

**Agenda for a meeting of the Executive to be held on Tuesday, 5 March 2024 at 12.00pm or on the rising of the earlier meeting of the Executive whichever is the later, in the Council Chamber - City Hall, Bradford**

**Members of the Executive – Councillors**

<b>LABOUR</b>
Hinchcliffe (Chair)
I Khan
Ross-Shaw
Ferriby
Jabar
Duffy

**Notes:**

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. **Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place.** Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- **Members of the public are respectfully reminded that this is a meeting that is being held in public NOT a public meeting. The attendance of the public to observe the proceedings is welcome.**
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

**From:**

**To:**

Jason Field  
Interim Director of Legal and Governance  
Agenda Contact: Yusuf Patel  
Phone: 07970 411923  
E-Mail: [yusuf.patel@bradford.gov.uk](mailto:yusuf.patel@bradford.gov.uk)

## A. PROCEDURAL ITEMS

### 1. DISCLOSURES OF INTEREST

(Members Code of Conduct – Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

#### **Notes:**

- (1) *Members must consider their interests, and act according to the following:*

<b>Type of Interest</b>	<b>You must:</b>
<i>Disclosable Pecuniary Interests</i>	<i>Disclose the interest; not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Directly Related)</i> <b>OR</b> <i>Non-Registrable Interests (Directly Related)</i>	<i>Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Affects)</i> <b>OR</b> <i>Non-Registrable Interests (Affects)</i>	<i>Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being</i>  <i>(a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and</i>  <i>(b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest; in which case speak on the item <u>only if</u> the public are also allowed to speak but otherwise not do not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>

- (2) *Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

## **2. INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Yusuf Patel – 07970 411923)

## **3. RECOMMENDATIONS TO THE EXECUTIVE**

To note any recommendations to the Executive that may be the subject of report to a future meeting. (Schedule to be tabled at the meeting).

(Yusuf Patel – 07970 411923)

## B. STRATEGIC ITEMS

<b>LEADER OF COUNCIL &amp; CORPORATE</b>
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*(Councillor Hinchcliffe)*

### 4. BRADFORD EAST LOCALITY PLAN - PROGRESS UPDATE 2022/23

1 - 56

The Strategic Director Place will submit a report (**Document “AQ”**) which gives an update on the progress achieved towards addressing the locality-wide priorities set out in the Bradford East Locality Plan during 2022/23.

#### **Recommended –**

- (1) The Executive is invited to comment on the Bradford East Locality Plan – Progress Update 2022/23, as set out in Appendix A to Document “AQ”.**
- (2) The Executive requests that the Bradford East Area Co-ordinator, accompanied by the Chair of Bradford East Area Committee, presents a progress report to the Executive in 12 months time, setting out the progress and achievements made for each of the priorities detailed in the Bradford East Locality Plan during 2023/24.**

Overview and Scrutiny Area: Corporate / Health & Social Care

(Louise Williams – 01274 431066)

### 5. LEVEL FOUR DEVOLUTION

57 - 114

The Chief Executive will submit a report (**Document “AR”**) which provides an overview of the recently announced Level 4 Devolution Framework, through which the West Yorkshire Combined Authority can apply to access new powers, functions and flexibilities, and the associated readiness conditions.

The report also provides an update on work that has taken place since November 2023 to develop the West Yorkshire response and the Combined Authority’s submission to Government, including the foundational partnership principles.

#### **Recommended –**

**To formally ratify the Council’s support for the Combined Authority’s application to begin talks on adopting new Level 4 Devolution powers.**

Overview and Scrutiny Area: Corporate

(Ruth Davison - 01274 431431)

## C. PORTFOLIO ITEMS

### EDUCATION, EMPLOYMENT AND SKILLS PORTFOLIO & DEPUTY LEADER

*(Councillor I Khan)*

#### 6. DETERMINATION OF PRIMARY AND SECONDARY ADMISSION ARRANGEMENTS

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160

The Strategic Director Children's Services will submit a report (**Document "AS"**) which asks the Executive to determine the admission arrangements including:

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for entry to school in September 2024/25
- To approve the Co-ordinated Admission Schemes for entry to school in September 2024/25 for Primary, Secondary and In-Year Admissions.
- To note the 'own admission authority schools' proposing changes to their admission policies for entry to school in September 2024/25
- To note Published Admission Numbers for entry to school in September 2024/25

#### **Recommended –**

- (1) That the Executive approve the Primary and Secondary Admission Arrangements.**
- (2) That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.**
- (3) That the Executive approve the In-Year Co-ordinated Admissions Scheme.**
- (4) That the Executive note the proposed changes to the admission arrangements for own admission schools listed in Appendix E to Document "AS".**
- (5) That the Executive note the Published Admission Numbers contained in Appendix G to Document "AS"..**

Overview and Scrutiny Area: Children's Services

(Rachel Phillips - 01274 439215)

## HEALTHY PEOPLE AND PLACES PORTFOLIO

*(Councillor Ferriby)*

### 7. LIBRARY SERVICE REVIEW

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186

The Strategic Director Place will submit a report (**Document “AT”**) which provides an update on progress with the Library Service Review and key facts and figures, which provide context for the needs analysis work that will form the next stage of the Review.

#### **Recommended –**

**That Members agree to the methodology and timescales for the Strategic Review of Libraries as outlined in section 3 to Document “AT”, and delegate responsibility to the Strategic Director of Place to bring a further report with the results of the data assessment work and initial options for savings at the appropriate time.**

Overview and Scrutiny Area: Regeneration and Environment

(Phil Barker - 01274 432616)

### 8. SPORTS FACILITIES SERVICE REVIEW

187 -  
208

The Strategic Director Place will submit a report (**Document “AU”**) which explains the progress in considering the budget savings and options for the future of the Sports Facility Service. We have commenced the strategic review and started to collate and examine the data and needs analysis information. This report highlights some of the early findings and indicates further actions which will be required as the review continues.

#### **Recommended –**

**Members are requested to:**

**Note the progress made to date and information provided in Document “AU” and instruct the Strategic Director of Place to continue the Sports Facilities Review and report back to Executive when the proposals are ready for public consultation.**

Overview and Scrutiny Committee: Regeneration and Environment

(Phil Barker - 01274 432616)

**REGENERATION, PLANNING & TRANSPORT  
PORTFOLIO**

*(Councillor Ross-Shaw)*

**9. HOUSING REVENUE ACCOUNT - RENTS AND SERVICE CHARGES**

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214

The Strategic Director, Place will submit a report (**Document “AV”**) which sets out the issues that have been identified in relation to the historic setting of rents and service charges within the Housing Revenue Account.

**Recommended –**

**That Executive:**

- (1) Notes the identified issues in relation to the rent standard for social housing as set out within this report and the financial implications thereof.**
- (2) Approves the process of refunding tenants and former tenants in respect to any overcharging that has occurred since April 2020.**
- (3) Notes the actions undertaken to resolve the existing breach of regulatory standards and to prevent future breaches from occurring.**
- (4) Instructs the Strategic Director Place to confirm with the Regulator of Social Housing the measures put in place to resolve the breach of the rent standard and to ensure future regulatory compliance.**

Overview and Scrutiny Area: Regeneration and Environment

(Alan Lunt - 01274 434748)

**10. LOCAL DEVELOPMENT SCHEME UPDATE**

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266

The Council is required to publish and keep up to date a Local Development Scheme (LDS) which sets out the content and timetable for the preparation of the Local Plan. The current Local Development Scheme was approved in 2021 outlining the programme to 2024. The LDS has been revised and updated taking account of recent and emerging changes to the planning system, changes in local circumstances, as well as progress to date on the Local plan.

The Strategic Director Place will submit report (**Document “AW”**) which provides an up-to-date position for the public and other interested parties. It is also a key background document which is considered when examining Local Plan Documents by an Inspector at Examination in Public.

**Recommended –**

**Recommended that the LDS contained in Appendix 1 to Document “AW” be approved and brought into effect from the 13<sup>th</sup> March 2024.**

Overview and Scrutiny Area: Regeneration & Environment

(Andrew Marshall – 01274 434050)

**11. EXCLUSION OF THE PUBLIC**

**Recommended –**

**That the public be excluded from the meeting during consideration of Not for Publication Appendix A relating the Disposals Programme on the grounds that it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that if they were present, exempt information within Paragraph 3 Finance or Business Affairs of Schedule 12A of the Local Government Act 1972 (as amended), would be disclosed and it is considered that, in all the circumstances, the public interest in excluding public access to the relevant part of the proceedings outweighs the interest in publication of the report.**

**It is in the public interest in maintaining these exemptions because it is in the overriding interest of proper administration that Members are made fully aware of the financial implications of any decision.**

**12. DISPOSALS PROGRAMME**

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The Strategic Director Place (**Document “AX” which contains Not for Publication Appendix A**) which asks the Executive to consider and agree to an ongoing disposal programme of surplus to requirements property and land assets for the purposes of generating capital receipts. The Programme will identify the methodology for due diligence determination, of how assets will be brought forward for consideration for disposal, details of assets to be disposed of, timescales and estimated capital receipt generation together with appropriate governance for monitoring the programme.



**Recommended –**

**That Executive approves the following recommendations.**

- (1) To consider and approve the contents of Document “AX”.**
- (2) Approve Delegation to award appropriate consultancy contracts in relation to the delivery of the Programme to the Strategic Director, Corporate Resources in consultation with the Director of Finance And the Head of Procurement.**
- (3) To agree to the reporting process detailed above at 2.42 to Document “AX”.**

Overview and Scrutiny Committee: Corporate

(Michael Watkins)

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## Report of the Strategic Director of the Department of Place to the meeting of the Executive to be held on 5 March 2024

**AQ**

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### Subject:

Bradford East Locality Plan – Progress update 2022/23

### Summary statement:

As part of the Council-wide programme of ‘Strengthening Locality Working’, Neighbourhood and Community Services worked with other Council services and partner agencies to develop five Locality Plans, one for each constituency that make up the Bradford District. This report gives an update on the progress achieved towards addressing the locality-wide priorities set out in the Bradford East Locality Plan during 2022/23.

### EQUALITY & DIVERSITY:

The Locality Plans are being developed in consultation with a wide variety of partners with the aim of ensuring that the voices of all communities in the Locality are heard. This has included specific targeting, to ensure the views of minority groups, and those whose voices are seldom heard, are engaged in the process.

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David Shepherd, Strategic Director of Place

### Portfolio:

Leader of the Council

Report Contact: Louise Williams  
Bradford East Area Coordinator  
Phone: (01274) 431066  
E-mail: [louise.williams@bradford.gov.uk](mailto:louise.williams@bradford.gov.uk)

### Overview & Scrutiny Area:

Health and Social Care

## **1.0 SUMMARY**

- 1.1 As part of the Council-wide programme of 'Strengthening Locality Working', Neighbourhood and Community Services worked with other Council services and partner agencies to develop five Locality Plans, one for each constituency that make up the Bradford District. This report gives an update on the progress achieved towards addressing the locality-wide priorities set out in the Bradford East Locality Plan during 2022/23.

## **2.0 BACKGROUND**

- 2.1 The vision for the Strengthening Locality Working approach is to build safe, strong and active localities where citizens and local leaders are empowered to work alongside public agencies and partners to address local needs and issues. Working collaboratively and creatively, they utilise local assets, resources and opportunities to enhance community capacity and tackle inequalities. People are at the heart of service design and delivery, and experience coordinated support within their localities and only need to tell their story once. A stronger focus on prevention and early help promotes better outcomes for local people and helps reduce the need for statutory interventions wherever possible.
- 2.2 To achieve this vision the project advocates a stronger role for Bradford Council and its partners as a leader and place shaper, aligning delivery and resources, renewing the emphasis on the role of Area Committees, and supporting local councillors in their capacity as democratic champions.
- 2.3 The project has seen the strengthening of resource and capability within Neighbourhood and Community Services, including the recruitment of 15 Assistant Ward Officers and five Stronger Communities Participation and Engagement Officers and a broadening of the role and influence of Area Co-ordinators as convenors of place.
- 2.4 This work is underpinned by developing arrangements for a Council-wide locality approach to prevention and early help that promotes collaboration between Council colleagues, and with wider partner agencies, to better support individuals, families and communities across the district. By prevention we mean, preventing or delaying problems from arising in the first place so that everyone across the Bradford District – whatever locality they come from – can live a long, healthy, and full life. In turn, Early Help is about tackling problems head-on when they emerge, intervening early before problems escalate. At the heart of both Prevention and Early Help is a constant focus on what's strong, not what's wrong. We work closely with communities to make the most of their assets, resources and opportunities, empowering citizens and local leaders to work alongside public agencies and partners to address local needs in a collaborative and creative way.
- 2.5 This re-dressing of the balance which emphasises an asset-based approach to tackling inequalities and neighbourhood issues, alongside the more dominant deficit-based model, requires a shift in both thinking and practice which challenges existing ways of working and therefore takes time, commitment and support at all levels of the organisation, to implement successfully. This does not, however, mean that one approach is better than the other. Working together, assets-based approaches add value to the deficit model by:
  - Identifying the range of protective and well-being promoting factors that act together to support well-being and the policy options required to build and sustain these factors.

- Promoting citizens as co-producers of well-being rather than simply as consumers of services, thus reducing the demand on scarce resources.
  - Strengthening the capacity of individuals and communities to realise their potential for contributing to the development of their neighbourhoods.
  - Contributing to more equitable and sustainable social and economic development and hence the goals of other sectors.
- 2.6 As this has been the first year of implementing the Locality Plans much of the work has been focused around bringing the relevant people together to explore how best to address the priorities in the Plan. Work has been done to further develop inter agency support and ownership of the themes and priorities, and the action needed to address them. Neighbourhood and Community Services have led on, or contributed to, this work in the Bradford East locality which is demonstrated within the Bradford Locality Plan and its appendices.
- 2.7 A key initiative developed by Neighbourhood & Community Services over the past year has been a strength-based approach to working with individuals looking for prevention and early help support in communities, called 'Neighbourhood Connect'. This takes referrals from people themselves, Neighbourhood Wardens, Councillors, Adult Social Care and many other sources. Ward Officers and / or Assistant Ward Officers then have a strengths-based conversation with the person to determine how they could best connect them with services, activities and groups in their community to give them the most appropriate support which will contribute to their well-being and ability to live a fulfilled life.
- 2.8 Neighbourhood and Community Services are aware that key performance indicators and other appropriate measures of success need to be developed for the priorities in the Locality Plans and have acknowledged the over-aspirational nature of the goal setting in the original plans. Work has begun on revising these so that they better reflect what is realistically achievable, and this will be continued over the current year. The following principles set the overall context for this work and will continue to guide the setting of locality priorities:
- Increase organisational resilience through a common understanding and approach to locality working.
  - Evidence outcomes delivered against the Council and District plan priorities.
  - Promote community capacity and improve outcomes to be delivered for communities.
  - Reduce inequalities and improve access to support for individuals and communities.
  - Allow individuals and communities to access multi-disciplinary early help that ultimately prevents/reduces/delays the need for intervention by statutory services.
- 2.9 This work will be informed by, and be undertaken alongside, the development of a Neighbourhood and Community Services Prevention and Early Help strategy which will set out the ways in which the service currently leads on, and contributes to, prevention and early help for individuals and communities, and the future direction for the development of the service.
- 2.10 This report presents a progress update of the 19 locality-wide priorities in the Bradford East Locality Plan during 2022-23 (Appendix A). The priorities set out in the Locality Plan align with the six 'priority outcome areas' that make up the Council Plan 2021-25.
- 2.11 Appendix B contains Case Studies which highlight examples of the work being done to address these priorities in the Bradford East locality.

2.12 The Locality Plan also includes six Ward Plans which set out the priorities and outcomes for each of the wards covering the Bradford East Locality. Progress against these is reported to Bradford East Area Committee.

### **3.0 OTHER CONSIDERATIONS**

3.1 The Locality Plan sets out an ambitious set of priorities for Bradford Council, working with its partner agencies, communities and residents to address over 3 years. This is building on the important work that Bradford Council and its partners have done over recent years.

### **4.0 FINANCIAL & RESOURCE APPRAISAL**

4.1 This work falls within the current budget and resources of the Neighbourhood Service and other existing Council and partner agency resources that are available for joint working to address the Locality Plan priorities.

### **5.0 RISK MANAGEMENT AND GOVERNANCE ISSUES**

5.1 A key purpose of Strengthening Locality working is to reduce the demand on services.

### **6.0 LEGAL APPRAISAL**

6.1 There are no legal implications directly arising from this progress report. Legal input provided on the current projects have included advice on grants, procurement and subsidy control and further legal input will be provided as required.

### **7.0 OTHER IMPLICATIONS**

#### **7.1 SUSTAINABILITY IMPLICATIONS**

7.1.1 One of the key themes in the Locality Plan aims to increase sustainability across the Area.

#### **7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

7.2.1 Locality approaches should reduce travel.

#### **7.3 COMMUNITY SAFETY IMPLICATIONS**

7.3.1 Community Safety issues will be addressed within the Locality Plan.

#### **7.4 HUMAN RIGHTS ACT**

7.4.1 No known issues.

#### **7.5 TRADE UNION**

7.5.1 No known issues.

## **7.6 WARD IMPLICATIONS**

7.6.1 There will be positive implications for all Wards in the Bradford East if the Strengthening Locality Working programme achieves its objectives.

## **7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

7.7.1 This report details progress being made to address the 18 priorities in the Bradford East Locality Plan.

## **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

7.8.1 The views of young people have been considered in the development of the Locality Plan through a District wide survey and through consultation in Youth Work settings.

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

7.9.1 No known implications.

## **8.0 NOT FOR PUBLICATION DOCUMENTS**

8.1.1 None.

## **9.0 OPTIONS**

9.1 Decisions related to Locality Plans are the responsibility of the relevant Area Committee. Therefore, this report is presented to the Executive for information, discussion and comment.

## **10. RECOMMENDATIONS**

10.1 The Executive is invited to comment on the Bradford East Locality Plan – Progress Update 2022/23, as set out in Appendix A of this report.

10.2 The Executive requests that the Bradford East Area Co-ordinator, accompanied by the Chair of Bradford East Area Committee, presents a progress report to the Executive in 12 months time, setting out the progress and achievements made for each of the priorities detailed in the Bradford East Locality Plan during 2023/24.

## **11.0 APPENDICES**

11.1 Appendix A: Bradford East Locality Plan – Progress Update 2022/23

11.2 Appendix B: Case Studies

11.3 Appendix C: Neighbourhood Connect

## **12.0 BACKGROUND DOCUMENTS**

- 12.1 'Locality working review: Bradford East Approach and creating Localities Plans for the area' (Document G) Bradford East Area Committee, 8 December 2021.
- 12.2 'Bradford East Locality Plan 2022 - 2025' Bradford East Area Committee, 28th September 2022.
- 12.3 'Bradford East Locality Plan 2022 – 2025' Executive, 6<sup>th</sup> December 2022.
- 12.4 'Update on Bradford East Locality Plan 2022 – 2025', Bradford East Area Committee, 13 July 2023.



Safe, Strong & Active Communities

1.1 Reduce Levels of Antisocial Behaviour and drug-related crime.

Progress:

- **Ward Officers leading on and coordinating responses to anti-social behaviour at a neighbourhood level by: Organising and leading Ward-based consultation involving the following partners: Ward Office, Youth Services, Housing Officers, Police, Fire, Wardens and Councillors to take a multi-agency approach to tackling crime and anti-social behaviour. Using shared knowledge, resources, skills, and data to take a more effective approach to finding long-term solutions to solve and prevent reoccurrence of priority community issues.**

**Example 1:** Implementation of ASB Strategy Meetings in BD2, BD3 & BD5 which are held every 6 weeks to discuss emerging and existing issues relating to ASB, crime and environmental issues at a Ward level.

To create action plans, leading to more effective deployment of resources, enabling services to respond to local problems in a stronger and more collaborative manner.

ASB meetings have led to several successful outcomes; reducing and preventing recurring ASB in hotspot areas such as Silverhill Road, Mortimer Avenue, Swain House, and St Stephen’s Road.

**Example 2:** Implementation of the Fagley & Thorpe Edge Support Panels, which are panels of professionals from partnership agencies that have been formed to discuss wrap around support for families and young people at a very early level that are not already open to Early Help which aim to increase future opportunities and reduce “victims” of the future.

The panel focuses on young people with poor attendance, history of criminality within the immediate family, domestic abuse within the household and low-level behavioural issues.

- **Strengthening relationships between Ward Officers and Youth Services to increase the opportunities for young people by highlighting areas of concern within Ward areas, where there are high levels of antisocial behaviour, criminality, and risks of exploitation to young people.**

**Example 1:** Beech Grove in BD3 has historically been a very difficult area to engage with and has a long history of organised crime, exploitation and anti-social behaviour with a known distrust of a statutory services.

The Ward Officer, taking an ABCD approach, began by building relationships with the community with a series of community events, action days and consultation. The impact of these activities has led to increased community cohesion, engaged active residents in local initiatives and the creation of the “Friends of Beech Grove Park”.

The Ward Officer, in collaboration with the Youth Service, secured funding to repurpose 2 covid cabins and has developed these with the community to create the “Beech Grove PODS”.

The PODS will be used to provide activities for young people to strengthen relationships with young people in the area, showcase positive role models and influence positive behaviour changes.

**Example 2:** In response to high levels of antisocial behaviour in the St Stephen's Road BD5 area, Neighbourhood and Community Services, in partnership with West Yorkshire Police and Bradford City Football Foundation, collaborated to secure funding and a venue to offer free weekly Premier League Kicks sessions in a local community setting, Newby Primary School.

Local data identified that the session would be most effective on a Friday evening as this is when the issues were most prevalent. Listening to the voice of the local community, a sport-based session aimed at teenage males was put forward as one of the most effective ways of engaging young men. These sessions attract over 20 young men on a weekly basis and have been the catalyst to engaging those who are most at risk of criminal exploitation or are on the periphery of crime, with youth workers offering an opportunity to change behaviour, educate and empower young people to make informed decisions and raise the awareness around consequences.

**Example 3:** In response to youth related anti-social behaviour and high levels of shoplifting at the Five Lane Ends Retail Park known as Enterprise Five, Neighbourhood & Community Services alongside WYP worked in partnership to reduce the issues in the area by developing an action plan to deploy resources in a targeted manner using local data and intelligence. This included additional patrols in the area by Police, detached youth work sessions to engage young people and engagement with the retail outlets and businesses, to look at the implementation of a "Shop Watch Scheme", which businesses could sign up to, to support each other and share information, making it easier for Police to respond, to identify prolific offenders and to increase Police crime detection rates and deter future crime.

**Example 4:** Neighbourhood & Community Services collaborated to develop a disused park building into a Youth and Community Hub in Peel Park, to offer a space for young people to engage with Youth Services and other VCS providers to address concerns regarding an increase in anti-social behaviour and crime within the park and surrounding areas. The aim is to offer young people an opportunity to enhance their skills, grow in confidence and engage with positive projects to help develop the amenities in the park, have a voice in the community and build a sense of ownership to prevent future damage to park infrastructure.

The project work carried out at the Hub alongside targeted detached provision has had a significant impact on the level of reported ASB within the park, there has been no further damage to park buildings/equipment and as a result usage of the park has increased.

**Example 5:** The Co-op in Idle Village became a target, with the store regularly being forced to close temporarily or early due to the levels of anti-social behaviour. As a result of this, a partnership between the Co-op, Neighbourhood & Community Services, Councillors and WYP was established to understand and problem solve the issues. This led to staff from the Co-op participating in conflict management training, working with the Assistant Ward Officer who supported staff with understanding how to report crime, and improvements were made to the lighting outside of the store which significantly reduced the number of incidents, alongside increased and targeted patrols from the Police and detached youth workers.

- **Neighbourhood & Community Services have worked together to identify key opportunities to work with partners from the VCS sector to develop projects that target specific need for education and training within communities such as: street safety, grooming, domestic abuse, SEMH, ASB and bonfire safety.**

**Example 1:** To address concerns regarding street safety and negative/poor decision making of young men and women, Ward Officers collaborated with Project On Guard to deliver sessions in the East Bowling area. The project is a 5-week programme which engages young men and women aged 10-17 in interactive sessions around topics such as healthy relationships, grooming, controlling and coercive behaviour, drug, and knife crime awareness. Referrals into the project from YOT, Breaking the Cycle, Early Help and Youth Services has enabled this project to reach 100 of the most vulnerable young people and provide an opportunity to take part in a project that ultimately aims to drive youth empowerment, build resilience, and educate young people to make better, more informed lifestyle choices whilst doing practical sessions to become more street aware.

**Example 2:** In response to statistics that highlight Eccleshill as one of the highest Ward areas for domestic and sexual abuse, Youth Services, in partnership with the Domestic Abuse Unit at WYP secured the engagement of Operation Encompass for Eccleshill.

With the support of the Ward Officer, Operation Encompass was rolled out to local primary schools in the Ward. Operation Encompass aims, by directly connecting police and schools, to secure better outcomes for children, to enable schools to better understand the impact living with domestic abuse has upon children, to help schools to better understand a child's lived experience and to therefore be able to support and nurture each child, making a child's day better and preventing the need for long term statutory intervention.

**Example 3:** To address community concerns in the lead up to bonfire night around youth related antisocial behaviour and use of fireworks, Ward Officers, in partnership with West Yorkshire Fire & Rescue Service and West Yorkshire Police, worked together to identify young people to attend Leeds Road Fire Station for a unique opportunity to take part in their "Crackers" initiative and provide an enrichment opportunity.

"Crackers" is an initiative that aims to challenge young people to consider the effects of ASB and playing with fireworks and fires during the bonfire night period, or at other times of the year if an issue arises.

12 young people from hotspot areas were identified and attended the 5-hour workshop. Below is feedback received from one of the chaperones.

"I would like to thank you, WYFRS and Jess for organising this event for our youngsters. They really enjoyed the experience and I think it would be beneficial to run this type of activity on a regular basis. It enables youngsters to have a better understanding of the Fire Service, increase their respect for fire men/women and reduce the incidents of youngsters attacking the fire brigades."

**Example 4:** In response to data that highlighted Bolton & Undercliffe as one of the highest ward areas for self-harm in young people, Youth Services created a “connect group” to offer 1-2-1 and group support to those struggling with their social, emotional mental health.

The Supportino’s group (named by the young people) have a weekly session where they focus on community-based projects. The projects are used as a diversionary tactic for young people to focus on developing their skills and building resilience to give them a purpose, provide volunteering opportunities and support them to build positive relationships, thus boosting their mental wellbeing and making them feel valued members of the community.

Through their community-based projects the group has supported over 1325 people struggling with food poverty through the food bank they ran throughout the 6-week school holidays. Their “Hurry 4 a Curry” project has enabled them to raise over £800 ensuring that the group can be self-sustained on a long-term basis.

## **1.2 Promote greater interaction within and between neighbourhoods and communities in Bradford East, encouraging community engagement, participation, and volunteering.**

### **Progress:**

- **Working with communities of interest, hidden communities, and faith-based organisations to promote cohesion between groups, increase visibility and provide opportunities to engage with the local community and promote the benefit and need for local volunteering.**

**Example 1:** Neighbourhood & Community Service staff are prioritising intergenerational projects at Peel Park Youth & Community Hub to build relationships between generations, overcome stereotypes and negative perceptions of young people and give young people a chance to gain some volunteering experience.

Events were held over the summer including “Build a Bird Box” with a local retired carpenter who volunteered his time to teach young people how to make bird boxes and teach them the importance of looking after the wildlife population.

This was followed by the “Bridge Between Café” - an afternoon tea dance in the park led by young people, which provided the older generation with an opportunity to get outdoors and enjoy an afternoon tea, outdoor sequence dancing and live entertainment.

**Example 2:** Faith Forums have been established by Ward Officers in BD3 and BD5 (Bradford Trident Partnership) to bring representatives from different faith groups in Ward areas together to facilitate discussions around community priorities and represent cohesion across leadership within faith organisations. As a result of the Faith Forum in BD3, local leaders have sourced fruit trees to be planted across the Ward area, £10,000 of funding has been obtained for the Sikh temple to make improvements to their place of worship to reduce the carbon footprint and 47 additional volunteers have been recruited to take part in local initiatives such as litter picking, responding to local street level ASB issues and assist with Neighbourhood Connect to offer local support to vulnerable individuals.

**Example 3:** To help overcome local stereotypes that had been formed of young people and to aid relationship building between generations, Youth Services engaged with young people from the Ravenscliffe Youth Centre to support a Christmas event held at Housing 21, a retirement and extra care living complex. Young People made gifts, including home-made candles, and gave them out to older people and supported the event by engaging with the elderly and serving them food and refreshments.

**Example 4:** Youth Services have represented the LBGTQIA+ community by supporting local events such as Bradford Pride and young people from the Sound, Spectrum and Phoenix Youth Groups in partnership with Equity Centre, marking Trans Remembrance Day by researching and recording those who have been killed due to trans related hate crime or had ended their own lives through bullying. Young people created a visual image that showed the extent of the fear throughout the trans community with a vigil to remember the lives that have been lost. Young people wrote poems and openly spoke about their own lived experiences in Bradford. The event was attended by community partners and councillors, and young people had the opportunity to share ideas about how Bradford can become a safe place for Trans people.

- **Neighbourhood & Community Services organising community events to provide opportunities for residents to visit local green spaces, promoting engagement with statutory and voluntary services to reconnect with their neighbourhood.**  
**Ward Officers attending SAG briefings regarding large scale events, to offer invaluable local insight and represent the communities voice to help reduce disruption, community tension and identify local risks.**

**Example 1:** Neighbourhood & Community Service staff leading at the Peel Park Youth & Community Hub have hosted a number of events to promote the use of Peel Park and encourage people of all ages to become more physically fit.

“Spring into Summer” a community fun day, offering free activities such as inflatable games, bouncy castles, sports activities, RSPCA Dog Show, face painting, art and dance activities, and a large climbing wall which was attended by over 200 people.

Further to this, the Hub organised a “Scarecrow Trail” - a free outdoor experience in the park, accessible to people of all abilities, with an interactive quiz to encourage social interaction whilst engaging in physical activity. Over 100 people took part in the Trail locating 24 Scarecrows that had been made by local schools, businesses and voluntary organisations and hidden throughout the park.

**Example 2:** The Assistant Ward Officer organised “Idle Fun Day” as an opportunity for statutory services such as Council, WYP and WYRFS to connect with local residents. A range of activities were offered such as an environmental roadshow which educated people around the importance of being a responsible resident and the long-term impact of environmental crime. A fun encouraged children to be active, and engagement with the blue light

services was promoted through mini uniforms and there was the opportunity to explore emergency vehicles and equipment.

The event was attended by over 100 people from the neighbourhood and was a great way for residents to connect with each other.

**Example 3:** To encourage local residents to visit local amenities such as Bradford Moor Park, Neighbourhood & Community Service staff worked alongside Friends of Bradford Moor Park to make some significant changes to the park and bring in additional equipment such as a new under 5's play area and an outdoor gym facility. The Ward Officer has supported the Friends of group to obtain funding to offer additional activities to work with young people, ladies walking groups and a cycling group. NCS staff also led on large community events in the park, including a Blue Light Service, bringing in partners from West Yorkshire Police, West Yorkshire Fire & Rescue Service, Yorkshire Ambulance Service, and others to help build and improve relationships between the community and blue light services. Both events attracted over 200 people.

- **Strengthening relationships with VCS organisations to help plan, organise and deliver local events, by offering support with logistics, staff, promotion, and exposure to maximise participation and bring other partners in.**

**Example 1:** Neighbourhood & Community Service staff supported St Andrew's Methodist Church to plan, organise, source funding, and deliver the "Bolton & Undercliffe Christmas Market".

With the support of the Ward Officer, relationships were established between local VCS organisations who came together to jointly deliver the event.

In addition, 19 small local businesses attended the event to showcase and sell their products, some of whom were young people and people with disabilities. The event provided them with an opportunity to run a stall and build their confidence. The event was attended by over 150 people who benefited from low-cost family activities making it an inclusive experience for everyone.

**Example 2:** The Ward Officer and Assistant Ward Officer supported several Christmas events in the Eccleshill Ward by helping to advise groups and support with the writing of risk assessments, event management plans and sourcing appropriate insurance. The WO and AWO, alongside the local Councillors, supported road closure applications and helped to promote the events in the locality. The AWO was present on the days of the events to provide support and assistance where needed. The support of NCS ensured that the events were well attended and organised in line with health & safety regulations.

**Example 3:** Neighbourhood & Community Services worked alongside St Clare's Primary School to plan and deliver the "Fagley Fun Day". The partnership with NCS meant that other organisations such as JU:MP, Dr Bike, Social Prescribers and Blue Light Services were invited to attend the fun day to provide residents with the opportunity to engage in local offers. Over 150 residents attended the fun day, with over 40 bikes being repaired for free, helping to

keep young people active. The Assistant Ward Officer supported the event by helping staff from St Clare's with logistics such as risk assessments and event management plans, to organising partners to attend the event. On the day, NCS supported the running of the event by organising stall holders and ensuring that all health and safety regulations were followed and engaging with the community.

**Example 4:** Peel Park Youth & Community Hub has partnered with several organisations over the past 12 months to bring events and opportunities to Peel Park.

This includes the creation of the "Peel Park Youth Forum" a consortium of existing delivery partners to strengthen relationships, explore collaborative working and joint funding opportunities.

Other events include an Easter Egg Trail in partnership with CommunityWorks.

A partnership with United Arts Project offered a great space for their "Neon the Night" event, an opportunity for people to explore their creative side with neon colours and light. A collaboration with Better Place to offer a space for their 0-5 play sessions to continue over the winter months, along with their "Lights in the Park" lantern festival and a partnership with Get Out More CIC to offer regular forest schools during half term.

- **Ward Officers working in partnership with VCS organisations and grassroot community groups to identify gaps in local provision, develop projects to maximise local offers and support the continuation of existing projects by sharing relevant funding opportunities, assisting with bid writing, and linking partners together to increase capacity to deliver.**

**Example 1:** The Ward Officer has worked with Methodist Homes Association (MHA) Communities, supporting them to expand their offer to support those aged over 55 in the community. With the support from the Ward Officer, MHA have received additional funding from the Community Partnership, Combined Funding and Community Building Grants, funding streams that they were not aware of. Supported through Asset Management, a transfer of a community allotment for their men's group has been agreed, have co-run events to fundraise and have benefited from other offers such as Safe & Well training from WYFRS and IT workshops to enable the older generation to become digitally included. MHA Communities are now supporting the elderly through Neighbourhood Connect referrals, specifically those living with cognitive issues, supporting with risk assessments, transport, and care needs.

"Our Area Coordinator's Office in Bradford East actively encourages and supports local organisations to work together with them to enhance the lives of their local community. Due to this support, I have witnessed a rise in community engagement at local events and activities, people taking up meaningful volunteering opportunities and people sharing/swapping their skills which has had a positive effect on the community's well-being and confidence".

**Example 2:** Various issues in Seymour Park such as anti-social behaviour, rough sleepers and fly-tipping had led to a fear among the community of using the park. As a result of this, the Ward Officer worked with a very small grassroot community group called "Friends of Seymour Park" to help them grow the group, apply for funding, and

bolster their capacity to fulfil their commitment to helping to tackle the issues, making the park a more desirable place for the community to attend.  
 The Ward Officer linked the Friends of group in with other local partners such as ROC, NRC and the Salvation Army who combined their skills and resources to develop an action plan for the park.  
 Events and community fun days, supported by the Ward Officer, have led to an increase in the number of residents now accessing the park, a growth in volunteers joining the Friends of Group to take responsibility of planters, flower beds and the general upkeep of the park, offering long term sustainability and local ownership of green spaces.

**Example 3:** The Ward Officer has engaged partners and obtained funding to increase support and access to services for the growing EU/Roma population in the Bowling area. Initiatives include:

- Roma Cinema Nights which VCS organisation European Drom have played a key role in running, showing movies in Roma dialect, a unique opportunity to help the Roma Community feel a sense of ownership and belonging.
- Gardening and litter picking groups in partnership with West Bowling Training & Advice Centre, where they also have access to health, hygiene, and food parcels along with ESOL classes and advice services.
- Increasing access to essential health checks in community settings to get key health messages across to reduce health inequalities.

**Example 4:** It was brought to light through the Assistant Ward Officer and Five Lane Community Partnership that there was a lack of local provision to support families in need in the Thorpe Edge estate. In response to this, the AWO approached a local VCS organisation called “Food For Life” and asked if they could extend their reach to include this neighbourhood. The AWO supported a funding application for £10,000 which now enables “Food For Life” to support 30 households in the Thorpe Edge estate, prioritising families, elderly and vulnerable residents with food parcels, personal care/hygiene packs and tangible items to support people through the cold weather such as warm blankets, hot water bottles and warm pyjamas.

**1.3 Improve the visual amenity of the area from individual gardens to public open spaces.**

**Progress:**

- **The Area Team working with the community to encourage resident/neighbourhood led community action days to motivate residents to take ownership, pride, and responsibility for their neighbourhood.**

**Example 1:** The Area Team worked alongside residents in the East Bowling area to improve the visual amenity, taking on subtle street enhancements such as grass verges and personal garden improvements. The minor improvements had a wider impact and led to more residents becoming involved and a new project emerging. Residents have now transformed a neglected piece of land into a vibrant wellbeing garden which is accessible to the community, showcasing the ability for resident led initiatives to redefine public spaces.



**Example 2:** The Area Team encourage and supported residents to participate in the Great British Spring Clean. Over the space of a week, 40 + resident led litter picks were carried out across Bradford East providing a platform for communities to come together to clean up litter and make a difference to their neighbourhood.

**Example 3:** The Area Team engaged with residents from the Beech Grove, BD3 area to recruit street champions to take ownership of the area. This started with street litter picks and community clean up's and has developed into local led initiatives to improve street planters, create raised beds, and plant fruit trees. This has encouraged formerly inactive residents to have a positive attitude to improving the aesthetics within the area.

**Example 4:** The Area Team supported residents from the Parkside, BD5 area to take ownership of their local streets and green spaces to improve the visual appearance such as planting grass verges and aid a reduction in the carbon footprint. Residents planted several trees throughout the area, planted grass verges and regularly undertake community litter picks in the woodland area to encourage people to connect with nature.

- **The Area Team working alongside partner organisations to encourage them to promote the benefits of clean neighbourhoods, to have active involvement leading by example and encouraging others to follow and using key engagement opportunities to deliver educational material around the environment.**

**Example 1:** The Area Team have built close relationships with Housing Officers from various social landlords across Bradford East which has led to several action days including a community day in partnership with Places for People. The Area Team, Places for People and residents from Shelby Grange came together to deliver an action plan to address potential contributing factors to ongoing anti-social behaviour in the area and took a proactive approach to tackling them together. A clean up of the area removing fly-tipping and street litter took place, fences and railings were painted and essential repairs to properties and street furniture were carried out to bring a sense of pride and ownership to the area.

**Example 2:** The Area Team, in partnership with Better Place, West Bowling Centre, and volunteers from the BD5 in Bloom project, linked in with British Gas to offer their staff a volunteering opportunity to improve social emotional mental health and help people back into work on long term sick. Together they cleared 61 bags of rubbish along Clipstone Street and finalised the Better Place Community Garden project by filling the planting beds with shrubs and trees.

One British Gas employee said “I really loved the day, and it was amazing to see local people coming by and asking if they could get involved and help out too – you really get a feel for how much the work you do means to the people in the community you serve! I will be making a point of sharing our experience with the wider British Gas team, and encouraging colleagues to make an effort to organise some local volunteering as we have seen the difference we can make.”

**Example 3:** Neighbourhood & Community Services have created opportunities across primary school networks to deliver educational material regarding the environment including recycling workshops and have taken young people out to participate in action-based learning such as litter picking. Schools have been encouraged to create gardens within their play areas where young people can learn about horticulture and wildlife.

Additional work has been carried out by Youth Workers across secondary schools (Hanson & Carlton Bolling Academies), working with those identified as being involved in ASB and revisiting ASB hotspots that are frequently plagued with litter to carry out litter picks to understand the impact of their behaviour and to give young people an opportunity to make a positive contribution to the neighbourhood.

- **Working with residents, local grassroot organisations and internal council departments to identify opportunities to create community gardens, transform spaces to prevent fly-tipping and ASB and offer incentives to residents to improve the kerb appeal of their properties and adopt a greener approach to their personal gardens/outdoor spaces.**

**Example 1:** The Ward Officer, in partnership with VCS organisations and local volunteers, has led the BD5 in Bloom project which encourages residents to beautify their gardens/outdoor spaces, grow their own produce and encourage wildlife and climate friendly initiatives, through an annual garden competition which offers reward and recognition through an annual presentation event.

The garden competition includes rewards for allotment holders, schools, community centres, faith centres and local businesses, incentivising gardening throughout the entire community.

In addition to the annual competition, volunteers run gardening workshops to teach basic gardening skills and demonstrate low-cost methods to transform spaces.

Volunteers have mapped out community spaces for development and with funding now obtained will be transforming areas of land susceptible to fly-tipping in the coming months.

**Example 2:** The Area Team is developing an allotment within the Burnsall Road site to provide a space within a heavily built up and populated area with limited garden space, to grow their own produce and enjoy the holistic benefits of horticulture. The Ward Officer will be linking in with schools to offer enrichment opportunities and deliver family-based sessions.

