustly rejected based on the feedback we present to you from Panel. If following this stage, you still do not feel that your application has been correctly considered you can make a second stage appeal. Appeals against a decision made will be restricted to a material error in the process. Additional supporting evidence to the original application will not be considered. An independent person at the council's head of service level, not involved in the panel process, will undertake this role.

**Q. When do we find out if we get the money or not?** We will be in touch with feedback from Panel via email as soon as possible after the meeting, usually within ten working days. Sometimes, Panel wants to know more about your bid and may adjourn an application until the next Panel to give you the opportunity to respond to their questions. You will be asked to sign a grant agreement which will set out important elements of your grant proposal, any specific criteria, the sum of grant offered and any crucial monitor or completion dates.

**Q. When will we get the money?** Grants under £5,000 will be paid into your bank account up to 15 working days after we receive your signed grant agreement. Grants over £5,000 will be paid in instalments; the first instalment will be paid up to 15 working days after the signed grant agreement is received. Further instalment/s will be paid after completion and successful sign off of the monitoring review process.

**Q. Will we still receive our instalment/s even if it falls into the next financial year?** Yes, we are aware that grant payments sometimes overlap financial years. Committed funds are rolled over at year-end to ensure funds are available for your additional instalment/s once we are satisfied with your monitoring.

**Q. Can we include expenses for Volunteers?** Yes, you must include a breakdown in your bid and if funded, produce receipts where possible. The mileage limit is the HMRC no profit rate, currently no more than 45p / mile (correct on 11.10.22).

**Q. Can we include expenses specifically for Market Research?** No, this is not allowed.

**Q. Can we include funding for a salary?** Yes, as part of a project. You must demonstrate future sustainability of the role and its impact, such as the number of beneficiaries and the effect it will have on people's lives.

**Q. What happens if we do not meet the monitoring requirements?** Monitoring is due within the lifespan and end dates of your project. Failure to comply with the deadline or the requirements may result in payments of the grant being withheld, some or all of the monies needing to be repaid to us and / or ineligibility to receive council funding in the future. You will be given the monitoring forms at the beginning of your project so there are no surprises along the way, and you can be well-prepared. If you do not meet the objectives set out in your approved grant agreement you need to explain why as a part of your monitoring, and the Head of Communities will determine if it is appropriate to change the criteria or funding on offer. This may involve a requirement to return part or all of a grant already paid.

**Q. Will we be left to get on with the project?** Our Communities teams are here to support you along the way and will visit your project at various times.

**Q. Will our local Councillor be made aware that we are applying for funding?** Yes, Councillors are invited to submit comments / feedback which are presented at Panel with your application.

**Q. Can we apply for another Safe and Inclusive Community Fund grant in the same period as part of another organisation?** No.

**Q. Can we use the funding to keep us going, i.e. core running costs?** We will consider up to 20% of your full bid as a contribution towards your core running costs for the duration of the specified project only, provided that this is not funded using other council grant funds.

**Q. What happens if we produce a public report as part of the funding?** This will need ratification from Communities and Access Services Service Director prior to publication or distribution.

**Q. Can we add extra money on to our bid for contingencies or extra things that we may need as we go along?** No.

**Q. What do we do with any unspent money left over at the end of the project?** Any underspend must be returned to the council.

**Q. Can we use the funding to deliver the same project in the same area which is already provided by others?** No.

**Q. Can we have funding for activities, or a project already being funded by the council?** No. However you can apply for funding for a different project or activities if you can demonstrate there is no risk of funding being duplicated.

**Q. Can we use the funding to repay loans, pay interest repayments, shore up deficits or support gambling?** No.

**Q. Can we use the funding for capital costs, ongoing maintenance or refurbishment works?** No. However, some small capital costs may be considered, an example may be to improve physical access (competitive quotes will be required) subject to an appraisal of the proposal and its outcomes.

**Q. Can we use the funding for religious or political activities?** No. However, faith organisations can apply to support projects for the common good.

**Q. When do we tell you how the project has been going?** Half-way through your project and at the end of your project, you will need to fill in a monitoring form and supply storyboards. You will be given these forms at the start of your project so there are no surprises along the way, and you can be well prepared for the monitoring stages.

**Q. Can a school, nursery, or any private business or public organisation apply for a grant under this scheme?** No.

**Q. Does the Fund have a GDPR Privacy Notice?** Yes, click on the link ([see appendix VI](#)).

# Here is your Safe and Inclusive Community Fund Application Form

When completing this form, it is vital that you refer to our Guidance and FAQs document AND complete the accompanying Financial Breakdown spreadsheet.

Email this completed form AND the Financial Breakdown to: [communities@kirklees.gov.uk](mailto:communities@kirklees.gov.uk)  
Please return the forms in their original format as Word and Excel documents – NOT PDFs, JPEG's etc.

Our question	Your answer
Today's date	PLEASE ADD DATE
Name and address of your organisation or group and project title	Organisation / group Name:  Address:  Website / social media links:  Project Title:
How much funding are you applying for? <i>Tell us the total amount to the nearest pound. Up to £50,000, smaller amounts are welcomed</i>	£
WHEN will your project start and finish?	START DATE: FINISH DATE:
Two key contacts in your organisation or group (must not be related to each other)	Name / Position: Email: Mobile:  Name / Position: Email: Mobile:
Are you registered with our Grants Access Point? <i>Registration is <u>essential</u> for bids over £1,000</i>	YES / NO (delete as appropriate)  If YES, <ul style="list-style-type: none"><li>• What is your GAP score?</li><li>• What was the date of registration?</li><li>• What is the GAP registration number?</li></ul> If NO, click <a href="#">here</a> to register

<b>Have you received support from a ward councilor?</b>	YES / NO (delete as appropriate)
<b>Are you willing to complete DBS checks for all project staff?</b> <i>Enhanced DBS is essential if under 18s/vulnerable adults are involved in the project. More info, click <a href="#">here</a>.</i>	YES / NO (delete as appropriate)  <i>Please note: You may be asked to produce relevant valid DBS reference numbers and expiry date for paid staff and volunteers if your bid is successful.</i>
<b>Is a similar project delivered in Kirklees?</b> <i>Please state how you will connect with other partners or projects?</i>	YES / NO (delete as appropriate)
<b>Do you receive other support or funding from Kirklees Council?</b> <i>If YES, please specify what support or funding you receive.</i>	YES / NO (delete as appropriate)
<b>Are you receiving other support or funding from other sources?</b> <i>If YES, please specify what support or funding you receive. If NO, you can find other sources of funding <a href="#">here</a></i>	YES / NO (delete as appropriate)

# YOUR PROJECT

This is your opportunity to tell us about your project and why you think we should give you funding!  
 Please fill in EVERY box so we have all the information we need to present to the funding Panel.  
 MAXIMUM 300 WORDS FOR EACH BOX (anything over this limit will be deleted from your application)

<b>WHAT is your project and how will you deliver it?</b>  <i>Tell us what you want to do!</i>  <i>(Tell us a little bit about who you are as well)</i>		
<b>WHERE will you deliver your project?</b>  <i>Please tick the wards which your project will cover. Open the document in desktop for this to work.</i>	All wards	<input type="checkbox"/>
	Almondbury - Electoral ward profile	<input type="checkbox"/>
	Ashbrow - Electoral ward profile	<input type="checkbox"/>
	Batley East - Electoral ward profile	<input type="checkbox"/>
	Batley West - Electoral ward profile	<input type="checkbox"/>
	Birstall and Birkenshaw - Electoral ward profile	<input type="checkbox"/>
	Cleckheaton - Electoral ward profile	<input type="checkbox"/>
	Colne Valley - Electoral ward profile	<input type="checkbox"/>
	Crosland Moor and Netherton - Electoral ward profile	<input type="checkbox"/>
	Dalton - Electoral ward profile	<input type="checkbox"/>
	Denby Dale - Electoral ward profile	<input type="checkbox"/>
	Dewsbury East - Electoral ward profile	<input type="checkbox"/>

Dewsbury South - Electoral ward profile	
Dewsbury West - Electoral ward profile	<input type="checkbox"/>
Golcar - Electoral ward profile	<input type="checkbox"/>
Greenhead - Electoral ward profile	<input type="checkbox"/>
Heckmondwike - Electoral ward profile	<input type="checkbox"/>
Holme Valley North - Electoral ward profile	<input type="checkbox"/>
Holme Valley South - Electoral ward profile	<input type="checkbox"/>
Kirkburton - Electoral ward profile	<input type="checkbox"/>
Lindley	<input type="checkbox"/>
Liversedge and Gomersal - Electoral ward profile	<input type="checkbox"/>
Mirfield - Electoral ward profile	<input type="checkbox"/>
Newsome - Electoral ward profile	<input type="checkbox"/>

**WHY is there a need for your project?**

*What is the problem you are trying to solve? Why do you want to do this?*

*Who are you trying to reach?*

**WHO will benefit from your project?**

*Think about the number of people, that you anticipate participating, or having their lives improved by your project include age ranges if applicable / any specific groups of people you want to engage with*

**WHAT will the Communities and Access Services learn from your project?**

How will what we learn help us shape our approach to working with communities?  
Are you trying a new approach?

