

# KIRKLEES COUNCIL

## FORWARD PLAN OF KEY DECISIONS AND PRIVATE REPORTS

1 DECEMBER 2016 - 30 MAY 2017

## **NOTICE –FORWARD PLAN OF KEY DECISIONS AND PRIVATE REPORTS**

The Forward Plan contains key decisions that the Council expects to make over the next four months and also includes those decisions including decisions to be taken in private. The Forward Plan details key decisions to be taken by the Council and the Cabinet and by Officers, where appropriate, under delegated powers.

Key decisions are executive decisions which are likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising one or more wards

A decision notice for each decision made by the Cabinet is published within 3 working days of it having been made. This is open for public inspection on the Council's website and at Civic Centre 3, High Street, Huddersfield.

Copies of the Plan are available on the Council's website [www.kirklees.gov.uk](http://www.kirklees.gov.uk). A copy of the Plan is also available for public inspection at the Civic Centre 3, High Street, Huddersfield during normal office hours.

If you have any questions about the Forward Plan, please contact the Governance and Democratic Engagement Manager, telephone 01484 221000, e-mail: [scrutiny.governance@kirklees.gov.uk](mailto:scrutiny.governance@kirklees.gov.uk).

# INDEX

ITEM	PAGE NO
NOTICE –FORWARD PLAN OF KEY DECISIONS AND PRIVATE REPORTS.....	2
COMMUNITY COHESION AND SCHOOLS.....	5
ECONOMY, SKILLS, TRANSPORTATION AND PLANNING.....	7
HOUSING AND ENFORCEMENT MANAGEMENT .....	8
OTHER PLACE: HIGHWAYS AND NEIGHBOURHOODS .....	9
FAMILY SUPPORT & CHILD PROTECTION.....	10
ADULTS, HEALTH AND ACTIVITY TO IMPROVE HEATLH.....	11
STRATEGY AND STRATEGIC RESOURCES, NEW COUNCIL AND REGIONAL ISSUES.....	12
ASSET STRATEGY, RESOURCES AND CREATIVE KIRKLEES (ARTS).....	12

**Cabinet Comprises:**

Leader of the Council – Cllr David Sheard  
Deputy Leader of the Council – Cllr Shabir Pandor  
Economy, Skills, Transportation and Planning – Cllr Peter McBride  
Housing and Enforcement Management – Cllr Naheed Mather  
Other Place: Highways and Neighbourhoods – Cllr Musarrat Khan  
Family Support and Child Protection – Cllr Erin Hill  
Adults, Health and Activity to Improve Health – Cllr Viv Kendrick  
Community Cohesion and Schools – Cllr Masood Ahmed  
Asset Strategy, Resources and Creative Kirklees (Arts) – Cllr Graham Turner

Full **Council** comprises all 69 Members of the Council as follows:

Ahmed, M	Hall D	Marchington A	Sims K
Akhtar M	Hall S	Mather N	Smaje E
Allison K	Hill E	McBride P	Smith R
Armer B	Holmes L	McGuin B	Sokhal M
Asif G	Holroyd-Doveton E	O'Donovan D	Stewart-Turner J
Bellamy D	Homewood J	O'Neill M	Stubley A
Bolt M	Hughes J	Palfreeman A	Taylor J
Burke C	Hussain M	Pandor S	Taylor K
Calvert J	Iredale C	Patrick N	Turner G
Cooper A	Kane P	Pattison C	Turner N
Dad N	Kaushik M R	Pervaiz M	Ullah S
Dodds J	Kendrick V	Pinnock A	Walker R
Eastwood R	Khan M	Pinnock A U	Watson M
Fadia F	Lawson J	Pinnock K	Wilkinson L
Firth D	Lees-Hamilton V	Richards H	Wilson G
Firth E	Light R	Sarwar M	
Grainger-Mead L	Lowe G	Scott C	
Greaves C	Lyons T	Sheard D	