The allotment will be used by Youth Workers as an innovative way to engage young people delivering 1-1 and group sessions, keeping them away from ASB and to develop community and intergenerational activities.

**Example 3:** The bowling hut had been subjected to graffiti and vandalism and was starting to look unsightly. As a result of this, Neighbourhood & Community Services worked with Idle Bowling Club, park users and young people to design a mural for the building. This was a great opportunity to build relationships within the park by working together to improve the visual appearance of the hut. As a result of this, the bowling hut is now a vibrant building, that stands out in the park and is a talking point, bringing new people into the park.

A similar project was carried out at Peel Park Bowling Hut by Councillor Julie Humphreys, and the bowling hut now features an “Instagramable” piece of art which is cleverly designed to promote “selfies” and carries a message to remind people of their value and worth.

**Example 4:** Leeds Road is one of the main gateways in and out of the City Centre which has a high volume of traffic. There is an acute lack of green space along the gateway and a need for something “eye catching”. In response to this, a “living wall” was designed in consultation with the community. The wall features local representations, and the theme throughout this installation is “peace, unity and inspiration”. The wall features a phoenix which symbolises Bradford’s rising future and pride in our hometown. It features a beautiful light installation, and a plethora of plant life in a sensory garden style.

- **The Area Office building partnerships with organisation and schemes such as ROC, Community Payback and Business Payback schemes to deliver vital support to community projects, community organisations and**

**Example 1:** The Area Team has partnered with Participate Projects who are a charitable organisation that provide skilled volunteers to complete community projects through businesses giving back to their communities. Participate Projects will be completing work at Laisterdyke Hub and The Springfield Centre, enabling these VCS organisations to reduce the amount of money that they need to spend on the upkeep of their centres.

**Example 2:** The Area Team has partnered with Community Payback to deliver community projects and link their services in with VCS organisations to maximise the opportunities for those in the criminal justice system to give back to their communities.

Through the Ward Office, Community Payback have assisted St Stephen’s Church by installing some trellis panels to repair the damage that had been caused during recent storms.

Community Payback will be working alongside the Area Team, The Springfield Centre, the 30<sup>th</sup> Bradford East Scouts to carry out a spring clean at Haigh Beck and the surrounding streets with the Aire River Trust and Friends of Bradford Beck’s Volunteers.

**Example 3:** The Area Office has worked hard to establish a relationship with Blackpool based charitable organisation, ROC Gardens. Connections made via the Area Office with the housing organisations in Bradford East have led to ROC securing funding through Places for People to work with their tenants to improve and transform their gardens and look at sustainable resolutions to prevent eviction, homelessness, and unsightly neighbourhoods as a result of poor gardens.

**Good Start, Great Schools**

**2.1 Enhance collaborative working between all agencies to deliver early help agenda to improve resilience in families.**

**Progress:**

- **The Area Team developing stronger relationships with schools, enabling active involvement with Headteachers and staff networks in order to have a greater insight on issues that families are facing and offer a collaborative approach to addressing them.**

**Example 1:** The Ward Officer regularly attends headteacher network meetings in BD3 to ensure schools are kept up to date with ward plans and community projects to increase accessibility to services and to encourage schools to embed ward priorities in their school. This has led to several positive outcomes such as, Carlton Bolling delivering bespoke activities aimed at supporting vulnerable young people during school. Killinghall Primary school has accessed CAZ funding to address parking issues and Feversham Primary is offering skills and activities at Laisterdyke Hub for parents.

**Example 2:** The Ward Officer has chaired operational meetings with school staff in the BD3 area, including Parental Involvement Workers and Attendance Officers to look at projects aimed at supporting families across the area. The WO has created agenda items to link ward priorities such as attendance, community cohesion, interschool activities and support for low-income families. A range of projects are now in the planning stage such as “Bradford East’s Got Talent” an opportunity for pupils to build confidence and creativity and support the Year 6 transition programme.

**Example 3:** The Ward Officer has built strong relationships with schools in BD5, developing key contacts and links at each school to enable a two-way process for sharing information and ensuring families are engaging in community-based provision. This relationship has led to the Ward Officer organising several sessions at schools based on the needs identified, such as health checks, supporting low-income households through Incommunities ‘Money Matters’ and supporting parents back into the labour market through Skills House job advisors having regular sessions for parents.

- **A collaborative approach to enhance access and participation across Bradford East by engaging families with children under the age of 5 in the early help agenda.**

**Example 1:** To address the low uptake of the “Terrific Two’s” early years education offer across certain wards in Bradford East, Ward Officers have supported the Barkerend Family Hub to engage families and promote the benefits of the offer through outreach and door knocking, community events and local groups, leading to a 13% increase of 2-year-olds accessing early education.

**Example 2:** The Ward Officer organised an event at Laisterdyke Hub targeted at new and expectant mothers, to highlight opportunities for women to access support pre and post pregnancy, to gain support, insight and knowledge which will enable them to have the best start to motherhood. The event was held in partnership with the Area Office, CP5, VCS organisations and the Primary Care Network. The event successfully supported 58 new and expectant mothers to have positive health outcomes surrounding their pregnancies.

**Example 3:** Consultation between parents and professionals highlighted that there was a significant need for support for families with 0–5-year-olds with potential SEN. In response to this, the Ward officer was successful in accessing in excess of £20,000 from the Community Partnership to employ a specialist worker to support families to access resources to support both parent and child through peer led support and statutory intervention.

“Play and Thrive” was formed through this work, a parent led group with board members all having SEND lived experience, to offer a 10-week programme including parent led support and training, weekly toddler groups, stay and play and speech therapy.

The project enabled over 50 families to access support to EHCPs, social emotional support and access to diagnosis pathways.

**Example 4:** The Area Office built relationships through Peel Park Hub with Better Place to offer a space during the winter months that enables Better Place to continue their vital work with under 5s, reducing the risk to young children and families whilst continuing to offer play and enrichment opportunities, delivering family support such as winter clothing and signposting to welfare advice services.

**Example 5:** The Area Team promoting the children and families information website, that has a range of services and opportunities for families in local communities <https://fyi.bradford.gov.uk/>

To enable the community to have access to up-to-date information, advice, and guidance. Using outreach and information stands at events, facilitated, and organised by the Area Teams and encouraging services to input their offer onto the website.

- **Working collaboratively with key partners to provide individual support to targeted families at primary and secondary schools.**

**Example 1:** The Area Team has attended several coffee mornings at primary and secondary schools across Bradford East, facilitated by the Early Help Team, to provide information and guidance to specifically target families that had been identified by professionals. This led to several families being able to access vital services, information, and support.

Schools collaborated with include Carlton Bolling Academy, Westminster Primary, Thornbury Primary, Horton Park Primary and Bankfoot Primary.

**Example 2:** Family support panels across Bradford East in specific neighbourhoods i.e. Thorpe Edge and Fagley. These family support panels are led by Ward Officers and supported by Youth Workers, Police, and other statutory organisations and aim to work with families and young people who are likely to come to the attention of statutory services such as the Childrens Trust and the Police due to poor behaviour, low school attendance and lack of family engagement.

A positive outcome from the panel was a family struggling with five teenage boys, none of whom were attending school. The panel of professionals were able to support the family by increasing school attendance by working with the school to offer alternative education placements. 1-2-1 support through Youth Workers encouraged the take up of local youth provision and volunteering. Parenting courses helped manage the home better and Police were engaged to highlight and prevent CCE.

**Example 3:** Neighbourhood and Community Services, alongside Youth Workers, have collaborated with Neighbourhood Policing Teams, Children's Social Care, Early Help and Bradford Children's Trust including Breaking the Cycle, B Positive Pathways / Edge of Care services and VCS organisations. This multi-agency approach has enabled services to offer bespoke support for families and young people to provide localised interventions addressing ASB issues. i.e., Safer Streets Project which involved targeting young people in school years 5 and 6 at risk of exclusion and supports them back into positive pathways (Thorpe Edge and Fagley). Roadshows educating and raising awareness of criminal exploitation, drugs, and knife crime (Little Horton).

- **Education programmes and events for children, young people, and families to improve confidence and attainment levels, particularly in literacy, communication, and comprehension.**

**Example 1:** The Ward Officer, in partnership with WomenZone, organised the BD3 literacy festival held at Myra Shay. The event provided local children with access to free reading books, a reading corner to bring stories to life, and fancy dress to encourage children to be creative and use their imagination. The event supported low-income households to access free literacy resources to remove barriers and increase access to education and develop a love of reading through engaging activities.

**Example 2:** The Ward Officer in Eccleshill has worked closely with local libraries and primary schools to promote and encourage regular access to library programmes such as craft activities, singing, bear passports and certificates for regular reading. Through this connection, St Clare's Primary now attend Eccleshill Library on a regular basis to provide new opportunities to access literacy and reading.

**Example 3:** The Ward Officer has linked Primary Schools into local offers at the Science and Media Museum such as the Bedtime Stories Event at Carlton Bolling Secondary School. Families from across BD3 accessed the event which promoted the benefits of and encouraged parents to spend time at home reading with their children and shared ideas and storytelling techniques.

- **The Area Team working with partners to enhance local opportunities for children and young people to engage in meaningful play experiences that promote problem solving, resilience and confidence in outdoor play.**

**Example 1:** The Area Team organising events such as the Peel Park Scarecrow Trail and Easter Egg Hunt to offer free outdoor experiences in the park that are accessible to people of all abilities, to encourage social interaction and engage in physical activity whilst challenging their minds with interactive quizzes.

**Example 2:** In Bradford Moor the Area Team has organised Under 5 play events at Bradford Moor Park and Bowling Park encouraging den building, muddy play, and resilience in families.

**Example 3:** In Idle Rec play sessions in partnership with Play Bradford target approximately 45 young people each week offering a range of play activities including cart building, sack races and jumping towers, challenging young people to use their minds and bodies differently during play activities.

**Example 4:** The Area Team has established a partnership with Get Out More CIC to offer regular forest schools during half term in Peel Park. A great opportunity to connect communities and nature, using local woodlands and parks to bring people together, to be active and improve wellbeing. The forest school experience includes elements of problem solving, managed risk taking and creativity through a diverse range of activities such as woodland games, art, den building, and campfires.

## **2.2 Raise the level of school attendance and reduce the number of children and young people at risk of exploitation.**

### **Progress:**

- **Working with schools encouraging networking to share best practice around common school issues such as attendance procedures to aid and reduce long term absences across the Locality.**

**Example 1:** The Ward Officer facilitating the sharing of successful attendance procedures between schools in BD3, to encourage schools to share best practice and adopt effective procedures to tackle low attendance.

- **The Area Office working with families who are new to the UK to establish stronger relationships with schools and develop a better understanding of the education system.**

**Example 1:** The Ward Officer organised and delivered an event for refugee families at Laisterdyke Hub targeting families from local schools. Schools were asked to bring along families to the event to give them access to a range of activities and meet different support-based services in the community such as The Anchor Project and Karmand Centre, giving families an opportunity to find out what is available for them within the community. The aim of the event was for families to speak to local professionals that could support them with any advice, welfare and housing support that would help improve their home life and minimise and barriers to attending school. There was also an opportunity to take part in fun activities to create a more relaxed environment for families to be able to speak only about their experiences.

**Example 2:** The Ward Officer in Eccleshill extended their support to Horton Housing who were housing families as part of the government ARAP scheme. Families were given advice and guidance on day-to-day issues and linked in with their local wardens and PCSO's as well supported with arrangements to access schools and GP services.

- **Increased parental engagement opportunities at primary school level to build stronger relationships with the community and enhance the offer to parents to engage, learn and invest in themselves.**

**Example 1:** Regular meetings between Parental Involvement Workers and Ward Officers has enabled information sharing to work together to address gaps in provision and create opportunities for adult learning and signpost parents to enrol on courses for self-development. This has led to sewing classes at Laisterdyke Hub targeting parents from Delius Special School, fitness sessions at Dixons Marchbank and a parents' walking group at the Myra Shay.

**Example 2:** The Ward Officer collaborated with Exceed Academies connecting them with CECOS College to offer learning opportunities for parents.

Parents, who had not previously engaged in learning, took part in functional skills, ESOL, IT and mental health training and, as a result, many of these parents are now involved in other activities in the school and the wider community.

**Example 3:** The Ward Officer worked closely with two primary schools in Fagley to connect them together and enable them to share resources to create a stronger offer for the community. This resulted in St Clare's offering space within their school to other primary school parents to access training and education opportunities including paediatric training.

**Example 4:** The Area Team is working with Bowling Park Academy to set up a parent's group, linking partners such as Better Place Bradford to run sessions, offering parents an opportunity to engage in community-based projects, meet new people and a platform to carry out consultation around skills and education opportunities.

- **Neighbourhood and Community Services taking a collaborative approach, bringing in partners to target schools with low attendance. To understand and address poor attendance by supporting students with bespoke and individualised programmes, helping to reduce the numbers of young people on NEET programmes, missing in education or non-attenders.**

**Example 1:** The "Think Forward Project" at Delta Hanson Academy is a multi-agency response instigated due to behavioural issues spilling out of the school into the local community, poor attendance and ineffective communication between parents, school, and other statutory services.

A collaboration between NCS, Delta Hanson Academy, WYP, Early Help, Council Attendance Team and Youth Justice System led to several positive interventions, including.



Delta Hanson having a better understanding of the needs of the community and a better relationship outside of their boundaries. Relationships between the school, young people, and their parents were improved. There was a significant increase in attendance. Support for young people's social emotional mental health and wrap around support for issues within the home environment contributing to low attendance. Young people were supported back into education through managed moves, reduced timetables, and alternative provisions and there was a reduction in community issues caused as a direct result of those not in education.

**Example 2:** The Laisterdyke Hub and Bradford Moor Pass worked together to carry out targeted outreach and offer support to vulnerable young people who were not attending secondary school, spending their day in local parks. Youth Workers were able to build relationships with these young people to understand the barriers to accessing education and, through these relationships, were able to support reintegration back into education and support with access to alternative provision.

**Example 3:** Youth Workers offer vital support to young people across secondary schools in Bradford East through the Youth in Mind Programme. Youth Workers offer a bespoke service which supports the mental wellbeing of young people through 1-2-1 and group sessions which focus on health, wellbeing, and positive behaviour changes. The sessions aim to boost self-esteem, build resilience, and learn new coping mechanisms to help them navigate through life. The work within schools also builds capacity for young people to access youth provision in community settings to keep them engaged outside of school time.

- **A collaborative approach to addressing and overcoming perceived and existing fears of young people who are moving from the safety of a smaller primary school environment to a larger more independent secondary learning environment, to prevent the risk of absences and low attendance.**

**Example 1:** The "Moving up Project" is a programme developed to enable a smoother transition from primary school to secondary school. This was delivered to Year 6 students in Eccleshill and Bowling and Barkerend Ward by Youth Workers. A targeted piece of work that focused on young people in Year 6 to give them practical skills, enabling a confident transition from primary to secondary school. The project connects young people with other young people who will be attending the same secondary school to build peer support networks and provide an opportunity for friendships and familiarity. Young people are then supported by Youth Workers during their first term of secondary school through check ins and access to open access youth sessions in the local community.

**Example 2:** The Ward Officer is working with Bradford City Football Foundation to deliver a BD5 School football tournament, specifically aimed at Year 5 and 6 pupils. The tournament will take place in local secondary schools, supporting pupils to become familiar with secondary school environments and providing them with an opportunity to socialise with pupils from other schools that they may encounter during their transition, encouraging new friendships and support networks.

- **Creating opportunities to offer guidance and support to families at locally accessible venues to improve attendance and increased knowledge of available services within the community.**

**Example 1:** “Parents Evening Road Show” - The Ward Officer brought together a number of partners to attend parents’ evenings at primary and secondary schools across the Bowling and Barkerend Ward to increase accessibility to services and information. Partners included Neighbourhood and Community Services, Police, Fire, NHS, Children’s Services, school nurses and many more. Information regarding health and minor ailments was distributed to parents to educate around self-help and when to access medical support. This included guidance regarding which illnesses would prevent their child attending school to reduce unnecessary low attendance.

**Example 2:** Coffee Mornings at Fagley Primary School and St Clare’s Primary School have been organised and supported by the Ward Officer, where a range of services have been invited to speak to parents about provision available in the community that will benefit them and their children. These have been successfully received increasing participation in the coffee mornings and increasing numbers now accessing other provision. Parents have had an opportunity to request specific information and external partners have then been invited to deliver sessions relating to the needs of the group.

- **Initiatives designed to specifically target and support the diverse communities of Bradford East who do not necessarily engage with mainstream services, including education.**

**Example 1:** Neighbourhood & Community Services worked with the traveller community at Mary Street Caravan Site to apply for funding through the cleaner greener initiative to improve the environment around the Mary Street Site. The funding provided money for planters, revamped garden spaces and cleared waste from the site to make it more visually appealing. As a direct result of this engagement, the relationship between the traveller community and Council services has significantly improved, leading to VCS organisation Leeds Gate coming on board to provide learning and enrichment sessions for young people in the traveller community who are not accessing education through mainstream services at Laisterdyke Hub.

**Example 2:** Neighbourhood & Community Services has created a sanctuary for refugees and asylum- seeking families at Laisterdyke Hub by providing a safe space where the community can access a range of services and support including ESOL and wellbeing classes, youth provision and access to the library. Evidence of this can be seen with a thriving and confident Gambian Community in BD3 who now have their own constituted group supported by the Ward Officer.

**2.3 Improve partnership working across schools, colleges, and VCS organisations in order to develop more joined up and additional services through integrated working and information sharing opportunities. Ensure that opportunities are created to hear and act on the voices of children and young people.**

## Progress:

- **Calendar of events and opportunities to share knowledge, information, good practice, and signpost for additional support, enabling parents and families to access local services.**

**Example 1:** Collaborative working with Better Start Bradford to offer a range of information at events across Bradford East. The Area Team has facilitated and accessed funding to arrange events in local venues for families at Laisterdyke Hub, Myra Shay, Bradford Moor Park, Peel Park and The Mayfield Centre that provide a “one stop shop” style event for the community to access a range of services that can offer support with physical wellbeing, welfare support and signposting to health-based services.

**Example 2:** Laisterdyke Hub and Library have devised a shared timetable of courses and activities taking place at the centre in order to share with families. The Area Team has organised classes and courses based on feedback from public consultation ie ESOL, sewing and functional skills at the centre and then collated a timetable to share with families via schools, social media and open days.

**Example 3:** Information sharing through the Parental Involvement Worker Network facilitated by the Ward Officer in BD3 of their respective parents’ courses timetables to offer opportunities to access courses at different schools, developing stronger relationships between schools and greater offer for parents.

**Example 4:** Area teams have worked closely with VCS organisations, schools and faith groups in order to create a directory of services within the Bradford East area, detailing activities, courses and professional support that is available. This has supported hard to reach groups and families to access and participate in provision in their neighbourhoods.

- **Utilising existing resources and services to increase the offer and create bespoke opportunities for children, young people, and families.**

**Example 1:** Following extensive consultation and work with residents in the Beech Grove area of Barkerend, 2 Covid cabins have been repurposed to develop into young people’s activity PODs. The PODs are in place at Beech Grove Park, an access ramp has been built and work to develop the inside and outside has begun. The aim is to use the PODs to provide activities for young people to reduce community tension and ASB, initially supported by our teams and youth service with the aim of them being taken over by community members. Area office staff have engaged residents in the area and have set up a Friends of Beech Grove Community group.

**Example 2:** The Youth Service offer a minimum of three youth work sessions in each ward across the Bradford East area. In many wards this offer is extended through partnership with Voluntary Sector Organisations. These sessions run from a wide range of venues and offer a range of activities for young people to access.

An example of this is the Youth Offer for Bolton & Undercliffe, with sessions being delivered in partnership with VCS organisations such as Sorted and Bolton Villas, specialist provision targeting SEMH, YiM work at Delta Hanson Academy and Feversham Academy, detached outreach provision to target and engage young people on the streets, and open access sessions at Peel Park Youth & Community Hub.

- **Creating new and innovative opportunities during school holidays to keep young people and families engaged.**

**Example 1:** HAF Provision in Bradford East has increased with several organisations now offering a range of HAF activities for families. This includes family fun days at the Laisterdyke Hub run by Neighbourhood & Community Services, where families can engage in activities together, receive a hot meal and access sports coaching, arts and craft activities and other fun activities.

**Example 2:** All wards within the Bradford East area, offer a range of summer holiday activities for young people. This is an extended offer that runs alongside the normal youth sessions. The summer programme is designed by young people, for young people and offers a range of activities for them to build connections to peer groups, build relationships with area-based youth workers and have fun. An example is the work at Ravenscliffe Youth Centre, where young people took part in a 2-night residential where they were able to challenge themselves by doing 'outdoor pursuits' including climbing, kayaking and night walking. There were various trips across the summer, which are invaluable as they help workers and young people to build those all-important youth work relationships. The Centre based activities, included sports sessions, cooking session and music sessions.

- **Creating opportunities for young people to have their voice heard in the community to influence the design and delivery of services, provision and opportunities.**

**Example 1:** Young people who access provision at Laisterdyke Hub were successful in securing £20,000 through LEAP to distribute through a grant giving panel. Young people, alongside Youth Workers, developed criteria and an application process for local community groups and individuals to bid for grants to develop art-based projects.

Examples of projects funded through this were for 2 young people to develop their music rapping skills by accessing a music studio to have their music produced professionally with a music video. A young person was also awarded funding to deliver art workshops in Attock Park, these were successful and attracted local families and young people to get involved in art in the community.

**Example 2:** Young people have been given the opportunity to co-design the Beech Grove PODs, alongside the community and Youth Workers. They will have the opportunity to decide on a range of activities that they would like to be delivered and to determine their vision of how they would like the PODs to look.

	<p><b>Example 3:</b> As part of the community consultation process to create a living wall mural at Laisterdyke Hub, a number of workshops took place. Neighbourhood &amp; Community Service staff led consultation workshops with young people to involve them in the design and development of the mural. They were then invited to the launch of the mural to see their design come to life.</p> <p><b>Example 4:</b> Young people have also taken part in consultation on the design and development of Fagley Park and were instrumental in securing flood lighting for Ravenscliffe Park and a multi-use activity area, creating a safer and more accessible area through the winter months.</p> <p><b>Example 5:</b> Supportinos is a youth work connect group for young people with SEMH, they design and develop community-based projects supported by a youth worker in BD2. One of their successful projects has been ‘Hurry for a Curry’, where the young people have approached local restaurants to sponsor them with food. They then sell these meals at low cost to the community, the funds they raise have enabled them to sustain their group and source additional opportunities and resources.</p> <ul style="list-style-type: none"><li>• <b>Offer opportunities for young people to enhance their experiences of the democratic process locally and nationally.</b></li></ul> <p><b>Example 1:</b> Young people from the Karmand Youth Project and the Ravenscliffe Youth Centre undertook a 2-day residential trip to London to tour the Houses of Parliament and meet key decision makers in the country. This was part of a wider project in Bradford East through the Youth Service, to help young people understand more about the democratic process, including the right to vote and how national decisions are made that impact on communities in Bradford.</p>
<p><b>Better Skills, More Good Jobs, and a Growing Economy</b></p>	<p><b>3.1 Improve the employment opportunities for young people, particularly those who need additional support to transition into the labour market.</b></p> <p><b>Progress:</b></p> <ul style="list-style-type: none"><li>• <b>Targeted work between the Area Office, Skills House, partners, and the Youth Service to engage young people not in education and training to offer alternative activities and courses to encourage a positive attitude towards work and volunteering.</b></li></ul> <p><b>Example 1:</b> Young volunteers at the Ravenscliffe Youth Centre have bid into funding through the Co-op. The group wrote about what they do on a weekly basis in the Ravenscliffe Youth Centre, from running a junior youth club, supporting an older residents’ group, and helping to plan activities and events at in the local area. The group was successful in securing £6800 towards activities and projects they are planning in 2024.</p>

**Example 2:** The Area Team leading on the Role Models Project in Bradford Moor and Barkerend have been identifying key community and professional role models to inspire young people and encourage positive career opportunities and pathways. The project is being developed in partnership with Bradford Media Museum and the Youth Endowment Fund. The aim is to set up a programme that supports young people in Years 6 and 7 to access information and advice from local professionals living in their community to make different employment opportunities and pathways feel realistic and achievable.

**Example 3:** Young people at risk of committing ASB or being exploited have been identified by a range of partners including from the Area Office, schools, and the Fire Service. Following several incidents of fire, an intense Safety Course was developed. The course will improve resilience, build young people’s ability to handle emotions in pressurised situations and simultaneously develop skills for further education and employment. The course will include practical elements such as experiencing life at the Fire Station. Based on the learning from this course and young people’s feedback, funding will be sought from the Prince’s Trust to further support the young people on bespoke courses which will impact on the local area.

**Example 4:** Wardens have taken part in school projects including World of Work Week’ and STEM (Science, Technology, Engineering and Maths), delivering workshops and activities allowing students to meet people from different sectors, challenge stereotypes and have some open discussions.

**Example 5:** At Laisterdyke Youth Club, young people have become volunteers as a pathway into the labour market. These volunteers enable us to target gaps in services i.e Gambian and EU. As an example, 2 volunteers started to work as casual workers and 1 gained full time employment, at the time there was only 1 other EU youth worker in the service. Both EU workers made a considerable difference over Covid due to their understanding of their community and being able to use their language skills to effectively communicate our message, advice and information to the EU community in Bradford Moor. A current Pakistani volunteer who was a mental health referral, has volunteered over 100 hours in the last financial year alone and has secured paid work with other parties whilst pursuing studies.

**3.2 Increase the rate of adult employment by reducing the barriers to work.**

**Progress:**

- **Opportunities to access education and training provisions locally.**

**Example 1:** The Ward Officer worked in partnership with Exceed Academies and CECOS College to offer learning opportunities for parents who had not previously engaged. The learners enrolled on various courses including functional skills, ESOL, IT and mental health training. Many of these parents are now involved in other activities in the school and wider community and are actively searching for jobs with the support of Skills House Job Coaches who have been linked in to the school via the Area Office.

**Example 2:** The Area Office team has been working with the traveller community at Mary Street Caravan Site. What initially started as an environmental project and developing the amenities within the Mary Street site has now turned into a positive working relationship between the Area Office, Leeds Gate, and the traveller community. Leeds Gate now provides education and resources through the Laisterdyke Hub for young people not accessing mainstream education.

**Example 3:** A partnership between Neighbourhood & Community Services, Clarion Housing and Skills House identified the need for more courses on SIA (Security) and CSCS (Construction). Laisterdyke Hub will be the centre used to facilitate the upskilling of Clarion tenants to provide them with new opportunities and skills to enable them to get into the labour market.

**Example 4:** There have been several volunteer job fairs across Bradford East with a range of stalls and workshops in place facilitated by the Area Team who have worked closely with Skills House to bring local employers such as LUBNA Foods and Morrisons to events, with a view to providing local accessible opportunities and removing barriers to residents gaining local employment.

### 3.3 Improve the skills attainment levels of the working age population.

#### Progress:

- **Develop and promote volunteering opportunities, work experience, apprenticeships, and skills with partners to increase confidence, inspire and encourage young people and adults to achieve their full potential.**

**Example 1:** 2 local young people developed through the Karmand youth provision over 6 years, Imaan and Hannah, have developed from quiet members of the group to junior leaders. They took part in several district wide projects from the Young Ambassadors programmes, where they worked with other young people to have a voice in the wider council structures, becoming young COVID volunteers, supporting young people through the COVID pandemic and participating in the Young Inspector's Project, inspecting schools on behalf of the Opportunity Area Fund.

Imaan was successful in gaining a paid YCA role, working in the Holmewood area supporting youth work connect groups. Imaan is studying Law at University and has recently secured a 6-hours youth support worker post in Bradford South. Hannah a YSW worker in the Bradford East Team. This example is one of many; young people often start in youth provision as members, then move into volunteering and then on to paid work and training and qualifications.

**Example 2:** The Ward Officer in Bradford Moor facilitated a post-16 employment event at Laisterdyke Hub, strategically targeting young individuals completing their GCSEs, presenting alternative pathways beyond traditional academia. The event involved a range of employers and training providers offering opportunities and guidance to

young people who attended. Building on this success, our current focus involves an upcoming event in April, specifically designed for young people on NEET (Not in Education, Employment, or Training) and who have SEN (Special Educational Needs). This event aims to bridge gaps by offering live vacancies, CV support, and mock interviews conducted by employers on-site. The comprehensive approach extends to secondary schools and alternative education provisions.

**Example 3:** Five Lane Business Watch – The Ward Officer is currently facilitating a business forum with Enterprise Five aiming to tackle ASB, however the aim is to also work with the local businesses to create a series of digital skills badges which can be worked towards by prospective employees. Businesses will have a say on what skills are needed. When the prospective employee gains the skills, they are guaranteed an interview with the employer.

**Example 4:** Project on Guard is supported by the area team to support young women who have been exploited through confidence building and raising self-esteem. Women into learning have led a recognised NFC coaching qualification, giving these women an opportunity to gain work experience at the gym on a voluntary basis through supporting other survivors of exploitation and victims of abuse.

**Example 5:** The Area Team has facilitated adult learning through Mosques and has recognised this is a key part of reaching communities. Adult learning courses including ESOL have been positively received by Masjid-Al-Minar and Masjid Ibahim in BD3 and Madni Masjid in BD5. The aim of using faith-based venues is to reach those locally who do not normally access community centres or other local venues but have strong relationships with their faith.

**Example 6:** 10 young people have been trained in a range of arts and cultural activities at Laisterdyke Youth Club including mendhi, facepainting, hair braiding and tattooing helping the centre deliver its holiday programmes. The aim is to encourage young people to give back to their community, as well as reducing the reliance on costly artists. Nearly all the young people involved have then delivered for other organisations or private individuals in a paid capacity. This investment into local young people allows the community skill base to grow, allows young people to learn about the world of work and the responsibilities this brings, and enables workers to support them with positive references. From the 10 young people Youth Workers have developed to offer these services, most were mental health referrals, a few have social services interventions and are representatives of the local community, i.e. Gambian, Pakistani, EU and White.

**Decent Homes and the Visible Environment**

**4.1 Improve and maintain the quality of private-rented and social housing and empower tenants to address issues.**

**Progress:**

- **Strong partnerships have been established with social housing providers and other partners, particularly Incommunities, Manningham Housing Association, Places for People, Neighbourhood Policing Teams, Environmental Enforcement and the Housing Standards Team across Bradford East.**



**Example 1:** In the Ravenscliffe area, Incommunities are working with the Ward Officer on a focused piece of work to target and address poor housing standards and gardens. This will include home visits and enforcement action as appropriate. Residents will be offered advice and support to address any concerns they may have. This will also be used as an opportunity to connect residents to existing local offers from health to education at the nearby Gateway Centre and Ravenscliffe Youth Centre, who provide services and activities which target the fundamental causes of poverty, social exclusion, unemployment with the focus to overcome barriers to educational attainment, employment and improving residents' quality of life.

**Example 2:** With support from the Area Team, over 40 properties were visited in partnership with Manningham Housing Association, addressing several issues from environmental to health and safety concerns. As a result of this, neighbouring properties came together to form a residents' community group who now liaise directly with each other to address low level community concerns and when additional support is required the group are the voice who liaise with relevant organisations. This was particularly effective in reducing tension over the bonfire period. Residents were also informed on how to report local issues and provided with information on how to use the Council APP.

**Example 3:** The Area Team has shaped Neighbourhood based policies with Incommunities at Amberley Court. Complaints were received regarding residents who posed a higher risk to the members of the community due to lifestyle choices and criminal behaviour. Through partnership working and support from West Yorkshire Police, residents have been educated and supported with welfare visits and given advice on issues such as cold callers. Partnership working has also been formed so services are aware of any potential risks and threats to the locality.

**Example 4:** Scheduled community driven clean ups and walkabouts have taken place across the Wards with partners to raise awareness of support available to those in need. Neighbourhood Wardens are active in the community promoting local offers, recycling, reporting fly tipping, and facilitating community litter picks. A clean up was arranged with Places for People at Allanbridge Close to improve the visual amenity and bring residents together with a planned BD10 in bloom project focusing on modest street enhancements and garden improvements to give residents that sense of ownership and community empowerment. At Beech Grove residents have adopted an ABCD approach with support from Neighbourhood & Community Services and regular newsletters have ensured residents are updated and involved in activities from community action days to fun days at the local park. The community is taking positive action to make improvements in the area and are keen to continue the work with the Ward Officer, Assistant Ward Officer, Youth Service, Neighbourhood Wardens and other partners to develop the area. Regular door knocks with partners have also gained a greater insight into issues and to have encouraged support and actions from residents to resolve issues.

**Example 5:** Working with the Council's Empty Homes Team, the Ward Officer and Assistant Ward Officer did a focused piece of work in West Bowling, addressing the issue of long-term empty properties at St Stephen's Road. The properties were being misused for varying reasons including ASB, misuse of drugs and other crimes with elderly residents contacting the Area Team regarding the impact this was having on their well-being. Through the support of

the team and exploring the best options with owners and landlords and encouragement and support to the in-house teams to find tenants, these properties have now been brought back into use and let resolving the ASB and other longstanding problems.

#### 4.2 Improve housing accessibility to enable more independent living for older people and people with disabilities.

##### Progress:

- **Ward Officers and Neighbourhood Teams working in partnership with VCS, emergency services, landlords and residents towards a voluntary code of conduct, ensuring properties are fit for purpose and providing residents with the skills and support for independence and improving social interactions.**

**Example 1:** A landlord and tenants pack providing educational advice and outlining legal responsibilities has been developed. The aim is for tenants and landlords to comply and come to an agreement with expectations, avoiding formal action but keeping the neighbourhood clean and safe. For example – The tenant will receive advice and expectations on how to correctly store waste (e.g. – in the correct bin, black bags not uncontained on the floor). The landlord would in turn receive expectations and agree to ensure any previous waste from occupants has been removed, the property has a bin correctly numbered and residents are given adequate information on where to present their bins and on what days.

**Example 2:** In Bradford Moor, in partnership with Manningham Housing Association and West Yorkshire Fire Service, the Ward Officer facilitated residents having fire safety checks with 20 properties receiving smoke alarms as they either did not have one or required a replacement. Educational talks were also given to residents on what to do in the event of a fire and how to protect their property. This location was identified due to the vulnerability of the residents and has now provided them with lifesaving tools to detect the early warning signs of a fire.

**Example 3:** Connections via the Ward Officer led to the Fire Service attending the Upper Bolton Social Club's over 55 group to deliver their "Safe and Well" advice and support. Follow up home visits were arranged with residents to look at several issues from health and safety to fire safety. Issues such as how to avoid slips, trips and falls were discussed, along with the offer of vibrating alarms for those hard of hearing to alert them in the event of a fire-, and fire-retardant blankets for those who have limited mobility. Sessions were also facilitated with an IT provider to give residents the knowledge and confidence to do everyday tasks such as order online shopping.

**Example 4:** A range of organisations have been supported across Bradford East through the Area Office and have received funding for Warm Spaces, Welcoming Spaces and other projects that enable the community to remain independent. Ward Officers have advocated for organisations such as St Andrew's Methodist Church, WomensZone, MHA Communities & Karmand Community Centre and have subsequently received funding to provide services such as elderly day care and elderly drop-in sessions at Thornbury Centre and wellbeing groups

providing support to elderly women aged 55+ to reduce isolation by taking part in activities such as dance sessions, knitting and socialising at WomensZone.

**Example 5:** At St Andrew's Church, Pain Management courses have been funded through the Community Partnership with the need advocated by Ward Officers who work with residents suffering with long term chronic pain caused by injury or illness. Residents also receive support on how to avoid slips, trips, and falls and advice and support on the most up-to-date treatment options with the primary target of improving function and quality of life, despite pain and form friendships with other people who can understand and sympathise with the limitations that pain can have on their life.

#### 4.3 Improve the energy efficiency of homes and support people to manage household budgets.

##### Progress:

- **Area Teams, working in partnership with VCS, to educate and engage with residents to give them the skills and resources to make their homes efficient, comfortable, and warm all within their means.**

**Example 1:** BCADS working with the Ward Officer Team has been funded, alongside the Independent and Childrens Family Services, to work in Neighbourhoods with schools and nurseries to support families with the focus being to empower and support those seriously in need and at risk. The organisations provide food parcels to families, translation of legal documents, supporting GP appointments, debt advice and money management.

**Example 2:** Using Neighbourhood Connect to offer lifelines to those in need such as a local resident who having lost his job, found himself in food and fuel poverty. Being on the verge of losing his home, he became very lonely and isolated. Neighbourhood Wardens, through a series of visits, uncovered the extent of the resident's struggles. The Neighbourhood Wardens linked him with a financial advisor at the Jubilee Centre, a local VCS organisation, who offered a wraparound service from providing him with food items, a mobile phone and legal services to fight the repossession of his home.

This resident now actively engages with the Jubilee Centre, fostering social connections and utilising available resources. He has retained his home and says, "life is getting better; I can see light." His mental health has improved, and he regularly ventures out into the neighbourhood with his new-found friends.

**Example 3:** A community-led foodbank was set up at Laisterdyke Hub, delivering bespoke food parcels with culturally appropriate foods – reaching over 162 households and 823 individuals every month. HAF provision was also run targeting low-income families, this included 10 sessions during school holidays, sessions including fun activities as well as cost of living advice and warm food for participants.

**Example 4:** The Area Team has intimate knowledge of the neighbourhoods and links to organisations and how these organisations can offer support to local people. The Area Team identifies funding opportunities for these

organisations and advises how this support can then be delivered at a local level. An example of this is the BD3 PIW Network, linking low-income families with UKSPF funded organisations such as Karmand Centre. This has enabled a connection between low-income families identified by schools to organisations who can support with tangible items such as warm clothing, food parcels and some families receiving fuel top ups and advice on money management and how to manage existing debts.

**Example 5:** The Area Team secured funding to support the need in Eccleshill for Fagley Primary School. Relationships have been established with families through the school’s parental engagement worker who reached out to those families struggling with the cost of living crisis Tangible items such as warm clothing, food parcels, air fryers and slow cookers will be provided to these families. Partners will also be pulled into the school coffee mornings to discuss debt management, energy efficiency and support when seeking employment and developing skills.

**Better Health,  
Better Lives**

**Community Partnerships (CPs):** Community Partnerships are informal networks of statutory, voluntary and community organisations that work together to address health inequalities and improve outcomes for their local populations. Within the Bradford East Ward there are two main Community Partnerships: **5 Lane Community Partnership** and **Community Partnership 5**. Both Community Partnerships have aligned their work to support the Better Health, Better Lives priorities outlined in the Bradford East plan. Ward Officers, Assistant Ward Officers, Head of Community Partnerships for Bradford East & Craven & Reducing Inequalities Manager work closely together to ensure partnership working is robust, resources are used effectively and gaps in provision are identified and addressed.

**Increase access to timely and inclusive support for healthy lifestyle choices:**

**Self-Care Sessions and Events** – Ward Officers have been instrumental in supporting organisations with advice and/or funding to run events and activities that bring people together to reduce isolation and loneliness and improve mental, physical and emotional wellbeing. Chai and chat, arts and crafts, stretch and flex, gentle walks, Rohingya Men’s Football Group and men’s motion fitness are a few of the activities run at centres such as Guru Gobind Singh Gurwara, Karmand Centre, Laisterdyke Hub, Women’s Zone, Oneness Centre, Ibraheem Mosque and Myra Shay.

**Example 1 – Activities at Laisterdyke Hub:** The newly developed offer of activities, in partnership with Happy Healthy You, has helped to enhance the local offer for people of all ages, ensuring there is provision in the area for Neighbourhood Connect referrals.

**Example 2 - Men’s Information Market at Laisterdyke Hub:** This event focussed on self-care with 26 stalls and the opportunity to participate in free health checks. Some of the men were referred for immediate consultations with their GPs as a result of the health issues identified. Taster exercise sessions also generated interest. £7500 funding was obtained to run weekly sessions in the area, including Yoga, a walking group and a support group.

Richard, a local resident stated, “*Us men we often don’t know where to go for help and support once we build up the nerve to seek it. This event was a real eye opener, and I would like to thank the Council Staff at Laisterdyke Hub who have really helped me on my journey*”.

**Example 3 – Health MOTs:** To improve self-care, awareness of heart health and access to medical services, Ward Officers have organised health checks with a range of statutory services and VCS organisations, in conjunction with Community Partnerships and/or PCNs. Each event has included Health MOT’s and health messaging. The high blood pressure readings have been concerning with 61% presenting at Madni Mosque with abnormal blood pressure. An average of 165 people attended 3 separate health MOT events in BD3. Some of the health events have been themed or targeted specific people such as men/women and Feb 2023 – Child Health (over 300 families attended), June 2023 – Severe Mental Illness (75 people attended), October 2023 – COPD, Hypertension & Heart Disease (330 attended), February 2024 – Early Cancer Diagnosis health event is proposed.

**Example 4 – Development of the Milgul Group:** Ward Officers have been working with a group called Milgul who develop activities and services for women in the area. The committee is also formed of women who have faced issues of domestic abuse, depression, and low self-esteem. The group was becoming overwhelmed following an increase in demand for services so staff at the area office have supported them to organise events and targeted services including a self-care event at the Hub to sign post women to advice and support agencies in relation to domestic abuse, as well as encouraging neighbours to look out for red flags.