**WHO will be involved in your project?**

*Think about how many staff / volunteers you hope to involve.*

**Which of the Safe and Inclusive Community Fund priorities does your project most relate to and how?**

**HOW will your project make a difference in the community?**

*Think about, for example, what positive change will it make to people's lives.*

**HOW will you promote the project / attract participants?**

*Think about your target audience and also consider both online and traditional ways (flyers / posters) to tell people about your project.*

**WHAT challenges might you face?**

*Be realistic and honest!*

**How will you measure and evaluate success?**

*Think about what success will look like for those delivering your project and for those taking part and benefitting from it. Also, how you will record success?*

*This is important as you will need this information for your Monitoring forms halfway through your project and at the end.*

**What is your plan for sustainability at the end of your project?**

*How will you fund your project when the SIC money runs out?*

**We want to improve how we work alongside communities - how would you like to work with the council in the future?**

**Add link to ICF**

**TO BE ELIGIBLE - YOU MUST INCLUDE A FULL BREAKDOWN OF HOW ANY FUNDING WILL BE SPENT ON THE SUPPORTING FINANCIAL BREAKDOWN SPREADSHEET**

**Consent**

*I agree that the information supplied in this document can be shared with Kirklees Council staff and external parties such as other VCSE organisations, other funders and members of the funding Panel.*

**Sign and date**

**PLEASE LEAVE BLANK (this is for us to add any supporting information to present to Panel)**



# Safe and Inclusive Community Fund - Financial Breakdown

At the monitoring stage/s and at the end of your project, you must supply evidence of all expenditure detailed below including pay slips, invoices, receipts, ledger print outs, bank statements etc.

\* If you wish to change any of your spending proposal at any stage you must request this via the Community Partnership Manager, or a Community Coordination Manager and this may need Panel approval.

1. All direct costs need to be itemised individually e.g., if including equipment, please list all equipment individually, if staff please ensure that staff costs include salary and on cost etc.
2. Please consider.
  - a) What it is you are paying for,
  - b) How much it is.
  - c) How long you need it for

NAME OF ORGANISATION:	COST
<b>DIRECT COSTS:</b> Project costs which are clearly and directly incurred as a result of the project. For example, the salaries of specific project staff, volunteer expenses, venue, vehicle or equipment hire, project materials, and all other costs easily identifiable as part of the project.	COST
<b>Total Direct Cost:</b>	£
<b>INDIRECT COSTS:</b> We will make a reasonable & fair contribution towards indirect costs for the project duration. In total, this contribution cannot exceed 20% of your total bid and must be justified as reasonable. Indirect costs are overheads which are necessary for the organisation to operate. For example, management, administration, stationery, rent, heat, lights, phone & broadband	
<b>Total Indirect Cost:</b>	£
<b>CAPITAL COSTS:</b> This scheme is not intended to meet costs of capital investment- such as premises extensions, or new vehicles. In specific circumstances we may be willing to fund small value items of a capital nature like minor disabled access improvements or IT equipment for the direct benefit of users. (e.g., an iPad for client use, but not for office use) <b>You should check the conditions of the grant before completing this section as capital may not be available from some funding streams.</b>	
<b>Total Capital Cost:</b>	£
<b>TOTAL PROJECT COST</b>	£

## **Appendix IV - The Grant Scheme**

The Service Director for Communities and Access Services will prepare a detailed grant scheme subject to the following criteria:

1. Grants awarded will not exceed £50,000 to any organisation. The grant cannot support any other council funding.
2. The grant (including VAT if not recoverable) may meet the full costs of a project, or it may be a contribution or match funding to another source of funding, internal or external to the supported organisation. An organisation must not be double funded for any council payment.
3. The grant may only be used for expenditure within the definition of purposes and may not be used for any items on a list of exclusions, even if they would pass the definition of expenditure.
4. Any supported organisation must demonstrate compliance with all council rules as regards equality of opportunity, no discrimination, insurance, child protection and safeguarding etc.
5. Any supported organisation must provide full financial accounts information on their current and previous years.
6. The applicant will produce and promptly submit to the council the required evidenced documentation supporting all payments at the end of the project. They must answer all reasonable question by the council as a part of this process.
7. The applicant will produce evidence of the extent achievement of any targets, performance indicators or goal or objectives.
8. This funding will not support any of the following:
  - a) repairs to premises, vehicles, plant, or equipment
  - b) replacement of any existing premises, vehicles, plant, or equipment
  - c) the acquisition or lease of any new or second-hand vehicles, or premises (other than day or very short-term hires for the purposes of the project)
9. The funding may support small alterations to premises that are appropriate to meet the needs identified by the grant application. For example, to enable access for disabled persons to a toilet. Any supported organisation will be required to use a competitive quotation process for building works of any value, and an independent architect or surveyor to assist the design, competition, and construction process - the costs of which are eligible for grant support.
10. All applications will be made in writing, and approval will be given in writing. The applicant will be asked to agree compliance with the applicable rules.

## Appendix V

### EIA STAGE 1 – SCREENING ASSESSMENT

### PROJECT DETAILS

<b>NAME OF POLICY:</b>	
SAFE AND INCLUSIVE COMMUNITY FUND	
<b>Directorate:</b>	<b>Senior Officer responsible for policy/service:</b>
ADULTS AND HEALTH	JILL GREENFIELD
<b>Service:</b>	<b>Lead Officer responsible for EIA:</b>
COMMUNITIES AND ACCESS SERVICE	JO RICHMOND
<b>Specific Service Area/Policy:</b>	<b>Date of EIA (Stage 1):</b>
SAFE AND INCLUSIVE COMMUNITY FUND	12.11.2022
<b>Brief outline of proposal and the overall aims/purpose of making this change:</b>	
A grants scheme to support the distribution of grant funding totaling up to £1,000,000 in any given year. For individuals and community organisations in the Kirklees' Voluntary, Community and Social Enterprise (VCSE), education and faith sectors who are working to meet the shared outcomes and in particular, priorities within the Communities Partnership Plan.	

### ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	6	2.4	8.4	0	0	0	No
Environment		4.1	4.1	0	6	6	No

### NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	Yes
To remove a service, activity or policy (i.e. stop doing something)	No
To reduce a service or activity (i.e. do less of something)	No
To increase a service or activity (i.e. do more of something)	Yes
To change a service, activity or policy (i.e. redesign it)	No
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	No

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees employees within this service/directorate? (overall)	Positive
Kirklees residents living in a specific ward/local area?	Very Positive
Please tell us which area/ward will be affected:	All wards
Residents across Kirklees? (i.e. most/all local people)	Very Positive
Existing service users?	Very Positive

Each of the following groups? (Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).		Please select from drop down
...age	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...disability	What impact is there on Kirklees employees/internal working practices?	Very Positive
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...gender reassignment	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...marriage/ civil partnership	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Neutral
...race	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...religion & belief	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...sex	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...sexual orientation	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
...those in poverty or low income	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Very Positive
unpaid carers	What impact is there on Kirklees employees/internal working practices?	Neutral
	What impact is there on Kirklees residents/external service delivery?	Neutral

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees Council's internal practices?	Very Positive
Lifestyles of those who live and work in Kirklees?	Very Positive
Practices of suppliers to Kirklees Council?	Neutral
Practices of other partners of Kirklees Council?	Very Positive

Each of the following environmental themes? (Please select from the drop-down list)			
	People	Partners	Places
...clean air (including Climate Changing Gases)	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Clean and plentiful water	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Wildlife and habitats	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to harm from environmental hazards	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Sustainability and efficiency of use of resources from nature	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Beauty, heritage and engagement with the natural environment	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to the effects of climate change	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Production, recycling or disposal of waste	Positive	Neutral	Positive
	Score: 1	Score: 2	Score: 1
... Exposure to chemicals	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2

HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?	Please select YES or No
---	-------------------------

### Equality Themes

Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc.)?		Yes
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...employees?	Yes
	...Kirklees residents?	Yes
	...service users?	Yes
	...any protected characteristic groups?	Yes
Please list your <b>equalities</b> evidence/intelligence here [you can include hyperlinks to files/research/websites]: legal advice sought:		

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

### Environmental Themes

Have you taken any <b>specialist advice</b> linked to your proposal?		No
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...Kirklees Council practices?	No
	...resident and worker lifestyles?	Yes
	...Practices of Supplier to Kirklees Council?	No
	...Practices of other Kirklees Council partners?	Yes
Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]:		

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the environmental issues identified?	FULLY

## Privacy Notice (How we use your information)

### Safe and Inclusive Community Fund

The Safe and Inclusive Community Fund is available to help partners, individuals, education, faith, and community organisations in the voluntary sector, support their communities by delivering a range of projects throughout Kirklees. Individuals can apply for up to £200 and groups can apply for up to £50,000 to help them run not-for-profit projects which, in turn, will offer support for the population of Kirklees.

### The categories of information that we collect, process, hold and share include:

- Information you supply to us as part of your Fund application form and Grant Award Agreement:
  - Name
  - Email and postal address
  - Phone numbers
  - Bank details

### Why we collect and hold this information

We use this personal data in order to:

- Run a grant funding scheme
- Keep you informed of updates to our grant fund and availability
- Liaise with you about your application for funding
- Support you through the application process
- Liaise with you about funding payments and project monitoring
- Evaluate and improve the performance of our Fund
- Derive statistics which inform decisions about future delivery of our Fund
- Make payments to you via your bank account
- Maintain a record of important council transactions or decisions

### The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**6(1)(b) We have a contractual obligation**

**6(1)(c) We have a legal obligation**

**6(1)(e) We need it to perform a public task**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns

Although we do not ask you to provide any special category data, it may be inferred depending on the nature of the organisation applying for funds and their project description. Special category data is personal data that needs more protection because it is sensitive such as information about a person's health, ethnicity, political opinion, religious or philosophical beliefs. If this information is inadvertently collected, under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

### **9(2)(g) Reasons of substantial public interest (with a basis in law)**

## **How we store your personal information**

Your information is safely stored on Kirklees Council's secure network drives.

