

EXAMPLE PLAN - Forward Plan - 1 November onwards FOR THE PERIOD 1 DECEMBER 2023 TO 31 MARCH 2024

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Likely Exemption	Background documents	Member / Officer Contact
<p>Local Flood Risk Management Strategy 2023</p> <p>The Council, as Lead Local Flood Authority, has a legal duty under the Flood and Water Management Act 2010 to produce, implement and monitor a Local Flood Risk Management Strategy (Local Strategy). Council's original strategy was published in 2013, a summary refresh was made in 2019 to provide an up-to-date evidence base to support the measures identified in the current Action Plan.</p> <p>The Local Strategy summarises the duties, responsibilities and actions that the Council will embrace to manage local sources of flood risk. It must align with the National Strategy produced by the Environment Agency.</p> <p>A revised National Strategy was published in July 2020 and was formally adopted by government in September 2020. This strategy describes what needs to be done by all risk management authorities (RMAs) involved in flood and coastal erosion risk</p>	Cabinet	16 Jan 2024	<p>Engagement via workshops have taken place at the very beginning prior to drafting the strategy so key stakeholders can help shape the new strategy from the outset.</p> <p>Internal workshops have taken place with internal services such as Planning, Highways, Climate Change and Emergency Planning colleagues.</p> <p>An external</p>	Open		Portfolio Holder for Finance & Regeneration <i>Paul Farndale</i>

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<p>management for the benefit of people and places.</p> <p>This has been a key driver to reviewing our current Local Flood Risk Management Strategy in ensuring alignment with the National Strategy.</p>			<p>workshop has taken place with Yorkshire Water, Environment Agency, and key partners such as the National Trust and many others.</p> <p>Periodic updates have been given to the Portfolio Holders.</p> <p>A public consultation exercise will be undertaken on the new strategy and its associated documents. A survey will be set up to encourage residents to express their thoughts and opinions.</p>			

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			<p>All Members and Parish Councillors will be directed to the draft documents for comments. A separate workshop is intended to be set up with local flood community groups.</p> <p>A summary Consultation Report will be prepared to capture comments received.</p>			
<p>Bereavement Services Capital Plan Update and proposed allocations for 2023/24</p> <p>The report will update Cabinet on progress to date against Bereavement Services Capital Plan as well as seek approval to future investment for 2023/24 and to seek Officer Delegations to manage the plan.</p>	<p>Strategic Director for Environment and Climate Change</p>	<p>27 Jun 2023</p>		<p>Open</p>	<p>DOCUMENTS</p>	<p>Portfolio Holder for Corporate, Portfolio Holder for Culture and Greener Kirklees <i>Paul Hawkins</i> <i>paul.hawkins@kirklees.gov.uk</i></p>

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<p>Corporate Financial Monitoring Report - Quarter 3 for 2023-24</p> <p>To consider the third quarter Revenue & Capital Monitoring forecast and to consider any specific recommendations on the application of resources in-year, including movements to and from reserves, as required by financial procedure rules.</p>	Cabinet	12 Mar 2024		Open		Portfolio Holder for Corporate <i>Sarah Hill, Finance Manager</i> <i>sarahm.hill@kirklees.gov.uk</i>
<p>Council Annual Budget Report 2024-25 and following years; incorporating Capital, Treasury Management, General Fund, Revenue and Housing Revenue Account</p> <p>To provide the necessary financial information to enable the Council's Revenue Budget, Capital Programme & Housing Revenue Account to be set in accordance with agreed treasury management principles.</p>	Cabinet, Council	6 Mar 2024		Open		Portfolio Holder for Corporate <i>Dean Langton, Service Director Finance (S151 Officer)</i> <i>dean.langton@kirklees.gov.uk,</i> <i>James Anderson, Head of Accountancy</i> <i>james.anderson@kirklees.gov.uk,</i> <i>Sarah Hill, Finance Manager</i> <i>sarahm.hill@kirklees.gov.uk</i>
<p>Kirklees School Funding Arrangements for Financial Year 2024-25</p> <p>To consider the Kirklees schools funding formula for 2024-25 to be submitted to the Education & Skills Funding Agency.</p>	Cabinet	16 Jan 2024		Open		Portfolio Holder for Learning & Aspiration, Portfolio Holder for Corporate <i>David Baxter</i> <i>david.baxter@kirklees.gov.uk</i>

