

# Public Document Pack

## Kirklees Council



Council Chamber - Town Hall, Huddersfield

Tuesday 8 October 2024

Dear Member

**The Council will meet on Wednesday 16 October 2024 at 5.30 pm in the Council Chamber - Town Hall, Huddersfield.**

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

The following matters will be debated:

	<b>Pages</b>
<b>1: Announcements by the Mayor and Chief Executive</b> To receive any announcements from the Mayor and Chief Executive.	
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<b>2: Apologies for absence</b> Group Business Managers to submit any apologies for absence.	
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<b>3: Minutes of Previous Meeting</b> To approve the Minutes of the meeting of the Council Meeting held on 18 September 2024.	1 - 8
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**4: Declaration of Interests**

9 - 10

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

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**5: Petitions (From Members of the Council)**

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

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

The Committee will receive any petitions and/or deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

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**7: Public Question Time**

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

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**8: West Yorkshire Combined Authority - Minutes**

11 - 28

To receive the Minutes of the Meeting of West Yorkshire Combined Authority held on 25 July 2024.

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**9: Petition Debate - Cleckheaton Town Hall**

In accordance with Council Procedure Rule 9a, Council will discuss the subject matter of a previously submitted petition regarding the future of Cleckheaton Town Hall.

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**10: Corporate Governance and Audit Committee - Annual Report 2023/2024 (Reference from Corporate Governance and Audit Committee)** 29 - 46

To receive the Annual Report.

Contact: Leigh Webb, Acting Head of Governance

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**11: Report of the Members Allowances Independent Review Panel (Reference from Corporate Governance and Audit Committee)** 47 - 56

To consider the report.

Contact: Leigh Webb, Acting Head of Governance

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**12: Overview and Scrutiny Annual Report (Reference from Overview and Scrutiny Committee)** 57 - 112

To receive the Overview and Scrutiny Annual Report 2023/2024.

Contact: Leigh Webb, Acting Head of Governance

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**13: Appointment of Chair - Licensing and Safety Committee** 113 - 114

To consider the appointment of the Chair of Licensing and Safety Committee for the remainder of the 2024/2025 municipal year.

Contact: Leigh Webb, Acting Head of Governance

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- 14: Appointment of Chair - Personnel Committee** 115 -  
116
- To consider the appointment of the Chair of Personnel Committee for the remainder of the 2024/2025 municipal year.
- Contact: Leigh Webb, Acting Head of Governance
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- 15: Written Questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons**
- To receive written questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokespersons in accordance with Council Procedure Rule 12.
- A schedule of written questions and responses will be tabled at the meeting. One supplementary question will be permitted.
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- 16: Minutes of Cabinet and Cabinet Committee - Local Issues** 117 -  
132
- To receive the Minutes of the Meetings of Cabinet held on 9 July and 13 August 2024.
- 
- 17: Holding Executive to Account**
- (a) To receive Portfolio Updates from the Leader of the Council and the Cabinet Member for Finance and Regeneration.
  - (b) To receive oral questions/comments to Cabinet Members on their portfolios and relevant Cabinet Minutes;
    - The Leader of the Council (Councillor Pattison)
    - The Deputy Leader of the Council / Housing and Transport (Councillor Crook)
    - Children's Services (Councillor Kendrick)
    - Corporate Services (Councillor Hawkins)
    - Education and Communities (Councillor A U Pinnock)
    - Environment and Highways (Councillor Munir Ahmed)
    - Finance and Regeneration (Councillor Turner)
    - Health and Social Care (Councillor Addy)
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## **18: Minutes of Other Committees**

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- (a) Corporate Governance and Audit Committee
  - (b) District Wide Planning Committee
  - (c) Health and Wellbeing Board
  - (d) Overview and Scrutiny Management Committee
  - (e) Personnel Committee
  - (f) Strategic Planning Committee
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## **19: Oral Questions to Committee/Sub Committee/Panel Chairs and Nominated Spokespersons of Joint Committees/External Bodies**

To receive oral questions in accordance with Council Procedure Rule 13(4):

- Appeals Panel (Councillor Longstaff)
- Corporate Governance and Audit Committee (Councillor Taylor)
- District Wide Planning Committee (Councillor Ullah)
- Health and Wellbeing Board (Councillor Addy)
- Licensing and Safety Committee - including Licensing and Regulatory Panel (to be appointed at Agenda Item 13)
- Overview and Scrutiny Management Committee (Councillor Burke)
- Personnel Committee (to be appointed at Agenda Item 14)
- Scrutiny Panel – Children’s (Councillor Ali)
- Scrutiny Panel – Environment and Climate Change (Councillor Cooper)
- Scrutiny Panel – Growth and Regeneration (Councillor Amin)
- Scrutiny Panel – Health and Adult Social Care (Councillor J D Lawson)
- Standards Committee (Councillor Armer)
- Strategic Planning Committee (Councillor Homewood)
- Kirklees Active Leisure (Councillor Sokhal)
- One Adoption Joint Committee (Councillor Sewell)
- West Yorkshire Combined Authority (Councillor Pattison)

- West Yorkshire Combined Authority Transport Committee (Councillor McLoughlin)
  - West Yorkshire Fire and Rescue Authority (Councillor O'Donovan)
  - West Yorkshire Joint Services Committee (Councillor Munir Ahmed)
  - West Yorkshire Police and Crime Panel (Councillor Lowe)
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**20: Motion submitted in accordance with Council Procedure Rule 14 as to Gaza - a year on, urgent action is still needed**

To consider the following Motion in the names of Councillors J D Lawson, Arshad, Khan, Safdar, Anwar, Kahut and Bramwell.

“This Council notes that nearly a year on from the start of the latest conflict in Gaza:

- a) 10,000's of innocent men, women and children have been killed or seriously injured. Many more are missing in the debris of Gaza.
- b) Gaza is being raised to the ground. There has been indiscriminate bombing of refugee camps, medical facilities, schools, places of worship of all denominations and the general infra structure.
- c) Aid is still not getting into Gaza in the quantity needed due to interference by the Israeli Govt this has resulted in widespread malnutrition and the remaining medical facilities running without even the basic of medical supplies.
- d) That the Israeli government is guilty of war crimes and breaching International Humanitarian Law. Creating an Apartheid State within the Palestinian Territories of Gaza and the West Bank.
- e) The International Court of Justice has declared the situation in Gaza to be genocide
- f) That many residents of Kirklees remain gravely concerned about the ongoing situation in Gaza and wish to see an end to the genocide in Gaza.

This Council calls on the Leader of the Council to write to Keir Starmer, the Prime Minister to urge him to revoke licenses which allow the selling of arms and military equipment to Israel until a time the Israeli Government stops the on-going genocide in Gaza, ceases to occupy the Palestinian Territories of the West Bank and Gaza, abides by the IJC rulings and the numerous United Nations

resolutions. That the Prime Minister lobbies his Israeli counterpart to immediately allow aid to Gaza unfettered by obstructions, in a bid to halt the humanitarian crisis that is occurring within Gaza. And that the Prime Minister uses all diplomatic channels at his disposal to call for a ceasefire and the return of the Israeli hostages

We ask that the Palestinian Flag be flown at Huddersfield, Batley and Dewsbury Town Halls in an act of remembrance for those who have died. This would be at no expense to local council tax payers as the flags would be purchased by a local group.

We ask that Kirklees Council where at all lawful and practical to avoid purchases of goods from Israeli companies illegally occupying the aforementioned Palestinian Territories.

That the council commits to conducting a thorough review of its procurement practices to ensure that goods and consumables sourced from companies directly or indirectly involved in the conflict are not used.”

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**21: Motion submitted in accordance with Council Procedure Rule 14 as to Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty**

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

“This Council notes:

- The Labour Government’s recent decision to restrict the Winter Fuel Payment to only pensioners in receipt of means-tested benefits like Pension Credit, as announced by Chancellor Rachel Reeves.
- The estimated impact of this decision, which Age UK says will mean 2 million pensioners who badly need the money to stay warm this winter will not receive it.
- The significant role that Winter Fuel Payments play in helping older residents of Kirklees Council and across the UK afford heating during the coldest months, thereby preventing 'heat or eat' dilemmas and safeguarding health.
- The criticism from Age UK, the Countryside Alliance and other charities, highlighting the social injustice and potential health risks posed by this sudden policy change.
- The additional strain this decision will place on vulnerable pensioners, many of whom do not claim Pension Credit despite being eligible, further exacerbating their financial hardship.

This Council believes:

- That the Winter Fuel Payment has been a lifeline for many older people across the UK and that restricting its availability solely to those on Pension Credit risks leaving many pensioners in financial hardship.
- While some pensioners currently in receipt of the Winter Fuel Payment may not require it, many thousands across Kirklees Council sit just above the cut-off for Pension Credit and will now lose their allowance.
- The decision to means-test Winter Fuel Payments, especially with such short notice and without adequate compensatory measures, is deeply unfair and will disproportionately affect the health and well-being of our poorest older residents.
- The government's approach fails to consider the administrative barriers and stigma that prevent eligible pensioners from claiming Pension Credit, leaving many without the support they desperately need.

This Council resolves to:

- Bring forward a Council-led local awareness campaign to alert those eligible of Pension Credit which in some respects will help access to the Winter Fuel Payment for those most in need.
- Request that the Council Leader write to the Chancellor of the Exchequer, urging her to reverse the decision to means-test the Winter Fuel Payment and asking the government to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty.
- Encourage local efforts to promote Pension Credit uptake through council services and partnerships with local charities and community organisations to ensure that all eligible pensioners in Kirklees Council are supported in claiming their entitlement.”

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**22: Motion submitted in accordance with Council Procedure Rule 14 as to Providing Similar Support Mechanisms as Ukraine to those impacted by the Genocide in Palestine**

To consider the following Motion in the names of Councillors Darwan, Hussain, Moore, H Zaman, Bramwell, Safdar, Scott, Masood Ahmed, A Zaman, Daji, Kahut and Anwar.

“This Council notes that almost a year ago from the start of the recent conflict in Gaza:



- a) Israel's ground and air campaign in Gaza has killed more than 39,324 people and continuing, mostly civilians, and driven most of the enclave's 2.3 million people from their homes Plus 90,830 Palestinian people injured and approximately 1,478 Israelis have been reported as killed.
- b) The Israeli crimes violate international criminal laws, including war crimes, crimes against humanity and the crime of genocide, which the Israel Defense Forces, the military branch of the state of Israel, has been accused of committing since the founding of Israel in 1948. These have included murder, intentional targeting of civilians, killing prisoners of war and surrendered combatants, indiscriminate attacks, collective punishment, starvation, the use of human shields, sexual violence and rape, torture, pillage, forced transfer, breach of medical neutrality, targeting journalists, attacking civilian and protected objects, wanton destruction, incitement to genocide, and genocide.
- c) Many residents in Kirkcaldy remain gravely concerned about the continued horrifying situation in Gaza. Most societies consider murder to be an extremely serious crime, and thus believe that a person convicted of murder should receive harsh punishments for the purposes of retribution, deterrence, rehabilitation, or incapacitation. In most countries, a person convicted of murder generally receives a long-term prison sentence, a life sentence, or capital punishment.

This Council calls on the Leader of the Council to write to the UK Prime Minister Kier Starmer and to the Foreign Secretary David Lammy to immediately request the following:

- 1. Suspend both extant licenses for military equipment and technology and the issuing of new licenses while Israel continues to carry out widespread serious violations with impunity.
- 2. Adhere to its obligations under international law, respect the International Court of Justice ruling, and advocate for adherence to international law and accountability for all parties.
- 3. Use every diplomatic and economic lever at its disposal to help secure an immediate and permanent ceasefire, to stop the death and destruction, and to secure the safe release of hostages on both sides.
- 4. Significant and immediate aid and protection for Palestinians in Gaza who face imminent danger from hunger, disease, and military bombardment.
- 5. To look at a leadership change in Israel. It appears increasingly clear that a ceasefire will not happen with Netanyahu and his supporters in control of Israel's policy and military.
- 6. Control of Gaza to be given to the Palestinian Authority.

In addition to the above we ask that the Council Leader that the Palestinian Flag be flown at Huddersfield, Batley and Dewsbury Town Halls in an act of remembrance for those who have died. In the past Huddersfield Town Hall have flown the Irish flag. The flags will be donated by a local Kirklees group and at no cost to the Kirklees Council or to the Local Council Taxpayers. Furthermore, we request the Council to stop buying products from Israeli companies, who have illegally occupied Palestinian territories, and to ensure that goods and consumables sourced from companies directly or indirectly involved in the conflict are not used.”

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**23: Motion submitted in accordance with Council Procedure Rule 14 as to Opposing Racist and Islamophobic Violence**

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

This Council:

- condemns the organised racist and Islamophobic violence by far right rioters in many towns and cities in England;
- notes the failed Huddersfield riot called for Monday 5th August which drew little support and thanks the police for their robust response;
- believes the divisive rhetoric of some mainstream politicians and media has fuelled the recent violence and the ‘Stop the Boats’ narrative has contributed to division and has helped further stigmatise migrants and asylum seekers;
- is concerned that even an advisor, appointed by the previous Government, identified that successive governments have failed the British people and left local authorities struggling to deal with extremist challenges;
- recognises the fear of violence and intimidation terrified many people of colour, especially women, and made people feel unsafe in their hometowns;
- acknowledges that the threat of serious violence impacted negatively on businesses in the local economy;
- recognises that migrants have always contributed to our society as workers, taxpayers and citizens and that segregation of asylum

seekers into different systems for homelessness, destitution and work creates further division and lack of cohesion in

society;

- condemns the policy of austerity, which causes hardship and resentment amongst the communities most left behind;
  - welcomes the scrapping of the Rwanda deportation scheme and Bibby Stockholm barge;
  - thanks the Police and Crown Prosecution Service for pursuing rightful convictions and for the local press for reporting on the sentences;
  - calls on the government to abandon any proposals to place asylum seekers in overcrowded unsuitable accommodation, in large numbers, that may make them a target for racist and far right violence;
  - thanks the people of Kirklees who have spoken out against violence intimidation and racism;
  - believes that the majority of people in Kirklees want an asylum system that is fair, well managed and humane;
  - resolves to ask the Chief Executive to write to the Prime Minister with a copy of this motion and to ask him to consider implementing a Social Cohesion Strategy for the UK.”
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**24: Motion submitted in accordance with Council Procedure Rule 14 as to Opposing Cuts to the Winter Fuel Allowance and Protecting Vulnerable Pensioners**

To consider the following Motion in the names of Councillors Hussain, Scott, H Zaman, Moore, A Zaman, Masood Ahmed, Bramwell, Anwar, Safdar, Darwan and Daji;

“This Council notes with deep concern the Labour Government’s decision to cut the Winter Fuel Allowance, resulting in over 10 million pensioners losing up to £300 a year. This loss is equivalent to more than a week’s pension income, and the cuts come just as Ofgem has announced an energy price cap increase of £149 this winter. This represents a devastating double blow for millions of vulnerable pensioners.

We believe that austerity policies such as this are not the answer, and pensioners should not be made to bear the burden of government mismanagement. The wealth exists in our society to provide support where it is most needed. For example, energy companies more than trebled their profits during the pandemic, and the 50 richest families in Britain own a combined £500 billion in wealth – equivalent to half of the UK population’s combined wealth.

A wealth tax on the richest 1% would raise billions, yet the government has chosen to target pensioners instead of seeking fairer solutions.

Some argue that wealthy pensioners receive the Winter Fuel Payment unnecessarily, but we strongly support the universal nature of this payment. Like the state pension itself, a universal payment ensures that nobody falls through the cracks. Linking the Winter Fuel Payment to pension credit will leave millions of vulnerable pensioners without the extra support they need. Currently, over 850,000 pensioners who qualify for pension credit do not receive it, missing out on an average of £2,677 a year. These same pensioners will now face losing up to £300 more with these cuts. Additionally, Age UK estimates that a further one million pensioners who live just £50 above the poverty line will also lose out on the Winter Fuel Payment, pushing them closer to financial hardship.

It is important to stress that the proposed cuts to the Winter Fuel Payment are expected to save only £1.4 billion a year. However, if all pensioners entitled to pension credit were encouraged to apply as a result of these changes, the cost of paying this unclaimed credit would rise to £2.2 billion annually – meaning the government might save nothing at all from these cuts.

The Chancellor's announcement of an extension to the Household Support Fund is a temporary and inadequate measure. It places an additional burden on pensioners, forcing them to rely on charitable grants from their local councils instead of receiving their automatic Winter Fuel Payment. Pensioners, who have worked hard all their lives, should not be forced to go cap-in-hand for basic support.

This Council calls on the Leader of the Council to write to the government and demand that they reverse the proposed cuts to the Winter Fuel Allowance. Our vulnerable pensioners deserve better, and they should not be made to suffer as a result of government decisions that fail to tax the wealthiest individuals and corporations adequately.

We urge the government to reconsider its approach, seek fairer alternatives, and protect the wellbeing of those who rely on this essential support to stay warm this winter.”

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**25: Motion submitted in accordance with Council Procedure Rule 14 as to Reforming the Right to Buy Scheme**

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

“This Council notes:

- 1) The Conservative Government, under Margaret Thatcher, introduced the Right to Buy scheme in the United Kingdom. The Right to Buy scheme allows eligible council tenants and tenants in housing associations to purchase their council property, often at a discounted rate;
- 2) When the Right to Buy scheme was introduced in England and Wales in 1980, it was designed to help ‘generation rent’ to get on the property ladder and was seen by some as a means to encourage homeownership and social mobility. Since 1980, more than two million homes have been sold under the scheme;
- 3) Government figures released in February 2024, which show that 22,023 social homes were either sold or demolished in England in 2023, while 9,561 social homes were built, a net loss of 12,462 homes. In the past 10 years, there has been a total loss of 177,487 social homes, while over 1.28 million households in England are currently on council waiting lists for social housing. This is at a time when local authorities in England spent a record £2.29 billion a year in providing emergency temporary accommodation for homeless households between April 2023 and March 2024, a 29% increase from the previous year. In any one year in Kirklees, there are between 19,000 and 20,000 people waiting for a council property, but only around 1,700 to 1,800 homes become available in any given year;
- 4) According to the think-tank, the New Economics Foundation (NEF), over 40% of council houses and flats sold under the Right to Buy scheme across the country are now owned by private landlords. In the last 10 years alone, over 109,000 former council homes have started being let privately.

This Council believes that:

- 1) Although the Right to Buy scheme has increased home ownership and has made home ownership more accessible to some, the failure to replace homes sold through the scheme has hindered its success. There was a commitment to the building of replacement social homes for each one sold when the scheme was set up, but less than 5% of homes sold off through the Right to Buy scheme have been replaced since the policy was introduced;
- 2) Increasingly, it is evident that the Right to Buy scheme has failed. It has largely exacerbated rather than alleviated the housing crisis in the UK. While thousands of homes are sold through Right to Buy each year, the number of replacement

homes falls drastically short, resulting in a net loss of social homes. This is at a time when the private sector isn't building enough affordable homes and local authorities are unable to do so. While local authorities, including Kirklees Council, endeavour to respond to escalating demand for housing, vulnerable households find themselves locked out of safe and secure social housing;

- 3) The Right to Buy scheme effectively forces many households into private renting, when the properties were built originally with the intention to reduce pressure on social housing waiting lists;
- 4) Allowing tenants to buy their council home has depleted the stock of affordable housing for those in need, resulting in demand far exceeding supply and resulting in rents going up and homelessness increasing;
- 5) Tackling the housing crisis should be one of the biggest priorities in the UK and for the new Labour Government. This Council believes that the loss of our country's social housing stock can, in part, be addressed by reforming the Right to Buy scheme;
- 6) This Council support proposals outlined by the Local Government Association (LGA) to reform the Right to Buy scheme. Measures to reform the scheme, including some proposed by the LGA, include:

Giving local authorities, including Kirklees Council, the flexibility to shape the Right to Buy scheme locally, so it works best for their local area, people and housing market. This includes giving the right for councils to discontinue the Right to Buy scheme in their area. Councils should also be able to set the discount levels on which homes can be purchased, and in some areas, this could be at 0%. This localised approach ensures that housing solutions reflect the needs and aspirations of local communities.

Protecting a council's investment in social housing to prevent loss-making transactions. This could be achieved by increasing the tenancy requirements for the Right to Buy scheme from 3 to 15 years, for example, exempting newly built and retrofitted homes from Right to Buy, and introducing an indefinite cost-floor protection so the purchase price of the property does not fall below what councils have invested to build and maintain homes.

Giving local authorities control over the use of funds raised through the Right to Buy, enabling them to invest in the development, delivery or acquisition of new council homes as per local needs. Local authorities, such as Kirklees Council, understand their local housing needs and the solutions required for their communities best.

- 7) If the Government adopts the reforms set out by the LGA, it could allow local authorities to regain their position as major builders of affordable housing. We must safeguard the future of social housing and uphold the fundamental right for everyone to have safe and secure housing. In essence, the current form of the Right to Buy scheme does not work for local authorities and it is vital that the Government overhauls the existing scheme, which has resulted in our social housing stock significantly diminishing. This would benefit our residents and communities in Kirklees and across the UK;

This Council, therefore, resolves to:

Instruct the Leader of the Council to write a letter to the Secretary of State for Housing, Communities & Local Government, Angela Rayner MP, to ask the Government to consider the LGA's proposals for reform to the Right to Buy scheme as a matter of urgency, grant local authorities the power to set the Right to Buy discount locally, including discontinuing the scheme, and to make permanent the 100% retention of Right to Buy receipts. The scheme, as it exists, must be significantly reformed to help serve the needs of our diverse communities."

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**26: Motion submitted in accordance with Council Procedure Rule 14 as to Winter Fuel Payment Cuts**

To consider the following Motion in the names of Councillors Munro and Marchington;

"This Council notes:

- 1) The recent announcement by the Labour Government to end universal Winter Fuel Payments and restrict eligibility to only those in receipt of Pension Credits and other benefits;
- 2) The Government won a vote in Parliament on the 10<sup>th</sup> September on the plan to restrict the payments for most pensioners by 348 votes to 228. Liberal Democrat MPs backed a motion in Parliament to block the Government's cut to Winter Fuel Payments;
- 3) Though many argue that universal Winter Fuel Payments are not necessary, Council is deeply concerned that many

pensioners on lower and middle incomes will not now receive the payments. Across England and Wales, the number of people eligible for Winter Fuel Payments will fall by 10 million (from 11.4 million to only 1.5 million);

- 4) In Kirklees the number of pensioners affected by the change in eligibility criteria is 63,108. That means that just under 88% of pensioners in Kirklees currently eligible for Winter Fuel Payments will no longer be able to claim the payment from this winter onwards;
- 5) That the Government did not carry out an impact assessment as part of their decision to cut winter fuel support;
- 6) By making the Winter Fuel Payment a means-tested benefit tied to claims for Pension Credit, the Government projected savings of £1.4 billion per year. The Government's savings calculation were based on an assumption of a rise in Pension Credit applications by 95,000, resulting in additional Pension Credit expenditure of £370 million a year. However, new analysis by Policy in Practice, a consultancy who work with local authorities, has thrown the Government's projected £1.4 billion savings in doubt, as there has been a surge in claims for Pension Credit since the Government's announcement. This means that any savings could be significantly lower than the Treasury expected, as many of those affected will need to seek other benefits to help them stay warm;
- 7) From the 1<sup>st</sup> October this year, the energy price cap for a typical household that uses gas and electricity and pays by Direct Debit will go up from £1,568 to £1,717 per year, an increase of around 10%. The new energy price cap, which combined by the removal of Winter Fuel Payments, will likely push thousands of local pensioners into fuel poverty.

This Council believes:

- 1) That the Labour Government has set the threshold at which pensioners do not qualify for Winter Fuel Payments far too low. Only those receiving a pension of less than £218.15 a week (or £332.95 a week for couples) are eligible for Pension Credits. This is significantly lower than the living wage rate;
- 2) While claims for Pension Credit has increased in recent months, the take-up is still too low, with only 63% of those eligible nationwide receiving them – and over 880,000 pensioners not doing so. Council recognises the role we have to play to increase awareness of benefits, such as Pension Credit, to ensure people are aware of the support they are entitled to;



- 3) Balancing the nation's books on the backs of low-income pensioners is the wrong political choice and will likely increase pressure on health and care services and on an already stretched NHS.

This Council, therefore, resolves to:

- 1) Instruct the Chief Executive to write to the Chancellor of the Exchequer calling for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and introduce a new threshold to determine eligibility for Winter Fuel Payments. Council further requests the Chief Executive write to all MPs covering Kirklees, asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility;
- 2) Request all group leaders at Kirklees Council sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed and for a new threshold determining eligibility for Winter Fuel Payments to be adopted;
- 3) Urgently commence a significant awareness campaign to maximise uptake of Pension Credits. This will include use of council noticeboards, social media, promotion in local press and targeted letters to those who may be eligible.”

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**27: Motion submitted in accordance with Council Procedure Rule 14 as to Two Child Limit to Benefits Payments**

To consider the following Motion in the names of Councillors Marchington and Munro;

“This Council notes:

- 1) The two-child limit to benefit payments was introduced by the Conservative Government in 2017 and is currently supported by the new Labour Government. The cap restricts Child Tax Credit and Universal Credit to the first two children in most households;
- 2) The recent research conducted by the End Child Poverty Coalition, which has found that:
  - 1.5 million children in the UK live in households subject to the two-child limit on benefit payments. This is

- roughly one-in-ten children in the UK.
  - In 2023/24 the two-child limit cost families up to £3,235 per child each year.
  - There is a strong correlation between families affected by the two-child limit and those who are living in poverty.
  - Scrapping the two-child limit would lift 250,000 children out of poverty overnight, and significantly reduce the level of poverty that a further 850,000 children live in.
  - Scrapping the two-child limit would cost £1.3 billion. However, it is estimated that child poverty costs the economy over £39 billion a year. This includes increased public service expenditures and lost economic output, due to lower earnings potential among adults who grow up in impoverished conditions.
- 3) New data which reveals that the Yorkshire and Humber region, which includes Kirklees, is a hotspot for children hit by the two-child limit on benefits, with 13% of children in Yorkshire and Humber impacted. As a comparison, across the nations, the figure is 11% for both England and Wales. At the same time, the number of children living in poverty in Kirklees in 2021/22 was 34,969. That is 33.7% of all children living in the district;
- 4) The Liberal Democrat national party has consistently opposed the two-child limit to benefit payments since it was introduced – calling for it to be axed in their 2017, 2019 and 2024 manifestos. Council notes with concern the stance of the Labour Government, who are committed to keeping the cap – going as far as suspending the whip from MPs who rebel against this position.

This Council believes that:

The two-child limit to benefit payments is a cruel and harmful policy that should be scrapped. Research from the University of York has shown that its introduction has had no positive impacts on employment and earnings. Instead, it has dragged thousands of local families into poverty and has been a key driver of child poverty in recent years. Furthermore, the policy has had a negative impact on many people's mental health, increasing stress and anxiety and harming their wellbeing, with knock-on effects on children's opportunities and wellbeing.

This Council, therefore, resolves to:

- 1) Instruct the Chief Executive to write to the Chancellor of the Exchequer and the Prime Minister indicating Kirklees Council's strong belief that the two-child limit to benefit

payments should be scrapped – which would help many children and households in Kirklees

- 2) Further, instruct the Chief Executive to write to all MPs covering Kirklees Council's area, asking them to commit their public support to the campaign to end the cruel two child limit to benefit payments;
  - 3) Ensure the number of children a family has is considered when a hardship grant is given out by the Council.”
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By Order of the Council



Steve Mawson  
Chief Executive

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Contact Officer: Andrea Woodside

## **COUNCIL**

### **KIRKLEES COUNCIL**

**At the Meeting of the Council of the Borough of Kirklees held at  
Council Chamber - Town Hall, Huddersfield on Wednesday 18 September 2024**

## **PRESENT**

**The Mayor (Councillor Nosheen Dad) in the Chair**

## **COUNCILLORS**

Councillor Cahal Burke	Councillor Beverley Addy
Councillor Masood Ahmed	Councillor Itrat Ali
Councillor Karen Allison	Councillor Ammar Anwar
Councillor Zarina Amin	Councillor Timothy Bamford
Councillor Donna Bellamy	Councillor Aafaq Butt
Councillor Andrew Cooper	Councillor Moses Crook
Councillor Paola Antonia Davies	Councillor Eric Firth
Councillor Charles Greaves	Councillor David Hall
Councillor Tyler Hawkins	Councillor Lisa Holmes
Councillor James Homewood	Councillor Yusra Hussain
Councillor Viv Kendrick	Councillor Musarrat Khan
Councillor Jo Lawson	Councillor John Lawson
Councillor Vivien Lees-Hamilton	Councillor Susan Lee-Richards
Councillor Gwen Lowe	Councillor Andrew Marchington
Councillor Harry McCarthy	Councillor Tony McGrath
Councillor Hannah McKerchar	Councillor Matthew McLoughlin
Councillor Alison Munro	Councillor Darren O'Donovan
Councillor Carole Pattison	Councillor Amanda Pinnock
Councillor Andrew Pinnock	Councillor Kath Pinnock
Councillor Imran Safdar	Councillor Cathy Scott
Councillor Joshua Sheard	Councillor Will Simpson
Councillor Anthony Smith	Councillor Elizabeth Smaje
Councillor Richard Smith	Councillor Mohan Sokhal
Councillor John Taylor	Councillor Mark Thompson
Councillor Graham Turner	Councillor Sheikh Ullah
Councillor Habiban Zaman	Councillor Munir Ahmed
Councillor Ali Arshad	Councillor Tanisha Bramwell
Councillor Aziz Daji	Councillor Hanifa Darwan
Councillor Caroline Holt	Councillor Zahid Kahut
Councillor David Longstaff	Councillor Ashleigh Robinson
Councillor Jane Rylah	Councillor Angela Sewell
Councillor Alex Vickers	

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

The Mayor presented Councillor Burke with a commemorative yearbook from his 2023/2024 Mayoral year.

The Mayor acknowledged that Beaumont Park, Greenhead Park, Crow Nest Park, Wilton Park, Almondbury Hill Fort and Oakwell Hall Country Park had been successful in being awarded a 2024 Green Flag, and also that East Bierley Village had been awarded a Green Flag Community Award.

The Mayor acknowledged the Project Search scheme, based in both Dewsbury and Huddersfield, which provides support to young people with learning disabilities to access employment, and gave thanks to those that are involved in contributing towards the scheme.

The Mayor advised that she had attended the BBC Radio Leeds 'Make a Difference' Awards, and conveyed congratulations to Shelley Hedgehogs, Benjamin Carpenter and Team Serenity who had all been successful category award winners.

**44 Apologies for absence**

Apologies for absence were received on behalf of Councillors Armer, Bolt and Moore.

**45 Minutes of Previous Meeting**

**RESOLVED** – That the Minutes of the Meeting of Council held on 17 July 2024 be approved as a correct record.

**46 Declaration of Interests**

No interests were declared.

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

Council received petitions from (i) Councillor Sheard requesting that Birstall Recycling Centre remains open and (ii) Councillor Bellamy requesting that Meltham Recycling Centre remains open 7 days a week.

The Mayor advised that, in accordance with Council Procedure Rule 9(3), the subject matter of the petitions be referred to the relevant Executive Director.

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

Council received deputations from (i) Surraya Patel regarding the future of Dewsbury Sports Centre and (ii) Chris Moore regarding the future of Cleckheaton Town Hall.

A response was provided by the Cabinet Member for Finance and Regeneration (Councillor Turner).

49

**Public Question Time**

Under the provisions of Council Procedure Rule 11, the following written questions were submitted;

(i) Question from Helen Plaskitt

“Families were informed of the potential new operators for Castle Grange and Claremont this week (10/09/24). The handout shared at this meeting stated '2 care homes for elderly persons...we're to explore business transfer'. There was no mention of the nature of these homes being Specialist Dementia Care Homes.

Can you clarify the terms of transfer, with reassurance that Kirklees local authority is not preparing to lose its Specialist Residential Dementia Care Service, that the terms of transfer will ensure future Residential Care for those with Dementia and not just the elderly (my husband was 57 when diagnosed with Dementia) as part of a long term plan.”

A written response was provided by the Cabinet Member for Health and Social Care (Councillor Addy).

(ii) Question from Helen Plaskitt

“Can you clarify that, in regards to these proposed transfers, if the dementia placements are to be on a commissioned basis that these two care homes would be ring fenced for residents of Kirklees?”

I ask this because if this is not the case then Kirklees residents with Dementia residential needs in the future could be placed out of area or without this current offer at all, as we are all aware that in regards to specialist dementia residential placements there is a nationwide shortage of affordable provision, which could then lead to Kirklees commissioning unaffordable care and increasing long term costs to all.”

A written response was provided by the Cabinet Member for Health and Social Care (Councillor Addy).

(iii) Question from Avalon Rawling

“What analysis will Council Officers conduct to show that privatisation will not cost the Council or residents more now, or at any point in the future, for equivalent standards of care?”

A written response was provided by the Cabinet Member for Health and Social Care (Councillor Addy).

(iv) Question from Avalon Rawling

“What analysis will Council Officers conduct to reassure the public that people living with dementia who are also of lower economic power will not

be financial discriminated against, by way of having access to lower standards of care, or having to move homes or be evicted entirely when their funds are depleted?”

A written response was provided by the Cabinet Member for Health and Social Care (Councillor Addy).

**50 West Yorkshire Combined Authority - Minutes**

The Minutes of the Meeting of West Yorkshire Combined Authority held on 20 June 2024 were received and noted.

**51 Kirklees Environment Strategy: Everyday Life (Reference from Cabinet)**

It was moved by Councillor Munir Ahmed, seconded by Councillor Crook and

**RESOLVED –**

- 1) That the Environment Strategy be adopted.
- 2) That authority be delegated to the Executive Director (Place), in consultation with the Cabinet Member (Environment and Highways) to (i) establish the Partnership Pledge and associated monitoring and evaluation process via the Environment Strategy Partnership Group (ii) establish the governance structure, associated board and necessary policies and procedures to effectively govern the implementation of the strategy within the Council (iii) deliver any future minor alterations for the strategy (iv) meet the ambition (targets and objectives) outlined within the ‘Environment Strategy, Everyday Life’ (v) apply for and accept external funding for the implementation of the partnership pledge process and any actions associated with achieving the strategy’s targets, in accordance with Financial Procedure Rules and (vi) collect and analyse data for the monitoring and evaluation of the strategy, with the support of necessary service areas which hold, or have responsibility for collecting this data.

**52 Key Discussion - Children's Services**

Council received a presentation from the Cabinet Member for Children’s Services (Councillor Kendrick) on the Children’s Services Improvement Journey, prior to holding a key discussion on Children’s Services provision.

**53 Council Budget Strategy 2025/2026 and future years (Reference from Cabinet)**

It was moved by Councillor Turner, seconded by Councillor Pattison and

**RESOLVED –**

- 1) That the key risks to the delivery of the budget in 2024/2025 be noted and submitted to Cabinet on a quarterly basis as part of budget monitoring reports.
- 2) That the continued uncertainty with the future funding outlook for the Council be noted.
- 3) That the update and the revised budget gap to the Medium Term Financial Strategy for the period 2025/2026 to 2029/2030 (as set out at Appendix A) be noted and that, in view of the uncertainty with some of the assumptions upon



## Council - 18 September 2024

which the Strategy is based, it remain under review as the Council's budget process progresses.