Key Decision/Private Report and Brief Description	Decision Taker and Expected Date of Decision	Contact Officer	Date First included in the Plan
<b>COMMUNITY COHESION AND SCHOOLS</b>			
<p><b>Continuing the strategic and collaborative approach between Kirklees Council and our schools, settings and partners</b></p> <p>The report outlines the core responsibilities as a LA, as defined in the White Paper, and will propose to seek Cabinet approval to carry out engagement, consultation and collaboration with schools and other stakeholders, to set high aspirations for children and young people's outcomes and strategically shape the future education system locally.</p>	Cabinet 17 January 2017	Jo-Anne Sanders jo-anne.sanders@kirklees.gov.uk	May 2016
<p><b>Integrated Community Safety- Quality of Life</b></p> <p>This report will set out proposals and recommendations regarding the future role of an Integrated Community Safety function using a digital by design approach. This will include the focus, approach and resources needed to achieve the objectives and outcomes set out. This is specifically in relation to providing an area based service to customers using Intelligence &amp; evidence to find ways of tackling problems.</p>	Cabinet 17 January 2017	Carol Gilchrist, Head of Safe and Cohesive Communities carol.gilchrist@kirklees.gov.uk, Will Acornley, Head of Environment and Green space will.acornley@kirklees.gov.yj	September 2016

<p><b>Report on the outcomes of the statutory consultation affecting Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School.</b></p> <p>The report details the outcomes from the statutory consultation about proposals to bring together Honley CE (VC) Infant and Nursery School and Honley CE (VC) Junior School to form a single Church of England voluntary controlled primary school for pupils aged 3 -11 years from 1st May 2017. The report seeks a decision on the way forward in light of the information received.</p>	<p>Cabinet 17 January 2017</p>	<p>Jo-Anne Sanders jo-anne.sanders@kirklees.gov.uk</p>	<p>December 2016</p>
<p><b>Determination of Admission Arrangements for 2018/19</b></p> <ul style="list-style-type: none"> <li>• Annual consultation on Kirklees Co-ordinated Admission Arrangements 2018/19</li> <li>• Kirklees Admission Arrangements for In-year Admissions 2018/19</li> </ul> <p>Kirklees Local Authority is required by law to produce Schemes to fulfil its role in co-ordinating the admission of children to the first year of all schools in Kirklees. The Schemes cover the admission of rising five year olds and admission to the first year of junior, middle and secondary schools. Members are requested to:</p> <ul style="list-style-type: none"> <li>• Approve the schemes for co-ordinated admissions</li> <li>• Approve the proposed admission arrangements for all</li> </ul>	<p>Cabinet 07 February 2017</p>	<p>Jo-Anne Sanders jo-anne.sanders@kirklees.gov.uk</p>	<p>October 2016</p>

<p>Kirklees Community and Voluntary Controlled schools</p> <ul style="list-style-type: none"> <li>• Approve the proposed scheme for the process for the administration for in-year admissions for Community and Voluntary Controlled schools for 2018/19</li> </ul>			
<p><b>Primary Pupil Places in the Huddersfield North Area</b></p> <p>This report will provide information in relation to the Council's duty to provide sufficient primary school places to meet basic need and outline proposals for the Huddersfield North area.</p>	<p>Cabinet 07 February 2017</p>	<p>Jo-Anne Sanders jo-anne.sanders@kirklees.gov.uk</p>	<p>April 2015</p>
<b>ECONOMY, SKILLS, TRANSPORTATION AND PLANNING</b>			
<p><b>Flood Response Policy and Flooding Operational Plan</b></p> <p>Development of a new approach on how the council supports communities before, during and after major flooding.</p>	<p>Cabinet 13 December 2016</p>	<p>Tom Ghee, Group Engineer - Flood Management and PROW tom.ghee@kirklees.gov.uk</p>	<p>October 2016</p>
<p><b>Economic Resilience - Community Learning Works Business Plan</b></p> <p>For Cabinet to consider plans to implement a community learning approach supporting vulnerable residents to participate in learning programmes. These programmes will enable individuals and groups to</p>	<p>Cabinet 17 January 2017</p>	<p>Martin Green, Deputy Assistant Director - Learning &amp; Skills martin.green@kirklees.gov.uk</p>	<p>December 2016</p>

acquire skills and knowledge to improve their circumstances and those of their communities.			
<p><b>Pioneer House, Dewsbury</b></p> <p>The report will update Cabinet on proposals for the development of Pioneer House, Dewsbury including proposed contractual arrangements between the Council and Kirklees College.</p>	Cabinet 17 January 2017	Andrew Jackson, Principal Project Manager	December 2016
<b>HOUSING AND ENFORCEMENT MANAGEMENT</b>			
<p><b>Private Sector Housing Assistance Policy</b></p> <p>The report deals with the submission to Cabinet of the updated Private Sector Housing Assistance policy. Local authorities are required to set out in policy, how it deals with housing in the private sector, including home adaptations, principally through Disabled Facilities Grants. Kirklees Council's policy was approved by Cabinet in 2004 and since then, there have been a number of changes which the updated policy seeks to take account of.</p>	Cabinet 13 December 2016	Karen Oates, Commissioning Manager (Access to Housing) karen.oates@kirklees.gov.uk	November 2016
<p><b>Commissioned Enforcement Partnership</b></p> <p>12 month trial to explore commissioning of low level</p>	Cabinet 17 January 2017	Rob Dalby rob.dalby@kirklees.gov.uk	December 2016