#### **Raising awareness and education regarding self-care and increasing the take up of screening.**

**Example 1 - Engaging Communities CIC: Community Child Health Worker (CCHW)** (5 Lane End CP) supports families with children from birth to 5 years to access a range of services including breastfeeding advice, smoking cessation, perinatal mental health support and parent education, particularly those families who do not engage with services. October to December 2023 *over 100 local families* have been reached and offered signposting or direct support.

**Example 2 – Increasing breast screening:** The Ward Officer has identified areas where take up for breast screening is low and she has linked health care specialists with organisations such as Nisa Shine and Peacemaker International’s Women’s Group to undertake a targeted piece of education and awareness-raising work in relation to breast care. This involved teaching women how to self-check and myth busting to break down cultural barriers to breast screening.

**Example 3 - Maternity Circles at The Gateway and Fagley** (5 Lane End CP): The aim of the Maternity Circles is to improve experiences and outcomes of pregnancy and birth for women living in the 5 Lane CP area by providing support to women/and their partners during the first 1001 days of pregnancy and following birth. Those that feel isolated or need support around their pregnancy/being a new mum/parent are targeted. Women are currently signing

up for the Gateway MC and there is a large WhatsApp following which provides support and information. The Fagley MC is due to start in March 2024.

**Supporting access to adequate healthy food:**

**Example 1 – Having fun finding food:** Fishing for food has played a huge role in many of the elders who migrated from Pakistan in a region which also holds Mangla Dam. Working with Asian elders at Attock Park, the Area Team supported around 15 people with children to go to Kilnsey who caught more than 200 hundred fresh trout, paying less than £1 a fish. At a time when the cost of living is so high, having access to fresh fish from a sustainable source which is cheap to purchase and involves the satisfaction of catching your own produce is very rewarding to the community. Such was the interest that another day was organised and by doing this fishing mentors stepped forward and started to take their own peers and their families. It is a common occurrence to be sat at Kilnsey and a group from Bradford Moor arrives - this activity generates monthly visits to the farm.

**Example 2 - Youth-led food bank:** The Supportinos Youth Group is a Youth Work Connect Group that supports young people who are struggling with their social and emotional mental health. Conscious of the cost-of-living crisis, the young people were keen to develop a community project to offer food to people. They set up a food bank at Peel Park Hub over the summer holidays 2023. They obtained food from local businesses and markets and over 1325 people benefited from the project and access to free fresh food. This food bank and initiatives such as the 'The Hurry for a Curry Project' gives them a focus and develops confidence and self-esteem and improves mental health. This removes some of the need for more mental health interventions from specialist services.

**Example 3 - “Let’s do it Together” (5 Lane End CP):** The Ward Officer is working with Methodist Housing Association to support people aged 55 plus to make important lifestyle changes. They will encourage peer support and improve motivation by offering weekly cook and eat sessions and exercise opportunities to people who are potentially isolated / lonely who live in the area.

**Example 4 – Healthy Eating:** Young people in a number of youth projects take part on a weekly basis in cook and eat sessions. These sessions are led by young people and supported by youth workers. Young people often use the internet or cook books to look for healthy recipes, work with a youth worker to purchase ingredients and then cook healthy food within a youth session. This is then shared with other young people, normally around a table!

**Improve access to mental and physical health support:**

**Youth Workers have worked with staff from the Area Team and other partners to create opportunities for young people to build their self esteem and skills through various recreational opportunities.**

**Example 1 – Social, emotional and mental health support for young people:** Youth Workers work within each of the 8 secondary schools in the Bradford East area. This work is part of a district wide response to young people’s social, emotional and mental health. Over the past 12 months Youth Workers have worked with over 400 young people in Bradford East through education, supporting their mental health and connecting them with community-based support, through youth projects and other youth activities. The project helps to connect young people to their local area, making them feel safer and more informed about their local area. Schools have continued to express how beneficial this work has been, and schools are allocating more funding to deliver more sessions in schools. Youth Workers work alongside safeguarding staff to support young people who are on the edge of social care and support families through the early help agenda, in order to keep them from falling into higher support tiers.

**Example 2 - “Girls Can” Project:** The ‘Girls Can’ project was dreamed up and is led by a Ward Officer and Youth Worker passionate about football and is a partnership between Bradford City Community Football Foundation, Neighbourhood and Community Services and Carlton Bolling School. The project is funded through the Football Association to increase the participation of young women from diverse backgrounds in sport, focussing initially on football. Qualified female football coaches, who act as role models for the young women and girls, will run sessions. The participants will be fed into local football clubs once they have the confidence and the skill set. The young women will be encouraged to undertake coaching awards and FA approved refereeing awards. The established partnership between the organisations has recruited young women through schools, community connections and youth work. The sessions started in January 2024 and are attracting good numbers.

**Example 3 - Free Premier League Kicks Sessions for young people:** The Area Team has supported Bradford City Foundation and West Yorkshire Police to respond to local need regarding anti-social behaviour of young men from the Little Horton area. Through local data of reported ASB issues, the partnership worked together to establish a youth session on a Friday evening when the issues were most prevalent. The session is sports-based at Newby Primary School and is aimed at young men. Over 20 young men attend weekly with the session being a catalyst to engage young men who have been identified as at risk of criminal exploitation and have been involved in ASB in the local area. This work is part of a longer-term process, where youth workers are able to target the young men on more specific work, for example run awareness sessions on knife crime and ASB and direct them to other local positive provision on other days of the week.

#### **Removing barriers to health care services for vulnerable people:**

**Example 1 – Supporting young people with neurodiversity:** Youth Workers support many young people experiencing neurodiversity and other barriers that mean that they don’t enjoy the same opportunities to participate. A Youth Worker supported LEAP, a VCS organisation, with an application from a group of autistic young people interested in horticulture who wanted somewhere quiet and safe to meet and engage in activities. The Youth Worker supported and advocated for the young people who now help out at an allotment.

**Example 2 - Safety First “Good Life” (CP 5):** This project will focus on prevention of serious mental illness providing holistic support, with a focus on removing barriers to services to tackle health inequalities; the offer will include access to counselling, support into employment; and promoting self-care.

**Example 2 - The Brathay Trust “Unite Project” Integration of Refugees (CP 5):** Support 2 x cohorts of 20 young refugees, displaced by war, and improve their physical and mental wellbeing by integrating them into the community through activities and engagement. The project is being co-designed with young people, with a buddy system and residential.

**Example 3 - The Salvation Army & Bevan Healthcare: Occupational Therapist at The Orchard (CP 5):** The offer made through the existing day shelter for homeless and vulnerably housed people will be extended through a sustained occupational therapist-led programme of support that is linked with wider services. The project will aim to reduce social isolation, poor mental and physical health and increase independent living skills.

**Example 4 - Anchor Project & Healthy Happy You Support for Refugees (CP 5):** A Refugee Community Health Worker who is a member of the refugee community will be employed to work with refugee and asylum seekers to access healthcare, understand services, local provision; manage their own wellbeing, increase health literacy; access trauma-based wellbeing support; recruit and support volunteers; strengthen community partnerships and to support the community in to careers in health care.

**Example 5 - Pain Management programme (5 Lane End CP):** The 5 Lane Community Partnership funded 3 courses of the 12-week pain management programme which provides classes to anyone who experiences hip, knee or back pain. The programmes were delivered at different sites across the 5 Lane CP area. The classes provide a gentle, individualised activity programme and a place for local people to build social networks. Each group has had a **minimum of 8 participants** attending.

**Example 6 - Transport Project (5 Lane End CP):** A small grant from 5 Lane Community Partnership has enabled the transport service to pilot a model of enabling friendship groups to meet monthly, in small groups, at a place organised by them. During the 6 months’ pilot project, the transport service provided **28 outings** for the different groups **plus transport to Warm Spaces**. This project has been extended to 12 months and there is now a waiting list for this service.

**Raising awareness and access to support in relation to sexual health issues and teenage pregnancies, including sexually transmitted diseases which are rising in parts of Bradford East.**

**Example 1 - Targeting sexual health of young people in Idle and Thackley and Eccleshill:** Meetings are being facilitated by the Ward Officer with partners to consider how to work together to tackle Increasing teenage pregnancy rates in parts of the ward. Consultation is being undertaken with young people to understand how to engage them in



making more effective and informed choices. Locala, a community health care charity, will be providing support and services in the area, work will be undertaken in schools and accessible free contraception for all is being explored.

**Example 2 – Supporting the Roma community:** Recognising the need to be sensitive to Roma cultural norms and taboos and appreciating the difficulties some Roma face understanding and accessing services effectively has been important in building trust with the community. In terms of sexual health, the Ward Officer has worked with European Drom to help them to establish links and trust with Farrow Medical Practice who will apply for funding from the Community Partnership to replicate a project around sexual health that was delivered in BD7.

**Example 3 – Access to C Card for condom distribution at Ravenscliffe Hub:** Youth Service are trained to distribute condoms to young people in a safe controlled way focusing on healthy relationships and safeguarding. Youth Service staff work in a culturally sensitive way in other parts of Bradford East to discreetly support young people around sexual health.

**Significant financial investment into parks in Bradford East to replace and repair infrastructure:**

**Example 1 – Peel Park:** The Ward Officer has worked with partners including Friends of Peel Park to enhance facilities including a brand new and vastly improved upper play area costing in excess of £100,000, repairs to all 3 sets of steps in the park, replacement of the fencing around the bowling green due to historical damage, resurfacing of the tennis court, installation of 2 table tennis tables and planting of new trees.

**Example 2 – Bradford Moor Park (FOBMP):** Working alongside Friends of Bradford Moor Park, staff from the Area Office have made a number of significant changes to improve the Park for local residents. Following consultation with residents and work with partners, improvements have included a new under 5s play facility, an outdoor gym area and a storage container for FOBMP to use for additional activities.

**Example 3 - Improved facilities for young people on Ravenscliffe:** Thanks to funding from JUMP lighting has been installed on the sports court at the back of Ravenscliffe Youth & Community Centre, enabling access until 9pm each evening. The youth service ran a series of consultation and engagement events with young people and their feedback has been very positive. A group of young people using the Sports Court said, 'this is sick, this is so good thanks for sorting this out' Parents also commented that it felt safer.

**Bradford East Hubs are a lifeline for many people eliminating barriers and allowing participation and access to a range of services.**

**Example 1 - Thornbury Wellbeing Hub:** From 1<sup>st</sup> April to December 31<sup>st</sup> 2023 Thornbury Wellbeing Hub supported 450 clients to access mental health support including depression/low mood, anxiety and isolation. The majority of referrals into the Hub was for welfare benefits and financial advice. The centre provides comprehensive support

through a range of initiatives, including wellbeing checks, arts and crafts sessions, coffee mornings, and specialized one-on-one counselling. Additionally, there are bereavement support groups, high-level needs counselling, and group counselling services. The centre offers welfare benefits advice and facilitates connections to Carer's Resources, Staying Put, The Bridge Project, and Refugee Action. Woodwork sessions and a Psychosis group are also part of the support services.

**Example 2 – Bradford East Area Team Hubs:** Improving health and wellbeing is a key part of all the hubs run by this Team. The repurposed bowling hut in Peel Park has become a hive of activity for community initiatives with a focus on health and intergenerational work resulting in increased use of the park for wellbeing activities. Laisterdyke Hub brings different people together and offers specific health-related activities targeting communities of interest and men's and women's work. At Ravenscliffe Hub young and older people come together to participate in activities that support positive physical and mental health including cooking sessions.

**Example 3 – VCS Hubs:** The Area Team supports the work of many VCS Hubs from faith-based organisations such as The Oneness Centre, mosques and churches to other community based organisational structures connecting people, places and communities to services. For example, in Little Horton Shine West Bowling and the West Bowling Adice Centre have continued to grow and develop with support. Both premises are local community hubs which offer a broad range of vital support services extending from welfare and benefits advice, growing clubs, clothing bank, food support, wellbeing activities and much more. They also provide local people volunteering and support self-help groups to tackle local priorities.

**Improve communications to ensure that people access healthcare services at the right place and right time:**

**The Area Team is involved in disseminating information to support people to access healthcare services:**

**Example 1 – Distribution of 'Kids' Health Information Hub' Poster –** Members of the Area Team have been involved in using networks to extend the reach of information to improve the health of babies, children and young people. The poster, produced by the Health and Care Partnership, includes QR codes relating to different illnesses such as asthma attack, croup, coughs and colds and vaccinations that advises parents and carers what action to take.

**Example 2 – Living Well Toolkit:** The Ward Officer supported the pilot in Barkerend of development of the launch of the "Living Well Faith Settings; a toolkit for promoting healthy behaviours through madrasas and other Islamic faith settings" which will be rolled out in February.

**Example 3 – FYI:** This is the Council's Families and Young Persons Information website that offers information and signposting for families in the Bradford District. Families and young people can find out about services and activities

across the district. Youth Workers ensure that all the activities are constantly updated and use the platform to advertise one-off events to extend reach.

**Sustainable district**

**Improve opportunities to adopt approaches that involve reducing, reusing and recycling waste:**

**Example 1 - Junk modelling:** Wardens led on a junk modelling project at Barkerend Primary School. Wood from the tip and donated wood was recycled into planters that the children planted.

**Example 2 - Repurposing equipment:** Ward Officers supported a faith-based organisation, The Oneness Centre, to repurpose donated gym equipment to a local mosque. Staff in the Area Team also work closely with the Police NPT Team and reuse soil and plant pots, seized from criminal activities, to support work at allotments, schools and community gardens. Shine in West Bowling used compost obtained through the Area Office to complete their community garden which is now used as part of their wellbeing offer. Old cameras that could no longer be used to catch fly tippers were allocated to schools as part of biodiversity studies and are used to capture and study wildlife.

**Example 3 - Repair Shop:** Ward Officers engaged tutors from Bradford College to deliver courses in repairing and recycling at St Vincent's. Participants gained skills and residents were able to obtain low-cost essential household items.

**Example 4 – Helping young people to maintain their bikes:** The Youth Workers support Doctor Bike sessions where young people are invited to bring their bikes to an experienced cyclist mechanic who will support them to make their bikes road safe and maintained by checking their bike from their wheels, brakes, gears etc. This gives young people valuable skills enabling them to maintain their own bikes. Summer 2023 sessions took place at Ravenscliffe Hub, Idle Rec, St James' Church, Peel Park and Horton Park.

**Example 5 - Repairing unwanted and damaged bikes and redistributing:** Bradford Moor PASS, supported by a Youth Worker, recycle hundreds of bikes each year that would otherwise be scrapped. Local residents, trained as bike mechanics, assess and repair bikes and these are distributed to children and young people. Throughout the year volunteers fix bikes for a very small fee. Regular mechanic courses are run to increase the number of volunteers and bike rides are also organised. A contained has been repurposed into a mechanic shop to progress the work.

**Stimulate interest in community growing initiatives and create more biodiverse environments:**

**Bradford East In Bloom – the Area Office Team has worked in partnership with organisations to encourage biodiverse gardens and spaces. BD3, BD5 and BD10 in Bloom will involve a range of initiatives from garden competitions, improving derelict land and gateways to trips to beautiful gardens to inspire people.**

**Example 1 - Rebranding and redevelopment of Beautiful BD5 Garden Competition into the BD5 in Bloom**

**Project:** this now has a wider offer for the community such as subsidised trips to RHS Gardens making them affordable for all in the community, regeneration of unloved spaces across the ward, sponsorship from local businesses, community and VCS led approach, annual garden competition and gardening workshops. The competition also has a biodiverse garden category which rewards people wildflowers, trees and ponds.

**Support for resident- and VCS-led Projects:**

**Example 1 - Improved garden area at St Vincent's:** The Ward Officer has supported St Vincent's with a range of projects including the garden with raised beds and a play corner for children to grow and explore, is being managed by users of the centre. The fruit and vegetables grown in the garden are being used by people attending cooking classes to prepare meals at reduced cost.

**Example 2 – The first hydroponic set up in the VCS in Bradford East:** The Bradford Moor Youth Worker is driving a project with PASS and local residents to set up a polytunnel at Attock Park with an area devoted to hydroponics to complement the traditional garden area. Allotment holders in the area will be helping with the project as they're keen to learn how to grow without soil. With the support of the Youth Worker they have already managed to grow Saffron which the elder said could not be done in the UK. The Gambian community has challenged PASS and colleagues to grow cassava, as the leaves from this staple plant cannot be bought here and is so precious to them. It is hoped that the Gambian community will get involved in the challenge.

**Example 3 – Sharing skills and interest in horticulture:** Residents on Lister Avenue in East Bowling saw the community garden that PASS, a VCS organisation in BD3, had developed and were keen to replicate this on a derelict piece of land on Lister Avenue. PASS and Ward Officers supported local residents to obtain funding to clear the land, create storage and build planters. The residents have taken responsibility for individual beds and share produce.

**Example 4 - East Bowling Garden:** Wardens empowered residents to come together to address this fly tipping hotspot which they turned into a community garden. Wardens supported the group and provided resources from local businesses and some of the fly tipped waste was even used to create the bed. This verge has made the area look better and has also reduced fly tipping. The council no longer needs to maintain the verge. This has expanded into the residents taking on similar projects in other streets close by.

**Transforming raised beds and grass verges:**

**Example 1 - Grass Verge Guardians:** In response to complaints across the Bolton and Undercliffe Ward regarding damaged grass verges and vehicles parking on the verges, the Ward Officer launched a project called "Grass Verge Guardians". This involved repairing, restoring and protecting the grass verges from vehicular damage and bringing

some fun to the local streets with 'guardians' designed and made by the community. In partnership with ROC (Redeeming Our Communities) a few "build it days" were held where local residents helped design and make the 'guardians'. The first set of guardians were installed on a number of verges on Swain House Crescent.

**Example 2 - Leicester Street Verge, East Bowling:** Local residents have been supported by the Area Team to improve this area having seen the transformation of a similar verge on Coventry Road with a view to reducing asb and restoring pride. Lots of young men were sitting on a verge at Leicester Street and were smashing glass and being intimidating. The wardens supported the residents to get resources from local businesses and helped with planting. The local lads that were causing the asb got involved and the asb has reduced. Residents maintain the verge and get together at different festivals, and this has engendered community spirit.

**Example 3 – BD3 Get Together:** An initiative that began with repairing raised stone beds near Attock Park has gained momentum, with more residents and faith groups supporting planting with donated trees, shrubs and flowers. In the warmer months, this has brought young and old together to engage in activities to enhance the look of the area.

**Allotments – the Area Office Team is working with colleagues in Asset Management to establish allotment associations to share growing tips, ideas and run competitions to identify the best plots in Bradford East.**

**Example 1 – Burnsall Road allotment site:** Many of the plots are neglected and overgrown and to stimulate interest the Area Office Team has worked with residents to clear 2 plots for community use. Funding has been obtained for an anti-vandal shed and tools and items have been repurposed to create raised beds. The plots will be used to involve the community such as local schools, faith-based organisations, women's groups and young people in growing fruit and vegetables.

**Example 2 – Derby Road Allotments:** Following evidence of fly tipping and other anti-social behaviour at the site, the Assistant Ward Officer (AWO) worked with the Allotments Officer and local residents to develop an action plan. Door knocking was undertaken in the surrounding area with letters informing people how to dispose of waste responsibly and advising of enforcement action. The fly tipping and asb have reduced and the AWO will be working with plot holders to improve their plots and to bring other areas back into use.

**Example 3 – Queen's Road Allotments:** Ongoing problems with significant fly tipping and invasive and extensive coverings of knotweed have resulted in lots of unused plots at this site. The Area Team obtained funding to erect fencing to prevent the possibility of access for further fly tipping. A plan is in place to treat the knotweed in the spring 2024 which will enable the plots to be brought back into community use.

**Example 4 – Methodist Homes Association (MHA) creating additional space for activities:** A Ward Officer has liaised with the Council's Asset Management Team to obtain 2 allotment plots for MHA. MHA will use the space to

offer wellbeing activities to the people they support including outdoor exercises such as yoga and the opportunity to grow fruit and vegetables that they will then be involved in cooking and eating.

### **'Friends Of' Groups**

**Example 1 - Seymour Park is spruced up by residents who are learning new skills:** Residents raised concerns about ASB, fly tipping, homeless tents, and expressed their fear of taking their children to the park, as well as their desire for making the park more community friendly and sustainable. Staff from the area office engaged partners such as ROC, NRC, Salvation Army and local residents and Friends of Seymour Park and other residents worked with ROC to develop their horticultural skills to improve and adopt planters, flower beds and took more responsibility for the upkeep of the park. This has increased membership of the friends of group and the taster gardening sessions have resulted in piquing people's interest in horticulture. ROC and Friends of Seymour Park continue to support members of the community to develop the Park.

**Example 2 – Ravenscliffe Woods Walking Trail:** Ravenscliffe Woods has suffered with litter and fly tipping so the Friends of Ravenscliffe Woods was set up to conduct regular litter picks. Ward Officers supported the group to become constituted so it could access funds to pay for things like litter pickers, tabards etc. There are plans to include local schools to access a walking trail.

**Example 3 – Friends of Chapel Street Cemetery Restoration Project:** Having campaigned to stop the cemetery from being sold, the group transformed an overgrown cemetery, that had been neglected for decades, by revealing graves shrouded in trees and vegetation. The wardens have supported the work and have provided soil, bark and other materials. It is proposed to develop a memorial garden as a quiet space for reflection and the Area Team will work with the group to obtain funding for items such as benches.

### **Work with local communities to promote more sustainable and environmentally friendly lifestyles, including increasing active travel and reducing the reliance on vehicles:**

#### **Supporting walking and cycling:**

**Example 1 – Supporting Cycling Hubs:** The Ward Officer has worked with colleagues from Jump to support BMX Bandits to go into primary schools to deliver taster sessions to increase the take up of cycling.

**Example 2 – Peel Park Youth Forum and Cycling and Bolton Road Cycling Club:** the Ward Officer is working with 'Hop On' and other partners are working together to identify opportunities to extend provision including opening up at Peel Park Hub for their Ladies' Group and running groups in Bowling and Horton Parks. The Ward Officer has identified locations for Bolton Road Cycling Club to highlight opportunities for cycling, using the turbo cycle bike to create an interactive cycling experience to pique the interest in cycling.

**Example 3 – Using cycling to overcome challenges and build confidence:** 12 Youth Workers have qualified as bike leaders enabling them to facilitate group rides with young people across the district. In summer 2023 the Youth Worker at Ravenscliffe took young people on bike rides around local areas/beauty spots to encourage confidence and boost physical health.

**Example 4 - Walking and cycling groups:** Friends of Bradford Moor Park have obtained bikes to support ladies to learn to cycle and have a waiting list of ladies who are keen to develop this new skill. They also run walking groups.

**Example 5 – Increasing the use of The Greenway for active travel:** The Area Team, alongside local residents, Incommunities, Active Travel, Carlton Bolling School and Trident Rangers, is facilitating work to make this area more accessible and attractive for walking and cycling. The removal of overgrown shrubs and hedges, improved lighting, planting and the installation of benches will reduce anti-social behaviour. The Pods on Beech Grove will be used as a destination for socialising when using this route.

**Example 6 – Walking to Friday Prayers:** To encourage worshippers to walk to Friday Prayers, who ??? developed a project to promote the benefits of walking as opposed to relying on vehicles for such short journeys. Faith leaders have disseminated messages about the religious and health advantages of walking and pedometers were distributed.

**Example 7 – Bankfoot Primary School Play Street:** This school striders project between Bradford Trident and Cecil Green Arts was supported by the Ward Officer. This culminated in a street closure for a play street event. Following the success of this, residents are keen to continue to close the street for limited periods to enjoy outdoor play in a safe manner.

**Example 8 – Newby Primary School Street Closure:** To improve air quality a TRO is in place for the street leading to the school to be closed at school drop off and collection times. The Ward Officer has helped to manage initial negative feedback through education work with the school and parents and by the presence of Wardens.

## Youth Service – Bradford East

### Youth Service – 121 Work and Group Work

Each youth worker within the Youth Service carries a case load of young people referred by a range of services, these include education, CAMHS, GPs and Children’s Social Care. The referrals are made to get early support for young people and for families who are struggling with a wide range of issues. The work also supports statutory based services by reducing the need for more invasive social care interventions, supporting the district’s response to improving educational attendance and to reducing the need for clinical interventions through mental health services. Below is an overview of the outcomes of this work and examples of cases.

#### Edge of Social Care

Working with young people on the edge of social care refers to early intervention and support before families reach social care thresholds. Once a family enters the social care system there is a significant increase in costs for the local authority and positive outcomes for the family are significantly impacted. Through the Youth Service’s case work, young people and families receive timely interventions, which are tailored towards individuals at the right time to create opportunities for positive outcomes.



**Case Example 1:** Young person had lost both his mum and dad to long term illness before he reached his 8th birthday. His older sister stepped in to take care of him and became his legal guardian. Whilst the young person was at primary school his attendance was good, and he engaged well in community activities and had a positive attitude. When he transitioned to secondary school things started to become more difficult. The young person would refuse to attend school, he put on weight, and started to get into low level trouble in the community. The local community-based youth worker knew the young person through the Junior Youth Club, which he attended whilst he was at primary school and the youth worker knew the older sister as she also attended the youth club when she was a teenager. Through these community-based connections, the youth worker was able to connect with the family and identify barriers to his school attendance and his behaviour in the local community. The young person said he was bullied and hated going to school. The youth worker helped the sister speak to school by attending meetings, and supported her to get the support needed for the young person in a calm and controlled manor. The young person’s attendance has slightly improved, and he has started to attend the local youth project, where he is engaged in positive activities and continues to build professional relationships with workers.

**Case Example 2:** A single woman from the Bradford East area, with young primary school aged children, her house had been attacked by young people with fireworks and eggs thrown at the windows, this was over the bonfire period. The police were called several times and asked for support from the local community. Youth Workers and Neighbourhood Officers responded and engaged with mum reassuring her and her children that they were safe. Neighbourhood workers worked with the police to increase patrols and undertook daily visits alongside the police to ensure the woman was safe and felt supported. Social care had been involved in the past due to the children’s poor school attendance and the woman’s physical and mental health conditions, and as things were escalating again, school was planning on making a re-referral to CSC. Workers realised the woman was struggling with her mental health and brokered support from a local voluntary organisation. This support got her some counselling and someone



to talk to about her mental health. Workers have touched base with her every month since October and she now also receives food packages through the HAF programme. She was recently visited, and she explained to workers how she is a totally different person now, with the support she received, to the one that she was back in 2022.

**Case Example 3:** Young person was living with his mum and not attending school. He was in year 11 and had under 10% attendance, which spanned from when he was in year 10. Prior to this his school attendance was over 90%. The young person was referred through to the multi-agency Think Forward project that supported students at secondary school with poor attendance. Youth workers spoke with the family to look at what the barriers were. It became very clear that the young person was caring for his mum, that the house was in a poor state of repair and that mum had addiction to alcohol and was struggling with her mental health. The young person disclosed to a youth worker that he felt he couldn't leave his mum as he was scared she would be dead when he came back. Through connections in the local community, the family were provided with much needed furniture and white goods. Through contact with social care, the wider family became involved and offered respite for the young person. The young person felt he had missed too much of his schooling to sit his GCSEs, so with youth workers support he attended a local college, undertook assessments, and secured an apprenticeship. The young person is now 17 and employed and focusing on achieving his goals. Mum has support from a range of services for her addictions and her mental health.

### **Supporting School Attendance**

The Area Team works with young people and families to support regular school attendance. This involves early identification of issues that could create barriers to attendance, for example undiagnosed SEND needs. Youth workers work alongside schools and colleges to identify young people at higher risk of low attendance and school dropout. They work to ensure that adequate interventions are in place to support students to regularly attend school and actively participate in learning. Workers also support young people and families to have a voice within education to express concerns and fight for the services they are entitled to. Those young people falling through the cracks and not engaging in education, through been a school refuser or through exclusion, are more likely to have a low level of educational attainment, lower paid jobs, unskilled jobs, be subjected to living below the poverty line and potentially more likely to be involved in crime.

**Case Example One:** Young person has not been at school since September 2023. She used to be a very bubbly and outgoing young person in primary school and attended her local youth club and dance lessons and had a good group of friends. When the referral was made by school, the worker thought they had made a mistake, school stated that the young person's attendance at school was under 10% and that she was struggling with her mental health but had not attended any appointments with clinical services (so any referral made was quickly closed, due to non-engagement). The first appointment with the young person was in her home, the worker spoke to mum who was worried about her daughter, as she did not leave the house, she had not washed for several weeks, had very matted hair and was eating very little. After the first appointment, the worker knew this wasn't a simple case of school non-attendance, and she knew a more clinical intervention and safeguarding was needed. After speaking to other services and getting a team around the child to support the family, which included social care, CAMHS and education, the worker started to visit the house weekly. The young person slowly started to engage, by getting out of bed for the visits. This has been a huge step forward and this has paved the way for other services to speak to the young person and put clinical support in place that she needs. She is now getting some schoolwork sent home and services are exploring if there are opportunities for home tutoring until she is well enough to return to school.

**Case Example Two:** Young person had not been in school since the start of December 23. She had failed her managed move towards the end of November so was moved back to her original school. The young person had stated that she didn't feel safe in her original school, this is due to her been physically attacked in a class whilst in lessons and whilst travelling to school. A Youth worker has supported the young person and helped her have a voice by attending meetings at school and expressing the reasons why she is in not attending and how she is feeling scared. School feel they have put things in place for her safety and that she should not be feeling worried about coming in and they feel she is making excuses to not attend. The young person is in year 11 and is a crucial time for the examinations and her future. The youth worker supported the young person by negotiating with school and insisting on a support package for her so she could sit her exams in May. They eventually offered a place in their bridge unit where she could take her lessons away from her peers. This was agreed as a short-term solution, to look at fully integrating her back into mainstream school within 8 weeks. The young person has agreed to try and will continue to work with her youth worker, developing her emotional intelligence and confidence to help her deal with bullies and communicate effectively with her teachers.

**Case Example Three:** Young person was referred to the youth work connect sessions in school and attended for 8 weeks. He was initially referred due to his behaviour and had been excluded for several days due to fights with other students and verbal aggression towards teachers. It took several weeks to build trust, this was done through fun interactive sessions, playing Jenga or a board game. After a few weeks, the young person started to talk about his anger and how he found it hard to keep control, especially when he is accused of doing something he didn't do. The worker explored through talking and art what triggered his anger, and discussed possible ways to avoid them or to deploy coping strategies so he was able to manage things better. The young person spoke a lot about how he felt he was letting down his dad and that his family wanted him to do well in school and go to university. He disclosed he struggles to do his homework as he is busy after school, and this is normally where they problems with his teachers start. The worker explained why teachers want students to do homework and he has choices, but with each choice comes consequences, for example exclusion from school means missing learning, missing learning means less success in exams, which means less choices when it comes to leaving school and his future. Now the sessions have come to an end, the school have noticed a big difference in his attitude and although there are still a few issues, the young person is dealing better with his emotions and has had no exclusions since finishing his sessions.

### **Reducing the need for specialist clinical interventions**

Specialist clinical interventions in the mental health world can be costly and are often in high demand, meaning services are stretched with limited resources and young people are often waiting long periods of time for clinical mental health support. Youth work interventions either at an early intervention stage, before the young person becomes clinically mentally unwell or at a higher level through a step down / multi-agency approach to recovery have a high level of success.

**Case Example One:** The young person first met a youth worker whilst she was an inpatient at the BRI, she had been admitted 4 weeks earlier because of an eating disorder 'anorexia'. Her weight had become dangerously low and was impacting on her physical health. The young person was often alone in hospital due to her mum having to care for younger siblings and clinical staff busy with their duties. Her emotional health was deteriorating, and she was feeling down and weak due to her physical condition. A hospital-based youth worker visited her on the ward and spoke to her about school and friends, she explained that she didn't go to school or have many friends as she had spent a great deal of time in hospital. Through the visits, which took place daily, the youth work relationship developed and when the young person was discharged from hospital, she was encouraged to attend a local youth connect group by the youth worker and this has had such a positive impact on her mental health and physical health. She has made friends and connected with her peer group, she is involved in community-based projects, including the 'Hurry for a Curry'

Project and the Peel Park Food Bank. She still has her challenges, but having friends and connections to her local community is allowing her to think about her future and things are looking bright!

**Case Example Two:** Young person was referred to the youth service for support for his mental health. Things were difficult at home and the young person was part of a large single parent family and had recently lost a baby sibling the previous year. The young person was not going to school, he was struggling with anxiety and spending a great deal of time alone in his bedroom. When the youth worker visited the home and spoke to the young person and his mum, it was evident that they were struggling with their mental health and with the cost-of-living crisis. The worker engaged more services to support the family, including early help, health visitor, counselling services and a local voluntary organisation to support with food parcels. The young person started to engage with the youth worker and was encouraged to attend a youth work connect group in his local community. Through the group he started to make friends, his confidence developed, and he got involved in community events, for example supporting the Laisterdyke summer holiday activity days. Through this his mental health did improve and he started to go back to school after the summer holidays. The youth worker supported the family to apply for a bus pass, so the young person didn't have to walk the 7-mile round trip to and from his school (which was a huge barrier). The young person spoke to his worker about wanting to become a paramedic when he left school. Through workers in the team, they were able to arrange an ambulance crew to visit the youth centre where the young person got individual time with the paramedics and learnt about the role and got to see inside the ambulance. This gave the young person a boost and a new determination to get back to school and work hard to achieve in life.

**Case Example Three:** Young person struggles with his emotions outside school, he doesn't ask for help but bottles things up in his head, he has large outbursts at home towards his family. Parent has found notes the young person has written saying he hates school and wants to kill himself. He's struggling with his mental health and how he can express himself to others. Parents have been to the GP and to school to ask for support, and the GP referred the young person to the youth service. At the initial meeting with the young person, he wouldn't speak to the youth worker. The youth worker discovered he liked McDonald's and used a trip there to find out that he liked playing his play station and baking. The youth worker arranged for him to visit the local youth club with his mum as he wanted to do some baking. The young person wrote out a recipe he wanted to cook at the youth club, and he took part in a 121 activity and made shortbread biscuits that he shared them with other young people at the club. He has attended more youth sessions and the young person is slowly developing a relationship of trust and respect, he's beginning to communicate more openly, and he has taken part in several activities in a safe space.

### **The Development of Community Hubs in Bradford East**

Bradford East is a densely populated constituency, with multiple deprivation indicators such as overcrowded homes, families on low incomes, lack of employment opportunities and low educational attainment. The population is made up of multiple ethnic groups, with growing numbers of new communities occupying some of the most deprived neighbourhoods adding to the increased levels of poverty in the constituency. Such levels of deprivation have led to communities becoming territorial and this has led to increased segregation and isolation in some communities. In Bradford East, communities have developed a sense of distrust to services and therefore have become wary of venturing too far from their own neighbourhoods. The Area Team has worked intensively to build trusting relationships with communities, which has led to an understanding that community-based hubs are a necessity in eliminating barriers to participation and access to services.

The key to developing successful community hubs is:

- to ensure that they are open and accessible to the local community at times that work for them;
- that they provide services that the local community want and need and
- that the community has ownership and makes decisions about how the Hub is run and managed.

In Bradford East we have developed several hubs to help to address the identified needs in the area, below are some examples of Community Hubs and the work that has been developed.

#### **Laisterdyke Hub - Bradford Moor**

- Laisterdyke Hub has become a sanctuary for refugees and asylum-seeking families, a safe space where they can access a range of services and support, this includes advice and guidance, access to food and warmth, a space for meeting peer groups and to meet professionals.
- The Gambian Community were difficult to engage and were very reluctant to access services. Through outreach work and community activity days we have developed a Gambian Ladies' Group who access the centre weekly and are now constituted.
- The Laisterdyke Hub offers a range of courses for families from ESOL classes and wellbeing sessions to exercise classes and offers weekly welfare support sessions and coffee mornings with a specific focus. Employment coaches are on site daily.
- The Hub provides a food support programme and wrap around support service.
- The Area Team has supported the travellers from the Mary Street site and created opportunities for the group to use the Hub. This has included weekly youth sessions for those young people not accessing education.

#### **Beech Grove Pod - Bowling and Barkerend**

Beech Grove is area with high levels of anti-social behaviour and serious organised crime gangs. Some young people were pulled into SOC gangs and people who live in the area were fearful. Following extensive consultation by the Area Team through community action days, consultation discussions through detached youth work and community meetings, it became clear to the ward officers and youth workers that a focused piece of work with the community was needed in the area. To respond to need and respond to what the community wanted, key community members were identified and developed a community hub. This is still in the developmental phase, but things are moving forward.

#### **Peel Park Youth and Community Hub – Bolton and Undercliffe**

Neighbourhood services and Youth Services jointly repurposed the empty bowling hut in Peel Park and transformed it into the Peel Park Youth & Community Hub offering a vast range of provision for the community with a focus on intergenerational work.

- A large community fun day which attracted over 500 people into the park, this fun day included play activities, a dog show and access to professional services.
- Scarecrow Trail designed as a fun outdoor experience that was accessible to all abilities, with 24 scarecrows in the park.
- Summer Food Bank in the Park - Youth-led food bank which supported over 1325 individuals / 289 households.
- Creation of the Peel Park Community Forum bringing together all activity providers in the park to strengthen and widen the offers available to the community/park users.
- Partnership work with Better Place which will enable their 0-5 offer to continue throughout winter with an indoor space during poor weather conditions. This session offers messy play for under fives and supports family interactions.
- Close partnership work with Friends of Peel Park to help shape future investments into the park including a new outdoor gym.

### **Ravenscliffe Youth and Community Hub - Eccleshill**

The youth centre at Ravenscliffe is a community hub in the heart of the Ravenscliffe estate. The centre is a hub of youth activities in the evening and is used during the day by several community-based groups and schools.

### **Faith Partnerships**

#### **Case Study**

The establishment of faith-based forums across Bradford East is rooted in the recognition of the pivotal role that faith-based communities, including Gudwaras, temples, churches, and mosques, play in community cohesion. Involving faith groups in community-led projects is key to the progression of the East Locality Plan. These led to the recruitment of community calmers during bonfire work.

Faith institutions serve as trusted pillars within communities and are looked up to. The aim is to create a collaborative platform that harnesses the influential networks within various religious communities to address health disparities, social issues and localised community issues and tensions, enhancing community resilience, and creating a unified front against anti-social behaviour and reducing youth crime.

Bowling, Barkerend and Bradford Moor's Faith Partnership, established by the Area Team, meets every two months and comprises of representatives from faith leaders, police, fire services, health and other partners. The communication strategy comprises of a WhatsApp group with representatives growing to include 32 different organisations. This allows key messages to be cascaded to the Faith Partnership and emerging community tensions can be addressed early. Faith representatives disseminate information into their communities and to other faith leaders. Friday prayers have cascaded messages to thousands of worshippers instantly. Issues such as parking around Ibraheem Mosque and Thornbury Primary School were resolved promptly through the Faith Partnership's network. Dealing with the issues arising from international affairs has also improved dialogue between communities, blue light services and the Area Team. impacting positively on reducing community tensions. In addition, over the last 5 months the Faith Partnership has achieved the following:

- The Centre for Oneness has donated gym equipment to Ibraheem Mosque to engage with young people and reduce ASB.
- Fruit trees donated by Nirankari Faith Centre have supported the horticultural work at Beech Grove and further donations will support volunteers at the Burnsall Road allotments.
- Guru Gobind Gudwara has been successfully supported to obtain £10,000 funding towards solar panels reducing their carbon footprint.

- Street level litter picks with 6 volunteer groups consisting of 47 volunteers have taken place at Guru Gobind Singh Gudwara, Abu Hanifa Mosque, Abasiya Mosque and Madni Mosque.
- Quarterly clean ups through Abubakar mosque around key hot spot areas have reduced fly tipping and improved the aesthetic look within the Attock Park area.
- Multiple Neighbourhood Connect referrals have been identified and supported through the Faith Partnership group to reduce isolation and receive food packages.

The Faith Partnership at Bowling, Barkerend and Bradford Moor has led to the development of a Safeguarding Project seeking to reduce the risk of young people being exploited from criminal gangs. A targeted approach in collaboration with Abubakar Mosque, Madni Mosque, Abu Hanifa Mosque, Laisterdyke Secondary, Carlton Bowling Secondary School and Partners seeks to address issues in identified hotspot areas.

The positive impact of the 6 weekly Faith Forum meetings, supported by the area office, can already be seen in Little Horton. Following asb issues at St Stephen's Church, representatives from the Faith Forum facilitated discussions between the church and local mosques and the asb subsided very quickly. Members of the Forum are part of WhatsApp groups and tackle asb hotspots at a street level using local community calmers. They also support the Police and Youth Workers and have attended recent Premier League sessions to speak to some of the young people.

### **Women's and Girls Work in Bradford East**

The population of Bradford East consists of 50.7% female residents, the majority of which are under the age of 50. Furthermore, the life expectancy of females in Bradford East is lower than the district average. The pandemic has left communities facing a multitude of issues, and those have been particularly exacerbated for women and girls. Developing services that are bespoke for women and girls is fundamental in reaching those that often would not engage with services. Mainstream service delivery models do not often address the complexity of many women's lives. [Getting support that women need are often fragmented services across a range of organisations in different locations, which can be difficult and time-consuming to attend. There are also other challenges that can impact on women accessing services, for example cultural barriers, domestic abuse, lack of education or understanding and a lack of financial independence.](#) Bradford East Area Team has developed deep rooted and significant relationships with key groups of women and girls to devise an extensive programme of services and provisions across the constituency.