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Rent & service charge setting for Housing Revenue Account properties for 2024-25 To consider and approve the rent setting policy for 2022-23 in relation to Housing Revenue Account Properties.	Cabinet	12 Dec 2023		Open		Portfolio Holder for Corporate <i>Naz Parkar, Service Director - Homes & Neighbourhoods</i> <i>naz.parkar@kirklees.gov.uk</i>
Half yearly monitoring report on Treasury Management Activities 2023-24 To consider the treasury management activities for the period 1 April to 30 September 2023.	Cabinet, Council	13 Dec 2023		Open		Portfolio Holder for Corporate <i>Rachel Firth</i> <i>rachel.firth@kirklees.gov.uk</i>
Corporate Financial Monitoring Report; Quarter 2 for 2023-24 To consider the second quarter Revenue & Capital Monitoring forecast and to consider any specific recommendations on the application of resources in-year, including movements to and from reserves, as required by financial procedure rules.	Cabinet	14 Nov 2023		Open		Portfolio Holder for Corporate <i>Sarah Hill, Finance Manager</i> <i>sarahm.hill@kirklees.gov.uk</i>
Asset Review To establish working principles, and to bring forward a holistic asset review considering the optimisation, rationalisation, mothball, closure, and disposal of	Cabinet	14 Nov 2023		Open		Portfolio Holder for Finance & Regeneration

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<p>property assets and interests across the Council's estate.</p> <p>This report will set out some early recommendations for consideration. Options and recommendations will be offered across a series of reports over the coming months for consideration and presented in alignment with ongoing budget planning and organisational change activity.</p>						
<p>Carephones Restructure and Full Cost Recovery Carephones is currently in the process of re-structuring because the current model is not operationally sustainable due to the continued increased demand. The improved model requires £215K increased funds.</p> <p>The increase would be as follows: £1.10 per week increase plus the new customer charge of £50 for each new installation. This will cover all the cost of the new service at £215K.</p> <p>If the corporate costs are to be included it will be £2.57 per</p>	<p>Strategic Director for Adults and Health</p>	<p>20 Oct 2023</p>	<p>Twelve months ago, the service engaged with Co-production Board with an ask for interested parties to work with the service to develop the new model and charging policy. Unfortunately, no one attending the board at the time volunteered to be involved.</p>	<p>Open</p>	<p>329. Appendix - Carephones Restructure and Full Cost Recovery</p>	<p>Portfolio Holder for Health and Social Care <i>Gail Addinall, Head of Operations North - Adult Social Care</i></p>

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<p>week increase plus the £50 installation charge.</p> <p>An Integrated Impact Assessment has been completed which highlights the main impact would be individuals on low incomes. The Carephones service is a means tested service via a financial assessment. There are currently approximately 7000 registered Carephone users and 3200 Carephone users who pay for their service.</p> <p>All options of alternative funding streams have been explored and exhausted.</p> <p>The main mitigating factor for risk in this option is that this service is means tested so only those who can afford to pay will pay the increased charges.</p>			<p>No consultation has taken place with our service users to date and this is primarily down to the service exploring all other options first rather than the increased costs passing onto service users. It was hoped that other funding options would be available from within Adult Social Care and/or its system partners because of the preventative nature of the service. However due to the current financial climate these avenues have not been successful. We did explore BCF monies however this</p>			