environmental enforcement			
<b>OTHER PLACE: HIGHWAYS AND NEIGHBOURHOODS</b>			
<b>Carriageway Asset Management</b>  Cabinet will be asked to consider a strategy for road surfacing programmes aligned to current direction on good asset management practice	Cabinet 13 December 2016	Martin Bowler, Head of Service, Place - Streetscene and Housing - Highways and Operations martin.bowler@kirklees.gov.uk	October 2016
<b>Place Directorate - Introduction of New Fees and Charges</b>  Introduction of new fees and charges for Building Control, Driver Assessment and Bereavement Services.	Cabinet 13 December 2016	Neal Fearn neal.fearn@kirklees.gov.uk	November 2016
<b>Garden Waste Collection Service</b>  A feasibility study outlining options available to offer Kirklees residents a chargeable garden waste collection service.	Cabinet 17 January 2017	Will Acornley, Head of Environment and Green space will.acornley@kirklees.gov.yj	November 2016
<b>Highways Capital Plan 2016/17</b>	Cabinet 17 January 2017	Graham Mallory graham.mallory@kirklees.gov.uk	September 2016

Cabinet will be asked to consider a revision of the detailed programme of works forming the Highways Capital Plan for 2016/17			
<p><b>Trade Waste Policy Review</b></p> <p>The review of trade waste charging policy, including places of worship and third sector organisations.</p>	Cabinet 17 January 2017	Will Acornley, Head of Environment and Green space will.acornley@kirklees.gov.yj	November 2016
<b>FAMILY SUPPORT &amp; CHILD PROTECTION</b>			
<p><b>Proposal for Early Help for Children, Young People &amp; Families</b></p> <p>Report to seek approval for the proposed future model of early help services.</p>	Cabinet 17 January 2017	Sue Richards, Assistant Director for Early Intervention and Prevention sue.richards@kirklees.gov.uk	December 2016
<p><b>Proposals for the future of the Young People's Activity Team (YPAT) in the context of the medium term financial plan</b></p> <p>The purpose of this report is to provide an update for Cabinet members following the engagement exercise and to propose options for consideration.</p>	Cabinet 17 January 2017	Michelle Cross michelle.cross@kirklees.gov.uk	December 2016

<b>ADULTS, HEALTH AND ACTIVITY TO IMPROVE HEALTH</b>			
<p><b>Transition to Kirklees Wellbeing Integrated Model and Redesign of Smoking Cessation services</b></p> <p>Paper to follow explaining transition from Kirklees smoke-free service to Kirklees Health and Wellbeing model. From 1 April 2017, after the end of the current smoke-free contract, our approach will move into primary care to be delivered by GPs and practice staff. From 1 April 2018 the Kirklees wellbeing model currently being developed will manage our approach, working closely with primary care and public health.</p>	Cabinet 13 December 2016	Tony Cooke, Head of Health and Improvement, Public Health tony.cooke@kirklees.gov.uk	November 2016
<p><b>West Yorkshire Low Emission Strategy 2016 to 2021</b></p> <p>A new 5 year strategy covering the whole of West Yorkshire to tackle poor air quality in the region and improve the uptake of active transport and low emission vehicles. Developed in partnership with the 5 West Yorkshire Authorities, Combined Authority, Public Health England, Highways and Public Health colleagues in Kirklees</p>	Cabinet 13 December 2016	Wendy Blakeley, Acting Head of Environmental Health wendy.blakeley@kirklees.gov.uk	November 2016
<p><b>Proposals for the implementation of a revised Adult Social Care Charging Policy and Deferred Payment Arrangement Policy</b></p>	Cabinet 17 January 2017	Damian Crowther damian.crowther@kirklees.gov.uk	December 2016