We keep all records and information related to applications for a period of current year + six years in accordance with relevant legislative / statutory requirements: Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.

We will then dispose of your information by manual electronic file deletion or automatic file deletion (where this is in operation).

## **How we store your personal information**

Your information (original copies only) is safely stored on Kirklees Council's secure network drives including Communities drive and Accountancy drives (in case of financial payment records).

All financial records information relating to applications and funding will be retained for current year plus six years in accordance with relevant legislative / statutory requirements: Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.

After this time period we will then dispose of your information by manual electronic file deletion or automatic file deletion (where this is in operation).

## **Who we may share your information with**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To facilitate payment of approved funding or to seek repayment of unspent or incorrectly spent funding
- To identify and encourage good practice



We may share this information with:

- Other services within Kirklees Council
- Council partners from the Third Sector who perform duties on the Funding Panel representing their organisation on behalf of Kirklees Council. These individuals sign a Terms of Reference which includes a non-disclosure clause in relation to information they are provided in order to make decisions on applications
- To external funders where this may be required by their funding criteria

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your bank details are not shared outside the council. Your bank details are only shared internally, as required, to process payments to you and to verify your details with our internal payment systems.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#)

If you would like further information about this privacy notice, please contact: [communities@kirklees.gov.uk](mailto:communities@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

## Safe and Inclusive Community Panel Meeting Terms of Reference

### Purpose and Objectives

The purpose of the Safe and Inclusive Community Fund Grant Panel is to consider grant applications received, assess them against the relevant terms and conditions in accordance with the criteria set in the grant service specifications and ensure applications are assessed fairly, equitably, and transparently.

Bids are considered at a regular meeting by a Panel:

- Bids up to £4,999 will go to Small Panel
- Bids over £5,000 will go to Large Panel

This is a decision-making panel.

### Core members, attendance and key responsibility

Each panel must be held with a minimum of five members present, including at least one Voluntary Care Sector (VCSE) representative. The maximum attendance will be capped at five Kirklees member representatives, plus Chair, and five VCSE representatives - not including non-voting attendees such as minute-taker and other presenting managers.

Small Panel	Large Panel
<b>Chaired by a Communities Service Manager</b> Communities Team Manager/s Senior Finance Officer Third Sector team representative VCSE Representative External Partner – pool of partners	<b>Chaired by Head of Communities</b> Communities Service Manager/s Communities Team Manager/s Senior Finance Officer VCSE Representative Third Sector team representative West Yorkshire Combined Authority (Where appropriate) West Yorkshire Police Commissioning & Partnerships representative Children & Young People service representative Adult Social Care representative

Grant panel members will:

- Read and review grant applications
- Help decide as a panel which applications:
  - Comply with grant criteria
  - Qualify for a grant
- Keep within the allocated budget
- Attend all panel meetings required where possible

Panel members must:

- Be non-judgmental and respect diversity
- Put aside any personal opinions in order to remain impartial
- Adhere to the grant guidelines on applicant eligibility criteria
- Respect confidentiality
- Be able to uphold our principles of transparency, consistency and fairness
- Be accountable

The decision of the Chair is final, the Chair will have the casting vote in the event of a tied vote.

### **Expert advisors**

Where there is specific knowledge and expertise required for the decision-making process, we will ensure that representation is made available for the panel, but the advisor will not form part of the decision-making process.

### **Councillor engagement**

Ten working days before Panel, all applications will be emailed to the relevant ward Councillor/s (Cllr) (Following GDPR Compliance) with an invitation to respond with comments and recommendations by a set date - minimum five working days before Panel so feedback can be added to agendas for Panel consideration).

Post-Panel, a decision summary will be forwarded to Cllrs after minutes have been prepared and groups have been notified of decisions.

It will be made clear on Fund guidance and process documentation that Cllr comments will be shared with the Panel and taken into consideration by Panel members in their decision-making process.

This process and the timeframes stated will be continually monitored and adjusted if required, and dialogue between Communities and the Active Citizens and Place team will continue to ensure we effectively meet the requirement for Cllrs to be informed of upcoming bids.

### **Frequency**

- Meetings will be held as required – subject to each grant's criteria. There will be a structured agenda for each meeting.
- Meetings will be scheduled for 150mins – this could be subject to change dependent on number of applicants to be discussed.

- The business support team will arrange the minutes, type agendas, and circulate in a timely fashion to members.

### **Core agenda items**

- Tracking of any outstanding actions from previous meeting
- Short summary of each application presented
- Councillor engagement summary presented
- Discussions
- Decisions

### **Record keeping, sharing information and accountability**

- The business support team will:
  - Arrange the meetings
  - Take and distributes notes
  - Share relevant documents
  - Store with version control all draft and final documents
- The agenda and documents will be distributed via email at least five working days in advance of each meeting.
- An attempt will be made to contact applicants to ascertain responses to pre-Panel questions from Panel members – responses will be presented at the Panel meeting.
- Storage of information will be on a limited access Teams channel.

### **Delays in decision making**

Only in exceptional circumstances, where there are perceived to be fundamental gaps in an application, will a decision be adjourned. In such a case, further information will be gathered from the applicant which will be emailed to Panel members as soon as possible.

### **Appeals or complaints**

Any appeals or complaints about Panel decisions or the operation of the Fund, will be dealt with by the Communities Head of Service who may delegate actions to Managers. Panel members will be updated as and when required and appropriate. In the event of a conflict of interest this will be delegate to an appropriate officer within the council

There is no expectation for Panel members to become involved in appeals or complaints procedures. However, Panel members must agree to their presence at the meeting being made public if a group officially requests details of Panel composition.

### **Confidentiality**

Members will be asked to sign a confidentiality agreement at the beginning of their term – usually at the start of a grant contract year – and receive a copy of the role description and the Terms of Reference as noted in [Appendix VIII](#).

All panel members will receive a copy of the Safe and Inclusive Community Fund Privacy Notice that details how information is stored, what we do with it, who it is shared with and how long we keep it.

### **Declaration of interest\***

To ensure all decisions and recommendations are fair and objective, panel members are given the opportunity to abstain from commenting or voting on a bid, or not attending a meeting, if they feel there is a conflict of interest.

All declarations of interest will be minuted including whether the panel member remained present and silent, or left the meeting.

In the case of representatives from anchors or commissioned organisations, it will be minuted if that representative contributed to discussions but abstained from the vote.

\*A declaration of interest is where a panel member has direct involvement with or interest in any potential applicant group or organisation, either as a staff member or service beneficiary, and so it would be considered to be in the panel member's interest to approve the application.

### **Review**

These Terms of Reference will be reviewed in July 2023.

Membership will be reviewed annually.

### **Comments or concerns**

If any panel member would like to raise any comments or concerns about the panel meetings or how applications are assessed, they can do so confidentially by contacting the grant manager, as follows:

Jo Richmond  
[jo.richmond@kirklees.gov.uk](mailto:jo.richmond@kirklees.gov.uk)  
01484 221000

## Appendix VIII

### Safe and Inclusive Community Fund

Large and Small Panel | Terms of Reference Agreement

For Kirklees Council employees and VCS representatives

**Note:** This is not an exhaustive list, we reserve the right to amend and re-distribute these at any time.

	<b><u>Our</u> commitment to you</b>	<b><u>Your</u> commitment to us</b>
<b>Your role</b>	We will provide you with all the information required.	You will use your understanding of local and strategic issues which affect individuals and communities in Kirklees to support fellow Panel members with informed input and commentary. You will join the collective decision-making experience and represent your service or organisation in a respectful and professional manner.
<b>Meetings</b>	Our business support team will email the Teams meeting invitations ahead of panel meeting.	<b><u>IMPORTANT:</u></b> ACCEPT or DECLINE each Teams invitation so we can track attendance and ensure we will be quorate and that the meeting and decisions will be valid.
<b>Documents</b>	The <i>Application Form</i> and <i>Guidance &amp; FAQs</i> for applicants are attached with this document.	Familiarise yourself with these documents and be well-informed of the Eligibility Criteria for the fund. Panel members do not have the power to set additional criteria or guidelines.
<b>Agenda</b>	We will distribute the agenda and supporting documents for each bid in one email at least five working days prior to the meeting. We will attempt to contact the group to ascertain responses to pre-Panel questions from Panel members – responses will be presented at the Panel meeting.	You must read all the supplied information <b><u>PRIOR</u></b> to the meeting and ensure you are well-prepared to make an informed decision on each application. If you have any queries, outside the questions on the Application Form, you must email us at least two working days ahead of the meeting to enable time for further research.
<b>Chair</b>	Large Panel will be chaired by Head of Communities or an appointed representative from Kirklees Council (KMC).	You will agree that the decision of the Chair is final and delegate decision-making to the Chair who will have the casting vote in the event of a tied vote.