### **Examples of this work include:**

- In the Bradford Moor and Barkerend area, Ward Officers have been supporting a women's only group called 'MilJul'. The group develops activities and offers valuable services for women in the area. Due to the popularity of the group, it was becoming overwhelming, and Ward Officers supported the committee to streamline activities, supported them to organise events and helped them understand more about specialist services and how to deal with safeguarding concerns.
- Several 'women only' events have been created to engage and consult with women and these have been extremely popular, with average attendances of over 200. Funding and sponsorship of over £8,000 allowed ward officers to organise a cultural ball, engaging women from different cultures and heritage to experience music, dance, food and fashion.
- Staff have also worked closely with Women's Zone and Happy healthy You to develop additional locally based women's only fitness and sports sessions in local schools and community centres across Bradford East, with the aim of developing a Women's Sports Zone at Myra Shay.

- Young women and girls' youth sessions have been established across the Bradford East area. These are safe places for young women to connect with peers and have fun. At the Rockwell Centre, the young women wanted to get involved in community events that promote the safety of women and girls. The group took part in a consultation that fed into the Bradford District Strategy for the safety of women and girls and are looking forward to delivering a project in the summer to promote healthy relationships through the Relationship Matters National Programme.
- The 'Girls Can' project is a partnership between Bradford City Community Football Foundation, Youth Services, Neighbourhood and Community Services and Carlton Bolling School. The projects is led by Neighbourhood Services staff who have secured funding and created the partnership. The project is funded through the Football Association to increase the participation of young women from diverse backgrounds in sport, focussing initially on football.

## Neighbourhood Connect - Case Studies

Nationally services to support adults are facing unprecedented challenges. Demands resulting from changing demography and austerity are increasing at a time when available resources are reducing. Low level needs can be prevented or delayed from developing into more serious or acute needs from effective early intervention and prevention.

The Neighbourhood Connect Project is Bradford Council's innovative response, providing an investment in resources from Neighbourhoods and Community Services to ensure that people are connected to local neighbourhood opportunities increasing independence, acceptable outcomes, and improving their quality of life.

The reduction in the use of expensive, acute and specialist services additionally provides a financial return to the Local Authority through cost avoidance.

Councillors, Adult Services, Police, Social Housing providers and other services/organisations refer individuals who they feel would benefit from support to Area Offices. Staff in the Area Teams find out about people's interests and using their intimate knowledge of the neighbourhoods and their contacts, they support people.

### 1. Case Study – Delivery Model: Faith-Based Support

The Council's Independence Advice Hub referred a female in her 40s who was experiencing difficulties completing Personal Independence Payment (PIP) forms and an application for a disabled bus pass. Neighbourhood Wardens contacted the client who had fled an African country and was applying for asylum with a refugee status. She had been placed in a new and unfamiliar neighbourhood and was isolated and alone. She had previously suffered a stroke, which when added to the language barrier made communication challenging for her. Her disability limited opportunities to travel and meet even her most basic needs, such as food provision. She was lonely and despondent impacting emotionally and mentally on her wellbeing. Patiently, the wardens began to understand her needs as they gathered information and explored her interests and hobbies. It was identified that she had previously taken great comfort in her faith. They connected her with St Clement's Church, a friendly and diverse congregation who work in partnership with the Anchor Project. The project provided a weekly food parcel, arranged and funded transport for her to attend the Church as an interim measure until her benefits/funding could be put in place. This gave an opportunity for her to meet new people and feel less isolated. Wardens helped her to take her first steps to attend an appointment at the Karmand Centre by accompanying her to meet advisers for completion of her applications. The Wardens also connected her to a coffee morning at the Thornbury Centre which led to her enrolment on a 12-week Therapeutic Community Group for women. In a brief period her confidence has grown, her appearance has improved, and she has opened up to those around her.

Client's personal statement – *'I feel excited attending St Clement's and the Thornbury sessions and meeting new people.'*

### 2. Case Study - Delivery Model: Wraparound Support



Adult services referred a vulnerable male in his 60s who had unfortunately lost his employment, claimed no benefits, and had found himself in food and fuel poverty. He did not know how to seek help which had led to him ignoring bills as he had no means of payment. He had been served eviction notices and was on the brink of losing his home which impacted on his wellbeing. He became very lonely, isolated, and overwhelmed by the scale of the situation he found himself in and had accepted his fate. Neighbourhood Wardens, through a series of visits, gained his trust addressing immediate needs by ensuring the provision of food parcels and access to benefits through connecting him with Jubilee House. A personalised plan was agreed providing him with a mobile phone for contact and a financial advisor who completed court correspondence to safeguard his home. He was also eligible for pension payments which were processed and provided an income. He was allocated a dedicated support worker. Jubilee House has become a focal point for him. At his own pace he is gaining self-esteem, fostering social connections, and using all available resources. He has retained his home which has led to an improvement in mental health and his ability to cope. He will now regularly venture out into the neighbourhood with his new-found friends.

Client's personal statement – *'If it had not been for your visit, I would be homeless now. Life is getting better, and I can see the light.'*

### **3. Case Study – Delivery Model: Voluntary and Community Sector (VCS) Support**

Adult Services referred an elderly male who was feeling isolated and craved interaction with others. He was unable to function in large groups, was visually impaired, had hearing loss and Aspergers. Neighbourhood Wardens visited him and he shared that he was feeling low, was married but did not want to be a burden to his wife, placing stress on his relationship, and felt he should have an interest of his own. He had benefited previously from a support worker who would take him out for walks. This service had ended during the Covid pandemic and was no longer available. Walking was clearly his passion and would benefit his mental and physical capacity enormously. The Wardens explored several community assets who were unable to assist due to his complex additional needs. The Wardens were able to connect him to Carers Resource to undergo a 12-week programme which included a weekly appointment with a psychotherapist to help with his mental health and depression. In addition, after an extensive search, a walking group, Summat Creative, suitable for all abilities agreed to aid with safe and healthy walks and provided him with a schedule of dates and activities. His mental health has improved significantly, and he now feels independent once more and able to make a positive contribution to his walking community.

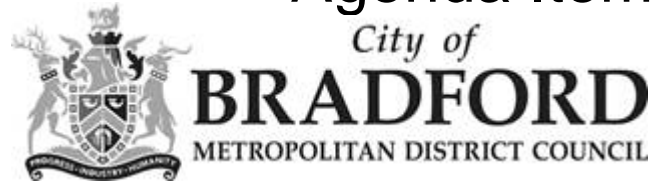
Client's personal statement – *'I felt I was not heard and left to get on with life. I knew when I was visited that you were going to be able to help.'*

### **4. Case Study – Delivery Model: Voluntary and Community Sector (VCS) Support**

A Neighbourhood Warden was investigating a report of waste and vermin at a local address. Through his impartial and caring approach, he was able to identify that the sole occupant of that address needed support, was feeling lonely and struggling day to day with mental health issues. He was seldom seen by neighbours and isolated himself from the community. After several visits, the Neighbourhood Warden gained his trust and noted that he had suffered trauma and a sense of loss having discovered his mother deceased within the house. The Neighbourhood Warden had time to listen and adopt a person-centred approach. His interests were cooking and despite his isolation and low self-esteem, he had a friendly manner and would be willing to socialise with community members with shared interests. The Neighbourhood Warden initially took him to the Gateway Centre where he joined a cooking class. Having enjoyed this experience, he went on to join and benefit from a Men's group where he was

able to talk freely and develop his confidence and emotional wellbeing. The waste issue was resolved improving his self-care and health. With support he now feels he can contribute positively to his neighbourhood and looks for opportunities to participate.

Client's personal statement – *'I like how friendly and welcoming the service is but to improve it further you will need to be more prevalent on social media to make people aware. I would recommend the service.'*



## Report of the Chief Executive to the meeting of Executive to be held on 5 March 2024

**AR**

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**Subject: Level Four Devolution**

**Summary statement:**

1. For information:
  - a. To provide an overview of the recently announced Level 4 Devolution Framework, through which the West Yorkshire Combined Authority can apply to access new powers, functions and flexibilities, and the associated readiness conditions.
  - b. To provide an update on work that has taken place since November 2023 to develop the West Yorkshire response and the Combined Authority's submission to Government, including the foundational partnership principles.
2. For decision: To formally ratify the Council's support for the Combined Authority's application to begin talks on adopting new Level 4 Devolution powers.

**EQUALITY & DIVERSITY:**

Further Devolution at West Yorkshire level will impact on the work of the Council in several key services and will benefit our residents and communities. Increasing our powers and duties at a West Yorkshire level will also support the delivery of the West Yorkshire Plan. Bradford Council's Equality Objectives commit us to promoting diversity, tackling inequality and discrimination in partnership to ensure that our services are inclusive to create a place where everyone feels that they belong. The extra powers devolved at the West Yorkshire level will allow us to ensure that decisions are made with knowledge of Bradford's diversity and needs as part of our equalities commitment. The West Yorkshire Plan itself is underpinned by the collective Vision 'A brighter West Yorkshire – a place that works for all. An engine room of ideas and creativity, where anyone can make a home.' This cross-cutting approach of being a place that works for all affirms that further powers of Devolution will be implemented through a lens of equality. As this work progresses an Equality Impact Assessment will be required against the different elements of devolution.

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Lorraine O'Donnell  
Chief Executive

**Portfolio:**

**Leader**

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**Overview & Scrutiny Area:**

**Corporate**

## **1. SUMMARY**

1. For information:

a. To provide an overview of the recently announced Level 4 Devolution Framework, through which the West Yorkshire Combined Authority can apply to access new powers, functions and flexibilities, and the associated readiness conditions.

b. To provide an update on work that has taken place since November 2023 to develop the West Yorkshire response and the Combined Authority's submission to Government, including the foundational partnership principles.

2. For decision: To formally ratify the Council's support for the Combined Authority's application to begin talks on adopting new Level 4 Devolution powers.

## **2. BACKGROUND**

On 22 November 2023, the Department for Levelling Up, Housing and Communities (DLUHC) released a technical paper outlining the new Level 4 Devolution Framework. The Framework marks a move towards greater devolved funding and powers to eligible institutions who choose to participate and provides a stepping stone towards a single settlement through the offer of consolidated funding at the next multi-year Spending Review. The Framework aims to standardise English devolution, moving away from the previous approach of agreeing bespoke region-specific deals. Whilst this approach does not meet the partnership's full aspirations for devolution in West Yorkshire, the opportunity to pursue deeper devolution is welcomed.

The Government announcement stated that new powers would be available for regional Government, including (1) providing regional Government with some additional powers similar to local authorities and (2) devolving powers held in national government to regional Government.

West Yorkshire Combined Authority, with the support of local authority leaders, has submitted an initial application to begin talks on whether the Combined Authority may adopt some of these powers. Though each local authority has indicated its support for talks to begin, there has been agreement that we need to formally confirm our support. The recommendation presented via this paper is to formally confirm our support for the application. The paper also provides an update on available powers and the process to explore these with government.

## **3. OTHER CONSIDERATIONS**

### **3.1 Level 4 Framework**

The Level 4 Devolution Framework, attached at Appendix 1 to this report, for information set outs the powers and functions available to eligible institutions, across a range of policy areas.

Key highlights on offer through the Framework are as follows:

Policy area	Summary of Offer
Funding	<ul style="list-style-type: none"> <li>• Funding simplification with a consolidated DLUHC pot, available at the next multi-year spending review, as the first stage towards a single settlement.</li> <li>• Removal of Gainshare gateway reviews for eligible institutions which have passed Gateway One and meet criteria relating to local evaluation frameworks.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Devolved and consolidated integrated local transport settlement for eligible institutions subject to demonstration of appropriate level of fiscal sustainability and broader capacity/capability from the next multi-year Spending Review for the length of the Spending Review.</li> <li>• A range of other offers linked to the Key Route Network, Pavement Parking and Taxi Licensing.</li> <li>• <i>Access to Transport powers must be taken as a whole and are not available to pick and choose as with other powers on offer.</i></li> </ul>
Employment and skills	<ul style="list-style-type: none"> <li>• Further commitment towards a more devolved adult skills system with increased flexibility on adult skills programmes and the ability of institutions to be central convenors of careers provision in their regions, however availability is dependent on outcome/ implementation of Trailblazer deals.</li> <li>• <i>Employment and Skills powers and flexibilities on offer must be taken as a whole.</i></li> </ul>
Housing and Land	<ul style="list-style-type: none"> <li>• Local leadership of the Affordable Homes Programme from 2026.</li> <li>• Move towards greater collaboration between eligible institutions and DLUHC on housing quality.</li> </ul>
Net Zero, Climate Change and Natural Capital	<ul style="list-style-type: none"> <li>• Government will consider devolving net zero funding, including for retrofitting buildings subject to the outcome of the trailblazer pilots and following a review of the effectiveness of the approach.</li> </ul>
Public Health	<ul style="list-style-type: none"> <li>• A new concurrent power to take on a public health duty, offers no new funding but aims to create a 'health in all policies' approach to the Combined Authority's work.</li> </ul>

In addition, the Framework provides other significant opportunities, including the move towards a general, rather than the existing, functional power of competence and the ability to make technical adjustments to historic legislation, offering the opportunity for eligible institutions to advise on changes to statutory guidance or legislation that could be disapplied or removed to support areas in meeting their objectives. The partnership is considering how it may utilise this opportunity to pursue technical adjustments that meet strategic objectives e.g. changing the current requirement for the Secretary of State to approve the location of roundabouts in local areas.

The Framework also enables eligible institutions to take on board powers that other areas have previously secured, should areas wish to do so.

### **3.2 Application Process, Timeline, and Readiness Conditions**

The Framework sets out the application process, eligibility and access criteria that areas wishing to make an application for Level 4 Devolution will need to follow. A summary of the key criteria are as follows:

- Level 4 of the Devolution Framework will be available to combined authorities, combined county authorities and local authorities who have implemented a Level 3 deal.
- Level 4 will be offered once areas can provide confidence in the capacity, governance and culture of the institution to manage its activities effectively and take up further powers.
- Ministerial decisions will be taken in the round and the Government will engage further with individual areas before making a decision.
- Areas must confirm that they will report on how they are implementing the Scrutiny Protocol, as set out in the English Devolution Accountability Framework, within one year of confirmation from the Secretary of State that the Government is content to proceed with a Level 4 agreement.
- The Scrutiny Protocol sets out proposals for improved future working including the potential for areas to consider moving towards a single scrutiny committee model.
- MP sessions to further enhance scrutiny in the future, similar to those arrangements being established in GMCA and WMCA, will need to be adopted by areas.
- The final transfer of each policy area will be subject to areas demonstrating compliance with specific readiness conditions for each policy area within the framework.
- Subject to eligibility tests, an area can apply at any time to access further powers from the Devolution Framework.
- Any subset or a combination of powers unless otherwise specified may be applied for and there is no obligation to take all the powers on offer.

Eligible institutions must decide which parts of the Framework they would like to apply for and a final decision on this must be made by the mayor or directly elected leader with the agreement of all constituent members in the case of an eligible devolved institution.

### **3.3 West Yorkshire Level 4 Submission**

Since the Government's publication of the Level 4 Devolution Framework in November 2023, the Combined Authority and five local authorities have been working closely, and at pace, to understand and consider the opportunities that a Level 4 Deal presents for West Yorkshire.

In discussions that have taken place, the partnership has been clear that deeper devolution must align with our collective objectives and priorities for the region. It must offer greater opportunity and levers to achieve the objectives and outcomes the partnership is seeking to deliver for our communities, businesses and places, as set out in the West Yorkshire Plan.

Following approval from the Finance Resources and Corporate Committee on 18 January to proceed, an initial application, seeking access to all of the opportunities available

through the Framework has been submitted to Government. The West Yorkshire letter of application is attached as Appendix 3.

It should be noted that the initial submission of a letter of application to the Secretary of State does not constitute an irrevocable step and does not form part of the statutory process. However, it signals an intent to engage with Government and proceed with the Level 4 Framework, subject to further development work between the West Yorkshire partnership and Government. The legislative processes for the different aspects of the application would need to be worked through in progressing this, as part of which all statutory requirements, including the need for individual consents on whether to accept new powers, would take place.

Following submission of the West Yorkshire application letter, the decision lies with the Secretary of State as to whether to progress the West Yorkshire Level 4 application. The Secretary of State will consider whether the application in the round including the elements of the Level 4 Framework applied for, considerations on the Combined Authority's previous delivery record and whether the readiness conditions (as set out in section 2.3) have been met.

### **3.4 West Yorkshire Scrutiny Protocol**

The Scrutiny Protocol, published alongside the Level 4 Devolution Framework, is guidance for good regional scrutiny. Its relevance to West Yorkshire devolution is in it setting out guidance relating to:

- the relationship between the Mayor and the combined authority
- how the overview and scrutiny and audit committees hold the combined authority and Mayor to account

Technical guidance states that eligible institutions will be required to confirm in their application how they intend to implement the Scrutiny Protocol within one year of agreement with the Secretary of State and then must confirm by that deadline how they have implemented all the key principles of the Scrutiny Protocol.

The Scrutiny Protocol intends to strengthen the accountability, assurance, audit and scrutiny functions of eligible institutions to ensure greater accountability for additional powers and funding.

The Scrutiny Protocol includes 18 key principles including: sustained appointments made on interest and skills; well-resourced training; inviting technical expertise; remuneration and status; participation in pre-policy and pre-decision scrutiny; regular performance monitoring including agreed outcomes; focused task and finish exercises; access to data; research; and analysis and strong relationship with audit committees.

Two further principles recommend a single committee structure and the introduction of a public Mayor's Question Time.

On 24 November 2023, the Corporate Scrutiny Committee established a Scrutiny Protocol Working Group to review the published Scrutiny Protocol and make recommendations on how the Combined Authority can implement the Scrutiny Protocol in full. The Working Group, which consists of members from all three existing Scrutiny Committees (Corporate, Economy and Transport), is currently scheduled to meet on 29 January 2024 and 16 February 2024 to consider and review feedback from stakeholders.

At the time of writing, a final report and recommendations was planned to be submitted to a March meeting of the Corporate Scrutiny Committee for agreement, prior to submission to the 14 March 2024 meeting of the Combined Authority for approval.

Subject to findings of the review, the intention is to implement any proposals from June 2024.

### **3.5 West Yorkshire Partnership Principles**

The first West Yorkshire Devolution Deal, agreed in 2020, was underpinned by a set of partnership principles which has supported the successful development of the partnership over the last three years. Since that time, the West Yorkshire partnership has grown and strengthened, demonstrated by our successful delivery of a range of ambitious programmes and initiatives which have resulted in better outcomes for local people, business, and place.

The strength of the West Yorkshire partnership of the five local authorities and the Combined Authority will underpin our ability to successfully deliver deeper devolution across the region.

Work to develop the West Yorkshire response to the Government's Level 4 Devolution Framework has provided a useful catalyst to review and refresh these principles, to support the next stage of the Combined Authority's devolution journey.

Revised partnership working principles developed in collaboration between the local authorities and Combined Authority are now set out below for consideration:

1. Collaboration and Co-production
2. Sovereignty
3. Subsidiarity and Devolution
4. Transparency and Accountability
5. Fairness and Equity
6. Flexibility and Funding Simplification

In seeking any further deepening of devolution in West Yorkshire, our approach recognises and acknowledges the parity of partnership, our strength as a collective of six and the lack of appetite for any proposal which diminishes the role or sovereignty of our constituent parts. We will work to these collectively agreed principles to ensure that moves towards deeper devolution across West Yorkshire support the achievement of our ambitions and deliver better outcomes for local people, businesses and communities across all areas of the region.

### **3.6 Next Steps**

The West Yorkshire application letter was submitted to government by the West Yorkshire Mayor ahead of the government's deadline.

The known next steps are now as follows:

1. Consideration and ratification of the initial application is being carried out by each Constituent Council
2. Further discussions will commence with Department of Levelling Up Housing and Communities and individual government departments to develop detailed proposals for each policy area. In particular, this will include consideration of whether



consultation or statutory changes are required to implement individual elements of the Framework.

3. Further detailed work on the Scrutiny Protocol and its application to West Yorkshire, following consideration of an initial paper on Level 4 Devolution by the Corporate Scrutiny Committee on 19 January 2024. As set out above, a Working Group has been convened to review the Scrutiny Protocol and its application, and, at the time of writing, recommendations are scheduled to be considered at the 14 March Combined Authority meeting for approval.

To ensure that work is undertaken at pace and that the Executive is informed at all points of the forthcoming devolution journey, regular updates will be provided as discussions with government departments takes place and work progresses.

#### **4. FINANCIAL & RESOURCE APPRAISAL**

There are no significant resource implications directly arising from this decision. If the decision is taken to proceed with Level 4 Devolution, this creates a financial impact at Local Authority level resulting from financial implications for the Combined Authority, including the move towards a DLUHC single settlement. It should be noted that the financial impact has been mitigated through the inclusion of a 'No Detriment Clause' within the agreement.

#### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

There are no significant risk or governance implications directly arising from this report. Risks will continue to be monitored as part of the discussions around potential new powers.

#### **6. LEGAL APPRAISAL**

Although there are no direct legal implications at this stage, statutory processes will need to be followed as appropriate to progressing different elements of the framework. This will become clearer upon advice from government as the process progresses.

Officers of the Combined Authority and partner councils are working collaboratively in assessing and taking forward any legal and statutory elements of this process.

#### **7. OTHER IMPLICATIONS**

##### **7.1 SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications directly arising from this report, however further flexibilities made available to the Combined Authority through accessing Level 4 Devolution could support the Council's sustainability priorities.

##### **7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

There are no climate change implications directly arising from this report, however further flexibilities made available to the Combined Authority through accessing Level 4 Devolution could support the Council's climate and environment priorities.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications directly arising from this report, however further flexibilities made available to the Combined Authority through accessing Level 4 Devolution could support the Council's Safer Communities priorities.

### **7.4 HUMAN RIGHTS ACT**

There are no Human Rights Act implications directly arising from this report.

### **7.5 TRADE UNION**

There are no Trade Union implications directly arising from this report.

### **7.6 WARD IMPLICATIONS**

Throughout the engagement with the Combined Authority, we have emphasised the importance that one size doesn't fit all across West Yorkshire. We have agreed that powers, funding and flexibilities from the national level and afforded to West Yorkshire to enable economic, social and environmental transformation will be deployed at the lowest appropriate level. In addition, it has been formalised that that new regional powers will not take powers away from districts and individual area needs within districts. This will preserve our ability to make decisions in Bradford District based on our understanding of our different places.

### **7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

There are no area committee plan implications directly arising from this report, however further flexibilities made available to the Combined Authority through accessing Level 4 Devolution could support Local Authorities to strengthen delivery of plans.

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

There are no Children's Services implications directly arising from this report, however further flexibilities made available to the Combined Authority through accessing Level 4 Devolution could support the Council's ambitions for children to have the best start in life.

### **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

There is no privacy impact that results from this decision. This will be reviewed as the elements of Devolution are progressed.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None.

## **9. OPTIONS**

**Option One** - To formally ratify the Council's support for the Combined Authority's application to begin talks on adopting new Level 4 Devolution powers.

This option provides an important opportunity to increase the influence of Bradford over decisions that affect our district. It is, for example, a stepping stone to a 'single settlement' funding mechanism that would give us greater flexibilities over how we spend and invest devolution funding, allowing the Combined Authority to be more flexible, responsive, and strategic in achieving positive outcomes in West Yorkshire.

The partnership principles will help to shape how we put devolution into practice here in West Yorkshire. As part of the associated work, we have agreed that no organisation or part of West Yorkshire should experience a worsening position because of any new Level

4 powers and flexibilities. The principles will also enable the ongoing strengthening of collaboration and communication in West Yorkshire, which will only make us better in enabling and delivering for local residents.

**Option Two** – To request that the application for Level Four Devolution is withdrawn or paused.

This option prevents Bradford from benefiting in the ways created by Option One. It provides for maintain the status quo and therefore needs less resource to implement. This element comes with reputational risk as it would prevent all areas of West Yorkshire benefitting from Level Four Devolution.

## **10. RECOMMENDATIONS**

Recommended -

To formally ratify the Council's support for the Combined Authority's application to begin talks on adopting new Level 4 Devolution powers.

## **11. APPENDICES**

Appendix 1 – Level 4 Devolution Framework - [Technical paper on Level 4 devolution framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Appendix 2 – Scrutiny Protocol

Appendix 3 - West Yorkshire letter of application

## **12. BACKGROUND DOCUMENTS**

There are no background documents.

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[Department for  
Levelling Up,  
Housing &  
Communities](#)

Policy paper

# Technical paper on Level 4 devolution framework

Published 22 November 2023

## **Applies to England**

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# Chapter 1: Policy and conditions

## Introduction

This document sets out the devolution framework Level 4 policies that are on offer to existing Level 3 institutions by application to the government. This is subject to access procedures, see chapter 2. This document describes the offer of powers from the government and any requirements that institutions will need to satisfy. The Level 4 offer, and its constituent parts, are optional; institutions do not need to implement the package as a whole, unless otherwise specified. Any powers available at Level 1-3 of the framework may also be granted at Level 4.

The framework continues to be designed to be dynamic so that it can evolve and be informed by devolution deal discussions and future policy development over the coming years. The updated version, alongside Level 4 powers and functions can be found at Annex 1.

Institutions refers to eligible institutions, which are mayoral combined authorities, mayoral combined county authorities and single local authorities.

We will keep the devolution framework, including Level 4, under review; including considering any further powers as part of further deepening of devolution.

## Finance

### Funding simplification

As set out at Spring Budget 2023, the government's ambition is to roll the single department style settlement model out to all areas in England with a devolution deal and a directly elected leader over time. We are working with Greater Manchester Combined Authority (GMCA) and West Midlands Combined Authority (WMCA) to develop further detail on the single settlements. To ensure these settlements stand the test of time, we are focusing on working with the trailblazers to design the first of these settlements before rolling out further.

As a precursor, we will offer Level 4 MCAs a DLUHC-only 'consolidated pot' at the next multi-year SR, covering two investment themes – local growth and place; and housing and regeneration – which will act as a steppingstone to the full trailblazer-style single settlement. The DLUHC consolidated pot will allow for

better planning over the longer term, provide MCAs with greater freedom and reduce administrative burden.

Following successful delivery of the consolidated pot, and learning from the trailblazers, Level 4 institutions will then become eligible to receive a single department style settlement covering all devolved spending areas from the subsequent multi-year Spending Review.

### **Gainshare Gateway Reviews**

In due course, we will remove gateway reviews for eligible institutions which have passed Gateway One and meet the criteria relating to local evaluation frameworks, local transparency, and accountability. Further details on this will be shared shortly.

### **General Power of Competence**

Eligible institutions, concurrently with the mayor, will be given the local authority general power of competence where they currently possess a functional power of competence. The government expects the institutions and their mayors to be leaders for their communities in reacting to crises and promoting social, economic and institutional innovation and to be close partners for the government in a wide range of future initiatives. To that end, the government offers a General Power of Competence to any area that feels this would help them in delivering that role.

## **Skills and employment**

This offer sets out further commitments towards a more devolved adult skills system. The offer provides increased flexibility on adult skills programmes and establishes devolved institutions as the central convenors of careers provision in their respective regions. The offer is subject to these conditions:

- a. An eligible institution must have demonstrated effective management of its devolved adult education budget for a minimum of 2 years in addition to the specific conditions relating to the Free Courses for Jobs and Skills Bootcamps offers.
- b. An eligible institution must implement the Level 4 skills offer in its entirety. Eligible institutions cannot pick which skills elements to request; they must request all of them or none of them.

### **Adult education**

The government will devolve non-apprenticeship adult skills functions and grant funding to eligible institutions. This is subject to the implementation of the



trailblazer deals in GMCA and WMCA and the institution satisfying readiness criteria.

There may be specific instances when the government needs to direct the design of adult skills provision or allocation of adult skills funding. However, this will be the exception rather than the rule, in circumstances where the scale or urgency are such that a national response is judged to be required to deliver the required outcomes or where there are national skills priorities that the government believes are not being met sufficiently by the skills system.

### **Free courses for jobs**

The government will fully devolve and remove all ringfences for Free Courses for Jobs (FCFJ) funding. To access this part of the framework, the following condition must be satisfied:

The eligible institution demonstrates spending 80% of its available funding for the FCFJs offer on delivering high value Level 3 qualifications across an academic year and has a track record of delivering the current 'core offer' criteria or using the agreed 50% flexibility to address needs in the local labour market to eligible learners, addressing any barriers to Level 3 learning where necessary.

### **Skills Bootcamps**

The Department for Education (DfE) will provide eligible institutions with sector flexibility over 100% of its allocation of Skills Bootcamps funding from financial year 2025/26, subject to eligible institutions satisfying agreed performance indicators. The DfE will share with the institution relevant commissioning activity, performance information and other data on Skills Bootcamps provision that will, or is likely to, include delivery to local residents or employers. In turn, the institution commits to share relevant commissioning activity, performance information and data about local delivery.

An eligible institution must satisfy the following conditions to access this part of the framework:

- The eligible institutions must retain the core purpose, policy intent and branding of Skills Bootcamps, consistent with the national model and maintaining this model integrity including while using sector flex.
- The eligible institutions must meet performance thresholds and achieve 80% starts and 60% outcomes, to be agreed in a side agreement with local areas.
- The eligible institutions must have delivered Skills Bootcamps for at least a full year, and the DfE will need to have confidence in their assurance process.
- The eligible institutions must maintain regular engagement with DfE and fellow eligible institutions.

## **Careers**

With a mandate from the Secretary of State for Education, the DfE will work with eligible institutions to take forward the recommendations of the Holman review of careers education by offering a more place-based approach to careers education. This will enable the institution to act as the central convenor of careers provision in the region, creating strategic partnerships with local stakeholders to ensure that services for adults and young people align and respond to the skills needs of the local economy and with local skills planning. For adults this will include shaping and agreeing local KPIs with prime contractors of the National Careers Service and for young people this will include building on the current role of Careers Hubs and the support they provide for schools and colleges. The convening role will need to continue to align with, and respond to, the national funding and delivery of careers services.

Eligible institutions will strengthen delivery of the National Careers Service by reviewing and, where necessary, strengthening, collaborative activities and agreement of local KPIs, using existing national contractual mechanisms.

Eligible institutions will play a greater role in shaping the future national specification of an all-age careers system with the opportunity to feed into policy development for how the nationally funded careers offer evolves in the future, alongside continued engagement with the National Careers Service through locally agreed key performance indicators with regional prime contractors. This collaborative approach, including dialogue with DfE officials, will help to shape future service provision and contract specifications.

This is contingent on eligible institutions continuing to work with Careers Hubs and engaging with them at the local level.

## **Local skills improvement plans (LSIPs)**

The DfE will consider the future role of eligible institutions in the delivery of LSIPs and the Local Skills Improvement Fund, drawing on the lessons learned from the trailblazer deals. In particular, the government will consider aligning the boundaries for LSIPs with those of eligible authorities where they exist.

## **Labour market governance**

The Department for Work and Pensions (DWP) Secretary of State will ask eligible institutions to convene a new Regional Labour Market Partnership Board, which builds on the current collaborative structure that is already in place. The new board will be made up of senior officers from the eligible institution and from DWP (such as the area's Strategic Partnership Manager, Service Leader, or other appropriate HMG officials) with the authority to consider evidence, make advisory recommendations and engage in discussions proactively, to ensure that DWP, Jobcentre Plus (JCP) activity and eligible institution activity works together to improve client outcomes.

Outside this Board, discussions between the eligible institutions and JCP will take place between a single point of contact either through the area's Strategic Partnership Manager or Service Leader. Through these discussions, the new Regional Labour Market Partnership Board, and continued engagement with regional Jobcentre Plus teams, the DWP and the eligible institution will work closely to generate and/or identify, and test where feasible, approaches and initiatives that promote, and address priority needs in the area.

By taking this approach, the eligible institutions and DWP will work together to ensure value for money, better use of public funding and to achieve the best possible outcomes for clients locally and nationally.

### **Employment programmes**

DWP will consider development of new contracted employment programmes, when necessary, in response to labour market conditions. Local stakeholders have a role to play to maximise outcomes in each area. As and when the specifics of any new contracted employment programme are determined, DWP will consider the appropriate role that eligible institutions would have in the design and delivery of the programme.

### **Data sharing**

Alongside these new levers, which will ensure a stronger link between skills and jobs in the local labour market, the government and eligible institutions will work together to develop an appropriate data sharing framework that promotes information and lawful data sharing between national government and eligible institutions to aid the effectiveness of skills planning and delivery.

DWP and eligible institutions will work together to explore feasibility and potential for proportionate data sharing arrangements for programmes and services operating in the region to reduce duplication and facilitate better targeting and efficiency of an integrated employment and skills offer. This will be dependent on the work set out in the trailblazer devolution deals with the Greater Manchester Combined Authority and the West Midlands Combined Authority to establish principles for the legal, safe and secure sharing of data between the government and combined authorities.

## **Housing and land**

### **Affordable Homes Programme**

Eligible institutions, in partnership with Homes England, will be able to set the overall strategic direction, objectives and local leadership for the deployment of the Affordable Homes Programme in their respective regions from 2026. Operational management and administration will remain with Homes England

and hence a strong partnership, such as through a Strategic Place Partnership, will be essential from the outset.

Decisions on how this will function will be taken as part of the development of the new programme over the coming year, with final decisions taken as part of the Business Case. This is subject to any relevant successor programme being agreed in the next Spending Review.

The following conditions must be satisfied for eligible institutions to access this part of the framework:

- The institution has developed a pipeline of affordable housing schemes that are deliverable within the programme's timeframes, represent good value for money and are aligned with the government's objectives for the new Programme.
- The institution has a strong track record of working effectively with both Homes England and Housing Associations
- The institution is able to provide assurance that it is able to operate effectively in the local market.
- The institution is able to demonstrate strong internal political cohesiveness and common housing aims across its geography and various planning authorities.

### **Housing quality**

DLUHC and the eligible institutions are committed to tackling poor quality housing in their area. As part of this, DLUHC will collaborate with eligible institutions to understand specific local housing quality issues in their areas and the potential solutions across the private and social rented sector. Specifically, DLUHC will facilitate the sharing of best practice and information from across the country, including from enforcement pathfinder and pilot programmes already underway.

As part of DLUHC's commitment to tackling poor quality housing, the local housing authorities within the area will be given support and powers to help manage areas of private rented accommodation in line with previous devolution deals.

### **Mayoral development orders**

Eligible institutions will be granted the power to make Mayoral Development Orders so that they can proactively grant permission for strategic development opportunities, with the local planning authority's consent.

### **Compulsory purchase powers**

The eligible institution will be given land assembly and compulsory purchase powers for housing, regeneration and economic development purposes subject

to the agreement of the local authority constituent member where the relevant land is located, and to the consent of the Secretary of State for Levelling Up, Housing and Communities.

### **Public sector land**

DLUHC will support the eligible institution to establish its own public sector land commission. This support could provide relevant contacts, establish initial engagement with relevant partners, departments and stakeholders across government and support on initial launch of any land commission. This approach could give the institution the opportunity to engage with the UK government on specific barriers, opportunities and sites within their area. A direct contact in government could also be sought from the Cabinet Office to support in the long-term but the main functionality would be maintained and operated by the institution.

Access to this offer is conditional on the eligible institution having an existing connection to One Public Estate at a local level.

### **Resilience and contingency planning**

The UK government will work to significantly strengthen Local Resilience Forums by 2030, as described in the UK government Resilience Framework. This will include a clear role for eligible institutions and their directly elected leaders in local resilience and civil contingency planning, preparation and delivery.

This is subject to the conclusion and full consideration of the Stronger Local Resilience Forums pilot programme in 2025/26, and eligible institutions having a strong working relationship with the relevant LRF.

## **Transport**

The transport offer is made available as a package of measures that eligible institutions, wishing to deepen their transport devolution settlement will be expected to draw down in its entirety.

### **Single transport funding settlement**

Subject to demonstrating an appropriate level of fiscal sustainability and broader institutional capacity/capability within the eligible institution, the directly elected leader will be responsible for a devolved and consolidated integrated local transport settlement for the eligible institution which the Government will provide the eligible institution from the next multi-year Spending Review for the length of the Spending Review period. The ambition is for the consolidated local transport budget to include all funding allocation to the eligible institution for

Local Transport. The assurance framework will build on the existing City Region Sustainable Transport Settlement (CRSTS) assurance framework and will include outputs, outcomes and circumstances where a project becomes a retained scheme and as such is subject to approval from the Government. The eligible institution should note that this may mean that they could be ineligible for some local transport funding competitions run by the central Government.

### **Bus Service Operators Grant**

In line with the commitment in the National Bus Strategy, the government is working on the reform of the Bus Service Operators Grant (BSOG). This reform activity will include public consultation that all Local Transport Authorities (LTAs) will be able to respond to. The government will devolve powers for the payment of BSOG to eligible institutions. Eligible institutions will provide support to identify the funding for bus services entirely within their boundary that is paid to commercial operators and would be suitable to be devolved both currently and following future national reform.

### **Zero Emission Buses**

Eligible institutions may wish to consider a range of mechanisms to drive increased Zero Emission Bus (ZEB) uptake. This can include procurement and the adoption of local ZEB strategies. The Department for Transport (DfT) is committed to working with the eligible institution in considering these mechanisms to help them decarbonise their bus fleets.

DfT expects that eligible institutions will publish and implement strategies to decarbonise their local bus fleet, in line with the relevant government strategies and guidance. This would include setting dates for when they expect to no longer purchase non-zero emission buses and to achieve an all zero-emission bus fleet.

### **Rail**

The government is committed to supporting eligible institutions in seeking a new rail partnership with Great British Railways (GBR), once established. Partnerships will support further integration with other transport modes. They will also ensure the priorities of the eligible institution, where these are coordinated and compatible with surrounding areas and the needs of the national network, can be taken into consideration in future.

Building on this partnership, the government:

a. Encourages eligible institutions to join the Rail Data Marketplace, providing greater access to local rail data and improving local scrutiny of performance. By adopting an 'open by default' approach, the Rail Data Marketplace will remove barriers and make it easier for partners to work with the railway industry.

b. Commits to ongoing engagement with eligible institutions on the Long-Term Strategy for Rail. Once established, Regional teams in GBR will work with local partners to consider local priorities and strategies as part of long-term, strategic, planning.

c. Supports identification of worthwhile opportunities for regeneration, commercial and housing development in and around rail stations. The establishment of GBR creates an opportunity to increase commercial income and the local responsibilities of the eligible institutions will help to realise this. The Government will support discussions between the eligible institution and other relevant organisations, including Network Rail, Great British Railways Transition Team and London & Continental Railways, to explore land use option.

### **National Highways**

National Highways will review the working relationship between eligible institutions and National Highways to identify opportunities for improved engagement and closer working on issues of common interest to support the delivery of eligible institutions' local transport plans.

### **Integrated ticketing**

The government is committed to delivering on the Levelling Up Transport Mission, that by 2030, local public transport connectivity across the country will be significantly closer to the standards of London, with improved services, simpler fares and integrated ticketing.

The government recognises the wider benefits of integrated ticketing and fares capping, especially for passengers. The government acknowledges the desire of eligible institutions to make progress in this area and give passengers the confidence of paying the best value fare regardless of which transport mode they use, and without having to decide in advance which type of ticket to buy.

The ownership, operation and funding arrangements in place for different modes of transport around the country mean that delivering fully integrated ticketing is a complex and resource-intensive endeavour, with significant funding and commercial challenges. Previous experience suggests an incremental approach is likely to be the most effective in delivering benefit to passengers in the near term, while driving progress against longer-term goals.

**On rail**, the government's current priority is to agree rail 'Pay As You Go' (PAYG) pilots in Greater Manchester and West Midlands by the end of 2023, with a view to implementing these pilots by 2025.

- These pilots will enable the government to test key aspects of PAYG, including fares principles (such as the approach to capping), the customer proposition, technical solutions and other considerations in the delivery of a PAYG scheme.

- The proposed pilot in the West Midlands will use well understood, and deliverable, ITSO (Integrated Transport Smartcard Organisation) smartcard technology and require passengers to obtain a card and create an account.
- The proposed pilot in Greater Manchester will use contactless EMV (Europay Mastercard Visa - a payment method based on a technical standard for smart payment cards) technology, which will enable passengers to use their own phone or credit/debit card for 'tap in tap out' payments as in London, but is less developed and will be more complex to overlay on existing rail systems.
- Testing 2 different technical approaches in 2 different areas will allow the government to better understand which approach is more successful and brings the best value for money enabling easier and quicker wider roll-out to other areas.

The government will build on these pilots to inform and support further regional ambitions in this space. The government will discuss the early findings and any lessons learned from the pilots in Greater Manchester and the West Midlands with other places. This could enable other places to explore a rail ticketing solution from 2026 onwards, alongside the bus/light rail solution referenced below.

**On bus**, the government's 2021 guidance on Bus Service Improvement Plans sets out that Local Transport Authorities (LTAs) and bus operators should assume that a technical back-office solution for full bus multi-operator contactless ticketing will be made available and therefore should not seek to develop this independently. The government has asked Project Coral (a consortium of bus operators), West Midlands Combined Authority and Midlands Connect to develop a multi-operator contactless ticketing solution for bus and light rail, to be made available to all LTAs across England.