- 4) That it be noted that there is a significant gap of c£30m in 2025/2026 which requires either reduction in budget pressures or increased savings proposals to be brought forward at pace.
- 5) That the scenario analysis, as shown at Appendix C, which models the worst/best case scenarios around the baseline MTFP, as part of the assessment of potential risks facing the Council, be noted.
- 6) That the Medium Term Financial Strategy be approved.
- 7) That it be noted that, as delegations allow, and in view of the significant financial challenge faced by the Council, early action be taken to identify and implement budget reduction measures, consistent with the Medium Term Financial Strategy, as a means of reducing the funding gap, as set out in the report.
- 8) That, in consultation with relevant Cabinet Members, Officers be requested to identify and bring forward proposals consistent with the Medium Term Financial Strategy for consideration by Cabinet and Council as part of the development of the budget for 2025/2026.
- 9) That the timetable as set out at Appendix E for the development of the Council Budget 2025/2026 be noted.
- 10) That it be agreed that, subject to consideration by Cabinet Members, any budget proposals arising from the work be considered by Cabinet in due course (subject to (11) below).
- 11) That it be noted that it is proposed to undertake consultation on the budget proposals in late 2024 with a view to informing decisions on the Council's budget 2025/2026.
- 12) That subject to the continuation of the Business Rates Pooling arrangements, authority be delegated to the Chief Executive and the Service Director (Finance), in consultation with the Leader and Cabinet Member for Finance and Regeneration, to determine whether the Council should continue as a member of the Leeds City Region Business Rates Pool in 2025/2026.

**54 Corporate Governance and Audit Committee - Annual Report 2023/2024 (Reference from Corporate Governance and Audit Committee)**

Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).

**55 Corporate Governance and Audit Committee - Appointment of Second Independent Person (Reference from Corporate Governance and Audit Committee)**

It was moved by Councillor Taylor, seconded by Councillor Homewood and

**RESOLVED** – That approval be given to the appointment of a second Independent Member to the Corporate Governance and Audit Committee.

**56 Appointment of Chair - Licensing and Safety Committee**

Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).

- 57 **Appointment of Chair - Personnel Committee**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 58 **Scrutiny Annual Report**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 59 **Written Questions to the Leader, Cabinet Members, Chairs of Committees and Nominated Spokesperson**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 60 **Motion submitted in accordance with Council Procedure Rule 14 as to Demand for Lasting Peace in Gaza/Middle East**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 61 **Motion submitted in accordance with Council Procedure Rule 14 as to Gaza - a year on, urgent action is still needed**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 62 **Motion submitted in accordance with Council Procedure Rule 14 as to Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 63 **Motion submitted in accordance with Council Procedure Rule 14 as to Providing Similar Support Mechanisms as Ukraine to those impacted by the Genocide in Palestine**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 64 **Motion submitted in accordance with Council Procedure Rule 14 as to the proposal to stop the winter fuel allowance for the majority of pensioners be reconsidered**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 65 **Motion submitted in accordance with Council Procedure Rule 14 as to Opposing Racist and Islamophobic Violence**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 66 **Motion submitted in accordance with Council Procedure Rule 14 as to Reforming the Right to Buy Scheme**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).

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- 67      **Motion submitted in accordance with Council Procedure Rule 14 as to Winter Fuel Payment Cuts**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 68      **Motion submitted in accordance with Council Procedure Rule 14 as to Two Child Limit to Benefit Payments**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).
- 69      **Motion submitted in accordance with Council Procedure Rule 14 as to Opposing Cuts to the Winter Fuel Allowance and Protecting Vulnerable Pensioners**  
Item not considered (Meeting terminated in accordance with Council Procedure Rule 16:2).

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<b>KIRKLEES COUNCIL</b>			
<b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b>			
<b>DECLARATION OF INTERESTS</b>			
Council			
Name of Councillor			
<b>Item in which you have an interest</b>	<b>Type of interest (eg a disclosable pecuniary interest or an "Other Interest")</b>	<b>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]</b>	<b>Brief description of your interest</b>

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

## NOTES

### Disclosable Pecuniary Interests

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

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

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

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

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

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

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

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

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

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

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

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



**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 25 JULY 2024 AT MEETING ROOM 1 -  
WELLINGTON HOUSE, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Scott Patient (Substitute)	Calderdale Council
Councillor Cathy Scott	Kirklees Council
Councillor James Lewis	Leeds City Council
Councillor Matthew Morley (Substitute)	Wakefield Council
Councillor Sue Holdsworth	Calderdale Council
Councillor Carole Pattison	Kirklees Council
Councillor Alan Lamb	Leeds City Council
Councillor Claire Douglas	City of York Council
Asma Iqbal (Substitute)	West Yorkshire Business Board
Councillor Barry Anderson	Chair of Scrutiny Committee

**In attendance:**

Alan Reiss (Chief Operating Officer)	West Yorkshire Combined Authority
Simon Warburton (Executive Director)	West Yorkshire Combined Authority
Sarah Eaton (Director)	West Yorkshire Combined Authority
Liz Hunter (Director)	West Yorkshire Combined Authority
Felix Kumi-Ampofo (Director)	West Yorkshire Combined Authority
Angela Taylor (Director)	West Yorkshire Combined Authority
Rebecca Brookes (Officer)	West Yorkshire Combined Authority
Adam Hunt (Committee Services)	West Yorkshire Combined Authority

**1. Apologies for Absence**

Apologies for absence were received from Councillors Jane Scullion (Calderdale Council), Cathy Scott (Kirklees Council) and Denise Jeffery (Wakefield) and private representative Mandy Ridyard (West Yorkshire Business Board).

Councillors Scott Patient (Calderdale Council) and Matthew Morley (Wakefield) and private representative Asma Iqbal (West Yorkshire Business Board) were in attendance as substitutes.

**2. Update on Combined Authority Membership**

Members were updated following the recent changes to political leadership at Kirklees Council. The Combined Authority had received notice terminating Councillor Cathy Scott's appointment as the Combined Authority's Constituent Council Member for Kirklees. It was noted that Councillor Pattison had been appointed as the new Kirklees representative following her appointment to Leader, with Councillor Moses Crook as the substitute Member.

Members were informed that the changes would take effect from Friday 26 July 2024 and, therefore, the membership for this meeting remained unaffected.

It was acknowledged that the changes would initially impact on the Combined Authority membership of the Finance, Resources and Corporate Committee, however, these would be formally approved at the September Combined Authority meeting.

It was noted that, in addition to the above, notification had also been received from Kirklees Council confirming changes to local authority co-optee nominations to the Combined Authority's committees. Members were advised that these changes had been approved under delegated authority.

### **3. Declarations of Disclosable Pecuniary Interests**

There were no declarations of pecuniary interests at the meeting.

### **4. Exempt Information - Possible Exclusion of the Press and Public**

There were no items present on the agenda which required the exclusion of the press and public.

### **5. Minutes of the Meeting of the Combined Authority held on 20 June 2024**

That the minutes of the meeting of the Combined Authority held on 20 June 2024 were approved as a correct record.

### **6. Mayor's Update**

The Chair reported significant developments since the last formal meeting, emphasising engagement with the newly elected government. The Chair noted that a meeting had occurred only four days post the General Election, reflecting confidence in devolution from the new government. The new Chancellor recently visited Wellington House to discuss economic growth with the Chair and other regional mayors, highlighting the Government's view of mayors as crucial for economic growth.

The Chair mentioned that the Local Growth Plan, discussed later in the agenda, was central to the new relationship with the Government. As Chair of the UK Mayors' Group, the Chair had been tasked with shaping the English Devolution Bill and the new Council of Nations and Regions, placing Mayors and local government at the heart of the new government's plans. The Chair underscored the necessity of delivering economic growth nationally and



improving outcomes for West Yorkshire residents.

The Chair made comment that there had been recent engagements with key government ministers, including the Prime Minister, which had indicated more interactions than in the Chair's first three years as Mayor. The Chair stated that there had been positive early discussions on further devolution and this had highlighted new expectations for delivery.

The Chair also addressed recent public disorder in Harehills, noting a visit with the Deputy Mayor for Policing and Crime to support affected community members. The Chair condemned the criminal behaviour, commended community efforts to restore calm and acknowledged police actions. A special Community Outcomes Meeting in early September 2024 was announced to review the incident with the Chief Constable.

## **7. Priorities for the New Government**

The Combined Authority considered a report which outlined proposals to collaborate with the newly elected government. Officers highlighted plans for economic growth, climate action and social justice, emphasising the need for funding and partnerships to advance West Yorkshire's Local Growth Plan and other key initiatives.

The Chair summarised that key points had been raised with the new government, noting that the report had been prepared before the King's Speech and referred to the Take Back Control Bill, which was now titled the English Devolution Bill. She also highlighted government announcements aligning with local ambitions, such as reintroducing creative subjects in schools, and reiterated the necessity of funding for local authorities to deliver on these priorities.

Members also discussed the breaking down of barriers to opportunity and identified jobs, training and housing security as critical issues. Officers connected devolution proposals to the Local Growth Plan, which aimed to address growth barriers and promote widespread opportunity.

**Resolved:** That the Combined Authority noted the update provided and the planned next steps.

## **8. Bus Franchising**

The Combined Authority reviewed a report updating on the Bus Franchising Scheme and sought approval for mobilisation plans. Officers presented the report, noting the decision to franchise buses and outlining the steps required for mobilisation. They emphasised the necessary funding and timelines to transition to a fully franchised bus network by 2028.

The Chair stressed the significant work ahead following the decision to pursue bus franchising and mentioned ongoing discussions about cross-boundary opportunities. Members observed that recent government transport announcements on devolution would support the bus franchising efforts.

Members expressed a collective desire for improved bus services, underlining the importance of cross-boundary cooperation and the need for an integrated transport plan. Officers mentioned minimal initial changes to maintain customer familiarity and ongoing discussions with the Department for Transport on funding models.

Members highlighted the interdependence of York and West Yorkshire's economies, advocating for collaboration with York's Mayor to facilitate easier regional movement for customers. Officers confirmed that cross-boundary considerations would be integrated into the franchising system.

Members welcomed the report, particularly the importance of BSIP tranches 2 and 3 in maintaining routes and stressed the need to maintain service quality during the transition, with a focus on supporting local employment.

**Resolved:**

- (i) That the Combined Authority noted the updates provided in the submitted report.
- (ii) That, subject to funding of £5,389,863 being approved by the Combined Authority at Item 13 of this Combined Authority meeting agenda, the Combined Authority endorsed the approach to mobilisation as set out in the submitted report.

**9. West Yorkshire Mass Transit: Progress Update and Further Development Funding Release**

The Combined Authority reviewed a report on the Mass Transit Strategic Outline Case (SOC), delegating its submission to the Mayor and Executive Director for Transport and approving stakeholder engagement and public consultation plans. Officers introduced the report and requested development funding for Phase 1 and detailed the progress and planned consultation activities.

The Chair announced that the West Yorkshire Mass Transit programme's consultation for the first phase had launched on 15 July 2024, receiving widespread attention. Members were urged to participate and encourage public responses. The Chair highlighted discussions with new government ministers, emphasising the project's importance for economic growth and regional opportunities.

Members stressed the need for integrated work across West Yorkshire to connect isolated communities and maintain project momentum. They also emphasised the importance of communicating the programme's regional benefits and ensuring it stayed on time and budget. Officers highlighted ongoing efforts to improve connectivity and the need for sensitivity towards residents affected by the development of the system in urban areas.

**Resolved:** That the Combined Authority:

- (i) Noted progress and current position in relation to the West Yorkshire

Mass Transit programme.

- (ii) On the basis that the Department for Transport (DfT) had appraised and noted the continued development of Phase 1, the Combined Authority approved that the Mass Transit Phase 1 scheme proceeded through to Decision Point 2 (Strategic Outline Case) and work commenced on development of the enhanced Strategic Outline Case (SOC+) for Phase 1.
- (iii) Additional development costs of £46,953,355 were approved to develop and submit an enhanced Phase 1 SOC (SOC+) to the DfT and to progress the Phase 1 Outline Business Case (OBC). taking the total scheme approval to £80,890,157.
- (iv) Future approvals were made in accordance with the assurance pathways and approval routes outlined in Appendix 1 to the submitted report, subject to remaining within tolerances.
- (v) Noted the launch and details of the public consultation for Phase 1 Mass Transit.

## 10. Draft Local Growth Plan

The Committee reviewed a report on the draft Local Growth Plan, which outlined its scope, content, and key priorities for West Yorkshire. The Plan was designed to evolve with changing national government expectations, encouraging broad engagement to ensure ownership by all stakeholders.

Officers highlighted that devolution had already led to positive outcomes, including increased skills acquisition, business growth, transport infrastructure investment and higher productivity. The draft framework, initially discussed by members in June, was presented for endorsement. Supported by a 20-year evidence base, the Plan identified barriers such as a lack of skilled workforce, low innovation and inadequate infrastructure. It aimed to address these issues by focusing on businesses, people, transport and places, leveraging regional strengths for innovation and growth. The Chair welcomed the progress toward an inclusive economy with widespread job opportunities.

The Chair emphasised the Plan's significance within the new government's devolution agenda, noting positive discussions with the Prime Minister, Chancellor, and Cabinet members. The Plan was seen as a guide for strategic direction in the Mayor's second term, focusing on shared priorities with member councils. Members expressed support for the Plan, highlighting the need to reduce inequalities and maintain strong business links while noting progress in local plan development across the region by local authorities.

**Resolved:** That the Combined Authority considered and commented on the progress to date in developing the emerging scope, framework, priorities, commitments and general content in the draft Local Growth Plan, as set out in Appendix 1 to the submitted report.

## 11. Project Approvals

**(a) Project Approvals - Investment Priority 3 - Creating Great Places and Accelerated Infrastructure**

**Brownfield Housing Fund (BHF) – Canal 30 (Bradford)**

**Resolved:** That the Combined Authority approved:

- (i) The change request to the BHF Canal 30 scheme to increase the full approval by an additional £240,000 of Combined Authority funding, taking the total full approval to £1,840,000, was approved, and work continued on activity 5 (delivery). The total scheme cost was £8,144,861.
- (ii) The Combined Authority entered into an addendum to an existing funding agreement with Charles Babbage Ltd for expenditure of up to £1,840,000.
- (iii) Future approvals were made in accordance with the assurance pathway and approval route outlined in this report. This was subject to the scheme remaining within the tolerances outlined in this report.

**Brownfield Housing Fund (BHF) – Wakefield Civic Quarter (Wakefield)**

**Resolved:** That the Combined Authority approved:

- (i) The BHF Wakefield Civic Quarter scheme proceeded through decision point 4 (full business case) and work commenced on activity 5 (delivery).
- (ii) Full approval was given to the Combined Authority's contribution of £1,600,000. The total scheme cost was £15,457,238.
- (iii) The Combined Authority entered into a funding agreement with Rushbond Developments Ltd for expenditure of up to £1,600,000.
- (iv) Future approvals were made in accordance with the assurance pathway and approval route outlined in this report. This was subject to the scheme remaining within the tolerances outlined in this report.

**Delegated Decisions - BHF Pontefract Fire Station (Wakefield)**

**Resolved:** The Combined Authority noted that, since the 20 June 2024 meeting, the Combined Authority's Director of Policing, Environment and Place approved the BHF Pontefract Fire Station's project closure report on 9 July 2024. The scheme proceeded through decision points 5 and 6, with a total scheme value of £5,069,983 and Combined Authority funding of £419,124.

## **12. Project Approvals - Investment Priority 5 - Delivering Sustainable, Integrated, Inclusive and Affordable Transport**

### **Active Travel Tranche 4 - Access to Schools, Bradford (Bradford)**

**Resolved:** That the Combined Authority approved:

- (i) The Bradford Access to School scheme would proceed through decision points 2 to 4 (business justification case) and work would commence on activity 5 (delivery).
- (ii) Full approval was given to the Combined Authority's contribution of £633,325, subject to approval by Active Travel England (ATE). The total scheme value was £633,325.
- (iii) The Combined Authority entered into an addendum to the existing funding agreement with City of Bradford Metropolitan District Council for expenditure of up to £633,325.
- (iv) Future approvals were to be made in accordance with the assurance pathway and approval route and tolerances outlined in that report.

### **A61 Bus, Cycle & Walking Improvements (Leeds, Wakefield)**

**Resolved:** That the Combined Authority approved:

- (i) The A61 Bus, Cycle & Walking Improvements scheme would proceed through decision point 3 (outline business case) and work would commence on activity 4 (full business cases) for the first phase of the scheme, including Jumbles Lane (Leeds City Council) and Bus Lanes South of Wakefield (Wakefield Council). The remaining interventions were paused and pipelined until further funding was identified.
- (ii) Indicative approval to the Combined Authority's contribution of £3,640,000 was given. The total value of the first phase was £3,640,000.
- (iii) Additional development costs of £1,160,650 were fully approved in order to progress the first phase of the scheme to decision point 4 (full business case), taking the total scheme full approval to £2,122,000.
- (iv) The Combined Authority entered into a new funding agreement with Leeds City Council for expenditure of up to £450,000, taking the overall funding approval for Leeds to £482,000.
- (v) The Combined Authority entered into a deed of variation with Wakefield Council for additional expenditure of up to £710,650,

taking the total funding approval for Wakefield to £1,640,000.

- (vi) Future approvals were made in accordance with the assurance pathway and approval route outlined in that report, subject to remaining within the tolerances.

### **A639 Bus, Cycle & Walking Improvements (Leeds, Wakefield)**

**Resolved:** That the Combined Authority approved:

- (i) The A639 Bus, Cycle & Walking Improvements scheme would proceed through decision point 3 (outline business case) and work would commence on activity 4 (full business cases) for the first phase of the scheme, including Thwaite Gate to M1 Junction 44 (Leeds City Council), Rothwell Transport Hub (Leeds City Council), and Bus Lanes on Southgate (Wakefield Council). The remaining interventions were paused and pipelined until further funding was identified.
- (ii) Indicative approval to the Combined Authority's contribution of £9,854,312 was given. The total scheme cost of the first phase was £9,854,312.
- (iii) Development costs of £1,250,000 were fully approved in order to progress the first phase of the scheme to decision point 4 (full business case), taking the total full approval to £2,187,360.
- (iv) The Combined Authority entered into a new funding agreement with Leeds City Council for expenditure of up to £750,000 and a deed of variation with Wakefield Council for expenditure up to £1,437,360.
- (v) Future approvals were made in accordance with the assurance pathway and approval routes outlined in that report, subject to remaining within tolerances.

### **A629 Phase 5 Ainley Top into Huddersfield (Kirklees)**

**Resolved:** That the Combined Authority approved:

- (i) The A629 Phase 5 Ainley Top into Huddersfield scheme would proceed through decision point 4 (full business case) and work would commence on activity 5 (delivery).
- (ii) Full approval for the Combined Authority's contribution of £13,801,870 was given. The total scheme value was £13,876,870.
- (iii) The Combined Authority entered into a funding agreement with Kirklees Council for expenditure of up to £13,801,870.
- (iv) Future approvals were to be made in accordance with the approval

pathway and assurance route outlined in this report. This was subject to the scheme remaining within the tolerances outlined in this report.

### **Corridor Improvement Programme – A650 Newton Bar (Wakefield)**

**Resolved:** That the Combined Authority approved:

- (i) The change request to the CIP Newton Bar A650 scheme to increase the Combined Authority costs was approved and full approval was given to an additional £2,414,000, taking the total Combined Authority full approval to £11,549,000. The total scheme cost was £12,109,000.
- (ii) The Combined Authority entered into an addendum to the funding agreements with Wakefield Council for expenditure of up to £11,549,000.
- (iii) Future approvals were made in accordance with the approval route and assurance pathway set out in this report. This was subject to the scheme remaining within the tolerances outlined in this report.

### **Corridor Improvement Programme – Bradford - A6177 Thornton Road (Bradford)**

**Resolved:** That the Combined Authority approved:

- (i) The A6177 Thornton Road scheme would proceed through decision point 4 (full business case) and work would commence on activity 5 (delivery).
- (ii) Full approval for the Combined Authority funding of £8,327,000 was given. The total scheme value was £8,327,000.
- (iii) The Combined Authority entered into an addendum to the existing funding agreement with Bradford Council for expenditure of up to £8,327,000.
- (iv) Future approvals were made in accordance with the assurance pathway, approval route, and tolerances outlined in this report. Where required, any future committee level approvals were delegated to the Transport Committee.

### **Bus Station Improvements Programme**

**Resolved:** That the Combined Authority approved:

- (i) The Bus Station Improvements Programme proceeded through decision point 2 (strategic outline case) and work commenced on the development of individual scheme business cases as outlined in this report.

- (ii) An indicative approval was given to the Combined Authority's contribution of £5,913,270, subject to confirmation of funding.
- (iii) Full approval was given to £2,255,222, taking the total full approval to £2,505,222, comprising:
  - £1,790,770 for the Real Time Information Package (bus stations), subject to conditions.
  - £188,342 development costs for the Small Bus Stations Improvements Package.
  - £276,110 development costs for the Staffed Bus Stations Improvements Package.
- (iv) A delegation to the Combined Authority's Chief Executive was approved to allow the allocated scheme funding amounts to be reallocated within this programme as required.
- (v) Future approvals were made in accordance with the assurance pathway, approval route, subject to remaining within the tolerances set out in this report.

### **Bus Stops and Shelters Improvements Programme**

**Resolved:** That the Combined Authority approved:

- (i) The Bus Stops and Shelters Improvement Programme proceeded through decision point 2 (strategic outline case) and that work commenced on development of individual scheme business cases, as outlined in this report.
- (ii) An indicative approval was given to the Combined Authority contribution of £9,722,000, subject to confirmation of funding.
- (iii) Full approval was given to £7,684,944, taking the total full approval to £7,934,944, comprising:
  - £106,053 development costs for the Bus Stop Accessibility package.
  - £3,069,030 for the Real Time Information Package (stops and shelters), subject to conditions.
  - £4,509,861 for the Replacement of Bus Shelters and Poles Package, subject to conditions.
- (iv) A delegation to the Combined Authority's Chief Executive was approved to allow the allocated scheme funding amounts to be reallocated within this programme as required.
- (v) Future approvals were made in accordance with the assurance pathway and approval route outlined in this report, subject to remaining within tolerances.

### **Better Places - Leeds City Centre Cycle Links (North and South) (Leeds)**



**Resolved:** That the Combined Authority approved:

- (i) The Leeds City Centre Cycle Links scheme would proceed through decision point 4 (full business case) to activity 5 (delivery) subject to Approval to Proceed.
- (ii) Full approval for the Combined Authority's contribution of £7,784,705 was given. The total scheme cost was £8,296,193.
- (iii) The Combined Authority entered into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £7,784,705.
- (iv) Future approvals were made in accordance with the assurance pathway, approval route, and tolerances outlined in this report.

### **TCF Heckmondwike Bus Hub (Kirklees Council)**

**Resolved:** That the Combined Authority approved:

- (i) The change request to increase the costs of the scheme by £1,800,000, from £8,666,152 to £10,466,152, and that the completion date for the project was extended from 20 December 2024 to 30 June 2025, was fully approved.
- (ii) The Combined Authority entered into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £10,466,152.
- (iii) Future approvals were made in accordance with the assurance pathway and approval route outlined in this report. This was subject to the scheme remaining within the tolerances outlined in this report.

### **Normanton Rail Station Park & Ride (Wakefield)**

**Resolved:** That the Combined Authority approved:

- (i) The change request for the Normanton Rail Station Park & Ride scheme to increase the Combined Authority funding by £431,806, from £3,268,446 to £3,700,252, and to reduce the scheme outputs from 121 to 91 additional spaces, was fully approved.
- (ii) The Combined Authority entered into a variation to the existing funding agreement with Northern Trains Limited for expenditure of up to an additional £431,806, from £2,802,180 to £3,233,985.
- (iii) Future approvals were made in accordance with the assurance pathway and approval route outlined in this report.

## **Corridor Improvement Programme – Kirklees - Huddersfield Southern Corridor (Kirklees)**

**Resolved:** That the Combined Authority approved:

- (i) The Combined Authority endorsed the scheme and the full business case summary.
- (ii) The Combined Authority granted delegated authority to the Chief Executive to approve:
  - The full business case (to progress the scheme through decision point 4).
  - The total scheme value and Combined Authority contribution.
  - The terms of any funding agreement required to implement the scheme.
  - The future approval pathway and scheme tolerances were also established.

### **Delegated Decisions**

**Resolved:** That the Combined Authority noted:

- (i) The change request to release an additional £300,000 to fund further design costs and progress the TCF North Halifax Improved Streets for People scheme to activity 4 (full business case), along with funding for early works identified by the scheme. Funding approved: £300,000. Total value of the scheme: £11,488,986. Total value of Combined Authority funding: £11,488,986.
- (ii) The change request to release an additional £200,000 to fund further design costs and progress the TCF West Halifax Improved Streets for People scheme to activity 4 (full business case). Funding approved: £200,000. Total indicative value of the scheme: £9,630,451. Total indicative value of Combined Authority funding: £9,630,451.
- (iii) Approval to the project closure report and for the WYTF Castleford Station Gateway scheme to proceed through decision point 5 (delivery closure) & decision point 6 (financial closure), and work to continue on evaluation. Funding approved: £0. Total value of the scheme: £2,907,732. Total value of Combined Authority funding: £2,907,732.
- (iv) Approval to the change request to increase development costs by £240,496 to £598,624 for the CRSTS: A650 Wakefield Road, Bradford scheme. Funding approved: £240,496. Total indicative value of the scheme: £20,000,000. Total indicative value of Combined Authority funding: £20,000,000.

## **13. UK Shared Prosperity Fund**

The Combined Authority considered a progress report of West Yorkshire's UK Shared Prosperity Fund (UKSPF) Local Investment Plans, including Core UKSPF, Multiply and the Rural Fund. Officers detailed good progress in fund allocation and challenges in project delivery, alongside recommendations for fund reallocation and operational adjustments.

The Chair thanked all local authority partners for their work on the progress of the UKSPF and congratulated the skills team at the Combined Authority for their progression with the Fund.

Members emphasised the importance of the subsidy for the West Yorkshire Combined Authority, particularly in terms of inclusivity, ensuring that everyone had equal opportunities to access the funding. This access was vital and needed to be carefully focused on equalities to ensure investment reached the areas that were most in need. Officers reported that the Combined Authority had been working diligently to maximise the remaining funds within West Yorkshire.

**Resolved:**

- (i) The Combined Authority noted the progress made on implementing the West Yorkshire UKSPF Local Investment Plans.
- (ii) The Combined Authority noted the recommendations made by the West Yorkshire UKSPF Local Partnership Group (LPG).
- (iii) The Combined Authority approved the approach and funding allocations, as set out at sections 3.5 to 3.8 in the submitted report, for the remaining uncommitted funds of £847,625.
- (iv) The Combined Authority delegated to the Chief Executive, in consultation with the Director of Finance and Commercial Services as Senior Responsible Officer, authorisation of any further movement of funds within the Programme – including management of underperformance in projects and any underspend as it became available so that funding could be maximised in the region, over the remaining period.
- (v) The Combined Authority noted the progress on delivering the Rural Fund, as outlined in section 3.18 to 3.21 of the submitted report and approved the changes to the operating model as set out at section 3.22.

**14. Digital Blueprint**

The Combined Authority considered a report introducing the Digital Blueprint for members' approval. Officers presented a roadmap outlining smart city initiatives, digital skills development and innovation strategies aligned with the Local Growth Plan, aiming to enhance connectivity and economic growth in West Yorkshire by 2030.

Members highlighted the significant impact of digital technology in supporting the economy of West Yorkshire and emphasised that the work in the report

reflected the substantial benefits of digital initiatives in the region. They also emphasised the need for further efforts to ensure equitable access to digital resources throughout West Yorkshire.

**Resolved:** The Combined Authority approved the Digital Blueprint.

## **15. Funding Pressures and Revenue Budget Revisions 2024-25**

The Combined Authority considered a report on changes needed to the 2024/25 budgets. Officers introduced adjustments to manage emerging pressures, including costs related to bus franchising and the ongoing closure of Bradford Interchange. The revised budget of £863 million aimed to align resources with updated financial challenges and strategic priorities.

**Resolved:**

- (i) The Combined Authority approved the changes to the revenue budget, as set out in Appendix 1 to the submitted report.
- (ii) The Combined Authority approved the movements to reserves to meet funding pressures, as set out in Appendix 2 to the submitted report.

## **16. Managing Capital**

The Combined Authority reviewed a report on managing the capital portfolio and proposed a shift towards a unified funding approach to enhance delivery efficiency and address financial pressures. The plan aimed to streamline project management and funding allocation, aligning with regional priorities and sustainable growth.

The Chair discussed the capital programme pressures and potential changes to ensure a focus on delivery, linking this to the trailblazer partnership with the Government and the need for an accelerated funding and delivery process. She expressed gratitude to partners for their collaborative approach and acknowledged the need for continued close cooperation in future planning. Members welcomed the proposed approach and emphasised the importance of maintaining equality and inclusivity in the delivery focus across the region.

**Resolved:** The Combined Authority noted the capital funding pressures and the outline proposals to develop improved ways of working.

## **17. Assurance Framework Review**

The Combined Authority reviewed a report on the West Yorkshire Combined Authority Assurance Framework and sought approval for proposed changes. Officers presented proposals to streamline governance and decision-making, enhance flexibility and strengthen collaboration with local partners. These changes aimed to improve efficiency and align with the strategic priorities of the West Yorkshire Plan.

The Chair noted that members had requested the review, in line with the English Devolution Accountability Framework, which mandated annual reviews

of Local Assurance Frameworks. Officers explained that the review aimed to ensure the Assurance Framework supported the Combined Authority's ambitions, remained flexible and proportionate and facilitated swift delivery whilst staying effective. The Chair thanked those who had contributed to the review.

Members asked about accelerating decision-making for lower-budget projects under devolution. Officers responded that this would be considered in future evaluations of the Assurance Framework.

**Resolved:** That the Combined Authority:

- (i) Noted the work that had been undertaken to review the West Yorkshire Combined Authority Assurance Framework.
- (ii) Noted the changes already implemented and approved the further proposed changes and authorised the required amendments to the West Yorkshire Combined Authority Assurance Framework.
- (iii) Approved delegated authority to the Combined Authority's Chief Executive to approve the amendments to the West Yorkshire Combined Authority Assurance Framework and, thereafter, to inform the Ministry of Housing, Communities and Local Government (MHCLG) of the amendments.

## **18. Transport Leadership Structure**

The Combined Authority reviewed a report on creating a new Bus Franchising Programme Director role and revising the Director of Transport Operations and Passenger Experience role.

The March meeting of the Combined Authority had led to landmark decisions to accelerate transport functions, with the Mayor's bus franchising decision triggering rapid preparations for the first tendering in late 2025.

It was noted that the Mass Transit program had advanced from SOC to OBC stage, requiring enhanced consultation and government sponsorship. Structural changes were proposed to manage these developments and officers outlined the role profiles and recruitment strategies to support bus franchising and transport services modernisation.

**Resolved:** That the Combined Authority:

- (i) Approved the creation of the role of a new Bus Franchising Programme Director, reporting to the Executive Director for Transport.
- (ii) Approved the revisions to the current Director of Transport Operations and Passenger Experience role to a Transport Services Director role with an amended portfolio of functions.
- (iii) Approved the new role profiles for the Bus Franchising Programme Director and Transport Services Programme Director roles.

- (iv) Endorsed, through the delegation given to the Chief Executive in consultation with the Mayor, recruitment to the Bus Franchising Programme Director role.

## **19. Corporate Plan 2024-25**

The Combined Authority reviewed a report to approve the Corporate Plan 2024-2025. Officers emphasised the plan's alignment with the West Yorkshire Plan's missions and priorities, including performance measures to track progress. Approval and finalisation of the Plan were recommended.

Members enquired about the communication strategy with local businesses and stressed the importance of their alignment with the Combined Authority. The Chair mentioned that the Mayor's Council would help engage businesses and officers confirmed that the West Yorkshire Business Board was consulting with businesses on the Corporate Plan.

### **Resolved:**

- (i) The Combined Authority approved the Corporate Plan 2024/2025 for publication in early July 2024.
- (ii) The Combined Authority authorised the Chief Executive delegated responsibility to sign off the final draft of the Corporate Plan for publication.

## **20. Political Balance Requirements**

The Combined Authority considered a report noting the legal requirements for membership and political balance on committees and support for political parties. Officers introduced the report, which outlined the mechanisms to secure political balance on committees and the provision of support to political parties.

### **Resolved:**

- (i) The Combined Authority noted the information contained within the submitted report.
- (ii) The Combined Authority formally adopted the Guidance on Political Balance Requirements, appended to the submitted report, as part of the Constitution.

## **21. Minutes for Information**

The Combined Authority noted a report which provided details of published minutes since the last meeting.

**Resolved:** That the minutes of the Combined Authority's committees be noted.

**22. Date of the Next Meeting**

It was noted that the next meeting of the Combined Authority was scheduled to be held on Thursday 19 September 2024.

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**REPORT TITLE: Corporate Governance and Audit Committee Annual Report**

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>16 October 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Cllr Tyler Hawkins</b>
<b>Key Decision Eligible for Call In</b>	<b>N/A</b>
<p><b>Purpose of Report:</b> This report sets out a summary of the work undertaken by the Corporate Governance and Audit Committee during 2023/24. It also provides assurance that the Committee complies with the CIPFA's Position Statement: Audit Committees in Local Authorities and Police.</p>	
<p><b>Recommendations:</b></p> <p>Council is requested to note the assurances set out in this report that the Committee complies with CIPFA's Position Statement: Audit Committees in Local Authorities and Police;</p> <p><b>Reasons for Recommendations</b> In accordance with best practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA), this report demonstrates how the Committee has discharged its responsibility.</p>	
<p><b>Resource Implications:</b> There are no resource implications.</p>	
<p><b>Date signed off by <u>Strategic Director</u> &amp; name</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b></p>	<p><b>Rachel Spencer-Henshall – 10.07.24</b></p> <p><b>N/A</b></p> <p><b>Samantha Lawton - 02.07.24</b></p>

**Electoral wards affected: Not Applicable**

**Ward councillors consulted: Not Applicable**

**Public or private: Public**

**Has GDPR been considered?** There are no GDPR implications

**1. Executive Summary**

This report sets out the draft annual report of the Corporate Governance and Audit Committee for the 2023/24 municipal year

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

The report demonstrates how the Committee supports the Council's governance and audit arrangements, and in doing so supports the Council to deliver the vision and priorities set out in the Council Plan.

**3. Implications for the Council**

**3.1 Council Plan**

Strong, effective corporate governance and audit assurance underpins the work of the Council in delivering all of its priorities outlined in the Council Plan.

**3.2 Financial Implications**

Not applicable.

**3.3 Legal Implications**

Not applicable.

**3.4 Other (eg Risk, Integrated Impact Assessment or Human Resources)**

Not applicable.

**4. Consultation**

Not applicable.

**5. Engagement**

Not applicable.

**6. Options**

Not applicable.

**6.1 Options considered**

Not applicable.

**6.2 Reasons for recommended option**

Not applicable.

**7. Next steps and timelines**

Not applicable.

**8. Contact officer**

Nicola Sylvester, Principal Governance and Democratic Engagement Officer. 01484 221000

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

None

**10. Appendices**

Appendix 1 Corporate Governance and Audit Committee Activity – 2023-24

**11. Service Director responsible**

Samantha Lawton – Service Director – Legal Governance and Commissioning.

# Corporate Governance & Audit Committee



# Annual Report of the Corporate Governance and Audit Committee 2023/24

## Foreword by James Homewood – Chair

I am delighted to introduce an annual report of Corporate Governance and Audit Committee, summarising the contribution we have made during the Municipal Year to the achievement of good governance and internal control within the Council.

This report seeks to chart our progress during the 2023/24 Municipal Year in providing that degree of independence, challenge and questioning across a wide range of control and corporate governance matters, and I thank all Members for the contributions they have made.