	Small Panel will be chaired by a Communities Service Manager or an appointed representative from KMC. The Chair will summarise points made and bring the panel to a decision. They are responsible for managing the meeting pace to ensure time is evenly apportioned to each bid.	
<b>Panel structure</b>	To be quorate, Panel must consist of at least three members of KMC staff, Chair (KMC) and one representative of the VCSE although we will aim for two+ at all meetings. The maximum attendance will be capped at five KMC staff, plus Chair, and five VCS representatives (not including non-voting attendees such as minute-taker, CPM and other presenting managers).	Send apologies to <a href="mailto:communities@kirklees.gov.uk">communities@kirklees.gov.uk</a> at least ten working days prior to the meeting so we can ensure quoracy.
<b>Meeting format</b>	One of our managers will present a short summary of each application. We will answer your questions to the best of our ability. Although our application form is robust and we support groups to complete it, you may have queries we cannot answer.	<b>To ensure the meetings run to schedule, familiarise yourself with each application <u>prior</u> to the meeting.</b> After each summary presentation, you will be invited to discuss the bid with your fellow Panel members. You are invited to ask the presenting manager any questions. However, avoid asking for extraneous information which is not covered on the application form so groups can be assured each bid is considered in a fair and consistent manner.
<b>Adjournment</b>	Only in <u>exceptional</u> circumstances, where there are perceived to be <u>fundamental</u> gaps in an application, can a decision be adjourned. In such a case, we will gather further information from the applicant and email this information to Panel members as soon as possible.	On receipt of the additional information from us, you will be asked to respond, within a fixed timescale, and these responses will form the decision to accept or reject the application as normal. This decision will be ratified by the Chair.
<b>Applicants</b>	Applicants will be informed of the decision by Communities Service,	Do not make any Panel decision, or details of discussions, known to any of the applicants. We are aware that

	<p>with relevant feedback, within ten working days following Panel. They are permitted to request a list of Panel attendees.</p>	<p>Kirklees and its VCSE is a '<i>small world</i>' so you must abide by the confidentiality requirements detailed above.</p>
<b>Declaration of Interest</b>	<p>To ensure all decisions and recommendations are fair and objective, we give you the opportunity to abstain from commenting or voting on a bid or not attending a meeting if you feel there is a conflict of interest.</p> <p>We will minute any declaration of interest and whether you remained present and silent or left the meeting.</p> <p>In the case of representatives from anchors or commissioned organisations, we will minute if you contributed to discussions but abstained from the vote.</p>	<p>Inform us in writing prior to a Panel meeting if you have an involvement in a particular group or project and need to declare an interest. Such 'interest' is defined as a significant and / or personal connection to an individual, group or project which may influence your approach to an application. In such cases, you cannot participate in decision-making and will normally be expected to leave the meeting. However, Panel members may agree you can remain and be silent. If you represent an anchor or commissioned organisation and your professional work has involved supporting or advising an applicant, you may contribute to discussion but not participate in the decision-making.</p>
<b>Minutes</b>	<p>A member of our business support team will attend and take minutes of the meeting, these will be ratified by Head of Communities (Large) or Service Manager (Small) and issued by email to all Panel members within ten working days after the meeting.</p>	<p>Read the minutes thoroughly and if you have any queries or concerns, contact us at your earliest convenience. Even if you did not attend the meeting, you must read the minutes to ensure consistency of decision-making throughout the year.</p>
<b>After Panel</b>	<p>As soon as possible after a Panel Meeting, usually within a few working days, we will email each applicant with the Panel outcome and any recommendations. We will continue to support applicants, whether they are successful or not.</p>	<p>There is no commitment from Panel to take further action unless, in a rare case, a decision is adjourned. However, you should champion any successful projects and where relevant, offer support to groups who are not successful.</p>
<b>Appeals &amp; complaints.</b>	<p>Any appeals or complaints about Panel decisions or the operation of the Fund will be dealt with by the Communities Head of Service who may delegate actions to Managers. We will update Panel members as and when required and appropriate.</p>	<p>There is no expectation for Panel members to become involved in appeals or complaints procedures. You must agree to your presence at the meeting being made public if a group officially requests details of Panel composition.</p>



**A.O.B.****Applicable  
to us all****Respectful**

We will present all applications and information in a non-discriminatory and inclusive manner and you will participate in the process in a non-discriminatory and inclusive manner.

**Supportive**

We must all remember that applicants are our citizens and may have put a great deal of effort into their application with little experience of bidding or running a project. We support them to present their bid in the best possible way but be aware there may be errors or omissions. We will all approach each bid in a non-judgemental manner.

**Confidential**

All information contained in applications and discussions at meetings are completely confidential, barring a summary of the Panel's decision for each application which the Manager will communicate directly with the applicant. Decisions to accept or reject an application will be in the public domain and sent to Elected Members (Councillors). Respect this confidentiality obligation by not sharing any materials or relaying any aspects of the Panel discussion with anyone other than fellow Panel members and council officers. Avoid printing any Panel materials but if you do, shred after use. Ensure any communications and electronically stored information is on a password-protected device. See privacy notice.

**Consistent**

Both within a Panel meeting and throughout the year of meetings, be consistent in your decision-making. To ensure this can happen, if you are unable to attend a meeting, ensure you read the minutes, so you are aware of decisions made by your fellow Panel members.

**Consensus**

Remember you are part of a collective decision-making process, and you may not always agree with your fellow Panel members.

**Impartial**

Do not let any biases affect your judgement or unfairly influence your decision-making process.

Panel member agreement	Print name, title and organisation	Sign and date
<i>I agree to abide by the commitments listed above:</i>	NAME:   TITLE:   ORGANISATION:	SIGN:     DATE:
Communities Service Manager agreement (On behalf of Kirklees Council)	Print name, title and organisation	Sign and date
<i>I agree to abide by the commitments listed above:</i>	NAME:   TITLE:   ORGANISATION:	SIGN:     DATE:



**Name of meeting:** Cabinet

**Date:** 11 April 2023

**Title of report:** Grant Offer to St Peter's Church for the Development of Multi-Functional Event Space in St Peter's Gardens.

**Purpose of report:** This report provides an update on St Peter's Gardens scheme and requests that consideration be given to providing St Peter's Church with a grant for the delivery of a multi-use event space in St Peter's Gardens, Huddersfield.

<b>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? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.</b>	<b>Yes</b>  Has a financial implication of more than £250k
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?</b>	<b>Key Decision – Yes, published 08.03.2023</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>  <b>Is it also signed off by the Service Director for Finance?</b>  <b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>David Shepherd – 17.03.2023</b>  <b>Phil Deighton on behalf of Eammon Croston – 23.03.2023</b>  <b>Karl Larrad on behalf of Julie Muscroft - 23.03.2023</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>CLlr Graham Turner Regeneration Portfolio Holder</b>

**Electoral wards affected:** Newsome

**Ward councillors consulted:** No

**Public or private:** Public Cabinet report with public appendix

**Has GDPR been considered?** Yes

## 1. Summary

St Peter's Gardens, located in Huddersfield Town Centre, is circa 0.66 hectares (see appendix A) and has specifically been highlighted as an area for enhancement in the Huddersfield Blueprint and more recently part of the green network supporting Station to Stadium Masterplan area. The ambition for St Peter's Gardens is to create a high-quality space which encourages dwell time, increases footfall, and improved accessibility. It is anticipated that this scheme will assist in helping to manage anti-social behaviour in the locality, creating a safer environment, and act as a vital green resource in the town centre.

St Peter's Gardens also formed part of the "Golden Routes" programme approved at Cabinet in September 2020, as well as being included in the [Huddersfield Highway Design Guide](#).

In October 2020, St Peter's Church was granted planning permission for the creation of an area for multi-functional events and incidental parking associated with the church (2019/62/93789/W). Kirklees Council, in partnership with key stakeholders (in particular, the Parish Church), developed concept options and costs for the multi-functional events space and wider gardens.

In October 2022, Cabinet approved a package of funding known as UK Shared Prosperity Fund (UK SPF) from the Mayoral Combined Authority to Kirklees Council to deliver local communities, and place and business initiatives, of which the St Peter's Gardens scheme was one, securing £350,000 capital funding ([UK SPF Cabinet Report](#)).

This report asks Cabinet to approve a grant to St Peter's Church, a registered charity (1134839) of £121,900 which is currently allocated in the 'Golden Routes Capital Programme' and £350,000 from WYCA's UK Shared Prosperity Fund to enable delivery of a multi-functional event space in St Peter's Gardens. A total grant of £471,900 will be used to deliver Phase A which consists of the approved multi use events space adjacent to the Church and within the gardens.

## 2. Information required to take a decision

### 2.1 Huddersfield Blueprint

Kirklees Council launched its ambitious Huddersfield Blueprint ("Blueprint") regeneration vision in June 2019. The Blueprint is a ten-year vision to create a thriving, modern-day town centre that will be accessible, busy, inclusive, family-friendly, sustainable and a safe environment that will stay open longer. The significant regeneration and investment planned for the town will transform Huddersfield, helping to stimulate and induce demand for domestic and international tourism.

The Blueprint focuses on regenerating six key areas of Huddersfield Town Centre: Station Gateway, St Peter's, Kingsgate / King Street, New Street, the Civic Quarter, and a new Cultural Heart in the Queensgate and Piazza area.

The strategic aim of the Blueprint is to:

- Create a busy town centre with thriving economy and a balanced offer
- Increase residential living in the town centre
- Have family and student friendly spaces, attractions, and activities
- Have an economically vibrant town with improved employment opportunities
- Refocus the retail core
- Position Kirklees as a destination for tourism
- Join up disparate areas in the town centre
- Regenerate iconic architecture, complemented by new, modern buildings
- Bring back 'civic pride'
- Encourage third party private investment

St Peter's Gardens sits within the St Peter's key area and its redevelopment was included as one of the key projects of the Blueprint, edged by an aspiration to build and create modern co-working spaces and studios in the surrounding area.

## **2.2 Kirklees Economic Strategy 2019-2025**

One of the 5 priorities of the Kirklees Economic Strategy is 'Revitalised Centres'. The project and the wider regeneration of St Peter's Area will contribute significantly to regenerating Huddersfield Town Centre.