- Building on the £2 bus fare the government has funded across England through to December 2024, this will enable multi-operator fares capping on bus and light rail outside of London, using cEMV contactless payment methods.
- It is expected that the ticketing solution will be procured by summer 2024, and following successful development and testing will then be made available to all LTAs in England (outside of London).
- Once the solution is made available, eligible institutions will (subject to funding) be able to take it up in line with local needs.
- Our initial focus is on developing and implementing a multi-modal solution across bus and light rail. In the longer-term we expect the solution to include rail and (where relevant) other transport modes and we have ensured this will be factored into the development of the solution.

Ahead of providing any further place-specific support, the government would expect eligible institutions to have used their existing powers and functions to full effect to drive integration in their areas based on their local needs, including:



- The Advanced Ticketing Scheme powers under the Transport Act 2000 to establish multi-operator and multi-modal (including rail or light rail services by agreement) ticketing schemes, which require bus operators to sell and accept any ticket on a particular technology e.g. smartcard.
- LTAs with Enhanced Partnership (EP) schemes in place or pursuing franchising can also require bus operators to provide a suite of tickets based on a standard set of 'zones'; and to apply consistent rules to tickets e.g., eligibility for concessions; and set a price for a multi-operator ticket. Franchising gives LTAs full control over fares and ticketing.
- LTAs with responsibility for setting fares on light rail networks or other modes in their area can use the bus powers above to integrate some aspects of bus and light rail ticketing.

In October 2023, the government committed £100 million across the North and Midlands to support the development and rollout of contactless and smart ticketing. Further details will be provided in due course.

### **Key Route Network**

Where the eligible institution and its directly elected leader does not have a Key Route Network (KRN), the directly elected leader and institution will set up and coordinate a KRN on behalf of the directly elected leader. This will allow the most important local roads to be managed in a strategic way across the area to improve traffic flow and reduce congestion. This will also allow for the introduction of traffic management measures to, for example, improve public transport, cycling and walking infrastructure, improve bus journey times and to introduce lane rental schemes to minimise disruption and smooth traffic flow for all road users. The constituent councils will remain the highway authority for their area, responsible for the management and operation of the local highway network in line with their statutory duties and taking account of the needs of all road users, including drivers.

The directly elected leader will take on a power of direction allowing them to direct member highway and traffic authorities in the exercise of their powers with regard to the KRN. The power of direction will ensure the mayor has the full range of levers available to deliver their Local Transport Plan and the priorities of the institution and realise the full benefit of the government-funded local transport investment.

### **Taxis and Private Hire Vehicles**

In partnership with constituent councils, the eligible institutions will develop a single set of taxi and private hire vehicle licensing standards, incorporating the government's Statutory Taxi and Private Hire Vehicle Standards and Taxi and Private Hire Vehicle Licensing: Best Practice Guidance, which all constituent councils will then apply. The eligible institutions will lead work to create a single shared service for processing taxi and private hire vehicle licence applications in the area.

Eligible institutions will lead work to ensure enforcement and compliance action can be taken against any licence issued by a licensing authority in the area by either all licensing authorities in the area or the single shared service. These commitments will be implemented within 18 months of the Level 4 agreement, unless otherwise agreed with the Department for Transport.

The government is exploring transferring taxi and PHV licensing to both combined authorities and upper-tier authorities and will be engaging stakeholders on this in due course. Moving licensing would enable eligible institutions to benefit from the efficiency savings of bringing licensing under one authority. If following engagement this policy was taken forward, primary legislation would be needed. If the government decided not to move licensing on a national level, the government would still be prepared to consider seeking a legislative slot to enable the Secretary for State to transfer licensing in areas where there was agreement of all the lower-tier or unitary authorities.

### **Pavement parking**

In partnership with constituent councils, the eligible institution will work to identify pavement parking problems across the area and, in cooperation with constituent councils, will seek to develop a consistent approach to the restriction and enforcement of pavement parking, using available powers as appropriate. This will provide consistency to drivers, whilst also helping to provide a consistent level of service for people using the pavement and increasing accessibility for disabled users and those with children. The government is currently considering its response to the national pavement parking consultation.

### **Active travel**

To ensure consistency in the quality and safety of schemes, Active Travel England (ATE) will provide support to ensure walking and cycling schemes are designed and delivered to high standards, including compliance with Local Transport Note 1/20 (LTN 1/20). The eligible institutions will work with ATE and all partner/constituent authorities to boost capability and improve the design quality of all active travel schemes funded by the government and those that are locally funded, including for cross-modal schemes that have active travel elements, such as a corridor or transport interchange scheme. All cycling and walking schemes funded by the government must be approved by ATE as complying with LTN 1/20. ATE will prioritise larger, more complex schemes for specific ATE design review. In many cases, eligible institutions with smaller, less complex schemes will receive standing guidance, which will avoid delaying schemes unduly. ATE capability ratings will continue to be considered when allocating consolidated funding that includes active travel infrastructure.

## **Net zero, climate change and natural capital**

## **Devolution of net zero funding pilot including buildings retrofit**

The government will consider devolving net zero funding, including for retrofitting buildings, to the eligible institution. This is subject to the outcome of the trailblazing pilots committed to in the deeper devolution deals with the GMCA and WMCA. After the pilots, the government, GMCA and WMCA will undertake a review of the effectiveness of this approach to consider and agree whether to continue it, if so in what form. The government will then consider whether to extend this arrangement to the eligible institution.

## **Clean heat**

The government has confirmed its intention to establish heat network zoning in England. Under the zoning proposals, zoning coordinators within local government will be able to designate areas as heat network zones where heat networks are going to be the most cost-effective way to decarbonise heating and hot water within the zone. This will enable the appropriate level of local government to assume the role of heat network zoning coordinator and play a key role in the delivery of heat decarbonisation infrastructure. This includes requiring certain buildings to connect to heat networks within the zones. Government is committed to have heat network zoning in place by 2025.

## **Strategic energy system planning**

The government recognises the strategic role institutions can play in planning our future energy system for net zero, with its ability to convene local authorities, the strategic transport authority, energy infrastructure providers and other key stakeholders, and is committed to ensuring that devolved regional institutions such as Combined Authorities have a meaningful role in planning our future energy system for net zero.

The government is considering the role of local area energy planning in delivering net zero and supporting efficient network planning, working closely with Ofgem and its review of local energy institutions and governance. As part of their ongoing work, the government and Ofgem will explore how local area energy plans can support local action, investment and delivery by energy system stakeholders.

As outlined in Ofgem's review - of local energy institutions and governance, there is a need to look further at roles and responsibilities at a sub-national level, particularly to address known issues around coordination and accountability. The eligible institutions are encouraged to engage both with this discussion and the future systems and network regulation workstream, which looks specifically at network investment.

## **Networks**

To overcome the energy crisis and meet our future needs, it is more important than ever that we rapidly develop a smarter, more integrated, low carbon

energy system. Investment by network operators is central to achieving this, as is having the right input from stakeholders to inform it.

As part of the current electricity distribution price control framework which started in April 2023, Ofgem required DNO Electricity Distribution to engage with the eligible institution and other local stakeholders to inform its business plans. Where additional allowances are granted during the period, Ofgem expects DNO electricity distribution to engage with the eligible institution and other local stakeholders to provide them with confidence that their proposed investment will meet local needs and enable the delivery of net zero and green growth objectives.

### **Climate change and natural capital**

The Department for Environment, Food and Rural Affairs (Defra) will work towards the appointment of the eligible institutions as the responsible authorities for the local nature recovery strategy (LNRS) for their area, where they are not already the responsible authority.

Defra will work closely with eligible institutions to ensure they are supported as the LNRS responsible authority in the future, including by making available Defra group expertise and data, and working together on delivery of the LNRS.

## **Innovation, trade and investment**

### **Trade and investment**

The Department for Business and Trade (DBT) will work with local partners including eligible institutions to gain a holistic view of the UK's business environment's competitiveness vis-à-vis its peers specific to our ability to attract regional investment. Eligible institutions will provide referrals for potential DBT Investment Champions from the local area. DBT will agree to make appointments based on intake capacity and selection criteria.

Eligible institutions will have support from the Office for Investment at the regional level. This will concentrate around two core elements – capital investment and traditional foreign direct investment (FDI). Both parties will work together with the aim of maximising large-scale inward investment (>£100 million) – utilising the eligible institution's knowledge of capital investment propositions and opportunities, priority sites, innovation, and sector/clustering opportunities. The eligible institution will provide/signpost to public support to help land inward investment; and the Office for Investment will engage with high-value projects and provide a cross-Whitehall convening role working together to increase the profile of the eligible institution's area internationally as an investment destination.

DBT will jointly support investor relationships with access to information, local support and facilitation as needed to retain and attract high-profile companies in the UK. This includes partnering on external investor propositions, content for events and digital marketing material.

DBT will support the development of a specific investment plan. This includes helping develop the 'investability' for key local assets such as Freeports, Investment Zones and economic clusters, and presenting these to the international business community. Alongside this, DBT will create a more formal network of local investment promotion agencies and will seek to improve access to its network of Investment Champions to help inform city region investment priorities and provide peer support to future investors.

### **Business support**

DBT will establish a Strategic Productivity Forum - a collective arrangement with several eligible institutions as a forum to discuss closer working and co-operation regarding the delivery of local and national business support interventions.

Eligible institutions will have the opportunity to raise local priorities for future business support and advisory services to inform and influence government's future development of business support. DBT will also work in partnership to help increase the take up in their areas of national business support interventions.

Where there is a British Business Bank Nations and Regions Investment Fund that includes their area, eligible institutions will have the opportunity to discuss this. The referral network between the institutions, commercial lenders and the British Business Bank UK funds will be strengthened to make it easier for more local businesses to access the finance they need.

Partnership working and collaboration between eligible institutions and the British Business Bank's UK network representatives for the relevant area will be strengthened to stimulate informed demand for finance among businesses. This may involve joint events and initiatives, as well as knowledge sharing.

### **Export**

DBT will support the development and implementation of institution-specific export plans / international strategy and seek to develop institution-specific events and other activity based on local priorities.

### **Partnership working**

Further to any wider established principles for the legal, safe and secure sharing of data between the eligible institution and the government, we will work to share more of the intelligence and data owned by each party, to better inform

mutual planning and strategy, within the requirements of UK General Data Protection Regulation (GDPR) or other data protection obligations.

DBT will jointly seek to maximise the engagement of appropriate businesses and stakeholders in global trade opportunities and activity created and identified as a result of this deeper devolution agreement and maximise the opportunity for regional businesses and stakeholders to contribute to national policy consultations, including the development of new Free Trade Agreements, for example by responding to Calls for Input that inform the mandate for Free Trade Agreements.

## **Innovation**

This part of the offer is only accessible to MCAs.

Local government plays an important role in building regional innovation capabilities, working in partnership with local researchers and industry and the government is committed to strengthening their voice in the national research and innovation ecosystem. We need to support research and development clusters to attract private investment harnessing the innovation economy to deliver benefits to all.

To achieve this the Department for Science, Innovation and Technology (DSIT) will periodically invite the eligible MCAs to articulate their research and development priorities to UK Research and Innovation (UKRI). These eligible MCAs should demonstrate that their priorities are informed by inclusive and well governed engagement with stakeholders from their local research and innovation ecosystem.

DSIT and UKRI will consult elected mayoral authorities on the development of relevant future research and innovation strategies. UKRI will help eligible MCAs to identify regional comparative innovation advantages and relevant funding opportunities, including through co-developed regional action plans with Innovate UK. UKRI will publish regional data on its investments through its Gateway to Research portal to enable eligible MCAs to identify relevant opportunities.

## **Culture and tourism**

A subset of DCMS arms-length bodies (ALBs) will scope the potential for a collaborative partnership with eligible institutions, subject to factors such as institutions' ambitions across relevant DCMS ALB priorities (e.g. culture, heritage, communities, the visitor economy and sports); priority of the place for ALBs; and sufficiency of ALB resourcing.

If taken forwards, the partnership, supported by DCMS, would share expertise and insight across (some or all of) culture, heritage, sport, communities and the visitor economy (as applicable), in order to maximise the impact of funding and policy decisions taken within the eligible institution's area by members of the partnership.

A key area of focus for the partnership would be for eligible institutions and ALBs to share information on their priorities and plans across the relevant policy areas. This would facilitate a shared understanding among the partnership of potential opportunities for alignment, recognising that culture, heritage, sport and the visitor economy all play a strong role in supporting places and communities to thrive - and that this effect is maximised when individual decisions take into account the wider context of other plans and decisions being made for an area.

All partnership members would retain their autonomy for individual decision-making. The partnership would not prejudice ALB decisions around national grant funding processes or their national priorities. ALBs would also seek to use the partnership to deliver their national priorities, which will remain paramount. The scale of each ALB's involvement in the partnership would be dependent on the specific context and degree of alignment identified between individual priorities. DCMS would be involved in discussions as appropriate.

The partnership would be reviewed annually, and subject to future capacity and appetite could be renewed up to a five-year period.

## **Public health**

### **Health services**

The Department of Health and Social Care (DHSC) encourages eligible institutions to work in partnership with their local Integrated Care Systems (ICSs) as well as regional Directors of Public Health from the Office for Health Improvement and Disparities to improve population health outcomes.

Eligible institutions will be supported to take on a health improvement duty which will require them to take steps they consider appropriate to improve the health of their residents, concurrent with the existing duty of their constituent upper-tier councils. This duty will complement the health improvement role of local authorities and their Directors of Public Health, making it easier for eligible institutions to participate alongside local authorities in initiatives that can improve health and to consider health proactively as part of key strategies and investment decisions.

## Technical adjustments to historic statutes or guidance

The government invites eligible institutions to advise on, as they may identify them, changes to statutory guidance or legislation they would like to see to support them in meeting their objectives. This could consist of disapplying or removing local legislation which they consider restrictive to delivering their designated functions.

The motivation for this change is to widen the scope of policy action at the local level to include delivery of their defined functions in ways which are currently constrained by provisions which may have been introduced in the past, but have accumulated over the years without specific attention and without being essential to the government's policy, and the effect of which is to cumulatively restrict the ability of local areas to pursue their functions.

The scope of this invitation would be narrow, as it is a streamlined process for only a narrowly defined set of asks. Proposals that will be considered are limited to ones which:

- a. Help unblock a particular initiative within the broad scope of the functions set out in the areas' deal and the devolution framework.
- b. Are not on a contentious issue or contradict stated government policy.
- c. Would not have a net negative fiscal impact for central government.

Requests would not be considered as a route outside of the devolution framework to take on additional powers or reopen deal negotiations.

The government's commitment to such proposals is to invite them on a standing basis, for areas with 'Level 4' devolution; review any requests within the context of the government's priorities, available resources and Parliamentary time, and act as such constraints permit. No guarantees can be given on the prospect of any particular change.

The types of change the government might consider could include:

- a. Changes to secondary legislation, such as orders applying to specific geographic areas or local authorities; or lists of bodies to which specific legislation is applicable to.
- b. Legislative reform orders, if the change required is appropriate for that vehicle.
- c. Changes to statutory guidance, if it met the rest of the above limitations.



## Access to powers previously devolved elsewhere

The government will also welcome proposals from eligible institutions for devolution to them of any other power previously devolved to another MCA, MCCA, or Local Authority within England, including powers offered in Levels 1-3 of the devolution framework.

## Chapter 2: Eligibility and access

### Eligibility criteria

#### Eligibility test

Level 4 of the devolution framework will be available to combined authorities, combined county authorities and local authorities with an implemented Level 3 deal including a directly elected leader in post, unless specifically indicated otherwise.

Level 4 will be offered once areas can provide confidence in the capacity, governance and culture of the institution to manage its activities effectively and take on further powers. Ministerial decisions on this test will be taken in the round. The government will engage with individual areas before making decisions on this test.

Institutions accessing the Level 4 offer that are subject to investigation, notice or intervention by the Department of Levelling Up, Housing and Communities, with regards to concerns about the institution's finances, operation, and administration of local government services are also unlikely to meet this test.

Once new mayors and other directly elected leaders are elected, institutions with newly agreed 'Level 3' deals will be eligible to apply for access, so long as they can meet the tests set out. Completion of the transfer of powers is contingent on areas maintaining compliance with the criteria and requirements set out here.

#### Accountability requirement

Areas must confirm in their application that they will report on how they are implementing the Scrutiny Protocol, ([further detail on this here](https://www.gov.uk/government/publications/scrutiny-protocol-for-english-institutions-with-devolved-powers) (<https://www.gov.uk/government/publications/scrutiny-protocol-for-english-institutions-with-devolved-powers>)), as set out in the English Devolution Accountability

Framework (EDAF), within 1 year of confirmation from the Secretary of State that the Government is content to proceed with a Level 4 agreement.

Areas will be expected to write to the Secretary of State to confirm they are implementing the Scrutiny Protocol by this deadline. The government will expect to see how areas are implementing all of the key principles and additional scrutiny e.g., Mayor or directly elected leader Question Time in the Scrutiny Protocol.

In the future, the government will expect areas to adopt MP sessions to further enhance scrutiny, similar to those arrangements being established in GMCA and WMCA and any lessons learned from application there. This will be considered when institutions receive single departmental-style funding settlements.

### **Readiness conditions**

Final transfer of each policy area will be subject to areas demonstrating compliance with specific readiness conditions for each policy. These are set out alongside the corresponding policy area.

## **Access arrangements**

### **Operation of Level 4 of the devolution framework**

In line with the above eligibility test, where an area meets the eligibility criteria and accountability, it can apply at any time to access further powers from the devolution framework from that level.

The powers and functions in this framework have been collectively agreed by the government and are agreed policy. So long as an area can demonstrate that they meet the relevant eligibility criteria and readiness conditions, and subject to any required legislation, the government will transfer the function/power to that area in co-operation with them.

Any subset or combination of powers, unless otherwise specified, may be applied for – there is no obligation to take all the powers on offer.

Level 4 areas are also invited to discuss with the government, should they wish to take on any power previously devolved to another area in a Level 2 or 3 devolution deal but not currently available to them, the possibility of accessing that power.

No further powers will be offered via the deeper devolution route here other than those set out in this document. Any further deepening of devolution will take place via a separate process to review and deepen Level 4 as a whole.

## **Applying for Level 4 devolution – step-by-step guide**

The institution will decide which parts of the framework it would like to apply for (note that the readiness conditions for certain powers within the framework may include a requirement to take certain powers all at once in a ‘basket’ for policy alignment purposes). A final decision on this must be made by the mayor or directly elected leader with the agreement of all constituent members in the case of an eligible devolved institution or with the agreement of Cabinet in a single local authority (SLA).

The institution will then submit their application in a form of a letter to the Levelling Up Secretary. This letter will have to confirm:

- a. The institution meets the eligibility criteria
- b. A commitment to reporting on the implementation of the Scrutiny Protocol within 12 months of the Levelling Up Secretary confirming HMG’s agreement to proceed.
- c. The elements of the framework for which the institution is applying. This must be set out verbatim from the framework and cannot include additional asks or amendments of the government.
- d. Where that element of the framework requires new powers and functions, the institution will follow the procedure as set out in legislation for conferring these to a combined authority/combined county authority or local authority. For combined and combined county authorities this includes the requirement for public consultation. For a local authority whilst this is not required by legislation, we do expect a consultation to be carried out.
- e. The institution understands that the speed at which commitments are implemented will depend on their ability to demonstrate it has met the readiness conditions HMG has specified for each policy.
- f. The mayor or directly elected leader has the agreement of all constituent members in the case of an MCA/MCCA and the agreement of their Cabinet in an SLA.

The Levelling Up Secretary will then consider the application and respond via correspondence.

If the Levelling Up Secretary is content to proceed, officials from the relevant government departments will work with the institution to implement the commitments.

The institution will undertake, where appropriate, the public consultation as committed.

The conferral of functions will be subject to the Levelling Up Secretary being satisfied that the relevant statutory tests have been met including having required consents, and parliamentary approval of the secondary legislation.

If the Levelling Up Secretary considered that the area does not meet the eligibility criteria, they would respond via correspondence setting out the reasons why.

# Devolution framework

As part of the publication of the Levelling Up White Paper (LUWP) the government released a ‘devolution framework’. This detailed the types of powers and functions that would be considered as part of a devolution deal. Some powers may only be available to certain authorities or geographies. Alongside Level 4 powers, we have amended the devolution framework to reflect progress in devolving decisions and functions. The framework continues to be designed to be dynamic so that it can evolve and be informed by devolution deal discussions over the coming years. The updated version, alongside Level 4 powers and functions can be found below.

We will keep the devolution framework, including level 4, under review; including considering any further powers provided as part of the North-East trailblazer devolution deal.

Level 4 – Deeper devolution for an established single institution or county council with a directly elected leader (DEL) in post who can meet specific eligibility and accountability criteria.

Level 3 – A single institution or county council with a DEL, across a FEA or whole county area

Level 2 – A single institution or county council without a DEL, across a FEA or whole county area

Level 1 – Local authorities working together across a FEA or whole county area e.g., through a joint committee.

## Strategic role in delivering services

Detail	L1	L2	L3	L4
Host for government functions best delivered at a strategic level involving more than one local authority e.g. Local Nature Recovery Strategies	✓	✓	✓	✓
Opportunity to pool services at a strategic level	✓	✓	✓	✓
Opportunity to adopt innovative local proposals to deliver action on climate change	✓	✓	✓	✓
A strategic role on net zero in collaboration with government		✓	✓	✓
Opportunity for devolution of retrofit funding subject to the outcome of the existing pilots in Greater Manchester and				✓

## Strategic role in delivering services

Detail	L1	L2	L3	L4
the West Midlands				

## Supporting local businesses

Detail	L1	L2	L3	L4
LEP functions including hosting strategic business voice	✓	✓	✓	✓
Opportunity to access a Strategic Productivity Partnership to support local business growth				✓
Opportunity to articulate research and development priorities <sup>^</sup>				✓

(<sup>^</sup>) refers to functions which are only applicable to mayoral combined authorities

## Transport

Detail	L1	L2	L3	L4
Become the strategic transport body for the area and take on all associated Local Transport Authority and public transport functions. This includes responsibility for an area-wide local transport plan, bus Enhanced Partnerships, support for public transport services, and concessionary fares*		✓	✓	✓
Defined and coordinated, Key Route Network, with a mayoral power of direction over the exercise of local highway and traffic authority powers on the Key Route Network*			✓	✓
Priority for new rail partnerships with Great British Railways – influencing local rail offer, e.g. services and stations			✓	✓
Have automatic access to franchising powers to independently introduce bus franchising in line with current guidance*			✓	✓
Consolidation of local transport funding settlement in line with the principles set out in the Levelling Up White Paper				✓

## Transport

Detail	L1	L2	L3	L4
and Funding Simplification Doctrine. The quantum of funding and the number/remit of individual funding lines will be agreed through the next Spending Review Process				
Single local transport funding settlement in line with the principles set out in the Levelling Up White Paper and Funding Simplification Doctrine. The quantum of funding and the number/remit of individual funding lines will be agreed through the next Spending Review Process				✓
Responsibility for administering payment of Bus Service Operators Grant			✓	✓
Leadership in improving consistency and efficiency in taxi and private hire vehicle licensing				✓
Government commitment, subject to delivery of the Pay As You Go rail ticketing pilots in Greater Manchester and West Midlands, to build on these pilots to inform and support regional ambitions for integrated multi-modal ticketing				✓
Leadership in developing a consistent approach to pavement parking in the area				✓

(\*) refers to functions which are only applicable to combined authorities as opposed to county councils

## Investment spending

Detail	L1	L2	L3	L4
UKSPF planning and delivery at a strategic level		✓	✓	✓
Long-term investment fund, with an agreed annual allocation			✓	✓
Consolidation and simplification of local growth & place and housing & regeneration funding, including a pathway to a single department-style financial settlement.				✓
Removal of gateway review, subject to meeting certain criteria				✓

## Giving adults the skills for the labour market

Detail	L1	L2	L3	L4
Devolution of Adult Education functions and the core Adult Education Budget		✓	✓	✓
Providing support and refinement for Local Skills Improvement Plans		✓	✓	✓
Role in designing and delivering future contracted employment programmes			✓	✓
Ringfenced funding for Free Courses for Jobs		✓	✓	✓
Ability to work with DfE to commission a local programme of Skills Bootcamps, to be informed by future spending agreements	✓	✓	✓	✓
Work with local stakeholders to align careers provision with devolved AEB activities		✓	✓	✓
Full devolution of Free Courses for Jobs funding				✓
Full flexibility over Skills Bootcamps funding				✓
Central convening of careers provision				✓
New regional Labour Market Partnership Board				✓

## Housing and infrastructure

Detail	L1	L2	L3	L4
Ability to establish Mayoral Development Corporations (with consent of host local planning authority)			✓	✓
Devolution of locally-led brownfield funding			✓	✓
Homes England compulsory purchase powers (held concurrently)		✓	✓	✓
Strategic control in any future Affordable Homes Programme (from 2026)				✓

## Keeping the public safe and healthy

Detail	L1	L2	L3	L4
Mayoral control of Police and Crime Commissioner (PCC) functions where boundaries align^			✓	✓
Mayoral control of Fire and Rescue Authority (FRA) functions where boundaries align^			✓	✓
Clear defined role in local resilience*		✓	✓	✓
Where desired, offer MCAs a duty for improving the public's health (concurrently with local authorities)		✓	✓	✓

(\*) refers to functions which are only applicable to combined authorities as opposed to county councils

(^) refers to functions which are only applicable to mayoral combined authorities

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# Scrutiny Protocol

## 1. Introduction

- 1.1. The Levelling Up White Paper set out a mission that by 2030, every part of England that wants one will have a devolution deal with powers at or approaching the highest level of devolution and a simplified, long-term funding settlement.
- 1.2. In providing areas with more powers and funding flexibility, these powers need to be used appropriately to support local and national priorities. This means having local leaders and institutions that are transparent and accountable, seek the best value for taxpayer's money and maintain strong ethical standards.
- 1.3. Strong and accountable local leaders are a fundamental part of thriving local democracies. The English Devolution Accountability Framework (EDAF) sets out how these institutions with devolved powers are accountable to local people and the UK Government, and how their decisions will be scrutinised and made transparent for local politicians, business leaders, and local communities of their area. This Scrutiny Protocol is a key part of making sure that institutions' overview and scrutiny arrangements are of the highest possible standards for holding them to account for delivery as well as for playing a critical role in policy and strategy development. This is particularly important when scrutinising devolved powers.
- 1.4. Effective scrutiny is critical for ensuring there is appropriate accountability for the decisions made by local decision makers. When done well, local scrutiny should drive understanding, enhance the performance of services and improve the outcomes for those people affected by those decisions.
- 1.5. This Scrutiny Protocol sets out the relationship between mayors and directly elected leaders, and the combined authority, combined county authority, county council or unitary authority they lead. It also sets out how the overview and scrutiny and audit Committees hold these institutions with devolved powers and their mayor or directly elected leader to account.
- 1.6. In adopting the key principles and provisions of this Scrutiny Protocol, each institution will ensure it has a focus on a sustained culture of scrutiny. Membership on committees should be prized and competed for. Retention of members for several years should be common. Members must be able to devote the time to the role. Committees should have the profile and cachet to ensure that their findings are brought to the attention of the public wherever necessary through strong communications.
- 1.7. The Government considers the Scrutiny Protocol a key factor in implementing Level 4 and single department-style funding settlements. Institutions with devolved powers should utilise the principles of the Scrutiny Protocol and requirements of the EDAF (including Local Assurance Frameworks) to ensure transparent and accountable decision-making and delivery of value for money on devolved funds.
- 1.8. In the future, the Government will expect areas to adopt MP sessions to further enhance scrutiny, similar to those arrangements being established in GMCA and WMCA and any lessons learned from the application there. This will be considered when institutions receive single department-style funding settlements.

## Who the Scrutiny Protocol is for

- 1.9. This Scrutiny Protocol (“the Protocol”) applies to the arrangements of overview and scrutiny committees (“committees”) in all English institutions with devolved powers, including combined authorities (mayoral and non-mayoral), combined county authorities (mayoral or non-mayoral) and, with regard to their devolved powers, county councils and unitary authorities that have agreed devolution deals.
- 1.10. The Protocol provides guidance for chairs and members of overview and scrutiny committees as well as scrutiny officers to help them carry out their roles effectively. The Protocol also provides guidance for those responsible for making appointments to overview and scrutiny committees.
- 1.11. Overview and scrutiny committees have statutory powers to scrutinise the decisions of the executive, the combined authority or the combined county authority. Members and officers should recognise that recommendations following scrutiny enable improvements to be made to policies and how they are implemented.
- 1.12. London has different arrangements. The Greater London Authority Act 1999 (as amended) sets out the arrangements for the Greater London Authority and Assembly. Where applicable, the GLA and Assembly should look to implement the guidance identified in this Protocol.

## **How to use this Protocol**

- 1.13. This Protocol is non-statutory guidance but should be seen as supplementary to statutory guidance and relevant legislation.
- 1.14. This Protocol primarily refers to “shoulds” – good practice, and key principles and additional scrutiny that Government considers a key factor in implementing Level 4 and single department-style funding settlements.
- 1.15. This Protocol also refers to requirements arising from legislation and statutory guidance that must be adhered to<sup>1</sup>.

## **2. Key principles for Good Scrutiny**

- 2.1. Scrutiny is most effective when it is highly focussed and seeks to achieve a clear outcome. There should be a commitment to focussing scrutiny activity through developing a clear, outcome-driven, and member-led work programme which is delivered through a committee

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<sup>1</sup> Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009

The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017

Schedule 1 to the The Levelling Up and Regeneration Act 2023 (the 2023 Act) and regulations made under the 2023 Act

The Overview and Scrutiny: statutory guidance for councils and combined authorities (which will be updated to include CCAs once the secondary legislation is made, subject to the will of parliament).

Sections 9F – 9FI of the Local Government Act 2000

Combined Authorities must also have regard to any such provision in its statutory constitutional provisions.

structure that can enhance the delivery of that work programme to best effect. This could be a single committee or multi-committee model.

2.2. In combined authorities and combined county authorities, a single committee model should be considered to provide a shared platform from which all committee members can develop a strategic overview across all portfolio areas and an understanding of the interconnection of key policies to effectively scrutinise cross cutting issues. If another model is used it should be clear how this model is able to meet the key principles identified in this Protocol. These are:

- a pool of members
- politically balanced membership
- geographically balanced membership
- appointing a chair
- sustained appointments made on interest and skills
- well-resourced training
- inviting technical expertise
- remuneration and status
- holding the mayor or directly elected leader and the institution to account
- participation in pre-policy and pre-decision scrutiny
- provision to call in
- regular performance monitoring including agreed outcomes
- robust work programming
- focused task and finish exercises
- strong relationships with stakeholders
- regular self-evaluation and reflection
- access to data, research, and analysis
- strong relationship with audit committees

#### **Case Study – Greater Manchester Mayoral Combined Authority (GMCA)**

GMCA have been successful in implementing a single committee model with 20 members and 20 additional members in a substitute pool. This single committee model has been implemented to provide the flexibility and resilience for scrutiny to work effectively whilst being well-attuned to the cross-cutting nature of Combined Authority business.

2.3. County councils and unitary authorities with devolution deals should look to incorporate the scrutiny of any new activity arising from their devolution deal into their existing scrutiny arrangements. As there could be multiple committees looking at specific service areas, members are encouraged to maintain and develop a strategic overview of the service areas within their remit and work collaboratively with other committees where appropriate if issues involve more than one service area. It may also be worthwhile to undertake a review of current scrutiny arrangements as part of implementing their devolution deal to ensure that they will be suitable for the new activity.

#### **Key Principle 1 – a pool of members**

2.4. Enabling the interconnection of policies across a number of portfolio areas requires members to have an advanced level of knowledge across a range of subjects. To achieve this, all committee members whether appointed to a committee or acting as substitutes should be

treated as a single body and have access to the same induction and training opportunities as well as regular subject briefings. In doing so, members will feel suitably well-informed to engage effectively at meetings and take part in task and finish exercises (where required).

- 2.5. Well informed and active substitute members also provide a greater pool of membership to ensure that meetings are quorate and enable wider engagement of members across the authority area.

### **Key Principle 2 – politically balanced membership**

- 2.6. Membership must be politically balanced in line with the proportionality across the institution as far as reasonably possible.

### **Key Principle 3 – geographically balanced membership**

- 2.7. Due to the increased geographical size of a combined authority or combined county authority committee membership should also be geographically balanced as far as possible to ensure that the committee draws on a whole area perspective at meetings. Nonetheless, institutions with devolved powers are strategic organisations delivering across a functional economic geography and as part of their role members should be able to pivot between their local understanding and the need to take a wider strategic/functional view when considering issues applying to the whole institution and the geography it represents. This will aid effective scrutiny of priorities, performance, and delivery.

### **Key Principle 4 – appointing a chair**

- 2.8. In combined authorities and combined county authorities, the chair of the committee must be seen as an independent voice. They must either be an independent person or an appropriate person (as defined by legislation). This ensures a healthy degree of separation to allow a greater level of objectivity in the committee's scrutiny activity. Such practice should be considered for county councils and unitary authorities for the scrutiny of any new activity arising from the devolution deal that is being brought into their existing scrutiny arrangements.
- 2.9. It is the responsibility of the chair to be 'apolitical' to ensure the committee remains in line with its terms of reference and is the voice of the committee at combined authority, combined county authority or cabinet meetings.

### **Key Principle 5 – sustained appointments made on interest and skills**

- 2.10. Scrutiny requires a certain set of skills and it is therefore imperative that those who are appointed to the committee are done so based on their experience, interests, and skill set while also considering geographical and political balance. When seeking appointments, a clear role description should be used to inform interested parties of the key skills required as well as the demands of the role (an example of a role description is attached at Annex A).
- 2.11. Where possible members should also be appointed for more than one year to enable them to provide continuity to the work of the committee and ensure that the shared level of knowledge remains high. Working from the foundation of an informed committee allows members to be more confident in their challenge and ultimately more effective in their scrutiny.

### **Key Principle 6 – well-resourced training**

- 2.12. All institutions should provide and adequately fund training for all members including knowledge briefings, peer to peer groups, and training on key functions including finance, commercial and data interrogation. This training should include an induction for the chair and members on the institution, its powers, roles, and responsibilities should be required at the beginning of every municipal year.
- 2.13. All members should be offered additional knowledge briefings outside of the formal meeting structure and ahead of reports being presented, where they can have access to further information to assist them in their scrutiny activity. These briefings should be informal and provide a safe space where members feel able to ask those questions that they may not feel able to in a committee meeting. Further briefings should also be organised at members request on any other subject matter where they feel this will strengthen their knowledge base, and offered to all members and substitutes where needed.

### **Key Principle 7 – inviting technical expertise**

- 2.14. Committees should invite technical expertise to meetings to enhance scrutiny of decisions. Technical experts can provide a different perspective on the issues being discussed at meetings and help members with their line of questioning leading to enhanced scrutiny.
- 2.15. Technical expertise should also be commissioned to provide training and briefings to the chair and members of the committee to support them in their roles and ensure they have access to technical and independent knowledge, and information to enhance their scrutiny of the institutions' priorities, performance, and delivery.

#### **Case Study – West Yorkshire Combined Authority (WYCA)**

WYCA's scrutiny has invited external experts to scrutiny committee meetings (and working groups) and made good use of the professional expertise of existing scrutiny members. A local academic who had independently tested the accuracy of the Real Time Bus Information system managed by WYCA was invited to answer technical questions alongside officers, which resulted in the committee recommending that officers partner with the academic and the university to iron out the technical issues. Councillors with an expertise and background in psychology have also led presentations and discussions, based on their own research and experience, on the topic of how behaviour change techniques and principles could be employed to encourage people to change how they travel to support decarbonisation goals.

### **Key Principle 8 – remuneration and status**

- 2.16. Combined authorities and combined county authorities should remunerate committee members directly, reflecting the responsibility and status of the role. This must be done transparently through the use of an Independent Remuneration Panel (IRP) who recommend an allowance level for approval by the combined authority or combined county authority (to be provided for in forthcoming secondary legislation, subject to the will of Parliament). Combined authorities and combined county authorities should pay the maximum recommended by the IRP to ensure that members commit the time required to the role. Substitute members should also be remunerated, but their payment should also reflect the number of meetings that they have attended. The chair should receive an additional level of remuneration in recognition of their specific role.

- 2.17. County councils and unitary authorities can make provision for the payment of special responsibility allowances for those councillors who have either assumed significant responsibilities following agreement of their devolution deal or want to reconsider other policies in light of it.
- 2.18. Scrutiny should be seen as central to the good governance of the authority. Committees and chairs should receive some dedicated resource with support provided across a range of areas such as research, policy, and administration. Clear processes should be in place for their recommendations to be received and responded to as appropriate and they should have the visible support of senior officers and members of the institution. Committees and chairs should have access to information including matters of commercial sensitivity, matters awaiting government approval and other confidential matters (in line with Access to Information Procedure Rules).

### **Key Principle 9 – holding the Mayor or directly elected leader and the institution to account**

- 2.19. One of the key roles of the committee is to hold the Mayor or directly elected leader (and where necessary other members and officers of the institution and its partners) to account for their performance.
- 2.20. The Mayor or directly elected leader and institution should commit to engage regularly with the committee both informally and formally, and must attend the committee when requested.
- 2.21. Members who are portfolio leads (or equivalent) should also commit to engaging regularly with the committee and attend when requested. Even if members of the institution have assigned or delegated areas of responsibility to others, it should be standard practice for them to attend to present any reports within their portfolio alongside the appropriate officers.
- 2.22. There should be a standing invitation for the chairs of committees to attend the combined authority, combined county authority or relevant cabinet meetings to create an opportunity for the committee's comments on particular proposed decisions or issues to be shared directly.

### **Key Principle 10 – participation in pre-policy and pre-decision scrutiny**

- 2.23. The practice of bringing decisions for scrutiny shortly before they are taken should be avoided (whilst recognising the need for urgent exceptions). Instead, members should be engaged early in the development stage of a policy so that they can help shape its design and add real value.
- 2.24. A Forward Plan of key decisions is essential. Having regular opportunities to consider this also enables the committee to have a breadth of sight across all the work of the institution and determine those areas for further scrutiny. Moreover, institutions should ensure that there is a culture of the Forward Plan being used appropriately with decisions being placed on the plan well in advance of them being taken.
- 2.25. The committee should also contribute to all policy and strategy development in respect of high-profile complex issues affecting the whole geographical area. As a result, when a report is taken for a decision, the committee's comments and amendments can be highlighted. This may include matters of commercial sensitivity, matters awaiting government approval and

other confidential matters (in line with Access to Information Procedure Rules), that need careful handling and might involve the exclusion of the public.

### **Case Study – West Midlands Combined Authority (WMCA)**

Ahead of the WMCA submitting its deeper devolution deal offer to DLUHC, its overview and scrutiny committee held a series of workshops that undertook a deep dive into each of the offer's key proposals, testing the scope and ambition of each 'ask', and challenging whether the ambition of these proposals were sufficient to address the region's needs. This work resulted in the strengthening of the deal document ahead of its formal adoption by the CA and its constituent authorities.

2.26. To inform their scrutiny of policies and decisions, and using all available evidence or assessments, members should consider the viability of funding sources, financial propriety, and the extent to which the policy or decision being scrutinised is likely to provide value for money.

#### **Key Principle 11 – provision to call in**

2.27. The committee should use their power to 'call in' decisions to ensure that any decisions receive further scrutiny where the committee thinks it is necessary. However, good scrutiny should focus on uncovering potential issues with decisions before they need to be called in.

#### **Key Principle 12 – regular performance monitoring**

2.28. An initial focus on the institutions' key strategies will enable the committee to understand its priorities, and begin to monitor performance against delivery and ultimately recommend where action is needed, including improvement activity, more quickly. This should be supported by regular reports highlighting the evidential challenges and where further scrutiny could support delivery against a target, including any outcomes that may have been agreed as part of devolution deals.

2.29. However, it is important that performance monitoring does not monopolise the work programme of the committee, but that it is used as a tool to highlight those areas where further scrutiny would be most effective.

#### **Key Principle 13 – robust work programming**

2.30. Areas highlighted through the performance monitoring of the institutions' key strategies should formulate the skeleton of the committee's work programme, from which members can then select other areas of interest through a formal report or task and finish exercise where they feel scrutiny could add further value.

2.31. It is important that the work programme remains robust and flexible enough to cope with a dynamic devolution environment where the priorities of the institution change so that scrutiny can be undertaken on policy development as it evolves. A combination of long-term pre-policy scrutiny interspersed with more immediate performance scrutiny will ensure the work programme remains appropriate and can dovetail with the work of the institution.

2.32. Committees should have a clear process by which it develops its work programme, who it will engage as part of its work programme and how it will prioritise what it should undertake further inquiry on. It is expected that committees will take in a wide range of views from the institution itself (officers, the executive or the combined authority or combined county authority), constituent members, partner organisations and residents.

#### **Key Principle 14 – focused task and finish exercises**

2.33. The chair and members should consider when it is relevant to focus on an area of the work programme through task and finish activities which can provide the opportunity for 'deep dive' scrutiny that a committee meeting setting often does not allow. This approach is often most valuable when it brings together stakeholders to discuss and debate complex topics but should be member-led and have tangible outcomes that will benefit the work of the institution.