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			was not successful.			
<p>Withdrawal of Netherton and South Crosland Neighbourhood Plan Forum Designation</p> <p>The report seeks to withdraw the Netherton & South Crosland Neighbourhood Plan Forum designation which was established for the purposes of progressing a neighbourhood development plan (NDP). The Forum was designated at Cabinet 16th November 2021.</p> <p>The Forum Chair has informed the Council that they are no longer progressing with the Neighbourhood Development Plan (NDP), and that the forum would no longer run. Therefore, under Neighbourhood Planning Regulation (General) 2012, regulation 12, the forum designation is recommended to be withdrawn.</p> <p>Had the council not received formal confirmation from the Forum of their intention to not progress a NPD, the council's</p>	Cabinet	14 Nov 2023	<p>Subject to a Cabinet resolution to withdraw the forum designation, the Council must publish a withdrawal statement as soon as possible, as per the Neighbourhood Planning Regulation (General) 2012, regulation 12.</p> <p>The Council has actively engaged with the Neighbourhood Plan Forum throughout the designation period, to progress the Neighbourhood</p>	Open		<p>Portfolio Holder for Finance & Regeneration <i>Jacob Parker-Henry</i></p>

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<p>intention was to withdraw the designation themselves. This was on the grounds of no progress being made on the NDP, and non-compliance with statutory requirements in relation to publicising contact details of a forum member, in the public domain, as set out in section 61F(5) TCPA 1990 and Regulation 8 (Application for designation of a neighbourhood forum) of the Neighbourhood Planning Regulations (General) 2012.</p> <p>Background papers;</p> <p><i>Cabinet report for the designation of the Neighbourhood Area Forum and Neighbourhood Plan Area: Microsoft Word - 2021_11_16 Netherton and South Crosland Neighbourhood Forum and Area applications.docx (kirklees.gov.uk)</i></p> <p><i>Netherton & South Crosland Neighbourhood Plan webpage: Netherton and</i></p>			<p>Development Plan.</p> <p>Ward members for Netherton and Crosland were consulted on the Council's intention to withdraw the Neighbourhood Forum prior to confirmation from the Forum Chair.</p>			

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South Crosland Neighbourhood Development Plan Kirklees Council						
<p>Housing Delivery Plan Update To provide an update on progress with housing delivery across the district.</p> <p>Background Papers;</p> <p>Cabinet Report – Housing Delivery Plan. Approved 29th August 2018 https://democracy.kirklees.gov.uk/documents/g5703/Public%20reports%20pack%2029th-Aug-2018%2016.00%20Cabinet.pdf?T=10</p> <p>Cabinet Report – Dewsbury Riverside Masterplan. Approved 19th March 2019 https://democracy.kirklees.gov.uk/documents/g5613/Public%20reports%20pack%2019th-Mar-2019%2016.00%20Cabi</p>	Cabinet	14 Nov 2023	<p>Engagement Process:</p> <p>Engagement with ward members regarding sites within the programme takes place on a site-by-site basis, as proposals for each site progress. For example, local ward members are informed when survey work takes place on site, and at key points during the development process e.g. when planning applications are made, when</p>	Open		<p>Portfolio Holder for Finance & Regeneration <i>Adele Buckley, Head of Housing Growth</i> <i>adele.buckley@kirklees.gov.uk</i></p>

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<p>net.pdf?T=10</p> <p>Cabinet Report – Housing Delivery Plan Update. Approved 20th January 2020</p> <p>https://democracy.kirklees.gov.uk/documents/g6297/Public%20reports%20pack%2020th-Jan-2020%2010.00%20Cabinet.pdf?T=10</p> <p>Dewsbury Riverside Development Strategy. Approved 25th February 2020</p> <p>Agenda for Cabinet on Tuesday 25th February 2020, 4.00 pm Kirklees Council</p> <p>Cabinet Report – Housing Delivery Plan Update. Approved 27th June 2023</p>			<p>there is a start on site.</p> <p>Portfolio holders are informed of progress on the overall housing programme via their regular briefing sessions, and specific, strategic issues and decisions in relation to each site are taken to them for decision.</p> <p>Consultation:</p> <p>Consultation on sites within the programme happens on a site-by-site basis at key points which require decisions. This is led by the Council or by its partners</p>			