## **2.3 Council Plan**

The Council's approach outlined in the Council Plan 2021/3 is focussed on three themes: -

- People – we work with people, we don't do things to them
- Partners – we work with and alongside our partners
- Place based working – we recognise the unique identities of our local places, their strengths, and aspirations. We know that one size doesn't fit all

## **2.4 The Project**

The redevelopment of St. Peter's Gardens is integral to the delivery of the Huddersfield Blueprint, with its central location to transformative plans for the St Peter's Area and key location on one of the main pedestrian desire lines across the town centre. The addition of the Station to Stadium Masterplan reinforces the importance of this space in terms of the regeneration of the town.

St Peter's Gardens must respond to its challenging physical location and the considerable social, economic, and environmental challenges it faces in a balanced and pragmatic way. The area is already a favourite of creatives and is home to an interesting and unique set of independent businesses, restaurants, shops, bars, and coffee shops as well as the popular Open Market. Its enhancement will further contribute to the area's success and drive inward investment into the town centre.

To support delivery of the scheme, an application by Kirklees Council to the UK Shared Prosperity Fund was made in September 2022, in which the scheme was separated into 2 phases:

Phase A - Consists of the delivery of a multi-functional event space adjacent to the church with existing planning approval as well as improved vehicular access to Byram Street. This initiative has been championed by the Church over a number of years. Full application documents can be found [here](#) (2019/62/93789/W).

Phase B – Undertaking of a further feasibility study for the remaining public realm area in the Gardens.

The area immediately to the north of the Church will be replanned to form a public realm area providing a space for multi-functional events, church fetes and outdoor worship etc. In addition to this the council are working with the church to provide a cohesive vehicular access point off Byram Street.

In order to deliver the blueprint an agreement has been made with St Peter's Church; the landowners of the land identified in appendix A to facilitate the redevelopment. Without the permission of St Peter's Church's, a key blueprint project would not be able to be delivered. In addition to this the council are working with the church to provide a cohesive vehicular access point off Byram Street.

To help deliver the scheme the grant will deliver the lifting and resitting of 14 gravestones (previously re-sited) and large table tomb which are currently interspersed throughout the area. The grave markers are to be sited closer to the Church north wall and the table tomb in memory

of Joseph Kaye will be moved to a prominent location close to the proposed north-west porch (please refer to the drawings in the [planning application](#)). The re-siting of the table tomb is welcomed by family relatives.

The remaining space will be landscaped with high quality materials designed to allow flexibility of use and all-inclusive access.

The introduction of UK SPF funding represents an opportunity to deliver Phase A of the St Peters Gardens project. It is time constrained with spend required by 31<sup>st</sup> March 2024 but in the absence of other funding it is currently the only opportunity. The Council has already identified, and Cabinet have agreed match funding towards the project in St Peter's Gardens via borrowing in the capital plan through the Golden Routes Capital Programme, this could be used to bridge the gap.

## **2.5 Planning**

Detailed planning was granted on the 21<sup>st</sup> October 2020. The permitted development is required to have begun by 21<sup>st</sup> October 23. Full application documents can be found [here](#) (2019/62/93789/W).

## **3. Implications for the Council**

### **3.1 Working with People**

St Peter's Gardens was highlighted as an area of enhancement in the Huddersfield Blueprint and the Station to Stadium Masterplan area. The Blueprint was subject to a number of engagement exercises commencing in 2018 as part of the Blueprint development and then again late in 2019. After the Blueprint launch the council undertook a Place Standard exercise to benchmark public reaction to the approach and projects. The results from this exercise show there is a great desire to enhance St Peter's Gardens to create a high quality, safe, green space. The key report for this can be found by accessing the following link: <https://howgoodisourplace.org.uk/huddersfield-town-centre/>.

Early consultation was undertaken with key stakeholders including the BID, Church, The Mission, and Civic Society at the inception of this project. Consultation with stakeholders will continue as the project moves forward.

### **3.2 Working with Partners**

Collaboration and working together with partners are key to ensuring the council gets the best outcomes for citizens, communities, and Kirklees as a whole. Early engagement with stakeholders was undertaken. The council has worked closely with St Peter's Church and WYCA to secure funding to deliver the multi-use event space.

At the point of approving planning permission consultation was carried out with stakeholders including Historic England.

This practice will continue throughout the life cycle of the project.

### **3.3 Place Based Working**

The development of the Blueprint and the associated Place Standard exercise has already engaged town centre stakeholders, businesses, and users to help shape the overall approach to redeveloping Huddersfield Town Centre.

### **3.4 Climate Change and Air Quality**

The reduction of carbon emissions and the minimisation of air quality problems is a key objective for the blueprint.

### **3.5 Improving outcomes for children**

The Blueprint includes within it a key objective of providing a family friendly town centre. This means that uses, streets, and places will favor all age groups including children. Part of the strategy to renew the town is to bring in new uses that attract families and young people in a way the town does not at present. The scheme aims to create a high quality, attractive, multi-use space which increases dwell time and footfall, enhancing the vitality and vibrancy of the area helping it to become a more attractive space for all including families as well creating a space that is attractive to investors.

### **3.6 Financial Implications for the people living or working in Kirklees**

Increased activity in the town centre as a result of this development will increase footfall which in turn helps support the services and businesses that already exist. It is anticipated there will be increased spend in the town.

### **3.7 Other (e.g. Integrated Impact Assessment/Legal/Financial or Human Resources)**

#### **3.7.1 Integrated Impact Assessment**

**The council must comply with its public sector equality duty under Section 149 of the Equality Act 2010.**

Officers have carried out an Integrated Impact Assessment (IIA) and has been published [here](#).

#### **3.7.2 Legal**

There are two funding amounts - Golden Routes Capital Programme £121,900 and UK Shared Prosperity Fund £350,000 which amount to the grant for the purpose of this legal section.

The council has made enquiries with St Peter's Church to assist it in determining whether the grant funding meets the four limbs of the test for a 'subsidy' under the Subsidy Control Act 2022. Following this assessment it is believed that the grant is not a subsidy as St Peter's Church are a registered charity (1134839) and the council understands that they do not intend to charge for use of the Multi-Functional Event Space so will not be engaged in economic activity. It is not considered that this event space is capable of having an impact on competition in the market place. As a result, two limbs of the test for a 'subsidy' are not met. Notwithstanding that, the grant funding has also been applied to the 7 subsidy control principles and if it did amount to a subsidy the council's view is that it could be given in compliance with the Subsidy Control Act 2022.

Upon Cabinet approval of grant funding for this project, it is intended that the council will enter into a formal Grant Agreement with St Peter's Church, this is yet to be drafted. To ensure the grant funding is only spent on this project the council will require invoices to be provided and will only pay grant funding on receipt of such invoices. The council will incorporate clawback provisions in the grant agreement should milestones not be met and should the grant be found to have been awarded contrary to the Subsidy Control Act 2022. Additionally, the council will consider whether security for the grant is appropriate, such as legal charge however this is unlikely.

The legal basis for the grant is section 1 of the Localism Act 2011 which gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. Council officers have complied with Financial Procedure Rules (May 2022) No. 22 relating to grants.

The Council will comply with its Financial Procedure Rules when awarding all grants and the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 when awarding contracts to third parties.

#### **3.7.3 Finance**

Estimated costs of Phase A are £471,900 supplied by the Council's Landscape Architects, which includes improvements to the multi-use event space from Byram Street to provide a more cohesive scheme. An additional £45,000 has been estimated for the Byram Street improvements and is to be delivered by Kirklees Council's highway department.

### 3.7.4 UK SPF Monitoring & Report

**3.7.4.1** The UKSPF element of the grant will be monitored as per the points in section 3.5 to 3.10 in the [UK Shared Prosperity Fund Cabinet Report](#) agreed on 11<sup>th</sup> October 2022.

**3.7.4.2** The Council will be required to provide regular reports to WYCA on the implementation of the scheme. These requirements will be included as part of the grant agreement with St Peter's Church.

**3.7.4.3** The Council will establish an UKSPF Programme Board, chaired by the Senior Responsible Officer, the Service Director for Skills and Regeneration. This will include both Council and external/stakeholder representation as appropriate and will have responsibility for oversight and management of the Council's UKSPF allocation to ensure achievement of the financial and output targets to be set out in the grant agreement with WYCA. This will include recommendations in relation to any proposed changes in programme or project level outputs, outcomes or funding profiles.

**3.7.4.4** The Programme Board will report to the Council's Major Projects Board (which has Combined Authority representation). Risks and issues by exception will be reported both to the Growth and Regeneration Portfolio Senior Leadership Team, chaired by the Strategic Director, and reported to Elected Members via regular Portfolio Holder briefings. This approach will ensure the Council is accountable, open and transparent with WYCA and other local partners.

### 3.7.5 Risks

The project has a number of risks that Cabinet needs to be aware of when considering the recommendation to approve the grant.

Risk Description	Impact	RAG	Mitigations
Failure to approve grant	Failure to deliver scheme	Amber	Robust analysis of proposals ensuring value for money and money and that scheme meets all necessary standards and objectives of Blueprint, UKSPF and Golden Routes.
There is a risk that the grant recipient cannot assemble a team to deliver the project within the timescales, resulting in clawback from WYCA.	Failure to deliver and clawback of money from WYCA.	Amber	Grant agreement to be agreed with clear terms. Regular meetings with the church's project team to provide support where needed. St Peter's Church will be commissioning a Project Manager to manage the project.
There is a risk that costs may increase once contractor on site due to inflation/unanticipated issues/additional costs.	Further funding gap/ unable to deliver the scheme	Amber	St Peter's Church will employ a project manager whose first task will be to review costs. St Peter's Church have a strong relationship with National Heritage Lottery Fund and other funding partners and will seek other



			funding opportunities for additional funding requirements.
There is a risk that grant recipient do not agree to the T&C's of the grant agreement with the Council, resulting in loss of funding and failure of scheme delivery.	Loss of external funding and not delivering a key blueprint scheme.	Amber	Work closely with Legal Services and provide support to the church to enable them to meet the conditions of the grant agreement.