2.34. Determining the scope of the task and finish exercise alongside an agreed timeframe is imperative, as the realm of the topics can often be immense but the decision process to influence is fast paced.

2.35. The number of task and finish reviews should be determined by the strategic priorities highlighted by members and the capacity of the scrutiny function. Task and finish review meetings can be held virtually but their work should be transparent and their final reports and recommendations (at least) must be made publicly available.

2.36. The institution should formally receive task and finish reports following endorsement from the committee and must respond to their clear set of recommendations within two months. The committee should be responsible for monitoring the progress against these recommendations at agreed periods.

#### **Key Principle 15 – strong relationships with stakeholders**

2.37. Committees should use their power to invite stakeholders to meetings. These could include members and officers of constituent local authorities, and, in county council areas, their district councils and other local stakeholders should be invited to the committee meeting where the organisation delivering services and utilities is being scrutinised.

2.38. To allow scrutiny to be effective it is crucial that the public can easily understand the work and performance of committees. With this in mind, local journalism plays an invaluable role in the fabric of our society, in supporting communities and in ensuring the provision of reliable, high-quality information. Local news publishers remain uniquely placed to undertake the investigative journalism and scrutiny of public institutions at a local level that is vital to helping ensure a healthy local democracy. Local press and media must therefore continue to be able to play a key role in facilitating public accountability, with opportunities created for them to engage with the committees, its members, and their work and findings.

2.39. As well as building relationships with local press and media, institutions should consider how they use their communications function to publicise the committee, and its members, work, and findings while remaining mindful of the recommended code of practice for local authority publicity.

2.40. For combined authorities and combined county authorities, the work of their committees should complement that of their constituent local authority scrutiny committees rather than



create duplication. It is likely that one set of scrutiny activities will raise points that equally apply or are relevant to the other. Strong relationships, including with other key local stakeholders, should therefore be formed to enable work programmes to be shared and reports presented to the most appropriate committee. There is also a role for members of the committee in ensuring effective links with constituent local authority scrutiny committees through appropriate information sharing and ensuring the interconnection of work programmes.

### **Key Principle 16 – regular self-evaluation and reflection**

- 2.41. Members should come together regularly to reflect and direct their own work programme. This could take place in public during a meeting or informally following a meeting, however space should be created for members to be open and honest about the direction of the work of the committee and to provide an opportunity for regular self-evaluation.
- 2.42. Reflecting on the work of the committee and the resulting outcomes of scrutiny activity should also be undertaken through other methods, including regular round-up bulletins, annual reports, or other publications.
- 2.43. An annual report should be published to broadcast the work of the committee, demonstrating how the committee's work influences and benefits the outcomes of the institution and its strategic goals and priorities. For combined authorities and combined county authorities, this should be formally considered by its constituent members. For county councils or unitary authorities, this should be considered at cabinet and full council.
- 2.44. The institution should welcome the continual self-evaluation of the committee but also commit to undertaking its own evaluation exercises, as often as required, to ensure the function remains effective, including seeking feedback from key partners.

### **Key Principle 17 – access to data, research, and analysis**

- 2.45. Committees should use data to improve their knowledge and understanding of their institution's performance, as well as how other institutions are performing to learn lessons and share best practice.
- 2.46. The Office for Local Government (Oflog) will support the improvement of local government performance by fostering accountability through increased transparency. It will provide authoritative and accessible data and analysis about the performance of local government and will publish key data for institutions with devolved powers. This should be considered as part of committee business.

### **Key Principle 18 – strong relationship with audit committees**

- 2.47. Combined authorities and combined county authorities must have an audit committee. Local authorities with a devolution deal should have an audit committee to ensure they maintain robust financial management and controls for accountability to local stakeholders.
- 2.48. Overview and scrutiny committees should work in tandem with the Audit Committee and should be agreeing how to manage shared areas of interest and responsibility. The Audit Committee having responsibility to support and monitor governance, risk management, external and internal audit, financial reporting, control and assurance arrangements. The overview and

scrutiny committee having responsibility for scrutinising decisions the executive, the combined authority or the combined county authority is planning and how they will be implemented.

- 2.49. Although the focus of the overview and scrutiny committee, is different from the audit committee, there are opportunities for the committees to work collaboratively. Work programmes of each committee should be informed by each other's work and recommendations shared where appropriate. Regular meetings should be organised between the chair of audit and the chair of overview and scrutiny to support a better understanding of the committees' outputs, helping to avoid duplication and ensure important areas are not missed.
- 2.50. Audit committees should receive dedicated resource and there should be clear processes in place for their recommendations to be received and responded to as appropriate.
- 2.51. Audit committees should also publish an annual report to broadcast the work of the committee and how its work influences and benefits the outcomes of the institution and its strategic goals and priorities. For combined authorities and combined county authorities, this should be formally considered by its constituent members. For county councils or unitary authorities, this should be considered at cabinet and full Council.
- 2.52. The institution should welcome the continual self-evaluation of the Audit Committee but also commit to undertaking its own evaluation exercises, as often as required, to ensure the function remains effective.

### **3. Additional Scrutiny – Mayor or directly elected leader's Question Time**

- 3.1. Mayors and directly elected leaders provide greater democratic accountability by having a single visible leader directly accountable to the public at the ballot box for their performance and the decisions they make.
- 3.2. Mayor's or directly elected leaders' question time should also be organised where the Mayor or directly elected leader takes questions from the public, chaired by an independent person – a local journalist or businessperson for example. These should be held at least every three months.

## **Annex A – example member role description**

Local scrutiny is critical for increasing the accountability of decision makers. It should drive understanding, enhance the performance of services and the outcomes for those people affected by those decisions. It is crucial that members of local overview and scrutiny committees in areas with devolution deals set new standards for holding their institutions to account for delivery as well as playing a critical role in policy and strategy development.

This description provides information about the role and responsibilities of an overview and scrutiny committee member. It should be used when deciding which members to nominate to the committee. The information should also be used by overview and scrutiny committee members to understand their role and the responsibilities that they hold as members of the committee.

### **SKILLS AND EXPERIENCE**

Overview and scrutiny committee members and substitute (pool) members should be able to:

- Understand the whole geographical area strategic priorities as set out in the strategy for the combined authority/local authority.
- Think critically about the combined authority/combined county authority/local authority's proposed policies and its performance across a variety of measures.
- Work constructively with public and/or private sector partners to drive improvement of both policy and performance.
- Confidently scrutinise combined authority/combined county authority/local authority members, officers, and the mayor/directly elected leader.

### **RESPONSIBILITIES OF MEMBERS**

Overview and scrutiny committee members and substitute (pool) members are expected to:

- Attend any appropriate induction and training sessions for the role, which will develop members' knowledge of the area's ambitions as well as the challenges that the area faces.
- Attend formal scrutiny meetings regularly. There is also an expectation that members will take part in the work of task and finish groups.
- Use their knowledge and experience to constructively scrutinise issues that come before the committee.
- Collaborate with other members to effectively scrutinise important matters in appropriate depth, including convening task and finish groups to investigate specific areas in more depth.
- In combined authority and combined county authority areas, engage with their respective constituent local authorities to ensure that information is circulated between the local authorities and the combined authority or combined county authority.
- Carry out their duties in accordance with the scrutiny rules of procedure and the members code of conduct as set out in their constitution.

### **ADDITIONAL RESPONSIBILITIES OF THE CHAIR**

The chair of the committee is expected to take on additional responsibilities, which include:

- Working with officers to develop the work programme on behalf of the committee, taking into account the upcoming work of the combined authority/combined county authority/local authority and areas where scrutiny must be carried out.
- Chairing committee meetings effectively so that members can carry out their roles efficiently.
- Facilitating strong team-working between committee members during formal meetings, informal meetings, and task group meetings.
- Monitoring the progression of task and finish groups established by the committee.
- Attendance of combined authority, combined county authority or local authority cabinet meetings in order to feedback recommendations and comments of the overview and scrutiny committee.

**Mayor Tracy Brabin**  
West Yorkshire Combined Authority  
40-50 Wellington Street  
Leeds  
LS1 2DE

Rt Hon Michael Gove MP  
Secretary of State for Levelling Up,  
Housing and Communities  
By Email

30 January 2024

Dear Secretary of State,

We are writing to present West Yorkshire Combined Authority's application for Level 4 Devolution. Although this does not meet the full ambition that we have for deeper devolution in West Yorkshire, we are pleased to take this step towards full trailblazer devolution with Government.

This latest step is vital in ensuring that future devolution for West Yorkshire meets our ambitions for inclusive growth, reflecting the size and diversity of authorities within the region, and the need to balance our uniqueness of place with our single functional economic area.

We are perfectly positioned to be the key driver of economic growth for the North of England and beyond and as one of the largest Mayoral Combined Authorities in the country, also responsible for the functions of the Police and Crime Commissioner, we have a strong track record of partnership working to deliver our ambitions and shared programme of objectives.

Over the last eight years, we have evolved – moving from a Combined Authority working with the Local Enterprise Partnership (LEP), delivering the largest Growth Deal in the country, totalling in excess of half a billion pounds - to agreeing a historic Devolution Deal and being led by our directly elected mayor. Our success can be seen in the wide range of transport, economic development, housing and net zero programmes and schemes benefiting local people, businesses and places across West Yorkshire that have been delivered during this time.

Our success to date, coupled with our ambitious plans for the future in respect of mass transit, bus reform, skills and employment, demonstrates our ambition, long-term commitment and appetite for delivery whilst also creating the certainty and confidence that we will continue to develop and deliver pipelines of transformational, locally determined schemes for West Yorkshire well into the future.

This success is underpinned by robust governance, based around the principles of accountability and transparency. Our governance was reviewed and further strengthened in 2021 following our initial devolution deal, to ensure a robust committee structure and scrutiny approach was in place covering the breadth of the Combined Authority's work.

Our ambition, knowledge and collective expertise, together with our recognised track record is why West Yorkshire is a trusted national partner and as such we can confirm that we meet the eligibility criteria for Level 4 Devolution. We are also therefore pleased to confirm that:

- The elements of the Level 4 Framework, for which we are applying, are included at Appendix 1 to this letter.
- Where that element of the Framework requires new powers and functions, we will follow the procedures as set out in legislation for conferring these to a Combined Authority. We understand that this includes the requirement for public consultation.
- We would like to understand the Government's position on the inclusion of strategic planning powers and the strategic infrastructure tariff, two elements of our 2020 Deal which were not included in the Order laid before Parliament. We understood at the time that these powers would be conferred as soon as planning reforms were completed but as yet, these have not been forthcoming.
- We have identified an initial set of Technical Adjustments to Historic Statutes and Guidance, included at Appendix 2 to this letter, which we would like to explore further with Government and take forward as part of our Level 4 Devolution Deal.
- We understand that the speed at which commitments are implemented will depend on our ability to demonstrate we have met the readiness conditions Government has specified for each policy.
- We are committed to implementing the requirements of the Scrutiny Protocol by the end of June 2024 and reporting on progress within 12 months of the Levelling Up Secretary confirming Government's agreement to proceed.

Our application is subject to ratification of the deal by all partners and the statutory requirements referred to within this document, including the consent of all councils affected and parliamentary approval of the secondary legislation implementing the provisions of the Deal.

In progressing with a Level 4 Deal for West Yorkshire, we would also like to have further conversations with Government about the timescales outlined in the Level 4 Technical Guidance, particularly with respect to those policy areas which are linked to work currently underway on Trailblazer Deals in Greater Manchester and the West Midlands. We believe these timescales should be brought forward and confirmed at the earliest opportunity, not least because we are already progressing a number of these locally and will be to add value to discussions and work currently underway.

In addition, we would like to see the final year of the Brownfield Housing Fund programme devolved to the Combined Authority. This would allow us to respond to more opportunities to bring forward housing by removing the national constraints on scope and time.

As you are aware in May 2023, we signed off our bold [West Yorkshire Plan](#), which sets out our vision to be a place that works for all, an engine room of ideas where anyone can make a home. Our plan is underpinned by five ambitious missions, which will drive our work to 2040.

We recognise the value of working together and the benefits this brings. We know that we cannot realise our vision and missions in isolation and will continue to work in partnership with local partners and Government to deliver.

As a Mayoral Combined Authority, we are ideally placed to address the challenges our communities face and are committed to working in partnership with wider stakeholders across the region. For example, our strong working relationship with our Integrated Care Board partners to address wider system challenges specifically in respect to health put us in a strong position to lead the design and delivery of initiatives such as the WorkWell programme which closely aligns with our ambitions for Level 4 Devolution.

However, to enable West Yorkshire to realise its full potential and to enable our missions to be achieved, we will require more than is currently on the table. We will therefore be seeking to discuss the further powers, funding, freedoms and flexibilities for West Yorkshire we would want to see in place as soon as possible beyond this current offer.

Our wider propositions, include:

- Certainty, stability and **fairness in Local Government Funding**
- Further **devolution** of funding and powers, to include:
  - A **single settlement**
  - Support to continue delivery of the **integrated transport system** West Yorkshire needs including:
    - Revenue funding for buses

- Assurance of the Government's continued commitment to Mass Transit in West Yorkshire.
- Delivering strategic rail infrastructure to connect West Yorkshire.
- **Full devolution of all adult employment, skills and careers funding**
- Long-term flexible **devolved funding and powers for net zero**
- Long-term sustainable funding to ensure continued **support to businesses.**

We have detailed plans which sit behind our application and proposition and are happy to host you again in West Yorkshire to highlight our priorities for the region and discuss how we can work together for a better future.

We look forward to hearing back from you regarding this application and working with you to create a West Yorkshire that works for all.

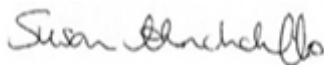
Kind regards,



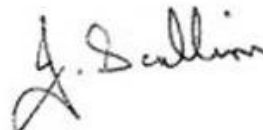
**Mayor Tracy Brabin**  
West Yorkshire Combined Authority



**Cllr James Lewis**  
Leader, Leeds City Council



**Cllr Susan Hinchcliffe**  
Leader, City of Bradford  
Metropolitan District Council



**Cllr Jane Scullion**  
Leader, Calderdale Council



**Cllr Cathy Scott**  
Leader, Kirklees Council



**Cllr Denise Jeffery**  
Leader, Wakefield Council



## **Appendices**

Appendix 1 – Elements of the Framework Applied For by West Yorkshire  
Appendix 2 – Suggested Technical Adjustments to Historic Statutes or  
Guidance – January 2024

## Appendix 1 – Elements of the Level 4 Devolution Framework Applied for by West Yorkshire

<b>Funding Simplification</b>
Funding simplification
Removal of Gainshare Gateway Reviews
General Power of Competence
<b>Skills &amp; Employment</b>
<i>Skills and Employment package – application for all elements.</i>
<b>Housing &amp; Land</b>
Affordable Homes Programme
Housing quality
Mayoral development orders
Compulsory purchase powers
Public sector land
Resilience and contingency planning
<b>Transport</b>
<i>Transport package, with a focus on single settlement.</i>
<b>Net zero, climate change and natural capital</b>
Devolution of net zero funding pilot including buildings retrofit
Clean heat
Strategic energy system planning
Networks
Climate change and natural capital
<b>Innovation, trade and investment</b>
Trade and investment
Business support
Export
Partnership working
Innovation
Culture
<b>Public Health</b>
Health services
<b>Technical adjustments to historic statutes or guidance</b>
<b>Access to powers previously devolved elsewhere</b>

## Appendix 2 - Suggested Technical Adjustments to Historic Statutes or Guidance January 2024

### Technical Adjustments and Level 3 Standardisation

The following are an initial outline of suggested Technical Adjustments to Historic Statutes or Guidance that we would wish to explore with Government as part of our Level 4 Devolution Deal application.

This list is not exhaustive and as we progress through negotiations we would welcome the opportunity to identify additional adjustments.

1. Use of the Mayoral precept to support and pay for functions aligned to the wider general power of competence, for example bus franchising.
2. Change in responsibility for approval of roundabouts: This request would pass the powers of approval for roundabouts from the Secretary of State to West Yorkshire Combined Authority/Local Authorities.
3. The Office of Mayor and Local Authority Leaders (and potentially wider Local Authority Members) to attract a pension: Currently, the Mayor and Local Authority Leaders cannot access a pension. This is in contrast to other similar high-office political roles such as Police and Crime Commissioners.

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## **Report of the Strategic Director of Children’s Services to the meeting of the Executive to be held on 5 March 2024**

**AS**

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### **Subject:**

**Determination of Primary and Secondary Admission Arrangements**

### **Summary statement:**

**This report asks the Executive to determine the admission arrangements including:**

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for 2024/25
- To approve the Co-ordinated Admission Schemes for Primary, Secondary and In-Year Admissions for 2024/25
- To note the ‘own admission authority schools’ proposing changes to their admission policies for 2024/25
- To note Published Admission Numbers for 2024/25

### **EQUALITY & DIVERSITY:**

Equality assessments – there is no anticipated impact on equality as the School Admissions Code 2021 requires compliance with the Equalities Act and any changes must comply with the Code.

Equality objectives – not applicable

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Marium Haque  
Strategic Director, Children’s Services

### **Portfolio:**

**Education, Employment and Skills**

Report Contact: Sue Lowndes  
Asst Director, Children’s Services  
Phone: xx  
E-mail: [Sue.lowndes@bradford.gov.uk](mailto:Sue.lowndes@bradford.gov.uk)

### **Overview & Scrutiny Area:**

**Children’s Services**

## 1. SUMMARY

**This report asks the Executive to determine the admission arrangements including:**

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for entry to school in September 2024/25
- To approve the Co-ordinated Admission Schemes for entry to school in September 2024/25 for Primary, Secondary and In-Year Admissions.
- To note the 'own admission authority schools' proposing changes to their admission policies for entry to school in September 2024/25
- To note Published Admission Numbers for entry to school in September 2024/25

## 2. BACKGROUND

### 2.1 Admission Arrangements for entry to school in 2024/25:

- 2.1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places available. Admission arrangements are determined by admission authorities.
- 2.1.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for the schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation Schools and Academies are responsible for determining their own admission arrangements.
- 2.1.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications in the following academic year. If no changes are made to admission arrangements, they must be consulted on at least every 7 years.
- 2.1.4 All admission authorities must determine admission arrangements every year even if they have not changed from the previous year and consultation has not been required.
- 2.1.5 Admission authorities must determine admission arrangements for entry in 2024 by 28 February 2023 (even if consultation has not taken place).
- 2.1.6 There are no proposed changes to the admission arrangements for community or voluntary controlled schools in Bradford and therefore a consultation has not been undertaken.
- 2.1.7 The admission arrangements for community and voluntary controlled primary and Secondary schools for 2024/25 are shown in Appendix A and B.

### **Co-ordinated Schemes**

- 2.1.8 A co-ordinated scheme sets out how the local authority will co-ordinate offers to all schools in the area to ensure every child receives one offer of a school place. The co-ordinated admissions schemes for primary schools, secondary schools and in-year admissions can be found in Appendices C, D and F.

- 2.1.9 There are no amendments to the proposed to the co-ordinated schemes for 2024/25

### **Published Admissions Numbers (PANs)**

- 2.1.10 The PAN is number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
- 2.1.11 Published Admission Numbers (PANs) for Primary and Secondary Schools for entry in September 2024 are shown in Appendix G.

## **3. OTHER CONSIDERATIONS**

### **3.1 Own admission authority schools**

A number of own admission authority schools have consulted on changes to their admission policies. Details can be found on individual school websites and will be published on the Bradford Council website in the Autumn term, see Appendix E. Own admission authorities must also consult with other admission authorities including the Local Authority. Where the Local Authority does not support the changes outlined in the individual consultations we will formally feedback to the school/academy or MAT the Local Authorities position. In the case of PAN reductions, we do not support any reductions that would interfere with the Local Authorities statutory duty to ensure sufficient school places.

This is based on the projected numbers for basic need which ensures we have sufficient school places to offer places to every Reception and Yr7 child due in school in September 2024, enabling us to meet our statutory duty, as reported to the DfE in the SCAP return.

## **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 There are no identified risks.

## **6. LEGAL APPRAISAL**

- 6.1 The local authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 In accordance with the School Admissions Code 2021 when changes are proposed to admission arrangements for entry in September 2025, all admissions authorities must consult on their admission arrangements. Where the admission arrangements

have not changed from the previous year there is no requirement to consult subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years even if there have been no changes during that period. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year

- 6.3 In accordance with the School Admissions Code all admission authorities must determine their admission arrangements, including their Published Admission Number (PAN), every year, even if they have not changed from previous years and a consultation has not been required, by 28 February in the determination year.
- 6.4 Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website by 15 March in the determination year and continue displaying them for the whole school year in which offers for places are made.
- 6.5 As part of determining their admission arrangements all admission authorities must set a PAN for each 'relevant age group'
- 6.6 Own admission authorities are not required to consult on their PAN where they propose to either increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website.
- 6.7 Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to co-ordinate admission arrangements for the normal admissions round and late application for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of the qualifying scheme by 28 February in the determination year. There is no requirement for local authorities to co-ordinate in-year applications for schools for which they are not the admission authority. They may, however, coordinate in-year applications for any or all own admission authority schools in their area with the with the agreement of the relevant admission authority. Local authorities must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from September onwards in that year. This includes setting out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions.
- 6.8 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty



to provide sufficient school places for all pupils in its area.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

Admission arrangements must not discriminate directly or indirectly against any group or individual.

### **7.2 SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications

### **7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

The proposals would not impact on greenhouse gas emissions.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications from this report.

### **7.5 HUMAN RIGHTS ACT**

There are no direct Human Rights implications arising from this report.

### **7.6 TRADE UNION**

No implications for Trade Unions.

### **7.7 WARD IMPLICATIONS**

No implications for Ward Councillors.

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

No implications for children and young people

### **7.9 IMPLICATIONS FOR CORPORATE PARENTING**

No implications for corporate parenting.

### **7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

General Data Protection Regulation principles relating to individuals' data and rights under the Data Protection Act 2018 will be respected.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None.

## **9. OPTIONS**

- 9.1 In accordance with the statutory School Admissions Code:
  - 9.1.1 To approve the Primary and Secondary Admission Arrangements
  - 9.1.2 To approve the Primary and Secondary Co-ordinated Admissions Scheme
  - 9.1.3 To approve the In-Year Co-ordinated Admissions Scheme

## **10. RECOMMENDATIONS**

- 10.1 That the Executive approve the Primary and Secondary Admission Arrangements.
- 10.2 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.
- 10.3 That the Executive approve the In-Year Co-ordinated Admissions Scheme.
- 10.4 That the Executive note the proposed changes to the admission arrangements for own admission schools listed in Appendix E.
- 10.5 That the Executive note the Published Admission Numbers contained in Appendix G.

## **11. APPENDICES**

- 11.1 Appendix A: Admission Arrangements for Community and Voluntary Controlled Primary Schools 2024/25.
- 11.2 Appendix B : Admission Arrangements for Community Secondary Schools 2024/25.
- 11.3 Appendix C: Co-ordinated admission scheme for primary schools 2024/25.
- 11.4 Appendix D: Co-ordinated admission scheme for secondary schools 2024/25.
- 11.5 Appendix E: Own Admitting Authorities Consulting on Changing Admissions Policies.
- 11.6 Appendix F: Co-ordinated admissions scheme for In Year Applications and Mid-Term Policy 2024/25.
- 11.7 Appendix G: School Published Admission Numbers (PANs).

## **12. BACKGROUND DOCUMENTS**

- 12.1 School Admissions Code 2021.

**Admission Arrangements for  
Community and Voluntary-Controlled Primary Schools  
2025/2026**

**ENTITLEMENT**

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

**PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

**TIE BREAK**

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

## MULTIPLE BIRTHS

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## ADMISSION POLICIES

### A) Schools with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

#### **Addingham, Ben Rhydding, Eldwick, Long Lee primary schools.**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)
4. Children whose home address is within the school's priority admission area\*. (see Note 3)
5. All other children.

*\* For Eldwick primary school, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

## **B) All other community schools**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (*see Note 2*).
- 4 All other children.

### C) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE  
Low Moor CE  
St Luke's CE

St Matthew's CE

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see Note 2).
4. Children of parents who are members\* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see \* below).
5. All other children.

*\* For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

## **E) All Saints CE Primary School (Ilkley) - voluntary-controlled**

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order.
  - a. Weekly Worship
  - b. Fortnightly Worship
  - c. Monthly Worship
4. All other children.

### **NOTES**

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice).
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.
3. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and

Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

4. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
6. Proximity to school is used as a tie-breaker, those living closest being given priority.  
When demand exceeds places in any of the criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by Local Authority officers.
7. Multiple Births – where the parents of children of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.



## **Admission Arrangements for Titus Salts School 2025/2026**

The Published Admission Number (PAN) for Titus Salt School is 250. The school will admit up to this number using the following admission criteria:

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school named without reference to the oversubscription criteria below.

### **Tie Break**

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection. This will be by the drawing of lots by a Local Authority officer.

### **Multiple Births**

Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### **Oversubscription Criteria**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
3. Children whose home address is in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (See Note 2+3).
4. Other children whose home address is in the school's priority admission area (see Note 3).

5. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (See Note 2+3)
6. All other children (See Note 3)

### NOTES

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice.
2. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included, cousins are not siblings.
3. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

### **Titus Salts School Admission Policy for Entry into Sixth Form**

Entry requirements are set by each school and full details of these can be found in the respective schools' sixth form prospectus. Students not currently on roll of the school who wish to join the sixth form must complete an application form and return it to the school by the date specified.

Year 11 students currently on roll at the school may proceed to Year 12 where the entry requirements are met.

The sixth form prospectus can be found at <https://www.titussaltschool.co.uk/sixth-form> or contact the school direct for a copy.



**Co-ordinated Admission  
Scheme for the Bradford Metropolitan District  
Area**

**For applications made during the normal admissions  
round  
for entry to Reception in  
2025-2026**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent/carer of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. All preferences (for schools located in Bradford or anywhere else in England) must be made by an online application via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'. All parents/carers who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details of preferences made by its residents to schools outside Bradford to the relevant local authority. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and academies within the Bradford Metropolitan District.

The scheme does not apply to special schools.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is **15 January 2025**. We will accept applications up until 12 February 2025 and if exceptional reasons exist these will be considered on time. All other applications will be considered late, after all on time applications. The deadline for submitting exceptional reasons for a late application is 12 February 2025. After 12 February the Team will only consider accepting late applications for anyone who has moved into or within the district where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as on time regardless of reason. These applications will be processed as soon as the process allows, which may not be until after national offer day.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.
- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Applicants that are moving house after 15 January 2025 must still apply on time and provide details of their child's current address. If the move is completed by 12 February 2025, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 12 February 2025 should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 16 April 2025. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- f) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents/carers applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) Dixons Music Primary require parents/carers applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- i) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent/carer who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, the Bradford Council website and is also available from the Admissions Team.
- j) All early years' providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Contact the Admissions Team for information and booklets.
- k) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

### 3. PROCEDURE

#### Stage 1

- a) **By 18 November 2024**, summary information for parents/carers in the form of a booklet will be available to parents/carers of nursery children and will be distributed to all Bradford LA nurseries, primary schools, and early years' settings. Parents/carers will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website from **12<sup>th</sup> September 2024**.
- b) Parents/carers may apply for up to **five** primary schools and must apply online **by 15 January 2025** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January 2025**.

#### Stage 2

- a) During **w/c 10 February 2025**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) During **w/c 17 February 2025**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 3 March 2025**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

#### Stage 3

- a) During **w/c Monday 10 March 2025**, in the first cycle of exchange of information, the Admissions Team will have:
  - notified other LAs whether a place can be offered in a Bradford maintained primary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident.

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) During **w/c 31 March 2025**, in the final cycle of exchange of offers with other LA's will be made.
  - c) By **Friday 11 April 2025** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
  - d) By **Monday 14 April 2025**, final allocation lists will be available on Bradford Schools Online for primary schools to view.
  - e) Parents/carers who apply online will be sent an email on **16 April National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 16 April via Royal Mail, as will any parent who applied online who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
  - f) By **Wednesday 30 April 2025** parents/carers must accept the place offered by completing and returning an acceptance slip for the allocated school waiting list forms must be returned to the Admissions Team by the same date.
  - g) **Wednesday 21 May 2025** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
  - h) **June/July 2025** appeal hearings take place.

#### 4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been completed, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', ie until 31 August each year. However parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than 5 schools, late applications up to a total of 5 preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible, a late application will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they may make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents/carers have made their 5 preferences, they cannot be changed without an exceptional reason/change in circumstances for doing so, for example if the family have recently moved address and the preferences are no longer 'local'.

## 5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority area, a place will be allocated their child at another school with place available. This may include church schools or a single-sex school. The Admissions Team considers which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

## 6. WAITING LISTS

Parents/carers can request that their child is placed on a waiting list for any of the schools for which they have applied.

If a vacancy occurs when the number of children on roll falls below the published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis.

It is possible for names to fall down the list if new applicants better meet the admission criteria.

### **Community school and Voluntary controlled schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2025-2026 academic year

### **Voluntary-aided, Foundation, Free, Trust schools and Academies**

The Schools Admissions Code states that waiting lists must be maintained at least until the end of the Autumn Term (December) If there is a pupil movement after allocations have been made and voluntary-aided, foundation, free, trust schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admissions authority to determine whether they will maintain waiting lists beyond the autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, free, trust schools or academies, if requested to do so.

## 7. RIGHT OF APPEAL

- Any parent/carer whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel, once per academic year. Parents/carers can request a second appeal hearing if there has been a substantial change in circumstances. Parents/carers cannot appeal for schools for which no application has been made.
- A parent/carer who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the new academic year.



- Second appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- ‘In-year applications’ are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some primary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In-Year and Mid-Year Admissions policies for further details.
- Parents/carers who wish their children to go to a different school once he or she has started should discuss this with the child’s current Headteacher. Transfers can only normally take place at the start of the next full term unless there are exceptional reasons.

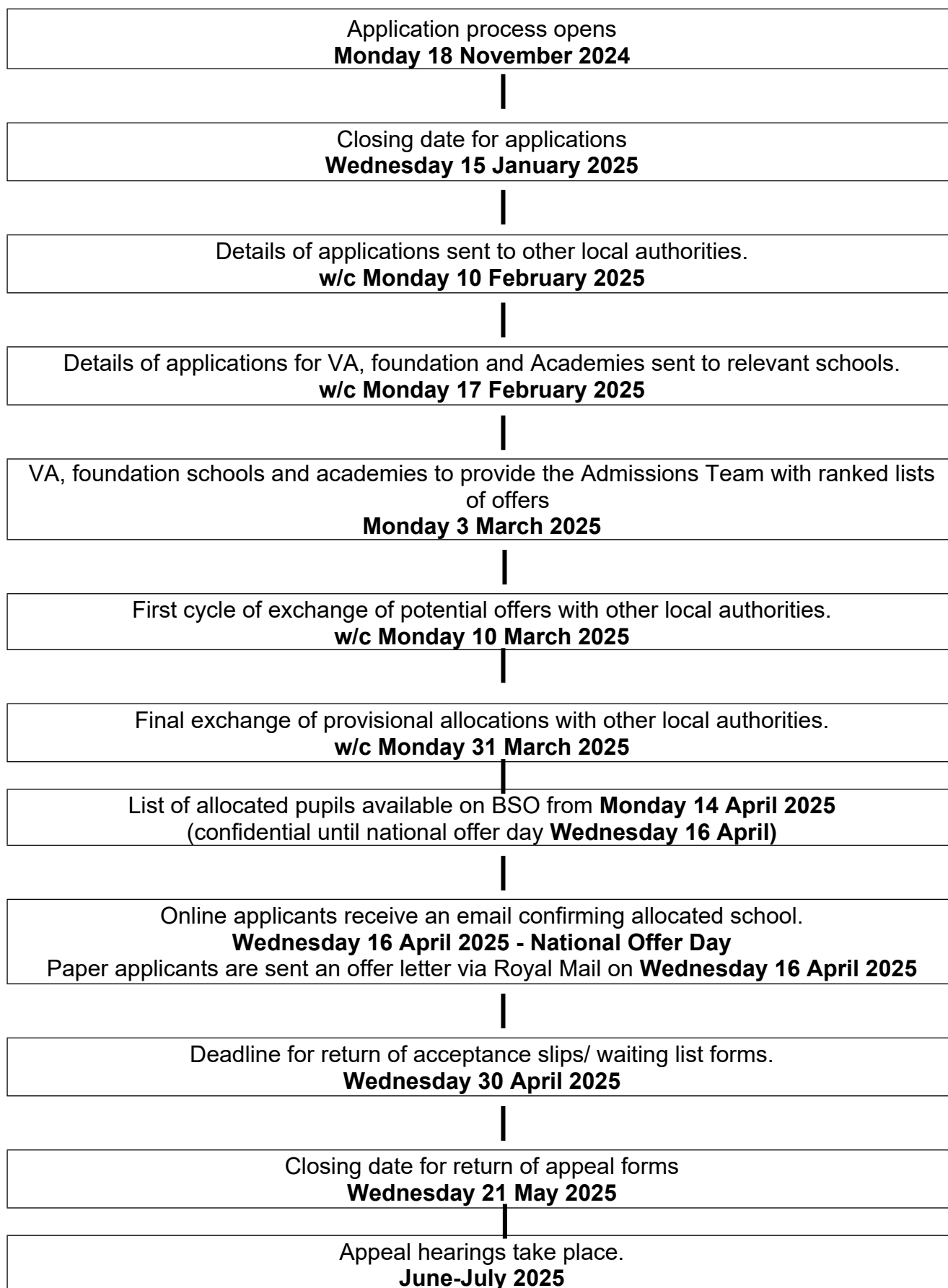
## **9. FAIR ACCESS PROTOCOL**

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The Fair Access Protocol also ensures that all schools admit their ‘fair share’ of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

## PRIMARY SCHOOL ADMISSIONS TIMETABLE 2025/26



**Waiting lists are kept open until the end of the 2025-2026 academic year for most schools but check own admitting authorities' websites**

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**Co-ordinated Admission Scheme  
for the Bradford Metropolitan District Area**

**For applications made during the normal admissions round  
for entry to Year 7 in September 2025-2026**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent/carer of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. Parents/carers who applied on a paper form will be sent their offer via Royal Mail, on offer day. All preferences (for schools located in Bradford or anywhere else in England) must be made online via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA' (Bradford). All parents/carers who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details to the relevant local authority of preferences made by its residents to schools outside Bradford. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and Academies within the Bradford Metropolitan District.

The scheme does not apply to special schools or sixth form applications.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is **31 October**. We will accept applications up until 28 November 2024 and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 28 November 2024. After 28 November, the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed as soon as the process allows, which may not be until after National Offer Day.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a secondary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained secondary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.

Parents/carers of pupils resident within the Bradford district but attending a primary school in another authority must apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) or can access a paper form as described above.

- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.
- d) Primary schools should ensure that the parent/carer of a child starting in year 6 during the school year is directed to the Admissions Team (or to the child's home local authority).
- e) Parents/carers that intend to move house after 31 October 2024 must still apply on time and provide details of their child's current address. If the move is completed by 28 November 2024, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 28 November should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 1 March 2025. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- f) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return, but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- g) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- h) Parents/carers applying for a school or Academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools or the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- i) Bradford Girls Grammar School, Trinity Academy Bradford and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require parents/carers to complete a SIF in order to register for their non-verbal reasoning tests.
- j) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

### 3. PROCEDURE

#### Stage 1

- a) **By 12 September 2024**, a booklet containing summary information for parents/carers will be distributed to all Bradford LA primary schools for their Year 6 children. The booklet will

set out how to apply online or how to request a paper form. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the Admissions Booklet which is available on the Bradford Council website.

- b) Parents/carers may apply for up to **five** secondary schools and must apply online **by 31 October 2024** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 31 October 2024**.

## Stage 2

- a) During **w/c Monday 25 November 2024**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents/carers resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) During **w/c Monday 2 December 2024**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 16 December 2024**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. This information will be sent securely.

## Stage 3

- a) During **w/c Monday 20 January 2025**, in the first cycle of exchange of information, the Admissions Team will have:
  - notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;
  - where a child is eligible for a place at more than one school, they will be offered the school ranked highest on the application form which they qualify for.
- b) During **w/c Monday 10 February 2025**, the final cycle of exchange of offers with other LAs will be made.
- c) By **Wednesday 26 February 2025** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
- d) On **Thursday 27 February 2025**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view.



- e) Parents/carers who apply online will be sent an email on **Monday 3 March 2025 (National Offer Day)**. Parents/carers who applied on a paper form will be sent a letter on 3 March via Royal Mail, as will any parent/carer who applied online but who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- f) By **Monday 17 March 2025** parents/carers need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.

Some schools within Bradford and other LA's may require parents/carers to accept the offer. It will be made clear where this is the case and failing to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.

- g) By **Monday 31 March 2025** parents/carers should return appeal forms if they wish to have their appeal heard before the end of the academic year.
- h) May to June 2025 appeal hearings take place.

#### **4. LATE APPLICATIONS AND CHANGES OF PREFERENCE**

After allocations have been made on 1 March, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', i.e. until 31 August each year. However, parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than five schools, late applications up to a total of five preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible, a late application will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LAs they may make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parent/carers have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

#### **5. WHERE PREFERENCES CANNOT BE MET**

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where parents/carer

lives, schools with available places and available bus routes (if applicable).

## **6. WAITING LISTS**

Parents/carers can request that their child is placed on the waiting lists for any of the schools for which they have applied.

Waiting lists must be maintained for all schools until 31 December 2025, in accordance with the School Admissions Code. A vacancy only occurs when the number of children on roll falls below the published admissions number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

### **Community School and Voluntary Controlled Schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2025, in accordance with the School Admissions Code.

### **Voluntary-aided, Foundation, Free, Trust schools and Academies**

If there is pupil movement after allocations have been made and voluntary-aided, foundation, Free, Trust schools and academies are able to offer additional places, they must inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term. By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, free, trust schools or academies, if requested to do so. If a school closes the waiting list on 31 December 2025 parent/carers can reapply via the In-Year Common Application Form to be reconsidered for any vacancies and re-join the waiting list, in line with the individual school policy on waiting lists.

## **7. RIGHT OF APPEAL**

- Any parent/carer whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parent/carers cannot appeal for schools for which no application has been made.
- A parent/carer who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the new academic year.
- Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- 'In-year applications' are defined as applications for admission to Year 7 which are

submitted on or after the first day of the school year of admission, or applications for any other year group.

- A separate co-ordinated scheme for in-year admissions sets out this process however, some secondary schools who are their own admitting authority deal with their own In-Year Admissions directly. Please refer to the In-Year and Mid-Year Admissions policies for further details.
- Parents/carers who wish their children to go to a different school once he or she has started should discuss this with the child's current Head teacher. Transfers can only normally take place at the start of the next full term, unless there are exceptional reasons.

## **9. FAIR ACCESS PROTOCOL**

- Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.
- The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN.
- The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

## SECONDARY SCHOOL ADMISSIONS TIMETABLE 2025/2026

Application process opens  
**Thursday 12 September 2024**



Closing date for applications  
**Thursday 31 October 2024**



Details of applications sent to other local authorities  
**w/c Monday 25 November 2024**



Details of applications for VA, foundation and academies sent to relevant schools  
**w/c Monday 2 December 2024**



VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers  
**Monday 16 December 2024**



First cycle of exchange of potential offers with other local authorities  
**w/c Monday 20 January 2025**



Final exchange of provisional allocations with other local authorities  
**w/c Monday 10 February 2025**



List of allocated pupils available on BSO from **Thursday 27 February 2025**  
(confidential until national offer day **Monday 3 March 2025**)



Online applicants receive an email confirming allocated school  
**Monday 3 March 2025 - National Offer Day**  
Paper applicants are sent an offer letter via Royal Mail on Monday 3 March 2025



Deadline for return of acceptance slips/ waiting list forms  
**Monday 17 March 2025**



Closing date for return of appeal forms  
**Monday 31 March 2025**



Appeal hearings take place  
**May – June 2025**



**Waiting lists are kept open until 31 December 2025 for the majority of schools, but check own admitting authorities' websites.**

**For 2025 intake: Consultations carried out**

**LA Consultations:**

**Hoyle Court Primary School**

PAN reduction 60 to 45 from 1 September 2025

**Ingrow Primary School**

PAN reduction 60 to 45 from 1 September 2025

**OAA consultations:**

**Appleton Academy**

PAN reduction 50 to 30 from 1 September 2025

**Margaret McMillan Primary School**

PAN reduction 90 to 60 from 1 September 2025

**Southmere Primary Academy**

PAN reduction 60 to 45 from 1 September 2025

**Carlton Keighley**

PAN increase 150 to 180 from 1 September 2025 & include Carlton Mills, Marshfield Primary School and Thorpe Primary School as feeder schools.