We have:

- Overseen the production of the Annual Governance Statement for 22/23.
- Approved the Council's accounts for 22/23.
- Overseen the work of internal audit, established a risk-based audit plan and reviewed the quarterly and annual report from the Council's Internal Audit team.
- Reviewed the Constitution, Financial and Contract Procedure Rules.
- Ensured that assurance reports have been reviewed in detail on the key aspects of the Council's internal control arrangements including:
  - Risk management
  - Business Continuity
  - Financial management (including arrangements for Treasury management)
  - Customer access and complaints handling
  - Information governance
  - Health and Safety arrangements
- Considered the statutory polling district and places review.
- Provided robust challenge to our arrangements and monitoring for areas in need of improvement.

The Committee is supported by a number of officers who attend regularly and bring expertise in relation to governance, internal audit and finance. Without the support of the staff, it would not be possible for the Audit Committee to be as highly effective as it is. I would like to thank everyone who took time to contribute to our extensive work programme.

In addition to the work undertaken through our formal meeting cycle, I have been pleased, as the Committee's chair, to engage in the Yorkshire and Humberside Audit Chairs forum of which I was appointed Chair.

## 1. INTRODUCTION

Governance in, and of the public sector, continues to be high profile with the Chartered Institute of Public Finance and Accountancy (CIPFA) supporting good practice in local government. The Local Government Association also produces substantial useful material on how a successful local authority should be governed. Being well managed and well governed are important attributes in helping to improve performance and in reducing the risk of failing to achieve our objectives and providing good service to our community.

This Annual Report to Council demonstrates the importance Kirklees Council places on the authority's governance arrangements. The report on the work of the Council's Corporate Governance and Audit Committee demonstrates:

- How the Corporate Governance and Audit Committee has fulfilled its terms of reference.
- The extent to which arrangements comply with national guidance relating to audit Committees.

The benefits to the Council of operating an effective Audit Committee are:

- Maintaining public confidence in the objectivity and fairness of financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and any other similar review process; for example, reviewing and approving the Annual Statement of Accounts and the Annual Governance Statement, and the Quarterly Reports from Internal Audit and the Annual Report from the Head of Audit.
- Providing focus on financial reporting both during the year and at year end, leading to increased confidence in the objectivity and fairness of the financial reporting process, including specific review on behalf of the Council of specialist accounting policy and practice – such as Treasury Management.
- Enabling the co-ordination of sources of assurance and, in so doing, making management more accountable.
- Providing additional assurance through a process of independent and objective review.
- Raising awareness within the Council of the need for governance, internal control, and the implementation of audit recommendations.
- Monitoring of related areas such as the Council's approach to threats from fraud, bribery, and corruption.
- How the Corporate Governance and Audit Committee has contributed to strengthening risk management, internal control, and governance arrangements.

This report provides additional assurance and links to the Annual Governance Statement, which is approved by the Committee.

## 2. COMMITTEE INFORMATION

### Audit Committee Membership

Seven elected members and one independent member served on the Committee in 2023/24:

- Councillor James Homewood (Chair)
- Councillor Yusra Hussain
- Councillor Kath Pinnock
- Councillor Harry McCarthy
- Councillor Naheed Mather
- Councillor Melanie Stephen
- Councillor John Taylor
  
- Chris Jones (Independent Person)

Substitutes were invited to attend and contribute to all meetings and training.

### Training

The Committee continues to undertake training, and this year they have received training in relation to:

- Treasury Management, provided by Arlingclose (independent treasury advisers)

## 3. COMMITTEE BUSINESS

The Committee met on nine occasions during the year with meeting dates structured around the regular receipt of annual assurance reports, external and internal audit reporting cycles, and the statutory requirements around the production of the Accounts and Annual Governance Statement. The Committee adds value through its questioning and challenge whilst receiving additional information as requested at meetings. Meetings are open to the public, so they can witness in person the challenge the Committee bring. Part way through the year web broadcasting was added to further enable public access and oversight.

This frequency of meetings ensures the Committee can fulfil its responsibilities in an efficient and effective way and has been benchmarked against the CIPFA recommended practice and arrangements in other local authorities.

A list of the reports considered by the Corporate Governance and Audit Committee can be found in **Appendix A**. The main outcomes of the Committees work in relation to its core functions can be summarised as follows:

# Accounts & Treasury Management

Council has delegated to the Committee authority to approve the Statement of Accounts including whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit.

The Committee also considers matters related to Treasury Management matters prior to recommending these to Council who formally determine treasury management policy.

The Committee has:

## Account Authorisation

Received and considered the Council's Final Accounts 2021/2022 and 2022/23 incorporating the Annual Governance Statement. There is delegated authority for the Chair of Corporate Governance and Audit Committee and the Service Director – Finance to sign the final accounts once external auditor had issued the audit opinion. A positive success was noted in concluding the 2022/23 accounts and Value for Money work in January 2024.

## Treasury Management

- Received the Annual report on Treasury Management 2022/23, incorporating Treasury Management activities for the previous financial year which reviewed borrowing and investment performance.
- Received the Mid-year report on Treasury Management 2023/24, providing assurance that the Council's treasury management function was being managed prudently and pro-actively, and complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy.
- Received the Treasury Management Strategy and Investment Strategy 2024/25, providing information on (i) the outlook for interest rates and credit risk, and a recommended investment strategy (ii) the current and estimated future levels of Council borrowing (internal and external) and a recommended borrowing strategy (iii) methodologies adopted for providing for the repayment of debt and a recommended policy for calculating minimum revenue provision (iv) other treasury management matters including the policy on the use of financial derivatives, prudential indicators, the use of consultants and the policy on charging interest to the housing revenue account and (v) recommended an annual investment strategy (Non-Treasury Investment) for the Council in 2024/25.

## Other Financial Management

- Considered the Annual report on bad debt write-offs which detailed the debts written off in the financial year 2022-23. It was noted that business rate write-offs were down compared to the previous year and that the service was carrying out a single person discount review for council tax.



# External Audit

The external auditors for both financial years were Grant Thornton. The firm was appointed by Public Sector Audit Appointments Ltd (PSAA) (a subsidiary of the Local Government Association) who manages the appointment of external auditors for the vast majority of English local authorities. Following a further competition PSAA reappointed Grant Thornton as auditors for the financial year 2023/24, and the next four years.

In keeping with many other authorities, the final sign-off for the accounts for 2021/22 took place during the municipal year 2023/24, approximately one year later than was intended, following clarity on the national approach to the authorisation of certain types of accounting entries. The external auditors were also able to present their report on the accounts that related to the financial year 2022/23 only slightly behind the national target times, so the council's auditors presented opinions on two years to accounting information during 2023/24.

The Committee played a significant role in overseeing the Council's relationship with its appointed external auditors, Grant Thornton, and took an active role in reviewing the external audit plan and updates alongside the finding of the value for money review.

The Committee has:

- Received the external audit interim plan 2021/22, which set out a summary of the work of the Auditors with specific regard to financial sustainability, governance and improving economy, efficiency and effectiveness of the Council, and discussed the importance of the value of more regular performance reporting and questioned the capacity of the Council to meet the financial challenge it faced.
- Received the Audit Plan 2022/23, which advised that the Council had set a balanced budget for 2023/24 against the backdrop of significant financial challenges and embarked on and noted that the Council was embarking on a transformational savings programme, requiring rigorous monitoring, which aimed to restore financial balance and avoid the depletion of reserves to an unsustainable level. It was reported that the 2021-22 audit had not yet concluded due to delays in obtaining appropriate assurances from the auditor of the West Yorkshire Pension Fund.
- Received the External Audit Findings Report 2021/22. Grant Thorntons work was substantially complete and there were no matters that required modification to their audit opinion or material changes to the financial statement subject to the outstanding matters in the report.
- Received the interim External Audit Findings Report 2023. Grant Thorntons work was substantially complete and there were no matters that required modification to their audit opinion or financial statement shown in the report. It was anticipated that the audit report opinion would be unqualified and discussed (i) audit findings around SAP controls (ii) the minimum revenue provision (iii) the progress in relation to financial sustainability and the achievement of identified savings (iv) the recovery plan in respect of the Dedicated Schools Grant.
- Received the Auditors Annual Report 2022/23. The report set out a summary of the work of the Auditor's with specific regard to financial sustainability, governance and improving economy, efficiency, and effectiveness of the Council. The auditors report highlighted concerns about financial sustainability and the challenges of the savings planned, which they believed that the council needed to address through its budget setting process for 2024/25. As the auditors issued their key recommendation in July 2023, it was appropriate that the significant weakness in financial sustainability identified at that point remained in place for the current year of audit

(2022/23) and discussed the sharing of information with Committee members, the culture of staff understanding the importance of making savings and working differently with Communities.

- Assurances were sought from the external auditors on how confident they felt that the Council were on track with addressing the significant financial challenges due to the continuing overspend in all areas.
- Received the Audit Progress Report and Sector Update. Grant Thornton advised on the audit teams changes following conclusion of the 2022-23 audit cycle along with the update including a summary of emerging national issues and developments that were relevant along with a number of challenging questions in respect of emerging issues.
- The Committee noted that both the value of money and final accounts audit assurance reports included recommendations to mitigate risks or avoid recurrence of issues (in areas such as budget management, IT controls etc). They determined that they felt that officers of the council needed to be clearer about actions taken and asked for a routine reporting back (which will start in 2024/25) re the 2021/22 and 2022/23 external auditors report.
- Received a report on Informing the Audit Risk Assessment for Kirklees Council which asked council officers to complete details which consisted mainly of a schedule of issues relating to (i) General Enquiries of Management (ii) Fraud (iii) Fraud Risk Assessment (iv) Laws and Regulations (v) Impact of Laws and Regulations (vi) Related Parties with whom the council had or recorded transactions (vii) Going concerns (viii) Accounting Estimates (ix) Accounting Estimates – General Enquiries of Management.
- Received the External Audit Plan 2023/24, which advised that Grant Thornton was responsible for forming and expressing an opinion on the council and groups financial statements that had been prepared by management with the oversight of those charges with governance which included (i) Significant risks (ii) Group Audit (iii) Materiality (iv) Value for Money arrangements (v) Audit logistics.

## Internal Control

The Council has delegated to the Committee authority to approve the Annual Governance Statement and the Committee works closely with the internal audit functions, both overseeing the independence and effectiveness of the service, and receiving assurance to the adequacy and effectiveness for the Council's internal control environment.

The Committee has:

- Noted and received the Annual Governance Statement 2022/23, prior to it being signed off by the Chief Executive and Leader of the Council, which concluded that overall, the governance arrangements remained fit for purpose. The statement highlighted a number of 'Significant Governance Issues'. The actions and controls the Council is taking were contained within a recommended action plan which was intended to be the subject of internal monitoring, with reporting back to Executive Team and the Committee during 2023/24.
- Noted information relating to internal audit work. In Quarter 1 to 4 of 2023/24 (the final quarterly report was considered at the May 2024 meeting) which included the number of audits completed and the assurance relating to the audits. During the year, the format of these quarterly reports was amended, so that more information was contained within a public report.

The Committee discussed topics such as assurance on budget management and forecasting processes and determined that in order to improve the awareness of the committee as regards the implementation of audit recommendations, they would ask Internal Audit to make changes to their follow up work, so that the Committee were aware of the progress made.

- The committee acknowledged that there had been no regulation of Investigatory Powers Act activity during the periods 2023/24.
- An Internal Audit update during summer 2023 set out the proposed audit plan for the second half of 2023/24 was also received. The committee considered the allocation of resources and noted that greater emphasis during school audits was to be put on those with budget deficits.
- The Committee agreed the Internal Audit Plan for Spring and Summer 2024 and the indicative plan for Autumn /Winter 2024/25. They asked that timings for audits be identified quarterly to improve incentives on auditors and management to complete work promptly and asked that further analysis take place as they noted that on balance internal audit work on schools, including those with risks, were probably disproportionately resourced compared to other areas of internal audit activity where assurance was sought. The committee also asked that additional resource be devoted to areas with a regulatory risk, particularly in relation to social housing.
- Received and Noted the Risk Management Annual Report 2023/24. The report explained that robust risk management was a central feature of good governance and the Council's approach to risk management had built on the success of the previous year with proactive risk management continuing. Although significant progress had been made, there remained a level of inconsistency in the extent that risk management was embedded within the day-to-day operations and the culture of the council. It was still necessary to drive greater improvements which needed to be both realistic and proportionate as set out in the report and discussed the risk framework used at a strategic level, the procedure if a risk remained unchanged for 12 months and how the framework was used to inform decision making.
- Received a progress report against the Annual Governance Statement 2022/23 action plans which advised that issues identified in the 2022/23 statement would form part of the draft 2023/24 Annual Governance Statement. Further actions taken and planned actions in 2023/24 were provided.
- The committee was informed that the regulator of Social Housing had submitted notice to make improvements to the standards of fire safety, damp and mould. It was noted that Kirklees had self-referred to the regulator and understood its responsibilities. The Committee noted that the housing improvement board had been established which should help to strengthen governance, and they asked that the internal audit plan for 224/25 include resources to assist and assess the improvement plan.
- Considered the Internal Audit Plan for 2024/25 which provided independent assurance about the business processes for the Council following a programme of work to give coverage across the organisation's areas of risk. The Committee suggested that the housing system (CX) to be implemented should be included within the Audit plan.
- The Democracy Commission was referenced, with a suggestion that an update on the Democracy Commission recommendations to be provided at future meeting. It was noted that the Committee felt the Annual Governance Statement was unclear on the impact of delivery on services and focussed more on process.
- The Committee reflected on the agenda items of the Committee and requested that documents and agenda items that complimented each other were on the same agenda, along with an agenda plan to be published.

## Corporate & Other Organisational Assurance

The Committee plays a significant role in reviewing assurance reporting from other areas of the Council.

The Committee has:

- Received the emergency planning and business continuity annual report which provided a snapshot of the work of the Emergency Planning Team and provided assurance to the Committee that they were compliant with the core duties in the Civil Contingencies Act and discussed the proportionate approach to the risks and threats faced by the Council and areas of weakness within Emergency Planning.
- Received a report providing an update on the Information Governance service and offer outlining key events and activities across the year. Members acknowledged the increased number of Freedom of Information and Subject Access Requests along with measures in place to deal with backlogs.
- Considered the interim and annual reports on Corporate Customer Standards 2022/23, providing examples of complaints and discussed how the corporate customer standards complaints process was looking to develop and improve over the next couple of years whilst welcoming the work being undertaken with the Restorative Practice Team.

The Committee plays a significant role in overseeing the work of those areas of the council designed to ensure strong corporate governance.

The Committee has:

- Considered changes proposed to both the Planning Scheme of Delegation and to Planning Committees which included moving from the current three committee structure to two planning committees. Suggested recommendations from the committee were put forward that the wording in relation to proposed changes to the scheme of delegation in relation to applications for the modification of the definitive map and statement under the Wildlife & Countryside Act 1981 and to the Planning Committee Protocol.
- Considered the Annual report on bad debt write-offs which detailed the debts written off in the financial year 2022-23. It was noted that business rate write offs were down compared to the previous year and that the service was carrying out a single person discount review for council tax.
- Received a report setting out a review of the Council's polling districts and polling places, which had been conducted in conjunction with the (Acting) Returning Officer to seek improved accessibility to polling stations for electors within the defined areas and ensured that Kirklees had a polling scheme in place which reflected the new Parliamentary constituencies.
- Received a report which set out a provisional schedule of Council meeting dates for 2024-25 municipal year and highlighted that there were no planned meetings between Feb 25 and July 2025 apart from the meetings solely for consideration of the Budget and AGM.

- Received an update on representation on Outside Bodies, The Service Director, Legal, Governance and Commissioning has delegated authority in consultation with Group Business Managers to receive and process nominations to the Outside Bodies. Changes to the Council's Outside Body representation had occurred and had been incorporated into the Council's database of outside body representation.
- Received an update of Democracy Commission recommendations of retaining the current Leader and Cabinet model of governance whilst strengthening the existing scrutiny functions, increasing dialogue with Cabinet Members on key strategic issues to increase transparency and develop formal and informal engagement with members, along with identifying potential barriers preventing some members being appointed to committees/panels due to timing, frequency, and location. Members noted that pre-decision scrutiny worked well when there was open and transparency in sharing information and that pre-decision scrutiny recommendations should be added into officer's reports.
- Received proposed revisions of the Terms of Reference for the Kirklees Health and Wellbeing Board 2024/25 ensuring that the Board would meet its statutory obligations and fulfil the local and national policy commitment to partnership-based approaches to improving health and wellbeing suggesting that Schools/Colleges be represented on the Board.
- Received the proposed amendment of arrangements for Corporate Parenting Board which advised that to support the establishment of broader partnership arrangements, and to strengthen current arrangements in supporting child in care and care leavers, it was proposed that the current arrangements be amended to reflect that the Board would be a closed partnership meeting following the revision of the terms of reference and revised corporate parenting strategy.
- Received proposed amendments to contract procedure rules advising that the proposed changes were minor updates to the procurement threshold limits and updated rule 8 disposals.
- Received proposed amendments to financial procedure rules advising that the proposed changes related to capital budgeting, budgetary control arrangements and minor changes regarding grants.
- Received proposed amendments to the Council's Constitution which proposed changes in relation to different parts of the constitution. It was noted there had been some changes using delegated authority granted to the Monitoring Officer to reflect changes to officer's titles, typing or grammatical errors, old references and new legislation. Suggestions were made to define wording in the constitution. Members supported the changes for the process for responses to written questions at full council meetings, but not for the proposed amendments to questions at Cabinet and wider committee/Board/Panel meetings. It was noted that this change along with speaking rights for Member and public at committees be considered as part of a future review.

**Matters identified during consideration of items at the meetings were:**

- Follow up and receive additional information on the Audit findings for Kirklees Stadium Development Ltd.
- Follow up on assurance on budget management and forecasting processes.
- Lead Members to be asked to consider a meeting of Council between February and July 2025.
- An agenda plan of the Committees agenda items to be published.
- An update on the Democracy Commission recommendations.
- Services that had not implemented audit recommendations be invited to committee meetings to provide updates.

**Knowledge and Skills Framework**

Members bring with them a range of knowledge and skills from their working life and elected representative roles to the work of the Committee. The Committee's skills and knowledge was further complemented by the non-voting co-opted independent member, who was able to bring professional knowledge, skills, and experience to assist the committee with its work in seeking assurance and actions from management. The Committee intends to self-evaluate their effectiveness in providing assurance to the Council, as a part of good practice (this will be done early in the 2024/25 municipal year).

As in previous years, the Head of Accountancy provided training to the Committee in preparation for their examination of the Accounts and further training is provided to Members as necessary.

**Looking Forward**

I'm pleased to pass the role of Chair on to Councillor John Taylor who has been an active member of the committee for several years, and I am sure will steer the Committee through the challenges we all face together in the year ahead.

The Committee will continue with its regular receipt of reports, and the Committee will provide the usual level of robust challenge to corporate governance and audit practice and procedure across the authority to ensure that our arrangements are up to date and fit for purpose, communicated, embedded, and routinely complied with. In addition, the Committee will be more involved in setting the agenda, looking to take further deep dives into areas of concern, with the aim of the Committee adding more value and further strengthening our governance approach.

**Councillor James Homewood**

Reports		June 23	July 23	Sep 23	Nov 23
Annual Report on Treasury Management 22-23					
Corporate Customer Standards Interim Report 22-23					
Kirklees Auditors Annual Interim Report 21-22					
Corporate Emergency Planning and Business Continuity Annual Report					
Audit Plan 22-23					
Draft Annual Governance Statement 22-23					
Planning Scheme of Delegation and Planning Committees					
CGA Annual Report					
Internal Audit Update 22/23					
Annual report on bad debt write-offs 22-23					
Annual Governance Statement 22-23					
Corporate Customer Standards Annual report 22-23					
Draft Audit Findings Report					
Half Yearly Monitoring Report on Treasury Management Activities 22-23					
Audit Findings Report					
Statutory Polling District and Places Review					
Quarterly Report of Internal Audit Q2 22-24 July 2023 to September 2023					
Information Governance Annual Review					
Audited Financial Statements					

Reports	Jan 24	Feb 24	March 24	Apr 24	May 24
Auditors Annual Report 2022/23					
Risk Management Annual Report 2023/24					
Treasury Management Strategy and Investment Strategy 2023/23					
Dates of Council Meetings 2024/25					
Quarterly Report of Internal Audit Q3 2023/24					
Audit Findings					
Approval of the Council's final accounts for 2021/22					
Risk Management Update					
IT Audit Controls Update					
Representation on Outside Bodies					
Annual Governance Statement progress report					
Audit Progress Report and Sector Update					
Implementation of Democracy Commission Recommendations update					
Proposed revisions to the terms of reference for the Kirklees Health and Wellbeing Board 2024/25					
Internal Audit Plan for 2024/25 and Associated matters					
Informing the Audit Risk Assessment for Kirklees Council					
Kirklees Council External Audit Plan 2023-24					
Proposed Amendment of arrangements for Corporate Parenting Board					
Proposed Amendments to Contract Procedure Rules					
Proposed Amendments to Financial Procedure Rules					
Internal Audit Annual Report for 2023/24					
Internal Audit Plan 2024/25					



Quarterly report of Internal Audit Q4 – Jan 24-March 24					
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Report of the Members' Allowances Independent Review Panel (MAIRP)

(Reference from Corporate Governance and Audit Committee)

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>16 October 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Councillor T Hawkins</b>
<b>Key Decision Eligible for Call In</b>	<b>No</b> <b>No – If no give reason – Council Function</b>
<p><b>Purpose of Report</b> To consider the report of the Members' Allowance Independent Review Panel (MAIRP) following consideration by the Corporate Governance and Audit Committee.</p>	
<p><b>Recommendations</b> That Corporate Governance and Audit Committee recommends that Council agree:</p> <ul style="list-style-type: none"> <li>(i) That no changes be made to the 2024/25 scheme other than to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAs and to be backdated to 1 April 2024 when known.</li> <li>(ii) To continue to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAs in subsequent years, as per the 2017 recommendation of the Democracy Commission.</li> <li>(iii) To note that the Panel will reconvene to consider the scheme for 2025/26 in line with the issues identified in the report (set out at Appendix A) along with any additional issues determined by the Panel.</li> </ul> <p><b>Reasons for Recommendations</b></p> <p>Council is responsible for approving recommendations on the adoption of, or amendment to, the Members Allowances Scheme.</p>	
<p><b>Resource Implications:</b> The recommendations within the report relating to the 2024/25 Members' Allowances Scheme can be managed within overall base budget of the scheme which is currently £1,466,000.</p>	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	R Spencer Henshall – 27.9.24

<b>Is it also signed off by the Service Director for Finance?</b>	K Mulvaney – 1.10.24
<b>Is it also signed off by the Service Director for Legal and Commissioning (Monitoring Officer)?</b>	S Lawton - 27.9.24

**Electoral wards affected:** All

**Ward councillors consulted:** Not Applicable

**Public or private:** Public

**Has GDPR been considered?** Yes. There is no personal data within the report.

## 1. Executive Summary

The Members' Allowances Independent Review Panel meets to consider and recommend the Members' Allowances Scheme to Council, having regard to evidence received and associated developments that will affect the Scheme. The Panel met in June 2024 and the report of the Panel, including the recommendations for the 2024/25 Members' Allowances Schemes, can be found at Appendix A.

The report also responds to the resolution of Council at the meeting held on 23 September 2023, relating to the scheme having regard to the financial position of the Council and the request for Members to voluntarily forgo increases based on the pay award and reduce basic and SRA allowances by 5%. The financial implications arising from the recommendations of the MAIRP can be met from within the existing Members' Allowances base budget.

## 2. Information required to take a decision

A meeting of the MAIRP took place on 5 June 2024 to consider the Members' Allowances Scheme. The report of the Panel is attached at Appendix A and puts forward recommendations that:

- (i) No changes be made to the 2024/25 scheme other than to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAs and to be backdated to 1 April 2024 when known.
- (ii) To continue to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAs in subsequent years, as per the 2017 recommendation of the Democracy Commission.

- (iii) For the 2025/26 Scheme, consider a review of the Role Profiles and SRAs paid to members of Fostering Panel, Adoption Panel and Chair of Corporate Governance and Audit Committee.
- (iv) For the 2025/26 Scheme, consider a review of the political group bandings within the Members' Allowances Scheme.

During consideration of the report at Corporate Governance and Audit Committee on 27 September 2024, the Committee supported the recommendations relating to the application of the pay award and noted that recommendations relating to the scope of the further review were matters for the Members Independent Review Panel.

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

#### **3.1 Council Plan**

Not Applicable

#### **3.2 Financial Implications**

Should the above-mentioned recommendations be agreed and implemented the costs would be met from within the existing Members' Allowances budget.

#### **3.3 Legal Implications**

#### **3.4 Other (eg Risk, Integrated Impact Assessment or Human Resources)**

Not Applicable

### **4. Consultation**

The Allowances Panel have been consulted on the contents of the attached report and agree it as a correct record of their deliberations and recommendations.

### **5. Engagement**

The Panel received representations from Group Leaders/ representatives and from the Chief Executive and the Strategic Director, Corporate Strategy, Commissioning and Public Health.

### **6. Options**

#### **6.1 Options considered**

#### **6.2 Reasons for recommended option**

Recommendations are in line with the terms of reference of the MAIRP.

### **7. Next steps and timelines**

Subject to approval by Full Council at its meeting on 16 October 2024, the MAIRP will reconvene to review the scheme for 2025/26 with a view to reporting its findings and recommendations to Corporate Governance and Audit and Council early in 2025.

### **8. Contact officer**

Leigh Webb, Acting Head of Governance

Tel: 01484 221000  
email: [leigh.webb@kirklees.gov.uk](mailto:leigh.webb@kirklees.gov.uk)

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

Members' Allowances Scheme – Council - 13 September 2023

[2023-09-12 Members allowances CGAC v3-17823 DN COMMENTS.pdf](#)  
([kirklees.gov.uk](http://kirklees.gov.uk))

Report of MAIRP – Council - 7 September 2022

[FINAL 22-09-07 MAIRP Report to Council 07.09.22 003.pdf](#)  
([kirklees.gov.uk](http://kirklees.gov.uk))

**10. Appendices**

Report of Members' Allowances Independent Review Panel

**11. Service Director responsible**

Samantha Lawton, Service Director, Governance and Commissioning.

Report of

# **Kirklees Council Members' Allowances Independent Review Panel**

5 June 2024

Leigh Webb  
Acting Head of Governance  
Civic Centre 3,  
Huddersfield, HD1 2TG  
01484 221000

## **1 Panel Membership**

The Members of the Independent Review Panel are as follows:

Ian Brown (Chair)  
Lynn Knowles  
Fiona Weston

## **2 Terms of Reference**

The Panel's Terms of Reference are:

- (a) To advise the Council on what would be the appropriate level of remuneration for Councillors having regard to the:
  - Roles Councillors are expected to fulfil
  - Varying roles of different Councillors
  - Practice elsewhere and other Local Authorities.
- (b) To consider schemes of Members Allowances for Town and Parish Councils as and when required.
- (c) To make recommendations and provide advice to the Council on any other issues referred to the Panel by regulation or by the Council.
- (d) The Council retains its power to remove a discredited Panel Member.
- (e) The Panel can appoint its Chair from amongst its Members.

## **3 Constitutional Issues**

### **(a) Term of Office**

It was agreed that the current Panel membership be retained and that all relevant terms of office be renewed until December 2024.

### **(b) Election of Chair of Independent Review Panel**

Ian Brown was elected Chair of the Independent Review Panel.

## **4 Members' Allowances Independent Review Panel Report**

The report of the Members' Allowances Independent Review Panel, including the Members' Allowances Independent Review Panel's recommendations for the 2024/25 Members' Allowances Schemes can be found at Appendix A.

Report produced on behalf of the Members' Allowances Independent Review Panel by Leigh Webb, Acting Head of Governance, June 2024.



## MEMBERS' ALLOWANCES INDEPENDENT REVIEW PANEL REPORT

June 2024

### Background

The Members' Allowances Independent Review Panel last met and carried out a root and branch review in July – November 2021.

The Panel's report and recommendations went to Council in September 2022 where it was resolved that: "approval be given to the implementation of an annual increase for both the basic and all special responsibility allowances on a percentage basis in line with the agreed annual pay award for Council employees". This resolution was then applied to the Members' Allowances Schemes for 2022/23 and 2023/24.

In September 2023, a report was submitted to Council and it was resolved that:

- a Members' Allowance Independent Review Panel is convened as soon as possible to consider the allowances paid to Councillors, having regard to the financial position of the Council".
- Requests that Members in attendance at the Council meeting to indicate by recorded vote whether they wish to forgo the increase in allowances (basic and SRA) based on the officer pay award for the 2023/24 financial year and in addition to take a 5% reduction in their current allowances (basic and SRA)".
- Requests that Members of the Council not in attendance at the Council meeting be asked to indicate whether they intend to forgo the increase and in addition take a 5% reduction in their current allowances (basic and SRA)".

Following this resolution, some Councillors chose to take a voluntary reduction in their basic and SRA and some Councillors chose to forgo the percentage increase in allowances (basic and SRA) based on the officer pay award for the 2023/24 financial year. The Panel noted that the majority of these decisions have now been reversed by Councillors

### Members Allowances Independent Review Panel Meeting

The Panel have now met again and received representations from the following officers and Councillors:

- Steve Mawson – Chief Executive
- Rachel Spencer-Henshall – Strategic Director, Corporate Strategy, Commissioning and Public Health
- Councillor Cathy Scott, Leader of the Council
- Councillor Carole Pattison, Leader of the Labour Group
- Councillor David Hall, Leader of the Conservative Group
- Councillor Andrew Marchington, representative of the Liberal Democrat Group

A written submission was also provided by Councillor Jo Lawson, Leader of the Kirklees Community Independent Group.

Steve Mawson and Rachel Spencer-Henshall briefed the Panel with regards to the Council's current financial situation and the Panel then heard from the Leader of the

Council, Group Leaders and representative of the Liberal Democrat Group on the following subjects:

#### Voluntary Reduction in basic and SRA/accepting officer pay increase

The Panel heard that whilst it was felt that this had been the right thing to do and had been done with good intentions, with Councillors making a contribution to do their bit, it was acknowledged that for some Members the reduction in allowances had a significant effect which had led to financial hardship in some cases. There was recognition that the reduction in allowances meant that allowances were now out of kilter.

It was commented that that the current level of allowances made it difficult to attract new Councillors, young people in particular, who would not be able to afford to take time off work to carry out the role, especially the role of a Cabinet Member.

#### Special Responsibility Allowances

The Panel heard that it was felt that some SRAs within the Members' Allowances Scheme were not paid at the correct level.

The SRAs in particular for members of Fostering Panel and Adoption Panel were felt to be underpaid given the amount of reading and preparation involved, with it often taking a whole day to read the papers for one Panel meeting.

It was also felt that the SRA for Chair of Corporate Governance and Audit Committee was not paid at the correct level and that it should be comparable with Licensing & Safety Committee or even Planning. It was noted that the Committee has responsibility for oversight of the Constitution and the approval of the Council's accounts the importance of which are not currently reflected in the current level of allowance payable.

One Councillor also commented that attracting Councillors is difficult and wanted to see an increase in the Basic Allowance. Also, that SRAs can be used as a Group management tool and are sometimes not used to recompense the right person for a job they are good at.

#### Political Group Bandings

It was commented that the Political bandings are inflexible within the Members' Allowances Scheme and a suggestion was that a minimum base rate for each Group position be set as an SRA with an additional payment for each member of the Group.

Concerns were also raised about the SRA for Group Leader 7–29 Councillors compared to that paid to the Leader of Council and also the comparisons between Deputy Group Leaders.

#### Miscellaneous

Discussions took place on the following:

**Agree in advance what the pay increase is going to be** – it was explained to the Panel by officers that each year the National Employers enter into negotiations with the Trade Unions to agree the pay award for staff and that this cannot be applied to the Members' Allowances Scheme until agreed.

**Additional payment for travel** – travel within the district is incorporated within the Basic Allowance.

**LGA setting a payment rate for Councillors** – this was a recommendation made by the Democracy Commission, which was forwarded to the LGA at the time. It was noted that the issue was a national issue that sat outside the remit of the Panel.

**Pensions** – it was recognised that Councillors are not eligible to be part of the WYPF and have not been since 2014.

## **Summary**

The Panel would like to express its thanks to everyone who attended the meeting.

It was commented that it was right that the Members' Allowances Scheme is considered and recommendations set by an Independent Panel and that a root and branch review would be welcomed every period of time set by the Panel.

Also, that reverting to the pre 2021 review of the Members' Allowances Scheme and applying the same percentage pay award awarded to officers, is a sensible approach.

Having heard from the participants, the Panel noted the current financial situation of the Council and are of the opinion that a further review of the scheme for 2025/26 should be considered which examines the Role Profiles and SRAs paid to members of Fostering Panel, Adoption Panel and Chair of Corporate Governance and Audit Committee.

## **Recommendations**

The Panel have made the following recommendations:

1. No changes be made to the 2024/25 scheme other than to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAs and to backdated to 1 April 2024 when known.
2. To continue to apply the same percentage pay award awarded to officers to the Basic Allowance and SRAS in subsequent years, as per the 2017 recommendation of the Democracy Commission.
3. For the 2025/26 Scheme, consider a review of the Role Profiles and SRAs paid to members of Fostering Panel, Adoption Panel and Chair of Corporate Governance and Audit Committee.
4. For the 2025/26 Scheme, consider a review of the political group bandings within the Members' Allowances Scheme.

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## OVERVIEW AND SCRUTINY ANNUAL REPORT 2023/24

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>16 October 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Not applicable</b>
<b>Key Decision Eligible for Call In</b>	<b>No</b> <b>No</b>
<b>Purpose of Report</b> In line with constitutional requirements, this report presents the Overview and Scrutiny Annual Report for the 2023/24 municipal year to Council.	
<b>Recommendations</b> <ul style="list-style-type: none"> <li>That Council receive and note the Overview and Scrutiny Annual Report 2023/24.</li> </ul> <b>Reasons for Recommendations</b> <ul style="list-style-type: none"> <li>To be in line with constitutional requirements to submit an Annual Report to Council.</li> </ul>	
<b>Resource Implications:</b>  None	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	Rachel Spencer-Henshall – 19.8.24
<b>Is it also signed off by the Service Director for Finance?</b>	Not applicable
<b>Is it also signed off by the Service Director for Legal and Commissioning (Monitoring Officer)?</b>	Samantha Lawton – 19.8.24

**Electoral wards affected:** None specific.

**Ward councillors consulted:** Not applicable.

**Public or private:** Public

**Has GDPR been considered?**

Yes GDPR has been considered. This report contains no information that falls within the scope of the General Data Protection Regulations.

- 1. Executive Summary**  
The Annual Report sets out a summary of the work undertaken by the Council's Scrutiny Committee and Panels during 2023/24.
- 2. Information required to take a decision**  
The Council's Constitution requires the Chair of Scrutiny to submit a report to Council at the end of each municipal year, highlighting Overview and Scrutiny work in the previous twelve months.  
  
Attached at Appendix One is the Overview and Scrutiny Annual Report for 2023/24. The Council is asked to receive and note the Annual Report.
- 3. Implications for the Council**  
The work of the Overview and Scrutiny contributes to all the Council priorities set out within the Council Plan by considering proposals and pieces of work that contribute to delivering the priorities.
- 4. Financial Implications**  
There are no financial implications for people living or working in Kirklees.
- 5. Other (eg Risk, Integrated Impact Assessment or Human Resources)**  
The Annual Report is submitted in line with the requirements of the Constitution. There are no Legal, Risk or Human Resource implications.
- 6. Next steps and timelines**  
Following consideration by Council, the Annual Report will be available for information on the Council's website.
- 7. Contact officer**  
Helen Kilroy, Assistant Democracy Manager  
Tel 01484 221000 Email: [helen.kilroy@kirklees.gov.uk](mailto:helen.kilroy@kirklees.gov.uk)
- 8. Background Papers and History of Decisions**  
None
- 9. Appendices**  
Appendix 1 – Overview and Scrutiny Annual Report 2023/24
- 10. Service Director responsible**  
Samantha Lawton, Service Director for Legal and Commissioning (Monitoring Officer)

# Overview and Scrutiny Annual Report

2023/24



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## Chair's Foreword

The start of 2023/24 municipal year saw the appointment of four Scrutiny Panel Chairs and a number of new Scrutiny Chairs were appointed during the year and I would like to thank these members for their hard work and contributions.