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Agenda for Cabinet on Tuesday 27th June 2023, 2.00 pm Kirklees Council			<p>dependent on the approach to the site.</p> <p>Consultation is a key part of any planning application which is made on any site and takes place prior to the submission of any planning application, and as part of the planning application.</p> <p>Portfolio holders are consulted about key decisions in relation to sites.</p> <p>Ward members are kept updated and informed at key points within the site development process.</p>			
Data Network	Cabinet	14 Nov 2023		Open		Portfolio Holder for Corporate

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<p>The item seeks a decision to replace the council's core data network hardware in line with the Technology Strategy.</p> <p>The council's current data network was designed around the provision of a public sector network (PSN) nine years ago. The network infrastructure was underpinned by open public networks provided by City Fibre and Openreach. 85% of Kirklees residents now have gigabit-capable network connectivity in their homes because of the council's previous investment.</p> <p>The core network hardware needs to be replaced to continue to provide resilient and available infrastructure for the next seven years in line with the ambition in the Technology Strategy. The core network underpins services across Kirklees and will link the town centres of Huddersfield and Dewsbury via private fibre to provide ultra-fast connectivity between both locations.</p> <p>The data network contract</p>			<p>There is ongoing engagement in the delivery of the Technology Strategy with officers and councillors, including Scrutiny, which includes the continued resilience of the data network. This has included conversation about the options open to the council at this point and the impact for partners and the public. Details will be provided in the report.</p> <p>The Council's Technology Strategy Board and the Executive Team of senior officers has</p>			<p><i>Terence Hudson, Head of Technology</i> <i>terence.hudson@kirklees.gov.uk</i></p>

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<p>provides a managed Public Sector Network (PSN) compliant service to over 200 corporate sites and 8000 users.</p> <p>Background papers:</p> <p>Previous decision regarding capital refresh budget for IT at Cabinet 14th June 2022: https://democracy.kirklees.gov.uk/documents/s46405/IT%20Capital%20-%20Cabinet%20Report%200005.pdf</p>			<p>been consulted on the approach and provided their support for the decision. Cllr Paul Davies, Portfolio Holder for Corporate is also supportive.</p>			
<p>Council Owned Tree and Woodland Management- Policy</p> <p>A review of the Council's existing tree and woodland management policy identified that it now requires reviewing, and updating. This review work resulted in a redevelopment of the existing documents to provide a new progressive policy. Reflecting new national policy and better aligned with current Kirklees' commitments and corporate goals.</p>	Cabinet	14 Nov 2023	<p>Drafting of the documents included on going engagement with: Risk and Insurance, Planning- Conservation, Design, Trees and Ecology, Energy and Climate Change, The Arboricultural</p>	Open		Portfolio Holder for Culture and Greener Kirklees

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<p>Engagement and consultation has been undertaken with the new document package now drawn together into a finalised draft. Including Policy Statements, an updated Risk Framework, Management Standards and Service Standards.</p> <p>This new, replacement, policy suite now requires Cabinet consideration with a view making a decision on:</p> <ul style="list-style-type: none"> - If the policy should be formally adopted. - If adopted, delegating the authorisation of future updates and revisions, to the Service Director for Highway and Street Scene. To allow the document to be kept up to date and aligned with any changes to national or local policies, legislation, and guidance during the life cycle of the 			<p>Team.</p> <p>Early stages of drafting also included briefing and engagement with the previous portfolio holder.</p> <p>The following interested parties, and service areas, were contacted for comment and feedback: Highways, Planning Policy, Legal Services, Kirklees Direct, Homes and Neighbourhoods, Corporate Facilities Management, and the White Rose Forest, as the regional Community Forest partner.</p> <p>Comments received related</p>			

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<p>Council Owned Tree and Woodland Management Policy. As per the review schedule set out at section 14 of the new policy document suite.</p> <p>Background Papers: Draft Council Owned Tree and Woodland Management policy (with the draft Tree Risk Framework, Management Standards, Service Standards embedded within it).</p>			<p>to rewording, or amendments to specific sections, and addition of text to link the draft tree management policy to other areas, such as Planning Policy.</p> <p>In January 2023, the initial draft was also taken to the Environment and Neighbourhoods Scrutiny Panel for comment. With the comments received now addressed.</p> <p>An integrated impact assessment has been undertaken which identified a neutral impact on people and communities.</p>			