<p>Following a period of consultation and taking into consideration all comments received, the report will provide recommendations and seek approval to adopt a revised Adult Social Care Charging Policy and Deferred Payment Arrangement Policy and to agree appropriate fees and charges.</p>			
<p><b>Implementing the Kirklees Joint Strategy for Older People's Care Homes</b></p> <p>For Cabinet to consider proposals to implement actions within the Kirklees Joint Strategy for Older People's Care Homes regarding the provision of dementia beds, in particular dementia home beds</p>	<p>Cabinet 07 February 2017</p>	<p>Keith Smith, Assistant Director - Commissioning and Health Partnerships keith.smith@kirklees.gov.uk</p>	<p>August 2016</p>
<p><b>STRATEGY AND STRATEGIC RESOURCES, NEW COUNCIL AND REGIONAL ISSUES</b></p>			
<p><b>ASSET STRATEGY, RESOURCES AND CREATIVE KIRKLEES (ARTS)</b></p>			
<p><b>Council Taxbase and CTR scheme</b></p> <p>Report as part of annual budget process, 2017/18, changes to take account of welfare reforms and universal credit changes and a separate consultation is to be undertaken for CTR.</p>	<p>Cabinet 17 January 2017</p>	<p>Steve Bird steve.bird@kirklees.gov.uk</p>	<p>May 2016</p>
<p><b>Disposal of Land and Property Assets</b></p>	<p>Cabinet 17 January</p>	<p>Joe Tingle</p>	<p>Decembe</p>

<p>The purpose of the report is to advise Cabinet of the proposed disposal of land and property assets and seek approval to dispose of assets, on terms to be approved by the Assistant Director, Place, in accordance with the approved delegation scheme.</p>	<p>2017</p>	<p>joe.tingle@kirklees.gov.uk</p>	<p>r 2016</p>
<p><b>Provisional Financial Settlement 2017-18; incorporating future year indicative amounts (multi-year settlement)</b></p> <p>To update on the Financial settlement &amp; advise on the implications in relation to the Medium Term Financial Plan 2017-21 which feed into the Budget Report</p>	<p>Cabinet 17 January 2017</p>	<p>Eamonn Croston eamonn.croston@kirklees.gov.uk</p>	<p>April 2016</p>
<p><b>Rent Setting for Housing Revenue Account properties for 2017-18</b></p> <p>To consider and approve the rent setting policy for 2017-18 in relation to Housing Revenue Account properties</p>	<p>Cabinet 17 January 2017</p>	<p>David Baxter david.baxter@kirklees.gov.uk</p>	<p>April 2016</p>
<p><b>Service Transformation - support and investment</b></p>	<p>Cabinet 17 January 2017</p>	<p>Andrew Brammall, Head of IT and Change</p>	<p>December 2016</p>

<p>To provide members with the approach being taken to explore, design &amp; implement service transformation &amp; to approve the additional revenue expenditure required to underpin this decision.</p>		<p>andrew.brammall@kirklees.gov.uk</p>	
<p><b>Council Budget Report 2017-21 incorporating Capital, Treasury Management, General Fund Revenue &amp; Housing Revenue Account</b></p> <p>To provide the necessary financial information to enable the Council's Revenue Budget, Capital Programme &amp; Housing Revenue Account to be set in accordance with agreed treasury management principles</p>	<p>Cabinet 31 January 2017</p>	<p>Eamonn Croston eamonn.croston@kirklees.gov.uk</p>	<p>April 2016</p>
<p><b>Corporate Financial Monitoring Report – Quarter 3 for 2016/17</b></p> <p>To consider the third quarter Revenue &amp; 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 Council financial procedure rules.</p>	<p>Cabinet 07 February 2017</p>	<p>Eamonn Croston eamonn.croston@kirklees.gov.uk</p>	<p>April 2016</p>
<p><b>Outcome of Consultation of Implementation of a Revised Adult Social Care Charging Policy and Recommendations for Implementation'.</b></p>	<p>Cabinet 07 February 2017</p>	<p>Steve Bird steve.bird@kirklees.gov.uk</p>	<p>May 2016</p>

<p>Report as part of annual budget process, 2017/18, the new charging policy and procedures will cover all aspects of the Care Act 2014 (as amended) case law, regulations and national guidelines, separate consultation is to be undertaken, on policy and charging framework.</p>			
<p><b>Financial Outturn Report for 2016-17; to include the Revenue, Capital &amp; Housing Revenue Account Outturn Position &amp; Annual Report on Treasury Management</b></p> <p>To consider &amp; note the financial outturn reports in relation to revenue, capital &amp; treasury management. Make decisions as appropriate based on the finalised financial position</p>	<p>Cabinet 02 May 2017</p>	<p>Eamonn Croston eamonn.croston@kirklees.gov.uk</p>	<p>April 2016</p>
<p><b>Delegation of Authority for Disposal of Surplus Land and Property</b></p> <p>A report seeking approval to delegate authority for disposal of surplus land and property</p>	<p>Assistant Director, Physical Resources and Procurement 30 May 2017</p>		<p>April 2015</p>