I would also like to pay particular tribute to our eight Voluntary Co-optees, for their valuable input to the scrutiny process in Kirklees, and express my gratitude to all the local groups, organisations and individuals who have attended meetings, made presentations and provided evidence. Council officers and Cabinet Members are also to be thanked for their attendance and contributions to the scrutiny process.



Council, in January 2023, agreed to the following recommendations, as proposed by the Democracy Commission, that:

- A review of Scrutiny be undertaken (which has resulted in the current structure)
- There should be an increased focus on pre-decision scrutiny; and
- Scrutiny Training be provided to all Councillors, Scrutiny Members and Chairs.

I am pleased to see that pre-decision scrutiny is becoming an integral part of the Scrutiny process. This is helping to ensure that Scrutiny is given the opportunity to have an input, be consulted and comment on key decisions being taken by the Council and policy development and is able to make recommendations which can be included in the Cabinet reports.

I can also confirm that Scrutiny Training was provided to Councillors and Co-optees in 2023-24 and a full training programme is now available for current and new Councillors, Scrutiny Members and Chairs, which will normally take place at the start of each new municipal year.

In conclusion, I would like to stress the importance of scrutiny being seen as a 'critical friend' and Scrutiny Committees and Panels being able to work with the Cabinet, whilst maintaining their independence; enabling scrutiny members to have the flexibility to be able to focus on and scrutinise areas which affect the people living in Kirklees.

A handwritten signature in blue ink that reads "Elizabeth Smaje".

**Councillor Elizabeth Smaje**

# Overview and Scrutiny Management Committee 2023/24

Committee Membership
Councillor Elizabeth Smaje (Chair)
Councillor Bill Armer
Councillor Andrew Cooper
Councillor Yusra Hussain (May to August 2023)
Councillor Jackie Ramsay (May to August 2023)
Councillor Moses Crook (September to November 2023)
Councillor Jo Lawson (September 2023 to March 2024)
Councillor Hannah McKerchar (March to April 2024)
Councillor Shabir Pandor (November 2023 to April 2024)

## Work programme 2023/24

- Leader's and Corporate Portfolio's Priorities
- Financial Management of the Council
- Council Plan – Pre-Decision Scrutiny
- Crime and Disorder:
  - Communities Partnership Plan 2022-27
  - Annual Refresh of the Strategic Impact Assessment
  - Domestic Abuse Strategy
- Local Flood Risk Management:
  - Annual Review
  - Revised Local Flood Management Risk Strategy – Pre-Decision Scrutiny
- Corporate Performance and Impact – End of Year Report
- Kirklees Active Leisure and the Leisure Centre Review Programme
- Procurement
- West Yorkshire Joint Services
- Kirklees Armed Forces Covenant Progress Report
- Corporate Property Strategy
- Communications Strategy
- People Strategy
- Technology Strategy

In addition to the formal meetings of the Committee, informal sessions also took place to facilitate, amongst other things; pre-decision scrutiny and comment on the Council Plan; formulation of recommendations in relation to the Committee's work on the issue of social connectivity in Kirklees; and the introduction of the Council's Revised Integrated Impact Assessments Process.

The Chair of Scrutiny also received briefings during 2023/24, across a range of subjects and held regular meetings with the Cabinet Members for the Finance and Corporate Portfolios and relevant Strategic Director.

## Committee Highlights

### Leader of the Council and Portfolio Holder Priorities 2023-24

The Leader of the Council attended the meeting of the Committee in October 2023 to set out her portfolio priorities.

**The Leader explained that a new Council Plan was in development and would be finalised in early 2024 and detailed her four core priorities under the following headings:**

- Address the financial position in a fair and balanced way.
- Strive to transform Council services to become more efficient, effective and modern.
- Continue to deliver a greener, healthier Kirklees and address the challenges of climate change.
- Continue to invest and regenerate our towns and villages to support our diverse places and communities to flourish.

The Leader responded to comments and questions from the Members of the Committee.

**The Corporate Portfolio Holder attended the meeting in August 2023 and presented his priorities, under the following headings:**

- Finance – The measures being taken to address the challenges facing the Council and to achieve financial stability, including plans to reduce the cost base and to increase income, but with the clear aim that the provision of the services and support that residents needed would continue.
- Cost of Living – In light of the continued pressures on local people, approaches would aim to address the short, medium and longer term, would be integral to the Council's work across all directorates and would work towards improved resilience within communities. There was also a continued commitment to support and develop the local economy and regeneration.
- Assets – A core portfolio of retained assets would be developed with an understanding of what was needed to facilitate the provision of services and good working conditions, within the existing financial constraints.

The Portfolio Holder responded to questions from Members of the Committee.

## Financial Management

Throughout the year the Committee undertook scrutiny of the financial management of the Council at every meeting.

As a result of the change in structure of the standing Scrutiny Panels for 2024/24, the Committee assumed responsibility for the scrutiny of the financial management of the Council, and a relevant item was considered at every meeting throughout the year.

**This included consideration of the quarterly Corporate Financial Management Reports, the Medium-Term Financial Strategy, the Annual Budget Report and a deeper focus on the following issues:**

- The Council's arrangements and budgets for energy.
- The Council's Cost of Living Programme
- The Housing Revenue Account
- Capital and Borrowing

### Outcomes

On all occasions, the Committee provided challenge to the Section 151 Officer and the relevant Cabinet Member, with questions and comments being put forward for their consideration in each case.

## Kirklees Communities Partnership Plan 2022-2027 Refresh and Kirklees Strategic Intelligence Assessment

In March 2023, the Committee received a report which set out the high-level findings emerging from the annual refresh of Kirklees Strategic Intelligence Assessment and the suggested priorities for the Communities Partnership Plan refresh for 2024-25.

The report also highlighted the work that had taken place in 2023/2024, with a specific focus on serious violence, the Inclusive Communities Framework and drugs and alcohol.

The Committee heard that the Partnership Plan was overseen by the Communities Board. It was currently being reviewed for 2024/25 and any feedback from the Committee would be reported to the Communities Board in May when the priorities for 2024/25 would be formalised.

An overview was given in respect of the four strategic outcome themes contained within the plan and the approach taken by the Partnership. It was noted that the themes had been consistent for the last couple of years.

Partner representatives from West Yorkshire Police and West Yorkshire Fire Service contributed to the discussion.

## **Outcomes**

### **The Committee:**

- Endorsed the themes and priorities set out in the Communities Partnership Plan.
- Expressed concern that a lack of data/evidence in respect of non-injury road traffic accidents could impact on the ability to take action to reduce risk at locations of concern and noted that this data may be accessible from other sources, such as insurance companies.
- Welcomed the work by the Road Safety Partnership to build a wider package of data.
- Supported the efforts to increase awareness of 'Operation SNAP', as a positive initiative to assist in enforcement against driving offences.
- Requested that baseline data be collated in respect of tenancy outcomes, to assess if the introduction of the 'tenancy ready' training is effective and supports the roll-out of this training to all care leavers.

## **Local Flood Risk Management**

In December 2023, the new Local Flood Risk Management Strategy 2024 was brought to the Committee, for pre-decision scrutiny, prior to its submission to the Cabinet for approval in early 2024.

The strategy set out how the Council would undertake its flood risk management responsibilities to meet the requirements of the Flood and Water Management Act 2010.

The Committee recommended that reference within the strategy to the work and engagement undertaken with, and alongside, other local authorities in respect of surface water should be strengthened.

## Annual Review

In February 2024, a report was submitted which provided an annual review of activity in respect of local flood risk management.

### Presentations were given in respect of:

- An ongoing Mental Health and Wellbeing Project. This pilot project had been developed in partnership with the West Yorkshire Flood Innovation Project (WY FLIP) and alongside the Yorkshire Integrated Catchment Solutions Programme (ICASP). WY FLIP was an innovative, collaborative approach, involving the five West Yorkshire local authorities, which had been developed to share ideas and experience and to identify innovative ways to secure investment into flood resilience. ICASP was a support service with links to local universities.
- The approach from the aspect of emergency planning, including the Kirklees Severe Weather Plan, which dictated how the Council responded to the impacts of a range of weather and how the plan could be activated at three levels, which could be triggered by warnings and alerts from partners.

### Outcomes

#### The Committee:

- Welcomed the Mental Health and Wellbeing Project as an excellent initiative.
- Requested that efforts be made to raise awareness amongst all Councillors in respect of the benefits and possibilities of the use of property level protection against flooding.
- Recommended that engagement with Yorkshire Water be pursued at a regional level to examine the potential to reduce contamination spills from combined sewer overflows in severe weather; and
- Suggested that consideration be given to providing information, in the event of severe weather, to ensure that people who may be experiencing flooding for the first time were aware of who to contact for advice and assistance.

## Kirklees Active Leisure

**In August the Committee received a presentation in respect of Kirklees Active Leisure (KAL) which included:**

- The background to the establishment of KAL (an independent not-for-profit charitable trust) in 2002, to manage leisure facilities throughout Kirklees.
- The partnership agreement with the Council, which had been extended for a period of twenty years in 2012.
- The current key challenges for the organisation and the measures taken, and being taken, to respond to the financial pressures.
- The Leisure Centre Review Programme, which was taking a strategic approach to the future offer and long-term operating model for the leisure centres.
- The range of potential options for the model of operation.
- Next steps and timeline.

In December 2023, a report was submitted which provided a briefing on the early analysis of the Leisure Centre Consultation. The Committee's views were also sought in respect of a report to Cabinet about the future offer for the leisure centres.

### **Outcomes**

**The Committee's response, which was reported to the meeting of Cabinet on 12th December 2023, included stressing the importance of:**

- Ensuring sustainability for the future and building headroom into the budget to respond to future challenges, such as a rise in energy costs.
- The development of a forward plan for future capital investment across all sites.
- Systems to ensure oversight by the Council and early identification of any future funding issues.
- Developing and building upon the relationships and partnerships that have been established with community groups and other stakeholders in order to; maximise the possibilities for external funding opportunities and fundraising, and exploring all options in respect of the future model, including pricing structure.
- Effective communication with residents about the benefits of retaining the current partnership model and to ensure understanding of the issues and the implications of the proposals.
- Establishing a timetable for the establishment of the future model.
- The recognition that the facilities contribute to the health and wellbeing of the residents of Kirklees and have a positive impact in terms of social connectivity.



Acknowledgment of the significant response to the consultation and the work undertaken to analyse the responses and welcoming the proposed review to identify any lessons learned for future Council consultations.

Recognising the benefits of fundraising by community groups being directed towards supporting capital projects; and

**Noting:**

- That a future plan for physical activity across Dewsbury was to be developed and the feasibility of keeping dry-side facilities at Dewsbury Sports Centre will be explored, whilst balancing the sustainability of the whole of the model. It is recommended that timescales for this work should be put in place.
- That Deighton Sports Arena will remain open, and continue to be operated by KAL, in the short term so that options to maintain community access to the facility could be explored.
- That the position in respect of the revised treatment of VAT for leisure centres was to be explored.
- The re-modelling of finances undertaken by KAL to increase income.

## **Kirklees Armed Forces Covenant**

The Committee received a report, in June 2023, which gave an update on the work of the Kirklees Armed Forces Covenant Board since the introduction of the Armed Forces Bill in 2021.

**Outcomes**

The Committee welcomed the work being undertaken with housing services, to help Armed Forces Personnel navigate the housing process, and the one-off budgetary provision that had been made for work on the Covenant. (This was an issue that the Committee had requested the Cabinet Member to consider, in December 2021, to support the work needed in response to forthcoming changes to legislation)

Members also suggested that a survey be developed to hear the voice and understand the needs of Armed Services personnel locally.

## West Yorkshire Joint Services

The Director of West Yorkshire Joint Services (WYJS) attended the Committee and gave a presentation about the work of the organisation, with a particular focus on work within Kirklees. A briefing note had been included with the agenda for the meeting which explained that WYJS delivered a number of shared services, including a number of statutory services, on behalf of the five West Yorkshire Councils.

### Outcomes

The Committee thanked the Director for attending the meeting to highlight the important work undertaken by West Yorkshire Joint Services in Kirklees.

## Procurement

A report giving an update in respect of procurement was considered by the Committee in January 2024.

**In November 2022, Cabinet had approved the new Procurement Strategy for Kirklees, which focused on five strategic themes;**

- Delivering Social Value
- Promoting Inclusive Procurement
- Continuing to Develop the Category-Led Approach
- Striving for Innovation and Improvement in all Areas
- Good Governance

Since that point the team had focused upon delivery of the new strategy, alongside normal business activity, there had also been a focus on activity in anticipation of new procurement legislation.

### Outcomes

The Committee requested another report be presented, further to the implementation of the Procurement Act 2023, to provide an update in respect of how the work was progressing and an assessment of its impact.

## Corporate Property Strategy

The Committee received a report which provided a summary of the approach to property asset management, and the use of good practice in developing and bringing forward the Council's Corporate Property Strategy.

The aim of the strategy, which was at a formative stage, was to provide a fit-for-purpose, modern, effective and efficient estate to support and facilitate Council services; promote and enable the Council's corporate priorities; and link and collaborate with key strategic partners and local interest organisations and groups. The current approach followed good practice and the Royal Institute of Chartered Surveyors (RICS) professional standard for strategic asset management of local authority assets.

### Outcomes

It was requested that the strategy be brought back to the Committee for further consideration at an appropriate point.

## Social Connectivity in Kirklees

The Committee continued with its work to examine the issue of social connectivity with the aim of helping to inform and shape the approach in responding to this issue, in light of the potential impact on the health and wellbeing of local people.

The Chair met with the Council's 'Our Voice' Team, to discuss the insights identified by their report 'Insights into Youth Loneliness Sept 22 – May 2023', further to work undertaken with students at Kirklees College and Huddersfield University. A meeting also took place with Yorkshire Children's Centre (now called Fresh Futures) to look at the research and engagement with young people undertaken as part of the creation of a new pilot service for young adults aged 18 – 26 and living in Kirklees.

### Outcomes

The Committee produced a final report, including a number of recommendations which will be shared with the Cabinet Member. The report and the Cabinet Member's response will be formally submitted to the Committee in 2024/25.

## Notice of Concern – proposals to increase car parking charges

A Notice of Concern was submitted by the Chair of Overview and Scrutiny Management Committee to the 14 November 2023 Cabinet meeting in respect of proposals to increase car parking charges. The notice was submitted in accordance with Section 17 of Overview and Scrutiny Procedure Rules and set out a number of concerns in relation to budget assumptions; lack of financial detail; and the fact there was no accompanying economic impact assessment. The Monitoring Officer summarised the concerns that had been set out within the submitted Notice at the Cabinet meeting and the Cabinet Member for Culture and Greener Kirklees provided a verbal response to the Notice of Concern prior to Cabinet giving consideration to the report. The response did address some of the concerns set out in the Notice but not all elements were addressed, with some of the outstanding issues forming part of the subsequent call-in notice.

## Looking forward to 2024/25

**The Committee will maintain it's focus on the financial management of the Council and plans to look at the following issues:**

- The Council Plan
- Pre-decision scrutiny of the revised Inclusion and Diversity Strategy
- The Kirklees Communities Partnership Plan
- Procurement
- Final report on Social Connectivity
- Pre-decision scrutiny of the refresh of a number of Council strategies

## Comments

Councillor Elizabeth Smaje, Chair of the Overview and Scrutiny Committee, expressed her thanks to all Members of the Committee, the many officers who had presented reports and kept Members updated on relevant issues, and all those who had participated to assist the Committee in its work throughout the year.

# Health and Adult Social Care Scrutiny Panel 2023/24

Committee Membership
Councillor Bill Armer (Lead Member)
Councillor Jo Lawson
Councillor Alison Munro
Councillor Beverley Addy
Councillor Itrat Ali
Councillor Habiban Zaman
Helen Clay (Co-optee)
Kim Taylor (Co-optee)

## Work programme 2023/24

- Resources of the Kirklees Health and Adult Social Care Economy
- Capacity and Demand - Kirklees Health and Adult Social Care System
- Joined up Care in Kirklees Neighbourhoods
- Mental Health and Wellbeing
- Managing Capacity and Demand
- Maternity Services
- Access to dentistry
- Kirklees Safeguarding Adults Board (KSAB) 2021/22 Annual Report
- Adults Social Care/CQC Inspection
- Consultation on the closure of Claremont House and Castle Grange
- Joined up hospital services in Kirklees
- External Consultancy
- Carephone Restructure
- Non-Surgical Oncology

## Panel highlights

### Maternity Services in Kirklees

In the Panel's meeting held in November 2023 representatives from Calderdale and Huddersfield NHS Foundation Trust (CHFT) and Mid Yorkshire Hospitals NHS Trust (MYHT) attended the meeting to present an update on the provision of maternity services in Kirklees.

Areas that were discussed included: maternity services workforce; work being done to reintroduce birthing centres in Kirklees; the timeline for reopening services and proposed model for Kirklees; and next steps in the approach to communicating and publicising.

In relation to the reopening of the Huddersfield Birth Centre, the Panel heard that staffing deficits were forecast into the New Year with recruitment campaigns not securing enough experienced midwives for the free-standing birth centre. A re-evaluation would take place in Quarter 1 2024/25 once new graduates were in post to assess if the staffing position had changed to enable a responsive model utilising community Midwifery.

Regarding Dewsbury And District Hospital Bronte Birth Centre, a new full time experienced Birth Centre Manager had been recruited, and assuming newly qualified midwives completed supernumerary periods as expected, the plan was to reopen before 1 April 2024.

As part of their continuing review into maternity services in Kirklees, panel members visited Pinderfields Birthing Centre on 16 October 2023 to have a tour of the Birthing Unit and Labour Ward.



### **Visit to Pinderfields Birthing Centre and Labour Ward on 16th October 2023**

#### **Outcomes**

As a result of the discussion, the Panel believed the model proposed by Calderdale and Huddersfield NHS Foundation Trust (CHFT) and Mid Yorkshire NHS Teaching Trust (MYTT) to the midwife led birthing units would be a substantial change of provision and that further in-depth scrutiny take pace to consider the protracted closure of the midwife led birthing units, the timeline for reopening and the proposed model in relation to any future sustainability. Officers of the Council were instructed to liaise with Calderdale Council and Wakefield Council on the impact that the continued closures and proposed.

## Consultation on the closure of Claremont House and Castle Grange

The Panel included in its work programme a focus on the proposed closures of Claremont House and Castle Grange Care Homes.

The Panel was advised that both care homes were owned and run by the Council for people over the age of fifty-five with a Dementia diagnosis and each had 30 long and short stay beds. It was noted that Castle Grange was temporarily accommodating a Dementia Day care service. The Panel was reminded that the Cabinet proposals asked for approval, subject to stakeholder consultation, for the Council to withdraw from the long stay residential care market and to focus direct care delivery in parts of the care market where there were fewer providers and options for people.

A consultation was launched on 11th October 2023 until 3rd January 2024 where engagement with family members and other stakeholders continued for the duration of the consultation, with ongoing focussed meetings driven by the consultation needs of the families.

### Outcomes

A number of concerns highlighted by the Panel were addressed that included the effect of moving patients with dementia on their long-term health and longevity, and capacity in local care homes for current residents. The Panel requested that further information around the financial implications of the closure of care homes be provided.



## Mental Health and Wellbeing

In the Panel's meeting held in August 2023, Older people's inpatient mental health services transformation programme was considered, that included older people's mental health inpatient wards, improvements to older people's mental health in the community, and why proposals were being considered to transform older people's inpatient mental health services in Calderdale, Kirklees and Wakefield.

The Panel was advised that where a substantial development or variation affected more than one local authority area, then those local authorities were required to establish a joint overview and scrutiny committee.

### Outcomes

The Panel felt that the formal proposals that were being developed to change inpatient mental health services for older people were likely to constitute a substantial development or variation in health services and authorised officers to start making the necessary arrangements required to support the next phase of scrutiny activity.

## Looking forward to 2024/25

### The Panel will scrutinise the following key areas -

- Resources of the Kirklees Health and Adult Social Care Economy
- Capacity and Demand - Kirklees Health and Adult Social Care System
- Communities Accessing Care
- Mental Health and Wellbeing
- Joint Health Overview and Scrutiny Committee (JHOSC) Updates
- Care Quality Commission (CQC)
- Kirklees Safeguarding Adults Board (KSAB) and the Care Quality Commission (CQC)
- Adult Social Care/CQC Inspection
- Joined up hospital services in Kirklees
- Dentistry

## Comments

### **Kim Taylor – Scrutiny Co-optee**

Working as a voluntary co - optee on the Adult Health and Social Care scrutiny panel has given me the opportunity to be part of the panel's decision-making process and to use my experience of working in the NHS to influence and constructively challenge the way that services in Kirklees are delivered.

As a lay member of the scrutiny panel, I am always mindful to consider the effect of any proposed changes or concerns about the quality of services delivered by the council and its partner organisations, and what these would mean to me, my family and friends, and the wider community. I particularly enjoy the panel discussions on unplanned care and it was interesting to be part of the discussion about the work being done in the community to reduce unnecessary admissions to hospital.

There is always a full agenda at panel meetings and given the many national challenges in Adult Health and Social Care, it sometimes feels that we are only scratching the surface and that there are very limited solutions to the issues that are debated. That said I always find the panel meetings productive and informative. The other panel members are always welcoming and supportive and as Principal Governance Officer, Nicola, provides plenty of background information before the panel and is always happy to answer any queries.

As my time on the panel has progressed, I feel more confident to ask questions during the panel meetings and understand that there is no such thing as a silly question!

I have thoroughly enjoyed being a co-optee and feel privileged to be part of the council's decision-making process in this important area of work.

## Comments

### **Councillor Bill Armer – Lead Member**

I have had an interesting year leading the Health and Adult Social Care Scrutiny Panel, and have been ably supported by my colleagues on the Panel and by two Kirklees officers, originally Yolande Myers and more recently Nicola Sylvester. This panel is quite unique, in that most of the services it scrutinises are provided by the NHS or, in the case of Adult Social Care, largely by the private sector. The Council only has direct control of two care homes, of which more below.

There have been frustrations during the year, notably around the difficulties faced by both the NHS Trusts involved (Mid-Yorkshire and Calderdale and Huddersfield) in forecasting future staffing levels for the two midwife-led birthing centres (Dewsbury and Huddersfield) in Kirklees. It had been the case that, apart from home deliveries, there was no opportunity for children to be born within Kirklees for a number of years. Despite the ensuing uncertainties in both the dates when services could be recommenced, it appeared to the Panel that both Trusts were proposing significant changes to their birthing provisions. Officers were requested to make further enquiries of colleagues in both Wakefield and Halifax, and this work is ongoing.

There was a great deal of concern raised by relatives of residents of the two Kirklees Council-owned residential care homes, at Claremont House and Castle Grange, following proposals to close these facilities, and the Panel took an interest in these cases. Relatives of residents of both homes were invited to give evidence to the Panel. Concerns were raised about the effects on future health of moving such patients, and the Panel requested that active consideration be given to transferring ownership of the premises as going concerns, or otherwise to avoid closure. Ultimately, Cabinet decided on a refreshed approach to the issue.

The NHS Trusts covering Kirklees, and further afield, had been considering their future offer for inpatient options in the area of the mental health of older people. These considerations were reported to the Panel, and it was considered that they amounted to a substantial development. Acting on advice, the Panel requested officers to liaise with their colleagues in Wakefield and Calderdale in order to take the necessary steps to arrange a tripartite Joint Overview and Scrutiny Committee to fully consider these proposals.

A major source of frustration for me, and for the Panel, has been the apparent shortcomings in NHS dentistry provisions in Kirklees, and perhaps particularly in the north of the Borough. It was noted that there were inequalities in levels of provision, but it did not prove to be possible to receive a report as to any underlying reasons for this. In this, it did seem that the local situation reflected national problems in this service area.

Overall, a busy and productive year for this Panel.

# Growth and Regeneration Panel 2023/24

Committee Membership
Councillor Yusra Hussain (Lead Member June 2023 - August 2023)
Councillor Moses Crook (Lead Member September 2023 - October 2023)
Councillor Shabir Pandor (Lead Member November 2023 - March 2024)
Councillor John Taylor
Councillor Zarina Amin
Councillor Manisha Kaushik
Councillor Harry McCarthy
Councillor Tyler Hawkins
Councillor Susan Lee-Richards
Chris Friend (Co-optee)
Jonathan Milner (Co-optee)

## Work Programme 2023/24

- Introduction to Growth & Regeneration
- Housing Growth
- Small Centres Programme
- Damp Mould and Condensation
- Tenant Safety
- Local Plan Review
- Economic Strategy Refresh
- Skills (post 16)
- Interim Housing Position Statement for Boosting Supply
- Cultural Heart updates
- Corporate Risk
- Transport Strategy
- Transport Programme
- Complaints Handling (Council Housing Tenants/Private Sector)
- Building Safety & Compliance Combined Action Plan

The Growth and Regeneration Scrutiny Panel was newly established in the 2023/24 municipal year, and at the work programme development workshop, in June 2023, it became apparent that it would be a busy work programme and additional meetings would be required to deal with the scope of the panel's work.

### Panel highlights

#### Small Centres Programme

At the panel meeting on the 3rd July 2023, the Panel received a report on the four towns, in the Small Centres Programme namely, Batley, Cleckheaton, Heckmondwike and Holmfirth. The Panel learned that the programme is the council's attempt to strengthen local centres, recognising these are important places for people to live, work and do business. It is an important program that is being expanded to include a fifth centre in Marsden. The Panel was given a breakdown on the progress being made in each of the centres and informed that there has been a lot of work undertaken, and some centres were more advanced than others and some had been more challenging. Progress was being made and a number of these town centre schemes had secured funding which had been welcomed.

## **Outcomes**

The Panel felt that it was positive that Kirklees was able to continue to invest in the towns, as local residents need this kind of aspirational project and the jobs and economic development that it would result in, and was positive and very much needed. The Panel agreed to continue to receive updates as the Small Centres Programme progressed.

## **Damp, Mould and Condensation**

At the panel meeting, on the 14th August 2023, the Panel considered a report on the current situation with regard to damp, mould and condensation in Council Homes. The Panel was advised that this is a major issue being faced both locally and nationally, and the report being presented to the Panel aimed to show the response to tackling cases in Kirklees. It was explained that the government had put a lot of attention on this issue, and at that point in Kirklees, there were eight hundred open cases of damp, mould, and condensation and there had been a growing number of cases being reported into the service. The Panel was informed that in response to addressing the issue, a task and finish group was formed with officers from across the council. The aim was to deliver changes to the short-term approach to damp, mould, and condensation, with a focus on dealing with, and resolving the current caseload. All the work that had been carried out to date had been around dealing with the existing caseload, putting in place, systems and processes, and gathering information and intelligence to use to better understand how to deliver and target services in the future.

In addition, the Panel learned that a dedicated IT system was being developed, where all relevant information about damp, mould and condensation was brought together in one place. There was also a dedicated Single Point of Contact (SPoC) made up of officers, who deal with all incoming calls about damp, mould and condensation, and information held in the system was being used to triage and categorise cases. All officers in Homes and Neighbourhoods and Kirklees Direct had access to this system and had received guidance on how to use it.

The Panel was informed that an additional piece of work, that had been running in parallel, was redesigning the whole of the system for delivering and responding to damp and mould, and the current piece of work around dealing with the backlog was still ongoing.

## **Outcome**

The Panel welcomed the update and asked that the guidance and training materials provided to staff to help them triage, and effectively deal with calls, be shared with the staff within the MP's offices as they were often the first contact.

## Economic Strategy Refresh

At the panel meeting on the 10th October 2023, the Panel received a report which outlined the refresh on the Inclusive Economy Strategy. The Panel was informed that it was recognised that the Economic Strategy needed revisiting, and rather than a wholesale rewrite, the strategy would be refreshed. The Panel heard that many of the principles and aims of the strategy is based on an inclusive economy and attracting inward investment to create a strong vibrant local economy. Since the strategy was created, there have been changes both nationally and internationally, and therefore a refresh was necessary.

The Panel was informed that macroeconomic factors of Covid, the cost of living crisis, the impact of the war in Ukraine, energy prices and inflation had a greater impact on the Kirklees economy than factors that could be controlled locally. Whilst it is not possible to control the economy, the aim is to influence the local economy while being cognisant of the bigger economic factors, while accentuating the positive opportunities, by influencing and being aware of macroeconomic factors using proactive resources with partners.

The Panel was further informed that in refreshing the strategy, the aim is to reach multiple audiences, is concise, speaks to its democratic accountability and political leadership and is readable. It is important that the strategy is not just a Council document, but is owned by a wider set of stakeholders and anchor institutions such as the college or the university. The strategy should be reflective of Kirklees, translating West Yorkshire Combined Authority, and Mayoral priorities down to a local level is also important.

### Outcomes

The Panel supported the overall strategy, and noted the continuing impact of Covid and the cost of living crisis, and the corresponding mitigations for this within the strategy. The Panel also noted the persistent economic lag for the lowest decile in comparison to overall growth, and observed the persistence of deprivation and the aim of the strategy to combat this.

## Looking forward to 2024/25

The Panel met in July 2024, to agree its work programme priorities for the year ahead. The Panel agreed that the areas of focus will include, Preventing Homelessness & Rough Sleeper Strategy, Damp Mould and Condensation Policy and site visits as part of the Cultural Heart and wider Blueprint.

## Comments

### **Cllr Zarina Amin, Panel Member**

As a Panel member for the Growth and Regeneration Scrutiny Panel, the Panel were able to scrutinise a number of key and important issues such as the Damp, Mould and Condensation following the issue being highlighted nationally. It is vitally important that the Panel continues to focus on this issue to ensure that Kirklees Council fulfils its obligations to tenants and residents of Kirklees.

### **Chris Friend Voluntary Co-Optee**

There have been a wide range of topics discussed in the Growth and Regeneration Panel meetings this year. Many have been forward looking topics covering Housing Growth, Small Centres, Cultural Heart, Transport Programme and have been very interesting to a Co-optee like myself. In addition, there have been a number of more challenging topics such as the issue of Damp and Mould which is regularly discussed.

The appropriate Council Officers have attended all meetings as needed and have always proven very knowledgeable on the key subjects and have provided clear rationales for many decisions and initiatives. One area that I have found invaluable is the provision of follow up material; on occasion, certain information has not been to hand at the Panel meeting, but this has been provided promptly post-meeting by the Scrutiny support team. The Panel members have generally asked very tough and challenging questions on the topics being discussed but in a non-confrontational way, exactly what you would expect of a Scrutiny Panel.



# Children's Scrutiny Panel

## 2023/24

Committee Membership
Councillor Andrew Cooper (Lead Member)
Councillor Richard Smith
Councillor Paul Moore
Councillor John Lawson
Councillor Eric Firth
Oliver Gibson (Co-optee)

## Work Programme 2023/24

- Review of the Improvement Journey – Inspection of Local Authorities Children’s Services (ILACs)
- Review of Children’s Residential Homes and functions
- Quality Assurance – impact of auditing the Children’s Service
- Educational and learning Outcomes - Our Kirklees Futures Learning Strategy
- Sufficiency for Children’s Service (places/staffing resources)
- Potential changes to Young People’s Activity Team (YPAT) provision
- Partnership Arrangements
- Voice of the Young Person
- Special Educational Needs and High Needs (SEND) and Post 16 Home to School Transport
- Special Guardianship Orders (SGO’s)
- Mental Health in Schools - Provision of service & Waiting lists
- Emotional Wellbeing Provision in Kirklees
- Transition of young people to adults
- Emerging Risks
- Performance Information (Children’s Service)

## Panel Highlights

### 2022-23 Kirklees Annual Education Quality and Standards

In September 2023, the Panel received for information an overview of the statutory outcomes achieved by learners in Kirklees during the academic year 2022-2023. The report covered outcomes at the end of the Foundation Stage, Phonics (Year 1), Key Stage 1 (Year 2), Key Stage 2 (Year 6), Key Stage 4 (GCSE) and Key Stage 5. The early Kirklees Annual Educational Quality and Standards Report 2022-23 was presented to establish a shared understanding about the performance of our children and young people in terms of Educational Outcomes across the district, so that the partnership could identify where to prioritise collective efforts for improvement.

## Quality Assurance

In December 2023, the Panel considered a briefing note giving an overview of the main areas of learning and development that had arisen from learning conversations and Practice Learning Days.

### Outcomes

The Panel agreed to consider a future update report once the process had embedded.

## Working Together to Safeguard Children

In January 2024, the Panel considered a report on Working Together to Safeguard Children explaining that in December 2023, the Department for Education published new statutory guidance on multi-agency working to help, protect and promote the welfare of children and the report will give a summary of the changes made.

### The Panel asked questions relating to the following areas –

- Was the new guidance being implemented by all Local Authorities and Practitioners in the country?
- How could the Panel be kept informed of the key elements of the changes and new arrangements, in particular, in relation to implementation and good practice?

### Outcomes

The Panel agreed to invite the Independent Scrutineer to a future meeting during the 2024-25 municipal year to discuss and reflect on the new arrangements and changes and how the service had acted as a safeguarding multi-agency partnership. The Panel also agreed to receive a copy of the latest Annual Report currently produced by Kirklees Safeguarding Partnership Board, so that they could see the work that was being undertaken.

The Panel agreed to attend appropriate meetings and events to observe the key elements of the changes and new arrangements on working together to safeguard children, with a particular focus on the implementation of the new service and good practice.

## Post 16 Home to School Travel

In September and December 2023, the Panel received updates, as part of -pre-decision scrutiny, on the Consultation process for the Post 16 Home to School Transport and Travel, explaining that the consultation of the draft post 16 Transport statement would run until 31 December 2023. Following the consultation, the responses would be taken into account on the final Statement and a decision made by Cabinet in March 2024.

### Outcomes

The Panel agreed to consider an update on the consultation for the Post 16 Home to School Travel in January 2024 as part of pre-decision scrutiny.

## Post 16 Transport Statement 2024/25

In March 2024, the Panel considered a report giving an update on the proposed changes to Kirklees Council's Post 16 Transport Statement for 2024/25.

The Home to School Transport Team ensured compliance with statutory duties under the Education Act 1996 and statutory guidance, arranging home to school transport for all eligible children, in the main for students between the ages of 16 and 19.

The Service was seeing significant year on year cost increases due an increase in demand and the number of Educational Health and Care Plans (EHCPs), the number of routes increasing (especially single taxi routes), increasing costs from suppliers, supply and demand issues and cost of living/operating costs rising.

The proposed changes to Post 16 Passenger Travel included a move to policy where a personal travel payment was the default, moving away from physical transport except where Special Educational Need necessitated Council arranged transport.

## **The Panel asked questions on the following themes –**

- Was the system working well in other Local Authorities?
- How would vulnerable children and young people be safeguarded if parents were to change their child's mode of transport and look for more financially viable options?
- Would parents be exposed to price hikes, for example, fuel increases?
- How would the in-house fleet operate, what was the cost benefit of the proposal and how would the vehicles be utilised out of school time and what income might be raised?
- What were the low carbon vehicle alternatives and would vehicles be to a Euro 6 standard?

## **Outcomes**

The Panel noted that the report would be considered at Cabinet on the 9th April 2024. Cabinet approved that the Post 16 Transport Statement be adopted and would take effect from 31st May 2024 and be applied to existing and new students at the start of the 2024 academic year.