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			With the policy, and associated tree management, being implemented equally across the district and all the communities that the Council serves. The impact assessment has then identified a positive impact on the environment and the management of it.			
<p>19-33a John William Street, Huddersfield Shop Front Grant, Grant Offer To agree to offer grant support from the Huddersfield Shop Front Grant for the replacement of the shop fronts to 19-33a John William Street.</p> <p>Throughout the scheme local business owners, the Huddersfield Civic Society</p>	Cabinet	12 Dec 2023	During the planning application process, public consultation was carried out and no objections were made and one letter of support was received.	Part exempt	Background Information	<p>Councillor Graham Turner, Cabinet Member - Finance and Regeneration <i>Nigel Hunston,</i> <i>Conservation/Design Group Leader</i> <i>nigel.hunston@kirklees.gov.uk</i></p>

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<p>have been engaged and their views taken on board over the area and the shops concerned. The Huddersfield Civic Society have campaigned over the years for better shop fronts that are more in keeping with the heritage of the town. The Civic Society have continued to seek improvements to 19-33a John William Street and have welcomed and supported the proposals that are the subject of this grant application.</p> <p>Ward Councillors and the Portfolio Holders have been consulted on the scheme and have been supportive.</p> <p>This part of the town is included in the Huddersfield Town Centre Conservation Area and concern has been raised by Historic England over the quality of the shop fronts. This resulted in the conservation area being placed on their "At Risk Register". Historic England are supportive of the changes to these shop fronts and will go towards removing the conservation area from the</p>						

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<p>register.</p> <p>Consultation has been carried out with the tenants of the shop fronts throughout the design of the shop fronts. Concerns have been raised over the impact of their businesses during the construction works, whether they have to close, the costs of the project and ensuring disabled access is achieved with the new entrances. The contractor and the Council have worked together to ensure that the units will remain open, with safety regulations in place, and disturbance will be to the minimum. The costs of the project will not be down to the tenants and will be covered by the freeholder and if approved a grant from the Council. All the new entrances are designed to be disabled friendly and are compliant Access Regulations.</p> <p>Before any applications were submitted for planning approval, the Huddersfield Civic Society were consulted upon them. They were in</p>						

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support of the designs and felt they would be big improvement to the town centre.						
<p>Leisure Centre Review To provide cabinet with findings from the leisure centre consultation and other relevant information to enable Cabinet to make an informed decision around future changes to the leisure centre estate. The report will seek agreement for the rationalisation of the estate to be managed by Kirklees Active Leisure (KAL) and request delegated authority to progress alternative delivery options and/or uses for those sites from which KAL will withdraw.</p>	Cabinet	12 Dec 2023	<p>The following will be consulted on the context of the cabinet report before publication:</p> <ul style="list-style-type: none"> • Service Director Finance, Legal & Governance • Section 151 Officer • Executive Leadership Team • Portfolio 	Open		<p>Portfolio Holder for Finance & Regeneration <i>Adele Poppleton, Service Director for Culture and Visitor Economy</i> <i>adele.poppleton@kirklees.gov.uk</i></p>

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			<ul style="list-style-type: none"> • Holder Executive Board • Kirklees Active Leisure (KAL) <p>A non-statutory consultation around the future of the leisure offer in Kirklees is due to be completed on 12th November 2023.</p>			
<p>Changes to the Yorkshire Purchasing Organisation Management Agreement Changes to governance arrangements and decision making at Yorkshire Purchasing Organisation (YPO), a Local Authority Joint Committee in which the Council is 1 of 13 participants.</p>	<p>Cabinet</p>	<p>12 Dec 2023</p>		<p>Open</p>		<p>Portfolio Holder for Finance & Regeneration <i>Martin Dearnley, Head of Risk - Internal Audit & Risk Management</i> <i>martin.dearnley@kirklees.gov.uk</i></p>