Projects of this nature and at this time will have a certain degree of risk. However, it is considered that the risks can be managed, to a degree and on balance the potential benefits justify the support being provided.

#### 4. Consultation

As part of early development works stakeholders including The Mission, Huddersfield BID and the Civic Society were consulted.

The project has a valid planning permission which was subject to public consultation. Historic England are supportive of the scheme. Cabinet, on two occasions, in 2020 'Golden Routes Capital Programme' and in 2022 through the 'UK Shared Prosperity Fund' have considered the St Peter's Gardens scheme, which form a part of the approved programmes.

#### 5. Next steps and timelines

Following a decision by Cabinet, officers will undertake all the necessary legal and other work required to agree the Grant Agreement. UK SPF funding is to be spent by March 2024.

Indicative Programme – Phase 1	
Action	Timescale/Date
Cabinet Decision	11 <sup>th</sup> April 2023
Grant Agreement signed	May 2023
Mobilise project	May – Sept 2023
Construction starts on site	September 2023
Completion	March 2024

#### 6. Officer recommendations and reasons

It is recommended that Cabinet: -

- (i) Approves providing in principle a grant to St Peter's Church of £121,900 to deliver a multi-use event space in St Peter's Gardens as described in this report and appendices.

Reason: To enable the delivery of the project.

- (ii) Approves providing in principle a grant to St Peter's Church of £350,000 from Kirklees' UKSPF programme to deliver a multi-use event space in St Peter's Gardens as described in this report and appendices.

Reason: To enable the delivery of the project.

- (iii) Approves the capital allocation of £45,000 from the Golden Routes Capital Programme to fund the delivery of highway improvement works on Byram Street as outlined in section 2.4 of this report.

Reason: To enable the delivery of the project.

- (iv) Delegates authority to the Strategic Director (Growth and Regeneration) in consultation with the Service Director – Legal, Governance and Commissioning, to agree the grant agreement and other documentation necessary to enable the project to proceed and for the Service Director Legal, Governance and Commissioning to enter into the aforementioned documentation on behalf of the Council

Reason: Effective project delivery

## **7. Cabinet Portfolio Holder's recommendations**

The Portfolio Holders for Regeneration support the proposals in the report.

## **8. Contact officer**

Isabel Whitworth – Project Manager for Town Centres Regeneration  
[Isabel.Whitworth@kirklees.gov.uk](mailto:Isabel.Whitworth@kirklees.gov.uk)  
01484 221000

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

Planning Approval & details – 2019/62/93789/W  
[Planning application details | Kirklees Council](#)

Huddersfield Blueprint  
[The Huddersfield Blueprint | Kirklees Council](#)

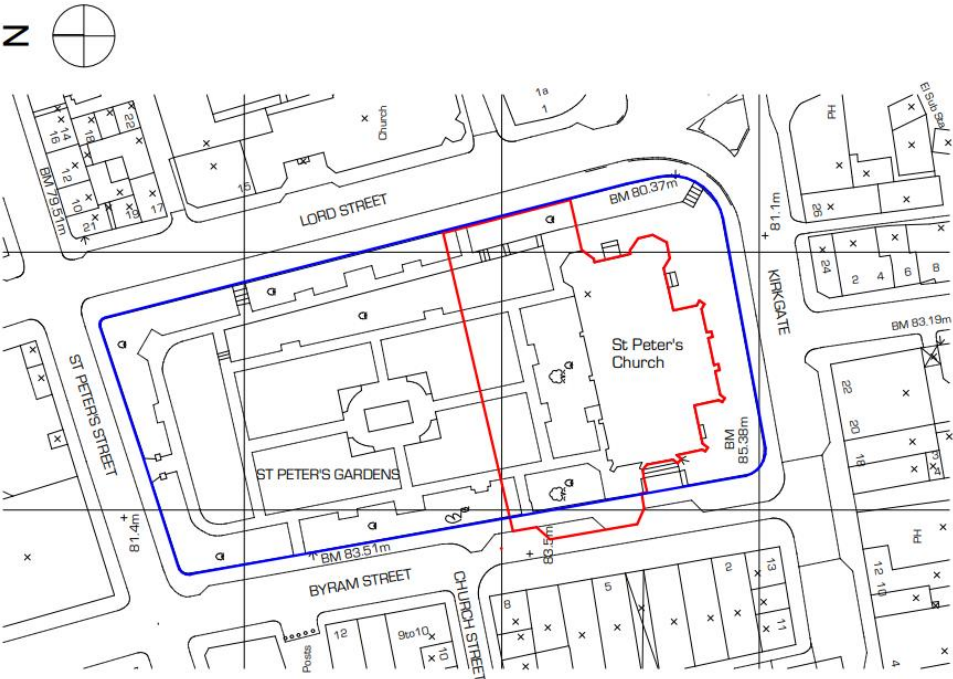
[Cabinet Report UKSPF dated 11 October 2022](#)  
[Golden Routes Cabinet Report – Agenda item 10](#)

## **10. Service Director responsible**

David Shepherd  
Strategic Director Growth and Regeneration  
[david.shepherd@kirklees.gov.uk](mailto:david.shepherd@kirklees.gov.uk)  
01484 221000

11. Appendices

11.1 Appendix A – Location Plan of Phase A of St Peter’s Gardens



O.S. Location Plan of Church within Town Centre location 1:1000

Notes

Do not scale from drawing, use figured dimensions only.  
All dimensions must be checked and verified on site prior to commencement of work and architect to be notified of any discrepancies.  
This drawing is intended to permit overall scheme proposals only and cannot be used for construction purposes without further information.

Rev		Drawn	Checked	Date
A	Site Location plan updated to reflect latest proposals.	BW		21/09/17
B	Red line adjusted to cover East step proposals.	EC		29/07/20

Job Title Phase I, Internal Reordering Proposals & Fabric Repairs, St Peters, Huddersfield.	
Client PCC of Huddersfield Parish Church	
Status Tender Issue	Company AD
Drawing Site Location Plan	Scale @ A4 1:1000
Date June 2016	Drawn JL
Drawing No. 3060(0-)-01	Revision B

ONE17

ARCHITECTS & INTERIOR DESIGNERS

The Dychouse, Armitage Bridge  
Huddersfield, West Yorkshire HD4 7PD

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**Name of meeting:** Cabinet

**Date:** 11 April 2023

**Title of report:** Procurement of fire safety remedial works to Council Housing 6-storey, low-rise and retirement living scheme blocks

**Purpose of report:** Cabinet are asked to approve the revised approach to the procurement and delivery of fire safety remedial works to 6-storey, low rise and retirement living scheme blocks and to endorse the direct award of contract for Hebden Court and Buckden Court to Fortem Solutions Limited.

<b>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? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.</b>	<b>Yes</b>  The decision will result in spending of over £250k per annum and will affect two or more wards.
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?</b>	<b>Key Decision – Yes</b>  <b>Public Report</b>  <b>Private Appendix – Yes Appendix 1</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>  <b>Is it also signed off by the Service Director for Finance?</b>  <b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>David Shepherd 8 March 2023</b>  <b>Eamonn Croston 21 March 2023</b>  <b>Julie Muscroft 27 March 2023</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Councillor Cathy Scott, Housing and Democracy</b>

**Electoral wards affected:** All

**Ward councillors consulted:** No

**Public or private: Public report with private Appendix 1**

Appendix 1 is private in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.

**Public or private: Public with Private appendix**

**Has GDPR been considered? Yes**

## **1. Summary**

- 1.1 Remedial fire safety works are required to council housing low-rise, 6-storey and retirement living scheme blocks. The works required vary in cost and extent and the development of design, specification and procurement requirements are at differing stages.
- 1.2 A contract for fire safety improvements to low-rise residential blocks was tendered in 2021 and the award approved by Cabinet on 5 April 2022. Following contract negotiations at pre-contract stage, it was mutually agreed not to proceed because contract changes requested would have resulted in material changes outside of the original scope of the procurement. This report sets out the new approach to delivering these works.
- 1.3 There are mitigations in place to manage risk and safety in the affected buildings and these will be reviewed as the extent of works required becomes clearer and as programmes for delivery are firmed up.
- 1.4 If the recommendations are supported engagement with residents can commence and packages of works taken forward through procurement and delivery.