## **Partnership arrangements and visits by the Panel**

The Panel visited both internal teams and external partners during the 2023/24 municipal year. The following information gives a summary on some of the visits that took place during the year -

## **Our Kirklees Futures Learning Summit and Joint Headteacher Session on 27th June 2023**

Members of the Panel attended the "Our Kirklees Futures Learning Summit" on the 27th June 2023. The event centred around the theme of transition in a child's school journey. It looked at the critical challenges and opportunities that students faced during their educational transitions. Coming together as a system provided an invaluable platform for education professionals to exchange ideas, share best practices, and explore innovative approaches to supporting students through these significant milestones.

The workshop sessions allowed attendees to delve into areas such as seamless transitions between schools, effective collaboration between educational institutions, emotional well-being during transition periods, and the role of parents in supporting their child's educational journey.



**Visit to the Our Kirklees Futures Learning Summit and Joint Headteacher Session on 27th June 2023**

## **Visit to Education and Learning Partnership Board (ELPB) on 27th September 2023**

The Chair of the Panel attended the Education Learning and Partnership Board (ELPB) on the 27th September 2023 as part of the Panel's focus on exclusions and suspensions in Kirklees' schools.

**The following key areas were considered –**

- Exclusions and suspensions, including data taken from 2022/23; and
- Support approach in place, including new DfE guidance published in May 2022.

## **Visit to Early Years Conference on 12th October 2023**

The Panel attended the Professional Development Conference for early years' partners on the 12th October 2023 to see some of the work being undertaken with the wider schools system to secure positive outcomes for Kirklees Children and Young People. Work force development and prioritising the early years were two clear areas showcased at the event.

## Looking forward to 2024/25

### The Panel will scrutinise the following key areas –

- Educational Outcomes
- Children's Scrutiny Ofsted Inspection – outcomes and recommendations
- Special Educational Needs and Disabilities (SEND) Transformation Plan and Sufficiency of SEND and mainstream capacity
- Quality Assurance – impact of auditing the Children's Service
- Health provision for Children and Young People and Emotional Wellbeing Provision for children in Kirklees and Mental Health in Schools
- Review of the Provision of Short Breaks and Respite Care for Parents and Carers
- Review of Children's Residential Homes and Foster Care Placements

## Comments

### Councillor Andrew Cooper – Lead Member

Many thanks to officers and my fellow panel members for their support throughout my year as Chair of Children's Scrutiny.

What has impressed me is the strong grasp on performance demonstrated by officers, When probed it was clear that their understanding and interpretation of the data they were presenting was very apparent. This boded well for the OFSTED inspection which finally happened after my tenure as Chair of the Panel.

I very much enjoyed being a fly on the wall at training events and sitting in briefings for staff. The professionalism and commitment to getting better outcomes for Kirklees children was very clear from what I witnessed.

Two areas in particular that we scrutinised were SEND provision and Home to School Transport. These are recognised nationally as areas where councils have huge cost pressures and where demand for provision far outstrips supply. There needs to be an ongoing engagement with users of these services to get their perspective on how the Council is doing and how easy it is, or is not, to engage with Kirklees.

Thanks again for all the help I've received and the insight it has provided me, and other panel members, into the work of the Council.

# Environment and Climate change Panel 2023/24

Committee Membership
Councillor Hannah McKerchar (Lead Member)
Councillor John Taylor
Councillor Matthew McLoughlin
Councillor Will Simpson
Councillor Tim Bamford
Jane Emery (Co-optee)
Garry Kitchen (Co-optee)



## Work Programme 2023/24

During the 2023/24 municipal year the Environment and Climate Change Scrutiny Panel focused on climate impact and delivery of net zero targets as the key areas of consideration 'golden threads' when scrutinizing the following issues:

- Cumulative Impact Assessment
- White Rose Forest – Summary Review 2022/23
- Waste Strategy Update
- Snow Warden Volunteer Scheme Update
- Council Owned Tree and Woodland Management Policy
- Air Quality Update
- Call in of Cabinet Decision in relation to the Revision of Car Parking Tariffs/Charges
- 2 Year Highways Capital Plan Update
- Highways and Road Safety
- Environmental Sustainability Strategy
- Waste Disposal Contract Procurement

## **Panel Highlights**

### **Snow Wardens Volunteer Scheme**

At the meeting held on 30th August 2024, the Panel considered a report on the Snow Wardens Volunteer Scheme as part of the Panel's continuous review of winter maintenance.

The Panel were informed that the scheme enabled the Council to equip residents with grit, equipment and Personal Protective Equipment (PPE) which would allow them to clear snow from residential areas that gritters would not cover. The Scheme was flexible allowing residents to decide how much time they would like to dedicate to the scheme, and to choose their own hours and locations of work.

#### **Outcomes**

The Panel welcomed the scheme as well as noting the ambition to engage more community groups and Parish Councils in the scheme as it expanded.

To help achieve the ambition, a key discussion was held around the issue of communications and the Panel highlighted the importance of taking a consistent approach to raising awareness of the scheme across the Council, including through the provision of social media guidance.

The Panel also suggested the use of handouts (for elected members) to share with residents and help to promote the scheme within communities, as well as encouraging the exploration of ways to promote the scheme in rural areas through community events such as agricultural shows.

## Energy from Waste Facility and Materials Recycling Facility Scrutiny Visit

Arising from the Panel's scrutiny of the Re-Profile of Kirklees Resource and Waste Strategy 2021-2030, Panel members were invited to visit the Energy from Waste Facility and Materials Recycling Facility in Huddersfield.

The visit took place on 27th September 2023, where Panel members undertook a tour of the waste and recycling facility located on Diamond Street in Huddersfield.

### Outcomes

During the tour, Panel members were shown how recyclable material was processed, separated, and baled ready for re-use, and how non-recyclable material was put to good use as an alternative to fossil fuels creating enough electricity to power over 15,000 homes. The Panel also noted the risks that disposable vapes posed to the recycling centre and felt that messaging to raise awareness amongst communities was important.



Visit to Waste Facility and Materials Recycling Facility on 27th September 2023

## Call in of Cabinet Decision in relation to the Revision of Car Parking Tariffs/Charges

At the meeting held on 6th December 2023, the Scrutiny Panel considered the grounds of a call-in request, in respect of the final decision taken by Cabinet on 14 November 2023 to relating to the Revision of Car Parking Tariffs/Charges.

**The two decision making areas which were the focus of the call-in review meeting were;**

- Clarity – Issues related to clarity of aims and desired outcomes, including
- Clarity of cost or revenue implications of the decision.
- Options: No details of the reasons for the decision or the alternative options considered were presented as part of the Cabinet report.

At the review meeting the Scrutiny Panel considered verbal submissions from councillors who were signatories to the call in and views from ward councillors affected by the decision. The Panel also considered the response of the Cabinet Member and senior officers of from Highways and Streetscene.

### Outcomes

That the decision taken in relation to car parking charges be freed for implementation.

**In respect of the decision the Panel, wish to make the following comments as learning points:**

1. That within all future Cabinet reports the reasons for the decision, the financial implications and options considered should be included.
2. The Panel were satisfied with the level of financial detail provided at the meeting, and request that this be included in the future report to the meeting of the Cabinet Committee (Local Issues).
3. The Panel acknowledged the value and importance of the pre-decision scrutiny process which may have mitigated the call-in. Whilst acknowledging the urgency of the decision every effort should be made in future to factor in pre-decision scrutiny.

## Kirklees Highways Safety Update

At the meeting held on 10th January 2024 the Panel considered the Kirklees Highways Safety Update report which set out the work delivered within the financial year (2023/24). The Panel were informed that the key ambitions of the work of the Highways team were establishing patterns of behaviour for the next generation, supporting the councils shared ambitions to the climate change agenda, supporting active travel and making a meaningful contribution to keeping communities safe and healthy.

Key highlights of work undertaken noted by the Cabinet Member for Housing and Highways included an extensive education programme to support the safety of young people and to support the Councils shared 2038 climate change targets.

### **This included delivery of;**

- Training programmes to 4847 school children
- 6456 'Bikeability' training sessions
- The 'Theatre in Education Programme' which had been delivered to 1360 secondary school children

Alongside the comprehensive training programme, was the promotion of the mode shift programme and once schools had signed up there had been demonstrable reduction in car use by 6.3%.

### **Outcomes**

In the discussion that followed, the Panel explored several issues including the scope of the school streets trial, the collision data, the reduction in casualty figures and the possible link to preventative measures, the plans to expand the Modeshift programme and the future promotion of Vision 0. The Panel further noted the following key points made recommendations as follows:

- Driver behaviour was a key influential and unavoidable factor resulting in collisions and it was recommended that the collision data be filtered to differentiate between avoidable and unavoidable cases, highlighting where targeted action could be taken.
- There was a need to understand more about the difference between the nature of collisions in urban and rural areas, and it was recommended that the collision data be filtered to demonstrate this.
- There were concerns that multiple minor incidents in one location were not recorded in the data and it was recommended that ways to record multiple minor incidents be investigated.
- It was highlighted that it was important to showcase examples of success in relation to interventions made in high-risk areas to demonstrate which schemes were effective, it was recommended that officers undertake work to highlight successful outcomes.

## 2 Year Highways Capital Plan Update

At the meeting held on 10th January 2024, the Panel considered a report setting out the progress of the 2 Year Highways Capital Plan 2023/24 and 2024/25.

The Cabinet Portfolio Holder for Housing and Highways explained that the programme was essential as well-maintained highways were safer and led to a reduction in carbon emissions. It was through this programme of work, that Kirklees kept the road network running smoothly despite challenges such as the impact of climate change, increased traffic and funding issues. The City Region Sustainable Transport Settlement (CRSTS) which funded a large portion of the programme stipulated the promotion of active travel, public transport, and modal shift which in turn supported the Councils 2038 climate change ambitions. Highlights of the work undertaken included the street lighting programme - leading to a significant reduction in electric use over time, the Local Base Unclassified Roads (LBUR) programme, and the continuing maintenance of the Public Rights of Way (PROW) network.

## Outcomes

In the discussion to follow, the Panel explored several issues including the; inspection frequency of roads, the governance arrangements, how changes to national policy and climate change targets might impact local schemes, the process for removing hazards on the highways, the approach to bringing street lights in line with current standards and highways drainage. The Panel also particularly welcomed the commitment to good governance, and the emphasis of net zero and climate change objectives in the report.

### **The Panel further noted the following key points made recommendations as follows:**

1. Gratitude was expressed to the Highways team for the work undertaken over the Christmas period during the inclement weather, and it was agreed that thanks be given to officers.
2. In relation to Speed Indicator Devices (SIDS), it was clarified that there could be room for minor alternations to the location of a SID and if residents or ward councillors had suggestions or questions, they should contact the service by email. In response to a request from a Panel member with regards to updates of future moves and planned locations it was agreed that the specific area be investigated.
3. In relation to the potential impact changes to national policy and climate change targets may have on local schemes, it was agreed for a discussion to be held with officers in the Councils Transportation team and for an update to be provided to the Panel thereafter.
4. In relation to Highways drainage, the importance of minimising flooding from blocked drains to mitigate the risk of further damage to the highways was noted. It was advised that due to the budget, a reactive approach to blocked drains was currently taken but a review of funding was to be undertaken with the ambition to re-introduce a limited amount of cyclic cleaning. It was also highlighted that the Council could only clear gullies on the public highway and that clearing blockages in private carrier drains relied on working closely with Yorkshire Water and Private Landowners. It was further agreed that the specific location where there were issues with blocked drains raised by the Co-optee be visited and investigated.
5. It was requested that further opportunities for pre-decision scrutiny in respect of the Capital Plan be considered.

## Environment Strategy: Everyday Life

At the meeting held on 21st February 2024, the Panel considered the Environment Strategy: Everyday Life prior to the strategy progressing to Cabinet for approval.

The Panel were informed that the Environment Strategy aimed to address the climate emergency whilst also tackling the ecological emergency and broader social /economic challenges. It was a high-level framework which aimed to achieve a more environmentally sustainable future and had co-designed with key stakeholders including 1039 residents and 549 representatives of partner organisations, businesses, institutions and community groups.

### Outcomes

In the discussion to follow the Panel raised a number of questions and considerations including the delivery of targets, how success would be measured, the use of language and accessibility and elected member engagement. It was recommended that:

- It be made clear in the strategy that the projected cost of transition was a combination of public and private investment.
- The reference to high inflation rates be revisited prior to Cabinet to ensure current information was included at the time of consideration.
- It be referenced in the Strategy that reliance on fossil fuels increased vulnerability to national inflation pressures.
- Elected members continued to be engaged in the delivery of the strategy.
- The language used in relation to actions and targets be reassessed to ensure the information was accessible as a public facing document.
- A glossary setting out definitions of key terms and acronyms be included at the close of the strategy to increase accessibility.
- The Panel's comments in relation to revisiting targets including
  1. Clarity of language
  2. Influence and impact of individual behaviour change and
  3. Scope for delivery be reflected upon and reshared with the Panel as an additional stage in the flightpath.
- Regular updates on progress be provided to the Environment and Climate Change Scrutiny Panel during delivery of the strategy.



## Waste Disposal Contract Procurement

At the meeting held on 27th March 2024, the Panel considered a report on the Waste Disposal Contract Procurement.

The Panel were informed that it was proposed that the interim arrangements for the waste Private Financial Initiative (PFI) contract be extended for a further three years with a revised expiry date of March 2028 (the maximum extension allowed) to allow more time for statutory service changes to be brought in at a national level and prepare for the procurement of a new contract that was in line with these changes. It also allowed time to benefit from the current cost-effective interim contract.

### Outcomes

In the discussion to follow the Panel raised several key points including the potential introduction of food waste collection and kerbside collection for tetra packs/glass (referencing the recent glass collection trail) and were advised of the key benefits and risks in doing so. The Panel also asked questions around savings proposals, the future proofing of the Energy from Waste Facility, the disposal of persistent organic pollutants (POPs) and the interdependencies between the waste contract and the Heat District Energy Network (HDEN)

### The Panel also highlighted that:

- The recent operational issues of the day-to-day waste collection service and
- The regular occurrence of containers being too full to use at the Household Waste Recycling Centres (HWRC's) despite complaints being raised were key areas of concern.

### It was recommended that:

- The Panel's feedback with regards to tetra pack recycling and occurrences of the receptacles being too full regularly be communicated to the HWRC's.
- More workshops in relation to the action taken to address missed waste collection services be offered to all elected members as a priority.
- An update on waste collection services be provided to the Panel.
- An update on following the development of the full business case for the HDEN be considered for the scrutiny 2024/24 work programme.

## Looking forward to 2024/25

Looking forwards to 2024/25 the Panel plan to give consideration to the following themes and issues:-

- Waste Collection Performance
- Waste Procurement
- Fly tipping
- Road Safety
- 2 Year Highways Capital Plan
- Public Space Protection Orders
- Events
- Kirklees Internal Carbon Reporting
- The Lane Rental Scheme
- The Kirklees Statement of Licensing Policy
- The Parks and Greenspace Vision
- Huddersfield Heat Network : the development of the full business case
- Fleet Replacement Programme and O Licence compliance
- Air Quality

## Comments

### **Councillor Hannah McKerchar - Lead Member**

I would like to thank everyone on the Environment and Climate Change Scrutiny Panel, elected members and our dedicated co-optee, including the other Councillors who held the position of Chair of the panel during the municipal year, for their commitment to the work of the Panel. They have all made contributions to effective scrutiny through their thoughtful and thorough consideration of the complex and important issues put before them. Key priorities of the Panel in the 2023/24 year included examination of the overarching Environmental Sustainability Strategy for Kirklees, while maintaining a continued focus on environmental matters at all levels of policy and implementation in relation to the climate emergency, as well as giving scrutiny to the Waste Disposal Contract Procurement process which will have significant impact going forward.

We were asked to consider the grounds for a call-in request regarding the Cabinet decision relating to the Revision of Car Parking Tariffs/Charges, which procedure only emphasised the importance of pre-decision scrutiny to the effective implementation of a robust and constructive scrutiny process.

During a busy work programme for the Panel, we also considered matters relating to interesting topics as varied as the Snow Warden programme and the Tree and Woodland Management Policy. Throughout the 2023/24 year, all members continued to further the aims of the Panel to drive improvement through strong and robust scrutiny.

# Calderdale and Kirklees Joint Health Scrutiny Committee 2023/24

Committee Membership
Councillor Elizabeth Smaje (Joint Chair)
Councillor Alison Munro
Councillor Andrew Cooper
Councillor Beverley Addy

During the 2023/24 municipal year, the committee continued its focus on the reconfiguration of services at Calderdale and Huddersfield NHS Foundation Trust (CHFT). The Committee held three formal meetings in November 2023, March, and June 2024.

The Committee was delighted to attend an open day at the new Accident and Emergency Department at Huddersfield Royal Infirmary in September 2023. Whilst the opening was delayed due to a technical issue, the new state-of-the-art department opened in May 2024.



### **Visit to Open Day at the new Accident and Emergency Department at Huddersfield Royal Infirmary in September 2023**

At its meeting in November 2023, the Committee received information regarding CHFT's reconfiguration at Calderdale Royal Hospital (CRH) which included establishing ten new wards, a new A&E department, a new paediatric emergency department and re-locating the learning and development centre, as well as the construction of a multi-storey carpark.

The meetings in March and June discussed Maternity Services, along with the proposed re-opening of the Bronte Birthing Unit at Dewsbury District Hospital. The re-opening of the birthing unit at Huddersfield Royal Infirmary will be considered during the 2024/25 municipal year.

# West Yorkshire Joint Health Overview and Scrutiny Committee 2023/24

Committee Membership
Councillor Elizabeth Smaje (Joint Chair)
Councillor Beverley Addy

The JHOSC met three times during 2023/24 and covered a variety of issues that had implications for the West Yorkshire region.

Issues covered included: consideration of an Urgent Care Service Review, Dentistry and Oral Health, Winter Planning, Harmonisation of Commissioning Policies across the West Yorkshire footprint, proposed changes to Non-Surgical Oncology, Health Inequalities and Prevention along with Workforce Priorities.

# Older People's Mental Health Services Joint Health Overview and Scrutiny Committee 2023/24

Committee Membership
Councillor Elizabeth Smaje
Councillor John Lawson
Councillor Andrew Cooper
Councillor Shabir Pandor



The JHOSC was established to consider proposals from South West Yorkshire Partnership Foundation Trust (SWYPFT) and NHS West Yorkshire Integrated Care Board to improve mental health care for older people and address the challenges of mixed patients wards (organic needs and functional needs).

At its first meeting in November 2023, the Committee was presented with information in relation to the transformation business case, options development and consultation plan.

A further meeting was held in February 2024 ('mid-point review') which helped the Committee understand how the consultation phase was progressing and to identify any gaps in the scope of the consultation i.e. areas of under representation.

The final consultation findings will be considered during the 2024/25 municipal year.

## West Yorkshire Combined Authority Scrutiny 2023/24

Proposals on a review of the structure of the West Yorkshire Combined Authority (WYCA) scrutiny function were considered by the Combined Authority on the 14th March (arising from the publication by government in November 2023 of a new Scrutiny Protocol setting out best practice for accountability and scrutiny within mayoral combined authorities, and subsequent review) and consequently WYCA agreed to adopt a single committee model as opposed to the 3 committees which were in place.

An Independent Remuneration Panel (IRP) was convened to assess member allowances according to the revised committee structure and new role profiles, which sought to enshrine the principle that most overview and scrutiny work takes place outside of formal committee meetings. The IRP increased allowance levels to take these new duties into account, which were approved at the Combined Authority annual meeting on the 20th June alongside the formal appointment of a single committee of 15 members from the constituent councils, together with 1 member from the non-constituent council of York, with each member having a Deputy Member (formerly substitutes).

The Combined Authority also appointed Cllr Barry Anderson (Leeds, Conservative) as Chair of the Scrutiny Committee, with the Committee having authority to appoint up to 2 Vice-Chairs. The terms of reference and Scrutiny Standing Orders have also been reviewed and updated to reflect the single-committee structure and proposed new ways of working .

The WYCA Scrutiny Annual Report for 2023/24 will likely be considered by the WYCA Scrutiny Committee for approval on the 20th September 2024 and will be published.

**Contact the Governance Team at:**



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**REPORT TITLE: Appointment of Chair – Licensing and Safety Committee**

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>16 October 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Not applicable</b>
<b>Key Decision</b>	<b>No</b>
<b>Eligible for Call In</b>	<b>No – Non Executive Decision</b>
<b>Purpose of Report</b> - This report seeks the appointment of the Chair of Licensing and Safety Committee for the remainder of the 2024/2025 municipal year.	
<p><b>Recommendations</b></p> <p>That Council appoint the Chair of Licensing and Safety Committee, with immediate effect, for the remainder of the 2024/2025 municipal year.</p> <p><b>Reasons for Recommendations</b></p> <p>In accordance with Council Procedure Rule 38(9), the position of Chair of Licensing and Safety Committee is now vacant following the appointment of Councillor Amanda Pinnock to Cabinet. Council is therefore asked to appoint a Chair of Licensing and Safety Committee for the remainder of the municipal year.</p>	
<b>Resource Implications:</b> Not applicable	
<b>Date signed off by Executive <u>Director</u> &amp; name</b>	<b>Rachel Spencer Henshall 13.8.24</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Kevin Mulvaney</b> Not applicable
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Samantha Lawton 13.8.24</b>

**Electoral wards affected: Not applicable**

**Ward councillors consulted: Not applicable**

**Public or private: Public**

## **Has GDPR been considered? There are no GDPR implications**

### **1. Executive Summary**

This report seeks the appointment of the Licensing and Safety Committee for the remainder of the 2024/2025 municipal year.

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

Licensing and Safety Committee currently comprises of 15 Members. In accordance with Council Procedure Rule 38(6) the appointed Chair shall be a Member of the Committee (which they are appointed to Chair).

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

3.1 **Council Plan** – Not applicable

3.2 **Financial Implications** – Not applicable

3.3 **Legal Implications** - Not applicable

3.8 **Other (eg Risk, Integrated Impact Assessment or Human Resources)** – Not applicable

4. **Consultation** – Not applicable

5. **Engagement** – Not applicable

### **6. Options**

6.1 **Options considered** – Not applicable

6.2 **Reasons for recommended option** - Not applicable

### **7. Next steps and timelines**

To follow up associated administrative matters related to the appointment.

### **8. Contact officer**

Leigh Webb, Acting Head of Governance

9. **Background Papers and History of Decisions** – Not applicable

10. **Appendices** – Not applicable

### **11. Service Director responsible**

Samantha Lawton – Service Director for Legal, Governance and Commissioning



**REPORT TITLE: Appointment of Chair – Personnel Committee**

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>16 October 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Not applicable</b>
<b>Key Decision</b>	<b>No</b>
<b>Eligible for Call In</b>	<b>No – Non Executive Decision</b>
<p><b>Purpose of Report</b> - This report seeks the appointment of the Chair of Personnel Committee for the remainder of the 2024/2025 municipal year.</p>	
<p><b>Recommendations</b></p> <p>That Council appoint the Chair of Personnel Committee, with immediate effect, for the remainder of the 2024/2025 municipal year.</p> <p><b>Reasons for Recommendations</b></p> <p>Pursuant to the resignation of Councillor Scott from the position of Chair of this Committee (effective from 6/9/24), Council is asked to appoint a Chair of Personnel Committee for the remainder of the municipal year.</p>	
<p><b>Resource Implications:</b> Not applicable</p>	
<p><b>Date signed off by Executive <u>Director</u> &amp; name</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b></p>	<p><b>Rachel Spencer Henshall 9.9.24</b></p> <p><b>Kevin Mulvaney</b> Not applicable</p> <p><b>Samantha Lawton 9.9.24</b></p>

**Electoral wards affected: Not applicable**

**Ward councillors consulted: Not applicable**

**Public or private: Public**

**Has GDPR been considered? There are no GDPR implications**

**1. Executive Summary**

This report seeks the appointment of Personnel Committee for the remainder of the 2024/2025 municipal year.

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

The position of Chair of the Committee is currently vacant and Council is therefore asked to appoint a Chair for the remainder of the municipal year.

**3. Implications for the Council**

3.1 **Council Plan** – Not applicable

3.2 **Financial Implications** – Not applicable

3.3 **Legal Implications** - Not applicable

3.8 **Other (eg Risk, Integrated Impact Assessment or Human Resources)** – Not applicable

**4. Consultation** – Not applicable

**5. Engagement** – Not applicable

**6. Options**

6.1 **Options considered** – Not applicable

6.2 **Reasons for recommended option** - Not applicable

**7. Next steps and timelines**

To follow up associated administrative matters related to the appointment.

**8. Contact officer**

Leigh Webb, Acting Head of Governance

**9. Background Papers and History of Decisions** – Not applicable

**10. Appendices** – Not applicable

**11. Service Director responsible**

Samantha Lawton – Service Director for Legal, Governance and Commissioning



Contact Officer: Yolande Myers

## KIRKLEES COUNCIL

### CABINET

**Tuesday 9th July 2024**

Present: Councillor Cathy Scott (Chair)  
Councillor Masood Ahmed  
Councillor Yusra Hussain  
Councillor Habiban Zaman

Observers:  
Councillor Tanisha Bramwell  
Councillor Moses Crook  
Councillor David Hall  
Councillor Zahid Kahut  
Councillor Viv Kendrick  
Councillor Jo Lawson  
Councillor Carole Pattison  
Councillor Mohan Sokhal  
Councillor Graham Turner  
Councillor Alison Munro

- 1 Membership of Cabinet**  
Councillor A Zaman was absent from the meeting.
- 2 Minutes of Previous Meeting**  
Approved as a correct record.
- 3 Declaration of Interests**  
No Interests were declared.
- 4 Admission of the Public**  
Cabinet noted exempt information was provided under items 9 and 11.
- 5 Deputations/Petitions**  
There were no deputations or petitions.
- 6 Questions by Members of the Public**  
No questions were asked.
- 7 Questions by Elected Members (Oral Questions)**  
Cabinet received oral questions under Executive Procedure Rule 2.3

#### **Question from Councillor D Hall**

“My question is regarding Heritage buildings in the centre of the village of Gomersal being Red House, the Public Hall, the old Gomersal First School and Grove Chapel

## **Cabinet - 9 July 2024**

with three of them either in serious dilapidation or in danger of becoming so. Could I have an update as to how we are proceeding with these Heritage buildings, given that the Council has some control of three of these buildings?”

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

### **Question from Councillor V Kendrick**

“There is an ambition in Children's Services that every child and young person should have the best start in life. The last government expanded the range of free childcare to much younger ages, but these places are not being taken up by families on low income, and particularly SGO Carers. What do you think can be done to increase take up?”

A response was provided by the Cabinet member for Children's Services (Councillor H Zaman)

### **Question from Councillor G Turner**

“I notice on the Health and Safety Service Plan report, there is no portfolio holder. It is my understanding that the portfolio holder should have undertaken the requisite training. Do we know when this position might be filled and when they will complete the training?”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor T Bramwell**

“The closure of Dewsbury Sports Centre has had a serious impact on residents with many Members wanting to see it reopen. Several schools are seeing antisocial behaviour and gang related activity. Grass roots organisations utilised the Sports Centre and were able to set up play schemes that intervened and worked on preventative measures with young people. I would like to ask if it is a priority of this cabinet is to see the doors reopen”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor C Pattison**

“The Government has announced that it wants 3000 new nursery places available in schools. Does the current policy on SENDIF funding take into account this, as there are costs associated with providing the places in schools, along with staffing arrangements. How are we going to meet that new demand of 3,000 places for children, especially children with Special Educational Needs?”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor Z Kahut**

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“In relation to Batley Library, has a decision been made about its relocation to a setting where space is limited? What are some of the factors being considered in making that decision?”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor Z Kahut**

“In relation to Dewsbury Sports Centre, when will we see the report regarding the further investigations of RAC within the building?”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor Jo Lawson**

“In the Netherton ward, like other areas, we see parks and play areas that are overgrown, where the play equipment is not safe and playing fields where the grass is not getting cut. I have been informed that there are 19 out of 72 park staff facing redundancy and I understand that Unison have been waiting over a year for a redundancy policy, when will that be put in place?”

A response was provided by the Leader of the Council (Councillor C Scott)

### **Question from Councillor Z Kahut**

“There seems to be a disparity of service between areas, specifically Pavilion Bowling Green where the grass is no longer cut to a good enough standard. There is an absence of regular maintenance, which is resulting in a lack of use, are there any plans to rectify the level of service needed?”

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

### **Question from Councillor V Kendrick**

“The four bowling clubs that use Firth Park Bowling Green in Heckmondwike have been informed that they will no longer have their grass cut by the Council and that the community must do this themselves. However, we have previously been told that the grass cutting was a specialist job and I’m not sure how the community will be able to do it. This is affecting our communities; can some thought be given to looking at the number of staff employed?”

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

### **Question from Councillor T Bramwell**

“In relation to the reduction in services to libraries and community buildings, when these are done in areas of high deprivation, where some members of the community are working 40 – 60 hours per week to make ends meet, when are they able to find the time to engage and volunteer, and how do we get them to do this?”

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A response was provided by the Leader of the Council (Councillor C Scott)

### 8 **Appointment of Cabinet and Portfolios (Notice Under Article 7)**

Cabinet received, for information, the schedule of appointment of Cabinet Members and associated portfolio responsibilities, in accordance with Articles 7.2.4 and 7.3.4 of the Constitution.

**RESOLVED** – That the appointment of Cabinet Portfolios, under the provision of Article 7.2.4 and 7.3.4 of the Constitution, be noted.

### 9 **Special Educational Needs and Disabilities (SEND) - Capital investment in the rebuild of two special schools**

(Under the provision of Council Procedure Rule 36(1), Cabinet received a representation from Councillor Munro).

Cabinet considered a report which sought approval to draw down and spend a proportion of the £48.3m capital allocation from the Aspire & Achieve - Strategic Priorities section of the Capital Plan approved by Council to enable the provision of two new build, expanded special schools to replace the existing school sites.

The report advised that the rebuild of the two special schools continued to deliver on the Council's priorities in (i) addressing financial challenges (ii) transforming services (iii) delivering a greener, healthier Kirklees and (iv) investment in towns and villages.

The rebuild of the special schools would provide more places locally for children and young people with SEND and help to improve their educational outcomes alongside a more cost-effective alternative solution to independent provision.

#### **RESOLVED –**

- 1) That approval be given for the draw down of capital funds as outlined in Appendix 4 of the considered report to enable the appointment of a building contractor to construct a new build 132 place SEMH school on the former Deighton centre site, Deighton Road, Huddersfield.
- 2) That approval be given to the draw down of capital funds as outlined in Appendix 4 to enable the appointment of a specialist contractor to undertake the site clearance of all buildings on the former high school site on Fernside Avenue, Almondbury, Huddersfield.
- 3) That approval be given to the draw down of capital funds to facilitate the settlement of the exit of the former school site on Fernside Avenue from the PPP1 contract as detailed in Appendix 4.
- 4) That the allocation of government grant for High Needs Provision from the Department for Education (DfE) of £7,056m for Financial Year 2024/25, and which may be used as a contribution towards the budget for the two new build schools, be noted.

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- 5) That to enable the delivery of the schemes without returning to Cabinet, the delegated powers contained in the Council's Financial Procedure Rules (FPRs) 3.9-3.12, dated June 2024, may be used to:
  - (i) Transfer resources within a programme area without restrictions.
  - (ii) Transfer resources between any project or programme area up to a maximum of £2m in any financial year.
  - (iii) Transfer resources within programme areas between any year within the approved capital plan, subject to compliance with FPRs 3.9 - 3.12 and notification to the relevant Cabinet Member and appropriate Ward Members.
  
- 6) That it be noted, approval to tender and award a contract for the new build school will be sought in late 2024 once detailed design of the new Woodley School and College had occurred, and a pre-tender estimate had been calculated.

**10 Special Educational Needs and Disabilities Inclusion Fund Policy Update**  
Cabinet considered a report which outlined changes to the national approach to funding of support to children with Special Educational Needs and Disabilities (SEND) in childcare settings.

The report presented the outcome of the consultation on proposed changes to the SEND Inclusion Fund (SENDIF) policy and sought approval to implement the policy to reflect the changes to the national approach which ensured SENDIF eligibility mirrored the expanded free childcare offer. The new approach changed the way SENDIF was calculated ensured it continued to support children with SEND in early years settings whilst the eligibility criteria and allocation process remained fair. The policy would provide a more efficient, flexible, and straightforward for providers, along with maintaining its current financial envelope.

### **RESOLVED –**

- 1) That approval be given to the revised policy for the Special Educational Needs and Disabilities Inclusion Fund (SENDIF).
- 2) That authority be delegated to Service Director Learning & Early Support to:
  - (i) Align SENDIF to reflect the Council's expanded duties under the government's expansion of free childcare hours for eligible children aged from 9 months to 4 years old.
  - (ii) Ensure children in early years education can continue to benefit from additional support funded by SENDIF and that the eligibility criteria and allocation process remain fair.
  - (iii) Ensure the budget for SENDIF operates within its financial envelope and note if a decision was taken to continue with SENDIF+ (Kirklees voluntary provision), there was no identified budget.

- (iv) Reflect Cabinet's decision in January to approve changes to process, after January 2024's consultation, for the allocation of funding and remove the old process from the policy.

**11 Special Educational Needs and Disabilities (SEND) - Mainstream High Needs Funding**

Consideration was given to a report which sought approval to move to a new mainstream cluster funding model and way of working to support children and young people with additional needs reflecting the arrangement with a revised funding model.

The report advised that the new model would enable children to receive funded support at the earliest opportunity and for support to be delivered at a local level. The model would improve collective capacity to meet the needs of pupils by sharing expertise across school clusters, along with providing greater consistency and high quality. This approach would, over time, enable children to be supported in their mainstream school, as well as supporting the delivery of the High Needs Safety Valve Agreement and the Council's SEND Big Plan.

**RESOLVED –**

- 1) That the new funding model to support children with special educational needs and disabilities (SEND) in mainstream schools be approved.
- 2) That it be noted, the new model would devolve high needs funding to schools at a cluster and area level to meet the needs of children at the earliest opportunity and that multiagency support would ensure the right support was offered in the right place at the right time.
- 3) That it be noted, the new model would allow clusters and areas to use the funding more flexibly to support children with SEND, no longer tying funding only to those children with an Education Health and Care (EHC) plan.
- 4) That authority be delegated to the Service Director for Learning and Early Support to implement the new model from September 2024.

**12 Kirklees Environment Strategy: Everyday Life (Reference to Council)**

Cabinet received the draft 'Environment Strategy: Everyday Life' for consideration and recommendation to Council as a key strategy within the four top-tier strategies.

The report outlined the strategy would achieve 'our Vision' and 'Shared Outcomes' outlined within the Council Plan 2024/25 alongside the priority for delivering a greener Kirklees and addressing the environmental challenge faced in relation to the climate emergency.

Cabinet noted the strategy was developed via a process of co-design which involved residents, partner organisations, businesses, institutions, and community groups across Kirklees to ensure it delivered a strong ambitious and successful strategy which was both realistic and achievable.

**RESOLVED –**

## Cabinet - 9 July 2024

- 1) That the 'Environment Strategy: Everyday, Life,' be recommended to 17 July 2024 Council meeting for adoption.
- 2) That should Council approve the Environment Strategy, authority be delegated to the Strategic Director for Corporate Strategy, Commissioning & Public Health, in consultation with the Portfolio Holder for Culture and Greener Kirklees to:
  - (i) Establish the Partnership Pledge and associated monitoring and evaluation process via the Environment Strategy Partnership Group.
  - (ii) Establish the governance structure, associated board and necessary policies and procedures to effectively govern the implementation of the strategy within the Council.
  - (iii) To deliver any future minor alternations for the strategy.
  - (iv) To meet the ambition (targets and objectives) outlined within the 'Environment Strategy, Everyday life.'
  - (v) To apply for and accept external funding for the implementation of the partnership pledge process and any actions associated with achieving the strategies targets.
  - (vi) To collect and analyse data for the monitoring and evaluation of the strategy, with the support of necessary service areas which hold, or have responsibility for collecting this information.