**Bronte Girls' Academy**

PAN increase 120 to 150 from 1 September 2025

**Feversham Girls' Academy**

PAN increase 120 to 150 from 1 September 2025

**Beckfoot Oakbank**

PAN reduction from 300 to 250 or 255 from 1 September 2025

**Co-op Academy Grange**

PAN reduction from 300 to 240 from 1 September 2025

**Other consultation (not PAN)**

**Beckfoot Trust**

7 year consultation on primary admission arrangements

**Beckfoot School**

Admission Arrangements to include Beckfoot Priestthorpe as a feeder school

**Beckfoot Thornton**

Admission Arrangements to include Beckfoot Allerton as a feeder school

**Beckfoot Upper Heaton**

Admission Arrangements to include Beckfoot Heaton as a feeder school

**Bradford Academy**

Remove faith and feeder school criteria

**Exceed Trust**

Trust admission policy to replace individual school admission policies at Cavendish and Knowleswood Primary Schools

**Oasis Academy Lister Park**

Closure of sixth form and change age range from 11-18 to 11-16

**In-year Co-ordinated  
Admissions Scheme & Mid Term Transfer Policy**

**For applications and mid-term transfers during  
the school year for all schools in the Bradford  
Metropolitan District Area  
2025/26**

## 1. INTRODUCTION

An 'in-year admission' is defined as admissions to a school outside the normal transfer times or for a year group that is not the normal year of entry. For community and voluntary controlled schools, Bradford LA will co-ordinate admissions. Bradford LA also co-ordinates admissions for most schools who are their own admitting authorities.

Co-ordination means that applicants apply to the Local Authority for a place in a school. The LA will process the application for all the schools that they co-ordinate on behalf of and one offer will be made if places are available and the right of appeal to an Independent Appeal Panel will be given to the applicant if this cannot be accomplished.

There is no legal requirement to co-ordinate in year admissions, however the Local Authority continues to co-ordinate for all community and voluntary-controlled schools and encourages any own admission authority school that wishes to participate in co-ordination. Schools not participating in this scheme must continue to provide the local authority with the number of children on roll, upon request and the details of all applications received and the outcomes.

The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

The scheme does not apply to nursery schools, special schools or sixth form applications.

## 2. APPLICATION FORMS

- 2.1 Bradford District residents who wish to apply for a community or voluntary-controlled school must complete the ***in year common application form (or i-CAF)***. The in-year application form is available to complete online at [www.bradford.gov.uk](http://www.bradford.gov.uk), or a paper copy can be requested for those who cannot apply online from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN.
- 2.2 Applications for own admission authority schools (voluntary-aided, foundation, trust schools and academies) for which the LA administer their in-year applications, should also be made using the LA's application form.
- 2.3 Parents/carers will be asked to give reasons why they wish their child to transfer (if they already have a school place). The form also lists the Fair Access categories and the parent is required to tick any that apply to their child so the Admissions Team can assess whether the application should be prioritised for admission via a panel meeting. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the preferred schools may contact the child's current school to determine if any of the Fair Access categories apply and refer the case to the Fair Access Panels for consideration.
- 2.4 Parents must submit an application online or return the completed application form to the Admissions Team. If any community or voluntary-controlled school (or any other school in co-ordination) receives an application or a request for a place direct from the parent, whether the school has places or not, the application must be forwarded to the Admissions Team.
- 2.5 Applications for any Catholic school, Idle CE primary school or a school within STAR Academies Multi Academy Trust, must be made on the individual school's application form



which are available from the school and returned directly to the school.

- 2.6 **In accordance with the School Admissions Code, these schools must inform the LA's Admission Team of every application made for their school and the outcome of the application.**

### **3 NUMBERS ON ROLL**

All schools and academies are required to communicate the availability of places to the LA's Admission Team when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. weekly and a response must be received within 2 working days. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

## **APPLICATION PROCEDURES**

### **4.1 Applications for community and voluntary-controlled schools**

- 4.1.1 The LA's Admissions Team (as the Admissions Authority for community and voluntary-controlled schools) will determine whether an applicant can be offered a place in any of these schools. If there are more applications than places available in the year group, the Admissions Team will consider the application against its published 'oversubscription criteria'.
- 4.1.2 Where a community or voluntary-controlled school is ranked higher on the application form and a place can be offered, the Admissions Team will write to the parents within 15 school days, 10 if possible.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school listed highest on the application form.
- 4.1.4 If none of the schools listed can be offered, a place will be offered at an alternative available school, unless the child's current school is within a reasonable distance. If this is the case, no other school will be offered. Parents can appeal to an Independent Appeal Panel for place at schools that have been refused.
- 4.1.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school **must** contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

### **4.2 Applications for own admission authority schools for whom the LA co-ordinates admissions**

- 4.2.1 The Admissions Team will forward details of the application to the relevant school. This will be done within 2 school days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.

- 4.2.2 If, at any one time, there are more applicants than there are places in the year group or a waiting list, the school's oversubscription criteria must be used to determine who will be offered the place. Where a vacancy exists and an application qualifies based on the school's oversubscription criteria, the Admissions Team will inform the school; the governing body (or delegated persons to determine the application), as the admission authority, will confirm whether the applicant can be offered a place at their school.
- 4.2.3 Following receipt of the application, the school must inform the Admissions Team whether the applicant can be offered a place within a maximum of **five** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant may be kept on the school's waiting list if one is maintained.
- 4.2.4 Following receipt of the school's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.
- 4.2.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school must contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

#### **4.3 Applications for Catholic schools and other own admission authority schools dealing with their own in year admissions**

- 4.3.1 Applications should be made on the schools own in year application form.
- 4.3.2 Once any application has been considered by the school, the school must notify the Admission Team of the details and outcome of the application and provide with copies of all correspondence sent to the parent regarding the outcome of the application.
- 4.3.3 Where a place is not available, the school must send details to the Admissions Team, **with a copy of the refusal letter sent to the parent**. The Local Authority will then offer an alternative school if the child is not on roll at another local school.

#### **4.4 Applications for schools in other local authorities**

- 4.4.1 Parents resident in the Bradford district who wish to apply for a school maintained by another Local Authority must make direct contact with the relevant authority. Parents will be informed of the outcome of their application either by the relevant authority or the school applied for.
- 4.4.2 Residents in other Local Authorities who would like their child to attend a school in the Bradford LA must complete a Bradford In-Year Application (paper form/online). Parents will be informed by the Bradford Admissions Team, of the outcome. If a preference offer cannot be made, an alternative offer will not be made to residents living outside Bradford. The Authority where the applicant lives will be informed in the event a school place is still required.
- 4.4.3 Bradford will accept applications from other LA's where parents are yet to move into the local area, in order to facilitate the allocation of a school place in a timely manner; proof of

an impending move may be required before an offer is confirmed. If parents living in Bradford who are moving to other LA's wish to make their applications through Bradford LA we will facilitate this, however it may be quicker for parents to approach those LA's directly as not all LA's co-ordinate In Year applications so parents may be required to approach schools directly in other LA's.

## OFFERS OF SCHOOL PLACES

- 5.1 Where the application is for a community, voluntary-controlled school or another admission authority school that the LA is co-ordinating admissions for, the Admissions Team will write to parents informing them of the result of their application. Parents will be given the opportunity to place their child on a waiting list and informed of their right of appeal if not given their preferred school.
- 5.2 When a school has been allocated, the Admissions Team will inform the relevant school that the offer has been made.
- 5.3 Parents will be required to contact the school to make an appointment, within **five** school days of the decision letter being sent. The school must contact parents to chase up any parents who have failed to make an appointment or agree a start date. If a parent refuses the allocated school and no other school is available, the allocation will remain unless the place is required due to a shortage of places in an area. Any appeal hearing will be informed of the refused allocation and of the nearest school with places. If an appeal for the preferred school is refused, the case may be referred to the Education Safeguarding Team.
- 5.4 Where the application is for a Catholic school or an own admission authority school that is dealing with its own in year admissions, they **must** confirm the offer in writing **and** inform the LA's Admissions Team immediately.

## 6 ADMISSION TO SCHOOL

Once a school place has been determined and the allocated school informed, the pupil should be admitted to the school within the following timescales:

**i) Pupils new to the district or who have moved house**

Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.

**ii) Pupils transferring from another local school**

The authority's '*Mid Term Transfer Policy*' which is attached to this document, states that pupils who are transferring from one locally accessible school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to consider the allocation and the place will not be offered to another child.

## 7 WAITING LISTS

After an unsuccessful application, parents can request that their child is placed on a waiting list for their preferred school(s). The Admissions Team will maintain waiting lists for all year groups for community and voluntary-controlled schools until the end of the school year in which the application was received (for primary schools) and the end of the term (for secondary schools).

Schools which are their own admission authority may choose to keep waiting lists or not. All waiting lists must be maintained in the order of the oversubscription criteria. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

Allocations made through the Fair Access Protocol are made without reference to waiting lists.

## 8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Applications for children with an Education Health and Care Plan will be dealt with the by the Special Educational Needs Team (01274 435750).

## 9 FAIR ACCESS PROTOCOL

All LA's **must** have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the School Admissions Code 2021.

**Introduction**

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

**1. Background**

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff have to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

**2. Legal Framework**

A parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, Section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to Secretary of State for consideration in relation to academies and free schools.

### 3. School Transfer Process

Any in-year admission request (whether the child is already attending a Bradford LA school or is new to the area) shall be co-ordinated by the local authority for all community and VC schools as well as own admitting authorities who choose to be part of co-ordination. An '*In Year Common Application Form*' is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team. Wherever possible and appropriate parents will be asked to apply through the online system from 2024/25

For all paper applications, parents will be asked to speak to the child's current school to complete Part Two of the application form if a house move has not taken place. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affected the child's education. The information provided by the current school will assist in determining whether the transfer request should be dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

### 5. Exceptions

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

### 6. Information for parents

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental effects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.

## Primary School Published Admission Numbers (PANs)

School	PAN
Addingham	30
All Saints' CE (Bradford)	60
All Saints' CE (Ilkley)	60
<b>Appleton (50)</b>	<b>30</b>
Ashlands	60
Atlas Community Primary	30
Baildon CE	60
Baildon Glen	30
Bankfoot	30
Barkerend	60
Beckfoot Allerton	60
Beckfoot Heaton Primary	90
Beckfoot Nessfield	30
Beckfoot Priestthorpe	30
Ben Rhydding	30
Blakehill	60
Bowling Park	90
Brackenhill	60
Bradford Academy	60
Bradford Girls Grammar	56
Burley & Woodhead CE	30
Burley Oaks	60
Byron	90
Carlton Mills	60
Carrwood	30
Cavendish	60
Christ Church Primary Academy	30
Clayton St John's CE	60
Clayton Village Primary	30
Co-op Academy Parkland	30
Co-op Academy Princeville	60
Copthorne	60
Cottingley Village Primary	60
Crossflatts	60
Crossley Hall	90
Cullingworth	45
Denholme	30
Dixons Allerton Academy	60
Dixons Manningham Academy	60

School	PAN
Dixons Marchbank Academy	60
Dixons Music Academy	60
East Morton CE	30
Eastburn Junior & Infant	30
Eastwood	60
Eldwick	60
Fagley	30
Farfield	60
Farnham	60
Fearnville	60
Feversham	60
Foxhill	30
Frizinghall	60
Girlington	60
Green Lane	60
Greengates	30
Grove House	60
Harden	30
Haworth	30
Heaton St Barnabas' CE	60
High Craggs Academy	60
Hill Top CE	30
Hollingwood	60
Holybrook	30
Holycroft	45
Home Farm	60
Horton Grange	90
Horton Park	60
<b>Hoyle Court (45)</b>	<b>30</b>
Idle CE	60
<b>Ingrow (60)</b>	<b>45</b>
Iqra	90
Keelham	15
Keighley St Andrew's CE	45
Killinghall	90
Knowleswood	60
Lapage	90
Laycock	15
Lees	30

School	PAN
Ley Top	60
Lidget Green	60
Lilycroft	60
Long Lee	45
Low Ash	60
Low Moor CE	60
Lower Fields	60
<b>Margaret McMillan (90)</b>	<b>60</b>
Marshfield	60
Menston Primary	60
Merlin Top	45
Miriam Lord Community	60
Myrtle Park	30
Newby	60
Newhall Park	60
Oakworth	60
Oldfield	10
Our Lady & St Brendans Catholic	30
Our Lady Of Victories Catholic	30
Oxenhope CE	30
Parkwood	30
Peel Park	60
Poplars Farm	60
Rainbow	60
Reevy Hill	30
Riddlesden St Mary's CE	60
Russell Hall	30
Ryecroft	30
Saltaire	60
Sandal	60
Sandy Lane	45
Shibden Head	60
Shipley CE	30
Shirley Manor	30
Silsden Primary	90
<b>Southmere (60)</b>	<b>45</b>
St Anne's Catholic	30

School	PAN
St Anthony's Catholic (Clayton)	30
St Anthony's Catholic (Shipley)	20
St Clare's Catholic	30
St Columba's Catholic	50
St Cuthbert & The First Martyr's	30
St Francis' Catholic	30
St John The Evangelist	30
St John's CE	60
St Joseph's Catholic (Bradford)	40
St Joseph's Catholic (Bingley)	30
St Joseph's Catholic (Keighley)	45
St Luke's CE	30
St Mary's & St Peter's Catholic	30
St Matthew's Catholic	30
St Matthew's CE	60
St Oswald's CE	60
St Paul's CE	30
St Philip's CE	30
St Stephen's CE	60
St Walburga's Catholic	30
St William's Catholic	30
St Winefride's Catholic	60
Stanbury Village School	15
Steeton Primary	30
Stocks Lane	30
Swain House	60
Thackley	60
The Academy At St James	30
The Sacred Heart Catholic	30
Thornbury Leadership Academy	60
Thornton	60
Thorpe	30
Trinity All Saints CE	30
Victoria	45
Wellington	60
Westbourne	60
Westminster CE	60



<b>School</b>	<b>PAN</b>
Whetley	90
Wibsey	90
Wilsden	30
Woodlands CE	15
Woodside	60
Worth Valley	30
Worthinghead	30
Wycliffe CE	45

**Entries in BOLD are subject to consultation and agreement (current PAN shown in brackets)**

## Secondary School Published Admission Numbers (PANs)

School	PAN
Appleton Academy	180
<b>Beckfoot Oakbank (300)</b>	<b>250/255</b>
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton	145
Belle Vue Girls' Academy	180
Bingley Grammar School	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	145
<b>Bronte Girls' Academy (120)</b>	<b>150</b>
Buttershaw Business & Enterprise College Academy	300
Carlton Bolling	300
<b>Carlton Keighley (150)</b>	<b>180</b>
<b>Co-op Academy Grange (300)</b>	<b>240</b>
Dixons Allerton Academy	245
Dixons City Academy	180
Dixons Cottingley Academy	180
Dixons Kings Academy	160
Dixons McMillan Academy	134
Dixons Trinity Academy	134
Eden Boys' Leadership Academy	120
<b>Feversham Girls' Academy (120)</b>	<b>130</b>
Hanson Academy	300
Ilkley Grammar School	300
Immanuel College	300
Laisterdyke Leadership Academy	180
Oasis Academy Lister Park	160
One In A Million Free School	75
Parkside School	210
St Bede's & St Joseph's Catholic College	290
The Holy Family Catholic School Voluntary Academy	150
Titus Salt School	250
Tong Leadership Academy	180
Trinity Academy Bradford	180

**Entries in BOLD are subject to consultation and agreement (current PAN shown in brackets)**



## Report of the Strategic Director of Place to the meeting of Executive to be held on 5<sup>th</sup> March 2024

**AT**

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### **Subject:**

**Library Service Review**

### **Summary statement:**

**This report provides an update on progress with the Library Service Review and key facts and figures, which provide context for the needs analysis work that will form the next stage of the Review.**

### **EQUALITY & DIVERSITY:**

An initial Equality Impact Assessment (EIA) has been carried out for this proposed Review. At this stage the assessment is a neutral impact on people with protected characteristics, as the outcomes of the Review are unknown. However, it is recognised that, as specific proposals are developed, a number of communities that share a protected characteristic could be affected. This will include consideration of people on low incomes. It is expected that public, staff and union consultation will be carried out on any changes proposed as an outcome of the Review, and the EIA will be kept updated as the Review progresses. Consultees will be encouraged to comment on the proposals and any impacts they believe might be felt by particular groups of people (in line with the Public Sector Equality Duty). Where possible arrangements will be made to reduce any negative impacts of the proposals; these mitigations will be set out in the EIA.

---

David Shepherd  
Strategic Director of Place

**Portfolio: Cllr Sarah Ferriby**

**Healthy People & Places**

Report Contact: Phil Barker  
Phone: 01274 43 2616  
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**Overview & Scrutiny Area:**

**Regeneration and Environment**

## 1. SUMMARY

Further to the February Executive report - which set out the proposed scope, methodology and timescales for the Library Service Review - this report provides an update on progress and key facts and figures, which provide context for the needs analysis work that will form the next stage of the Review.

## 2. BACKGROUND

- 2.1 As has been reported many times, the challenges facing local government are unprecedented. All representative bodies such as the LGA, CCN, SIGOMA et al report significant gaps in the funding available if councils' are to continue to meet their statutory duties, much less the aspirations of their residents who tend to recognise and value non-statutory services such as those that maintain and improve the public realm and those that contribute to the sense of place and community, such as culture and leisure.

It would be an unrealistic expectation that sufficient money will be made available for local government in general and for Bradford to continue to deliver the current level of service provision. The Council has already exhausted its reserves meaning that it is unable to balance the budget for next year without Exceptional Financial Support from Government.

The Council's 2024-25 budget will be the most difficult that the Council has experienced to date and even harder than those in the earliest stages of austerity because there is a structural budget gap of c£120m in 2023-24. It is imperative for the Council to develop and realise a plan to attain financial sustainability. The emergency response work carried out since then has identified that this will require significant transformation to all aspects of the Council's activities.

Effectively the Council will require re-shaping to become affordable within the resources that are available. Therefore, there will be a reduction in the level of services provided and the number of staff employed by the Council.

- 2.2 As a result, whilst the Council is fully aware of the savings that have already been made to Library Services previously, and would not wish to reduce services further, the financial situation outlined above means that further reductions are – regrettably – necessary and required over the next five years.

At the 5 February meeting of the Council's Executive Committee, it was resolved that a strategic Review of the Library Service be undertaken that will deliver £175k savings in 2025/6, pending the outcome of the public consultation on the Council's budget proposals. The proposed approach to conducting the Review as set out in sections 3 - 6 of the February report was also agreed.

- 2.3 An initial meeting of the Review Board has now taken place at which an overview of the Library Service and its budget position was provided. In the table below is an overview of how Bradford's statutory library service is currently delivered:

10 Council run libraries	<ul style="list-style-type: none"> <li>• Bingley</li> <li>• City</li> <li>• Eccleshill</li> <li>• Ilkley</li> <li>• Keighley</li> <li>• Laisterdyke</li> <li>• Manningham</li> <li>• Shipley</li> <li>• Wibsey</li> <li>• Wyke</li> </ul>
2 'Hybrid' community supported libraries	<ul style="list-style-type: none"> <li>• Baildon</li> <li>• Clayton</li> </ul>
2 Local Studies libraries	<ul style="list-style-type: none"> <li>• Bradford Local Studies</li> <li>• Keighley Local Studies &amp; Archives</li> </ul>
24/7 digital library	<ul style="list-style-type: none"> <li>• Online access to individual membership account (register, renew, catalogue)</li> <li>• e-resources: newspapers, magazines, e-books, e-audio, reference works</li> </ul>
Home Library Service Van delivery service	<ul style="list-style-type: none"> <li>• Serving housebound customers and residential care homes</li> <li>• Moving and delivering stock around the district</li> </ul>
Stock Staff	<ul style="list-style-type: none"> <li>• 460,000 books, 8000 AV items, 2,365 e-books.</li> <li>• 65.67 FTE staff (8.2 FTE 'professional').</li> </ul>

The outcome of the Review is likely to impact on how the statutory service is delivered across the district in future and redefining this will be a key outcome from the work.

The statutory service is supported by 15 non-statutory Community Managed Libraries which are entirely volunteer run:

- Addingham
- Allerton
- Bolling
- Burley
- Denholme
- Great Horton
- Heaton
- Holme Wood
- Idle
- Menston
- Queensbury
- Silsden
- Thornbury
- Thornton
- Wilsden

These provide added value to the library offer: altogether there are 329 volunteers providing 9,000 volunteer hours per annum.

Appendix 2 shows a distribution map of all the libraries across the district and Appendix 3 gives initial profiles for the 10 Council and 2 Hybrid libraries, containing cost and performance data.

All libraries provide a range of stock for adults and children and in alternative formats such as audio and large print for people with vision impairments, and reference information. They all provide public PCs and printing facilities, free wifi, space for reading and study and – where possible – space for meetings, activities and events.

- 2.4 The table below provides an overview of Library Service Key Performance Indicators since 2019/20, showing the impact of the pandemic, financial savings and the new vision and model for the Library Service, introduced in March 2020 (see Appendix 1).

	2019/20	2021/22	2022/23	2023/4*
<b>Visits</b>	1,006,712	384,442	734,859	805,000
<b>Loans</b>	982,967	547,782	646,190	658,000
<b>PC sessions</b>	182,117	28,911	64,008	72,000
<b>New members</b>	15,585	8,396	15,026	15,000
<b>Children's activity attendees</b>	18,748	6,696	21,583	29,000
<b>Adult's activity attendees</b>	15,446	8,314	20,193	25,000

\*Estimates based on 10 months' figures April 2023 – January 2024

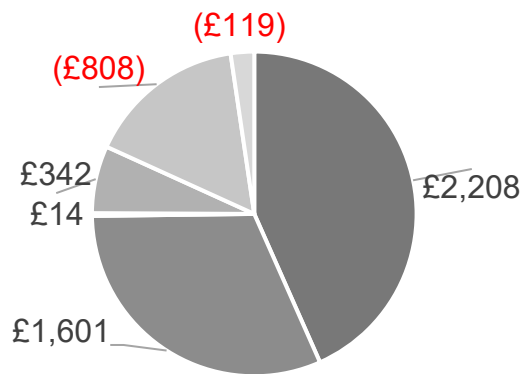
As reported previously, there has been a 73% reduction in the book fund from £621,675 in 2010/11 to £167,400 in 2020/21, which has inevitably had an impact on the quality and range of stock on offer and the numbers of loans. Efforts are being made to identify ways in which this provision can be enhanced. This may involve innovative ways to offset revenue costs by maximising co-location opportunities, for example with banks, building societies, and community centres etc.

There is clearly scope to reduce the number of public PCs, in view of the decrease in demand for PC sessions – a process that is already underway – whilst more customers 'bring their own device' to use in the library.

The marked increase in engagement in library activities is indicative of the drive to provide access to a wider range of services available in libraries, in line with the Council's vision for the Service. The Council remains committed to the principles of this vision but acknowledges that, given the current financial situation, some adjustments to this will need to be made and this will form part of this Service Review.

- 2.5 Below is a summary of the Council's outturn for the Library Service in 2022/3 showing expenditure and income (in £'000s):

### Income & Expenditure 2022/3 £'000



- Employees
- Premises
- Transport
- Supplies & Services
- Third Party Payments
- Income

These figures are based on the 2022/3 financial year outturn to show the Council's full expenditure and income on the Library Service of £3.238m.

Third party payments mainly consist of internal contributions from Public Health (£700k) and Adult Social Care (£100k), in recognition of the work of the Library Service in supporting health, wellbeing and information to support independent living.

Nearly half (£54,500) of the income figure of £119k is from grants, including £45k from the Early Help & Prevention Service to support the Book Start scheme for babies and young children.

As previously stated, the Library Service has seen a c68% reduction in its budget since 2010. Nationally, benchmarking statistics from CIPFA for 2021/2 show the average expenditure on libraries was £9,982 per 1000 population (a drop of 17% from the previous year), giving an average budget of £5.202m. This compares with expenditure of just £6,444 per 1000 population in Bradford, with expenditure of £3.358m that year.

- 2.6 A recent article by the Local Government Chronicle cited libraries as “the clearest example of successful local government transformation”. It said that, in total, councils across England budgeted almost £500m less on library and cultural services in 2023-24 compared to 2010-11, and on average have seen a 30% reduction in library and cultural spend over that period. It acknowledged that, as funding from Central Government has reduced, and demand for social care services increased, Councils have had little choice but to prioritise spend on care services and there will continue to be huge pressure on the budgets to run libraries and cultural services.

The article goes on to say: “It wouldn't be remiss to say libraries are more community centres these days, and in the breadth of services they offer they can help improve the wider health and economic outlook for an area. This is a transformation that is very visible: a library in 2024 is a lot different to a library in 2010 where book borrowing was the main focus. If you go to your local library now, you could take part in baby and toddler classes. Or drop in to a business start-up support service.”

This is certainly true of Bradford Libraries, which delivered 4500 activities and events during 2022/3, ranging from rhyme times and story times to creative writing, crafts, author events, mini theatre performances, talks, health and wellbeing checks, social worker drop ins, open mic poetry, business start-up advice, ESOL classes, basic IT skills courses, exercise classes, and bereavement 'death café' sessions.

2.7 It is worth noting the recent investment that has been made in Bradford Libraries including:

- £200k capital funding to support pilot work on the new vision and model for the Library Service, which resulted in the complete refurbishment of Wibsey Library and the introduction of meeting pods in Keighley Library
- £200k capital funding to improve Library Service IT infrastructure, which resulted in the adoption of a new Library Management (cataloguing and circulation) System in 2021, and new self-service kiosks in the 10 Council libraries in January 2024
- £200k grant funding from Arts Council England under their *Libraries Improvement Fund* to support adaptations to a number of library buildings across the district to make them more flexible and able to accommodate community and partner meetings, activities and events
- Over £190k of Community Infrastructure Levy funding allocated to libraries over 3 years, which will be used to enhance access to and provision of library services

### 3. METHODOLOGY

3.1 In order to deliver the savings proposals we will use a data driven and evidence-based approach. The Council will review a range of demographic data relating to community need as well as library performance and costs. This will help to determine the priorities for delivery in line with the role the Library Service can play in reducing social and health inequalities, for example. Senior officers have already engaged with Digital, Culture, Media and Sport (DCMS) colleagues to seek their advice on the Review.

3.2 As well as using the DCMS toolkit for library services planning change, we will adopt and adapt good practice examples from elsewhere of library service needs assessments, such as Appendix 3 of Hampshire's: [libraries-info-booklet.pdf \(hants.gov.uk\)](https://www.hants.gov.uk/libraries-info-booklet.pdf).

In line with the DCMS toolkit, we will need to take consideration of a range of factors including the accessibility and availability of provision, the Council's Equality Duty and Best Value duty. When planning a Strategic Review of Libraries, DCMS advises the following considerations:

- how well the strategy meets local needs, now and in the future, using documented evidence held locally, as well as members and officers' local knowledge
- an assessment of the equality impact on all 'protected groups' as specified in the Equality Act 2010
- a careful consideration of feedback received before making a definitive decision



- a demonstration of how steps have been taken to mitigate the impact
- an openness to new options
- another consultation before implementing changes
- an investment in working with communities and other partners to put new solutions in place, drawing on learning from elsewhere

3.3 This fits with our proposed timetable for the Review as follows:

**March - April:** data and needs analysis work

**May - June:** identify options for savings that would continue to enable a sustainable statutory library service

**July – August:** public, staff and union engagement on options for savings proposals

**September:** report on the outcome of engagement and make proposals for savings

**October – November:** public, staff and union consultation on savings proposals

**December:** report on the outcome of consultation and final decision on savings proposals

**January – March:** implementation of final agreed proposals

#### 4. FINANCIAL & RESOURCE APPRAISAL

The Library Service net revenue budget is £2.3m for 2023/4 financial year, including an income target of £177k.

#### 5. RISK MANAGEMENT AND GOVERNANCE ISSUES

As set out above, care will be taken to follow the guidance published by DCMS on how to make changes to library services, in order to mitigate the risk of the Council failing to comply with its legal duties and thus being vulnerable to legal challenge or action by the Secretary of State. Governance arrangements are set out in paragraph 6 of this report.

#### 6. LEGAL APPRAISAL

There is a statutory duty under the Public Libraries and Museums Act 1964 on local authorities to provide a “comprehensive and efficient library service”. The detailed statutory duty is set out below.

**Section 7 Public Libraries and Museums Act 1964 provides as follows:— General duty of library authorities.**

(1) It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof, Provided that although a library authority shall have power to make facilities for the borrowing of books and other materials available to any persons it shall not by virtue of this subsection be under a duty to make such facilities available to persons other than those whose residence or place of work is within the library area of the authority or who are undergoing full-time education within that area.

(2) In fulfilling its duty under the preceding subsection, a library authority shall in particular have regard to the desirability—

(a) of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children; and

(b) of encouraging both adults and children to make full use of the library service, and of providing advice as to its use and of making available such bibliographical and other information as may be required by persons using it; and

(c) of securing, in relation to any matter concerning the functions both of the library authority as such and any other authority whose functions are exercisable within the library area, that there is full co-operation between the persons engaged in carrying out those functions.

Under the same Act, section 10 provides that the Secretary of State has certain default powers when satisfied that a library authority has failed to carry out its duties under the Act.

In considering its Library Service Review, it will be necessary for the Council to have regard to its public sector equality duty under the Equality Act 2010.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

No significant implications have been identified.

### **7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

No significant implications have been identified.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

No significant implications have been identified.

### **7.4 HUMAN RIGHTS ACT**

No significant implications have been identified.

## **7.5 TRADE UNION**

Trade Unions will be consulted on any staffing impact of proposals.

## **7.6 WARD IMPLICATIONS**

No significant implications have been identified at this stage.

## **7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

No significant implications have been identified at this stage.

## **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

No significant implications have been identified at this stage.

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT**

No significant implications have been identified.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None.

## **9. RECOMMENDATIONS**

That Members agree to the methodology and timescales for the Strategic Review of Libraries as outlined in section 3 of this report, and delegate responsibility to the Strategic Director of Place to bring a further report with the results of the data assessment work and initial options for savings at the appropriate time.

## **10. BACKGROUND DOCUMENTS**

Appendix 1: Summary of Vision and Model for Bradford Libraries

Appendix 2: Distribution map of Bradford Libraries

Appendix 3: Library profiles for Council and Hybrid libraries

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## **Appendix 1: Building a Better Future: the vision and model for the Library Service**

On 24 March 2020, just before the first national lockdown, the Council's Executive agreed a new vision and model for the Library Service (see item 14 at the link below) : <https://bradford.moderngov.co.uk/ieListDocuments.aspx?CId=143&MId=7327&Ver=4>

The **vision** for Bradford District library services for 2020 to 2025 is **to: 'develop a 21st century library service that continues to provide a core library service, that is flexible and enables us to enhance the quality of life of people and communities, is inclusive and vibrant, supports wider district priorities, enables all users to learn, engage and remain connected to their communities, and is outcomes focused at a local level'.**

This vision reflected a positive commitment from the Council to keep all 29 libraries open across the district, rather than making further savings. It also recognised the huge potential of libraries to support the Council's priorities and deliver more services, working in partnership with others. This is in line with the national ambition for libraries to develop as hubs of their communities.

"The information gathered [from the public consultation on Bradford Libraries in 2019/20] highlighted that libraries are much more than traditional book lending facilities, as important as that is, there are a wider range of activities that are carried out. This led us to consider what more they could offer to help support outcomes for Health and Wellbeing generally and was central to decisions taken on what the future library service might look like.....Additional investment will be used to build on the work that libraries already do in this area, e.g. activities that support improvements in social isolation like "knit and natter" and "reading groups". Library services will be developed with a focus on enhancing the public Health offer with a **particular focus on improvements against four public health outcomes: tackling poverty, addressing social isolation, assisting people back into employment and helping with school readiness.**"

The vision is supported by a number of **principles** for the service:

- Be inclusive; offering a free safe space and a place to meet for all.
- Be at the heart of the community reflecting local need supporting improved outcomes.
- Retain a core library function in line with statutory requirements
- Connect with other services allowing access to information, advice and signposting to ensure we make every contact count.
- Be creative and mindful of wider cultural ambitions
- Adopt a partnership approach to working, which brings together a range of partner organisations, local groups and education institutions – working better together for greater outcomes.

This positive new vision for the Service, cemented with £700k annual funding from Public Health and a further £100k annual funding from Adult Services, is designed to maximise the use of the assets of the Library Service (its buildings, staff, IT and connectivity in communities) to support Council priorities rather than reducing or closing services.

Officers have implemented the new vision and model, now named *Building a Better Future*, reflecting our ambitions for the service to play a key role for the Council and our communities, and to be a thriving and successful service.

As well as defining a 'core library offer' that will be delivered in *all* libraries across the District (clearly focused on the essential reading and information role of the service and built on the national library 'universal offers'), we carried out pilot project in two libraries - Keighley and Wibsey– and their communities to explore what a 'tailored offer' could look like that is specific to the needs of each of these communities.

This work is now being rolled out to Council libraries across the district, with the creation of development plans for each of the libraries, linked to the priorities of Area Plans where possible. Discussions are ongoing with colleagues in Public Health, Adult Social Care, Skills for Work, Neighbourhood Team, Children Services, and many external organisations, to explore how we can work more in partnership with them.

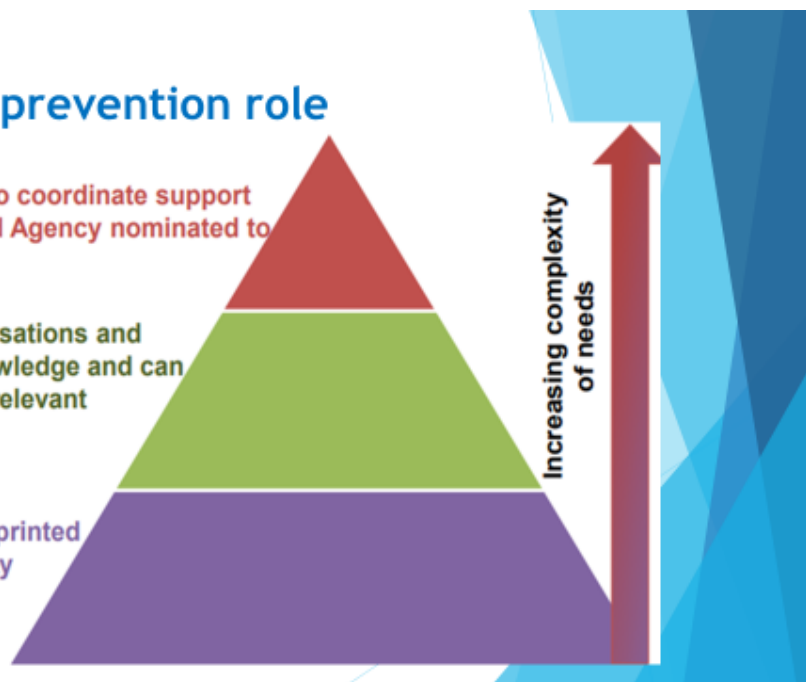
Libraries have great potential to fulfil an early help and prevention role for the Council and other public sector partners, providing online and printed information for people to self-help (bottom part of the pyramid below), as well as signposting and connecting into local community organisations and services that can provide more specialist support. They are ideal bases in communities for local groups, council staff and partners to meet, hold events and deliver customer facing services. The Library Service won £200k from Arts Council England to help progress this model by making library spaces more adaptable/flexible and introducing more meeting spaces.

## Early help and prevention role

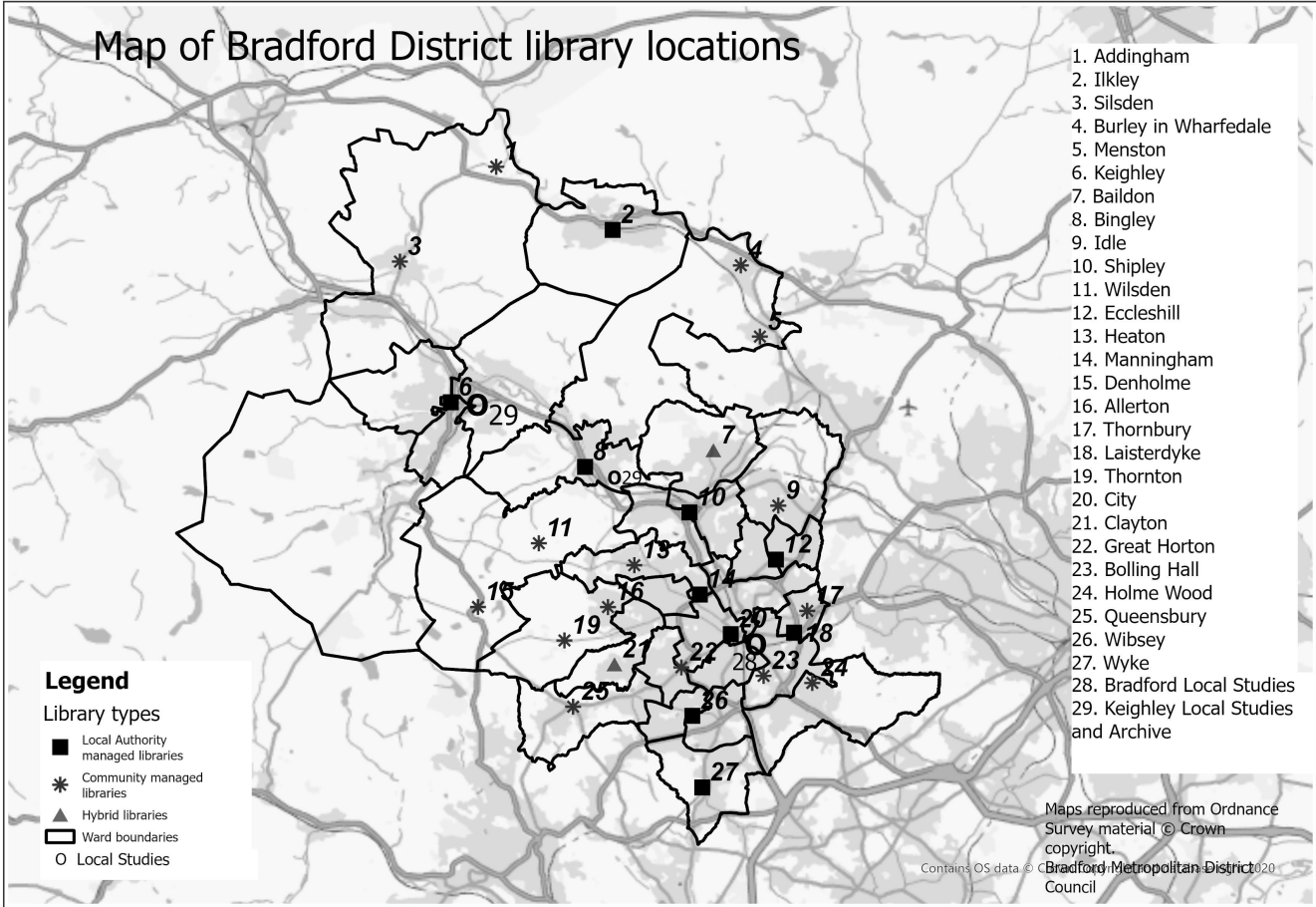
Multi-agency hub / panel to coordinate support around an individual. Lead Agency nominated to support and coordinate.

Local community organisations and partners have good knowledge and can signpost individuals to relevant organisations

Locality level online and printed information on community support for self help



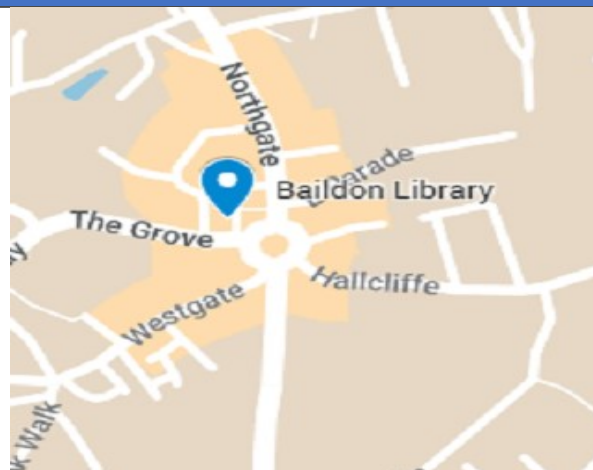
# Map of Bradford District library locations



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## Baildon Library



**Address:**

2-4 Northgate  
Baildon  
Shipley  
BD17 6JX

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 5pm
- Wednesday: 9.30am to 2pm
- Thursday: 9.30am to 2pm
- Friday: 9.30am to 2pm
- Saturday: 9.30am to 2pm

**Locality area:**

Shipley

**Description:**

Baildon Library is one of two 'hybrid' libraries in the district, run as a partnership between the Library Service (which supplies one member of staff for each hour open) and Baildon Town Council (which supplies a Volunteer Co-ordinator and volunteers to run the library).

The library is currently accommodated in a small temporary premises (72 m2) which is an ex-shop unit, following the disposal for redevelopment of the former Ian Clough Hall which housed the library. The temporary library is well located next to a bus stop in the central shopping area of the town and shares the premises with Baildon Town Council offices. There is public pay & display parking nearby. The longer-term plan is to relocate the library to the ex-social club building at 1-3 Northgate, which offers 415 m2 of space, similar to the old library. However, this project is currently on hold due to the rising cost of redevelopment and the Council's current financial challenges.