## **2. Information required to take a decision**

### **2.1 Background**

- 2.1.1 All social landlords are responsible for ensuring the safety of tenants and required to undertake regular non-intrusive fire risk assessments (FRAs) to housing (generally flats) with communal areas on a regular basis. FRAs identify risks and actions required and grade these into high, medium and low categories. High risk actions should be dealt with within 7 days, medium risk within 3 – 6 months and low risk 1 year – 10 years. FRAs cover all aspects of fire safety from management actions to more extensive remedial works. Non-intrusive FRAs, by their nature, only identify visible risks and issues and to fully understand the extent of remedial work required to improve fire safety, intrusive surveys are required.
- 2.1.2 There are currently 4,971 known medium and low risk actions due in low-rise, 6-storey and retirement living scheme (RLS) blocks identified through non-intrusive FRAs. The known works along with extrapolated actions were tendered as one package under the title of fire safety improvements to low-rise residential blocks and included actions for 6-storey and retirement living scheme blocks.
- 2.1.3 At its meeting on 5 April 2022 Cabinet agreed the award of a contract for fire safety improvements to low-rise residential blocks to Fortem Solutions Limited. The contract sum was based on a schedule of rates of medium and low priority items of work deemed necessary from non-intrusive FRAs across low-rise, 6-storey and retirement living scheme blocks. The schedules were based on both real and extrapolated actions from FRAs but did not represent the full scope of works required. The contract included provisions for the

contractor to carry out intrusive FRAs to ascertain the full extent of works required and to design, specify and deliver these; the total cost of the contract was therefore not fully understood and posed a financial risk of escalating contract costs.

2.1.4 The works were reviewed in June 2022 to further consider their packaging to ensure they could be delivered and managed prior to entering into the contract. Through this review and discussions with the successful contractor, a number of issues were identified that represented material changes to the original tender and it became clear that the procurement process could not be concluded without requiring a significant change to be made to either the published scope or contract value. As this would not comply with the principles of equal treatment, transparency and proportionality the preferred option was not to take the contract award forward. It was agreed that a smaller package of works from the original tender would be considered for procuring through a direct award framework to Fortem Solutions Limited on the provision that the council could demonstrate that it was achieving value for money.

2.1.5 The Council had appointed, AHR, one of its surveying consultants to carry out intrusive and extensive surveys of 6-storey and retirement living scheme blocks. These surveys encompassed structural, mechanical and electrical, and condition issues in addition to fire safety. The surveys of 6-storey blocks were completed in August 2022 and reports and recommendations were issued to the Council in September 2022. The surveys identified mandatory, highly recommended and recommended works to all twelve 6-storey blocks.

The mandatory fire safety works to the blocks are:

- installation of sprinkler systems
- installation/ extension/ upgrade of automatic fire detection and alarm system
- installation of automatic opening vents
- replacement of stairwell glazing and partitions
- provision of fire stopping
- works to provide fire protection to floors (at five blocks)

The highly recommended fire safety works to the blocks are:

- replacement of external wall insulation (at ten blocks)
- installation/ extension/ upgrade of evacuation alert system

In addition there are highly recommended works relating to condition and structure, which are:

- re-roofing
- replacement of windows and doors (at ten blocks)

The recommended works are:

- replacement of external wall insulation (at two blocks)



- replacement of windows and doors (at two blocks)

## 2.2 Options

2.2.1 It is proposed that the packages of work under the previous tender be taken forward under three distinct and separate programmes, one for each of the block types, to support an approach that enables risks, costs and delivery to be well managed. The three programmes are at differing stages and need to be de-coupled from one another and dealt with separately. The 3 programmes will therefore be:

- 6-storey blocks
- Retirement Living Scheme blocks
- Low-rise blocks

2.2.2 For the 6-storey blocks, all surveys are complete and specification and tender documents are being drawn up by AHR. It is considered that the scope of works should include all mandatory and highly recommended works (detailed at 2.1.5 above) for fire safety, condition and structure. The inclusion of recommended works should be considered further as detailed proposals are developed to fully appreciate whether they are necessary and affordable.

2.2.3 The inclusion of the condition and structural works in the 6-storey packages is considered both necessary and advisable. Replacing windows and roofs at the same time as external wall insulation as there will be scaffold erected makes good economic sense and also adopts a 'fabric first' approach to decarbonising the council's social housing stock. Additionally, the replacement of windows will help support effective design detailing for the external wall insulation. The reroofing of the buildings is needed as they are at the end of their useful lives and future maintenance costs are likely to grow.

2.2.4 An additional item to be considered in the scope of work is the opportunity to remove existing gas supply and convert these blocks to electricity. The move away from gas will support decarbonisation of our estate and help make these buildings more ready to obtain power from renewable and sustainable energy sources. As with the replacement of windows, removal of external gas risers will support effective design detailing of the external wall insulation and reduce the risk of fire.

2.2.5 The intention is to package the blocks based on them being located close to one another, so contractor site set up and management and our management is as efficient as possible and to represent a scope and value that is attractive to contractors and affordable within the context of the Housing Revenue Account's 30 year business plan. The packages are also prioritised to address higher risk blocks first. The packages proposed are:

Package 1	Hebden Court Buckden Court
Package 2	Malham Court Burnsall Court Fern Lea Flats

Package 3	Church View house Granby Flats Swan Court
Package 4	Wain Court Fare Hill Flats
Package 5	King Cliffe Flats Fernside Court

2.2.6 Recognising the need to progress with the fire safety works and to ensure the safety of residents in the longer term (this will negate the short-term mitigations currently in place), a business case that proposes a direct award with Fortem Solutions Limited for two of the 6-storey blocks has been completed. This was presented to the Council's Contract Assurance and Resilience Board on 16 February who sought further information on how the case represented value for money and this has now been incorporated into the business case. The business case was signed off by the Head of Procurement and the Head of Risk and Assurance on 10 March 2023. The contract will be awarded using an existing competitively tendered framework to ensure value for money and ensure compliance with procurement regulations. There are a number of frameworks which are potentially suitable, and following evaluation, the intention is to award under B2G services Framework.

2.2.7 To further ensure value for money, the development of costings for the scheme will be led by AHR, the council's consultant. Scheme costs will be developed using an open book approach with Fortem Solutions Limited and their supply chain to obtain realistic costs. These will be cross-referenced and benchmarked with both published industry data and recently completed/procured schemes for similar works by AHR before being agreed.

2.2.8 The remaining ten 6-storey blocks will be competitively tendered in the packages shown above. A Design and Build contract will be used to ensure that design and risk liability and management is appropriately apportioned and managed. AHR will remain as client advisors for the duration of the schemes and contractors will need to provide their own specialist design teams. This arrangement will help to ensure that we exercise the rigour and due diligence necessary under the Building Safety Act in the design and delivery of works and ensure that the golden thread required to maintain a building safety case is achieved.

2.2.9 For RLS, AHR have carried out general condition surveys and modelled all the blocks. Specialist surveys for services, structures and fire are being undertaken and are due to complete by the end of the calendar year. The works required to retirement living scheme blocks are not expected to be as extensive as those to 6-storey blocks. The approach to packaging works and contract arrangements for RLS will be the same as for the 6-storey blocks and all the blocks will be competitively tendered.

2.2.10 For the low-rise blocks, the works identified (known actions) from non-intrusive FRAs are being developed into packages to be put out to tender by

July 2023. This will close off the majority of known FRA actions currently outstanding. This timescale is based on one off projects being tendered and a procurement strategy to support this is being developed. The procurement strategy will look at future arrangements for works arising from FRAs and the need for further survey work.

## 2.3 Cost breakdown

- 2.3.1 Indicative costs for one 6-storey block have been developed by AHRs cost consultant. The costs have been developed to reflect mandatory, highly-recommended and recommended works and includes for options that will contribute to wider Council targets/ outcomes for decarbonisation and net zero by removing gas supplies from the buildings.
- 2.3.2 For the nineteen (eighteen subject to decisions about Sycamore Grange) RLS costs will be developed once the survey work is complete in December 2023. The costs for individual schemes are likely to vary because of the different sizes and layouts of the schemes and the blocks that make them up.
- 2.3.3 Indicative costs for works to the low-rise are being worked up as part of development of packages for tender.
- 2.3.4 Capital budget provision has been made to 2030/31 for the delivery of fire safety remedial works to the 6 storey, low rise and retirement living scheme blocks. There is also capital provision for additional building safety work to 2030/31. These projections do not include external funding sources beyond 2023/24 and it is likely that in future years there will be funding available (e.g. the Social Housing Decarbonisation Fund that the council is already engaged with) for a range of schemes that are included in the plan.

## 2.4 Timescale

- 2.4.1 Timescales for each of the programmes have been developed to reflect the proposed approach and are set out below. The direct award of an initial package of blocks to Fortem Solutions Limited provides a start on site of July 2023. Were this package to be competitively tendered the project would be further delayed, and a start on site would be around April 2024.

### 6-storey blocks

Direct award to Fortem	
Framework appointment process/ award	January 2023 – April 2023
Develop pricing and method statements/ delivery proposals	January 2023 – April 2023
Develop resident engagement strategy and materials	Mar 2023 – May 2023
Lead-in period	May - June 2023
Delivery	July 2023 – July 2024

Package 2	Malham Court Burnsall Court Fern Lea Flats	To commence pricing package development Autumn 2023, with a view to commence
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		within financial year 2024/25, extending into 2025/26.
Package 3	Church View House Granby Flats Swan Court	To commence within financial year 2026/27 and extend into 2027/28.
Package 4	Wain Court Fare Hill Flats	To commence within financial year 2027/28 and extend into 2028/29.
Package 5	King Cliffe Flats Fernside Court	To commence within financial year 2028/29 and extend into 2029/30. This will allow defects periods to be mopped in the financial year of 30/31.

### **Retirement Living Schemes**

Specialist surveys completed and reports issued	December 2023
Review by council client team	December 2023 – January 2024
Final report and capital expenditure approval	January – February 2024
Technical design, procurement	March – December 2024

We are discussing the programme for RLS with AHR to see whether phasing the return of reports would be possible. This could reduce the time taken to make a start on delivery and whilst the total scheme costs across all properties would not be visible, robust mitigations (e.g. sprinkler system) are in place and an incremental approach would be more manageable in the context of both staff and construction industry capacity to deliver and manage the works.