### 13 **Food Safety Service Delivery Plan 2024**

Cabinet received the Food Safety Service Plan 2024, which outlined the function and activity of the Health and Safety Team within Environmental Health and present for adoption their Service Plan detailing activity over April 2023 to March 2024 and priorities and activity for the following 12 months until March 2025.

The report advised that service priorities had been set in conjunction with national guidelines from the Health and Safety Executive. Both national and local intelligence had been used to form the service priorities, with neighbouring authorities critically reviewing these priorities to ensure consistency with national guidance.

**RESOLVED** – That approval be given to the Food Safety Service Plan 2024 and direct officers to publish the plan on the Council's Website.

### 14 **Statutory Health & Safety Service Plan 24-25**

Cabinet considered a report which outlined the function and activity of the Health and Safety Team within Environmental Health, and appended for adoption the Service Plan detailing activity over April 2023 to March 2024 and priorities and activity for the following 12 months until March 2025.

The report highlighted the continued priority to investigate all major injuries, accidents and serious complaints and notification of disease. The report also saw new priorities for 24/25 which were (i) to reduce work related ill health from stress and depression by raising awareness amongst employers within the retail sector (ii) planned preventive maintenance within tyre and exhaust retailers (iii) raising awareness of pressure vessels in coffee machines and (iv) carbon monoxide in commercial premises.

**RESOLVED** – That approval be given to the Health & Safety Service Plan 24-25.

**15 Highways 2 year detailed Capital Plan allocation 2024/25 and 2025/26**

(Under the provision of Council Procedure Rule 36(1), Cabinet received representations from Councillors Munro, Kendrick and Crook).

Cabinet considered the intended delivery programme for the Highways Capital Plan allocation for the years 2024/25 & 2025/26 and planned highways projects for 2024/25 and indicative programme for 2025/26.

The report provided a breakdown of new additional budget since 6th March 2024, and sought approval to allocate and spend any additional budget income awarded since 6th March 2024. The works would be delivered through a combination of in-house contractors and external specialist contractors ensuring value for money was achieved.

Cabinet noted the projects and programme of works had been developed in consideration of statutory requirements and available budgets to offer the most efficient, sustainable, and cost-effective intervention that could be delivered within the 2024/25 financial year.

**RESOLVED** –

- 1) That approval be given to the budget and programme / scheme allocations within the detailed 2-year Highways Capital Plan to the sum of £24,265,806 and £17,174,575 for 2024/25 and 2025/26, respectively.
- 2) That authority be delegated to the Strategic Director Growth & Regeneration or Service Director for Highways & Streetscene and in consultation with the Leader of the Council, to manage the implementation of the programme and to enable any amendments to identified schemes, the addition of future schemes, and to award funding (within the £24,265,806) for those schemes.
- 3) That approval be given, where necessary, to accelerate spend of the City Regional Sustainable Transport Settlement (CRSTS) and accelerate the two year forward programme.
- 4) That authority be delegated to Service Director for Highways and Streetscene, in consultation with the Service Director for Legal, Governance and Commissioning, to negotiate, agree, and enter into the terms of any applicable funding agreements (and associated documentation) to enable individual projects and schemes to proceed.

**16 2024/25 - 2025/26 Corporate Landlord Capital Plans - Proposed allocation of capital funding**

Cabinet gave consideration to a report which sought approval for potential projects, to be funded from the 2024/25 – 2025/26 Corporate Landlord baseline programmes in the Council's Capital Plan, and for officers of the council to receive delegated powers to manage the programmes.

The report outlined the funding allocations for the Corporate Landlord baseline programmes as (i) asset Investment baseline of £9.888M for 2024/25 and £8.160M



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for 2025/26 (ii) compliance baseline of £1.891M for 2024/25 and £1M for 2025/26 and (iii) wellbeing baseline of £1.118M in 2024/25 and £1M in 2025/26.

Cabinet noted the proposed programme themes for the next financial years as outlined at Appendix A of the considered report, understanding that without the investment, buildings would close or be unable to provide residents with the services they need. The report highlighted that before any investment was made, the long-term future of the asset was considered to ensure that it fit with the Council's needs moving forward.

### RESOLVED –

- 1) That the themes of work for 2024/25 – 2025/26 as detailed in Appendix A of the considered report be approved.
- 2) That authority be delegated to Service Director - Development to:
  - (i) Add or delete projects from the programmes without prior approval provided that the total cost of the programmes remains within the approved capital allocations set by Council.
  - (ii) Transfer resources between the Corporate Landlord programmes without restrictions to enable efficient delivery of projects.
  - (iii) Slip, delete or reallocate budget between projects during the two financial years providing that the total cost of the programmes remains within the approved capital allocations set by Council to enable the effective management of the programmes concerned over the two-year period.
- 3) That the virement of £68K in capital funding from the Children's and Families Strategic Priorities Woodley Special School new build to the Corporate Landlord budget be approved.
- 4) That authority be delegated to officers of the Council to identify, design, tender and implement the delivery of projects aligned with the work themes identified.

### 17 **Financial Outturn Report 2023/2024, to include the Revenue, Capital and Housing Revenue Account Outturn Position and Annual Report on Treasury Management**

Cabinet gave consideration to a report, prior to its submission to Council, which set out information on the Council's 2023/2024 financial outturn position for General Fund Revenue, Housing Revenue Account and Capital Plan, including proposals for revenue and capital rollover from 2023/2024 to 2024/2025.

The report advised that the outturn position improved significantly to +£7.3m overspend from a projected overspend at Q1 of £20.3m, due to the spend controls and savings in capital financing costs from a Minimum Revenue Provision review and capital programme slippage.

The slides contained within the considered report provided a detailed breakdown of the outturn financial monitoring position in relation to (i) General Fund revenue outturn position in 2023/24 by service area (ii) General Fund reserves and balances

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movements in-year (iii) HRA revenue outturn position including movements in HRA reserves in year (iv) Capital outturn position in 2023/24 (v) the Council's Corporate Risk 'Heat Map' and summary and (vi) Treasury management prudential indicators.

It was noted that, subject to approval, capital slippage proposals and the update of the multi-year capital plan would be incorporated into in year financial monitoring in 2024/25 and reported quarterly to Cabinet from Q1 onwards.

### RESOLVED –

- 1) That in relation to the General Fund, the revenue outturn position of +£7.3m overspend for 2023/24 be noted.
- 2) That the year-end position on reserves and balances of £61.2m (excluding Statutory Reserves), particularly that the level of general reserve at £25m is the desirable level on a risk-based approach as presented to Members in the 2024/25 budget report be noted.
- 3) That the application of the Councils flexible capital receipts strategy to the value of £3.3m applied against eligible transformation costs in 2023/24 be noted.
- 4) That the regular monitoring and review of corporate reserves in 2024/25 to be reported to Cabinet as part of the Quarterly financial monitoring cycle be noted.
- 5) That the year-end deficit position on the Collection Fund of £8m, along with the position on the DSG as part of the Council's Safety Valve agreement be noted.
- 6) That in relation to the Housing Revenue Account, the HRA revenue outturn position of +£1m deficit for 2023/24 and the year-end reserves balance of £33.9m be noted.
- 7) That in relation to Capital, the Council capital outturn position at £148.2m for 2023/24 be noted.
- 8) That the £22.3m capital slippage from 2023/24 to 2024/25 (as outlined at paragraph 3.6.13) of the considered report be noted.
- 9) That the revised capital plan for the period 2024/25 onwards, after taking into account the re-phasing of schemes and additional grant funding assumptions, be noted.
- 10) That it be recommended to 17 July 2024 Council meeting for the £0.75m additional borrowing for the in-house fleet for home to school transport pilot.
- 11) That the extension of the existing Property Investment Fund loan facility for Kingsgate shopping centre for a further 9 months, at the prevailing interest rate (cost neutral for the Council) be recommended for approval to 17 July 2024 Council meeting.
- 12) That the use of £0.14m Libraries Improvement Grant Fund towards spend on the Kirklees Open Access pilot project be recommended for approval to 17 July 2024 Council meeting.
- 13) That the Review of Treasury Management activity for 2023/24 be noted.

- 18 Annual Complaints Performance and Service Improvement Report 2023/24**  
Cabinet considered the mandatory 'Annual Complaints Performance and Service Improvement' report for 2023/24 along with the Council's self-assessment against the Housing Ombudsman Complaint Handling Code.

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Cabinet noted that for 2023/24, the Annual Report, as considered at Appendix 1a of the considered report indicated that complaints had increased from 554 in 2022/23 to 826 last year. In part, this was due to the council making it easier to complaint with more routes to do so, along with promoting the role of the Housing Ombudsman in relevant correspondence. However, the level of complaints that were upheld signalled that, as a landlord, the Council was still not getting things right.

The report included the Annual Self-Assessment for 2023/24, at Appendix 1b, which showed that the council was compliant with the new Code, save for one exception relating to keeping records of reasonable adjustments.

### **RESOLVED –**

- 1) That it be noted the draft Annual Complaints Performance and Service Improvement Report 2023/24, and self-assessment was submitted by 30th June 2024.
- 2) That the draft Annual Complaints Performance and Service Improvement Report 2023/24, which includes the self-assessment against the Code, be noted.
- 3) That the self-assessment against the Code was an accurate reflection of the Council's position and that the areas in which the Council had fallen short, namely 'reasonable adjustments under the Equality Act 2010' was noted and, that plans to rectify this were in place and being progressed.
- 4) That approval be given to publish the final report including Cabinet's response and the self-assessment, on the Council's website, post submission.

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Contact Officer: Yolande Myers

## KIRKLEES COUNCIL

### CABINET

**Tuesday 13th August 2024**

Present: Councillor Moses Crook (Chair)  
Councillor Beverley Addy  
Councillor Munir Ahmed  
Councillor Tyler Hawkins  
Councillor Viv Kendrick  
Councillor Amanda Pinnock  
Councillor Graham Turner

Observers: Councillor Ammar Anwar  
Councillor Tanisha Bramwell  
Councillor Imran Safdar  
Councillor Mohan Sokhal

Apologies: Councillor Carole Pattison (Chair)

**19 Membership of Cabinet**

Apologies were received on behalf of Councillor Carole Pattison.

**20 Declaration of Interests**

No interests were declared.

**21 Admission of the Public**

It was noted that all items would be considered in public session.

**22 Deputations/Petitions**

No deputations or petitions were received.

**23 Questions by Members of the Public**

No questions were received.

**24 Questions by Elected Members (Oral Questions)**

Cabinet received oral questions under Executive Procedure Rule 2.3.

**Question from Councillor T Bramwell**

“Will the administration prioritise the re-opening of the Dewsbury Sports Centre?”

A Response was provided by the Cabinet Member for Finance and Regeneration (Councillor G Turner)

**Question from Councillor A Anwar**

“What is the administration doing to ensure public safety in light of the recent far right riots?”

A response was provided by the Deputy Leader (Councillor M Crook)

**Question from Councillor I Safdar**

“Are there any plans to celebrate the diverse cultural community in which we live, and what plans are there to tackle misinformation and to promote positive immigration?”

A response was provided by the Deputy Leader (Councillor M Crook)

**Question from Councillor A Anwar**

“What are the administration’s proposals to keep key services active rather than relying on communities?”

A response was provided by the Cabinet Member for Corporate (Councillor T Hawkins)

**Question from Councillor T Bramwell**

“The issue of potholes and hedge trimming are becoming a huge issue in North Kirklees. How will the administration mobilise volunteers to work alongside councillors to do more?”

A response was provided by the Deputy Leader (Councillor M Crook)

**Question from Councillor I Safdar**

“Whilst appreciating the pressure on Council budgets, will the portfolio holder for environment and highways attend and visit the play area in my ward to assess what can be done to repair the area and equipment?”

A response was provided by the Cabinet Member for Environment and Highways (Councillor M Ahmed)

**25 Appointment of Cabinet and Portfolios (Notice Under Article 7)**

Cabinet received, for information, the schedule of appointment of Cabinet Members and associated portfolio responsibilities, in accordance with Articles 7.2.4 and 7.3.4 of the Constitution.

**RESOLVED** – That the appointment of Cabinet Portfolios, under the provision of Article 7.2.4 and 7.3.4 of the Constitution, be noted.

**26 Q1 2024/25 Council Plan and Performance Update Report**

Cabinet received a report which provided information on the Q1 Council Plan and Performance against the 2024/25 Council Plan priorities and Key Measures.

Cabinet noted the Key Measures formed a fundamental part of the new quarterly reporting arrangements and represented the most critical and important areas of the Council with consideration of (i) the Council's strategic priorities for 2024/25 (ii) the Council's transformation programmes (iii) the Council's statutory functions and responsibilities (iv) the Council's regulatory requirements (v) risks to the Council and (vi) the Council's resources (finance and people).

The report advised that updates would be shared on a quarterly basis to enable progress to be monitored against key priorities to enact change where needed, and to maximise improvements and outcomes for people and places.

**RESOLVED –** That the Q1 2024/25 Council Plan and Performance Update Report, progress against the 2024/25 Council Plan priorities, and performance against the 2024/25 Council Key Measures be noted.

**27 Corporate Financial Monitoring Report Q1 2024-2025**

Cabinet considered the Corporate Financial Monitoring Report for General Fund Revenue, Housing Revenue Account and Capital Plan as at Quarter 1 2024/25.

Cabinet noted the slides contained within the considered report which provided a detailed background of the projected outturn financial monitoring position in relation to the (i) Forecast General Fund revenue outturn position in 2024/25 by service area (ii) General Fund reserves and balances movements in-year (iii) Forecast HRA revenue outturn position including movements in HRA reserves in-year (iv) Forecast capital outturn position in 2024/25 and (v) Treasury management prudential indicators.

The report advised that the forecast outturn position at Q1 was an overspend of £18.1m which after the use of earmarked reserves and contingencies reduced to £12.9m. Within the position of £18.1m, an estimated £8.5m was due to slippage in the approved savings programme across the Council.

**RESOLVED –**

- 1) That the forecast revenue outturn position at Quarter 1 for 2024/25 (£12.9 m overspend) be noted.
- 2) That the Quarter 1 forecast that the DSG deficit is forecast to increase by £20m in 2024/25 be noted.
- 3) That the Quarter 1 forecast HRA position (£403k deficit) and forecast year-end reserves position of £13.8m be noted.
- 4) That the Quarter 1 forecast capital monitoring position for 2024/25 and approve £62m re-profiling of the 2024/25 capital plan into future years be noted.
- 5) That the Quarter 1 treasury management prudential indicators be noted.
- 6) That authority be delegated to the Executive Director Adults and Health or his authorised representative to receive, host and utilise accelerating Reform

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Fund revenue funding (£1.57m) and to transfer to regional partners by way of revenue grants as part of this.

### 28 **Corporate Risk: Quarterly Report 1 2024/25**

Cabinet received the corporate risk management report for Q1 2024/25 which provided information about the assessment of risks faced by the organisation at a significant corporate level.

Cabinet noted the slides, which were appended to the considered report and gave a summary position of new risks, increases in risk score and reductions in risk score. Three new risks had been added to the Corporate Risk Register being (i) Homelessness and Housing Stock Availability (ii) Potential for Industrial Action and (iii) Data Insight for operational delivery of Adult Social Care. No risks were removed in Q1.

Cabinet was advised that monitoring, reporting, and actions as determined through other parts of the councils' governance and management processes, would continue.

**RESOLVED** - That the Corporate Risk Q1 2024/25 report be noted.



Contact Officer: Nicola Sylvester

## KIRKLEES COUNCIL

### CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Friday 28th June 2024**

- Present: Councillor John Taylor (Chair)  
Councillor James Homewood  
Councillor Imran Safdar  
Councillor Caroline Holt (Virtual)  
Councillor Paola Davies
- Co-optees: Chris Jones
- In attendance: Rachel Spencer- Henshall, Strategic Director, Corporate Strategy  
David Stickley, Principal Lawyer  
Leigh Webb, Acting Head of Governance  
Martin Dearnley, Head of Risk and Internal Audit  
James Anderson, Head of Accountancy (Virtual)  
Simon Straker, Audit Manager  
Alice Carruthers, Senior Finance Officer – Risk, Governance and Commissioning  
Rachel Firth, Finance Manager (Virtual)  
Chris Read, Corporate Customer Standards Officer
- Apologies: Councillor Angela Sewell  
Councillor Kath Pinnock  
Councillor Cathy Scott (ex-Officio)  
Councillor Bill Armer (ex-Officio)

**1 Membership of the Committee**

Apologies were received on behalf of Councillor Angela Sewell, Councillor Kath Pinnock, Councillor Cathy Scott and Councillor Bill Armer.

Councillor Paola Davies substituted on behalf of Councillor Kath Pinnock.

**2 Minutes of Previous Meeting**

The minutes of the meeting held on 12th May 2024 be approved as a correct record.

**3 Declaration of Interests**

No interests were declared.

**4 Admission of the Public**

All items were considered in public session.

**5 Deputations/Petitions**

No Deputations or Petitions were received.

**6 Customer Standards 2023/24 Interim Report**

The Committee received an interim report on customer standards 2023/24 which set out initial performance information for 2023 and noted plans for changing the complaints procedure.

The report included statistical information from across West Yorkshire relating to the number of Ombudsman complaints received which highlighted that Kirklees had received significantly fewer complaints than anticipated by population and set out detail of third stage complaints, highlighting two service areas which accounted for 37% of third stage complaints.

The Local Government Ombudsman had proposed a new complaints code that was intended to set out a standard complaint procedure for all councils to follow prior to escalation to the Ombudsman. The code was expected to be introduced and followed by April 2026, with councils needing good cause to depart from the advice the Ombudsman provided. As part of the refreshed complaints process, it was intended to propose a new customer standards statement which affirmed the Council's commitment to providing accurate, helpful and timely advice to residents.

During considerations of this item, the Committee suggested that a pyramid of first level complaints be provided at service level, along with recording percentages of those complaints that transpired into second/third level complaints.

**RESOLVED** – That the Customer Services 2023/24 Interim Report be noted.

**7 Annual Report on Treasury Management 2023/24**

The Committee received the annual report on Treasury Management activities for the previous financial year. The report reviewed borrowing and investment performance.

Investments averaged £59.9 million and were largely deposited in instant access accounts earning an average interest rate of 5.26%. Total external borrowing at 31 March 2024 increased by £93.5 million to £707.3 million (£613.8 million as at 31 March 2023). The Council took £190 million new Government long term loans from the Public Works Loan Board (PWLB) and an additional £10 million Local Authority medium term loans (2-3 years). The large increase in long term loans were a result of borrowing for the capital plan, re-financing existing borrowing maturing during the year and a reduction in reserves. The Council converted temporary borrowing into fixed rate loan which accounted for 95.19% of total long-term debt giving the Council stability in its interest costs and minimising exposure to fluctuating short term rates. An external review of Minimum Revenue Provision (MRP) during 2023/24 identified an overprovision of £34.2m in total, allowing for a future in-year unwind of £6.3 million resulting in zero MRP charged to revenue in year.

During consideration of this item, the Committee suggested that the external auditors provide their comments on the MRP at a future meeting.

**RESOLVED** – That the Annual Report of Treasury Management 2023/24 be noted.

**8 Draft Annual Governance Statement 2023/24**

The Committee received a draft report noting the 2023/24 Annual Governance Statement prior to it being signed by the Chief Executive and Leader, and to consider whether the issues raised reflected the state of governance and control framework during 2023/24.

The Statement covered the period up until the Annual Financial Accounts 23/24 are approved and concluded that overall, the governance arrangements were fit for purpose. The Statement was a statutory requirement and accompanied the Statement of Accounts in order to provide readers with assurance about the governance and internal control environment in which they have been complied and to which they related.

The Statement highlighted a number of Significant Governance Issues. Several of the issues from the 2022/23 statement that had been brought forward reflected the nature of the issues and action required. Consideration had been given to a number of potential new issues and there had been incorporated. The actions and controls the Council were taking were contained within a recommended Action Plan.

During conversation of this item, the Committee raised concerns around governance of the council regarding portfolio holder posts not being filled, in particular a portfolio holder for finance. The Committee also felt that the control environment of the council wasn't as robust as in previous years, particularly around the recruitment of senior management. It was noted that the Committee felt the actions in the report were not actual actions but more of a generic statement. The Committee requested that the wording in the report be more specific.

**RESOLVED** – That the Draft Annual Governance Statement 2023/24 be noted.

**9 Amendments to Risk Management Statement**

The Committee received a report which provided amendments to the Risk Management statement.

The Risk Management Framework set out the approach that the council took in identifying, assessing, mitigating, monitoring and reviewing risks throughout the organisation. The revised Risk Management Policy and Risk Management Strategy and Guidance document provide the basis for the Risk Management Framework.

The Risk Management Policy replaced the existing Risk Management Statement dated 2018, and detailed the principles that the council adhered to, that ensured effective management of risk at all levels throughout the organisation. The Policy outlined the key roles and responsibilities for officers, and members and set out the governance routes that were followed for monitoring and reporting of risk.

The Risk Management Strategy and Guidance provided additional guidance of support to individuals involved in the application of the Risk Management Policy, with the Risk Appetite Statement was a separate document currently under development with a target completion date being at the end of Q2 2024-25.

## **Corporate Governance and Audit Committee - 28 June 2024**

During conversation of this item, the description of the Inherent Risk Assessment in the Risk Management Strategy & Guidance was questioned, officers agreed to look at the description and provide examples.

**RESOLVED** – That the amendments to the Risk Management Statement be approved.

### **10 Agenda Plan 2024/25**

The Committee reviewed the 2024/25 agenda plan.

**RESOLVED** - That the agenda plan for 2024/25 be approved.

Contact Officer: Nicola Sylvester

## KIRKLEES COUNCIL

### CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Friday 26th July 2024**

Present: Councillor John Taylor (Chair)  
Councillor James Homewood  
Councillor Angela Sewell  
Councillor Caroline Holt  
Councillor Kath Pinnock  
Councillor Imran Safdar

Co-optees Chris Jones

In attendance: Kevin Mulvaney, Service Director, Finance  
Michelle Cross, Service Director, Learning Disabilities & Mental Health  
Martin Dearnley, Head of Risk & Audit  
David Stickley, Principal Lawyer  
Laura Drew, Public Health Senior Emergency Planner  
Rachel Qureshi, Audit Manager  
Gareth Mills, Grant Thornton

Apologies: Councillor Bill Armer (ex-Officio)

**1 Membership of the Committee**

Apologies were received on behalf of Councillor Bill Armer.

**2 Minutes of Previous Meeting**

The minutes of the meeting held on 28th June 2024 be approved as a correct record.

**3 Declaration of Interests**

No Interests were declared.

**4 Admission of the Public**

It was noted that Agenda Item 14 and 15 would be considered in private session.

**5 Deputations/Petitions**

No Deputations or Petitions were received.

**6 Public Question Time**

No questions were asked.

**7 Annual Corporate Emergency Planning and Business Continuity Report**

The Committee received a report setting out an overview of the work of the Emergency Planning Team. The report provided an overview of the work of the Team and was submitted to provide assurance to the Committee that the Council were compliant with the core duties of the Civil Contingencies Act (2004) and core competencies relating to Emergency Preparedness, Resilience and Response under the Health and Social Care Act (2013).

Within the period April 2023 to March 2024, it was reported that 44 incidents had been responded to which included severe weather events, evacuations, utility failures, demonstrations and police incidents. The report outlined that 187 hazard warnings had been entered onto the Council database and provided a breakdown of training exercises, advisory responses and educational visits undertaken by the Team. The Public Health Senior Emergency Planner provided updates in respect of the Core Duties of the Civil Contingencies Act and reported on the work of the Team going forward.

In response to questions relating to support on educational outdoor visits for children and the risks associated, and preparing for the unknown risks or events, the Public Health Senior Emergency Planner advised that there were private consultants that schools could interact with if they did not interact with Kirklees. There was a dynamic risk assessment process in place that monitored national best practice and made changes through dynamic risk assessment in preparation for the unknown. After each incident, a de-brief would take place with learnings taken from each incident which were added to the plans.

**RESOLVED** – That the Annual Corporate Emergency Planning and Business Continuity Report be noted.

**8 Annual Report of Corporate Governance and Audit Committee**

The Committee receive the Corporate Governance and Audit Committee Annual Report which summarised the contributions the committee made during 2023/24, demonstrating how the Committee supported the Council's governance and audit arrangements, and in doing so supported the Council to deliver the vision and priorities set out in the Council Plan.

The annual report demonstrated the work of the Council's Corporate Governance and Audit Committee on:

- How the Corporate Governance and Audit Committee fulfilled its terms of reference.
- The extent to which arrangements complied with national guidance relating to the audit Committees.

The benefits to the Council of operating an effective Audit Committee were:

- Maintaining public confidence in the objectivity and fairness of financial and other reporting.

## Corporate Governance and Audit Committee - 26 July 2024

- Reinforcing the importance and independence of internal and external audit and any other similar review process; for example, reviewing and approving the Annual Statement of Accounts and the Annual Governance Statement, and the Quarterly Reports from Internal Audit and the Annual Report from the Head of Audit.
- Providing sharp focus on financial reporting both during the year and at year end, leading to increased confidence in the objectivity and fairness of the financial reporting process, including specific review on behalf of the Council of specialist parts of budgeting and accounting policy and practice – such as Treasury Management.
- Assisting the co-ordination of sources of assurance and, in so doing, making management more accountable.
- Providing additional assurance through a process of independent and objective review.
- Raising awareness within the Council of the need for governance, internal control and the implementation of audit recommendations.
- Monitoring of related areas such as the Council's approach to threats from fraud, bribery and corruption.
- How the Corporate Governance and Audit Committee has contributed to strengthening risk management, internal control, and governance arrangements.

The report provided additional assurance and underpinned the Annual Governance Statement, which was approved by the Committee. It was noted that the 2022/23 accounts and Value for Money work was concluded by January 2024 which was a real achievement compared to the backlog of accounts in place across the country.

It was noted that all Members brought an independent and open mind to the business of the committee and were thanked for the contributions they had made.

### **RESOLVED-**

- 1) That the Committee noted the assurances set out in the report that the Committee complied with CIPFA's Position Statement: Audit Committees in Local Authorities and Police
- 2) That the draft annual report at Appendix A be approved and considered at Council.

## **9 Independent Member of the Committee**

The Committee received a report to seek approval from Council to appoint a second independent member to the Corporate Governance and Audit Committee along with the term of engagement.

An independent member provided an opportunity for the Committee to benefit from additional financial skills and relevant audit and governance experience from outside the Council, and continuity of membership. A second independent member would bring greater resilience to this arrangement and enable the committee to benefit from a wider skill and experience base.

The Committee noted that a second independent member should be appointed on a period of four years, with the business sector/non-governmental organisations be

## Corporate Governance and Audit Committee - 26 July 2024

engaged with in recruitment, and that the current independent members term of engagement should be extended to four years.

**RESOLVED-** That the Independent Member of the Committee Report be approved and considered at Council.

### 10 External Auditors Recommendations Report

The Committee received the External Auditors recommendations report which advised on progress against the recommendations made by the External Auditors, Grant Thornton following their work in 2021/2022 and 2022/2023. It was noted that many recommendations had made progress, with some completed.

In response to questions relating to recommendation following the value for money report, and savings that were to be made, it was noted that the Council was facing huge financial pressures, with a financial strategy currently being worked on and would be taken to Cabinet in September 24.

The committee felt that they needed to be assured that the process was working, and requested further details on how the process was working in practice for Items one, two and three in the report.

**RESOLVED-** That the External Audit Recommendations Report be noted.

### 11 Quarterly report of Internal Audit Q1 April - June 2024

The committee received the quarterly report of Internal Audit Q1 – June 2024.

Progress against action plans and in implementing recommendations was important in demonstrating a sound set of control arrangements and good governance.

In response to questions relating to the cost to services, especially district heating issues identified in 2020, it was noted that district heating came out of the Housing Revenue Account. The Committee suggested that an officer from the district heating service attend the next meeting to discuss service charges, along with a senior officer of the council to discuss the culture across the council in response to the financial challenges that the council faces and maximising income.

**RESOLVED-** That the Quarterly report of Internal Audit Q1 April – June 2024 be noted.

### 12 Emergency Duty Services (Adults)-Follow up

The Committee received a report on the Emergency Duty Service (Adults)-Follow up which provided an update on the recommendations made by internal audit in relation to the Councils Adults Services Emergency Duty Service.

At the Corporate Governance and Audit Committee on 10<sup>th</sup> May 2024, the Committee considered the final Quarterly Report of Internal Audit 2023/24 (January to March) and decided they were not content with the progress made in relation to one area of operation – the Emergency Duty Team of Adult Services. The Committee requested the management from the service attended a future meeting to discuss progress.



## Corporate Governance and Audit Committee - 26 July 2024

The Committee noted exempt information presented by Michelle Cross, Service Director, Learning Disabilities & Mental Health under item 15.

**RESOLVED-** That the Emergency Duty Service (ADULTS)- Follow up report be noted.

### 13 Exclusion of the Public

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

### 14 Quarterly report of Internal Audit Q1 April - June 2024

**RESOLVED-** That the Committee noted the exempt information, which was an appendix to Agenda item 11.

### 15 Emergency Duty Services (Adults)-Follow up

**RESOLVED-**That the Committee noted the exempt information, which was an appendix to Agenda item 12.

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Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### DISTRICT-WIDE PLANNING COMMITTEE

**Thursday 11th July 2024**

Present: Councillor Sheikh Ullah (Chair)  
Councillor Donna Bellamy  
Councillor Paola Antonia Davies  
Councillor Eric Firth  
Councillor Susan Lee-Richards  
Councillor Tony McGrath  
Councillor Paul Moore

Apologies: Councillor Mohan Sokhal

**1 Membership of the Committee**

Apologies for absence were received on behalf of Councillor Sokhal.

**2 Minutes of the Previous Meeting**

**RESOLVED** – That the Minutes of the Meeting held on 9 May 2024 be approved as a correct record.

**3 Declaration of Interests and Lobbying**

There were no declarations of interests or lobbying.

**4 Admission of the Public**

It was noted that all agenda items would be considered in public session.

**5 Public Question Time**

No questions were asked.

**6 Deputations / Petitions**

No deputations or petitions were received.

**7 Site Visit - Planning Application No: 2024/90494**

Site visit undertaken.

**8 Planning Application - Application No: 2024/90494**

The Committee gave consideration to Application 2024/90494 – Change of use of existing garage to business use (within a Conservation area) at 17 Ashfield Road, Birkby.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Melanie Hudson (on behalf of the applicant).

## District-Wide Planning Committee - 11 July 2024

### RESOLVED –

That the application be delegated to the Head of Planning and Development to approve the application, issue the decision notice and complete the list of conditions including matters relating to;

- plans list
- use of building annotated 'garage' to be as a beauty salon only and no other use falling within Class E of the Town and Country Planning (use classes order) 1987 (as amended)
- use of the site for beauty salon use to be restricted to the garage building only (and not including the host dwelling)
- staff of beauty salon to be by occupier(s) of no.17 only
- use shall operate on an appointment basis and there shall be no more than one appointment present at any one time
- no use of noise amplification equipment
- restriction of hours of use to be 8.00am to 8.00pm Monday to Friday, 8.00am to 3.00pm on Saturdays.

A Recorded Vote was taken in accordance with Council Procedure Rule 42 (5) as follows;

For: Councillors Bellamy, P A Davies, Firth, Lee-Richards, McGrath, Moore and Ullah (7 votes)

Against: (no votes)

Contact Officer: Jenny Bryce-Chan

## **KIRKLEES COUNCIL**

### **HEALTH AND WELLBEING BOARD**

**Thursday 27th June 2024**

Present: Councillor Cathy Scott, Leader of the Council  
Rachel Spencer-Henshall, Strategic Director, Corporate Strategy, Commissioning and Public Health  
Richard Parry, Strategic Director, Commissioning, Public Health and Adult Social Care  
Carol McKenna, Accountable Officer (Kirklees) West Yorkshire ICB  
Karen Jackson, Chief Executive, Locala  
Liz Mear, Independent Chair of Kirklees Integrated Care Board Committee  
Sean Rayner, Director of Provider Development South-West Yorkshire Partnership NHS Foundation Trust  
Catherine Riley, Associate Director of Strategy Calderdale and Huddersfield NHS Foundation Trust

In attendance: Jo Hilton Jones, Public Health Manager  
Owen Richardson, Data and Insight, Enablement Lead  
Alex Chaplin, Strategic Policy Officer  
Lucy Wearmouth, Head of Improving Population Health  
Jacqui Stansfield, Safeguarding Adults Partnership Manager  
Michael Crowther, Kirkwood Hospice  
Rebecca Gunn, Public Health Manager, Kirklees  
Rebecca Elliott, Public Health Manager, Kirklees  
Julie Hunneybell, Public Health, Kirklees Council  
Paul Howartson, NHS West Yorkshire ICB  
Louise Seddan, Locala  
Jayne Healey, HR Manager, Kirklees Council  
Mary White, Regeneration Manager, Resources, Improvement and Partnership  
Catherina Westwood, Southwest Yorkshire Foundation NHS Trust  
Emmerline Irving, Southwest Yorkshire Foundation NHS Trust  
Alaistair Christie, Calderdale and Huddersfield Foundation Trust  
Tom Bevan, Calderdale and Huddersfield Foundation Trust  
Joanne Watkinson, Calderdale and Huddersfield Foundation Trust  
Rachel Millson, Senior Strategic Planning and Development Manager

## Health and Wellbeing Board - 27 June 2024

Patrick Boosey, Transformation Programme Manager ICB  
Nicola Cochrane, Transformation Programme Manager  
ICB  
Safdar Adnan, Kirkwood Hospice  
Michael Crowther, Kirkwood Hospice

Apologies: Councillor Carole Pattison  
Councillor Mark Thompson  
Tom Brailsford  
James Creegan  
Christine Fox  
Chief Supt Jim Griffiths  
Alasdair Brown  
Dr Vanessa Taylor  
Warren Gillibrand

- 1 Appointment of Chair**  
Cllr Cathy Scott chaired the meeting.
- 2 Membership of the Board/Apologies**  
Apologies were received from Cllr Carole Pattison, Cllr Mark Thompson  
Tom Brailsford, Vanessa Taylor, Dr Warren Gillibrand, Alasdair Brown, Chief Supt  
Jim Griffiths, James Creegan, and Christine Fox.
- 3 Minutes of previous meeting**  
That the minutes of the meeting held on the 18<sup>th</sup> January 2024 be approved as a  
correct record.
- 4 Declaration of Interests**  
No interests were declared.
- 5 Admission of the Public**  
All agenda items were considered in public session.
- 6 Deputations/Petitions**  
No deputations or petitions were received.
- 7 Appointment of Deputy Chair**  
Dr Warren Gillibrand was nominated as the Deputy Chair of the Board for 2024/25.
- 8 Kirklees Safeguarding Adults Board Annual Report 2022/23**  
Jacqui Stansfield, Safeguarding Adults Partnership Manager presented the Kirklees  
Safeguarding Adults Board's (KSAB) Annual Report for 2022-23, on behalf of Rob  
McCulloch-Graham, Independent Chair of KSAB. In summary, the Health and  
Wellbeing Board (Board) was informed that one of the duties of KSAB is to produce  
an annual report, and the purpose of the information being presented to the Board is  
for information and awareness. It aims to demonstrate joint working across the  
partnership to deliver strategic objectives.

## Health and Wellbeing Board - 27 June 2024

The Board was informed that safeguarding adults means stopping or preventing abuse or neglect of adults with care and support needs, whose care needs are caused by physical, mental or illness, people under the Care Act.