### **Low-rise blocks**

Specification and tender documents developed	February – June 2023
Procurement of works packages	July – October 2023
Pre-contract period and lead-in	November 2023 – March 2024
Start on site	April 2024

The timescales for low-rise works packages have been developed based on tendering for work as one-off projects. The development of specifications will help to support the development of a procurement strategy for future works arising from FRAs.

## **2.5 Expected impact/ outcomes, benefits & risks (how they will be managed)**

2.5.1 The delivery of fire safety improvement works to these buildings will help to ensure and improve the safety and comfort of residents. They will also help us understand what helps residents feel safe and unsafe and to address this in the works delivered as well as future management and maintenance practices and plans.

- 2.5.2 The works will help us to ensure compliance with the Home Standard, Building and Fire Safety legislation. It should be noted that whilst some requirements of the Building Safety Act currently only apply to high-risk buildings (those of 18m or 7 storeys or more), it is expected that these will eventually be extended to other buildings and by undertaking these works now we can ensure future compliance should the law change.
- 2.5.3 The works offer opportunities to contribute to the council's decarbonisation ambitions and the achievement of net zero as well as reducing residents living costs by improving the SAP rating and thermal efficiency of buildings and reducing the reliance on fossil fuels. The majority of blocks included are currently served by gas for cooking and heating. The options appraisal for the works will look at moving from gas to other more sustainable energy sources including district heating and electricity. The changes to external wall insulation will help to maintain a good SAP rating keeping homes warm and dry, and reducing reliance on additional heating.
- 2.5.4 The programmes will be used to lead on a more integrated approach to programme and project management, working across technical and delivery specialisms within the Building Safety and Assets teams. Delivery will look to take a proportionate and balanced approach to risk, cost and quality. Governance and processes will focus on residents as well as scheme requirements and engagement and transparency will be key. The identification and management of benefits will be developed through these programmes to input to new models for the teams. The initial direct award will enable some early learning about the solutions and approaches that work for residents, and are cost effective in terms of delivery, as well as learning for council staff more generally in delivering such complex schemes with residents in occupation.

### **3 Implications for the Council**

#### **3.1 Working with People**

- 3.1.1 In Homes and Neighbourhoods, putting tenants at the heart of the decisions affecting them is central to the way we work. The delivery of these works offers a response to building safety issues that, although currently mitigated, will in the longer term offer greater levels of assurance. Engagement with tenants to develop the proposals, manage delivery and the upkeep of buildings in future is critical in achieving successful outcomes.

#### **3.2 Working with Partners**

- 3.2.1 West Yorkshire Fire and Rescue Service (WYFRS) are involved in managing and mitigating ongoing risks in these buildings. The impact of the works on the safety of buildings will reduce and change these risks and WYFRS will help the development of proposals through advice and guidance on best practice and designing to support their response to incidents.

#### **3.3 Place Based Working**

- 3.3.1 The proposals are informed by intelligence and evidence about the safety of homes. Strategies and plans for engagement and delivery will be developed using learning from other similar projects such as the high-rise blocks at Berry

Brow and Harold Wilson Court. Proposals will also be developed by working with ward members and tailored to the needs of Kirklees as a place and the individual needs of its distinct communities.

### **3.4 Climate Change and Air Quality**

- 3.4.1 The impact of proposals will vary according to the works planned. For those blocks where external wall insulation or heating/ cooking energy sources will be replaced this is likely to lead to a net reduction in carbon emissions over their lifetimes. The climate impact of the removal, reuse, recycling or disposal of existing materials has not been quantified and section 3.7.3 sets out proposals to use this programme to develop learning and intelligence in this area.

### **3.5 Improving outcomes for children**

- 3.5.1 For children living in homes affected by the works their safety and living conditions will be improved. This should in turn lead to better physical and mental health.

### **3.6 Financial Implications for the people living or working in Kirklees**

- 3.6.1 Where the fabric of a building is improved and brought up to more modern standards, this should have an impact on the efficiency of the property and support lower energy usage by residents. This will reduce the costs to residents of running their homes and support them to cope with the cost of living.

### **3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions**

- 3.7.1 A Stage 1 IIA has been completed and a Stage 2 IIA is not required.

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
<b>Equalities</b>	4	4.2	<b>8.2</b>	0	2	<b>2</b>	No
<b>Environment</b>		4	<b>4</b>	5	2	<b>7</b>	No

- 3.7.2 The proposals have a largely neutral effect on equalities, with disability being the protected characteristic most likely to be impacted. Proposals will ensure that where changes are made to building elements or layouts that they are done in a way that is accessible and enables full, safe and proper use by people with disabilities. Designs will take account of guidance on best practice as well as statutory requirements in relation to dementia, physical and visual disabilities, and impairments.
- 3.7.3 The Environmental impact of proposals is positive with some unknowns that need to be investigated further. We plan to use some of the schemes to gather learning and intelligence on the environmental impact of building refurbishments. We will look to quantify and minimise the carbon impact of removal, re-use and recycling of existing materials. We will also assess the carbon impact of new materials and different construction and delivery

methods. This will help us to develop toolkits and specifications for future schemes that will help to manage environmental impact in the most appropriate way.

- 3.7.4 The current HRA medium term financial plan includes significant provision, or around £80m for a range of capital fire safety remedial works, and other building safety work to 2030/31. The initial proposals set out in this report can be accommodated within the approved HRA capital budget plans; as further phases of the programmes are developed, potential external funding opportunities will be explored and incorporated where feasible and the HRA capital plan will be updated as appropriate.

#### **4 Consultation**

- 4.1 If the proposals are agreed then the council will need to formally engage with residents about the plans and how this will affect them. Engagement will be tailored to the different cohorts of residents involved in the schemes and will start in May 2023.
- 4.2 Some aspects of schemes will require planning permission and where this is the case, formal consultation will take place.
- 4.3 Portfolio Holder for Democracy and Housing was briefed on this report on 21 March 2023. Cllr Scott is fully supportive of the proposals set out in this report
- 4.4 The council's Tenant Advisory and Grants Panel will be briefed on these proposals at their meeting on 29 March 2023.

#### **5 Engagement**

- 5.1 If Cabinet approve the proposed approach to packaging and delivery of the works, the council will need to formally engage with tenants about the plans and how this will affect them. If agreed, this is anticipated to start in May 2023 for the two initial 6-storey blocks. An engagement and communication strategy is being developed for the programmes of work; progressing this in a timely manner and working with residents to manage their needs will be essential.
- 5.2 For 6-storey blocks, works are likely to be capable of being carried out with residents in occupation, though respite provision may be required. Through engagement we will understand the individual needs of residents and households so that we can develop plans in a way that minimises disruption and works with residents to support them through the build period.
- 5.3 A Fire Safety Engagement team is in place and has a good track record of engagement with residents in high-rise buildings. This team will work with the project team(s) and contractor(s) to manage communication with residents. Open days/ drop ins, face to face visits, printed and electronic materials will be used to engage with the widest possible number of people affected and garner their views on the proposed works. FAQs and information packs will be provided at different stages during lead-in and delivery.

- 5.4 The contractor will have Resident Liaison Officers as part of their team, working with the councils Quality Liaison Officers they will manage day to day communication during the build period and work with residents to ensure that our approach is tailored to their needs, e.g. through supporting the use of respite (and decant) properties should they be needed.

## **6 Next steps and timelines**

Subject to Cabinet approval the development of designs and tender documents will be progressed to the timelines shown at item 2.4 and engagement with residents will commence and continue through the development and delivery of the works.

## **7 Officer recommendations and reasons**

- 7.1 It is recommended that Cabinet:

7.1.1 Approve the direct award of fire remedial works to two 6-storey blocks to Fortem Solutions Ltd.

7.1.2 Agree the approach to the packaging and delivery of the remaining ten 6-storey blocks, retirement living schemes and low-rise blocks.

7.1.3 Authorise formal engagement with affected residents as set out in section 5.

7.1.4 Delegate authority to the Strategic Director Growth and Regeneration and the Service Director, Finance to sign off and agree the final costs prior to contract award for the direct award to Fortem Solutions Limited.

7.1.5 Delegate authority to the Strategic Director Growth and Regeneration in consultation with the Service Director, Legal and Governance to award future tenders for packages, subject to the production of a robust and affordable business case.

7.1.6 Note the results of the Stage 1 Integrated Impact Assessment.

## **8 Cabinet Portfolio Holder's recommendations**

The Cabinet Portfolio Holder agrees with the officer's recommendations and reasons set out in section 7 above.

## **9 Contact officer**

Hannah Elliott, Head of Assets and Development  
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01484 221000

## **Background Papers and History of Decisions**

On 5 April 2022, Cabinet resolved:



- 1) That approval be given to the appointment of Fortem Solutions Limited for fire safety improvements to low rise residential blocks within Kirklees District.
- 2) That authority be delegated to the Service Director Homes and Neighbourhoods to sign off the final contract sum within a tolerance of 5% of the approved tender sum

[Cabinet Contract Award fire safety improvements to low rise blocks.pdf](#)

[\(kirklees.gov.uk\)](#) 5 April 2022

[Decision - Contract Award; Fire Safety improvements to low rise residential blocks district wide | Kirklees Council](#)

## **10 Service Director responsible**

Naz Parkar, Service Director, Homes and Neighbourhoods

**Buckden Court**



North Elevation



East elevation – showing gas riser

**Hebden Court**



South facing elevations



South elevation showing gas riser

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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