The role of KSAB is to ensure that there are arrangements in Kirklees that works well to help protect adults with care and support needs from abuse or neglect. It does this by:

- Assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance
- Assuring itself that safeguarding practice is person-centred and outcome focused
- Working collaboratively to prevent abuse and neglect where possible
- Ensuring agencies and individuals give timely and proportionate responses when abuse or neglect has occurred
- Assuring itself that safeguarding practice is continually improving and enhancing the quality of life of adults in its area

Referring to the slides, the Board was presented with information which gave a breakdown of the structure of KSAB and the different work groups that help to deliver the strategic objectives. The vision is to work together to keep the people of Kirklees safe from abuse and neglect and this is achieved by putting people at the heart of everything, following the six safeguarding principles.

The Board was informed that throughout the year, one of the objectives was supporting the workforce. In 2022/23, work was undertaken with regional consortium colleagues and, procuring an online platform, which has the overarching aim of enabling the joint multi-agency safeguarding adults policy and procedure to be easily accessed by partner organisations in West Yorkshire, North Yorkshire and the City of York. It is the same policy and procedures for those who work in different boroughs.

The platform provides practical support with a range of tools and guidance which have been tried and tested by practitioners. It has a dedicated area which can be populated with local safeguarding contacts and resources. Several networking events were held during 2022/23, inviting frontline staff and volunteers working in the safeguarding arena. The Dignity in Care steering group organised a network event to raise awareness of the NHS Civility and Respect campaign and how it can be adapted and adopted to improve the working practices of staff and volunteers across the safeguarding arena.

The Safeguarding Adult Review subgroup hold a network event each year and looked at learning from cases where people experience serious harm or death. The second network event followed up on practitioners and continuously take the feedback from those events to shape how to move forward into the next planning cycle.

The agreed shared objectives for 2022-23 were:

- Supporting the workforce
- Learning from Experience
- Partnership Working

### - Community and Public Engagement

The Board was informed that as a way of seeking assurance one of the things KSAB undertakes is a challenge event led by the Independent Chair, and Healthwatch colleagues are invited along to help support. This is where constructive challenge around performance over the previous year, and to identify and agree some priority areas of focus for each agency and KSAB over the next 12 months. The main points for KSAB from the 2022 challenge event were reflecting on the past and looking to the future, minding the gap, where people might fall through services and communication, always looking at improving on that and information sharing.

Looking ahead to 2023/24, the aim was building on the successes and continuing to work together with partner organisations and people in the communities so that adults can live the best lives they can with their wellbeing and rights being supported, safe from abuse and neglect. With partners the workflow will follow six safeguarding principles, empowerment, prevention, proportionality, protection, partnership and accountability.

### **RESOLVED:**

That Jacqui Stansfield be thanked for presenting the Kirklees Safeguarding Adults Board (KSAB) Annual Report for 2022-23.

### **9 Director of Public Health Annual Report 2023/24: Inequalities in the experience of death and dying**

Rachel Spencer-Henshall, Strategic Director Corporate Strategy, Commissioning and Public Health, introduced the item, advising the Board that this work has been undertaken alongside Kirkwood Hospice, who have been a great ally with this project.

The Board was informed that Public Health annual reports are brought every year to the Board, and it is an opportunity, to consider as a system how to use the information to inform the work going forward. It would be useful to receive feedback on how to take the report further. It is important to thank everyone who has been involved in this because it is an excellent piece of work.

Lucy Wearmouth, Head of Improving Population Health, informed the Board that the Director of Public Health (DPH), chooses what the annual report should focus on, and the 2023/24 annual report focused on death and dying. The aim is to use the report as a vehicle to identify important key issues and gaps and flag up problems and report progress. Last year's annual report which focused on poverty, has facilitated taking conversations about poverty into areas and organisations where previously this would not have happened. The report is a key resource to inform stakeholders of priorities and recommend actions to improve and protect the health of the communities they serve.

Another important factor regarding the report, is for it to be as accessible as possible, for people to be able to read and access. It will be hosted on the Kirklees Council website, and it is in chapters, enabling people to easily find the information they require.



The focus for the 2023/24 annual report is 'Inequalities in the experience of death and dying, taking an assets based approach looking at what are the assets and opportunities in Kirklees communities, recognising there are differences between population groups. It was recognised when undertaking this work, that there is already work happening within this space, for example, members will be aware of the Dying Well Board that is in place and there has been recent insight gathered by Kirklees and West Yorkshire Healthwatch teams. The intention was to add value to what has already happened, rather than repeating work, therefore the focus was on understanding inequalities.

The Board was informed that there are many things that can be undertaken universally to support a good death, whilst recognising there are significant inequalities across different population groups, which has been explored within the report. In relation to this, the following was undertaken:

### What we did

- Looked at national evidence, to understand which population groups are most at risk of experiencing inequalities in death and dying
- Facilitated discussions with a wide range of Kirklees organisations who work with the following population groups, including, people who identify as LGBTQ+, people experiencing homelessness, people with learning disabilities, people with non-malignant (non-cancerous) health conditions, people with serious mental illness or addiction issues, people living in poverty or deprivation, diverse experiences by race, ethnicity or faith and unpaid carers

### What we asked

A series of questions were asked to a range of groups and organisations across the district, focusing on four main areas:

- The experience of end-of-life planning or care in Kirklees (with particular emphasis on inequalities)
- Gaps and challenges
- Examples of local strengths
- What would help to improve experience

The Board was shown an animation which outlined the work undertaken and the findings, in a way that is accessible to a broad range of people to digest in an easy way.

Owen Richardson, Data and Insight Enablement Lead, informed the Board that the animation summarises the key points from the annual report and there is a lot of insight that is gathered as part of the process. An important aspect of the report, is the case studies that have been gathered, which highlight some of the good work that is being undertaken in Kirklees. By sharing these examples, the aim is to demonstrate best practice and encourage others to adopt those methods. There are case studies from the Mission in Huddersfield, a few cases from Kirkwood Hospice, and from the library.

Alongside local recommendations, it is important to consider the impact of national issues, policy and decision making. In April 2024, hospice funding was

debated in the House of Commons, with a recommendation for a national review of funding. The Marmot Review 10 Years On (2020) made several national policy recommendations, including how to ensure a healthy standard of living for all. These should be considered through a lens of death and dying. NICE guidance provides recommendations on service delivery for end-of-life care and care in the last days of life.

The Board was informed that in addition to system recommendations, the aim has been to also incorporate things that individuals could possibly do for themselves. While being aware that not everyone will be able to do these, there is a list of potential things that people could consider in advance of end of life, for example, making a will, getting their financial affairs in order, plan for future care, and organ donation.

The Board was advised that in terms of next steps, the report will be published shortly, and there will be a dedicated session to present and discuss with the Dying Well Board, and there is also a project team who will be disseminating the report across broad range of local organisations, partnerships and boards.

A couple of questions were posed to the Board as follows:

- How can the Health and Wellbeing Board disseminate and support the findings of this report?
- What are the opportunities for joint working across the system?

Michael Crowther Kirkwood Hospice, informed the Board that as an organisation, Kirkwood Hospice was delighted to have been involved in the development of the report and to help steer some of the work. The organisation is supportive of the recommendations particularly around keeping this at the front and centre, and encouraging the right conversations.

### **RESOLVED:**

That:

- i) the officers be thanked for presenting the Director of Public Health Annual Report 2023/24 focusing on inequalities in the experience of death and dying.
- ii) the questions to the Board be considered.

**10**

### **Kirklees Health and Wellbeing Strategy Priorities - Mental Wellbeing**

Rebecca Elliott, Public Health Manager, along with colleagues from a range of organisations, and services, advised the Board, that the update would be on the Mental Wellbeing priority of the Health and Wellbeing Strategy. The particular focus will be on the trauma informed approaches being taken across the Kirklees system. There are a number of speakers from across the Kirklees place who will contribute to the discussion, sharing some examples of the trauma informed approaches that are already happening.

## Health and Wellbeing Board - 27 June 2024

The Board was informed that trauma is a public health issue, and research suggests that people who experience adverse childhood experiences are more likely to use alcohol, smoke, develop chronic diseases, and trauma can happen at anytime during the life course. Therefore, it is important to think about trauma informed approaches across the full life course. People are also more likely to develop mental health conditions and it is important to think about how trauma informed organisations are, and how trauma responsive they are. Not only in respect of the local population, but also for the people employed.

The Board was directed to a slide which outlined a pledge that the Director of Public Health, Rachel Spencer-Henshall, agreed to last year.

*'Kirklees is committed to reducing health inequalities across the life course and tackling the risk factors that contribute towards adversity and trauma. Now more than ever, we are focused on working at place level and working with communities to really understand how we can build upon local assets and enhance protective factors for resilience. I pledge to support the ambition for West Yorkshire to be trauma informed and responsive by 2030, by sharing best practice and working in an integrated way to support those facing multiple disadvantages in the best way possible'.*

Emm Irving, Head of Population Health from West Yorkshire Integrated Care Board (ICB), gave an overview of the West Yorkshire programme that supports the programmes already being undertaken in place. The Board was informed that currently in the world there is a great deal going on that is causing trauma and adversity for the population, therefore, instead of talking about what could be done, it is important to talk about what happens if nothing is done. There is likely to be an increase in the number of children born into poverty, an increase in children and adults in the criminal justice system, an increase in violence, health harming behaviours and disease, therefore it is important to act.

The programme across West Yorkshire, looks at how to work together as a system, all organisations, the entire workforce and the population to be trauma informed. It is an iterative journey, and it does not end and therefore, the aim is to get to a position where organisations and people are trauma informed, responding and constantly learning. The West Yorkshire programme is around supporting capacity, capability and intelligence across the system including place, providing resources, training and expertise around the subject area, also working with the large West Yorkshire organisations such as, West Yorkshire Police, the Acute Trusts and the ICB. There is then support down to place where this can be enacted in Kirklees to become a trauma informed, responsive place.

There are programmes in every place, all at different stages, and a maturity matrix shows where organisations all are in the journey and how to start working together. More importantly how to change the narrative from West Yorkshire driving it, to place driving it and West Yorkshire being there as a support mechanism.

Alastair Christie, Joanne Watkinson and Tom Bevan, Calderdale and Huddersfield Foundation Trust, provided an update on the BLOSM Service. The Board was informed that the service has been funded by both the West Yorkshire Health &

## Health and Wellbeing Board - 27 June 2024

Care Partnership and the West Yorkshire Violence Reduction Partnership to introduce the principles of Trauma Informed Practice into our Emergency Departments at Calderdale and Huddersfield NHS Foundation Trust (CHFT).

The service has introduced Youth Navigators into the emergency departments to proactively engage with young people who may be at risk of exploitation, criminal activity or involved in serious violence. It is based on Navigator Services, which are run across the country, however, the focus at CHFT is young people who have a history of trauma, ensuring that identification and support, is given to those young people appropriately and make those onward referrals into community services.

Another priority has been how to integrate the principles of trauma informed practice to the clinical staff. For the last two years a module has been delivered on trauma informed practice to all Emergency Departments (ED), nursing staff, and from next month that will be delivered to clinicians across ED also. There has already been a difference in the culture within the departments and how staff are recognising people who have had previous trauma.

### The current challenges – (Resources, Budget, Timescales)

- Securing longer term funding past our current funding model which ends in March 2025
- Current financial challenges within the Trust and across local authorities impacting on the day to day running of the service
- The impact year on year funding has had on retention of staff who have received the training and the need to recruit and retrain new starters

Katerina Westwood, Senior Advanced Nurse Practitioner, Southwest Yorkshire Foundation Trust (SWYFT), informed the Board that a change management approach is used in SWYFT to become a trauma informed organisation, which was endorsed by the Executive Management Team, in September 2022. This has involved working with Experts by Experience, moving into year 3 of the programme where SWYFT continues the journey to become a trauma informed organisation, which underpins all the work undertaken. The core principles of trauma informed have been adopted within the strategic objectives in priority programmes as well as across the Trust.

Phase 3 of the programme will focus on supporting sustainable changes to behaviours and practice, by continuing the operationalisation of the evaluated framework and ensuring the 'golden thread' is woven throughout everything. There will be a wider emphasis on staff support and wellbeing.

### Successes include :

- the co-designed trauma informed awareness training which was signed off in January 2023 for delivery
- delivered the Train the Trainer session for staff and Experts by Experience to co-deliver training, trauma informed awareness, May 2024,
- successfully rolled out the Programme of Community of Practice forums scheduled, March 2024

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The current challenges, is again thinking about resources and insufficient time and resource from teams and services to engage and implement any changes viewed as being necessary to support trauma informed developments, which will impact on the success of adoption and spread across the Trust. Lack of engagement from services and support to the changes from internal and external stakeholders and conflicting priorities at the Trust will impact on the success of adoption and spread across the Trust.

Louise Seddon, Youth Justice Specialist Nurse, representing Locala, with a special interest in trauma informed care, informed the Board that it is clear what the research shows regarding adverse childhood experiences and the impact that that has across the life course. This is evident on the frontline of care, there are children and families living in increasing poverty, facing increasing community tensions and increasingly facing the violence within their communities and the exploitation a lot of children and families are faced with. With that, there is a need to consider a trauma informed care approach which needs to run through the whole of the organisation, it is multi-faceted, and the vision focuses on considering the needs of both the client base and staff.

Trauma is considered through the life course, from the start of somebody's life at conception to the very end of the life. With this approach it is considering the voice of all the clients, their lived experiences and listening with care and compassion and providing staff with the skills to provide trauma informed care. It is considering the client and patients experience from the minute they might enter a health centre. It is having visionaries within the organisation who are willing to drive trauma informed care, its about taking staff on that journey and embedding that within practice and making it non-negotiable.

### Successes:

- Becoming a Trauma Informed Organisation is in the Locala Strategy demonstrating support from the executive structure
- Work is being undertaken towards a trauma informed culture, committed to developing compassionate leaders and well-being provision is high on the agenda and well underway, e.g. supervision provision and expectations, safe space plans, lead training programme for all managers, personalised approaches, self-management teams, coaching conversations
- The organisation is invested in listening, co-production and delivery of services that demonstrates trauma informed care, care that is done with, rather than to people

### Current Challenges:

- Still working towards developing a full-time post for the full fruition of TIO work
- Training provision limited due to capacity in the system of trainers
- Organisational changes, lack of co-ordination, lack of funding for services

Mary White, Commissioning and Partnerships Manager within Children Services provided the Board with information on services that Children Services have been delivering. The Board was informed that the Educational Psychology Service received some funding through the Alex Timson Programme in 2018, to begin to develop a programme of supporting schools around behavioural problems and

adopted a trauma informed approach. As a result of the funding, the service was initially able to develop a whole school programme to support schools to look at their own planning, school populations, wider community issues they might be encountering in the services that sit around them and how they can support children in a trauma informed way. That has been important in a number of schools behavioural policies, to work with children to ask, what has happened to you? What is going on in your life, rather than what's wrong with you and why are you doing this? It helps to get to some of the roots of the issues and provides a more person-centred, supportive environment for those children and young people. That has been an important pilot funding that has facilitated deep learning to grow that programme across schools in Kirklees, keeping in mind the mental health support model. One of the challenges around that, is sustaining that because of the funding.

Jane Healey, People Services Manager, Employee Healthcare, shared some successes with the Board, advising that a neuro-diversity pathway has been developed, because as an inclusive employer, staff are encouraged to be themselves and to perform to the best of their abilities. Work has been undertaken supporting people with a neurodiverse condition, which has been recognised by the Society of Occupational Medicine. The stress referral pathway, is positive, moving away from the traditional occupational health management referral into the unit, concentrating on having wellbeing conversations and helping people to take care of themselves. The Restorative Team, joined employee healthcare late 2023, and now have listening circles where there are peer-to-peer conversations which helps each other move forward.

Mary White, further informed the Panel that another programme operating in Children's Services, is a programme called New Beginnings which is an assessment programme, with expectant parents, where there are concerns regarding their children. Previously, there had been a needs based assessment programme and now there is a formulation approach, which is doing a very holistic needs assessment with the parents to be. This is with the support services around them, the wider family and neighbourhoods which is a trauma informed approach, looking at what their needs are, what their support needs will be in the future, to try as far as possible to keep their child safe and the family together and think about what the most appropriate support structures are.

Rebecca Elliott informed the Board that currently things are at the planning and preparation stage of the Council moving towards embarking on the journey to become a trauma informed organisation. The Maturity Matrix is essentially a tool, that work is being undertaken to develop some ownership across the council, to enable service areas to start to take ownership, and completing this on behalf of their own service area. Officers have attended many different forums and partnership meetings to talk about trauma informed practice and it is always well received and there are pockets and examples of good work that is happening across the Council.

The struggle is with resources to co-ordinate this across the council because it is not a part of one person's main remit, it is being done in and amongst other work. Another aspect which is being led at a West Yorkshire level is an organisational

toolkit, which is due to be released very soon which will include stages to work through to help on this journey.

The Board was presented with a number of questions with emphasis on:

What do the Board consider to be their role in supporting the commitment and progression of a more joined up way of working? What is the vision from the Board for the progression of this work?

**RESOLVED:**

That:

- i) the officers be thanked for providing an up on the Kirklees Health and Wellbeing Strategy Priority on Mental Wellbeing.
- ii) the questions to the Board be considered.

**11 Kirklees Health and Wellbeing Strategy Priorities - Connected Care and Support**

Rachel Millson, Senior Strategic Planning and Development Manager, advised the Board that the discussion would focus on some of the delivery of the Connected Care and Support priority within the Kirklees Health and Wellbeing Strategy.

The Board was informed that the Health and Care Plan, outlines how the Kirklees Health and Care Partnership will work together to drive change in response to national, regional and local directives. It does support the delivery of the Health and Wellbeing Strategy and some of the strategic documents that are developed for West Yorkshire, alongside the West Yorkshire Delivery Plan which is the Joint Forward Plan. There are metrics, initial metrics that are within the document, which have been developed in the context of the outcomes framework which supports the Health and Wellbeing Strategy.

The initial document was signed off by the ICB Committee in May 2023, and a commitment was made that it would be a live plan. It is recognised that things change and evolve, therefore the aim was to ensure that rather than starting with a new draft of the strategy every year, there would be a commitment to update and evolve the plan. Just to reinforce that the delivery is overseen by the Delivery Collaborative and all the partners who work within health and care have a seat on that delivery collaborative.

Referring to the presentation slides, the Board was advised of the system wide, strategic priorities that are within the plan, cuts across the life course approach, as outlined in the Health and Wellbeing Strategy, Starting Well, Living Well, and Aging Well programmes. Dying Well is a programme in its own right, however, it is considered in each of the other programmes and mental wellbeing, which can affect an individual at any point of the life course.

There are partnership strategic priorities and then there are organisational level priorities that are national directives to focus on in the short term, listed as priority actions including:

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- Improving access to health and care
- Holistic approach to out of hospital care
- Crisis response
- Workforce

Patrick Boosey, Transformation Programme Manager ICB, provided an update on the Starting Well Programme. The Board was advised that the Starting Well Board, has an alignment with the Children and Young People's priorities and the subsequent resource to deliver these. It is a single place for existing Boards and groups to report to, enhancing partnership working, facilitating development of relationships, connected decision making and reducing duplication across the partnership. It is a forum to discuss complicated system wide strategic issues and opportunities to share learning and risk.

It is a single assurance mechanism to support decision taking processes, development of a system wide work plan, supporting groups such as the Ambition Board. It is a contact for West Yorkshire level work, for example, the Integrated Care System, alignment of data and intelligence, where there is qualitative information e.g. Children and Young People's Voice, and quantitative information and numerical shared data sets. It is a partnership approach to delivering the Families Together work in absence of additional central funding from government and it is enabling better connection of services by ensuring links at an organisational level and also with communities.

The priorities to be delivered over the next 12 months, includes the delivery of the Health and Care Plan, the Families Together implementation model across Kirklees, improvement in metrics associated with the first 1,001 days of a child's life, and creating a Starting Well Strategy and work plan to bring together a range of different partner priorities agendas and programmes of work. The aim is to integrate the Children and Young Persons Voice, to strengthen representation and inclusion within the work plan, specifically looking at commissioning and strategy and also developing a system wide standardisation metrics focusing on outcomes and the difference made across the system.

The next steps are to continue with further development of the Starting Well Board, with a focus on strategic partnership outcomes, development of the Families Together model with a focus on four key sites across Kirklees that will be offering a comprehensive rotating offer of services with face-to-face availability. An online digital platform offer, universal branding and marketing materials produced and utilised by partners. The evolution of the four partnership boards which feed into the Starting Well Board, these include the Youth Development Partnership, the Emotional Health and Wellbeing Partnership, Early Support Partnership Steering Group and the Early Years Development Board.

An action plan is to be produced to support the aims and ambitions highlighted in the Kirklees Health and Care Plan. Creation of a Starting Well Strategy which brings together the four board's ambitions and integrate the early help supporting families and Family's together agenda. Support the completion of the Starting Well section



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within the KJSA with associated colleagues and a presentation to the ICB Committee in August to update on progress.

The Board was asked to:

1. Support to develop and/or facilitate a shared platform for the Starting Well partnership to work on i.e.: Teams/SharePoint
2. Resources will be required to progress a range of workstreams and projects, how do we fund this as a partnership with mounting pressures across the system i.e.:
  - Investment in Families Together (buildings, branding, service provision)
  - Development of an online platform to improve access and communication
  - Staff time to properly resource projects
  - Sharing of expertise, skills and assets i.e.: policy writing, marketing/communications, clinical leadership

Jo Hilton-Jones, Public Health Manager, presented information on the Living Well Programme, on behalf of Alison Steed, Senior Transformation Manager, ICB manager lead for the Living Well Programme.

The Board was informed that in terms of the Living Well Programme, the context is the fact that there is an aging population, more people are living with long term conditions, there are increased financial pressures and therefore there is a heightened need to focus on the prevention and inequalities aspects. Making the shift to having a community based prevention approach, whilst also focusing on early diagnosis and the secondary prevention approach in terms of the management of long term conditions, is a local priority.

The driver is enabling the partnership approach, to focus on better integrating the long-term condition work and delivering key outcomes. In terms of aims and objectives, the focus is on prevention, early identification, and secondary prevention. The delivery of the strategic priorities and responsibilities in terms of the long-term plan and other strategic commitments, the focus of those long term conditions is on cardiovascular disease, including stroke, diabetes and respiratory conditions that affect many of the population across Kirklees. Identifying commonalities to reduce the risk factors and preventing onset and building on those programmes such as the Core 20 Plus 5 initiative to better engage and deliver the prevention approach.

In respect of progress, Living Well is not as far ahead as some of the other programmes, and is not currently operating in a formal structure. The programme and workstreams are still being shaped and the work is still progressing, however, at this point there is no Senior Responsible Officer, which has been a barrier to be able to formally establish the programme.

There has been an initial workshop with key strategic partners exploring priorities looking at the collective focus, and what will be the initial scope of the programme. There are four draft workstreams focusing on data, and how it can be better used to inform the work. The sharing of data is still an ongoing challenge.

Although currently the programme does not have a formal programme board, this work is still being driven forward, and there are already some real successes. Part of the delivery in terms of the secondary prevention agenda, is the National

Diabetes Prevention Programme, which is a national programme for people that have been identified as being at a high risk of developing diabetes, which can be described as pre-diabetes. People can be referred via their GP; therefore, it is important that there is early identification. Kirklees is continually achieving the referral trajectory, which is positive, it is trying to enable people to access those programmes, that can hopefully reverse the diabetes.

One of the pieces of work that is being progressed is NHS health checks, commissioned by Public Health, which is moving towards a targeted approach, and developing a new specification for that. There is also a Community Champions Campaign that is currently running on cardiovascular disease, and there has been some positive feedback with approximately 800 one-to-one conversations with Community Champions. From the feedback received, it highlighted that many people did not know what cardiovascular disease was and why taking their blood pressure medication was important and what the risks of not taking it were. There has been excellent support from the West Yorkshire ICB, they have provided 15 blood pressure monitors for the area and Community Champions have been trained in using them, are going out, and taking people's blood pressure.

One of the key challenges to highlight is the financial challenge, key to the delivery of this programme across the spectrum are the Community Champions, they are valuable as part of the work and support the access to the prevention messages. In addition, the Community Anchors, because without the Community Anchors and their capacity, and infrastructure, it will be a struggle to have Community Champions and at the moment their funding runs out at the end of this financial year.

Nicola Cochrane, Transformation Programme Manager ICB and the programme manager leading on the Aging Well Programme, informed the Board that this programme has been established for a while, with Karen Jackson as the Senior Responsible Officer, supported by a number of workstream leads.

The main aim with the programme, is to take an integrated proactive approach across the wider system and community, to enable the ageing population to help shape the environment and to optimise their own independence and wellbeing. Where necessary, be supported to live as safely and independently for as long as possible. When they do end up at crisis point there are services able to respond.

The programme has been developed based on national and regional guidance and recommendations such as the Long-Term Plan, Yorkshire and Humber State of Ageing Report, and the World Health Organisation 8 Domains of Healthy Ageing. The programme priorities are reviewed regularly, and when new guidance is published, the programme evolves to ensure it is aiming to achieve best practice where possible.

To meet the recommendations within the publications, seven workstreams have been established, these include:

- Proactive Care which focuses on providing personalised, co-ordinated, multi-professional support and interventions for people living at home with Frailty to maintain independent living and reduce the use of unplanned care

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- Kirklees becoming an Age-friendly community through exploring what communities value, working with the WHO 8 domains
- Falls is a newly established programme within Ageing Well. There is a system wide workshop in September to start to develop the work plan around this
- We have an ambition to develop a robust and resilient Care Sector, taking a partnership approach through the development of some workstreams with key areas of focus
- Discharge workstream and this focuses on embedding and mature the home first discharge approach to improve patient outcomes and improve patient flow out of hospital
- Virtual Ward which enables patients who would otherwise be in hospital to receive acute care and treatment in their own home
- and Urgent Community Response which provide urgent care within 2 hours of need to people their own homes to help avoid hospital admission

There are also strong links with key interdependent and enabling programmes such as the other well programmes, Mental Health, Housing, Carers and Civic Participation and Employment.

There is a well-established and represented programme board with membership from partners across the system to provide a governance route. A set of high-level metrics have been developed to monitor progress and are discussed monthly at the board. Overall, good progress is being made against these with the majority of them improving month on month.

Safdar Adnan, Kirkwood Hospice, provided an update on the Dying Well Programme advising that it is positive that it has its own 'well.' Four initial pieces of work have been identified by the Dying Well Board to progress, while the wider programme is being developed. These are, stigma and conversations about death and dying, identification and care planning, bereavement and care at home. The Community Champions will be undertaking a campaign around death and dying and the stigma surrounding that, and the barriers to accessing care and support.

There will be some rich learning that will come out of the work as highlighted in the DPH annual report, and it is important to ensure that people's experiences, help form and shape the Dying Well Programme ensuring that all parts of the system are involved on the Dying Well Board and the workstreams. Historically, there has been some gaps, for example, Primary Care and that will be an area of focus and will need to be supported by clinical and programme resource.

Some of the other work that is currently being undertaken, is the development of an integrated model of care, following work undertaken by Healthwatch. One of the key themes that came from that work was in regard to the support being offered to people that were being cared for at home.

In respect of the programmes, the Board was asked to consider the following questions:

### Starting Well Programme

- Support to develop and/or facilitate a shared platform for the Starting Well partnership to work on i.e.: Teams/SharePoint
- Resources will be required to progress a range of workstreams and projects, how do we fund this as a partnership with mounting pressures across the system

### Living Well Programme

- Support in identifying a Senior Responsible Officer
- Support a partnership approach for sustaining funding for community champions campaigns and Voluntary sector organisations to support prevention related activities

### Ageing Well Programme

- Nothing to escalate

### Dying Well Programme

- Lack of clinical leadership to support the Programme in the long term and the impact of this on progress
- How to improve primary care involvement within the Dying Well Board and workstreams

## **RESOLVED:**

That

- i) the officers be thanked for providing an update on the Connected Care and Support Priority of the Kirklees Health and Wellbeing Strategy.
- ii) the questions to the Board be considered.

## **12 Joint Health and Wellbeing Strategy - Healthy Places update**

Lucy Wearmouth, Head of Improving Population Health, provided the Board with an update on the Healthy Places priority within the Kirklees Health and Wellbeing Strategy. The Board was asked to consider, what would be the most useful way to receive these updates, for example, rather than tell the Board about everything in relation to Healthy Places, would it be more useful to focus specifically on one topic area, in depth.

The Board was informed that the aim of the information being presented is to

- Review Healthy Places Priority, which was last presented to the Board in June 2023
- Demonstrate some examples of success and progress
- Board to feedback on their own progress, within individual organisations
- Plan for next steps and potentially more of a 'deep dive' focus

The Board was reminded of the ambition for the Healthy Places Priority which is that *“The physical and social infrastructure and environment supports people of all ages who live, work or study in Kirklees to maximise their health opportunities and to make the healthy choice the easy choice.”*

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There are a number of success indicators related to this which includes:

- Overall satisfaction with local area
- Use of parks and greenspaces

There is also a number of 'I' statements, which during the consultation stage of the strategy, highlights what mattered to local people. In terms of context, Healthy Places is a large and complex priority and what is presented in the report represents a small amount of work from across the system and it would be useful to think about the theme and potential topics for deep dive.

Jo Hilton-Jones, on behalf of Stephy Rogers, Third Sector Leaders (TSL), informed the Board that TSL leads on the Community Champions Programme and have developed and supported the delivery of an excellent local programme. The model that is running now, developed from the Covid Community Champions that ran for a time and then ceased, and was fortunate to receive Core 20 Plus 5 monies, that has enabled two years funding to develop the Kirklees Programme. Since then, there has been additional monies from the UK SPF programme in terms of levelling up, that has enabled the topics the Community Champions have been able to focus on to be broadened.

It is important to highlight that this is very much being delivered through the VCSE. Kirklees Third Sector Leaders, are the organisation that co-ordinate the programme and the training. They ensure that all the processes, and that Champions have access to all the relevant information. Healthwatch Kirklees are a vital partner in this, analysing all the data that Community Champions collect, because when they have a meaningful contact with an individual, it is entered into a tablet and at the end of six weeks, it is analysed by Healthwatch.

The reports that are produced and the insights are already making a difference in terms of informing the local system because as well as Community Champions improving health literacy, they are letting people know what is available, informing people regarding conditions and enabling access and engagement to health care and wider offers. It is also about getting information from people in the communities that experience the greatest health inequalities to understand what are the barriers for them and why those health outcomes are worse.

There is an awareness about some of the information, however, the information from the Community Champions is challenging some of the preconceived notions and thoughts in many cases. For example, language barriers for some people in the community are much greater than was realised and is much more of a barrier. In terms of digital access, some might have a phone but not a smartphone or they do not know how to respond to an appointment that is an invite to secondary care.

There are 92 Community Champions working currently, age ranged between 18 and 65. They are working through 15 community anchor organisations, covering 19 languages. In addition to the core community champion programme there is community conversations, targeted grassroots groups, where a particular topic is relevant to those groups are invited to apply for a small grant enabling them to do targeted work.

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Community Champions are people from local communities who people can relate to and identify with. They understand people's perspective and experience and are trusted. People are returning back to Community Champions either for the next topic because they found the first topic they engaged with valuable or for further information or signposting.

### **RESOLVED:**

That the officers be thanked for providing an update on the Healthy Places Priority of the Kirklees Health and Wellbeing Strategy.

Contact Officer: Sheila Dykes

## KIRKLEES COUNCIL

### OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

**Friday 2nd August 2024**

Present: Councillor Cahal Burke (Chair)  
Councillor Itrat Ali  
Councillor Zarina Amin  
Councillor Andrew Cooper  
Councillor Jo Lawson

**3 Membership of Committee**

All Members of the Committee were in attendance.

**4 Minutes of Previous Meeting**

**RESOLVED –**

That the minutes of the meeting of the Committee held on 2<sup>nd</sup> August 2024 be approved as a correct record.

**5 Declaration of Interests**

No interests were declared.

**6 Admission of the Public**

All items were considered in public session.

**7 Deputations/Petitions**

No deputations or petitions were received.

**8 Public Question Time**

No public questions were received.

**9 Inclusion and Diversity Strategy**

The draft Inclusion and Diversity Strategy 2024-2027 was submitted for consideration and comment prior to submission to Cabinet.

Stephen Bonnell – Head of Policy, Partnerships and Corporate Planning and Sarah Harris – Policy and Partnerships Officer, gave a presentation highlighting the following points:

- The final version of the strategy would be presented to Cabinet, for approval, on 10<sup>th</sup> September 2024.
- The strategy set out the broad direction for inclusion and diversity and provided an overarching framework, with some of the specific actions and projects being picked up in other strategies such as the ‘Peoples Strategy’ and ‘Access to Services Strategy’.

## Overview and Scrutiny Management Committee - 2 August 2024

- The Council Plan, set out three organisational values, kindness, inclusion and pride. The strategy set out three elements to respond to the commitment to inclusion:
  - **Compliance**: with the Public Sector Equality Duty under the Equality Act 2010, and beyond.
  - **Ambition**: to achieve the ambitions for inclusion as an organisational value. set against four themes, as set out below, which stemmed from the Local Government Association's Equality Framework. An overview of the objectives under each theme was provided:
    1. Understanding and working with our communities
    2. Leadership, partnership, and organisational development
    3. Responsive services and customer care
    4. Diverse and engaged workforce
  - **Partnership**: to enable inclusion more broadly in Kirklees, as an anchor organisation, as a co-ordinator and facilitator, leading through partnerships, and as a service deliverer through services and programmes.
- An overview was provided in relation to the key inequalities and challenges that had fed into the development of the strategy. The objectives in the last strategy had progressed the use of Integrated Impact Assessments; creation of the Inclusion Learning Framework; strengthening of employee networks and new projects such as 'Project Search'. This had led to the development of a number of 'always on' priorities within the new strategy, which described the way the organisation would work to deliver the new objectives.
- The actions analysis that had been undertaken to try and ensure that delivery was achievable and identify where resources may be needed.
- Delivery of the strategy, which included-
  - The establishment of a steering group for workstream leads to monitor progress.
  - The use of data and updates from a number of sources, such as the Communities Board, Kirklees Parenting Board, People Services, the employee networks and Access to Services.

Questions and comments were invited from Committee Members, with the following issues being covered:

- In response to a question regarding the inclusion of key performance indicators, and how they would be reviewed in the future, it was acknowledged that further details could be documented in the strategy.
- It was important to have clarity on those things being done at a national level and those that the Council was responsible for at local level.
- The role of an elected member was discussed by the Committee and how they could contribute to this work, perhaps by funding relevant projects and activities through ward budgets. Although there was nothing explicit in the draft strategy, this could be reviewed, acknowledging the importance of a Councillor's role in acting as advocates for, and providing qualitative feedback from, communities.



## Overview and Scrutiny Management Committee - 2 August 2024

- A question was asked regarding the objective 'Understanding and Working with our Communities' and how this process was managed. It was explained that, at the beginning of the process, the results from the 'CLiK Survey' (Currently Living in Kirklees) had been used. This was completed every 4 years and provided qualitative data from residents. In addition, information was gathered from a number of sources such as from ward councillors, engagement with portfolio holders, specific services involved in the strategy such as the Community Plus team, and groups identified as having particular inequalities.
- It was confirmed that the Inclusion and Diversity Strategy was a 3-year strategy, which would align with the Council Plan.
- It was noted that the key themes that had developed since the last strategy included a focus on loneliness and isolation and addressing inequalities within communities.
- A question was asked regarding the social isolation, loneliness and fuel poverty figures contained in the strategy and it was confirmed that the figures were from the 2021 CLiK Survey. The Committee was advised that updated figures would be sought.
- Partnership working was considered and how the Council ensured partners worked collaboratively together. The Committee was advised that there were numerous ways in which links were made, such as through ward councillors and the community anchors, who worked across the district, but it was dependent on the specific project involved and who was responsible for delivery.
- It was suggested that consideration could be given to the use of an Integrated Impact Assessment for ward budgets. A further suggestion was made in respect of additional specific funding being made available, which could allow ward councillors to focus on pieces of work to support the strategy.
- The Quarter 1 Corporate Performance Report was due to be finalised shortly and would include a progress update on the shared outcomes. The outcomes were population-level, and a wide range of indicators were considered. The Committee would have the opportunity to consider this at a future meeting.
- 'Project Search' was a successful programme and it was referenced in the strategy as an example of how achieving meaningful inclusion could mean treating people differently. The project was praised for the benefits that it had for individuals, groups and families. The importance of ensuring success stories were reported was acknowledged.

### **RESOLVED –**

- (1) That the points and feedback raised by the Committee, including the recommendations set out below, be taken into account in taking the Inclusion and Diversity Strategy forward:
- Detail should be provided in respect of the Key Performance Indicators, including the reporting mechanisms.
  - Reference should be made to the important role of Elected Members and how they could contribute and add value in terms of delivery of the objectives of the strategy.

## Overview and Scrutiny Management Committee - 2 August 2024

- The statistics in respect of social isolation and loneliness and fuel poverty should be updated.
- (2) That the officers be thanked for attending the meeting and presenting the draft strategy.

### 10 Corporate Safeguarding Plan - Update

A report was submitted which provided an overview of the Corporate Safeguarding Plan and an update on progress.

Jill Greenfield, Service Director, Communities and Access Services and Laura Chamberlain-Powell – Service Development Manager, Communities and Access Services, gave a presentation, which covered the following:

- Safeguarding was responsibility of all and the Corporate Safeguarding Plan therefore had a reach across all employee groups, elected members, volunteers and contracted workers across the Council and partners.
- Service Directors from all areas of the Council contributed to the Corporate Safeguarding Oversight Group (CSOG), which provided the main governance framework for this work and had immediate oversight of the Corporate Safeguarding Action Plan, supported by a working group.
- The action plan had been endorsed by the Executive Leadership Team and Executive Board.
- Arrangements would remain in place with the CSOG through 2024/2025 to ensure that robust arrangements were in place and to ensure there continued to be effective oversight and that practice development continued to successfully promote a 'whole family' approach.
- An Organisational Safeguarding Assessment had been completed in March 2023. This, alongside the implementation of the Safeguarding Policy and accompanying action plan, had provided a baseline of the position, against which to measure progress and had identified key areas for development. It had also identified a number of positive elements in the approach being taken.
- The three key areas for development were:-
  - The Corporate Safeguarding Policy; embedding and review,
  - Introductory safeguarding training and service specific requirements,
  - Safer recruitment practices,and an update on progress in each case was given.
- Examples were provided in respect of the positive impact and influence of the work undertaken to date which included, the establishment of a Safeguarding Champions Group and initiatives undertaken as a result, such as the development of a training package for housing tradespeople to raise awareness of safeguarding responsibilities.
- The key priorities and next steps.

Questions and comments were invited from Committee Members, with the following issues being covered:

- Further information could be provided to Members regarding the recruitment and selection process and 'name blind' approach.

## Overview and Scrutiny Management Committee - 2 August 2024

- Assurance was given that safeguarding issues and the impact on children and young people and families had been integral to the development of the work and representation of young people and children came through the professional representatives from within services and the Kirklees Safeguarding Children Partnership.
- The Safeguarding Champions Groups were discussed, these groups acted as connectors between the work that was going on in in each specific service area, the Corporate Safeguarding Oversight Group, and the wider staff force. This was not a formal role but was undertaken on a voluntary basis and included individuals from across all different service areas, allowing shared experiences to be provided from their service area or from partners to the Championship Network Group, which then fed into the Corporate Safeguarding and Oversight Group.
- In respect of Disclosure and Barring Service (DBS) checks, all employees were DBS checked where this was necessary, and re-check mechanisms were in place.
- In relation to the percentage of the Council's employees who had completed basic safeguarding training, the Committee was advised that each service area had completed their own audit, and this process had provided assurance about the level of safeguarding awareness across all job roles, whether this had been gained through formal or informal training. The introduction of mandatory basic safeguarding training would ensure consistency across the Council going forward.
- It was suggested that reporting safeguarding concerns using the Council's website could be more user friendly, but it was acknowledged that staff had been very proactive in their response.
- The safeguarding reporting procedures were shared as part of the Councillor induction process. Consideration could be given to whether these should be shared again with elected members and to whether additional support might be provided to them on this issue.
- In terms of services with high staff turnover it was important that consideration was given to training needs and how the issues could be addressed. In services where there were low number of referrals it was suggested that the reasons for this should be explored.
- The value of e-learning was questioned in comparison with one-to-one and group learning. It was recognised that e-learning was just one part of the approach. The package was in the process of development and would include scenario-based examples. The training would also be supplemented by other initiatives such as the safeguarding champions taking the safeguarding policy back to their service and making it relevant to that area of work, and the sharing of best practice.
- Quality assurance mechanisms would be built in to ensure the impact of this work could be measured.
- Elected members were not subject to mandatory DBS checks. It was noted that the guidance provided by a former Local Government Minister had recommended that elected members appointed to Committees that discharged functions of social services or children's services should undergo a DBS check. The view was expressed that all Councillors should have a DBS check, in light of their access to a wide range of people within their communities.

**RESOLVED –**

- (1) That the officers be thanked for attending the meeting and providing an update in respect of the Corporate Safeguarding Plan.
- (2) That the points raised by the Committee be taken on board in the future development of this work.
- (3) That the Safeguarding Champion role be welcomed as an excellent initiative, with the added value it provided being well illustrated by the examples given.
- (4) That a progress update be placed on the Committee's work programme further to the Organisational Safeguarding Assessment in 2025.

**11 Allocation of Scrutiny Co-optees for 2024/25**

The Committee considered a report in respect of the allocation of co-optees to the Scrutiny Panels for the 2024/25 municipal year.

**RESOLVED -**

- (1) That the allocation of scrutiny co-optees for the 2024/25 municipal year, as set out in paragraph 2.2, be agreed.
- (2) That the existing serving co-optees be thanked for their continued commitment and contribution to the work of scrutiny in Kirklees.
- (3) That the retired co-optees, Toni Bromley and Oliver Gibson, be thanked for their contribution to the work of scrutiny.

**12 Kirklees Scrutiny Work Programme 2024-25**

Initial Work Programmes for the Committee and the four standing Scrutiny Panels; Children's; Environment and Climate Change; Growth and Regeneration; and Health and Adult Social Care, were submitted for consideration and approved.

Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Tuesday 2nd July 2024**

Present: Councillor Cathy Scott (Chair)  
Councillor Jo Lawson  
Councillor John Lawson  
Councillor Viv Kendrick  
Councillor Carole Pattison  
Councillor John Taylor  
Councillor Graham Turner

Apologies: Councillor Andrew Cooper  
Councillor David Hall

**1 Membership of the Committee**

Apologies for absence were received on behalf of Councillors Cooper and D Hall.

**2 Minutes of Previous Meeting**

**RESOLVED** – That the Minutes of the Meeting held on 8 November 2023 be approved as a correct record.

**3 Declaration of Interests**

No interests were declared.

**4 Admission of the Public**

It was noted that all agenda items would be considered in public session.

**5 Deputation/Petitions**

No deputations or petitions were received.

**6 Update on Senior Management Structure**

The Committee gave consideration to a report which provided an update on recent appointments within the senior management structure.

The report advised that the posts of Service Director – Finance (S151 Officer) and Service Director – Legal, Governance and Commissioning (Monitoring Officer) had recently been appointed to, and sought approval for (i) the deletion of the role of Strategic Director – Environment and Climate Change (ii) the change of the titles of Strategic Director posts to Executive Directors (iii) the commencement of recruitment to the posts of Executive Director – Children and Families and Executive Director – Adults and Health and (iv) the convening of Member Appointment Panels to recruit the roles as stated in (iii).

**RESOLVED –**

- 1) That the appointments to the posts of Service Director - S151 Officer and Service Director – Legal, Governance and Commissioning (Monitoring Officer) be noted.
- 2) That approval be given to the deletion of the post of Strategic Director – Environment and Climate Change, and the disbanding of the associated Joint Consultative Group, with IR arrangements falling within new directorate arrangements.
- 3) That it be noted that the posts of Strategic Director will be renamed Executive Director.
- 4) That approval be given to commence permanent recruitment for the posts of (i) Executive Director – Children and Families and (ii) Executive Director – Adults and Health, to be carried out in accordance with established and approved Chief Officer recruitment practices.
- 5) That, pursuant to (4) above, approval be given to convening Member Appointment Panels.

**7 Re-Introduction of Post of Deputy Chief Executive**

The Committee gave consideration to a report which proposed the re-introduction of the post of Deputy Chief Executive. The report advised that, currently, in an extended absence of the Chief Executive, the Strategic Directors would exercise such authority in rotation. The report sought to change this process and to re-introduce the role of Deputy Chief Executive, which had previously been created in 2016. It was proposed that the role should be assigned to the existing post of Strategic (Executive) Director – Corporate Strategy and Public Health, to be retitled ‘Deputy Chief Executive and Executive Director for Public Health and Corporate Resources.’

The Committee noted that the key purpose of the designation of the role would be to provide consistency for leadership arrangements and (i) exercise the Chief Executive’s delegation in urgent decision making in their absence (ii) represent the Council at regional and sub regional meetings (iii) provide a clear point of reference for Councillors and (iv) lead on specific items of business as delegated by the Chief Executive.

**RESOLVED** – That approval be given to the re-introduction of the role of Deputy Chief Executive, applied to the post of Strategic Director – Corporate Strategy and Public Health (to be retitled Deputy Chief Executive and Executive Director for Public Health and Corporate Strategy).

**8 Pay Policy Statement 2024/2025 (Reference to Council)**

The Committee received the Pay Policy Statement 2024/2025, prior to its submission to Council on 17 July 2024. It was noted that the report was submitted to ensure that the Council complied with the requirements of Sections 38 to 43 of the Localism Act 2011, which required the Council to produce an annual pay policy statement setting out the pay of the Authority’s Chief Officers.

**Personnel Committee - 2 July 2024**

**RESOLVED** – That the Pay Policy Statement 2024/2025 be referred to the meeting of Council on 17 July 2024 which a recommendation of approval.

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Contact Officer: Sheila Dykes or Andrea Woodside

**KIRKLEES COUNCIL**

**STRATEGIC PLANNING COMMITTEE**

**Thursday 20th June 2024**

Present: Councillor James Homewood (Chair)  
Councillor Ammar Anwar  
Councillor Bill Armer  
Councillor Andrew Pinnock  
Councillor Mohan Sokhal  
Councillor Mark Thompson

Apologies: Councillor Paul Moore

**1 Membership of the Committee**

Apologies were received from Councillor Paul Moore.

**2 Minutes of the Previous Meeting**

**Resolved –**

That the minutes of the meeting of the Committee held on 16<sup>th</sup> May 2024 be agreed as a correct record..

**3 Declaration of Interests and Lobbying**

Councillor Homewood declared that he had been lobbied in respect of Application 2023/93449.

**4 Admission of the Public**

All items were considered in public session.

**5 Deputations/Petitions**

No deputations or petitions were received.

**6 Site Visit - Application No. 2022/91477**

Site visit undertaken.

**7 Site Visit - Pre- Application 2024/20252**

Site visit undertaken.

**8 Site Visit - Application No: 2023/93449**

Site visit undertaken.

**9 Site Visit - Application No. 2023/92191**

Site visit undertaken.

**10 Planning Application: Application No: 2023/92191**

The Committee considered Planning Application 2023/92191 for the erection of residential development for 62 dwellings including grouting remedial works for ground stabilisation to facilitate construction of dwellings with associated hard and soft landscaping on land at Cliff Hill, Denby Dale, Huddersfield

Under the provisions of Council Procedure Rule 36(3), the Committee received representations from Councillor Tim Bamford and Will Simpson.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Emma Dimbylow, Quinn Little, Sarah Ogden, Neil Denby, Nicola Tiffany, Jack Little, Richard Littlewood and Nigel Thorpe (in objection) and Mark Lane (on behalf of the applicant).

**Resolved –**

That the application be refused for the following reasons:

The proposed development, due to its scale, location, proximity to residents, and due to its associated remediation would cause an unacceptable number of vehicle movements and environmental impacts associated with the removal of coal from the site. In addition, due to unknown conditions beneath the site, there is a lack of information that prevents it being ascertained what the environmental impacts of the development would be. Furthermore, it has not been demonstrated that the site is suitable for residential development.

The proposed development is therefore contrary to policies contained within the Kirklees Local Plan and the National Planning Policy Framework. (Details of the relevant policies/chapters to be specified by the Head of Planning and Development).

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer and Thompson (3 votes)

Against: Councillors Homewood and Pinnock (2 votes)

Abstain: Councillor Sokhal.

**11 Planning Application - Application No: 2022/91477**

The Committee considered a hybrid planning application (2022/91477) for the erection of an industrial unit for B2 /B8 use, with ancillary office space and associated access, parking, groundworks and landscaping in conjunction with an outline application for mixed use development use class E(b),B2 and B8, with ancillary office space and associated works Land off Lindley Moor Road, Lindley, Huddersfield

Under the provisions of Council Procedure Rule 37, the Committee received a representation from David Storrie (on behalf of the applicant).

## Strategic Planning Committee - 20 June 2024

### Resolved –

- (1) That approval of the application and the issuing of the decision notice be delegated to the Head of Planning and Development in order to:
  - (a) complete the list of conditions including those contained within the report, as set out below:

#### Full Permission

1. 3 years to commence development
2. Development to be done in accordance with plans
3. Technical details of road and access (including footpaths)
4. Solar panels to be provided
5. Material samples to be provided and approved.
6. Remove Permitted Development rights for alterations (i.e., new windows) on south elevation
7. Internal, external, and plant noise mitigation to be implemented (subject to update).
8. Submitted finished floor levels to be adhered to.
9. External lighting to be as per submitted plans
10. Crime mitigation measures to be submitted and approved.
11. Drainage strategy to be done in accordance with Flood Risk Assessment.
12. Footpath on frontage to Lindley Moor Road to be provided.
13. Site southern boundary wall to be set back 1.5m to widen Public Right of Way (PROW), with technical details to be provided.
14. Landscaping strategy, including management and maintenance arrangements, to be submitted and approved.
15. Cycle facilities as proposed to be provided

#### Outline Permission

1. 3 years for Reserved Matters to be submitted, 2 years for reserved matters development to be commenced
2. Development to be done in accordance with plans
3. Restaurant to be E(b) use only.
4. Limit on retail floor space of unit D, Da and E's trade counter.
5. Each Reserved Matters phase to include a Climate Change Statement
6. Floor space not to exceed Area Schedule
7. Each phase to have its own Heritage Impact Assessment
8. Crime mitigation measures per phase
9. Lighting strategy to be submitted per phase.
10. Restaurant Reserved Matters to include an odour assessment.
11. Lighting strategy per Reserved Matters phase
12. Noise Impact Assessment, to include hours of operation, per reserved matters phase
13. Noise limitation of external plant per unit.
14. Details of Layout, per phase, to include updated drainage strategy complying with indicative strategy and flood routing from outline
15. Details of layout to include cycle facilities.

## Strategic Planning Committee - 20 June 2024

### Shared

1. Air quality mitigation measures including Electric Vehicle Charging Points, prorated based on floor space to the identified value, to be detailed and implemented.
2. Construction Environmental Management Plan per phase
3. Construction Ecological Management Plan per phase
4. Biodiversity Management Enhancement Plan per phase
5. Temporary surface water during construction per phase
6. Development to done in accordance with remediation
7. Validation report to be submitted per phase.
8. Waste storage and collection details to be provided per phase

(b) secure a Section 106 agreement to cover the following matters:

- (i) Ecological net gain off-site contribution: £9,200.
- (ii) Travel plan monitoring: £15,000
- (iii) Sustainable travel contribution: £10,000 towards bus stop improvement
- (iv) Signal Timing Monitoring at Ainley Top: £24,000 (£12k x 2, at 50% and 100% occupation)
- (v) Skills and education plan: Detailed strategy to be provided and implemented
- (vi) Management and maintenance arrangements: Drainage (unless adopted), on-site habitat (min 30 year).

(2) That, in the circumstances where the Section 106 agreement has not been completed within 3 months of the date of the Committee's resolution, the Head of Planning and Development shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured, and, if so, the Head of Planning and Development be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Homewood, Pinnock, Sokhal and Thompson (6 votes)

## 12 **Planning Application: Application No 2023/93449**

The Committee considered Planning Application 2023/93449 to deepen and extend Windy Ridge Quarry; increase the number of HGV movements permitted; excavate former landfill to recover recyclable materials (retrospective); temporarily store soils on part of the previously restored quarry area (retrospective); form new access; restore the site by infill with construction, demolition and excavation wastes; and recycle imported construction demolition and excavation wastes Windy Ridge Quarry, Cartworth Moor Road, Cartworth Moor, Holmfirth, HD9 2RL.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Chris Ballam (on behalf of the applicant).

**Resolved –**

- (1) That approval of the application and the issuing of the decision notice be delegated to the Head of Planning and Development in order to:

(a) complete the list of conditions including those contained within the report, as set out below, together with additional conditions in respect of:

(i) HGV vehicle movements shall be restricted to 16 (8 in and 8 out) until the approved new access road has been completed and made operational in accordance with details having been submitted to and approved in writing by the MPA. Thereafter the HGV movements shall be restricted to no more than 30 (15 in and 15 out).

(ii) a scheme to record vehicles entering and leaving the site

**Time limits/restrictions**

1. Period of mineral extraction (to cease by 31st Dec 2028) and completion of site restoration (by 31st Dec 2030), in accordance with an approved restoration scheme
2. Prior cessation measures to deal with restoration and aftercare in the event that mineral extraction is abandoned/ceases
3. Requirement to have all approved documents on site for the duration of operations for inspection
4. Mitigative measures recommended within the PEA be applied including the protection for nesting birds during work on the site, as described within Section 7.7 of the submitted PEA
5. Submission of Biodiversity Net Gain (BNG) using the most up to date BNG Metric calculation
6. Full recommendations, mitigation and monitoring measures of the submitted Hydrogeological Risk Assessment (HRA) to be employed at the relevant stages of the development, as specified in the HRA. written verification to be submitted to MPA before continuing onto each stage, verifying works done fully in accordance with HRA.
7. Restriction on depth and extent of mineral workings in accordance with plan HRA and cross-sectional drawings

**Plans**

8. Works to be carried out in accordance with approved details/plans

**Access and Vehicular Movements**

9. Restrictions on numbers of heavy vehicle movements (to not exceed 15 in and 15 out) any one day
10. HGV's to follow route as shown on HGV routing plan ref (10193/S106Traffic route/CJB)
11. There shall be no increase in HGV movement as approved, until reconstruction of the unsealed "maintained in character" only section of Cartworth Moor Road, subsequent to an initial joint inspection with site operator/council representatives have been carried out. Specification details for verges, drainage run offs and passing places shall be submitted to and approved in writing by the MPA and works completed (at the cost of the applicant/site operator) in accordance with approved details. Thereafter six monthly joint inspections with site operator/council representative, to be carried out and any defects observed shall be

## Strategic Planning Committee - 20 June 2024

rectified at the cost of the applicant within an agreed timescale by the MPA.

12. There shall be no increase in HGV movement, as approved, until a joint survey with an appropriate Council representative and site operator/applicant has been carried out to assess the existing condition of the highways along the HGV route. The survey shall include carriageway and footway surfacing, verges, kerbs, edgings, street lighting, signing and white lining details. Thereafter works shall be completed in accordance with specification details to be submitted to and approved in writing by the MPA and subsidised by the annual highway maintenance fees. Subsequently, six monthly joint inspections with site operator/council representatives, to be carried out until site is fully restored. Any defects observed shall be rectified within an approved timescale and subsidised by the annual highway maintenance fees.
13. Within 1 month from the date of permission being granted details of wheel bath to be submitted and approved in writing by MPA. The wheel bath shall be provided in the location approved before bringing into operation the new approved access road and thereafter be maintained in good operational condition and used for wheel cleaning for the lifetime of the permission.
14. HGV wheels and chassis to be cleaned before entering highway
15. All loaded HGVs leaving the site to be sheeted
16. Permanent closure of existing vehicular access, details of which shall need to be approved by MPA and implemented up on bringing into use the new access road
17. Plan showing parking provision for quarry associated vehicles/traffic within the application red line
18. Reinstatement of bridleway in accordance with details to be submitted and approved and approved timescale

### **Preparatory Works**

19. Screen bunds to be constructed using on site material only as per submitted details and as per noise assessment

### **Soil Stripping**

20. All topsoils and subsoil to be stripped and stored prior to mineral excavation
21. Plant of vehicles not to cross unstripped areas of the site
22. Following soil stripping the MPA to be advised of volumes of topsoil and subsoil
23. MPA to be given at least 7 days' notice prior to soil stripping operations
24. Soils storage mound to be maintained in good condition grassed within 3 months and maintained to control weeds

### **Working Programme**

25. Requirement to notify MPA at commencement of works involving site preparation, entering a new phase, completion of backfill, completion of phased restoration, completion of final restoration

### **Restoration**

26. Notwithstanding submitted restoration plan an amended restoration plan with full details to be submitted and approved with full details including 10 % BNG
27. Submission of soft landscaping details

**Soil replacement during restoration**

28. No overburden to be removed from the site or stored above existing ground levels
29. Site to be progressively restored as indicated on submitted phases
30. Subsoil and topsoil to be spread at specific depths and to be worked to provide a satisfactory medium for planting
31. The MPA to be given 7 days' notice prior to the spreading of sub soil or top soil
32. Any area of grass seeding fails, it will be re-seeded within the next available planting season
33. All site infrastructure to be removed including access road with land reinstated to the levels shown on restoration levels drawing
34. Completion of restoration works in accordance with soft landscaping details

**Amenity**

35. Hours for operation of the quarry in accordance with those suggested by Environmental Services
36. Site operations to comply with stipulated noise levels at site boundary as recommended
37. Site to operate in accordance with dust management scheme to be submitted & approved by MPA
38. No fires or blasting at the site
39. Reporting of unexpected contamination

**Aftercare**

40. Requirement to provide an outline aftercare scheme
41. Requirement to provide a detailed annual aftercare scheme
42. Requirement to arrange an annual aftercare meeting

- (b) secure a Section 106 agreement to cover the following matters:

To restrict HGV movements to no more than 16 (8 in and 8 out) and no working or winning to commence into the:

- extension area south of the existing operational quarry as shown on drawing 10193A/02C, and
- no mineral extraction to extend beyond the approved depth of 323 AOD level as shown on drawing 8973/05, pursuant to planning permission 2012/93305, until;
  - (i) An annual highway maintenance fee of £50,000 (to be split between Kirklees and Barnsley Council) to mitigate against the potential damage and deterioration of the highway infrastructure as shown on HGV routing drawing 10193/S106 Traffic Route/CJB/120324 is received.
  - (ii) The reconstruction of the unsealed "maintained in character" only section of Cartworth Moor Road. An initial joint inspection with site operator/council representatives shall be carried out to assess any defects/works required to verges, provisions for drainage run offs and passing places, with details to be submitted to and approved in writing by the MPA. Thereafter the approved works shall be completed (at the cost of the applicant/site operator) in accordance with an

## Strategic Planning Committee - 20 June 2024

agreed timescale. Subsequently, six monthly joint inspections with site operator/council representative shall be carried out and any defects observed shall be rectified at the cost of the applicant within an agreed timescale by the MPA.

(iii) Reinstatement of bridleway in accordance with details to be submitted and approved by the MPA and carried out within an agreed timescale, at the cost of the applicant/site operator).

- (2) That, in the circumstances where the Section 106 agreement has not been completed within 3 months of the date of the Committee's resolution then the Head of Planning and Development shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured, and, if so, the Head of Planning and Development be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Homewood, Pinnock and Sokhal (5 votes)

### 13 **Pre-Application 2024/20252**

The Committee was presented with a pre-application (2024/20252) for demolition and mixed use development at New Mills, Brougham Road, Marsden, Huddersfield

Under the provisions of Council Procedure Rule 36(3), the Committee received a representation from Councillor Harry McCarthy.

Matthew Shepherd (on behalf of the applicant) presented the plans and answered questions from Members.

**The position statement was noted.**



Contact Officer: Sheila Dykes

## **KIRKLEES COUNCIL**

### **STRATEGIC PLANNING COMMITTEE**

**Thursday 1st August 2024**

Present: Councillor James Homewood (Chair)  
Councillor Ammar Anwar  
Councillor Bill Armer  
Councillor Andrew Pinnock  
Councillor Mohan Sokhal

**1 Membership of the Committee**

No apologies were received.

**2 Minutes of the Previous Meeting  
Resolved –**

That the minutes of the meeting of the Committee held on 20th June 2024 be approved as a correct record.

**3 Declaration of Interests and Lobbying**

Councillor Armer declared that he had been lobbied in respect of Application 2021/91507.

In the interests of transparency, Councillor Armer advised, in respect of Application 2023/93704, that in his role as Ward Councillor, he regularly attended meetings of the Grange Moor Community Association but had not commented on the application.

In the interests of transparency, Councillor Armer advised, in respect of Applications 2021/91507, 2021/92527 and 2023/93704, that he was a member of Kirkburton Parish Council but had not commented on the applications or voted on any decisions in respect of representations.

**4 Admission of the Public**

All items were considered in public session.

**5 Public Question Time**

No questions were asked.

**6 Deputations/Petitions**

No deputations or petitions were received.

**7 Site Visit - Application No. 2021/91507**

Site visit undertaken.

**8 Site Visit - Application No. 2021/92527**

Site visit undertaken.

**9 Site Visit - Application No. 2023/93704**

Site visit undertaken.

**10 Planning Application - Application No: 2022/93306**

The Committee considered Planning Application 2022/93306 for the erection of 11 dwellings, formation of new access road and associated landscaping and open space on land adjacent to 894 Huddersfield Road, Ravensthorpe, Dewsbury.

Under the provisions of Council Procedure Rule 37, the Committee received representations from Nick Willock (on behalf of the applicant).

**Resolved –**

- (1) That approval of the application and the issuing of the decision notice be delegated to the Head of Planning and Development in order to:
  - (a) complete the list of conditions, including those contained within the report, as set out below, subject to the amendment of Condition 6 as shown (as set out in the Planning Update), and an additional condition that the development not be gated:
    - 1) Three years to commence development.
    - 2) Development to be carried out in accordance with the approved plans and documents.
    - 3) Samples of facing materials.
    - 4) Details/samples of windows and doors.
    - 5) Window frames set back into the reveal by 100mm.
    - 6) Proposed details of internal adoptable roads *the proposed internal estate road*.
    - 7) Closure of access onto Huddersfield Road.
    - 8) A detailed scheme for the provision of a right turn lane from Huddersfield Road into the site and associated signing and white lining.
    - 9) Permeable surfacing to all vehicle parking areas.
    - 10) Submission of a Construction Environmental Management Plan (CEMP).
    - 11) Submission of an AIP for any new retaining walls/buildings adjacent to the adoptable highway
    - 12) Details of any drainage in the highway.
    - 13) Details of the private arrangement for waste collection.
    - 14) Details of temporary waste storage and collection (during construction).
    - 15) Submission of full drainage details.
    - 16) Assessment of the effects of a 1 in 100 year storm event.
    - 17) Submission of temporary drainage for surface water.
    - 18) Details of boundary treatment.

## Strategic Planning Committee - 1 August 2024

- 19) Submission of all hard and soft landscape materials and their management and maintenance.
- 20) Submission of a Construction Environmental Management Plan (CEMP) (for biodiversity).
- 21) Tree protection measures in accordance with Arboricultural Method Statement.
- 22) Submission of a Phase 2.
- 23) Submission of a Remediation Strategy.
- 24) Implementation of Remediation Strategy.
- 25) Submission of Verification Report.
- 26) Submission of a Noise Assessment and Mitigation Scheme.
- 27) Details of electric vehicle charging points (EVCP's).
- 28) Details of measures to deter crime and anti-social behaviour.
- 29) No removal of hedgerows, trees or shrubs shall take place between 1<sup>st</sup> March and 31st August inclusive.

- (b) secure a Section 106 agreement to cover the following matters, with all contributions being index-linked:
- (i) Biodiversity: An off-site contribution of £15,870.
  - (ii) Public Open Space: An off-site contribution of £9,161.
  - (iii) Management and maintenance: The establishment of a management company for the purpose of maintaining shared spaces, the private drive and drainage infrastructure serving the site.

- (2) In the circumstances where the Section 106 agreement has not been completed within three months of the date of the Committee's resolution then the Head of Planning and Development shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the benefits that would have been secured and, if so, the Head of Planning and Development be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Homewood, Pinnock and Sokhal (5 votes)

### 11 **Planning Application - Application No. 2021/91507**

The Committee considered Planning Application 2021/91507 for Reserved Matters pursuant to outline permission 2014/91831 for the erection of 55 dwellings, formation of access public space and associated infrastructure on Cockley Hill Lane, Kirkheaton, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Laura Mepham (on behalf of the applicant).

**Resolved –**

- (1) That approval of the application and the issuing of the decision notice be delegated to the Head of Planning and Development in order to:
  - (a) complete the list of conditions, including those contained within the report, as set out below:
    - 1) Samples of all facing and roofing materials.
    - 2) Full details finished floor and ground levels within the site relative to Ordnance Datum or an identifiable temporary datum.
    - 3) 1.8m screen fences to be erected and retained where shown on the plan.
    - 4) Details of junction of new estate road with Cockley Hill Lane.
    - 5) Scheme detailing the proposed internal adoptable estate roads.
    - 6) Full travel plan to be submitted.
    - 7) A scheme detailing the location and cross sectional information, proposed design and construction details for all new retaining walls adjacent to the existing/ proposed adoptable highways.
    - 8) A scheme detailing the location and cross-sectional information together with the proposed design and construction details for all new surface water attenuation tanks/pipes/manholes located within the proposed highway footprint.
    - 9) Before development commences, details of temporary waste collection arrangements to serve occupants of completed dwellings whilst the remaining site is under development.
    - 10) Cross-sectional information and design details for retaining walls.
    - 11) Cross-sectional information and design details for surface water attenuation features within the proposed highway footprint.
    - 12) Highway defects survey pre-commencement, and post-development, with a scheme to rectify any subsequent defects.
    - 13) Before any new dwelling is first occupied, details of the design of enclosures for bin storage for the new dwellings.
    - 14) Details of cycle stores.
    - 15) A Construction Environmental Management Plan (CEMP) shall be submitted to and agreed in writing with the Local Planning Authority.
    - 16) Full details of hard and soft landscaping to be submitted.
    - 17) Development to be implemented in full accordance with the approved Arboricultural Method Statement.
  - (b) secure a Section 106 agreement to cover the following matters, with all contributions being index-linked:
    - (i) Travel Plan monitoring contributions of £10,000.
    - (ii) Drainage infrastructure: Submission of a plan for the future maintenance and management of all drainage infrastructure.

## Strategic Planning Committee - 1 August 2024

- (2) That, in the circumstances where the Section 106 agreement has not been completed within three months of the date of the Committee's resolution, then the Head of Planning and Development shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the mitigation and benefits that would have been secured; if so, the Head of Planning and Development be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Homewood, Pinnock and Sokhal (5 votes)

### 12 **Planning Application - Application No. 2021/92527**

The Committee considered Planning Application 2021/92527 for the erection of 29 dwellings, formation of access, public space, attenuation and associated infrastructure on land off Cockley Hill Lane, Kirkheaton, Huddersfield.

Under the provisions of Council Procedure Rule 37, the Committee received a representation from Laura Mephram (on behalf of the applicant).

#### **Resolved –**

- (1) That approval of the application and the issuing of the decision notice be delegated to the Head of Planning and Development in order to:
- (a) complete the list of conditions, including those contained within the report and including an additional condition (29), as set out below:
- 1) Three years to commence development.
  - 2) Development to be carried out in accordance with the approved plans and specifications.
  - 3) Materials.
  - 4) Phase 1 contamination report.
  - 5) Phase 2 contamination report if required.
  - 6) Remediation strategy to be submitted if required.
  - 7) Remediation to be carried out.
  - 8) Contaminated land verification report (if applicable)
  - 9) Detailed drainage design.
  - 10) Flow routing plans with assessment of the effects of 1 in 100 year storm events.
  - 11) Temporary drainage plan during construction.
  - 12) Detailed landscaping scheme.
  - 13) Landscaping management plan.
  - 14) Biodiversity enhancement and management plan.
  - 15) Visibility splays to be provided.
  - 16) Details of junction of new estate road with Cockley Hill Lane.
  - 17) Full travel plan to be submitted.
  - 18) Scheme of internal adoptable estate roads.
  - 19) Details of temporary waste collection arrangements.

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- 20) Cross-sectional information, design and construction details for new retaining walls.
  - 21) Cross-sectional information, design and construction details for surface water attenuation infrastructure within the proposed highway footprint.
  - 22) Defects survey pre-and post-development, with a scheme to remedy any subsequent defects.
  - 23) Electric Vehicle Charge Points scheme.
  - 24) Details of other climate change mitigation measures.
  - 25) Details of cycle storage.
  - 26) Details of design of bin enclosures.
  - 27) Construction Environmental Management Plan (biodiversity).
  - 28) Implementation in full accordance with the approved Arboricultural Method Statement.
  - 29) Full details finished floor and ground levels within the site relative to Ordnance Datum or an identifiable temporary datum.
- (b) secure a Section 106 agreement to cover the following matters, with all contributions being index-linked:
- i) Affordable Housing: On-site provision consisting of six units.
  - ii) Sustainable Transport: Provision of sustainable transport contributions to the total sum of £15,071.30 and Travel Plan monitoring contributions of £10,000.
  - iii) Public Open Space: Off-site contribution of £23,352.64 to address shortfall.
  - iv) Management and maintenance of drainage infrastructure: The establishment of a management company for the management and maintenance of any land not within private curtilages or adopted by other parties, of infrastructure (including surface water drainage until formally adopted by the statutory undertaker, and of the site's existing watercourse) and of street trees (if planted on land not adopted).
- (2) That, in the circumstances where the Section 106 agreement has not been completed within three months of the date of the Committee's resolution, then the Head of Planning and Development shall consider whether permission should be refused on the grounds that the proposals are unacceptable in the absence of the mitigation and benefits that would have been secured; if so, the Head of Planning and Development be authorised to determine the application and impose appropriate reasons for refusal under delegated powers.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Homewood, Pinnock and Sokhal (5 votes)

**13 Planning Application - Application No. 2023/93704**

The Committee considered Planning Application 2023/93704 for the erection of 10 dwellings and associated works at land northwest of Urban Terrace, Denby Lane, Grange Moor, Huddersfield.

Under the provisions of Council Procedure Rule 36(3), the Committee received representations from Councillor John Taylor.

Under the provisions of Council Procedure Rule 37, the Committee received representations from David Bolger (in support) and Michael Parham (on behalf of the applicant).

**Resolved –**

That consideration of the application be deferred to allow the Head of Planning and Development to undertake further negotiations with the applicant in respect of:

- The potential to achieve an increased density of development (with more houses being added).
- Identify the constraints within the site, namely coal mining legacy and any underground sewer pipes.
- The development not being gated.
- The provision of a design and layout that will permit acceptable waste collection arrangements.

A recorded vote was taken, in accordance with Council Procedure Rule 42(5), as set out below:

For: Councillors Anwar, Armer, Pinnock and Sokhal (4 votes)

Against: Councillor Homewood (1 vote)

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