Visitors and loan figures have fallen significantly since the move, due to restricted book stock, hours and space in the temporary library. Children's activities are currently carried out in church halls around the town.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	12,412	13,400
Loans	7573	17,600
PC sessions	329	325

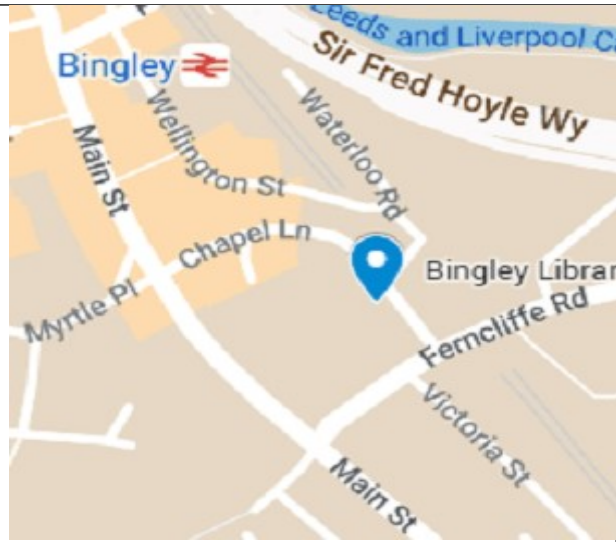
**Activities**

None

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£30,000
Staff costs	£40,000
Supplies & Services	£ 2,000
Income	(£ 1,000)
<b>Total net expenditure</b>	<b>£71,000</b>

## Bingley Library



<p><b>Address:</b> 5 Rise shopping Centre Bingley BD16 1AW</p> <p><b>Locality area:</b> ShIPLEY</p>	<p><b>Opening Hours:</b></p> <ul style="list-style-type: none"> <li>• Monday: 9am to 5pm</li> <li>• Tuesday: 9am to 7pm</li> <li>• Wednesday: 9am to 5pm</li> <li>• Thursday: 9am to 7pm</li> <li>• Friday: 9am to 5pm</li> <li>• Saturday: 9am to 5pm</li> </ul>
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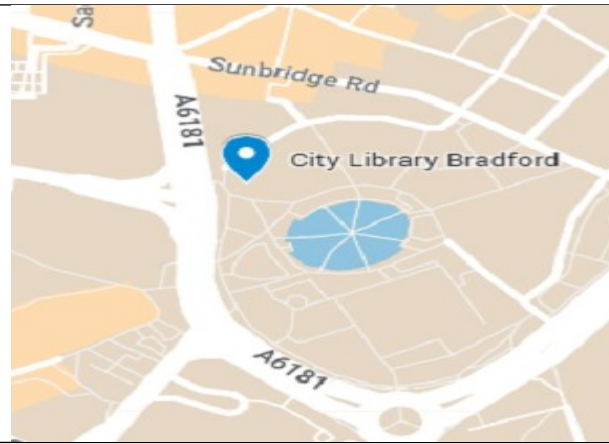
**Description:**  
The library is located to the rear of the 5 Rise Shopping Centre opposite a public pay & display car park. The library space is 915 m2 and was fully refurbished in 2008. The Council has a 125 year lease on a peppercorn until 2134 and pays a service charge.

During 2023, the library benefited from alterations funded by Arts Council England *Libraries Improvement Funding* which enabled a change in layout. The library now has a small meeting room and flexible space (with movable shelving) that can be hired out for meetings and events, along with facilities for making refreshments.

Performance		
	2022/3	2023/4 *
Visits	46,577	59,000
Loans	48,565	67,000
PC sessions	3055	3,500

- Activities**
- Story Time: Monday, 2.15pm to 3pm, term time only
  - Rhyme Time: Thursday, 2.15pm to 3pm, term time only
  - Book Group

Financial outturn for 2022/3 (rounded to nearest £'0,000)	
Premises costs	£60,000
Staff costs	£90,000
Supplies & Services	£ 2,000
Income	(£ 2,000)
<b>Total net expenditure</b>	<b>£150,000</b>



<p><b>Address:</b> Centenary Square 9 Aldermanbury Bradford BD1 1SD</p>	<p><b>Opening Hours:</b></p> <ul style="list-style-type: none"> <li>• Monday: 9am to 5pm</li> <li>• Tuesday: 9am to 7pm</li> <li>• Wednesday: 9am to 7pm</li> <li>• Thursday: 9am to 7pm</li> <li>• Friday: 9am to 5pm</li> <li>• Saturday: 9am to 5pm</li> </ul>
<p><b>Locality area:</b> Bradford West</p>	

**Description:**  
City Library is accommodated over two floors in a modern leased building overlooking Centenary Square and the Mirror Pool, situated between Starbucks and Adult Learning. The library moved here from its previous location in Margaret MacMillan Tower (where it occupied 7 floors) in 2014. Despite the high cost of the leased premises, the library is under-sized for a Central Library serving the city and district, and this restricts the range of stock, facilities and activities that can be offered at the library. There is one small meeting room on the first floor (the Carnegie Room) for meetings of up to 20 people: <https://www.bradford.gov.uk/libraries/services-in-our-libraries/meeting-rooms/>  
City Library can hold up to 60,000 books, 40 computers, and offers free Wi-Fi. It is by far the busiest library for visitors, serving people from across the district and beyond, but is not the highest lending library. The library also has a small Business & IP offer which is part of the regional network: <https://www.bradford.gov.uk/libraries/services-in-our-libraries/bipc-local-at-city-library-bradford/> The library hosts larger events in evenings and at weekends, such as Sisterhood open mic sessions, Zine Fairs and talks, by moving the shelving.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	177,796	182,000
Loans	60,372	59,000
PC sessions	21,470	25,000

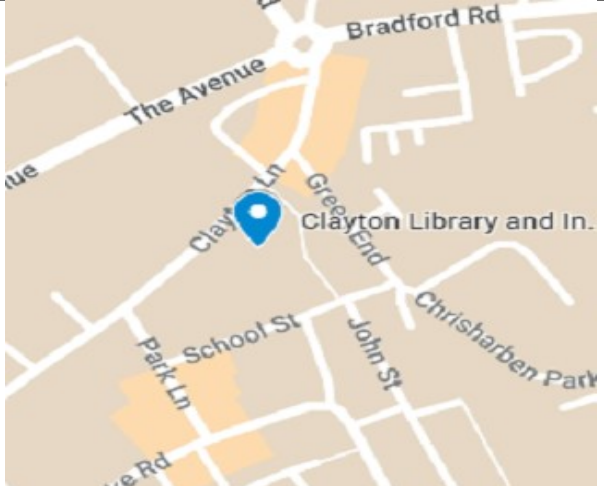
**Activities**

- Rhyme Times on Wednesday morning at 10am Story Times on Saturday mornings at 11am
- Work Club Thursday 10am to 12 noon Learn My Way Sessions Tuesday 2pm to 4pm
- Chess for All (over 6 to adults) - Saturdays 10am to 12pm
- Sisterhood Poetry Open-Mic last Friday of every month 7-9pm Bradford Open Mic every two months last Wednesday 7-9pm
- Creative writing course Saturday 10 -12
- Death Café third Tuesday of every month

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises costs	£500,000
Staff costs	£275,000
Supplies & Services	£ 8,000
Income	(£ 4,000)
<b>Total net expenditure</b>	<b>£780,000</b>

**Clayton Library**



**Address:**  
 Old School House  
 Clayton Lane  
 Bradford  
 BD14 6AY

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 2.30pm
- Wednesday: closed
- Thursday: 9.30am to 7pm
- Friday: closed
- Saturday 9.30am to 12.30pm

**Locality area:**  
 Bradford West

**Description:**

Clayton Library is one of two ‘hybrid’ libraries in the district, run by a partnership between the Council (which supplies one member of staff for each hour open) and Clayton Community Association (which supplies a Volunteer Co-ordinator and volunteers to run the library).

The library is accommodated in an old school building (132 m2) which is owned by the Council and part leased to the Parish Council which has its office in the building.

Clayton Library is set to benefit from a refurbishment during 2024, funded by Arts Council England *Libraries Improvement Funding* supplemented by CIL funding, which will enable the introduction of automatic opening doors, public accessible toilet, kitchenette, and a new flexible layout with movable shelving. This will allow a wider range of activities and events to take place in the library in line with the Council’s vision and model for libraries.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	5301	6000
Loans	2667	10,000
PC sessions	284	-

**Activities**

- Knit and natter every Monday, 1.30pm to 3pm
- Story time with craft is every Thursday 10 to 11am (term time only)

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£23,000
Staff costs	£22,000
Supplies & Services	-
Income	-
<b>Total net expenditure</b>	<b>£45,000</b>

**Eccleshill Library**



**Address:**  
Bolton Road  
Bradford  
BD2 4SR

**Locality area:**  
Bradford East

**Opening Hours:**

- Monday: 9am to 7pm
- Tuesday: 9am to 5pm
- Wednesday: 9am to 7pm
- Thursday: 9am to 5pm
- Friday: 9am to 5pm
- Saturday: 9am to 5pm

**Description:**  
Eccleshill Library is located in a purpose-built standalone building of 811 m2, with dedicated car park at the rear. It benefits from a separate children’s area, staff workroom with touchdown facilities for Council staff, and an upstairs meeting room that can accommodate 50 people: <https://www.bradford.gov.uk/libraries/services-in-our-libraries/meeting-rooms/>. In 2024, the library is set to benefit from Arts Council England *Libraries Improvement Funding*, supplemented by CIL funding, that will refurbish the adults and children’s areas, as well as the meeting room. This will provide movable shelving, enabling a wider range of events and activities to take place, in line with the Council’s vision and model for libraries. It is also planned to introduce a new entrance for disabled customers as well as an accessible public toilet on the ground floor.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	75,047	85,000
Loans	35,533	55,000
PC sessions	4944	5500

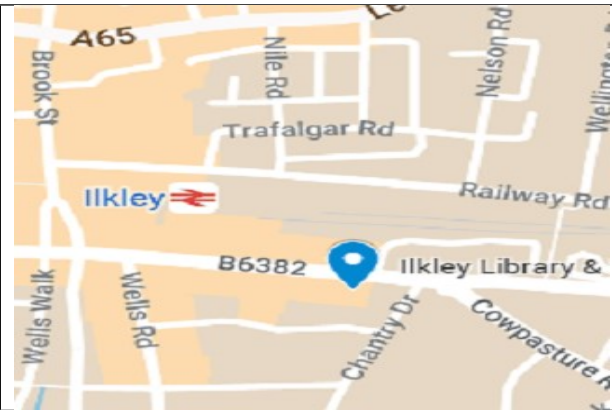
**Activities**

- Monday: Storytime, 2pm to 2.30pm.
- Monday Rhymetime, 2.30pm to 3pm
- Tuesday: Knit and Knatter, 9.30am to 11.30am
- Tuesday: Play and Learn, 1pm to 2pm (by the Early Year’s Alliance)
- Wednesday: Supportinos, 5pm to 7pm (for 11 to 18 year olds). For teenagers to come and meet youth workers, activities include mental health support, board games, arts and crafts etc.
- Thursday: Duplo Builders 9am to 11am
- Friday: Art Group 9.30am to 11.30am
- Book group, Learn My Way

**Financial outturn for 2022/3 (rounded to nearest £’000)**

Premises	£90,000
Staff costs	£51,000
Supplies & Services	£ 2,000
Income	(£ 4,000)
<b>Total net expenditure</b>	<b>£139,000</b>

**Ilkley Library**



<p><b>Address:</b> Station Road Ilkley LS29 8HA</p>	<p><b>Opening Hours:</b></p> <ul style="list-style-type: none"> <li>• Monday: 9am to 7pm</li> <li>• Tuesday: 9am to 5pm</li> <li>• Wednesday: 9am to 5pm</li> <li>• Thursday: 9am to 7pm</li> <li>• Friday: 9am to 5pm</li> <li>• Saturday: 9am to 5pm</li> </ul>
<p><b>Locality area:</b> Keighley</p>	

**Description:**

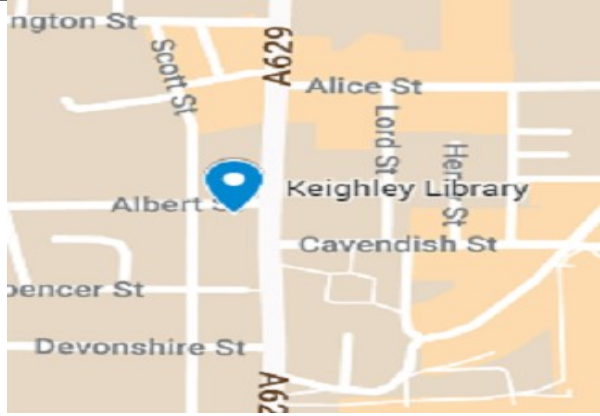
Ilkley Library is located in a purpose-built historic, Grade II listed 'Carnegie' library building of 406 m2, adjacent to Ilkley Town Hall. There is public parking at the supermarket opposite. On the ground floor there are separate adults and children's sections, a local history room, separate reference area / meeting room, and a small office. On the side of the library is the Ilkley Visitor Information Service, which also provides disabled access into the building. Upstairs are staff offices and kitchen. The library is particularly popular with students for study after school hours.

The library is set to benefit from Arts Council England *Libraries Improvement Funding* in 2024, supplemented by CIL funding, to enable the introduction of an accessible public toilet on the ground floor, as well as kitchenette in the small office, and new movable shelving on one side of the library. This will enable the space to be used for a wider range and larger events and activities, in line with the Council's vision and model for the service.

Performance		
	<b>2022/3</b>	<b>2023/4 *</b>
Visits	53,937	54,000
Loans	28,352	60,000
PC sessions	2886	3300

- Activities**
- Story time on a Thursday between 10am and 10.45am
  - Creative writing group called 'Well Together' meet every Wednesday 1pm to 3pm
  - 'A Novel Approach' reading group every third Thursday of the month
  - Creative Writing Course Fridays 4-6pm  
Learn My Way

Financial outturn for 2022/3 (rounded to nearest £'000)	
Premises	£ 43,000
Staff costs	£120,000
Supplies & Services	£ 3,000
Income	(£ 2,000)
<b>Total net expenditure</b>	<b>£164,000</b>



**Address:**  
 North Street  
 Keighley  
 BD21 3SX

**Opening Hours:**

- Monday: 9am to 7pm
- Tuesday: 9am to 5pm
- Wednesday: 9am to 7pm
- Thursday: 9am to 5pm
- Friday: 9am to 5pm
- Saturday: 9am to 5pm

**Locality area:**  
 Keighley

**Description:**  
 Keighley Library is located in a purpose-built, Grade II listed ‘Carnegie’ library building of 1929 m2 – the first Carnegie library to be built in England. It is an impressive building on two floors, with the children’s and adult’s libraries on the ground floor, and the upper floor occupied by Keighley Local Studies and Archives. Previous refurbishment provided an accessible side entrance and accessible toilet on the ground floor for disabled customers. An annexe was built on to one side of the building as a later addition and provides offices and meeting rooms.  
 Keighley is one of the busiest libraries in the district and was one of the pilot libraries for the Council’s new vision and model for the Service. As part of this capital funding was used to introduce two glass meeting ‘pods’ which are well used by partners for 1:1 and small meetings, as well as by customers for quiet study. The LEAP funded *Connect, Create Make* project engaged a wide range of new users and creative activities into the library: <https://www.youtube.com/watch?v=Pgf33raWV4Q>

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	86,208	87,000
Loans	50,473	59,000
PC sessions	8634	8900

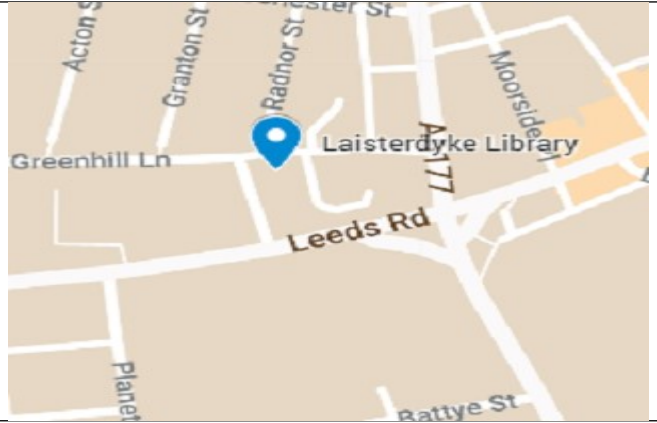
**Activities**

- Monday 9.30am to 10.30am Early Years Alliance Play and Learn group.
- Wednesday 11am to 12 noon Duplo sessions; 1pm to 3pm Knit and Natter
- Thursday 3.30pm to 5.30pm Chess (all ages and abilities welcome)
- Friday 1.30pm to 2.45pm Duplo session
- Saturday 11am to 11.45am Rhyme/Storytime & Story Explorers
- first Wednesday of every month from 3.30pm to 4.30pm - Inclusive session for families with children with Special Education Needs and Disabilities
- Book Group, Creative writing course, Journaling club, Poetry reading group, Friendship group.

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£ 204,000
Staff costs	£152,000
Supplies & Services	£ 6,000
Income	(£ 18,000)
<b>Total net expenditure</b>	<b>£344,000</b>

**Laisterdyke Library**



**Address:**  
 Manse Street  
 Laisterdyke  
 Bradford  
 BD3 8RP

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 5pm
- Wednesday: 9.30am to 2pm
- Thursday: 9.30am to 7pm
- Friday: 9.30am to 5pm
- Saturday: 9.30am to 4pm

**Locality area:**  
 Bradford East

**Description:**  
 Laisterdyke Library is located alongside Laisterdyke Community Centre. The library occupies 161 m2 including the open plan library and a small staff workroom / kitchen. Toilet facilities are shared with the Community Centre. There is also a community garden which recently benefited from redesign: <https://www.the-leap.org.uk/programmes-1/change-space-living-wall>. The library is currently undergoing essential maintenance works to the roof and electrics and has been closed for some months; this is obviously impacting on usage figures for the library, which is due to reopen in March / April.

The library is benefiting from Arts Council England *Libraries Improvement Funding* and has a small glass meeting 'pod' installed to allow confidential and 1:1 meetings to take place, e.g. ESOL teaching. New movable shelving is also due to be installed, enabling the space to be more flexibly used for activities and events.

**Performance**

	2022/3	2023/4 *
Visits	32,252	24,000
Loans	8828	10,000
PC sessions	3353	2400

**Activities**

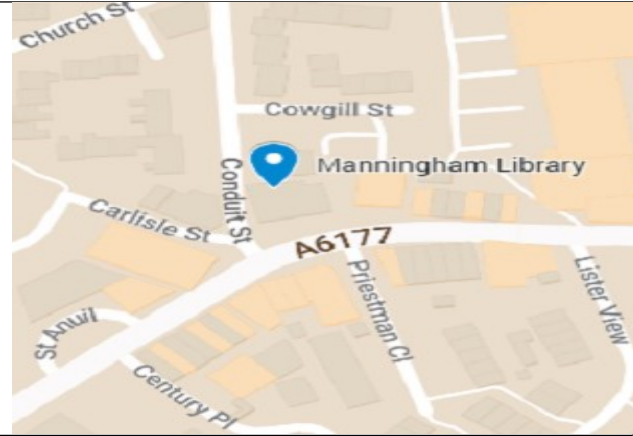
- Monday, 1.30pm to 4pm: knit and natter, jigsaws and games
- Tuesday, 10am to 11am: basic computer class
- Tuesday, 9.30am to 10.30am and 10.30am to 11.30am: Rhymetime/Storytime
- Tuesday, 10am to 2pm: Employability support
- Wednesday, 10am to 12 noon: Employment support
- Thursday 2pm to 4pm: Social get together, for all ages.
- Friday once a month Police Contact Point, Drop in

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	-
Staff costs	£72,000
Supplies & Services	£2,000
Income	(£2000)
<b>Total net expenditure</b>	<b>£72,000</b>

**Manningham Library**





**Address:**  
 Carlisle Road  
 Bradford  
 BD8 8BB

**Locality area:**  
 Bradford West

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 5pm
- Wednesday: 9.30am to 7pm
- Thursday: 9.30am to 7pm
- Friday: 9.30am to 4pm
- Saturday: 9.30am to 4pm
- Sunday: 12.00 noon to 4pm

**Description:**  
 Manningham Library is located in a Grade II listed building built in 1910. In 2008 it underwent significant refurbishment and extension, funded by the Big Lottery, which enabled a new accessible entrance at the rear of the library, together with the creation of a community garden. The library occupies 520 m2 and has separate adults and children's areas, accessible public toilet, large meeting room with kitchenette and Council touchdown space on the first floor.

In 2024 the library is set to benefit from Arts Council England *Libraries Improvement Funding* which will enable a more flexible shelving arrangement in the adults area so that more large scale activities and events can take place, as well as the installation of a new small meeting room for community and partner use. The library also gained funding from Natural England to improve the garden space and encourage its use as well as local walks from the library.

**Performance**

	2022/3	2023/4 *
Visits	54,239	63,000
Loans	20,592	30,000
PC sessions	4812	5000

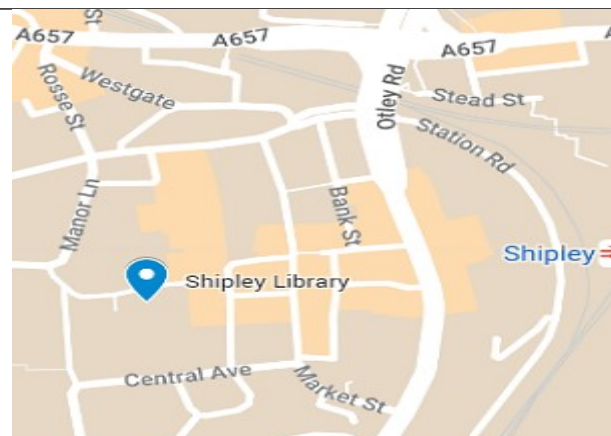
**Activities**

- Monday: Storytime, 4pm to 4.30pm
- Wednesday Sensory Play 10am to 10.30am (coming soon)
- Wednesday: CV help sessions. 1pm to 2pm. Booking required. (from 5th March 2024)
- Thursday: Duplo Play 10.30am to 11.30am (coming soon)
- Friday: Rhymetime, 1.30pm to 2pm
- Sunday: Colouring, 1.30pm to 2pm
- Book group

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£68,000
Staff costs	£111,000
Supplies & Services	£3,000
Income	(£3,000)
<b>Total net expenditure</b>	<b>£179,000</b>

**ShIPLEY LIBRARY**



**Address:**  
2 Wellcroft  
Shipley  
BD18 3QH

**Opening Hours:**

- Monday: 9am to 5pm
- Tuesday: 9am to 7pm
- Wednesday: 9am to 7pm
- Thursday: 9am to 5pm
- Friday: 9am to 5pm
- Saturday: 9am to 5pm

**Locality area:**  
Shipley

**Description:**

Shipley Library is located in a purpose-built modern building in the centre of the shopping area of Shipley, adjacent to Asda and public car parking. The library benefits from popular meeting rooms that can accommodate up to 100 people, as well as a community garden, accessible public toilets and a changing places facility. It issues more items than any other library across the district. As well as the library, the building houses the Library Service central stock and distribution function (including cataloguing, reserve stock, reading groups, Bookstart materials, van delivery service, and Home Library Service etc.) as well as the Council's Leaving Care Service, in a total building space of 1343 m2.

The library recently benefited from Shipley Towns Funding to create an Enterprise Hub at the library, supporting business start ups and entrepreneurs:  
<https://www.bradford.gov.uk/browse-all-news/press-releases/shipley-business-enterprise-hub/>. Shipley Town Council has helped fund improvements to the community garden, which is also being supported by local volunteer groups.

**Performance**

	2022/3	2023/4 *
Visits	80,108	90,000
Loans	60,925	72,000
PC sessions	10,078	11,000

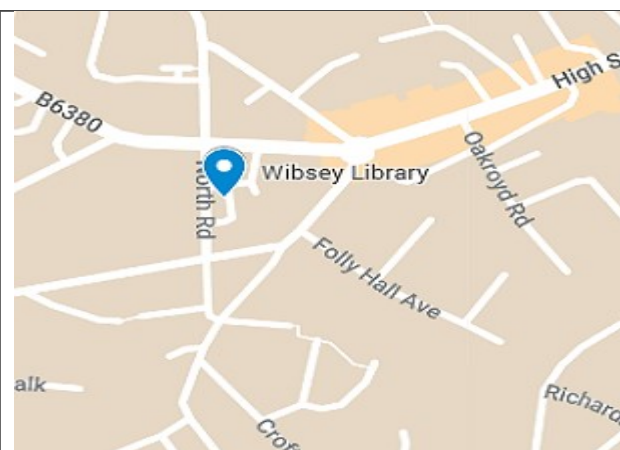
**Activities**

- Craft and Chat weekly, Thursday 1.30pm to 4pm
- Learn My Way weekly, Friday 2pm to 4pm (booking required as there is a waiting list)
- Under 5 Story Time and Craft weekly, Tuesday 2pm to 2.45pm
- Book group  
Writers group

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£160,000
Staff costs	£96,000
Supplies & Services	£8,000
Income	(£7,000)
<b>Total net expenditure</b>	<b>£257,000</b>

**Wibsey Library**



**Address:**  
 North Road  
 Wibsey  
 Bradford  
 BD6 1TR

**Locality area:**  
 Bradford South

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 5pm
- Wednesday: 9.30am to 2pm
- Thursday: 9.30am to 7pm
- Friday: 9.30am to 5pm
- Saturday: 9.30am to 4pm

**Description:**

Wibsey Library is located in a standalone building, a former church hall that was converted to a library. Occupying 183 m2, the library was fully refurbished in 2022 with capital funding provided as one of the pilots for the Council’s new vision and model for the library service. The extended closure for refurbishment significantly impacted performance figures in 2022/3. The library is the only publicly accessible Council building in this area of the district.

The library is now bright and modern, with fully flexible shelving, enabling larger events and activities to take place outside of library opening times, alongside automatic opening doors, a small meeting room, kitchenette and accessible public toilet. The pilot project also brought a wider range of partner services to use the library, which hosts councillor surgeries, locality meetings and more children’s activities than before.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	13,261	27,000
Loans	8035	37,000
PC sessions	657	2000

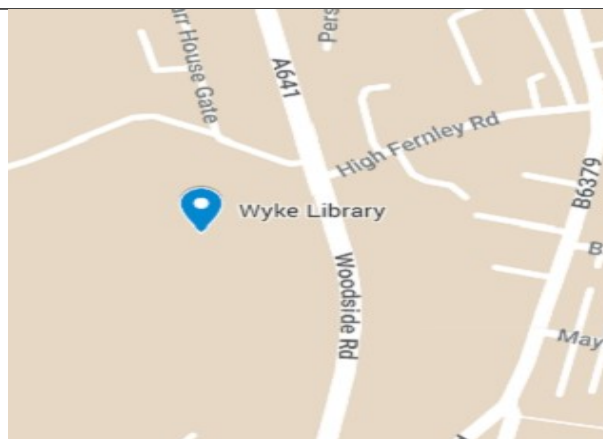
**Activities**

- Monday, 10am: Rhymetime
- Monday, 10am: Knit and Natter
- First Tuesday of every month, 2pm to 4pm: Reconnecting Veterans
- First Thursday of the month, 2pm: Book Group
- Saturday, 11am: Storytime with crafts
- Saturday, 2pm: Afternoon Tea Party (alternate Saturdays)

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£19,000
Staff costs	£71,000
Supplies & Services	£2,000
Income	-
<b>Total net expenditure</b>	<b>£92,000</b>

**Wyke Library**



**Address:**  
 Appleton Academy  
 Woodside Road  
 Wyke  
 Bradford  
 BD12 8AL

**Opening Hours:**

- Monday: 9.30am to 5pm
- Tuesday: 9.30am to 5pm
- Wednesday: 9.30am to 2pm
- Thursday: 9.30am to 7pm
- Friday: 9.30am to 5pm
- Saturday: 9.30am to 4pm

**Locality area:**  
 Bradford South

**Description:**

Wyke Library is located in modern, purpose-built accommodation as part of the Appleton Academy school site, occupying 234 m2. There is parking on site. The freehold belongs to Bradford Council, which leases the school buildings to the Academy.

In 2023 the library benefited from Arts Council England *Libraries Improvement Funding* to create a small meeting room and kitchenette in the library. This supports use by partner services for small meetings, and the kitchenette for larger meetings and events.

**Performance**

	<b>2022/3</b>	<b>2023/4 *</b>
Visits	18,199	16,000
Loans	17,601	20,000
PC sessions	1301	1500

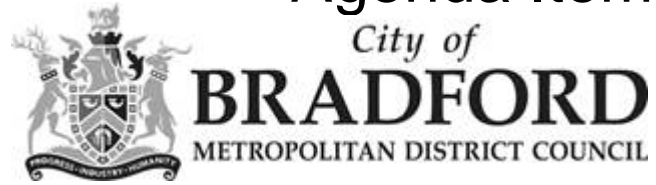
**Activities**

- Tuesdays, 2pm: Rhyme Time (Term Time)
  - Thursdays, 10am: Baby Friendship
  - Fridays, 10.30am: Story and Craft Time
  - Book group
- Learn My Way

**Financial outturn for 2022/3 (rounded to nearest £'000)**

Premises	£20,000
Staff costs	£85,000
Supplies & Services	£2,000
Income	(£1,000)
<b>Total net expenditure</b>	<b>£106,000</b>

\* All 2023/4 statistics are estimates based on 10 months' actual figures April – January.



## Report of the Strategic Director of Place to the meeting of Executive to be held on 5<sup>th</sup> March 2024

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### **Subject:**

**Sports Facilities Service Review**

### **Summary statement:**

The service review of Sports Facilities forms part of the Council's budget proposals for 2024/5. This report explains the progress in considering the budget savings and options for the future of the Sports Facility Service. We have commenced the strategic review and started to collate and examine the data and needs analysis information. This report highlights some of the early findings and indicates further actions which will be required as the review continues.

### **EQUALITY & DIVERSITY:**

An initial Equality Impact Assessment (EIA) has been carried out for this proposed Review. At this stage the assessment is a Low/Medium impact on people with protected characteristics, as the outcome of the main review is unknown. However, it is recognised that, as specific proposals are developed, a number of communities that share a protected characteristic could be affected. It is expected that public, staff and union consultation will be carried out on changes proposed as an outcome of the review and consultation, and the EIA will be kept updated as the Review progresses. Consultees will be encouraged to comment on the proposals and any impacts they believe might be felt by particular groups of people (in line with the Public Sector Equality Duty). Where possible arrangements will be made to reduce any negative impacts of the proposals; these mitigations will be set out in the EIA.

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David Shepherd  
Strategic Director of Place

**Portfolio: Cllr Sarah Ferriby**

**Healthy People & Places**

Report Contact: Phil Barker  
Phone: 01274 43 2616  
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**Overview & Scrutiny Area:**

**Environment and Regeneration**

## 1. SUMMARY

The service review of Sports Facilities forms part of the Council's budget proposals for 2024/5. This report explains the progress in considering the budget savings and options for the future of the Sports Facility Service. We have commenced the strategic review and started to collate and examine the data and needs analysis information. This report highlights some of the early findings and indicates further actions which will be required as the review continues.

## 2. BACKGROUND – THE PURPOSE OF THE REVIEW

As has been reported many times, the challenges facing local government are unprecedented. All representative bodies such as the LGA, CCN, SIGOMA et al report significant gaps in the funding available if councils' are to continue to meet their statutory duties, much less the aspirations of their residents who tend to recognise and value non-statutory services such as those that our sports and leisure facilities currently provide.

It would be an unrealistic expectation that sufficient money will be made available for local government in general and for Bradford to continue to deliver the current level of service provision. The Council has already exhausted its reserves meaning that it is unable to balance the budget for next year without Exceptional Financial Support from Government.

The Council's 2024-25 budget will be the most difficult that the Council has experienced to date and even harder than those in the earliest stages of austerity because there is a structural budget gap of c£120m in 2023-24. It is now imperative for the Council to develop and realise a plan to attain financial sustainability. The Council's emergency response work to achieve future financial stability requires significant transformation to all aspects of the Council's activities.

Effectively the Council will require re-shaping to become affordable within the resources that are available. Therefore, there will be a reduction in the level of services provided and the number of staff employed by the Council.

As a result, whilst the Council is fully aware of the savings that have already been made to Sports Facilities previously, and would not wish to reduce services further, the financial situation outlined above means that further reductions are – regrettably – necessary and required. This will require the Council to be constantly reviewing its services and operations to provide anticipated revenue savings over the next five years.

The proposed approach to conducting the review was agreed at the 5 February meeting of the Council's Executive.

The strategic review of Sports Facilities will deliver savings of £60K in 2024/25 and further savings £1,250,000 in 2025/6.

Notwithstanding the budget pressures we recognize the importance of Sport and Physical Activity. Sport is a powerful force for good, it brings people together,

connects communities, instils important values, and inspires people. Sport is important across the life course, the social connections it creates help children to develop social skills and help maintain vital social networks in later life.

Within the available resources we want to ensure a continued sport offer that is inclusive and inspiring. One that engages people across their life, offers a range of levels from newcomers to seasoned professionals and welcomes people back into sport after transitions such as having a baby, retirement, or periods of ill health.

Within the available resources we want to challenge the inequalities that prevent or discourage people from leading active lives and enjoying the benefits of being active as participants, volunteers, coaches, working with or cheering from the touchline.

Our aim is for sustainable physical activity provision and participation in the district that's truly inclusive and properly reflective of our diverse communities.

An important point to reinforce is that the Sports Facilities service is non-statutory, although the Council' swimming pools do deliver swimming lessons as a national curriculum activity to approximately 142 Bradford Schools. Separately, there are a number of Bradford schools who make their own arrangements with other providers.

**Table 1** - shows how many schools use each of the swimming pools currently operated by the Council:

<b>Pool</b>	<b>Number of Schools having swimming lessons</b>
Bowling	16
Eccleshill	26
Ilkley	12
Keighley	24
Sedbergh	32
Shipley	34

Sport England uses the Facility Planning Model as one of its principal tools in helping to assess the strategic need for certain community sports facilities, and it has been used in the assessment of Lottery funding bids for community facilities, and as a principal planning tool to assist local authorities in planning for the provision of community sports facilities.

In its simplest form, the model seeks to assess whether the capacity of existing facilities for a particular sport is capable of meeting local demand for that sport, taking into account how far people are prepared to travel to such a facility.

In order to do this, the model compares the number of facilities (supply) within an area, against the demand for that facility (demand) that the local population will produce.

Modelling suggests that each swimming pool serves a catchment population of around 70,000 people.

The supply of water space in Bradford is comparatively low when viewed against the national, study area and neighbouring authority averages. Previous studies have shown, Bradford has the lowest level of provision of all the comparable councils in West Yorkshire.

From an operating-model perspective, CBMDC continues to deliver the operational management and directly provide sports facilities whereas a number of other Councils have moved to different models of provision and operational management e.g. Joint Venture, Co-location, Cooperatives, Hybrid Trust, Community managed, etc.

Whilst the Council is the main provider of public swimming facilities in the Bradford district, it is not the only provider. There are a number of providers of public access sports halls across the district and there is a commercially competitive market for gym fitness provision in the District.

Regionally, other Councils are taking similar steps and looking to reduce the provision of sport and leisure due to financial pressures.

Jane Nickerson, Swim England's chief executive, recently is reported to have said that "a Freedom of Information requests to every council in the UK found closures were widespread across the nation". Swim England said more than 1,500 pools nationwide are now more than 40 years old and becoming unsustainable to run because of soaring costs. A recent report Securing the Future of public sport and leisure services reported that 'as many as one in four of councils are considering closing some leisure facilities in the next financial year.'

Two meetings of the Review Board and several meetings of the officer working group have now taken place.

The Review Board was provided with an overview of the Sports Facilities, services provided, budget profiles and further information gathered to date.

The board has now identified actions required to gain a greater understanding of the service and additional information while solutions and proposals are being proposed.

The working group are currently preparing an action plan and progressing the information gathering and review in order to develop options for the future of the service based on the current position.

### **3. PROPOSED APPROACH TO REVIEW**

The driver for the Review is to find solutions for a financially sustainable model of service provision with savings of £60K in 2024/25 and £1,250,000 in 2025/26.



The outcome of the Review will be to determine the best approach and scale of Sports Facilities that the Council can continue to provide across the District within the available budget.

The review may require a rationalization of facilities, alternative provision, and different operational delivery models. It is highly likely that a solution for the savings required will need to use some or all of the example options listed.

The Council wishes to maintain flexibility in terms of practical solutions that will be considered to meet the budget pressures. This could include considering a variety of mechanisms such as the Council continuing as the operator, friends of groups providing fund raising activity, grant applications, partnership models of facility provision, volunteer support, etc.

We will keep all options open and alternative delivery models could be considered for community management and entrepreneurial activity or co-location opportunities to raise additional revenue. The Council will continue to be pragmatic and collaborative with groups that come forward showing an interest throughout the review and consultation period in the coming months. However, it must be understood that time pressures surrounding the exploration of alternative options exist. Discussions with interested parties must be incisive, robust and timely.

Energy costs and utilities form a high proportion of sports facility costs. From 2019/20 to 2022/23 energy costs rose by 275% and impacted significantly on the financial position of the Council.

Although the energy market is fluid, and costs are now falling the importance of energy saving measures cannot be underestimated. The council has invested in energy saving technology across sports facilities and will continue to explore all available options including invest to save schemes and applying for grant funding such as the Government's Swimming Pool Support Fund. Due to modern methods of construction, there is now also a major difference occurring between energy performance of new-build swimming pools versus older ones. This trend is becoming an increasingly important factor as volatility on utility prices remains a difficulty.

#### **4. METHODOLOGY**

Officers are now reviewing data from assessments carried out as part of the Facility Planning Model and review Sport England's Strategic Outcome Planning Guidance.

Consideration will be given to the use of industry best practice regarding facility catchment areas based on a 20-minute drive time for swimming pools.

The review will focus on:

- Geographic location
- Demographic Information
- Catchment areas and drive times
- Other providers

- Health inequalities
- Facility operating costs
- Usage data
- Income generation
- Value for money
- Property and asset stock-condition
- Potential for alternative operating models to be adopted
- Closure and mothballing strategies and associated costs

The review will take into account equality issues, including protected characteristics, and low income which are identified during the process.

The review will take into account utilities costs / energy performance and also need to carefully consider the Sports Facilities property and stock condition.

The outcome of the review could identify a hierarchy of provision including facilities which are:

- a.) Core Sites - Proposed to stay open and operated by the Council
- b.) Marginal Sites - Optional to remain open/close
- c.) Closure sites - Recommended to close

The options going forward will be developed into a set of proposals including a matrix based upon the methodology being proposed, that will be taken to the public through a district wide consultation and will be designed to deliver the requirements of the budget savings.

It is hoped that the recommendations particularly in terms of 'Marginal sites' are given an indication of the potential for the type of partnership that might be possible and the type of operational management being recommended. This will then be considered before final recommendations are made later in the year reflecting on the public consultation and community discussions subject to local groups wishing to come forward as has happened in Ilkley.

The new facility at Squire Lane needs to be considered as potentially part of the Sports Facility Service. Although investment in new facilities will come at a cost, there is still potential for Squire Lane to be considered for completion as it has external investment from the Levelling Up Fund and therefore would score highly in terms of the methodology being proposed.

The potential of a new facility is supported by the outcomes already being achieved at the recently completed Sedbergh Sports Centre which has reduced costs for repair and maintenance, has greater energy efficiency due to the investment in modern equipment, the user numbers are significantly higher than older facilities and the gym membership has increased by 200% more than the original estimates for the facility. In addition, improvements could be considered at the construction phase of the project to reduce the energy consumption in the longer term and enhance the financial sustainability beyond any of the current facilities in the district. Therefore, including Squire Lane in the consideration for the Sports Facilities Service review over the next 10 years is important to include.

## 5. TIMELINE

The timetable for the Review is as follows:

**February – March:** data and information analysis work and any early findings to identify savings potential.

**April – June:** identify options for savings that would continue to enable a sustainable service, and consultation on the early finding proposals

**June – August:** public, staff and union engagement on options for savings proposals

**September:** report on the outcome of engagement and make proposals for savings

**October – November:** public, staff and union consultation on savings proposals

**December:** report on the outcome of consultation and final decision on savings proposals

**January – March 2025:** implementation of final agreed proposals

## 6. FINANCIAL & RESOURCE APPRAISAL

The Service Managed cost of the Sport Facility Service was £5.073m for the financial year 2022/23 which represents a significant overall subsidy for the delivery of sports facilities.

The saving required for 2024/5 financial year is £60k, and a further saving of £1.25m in the 2025/26 financial year.

## 7. RISK MANAGEMENT AND GOVERNANCE ISSUES

Risk assessments will be carried out for individual savings proposals as required.

## 8. LEGAL APPRAISAL

There is no statutory duty to provide sports facilities.

It will be necessary for the Council to have regard to its public sector equality duty under the Equality Act 2010 when conducting the Sports Facility Review.

Consideration will be given to legal issues that arise in conducting the Review.

## **9.0. OTHER IMPLICATIONS**

### **9.1 SUSTAINABILITY IMPLICATIONS**

No significant implications have been identified.

### **9.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

No significant implications have been identified.

### **9.3 COMMUNITY SAFETY IMPLICATIONS**

No significant implications have been identified.

### **9.4 HUMAN RIGHTS ACT**

No significant implications have been identified.

### **9.5 TRADE UNION**

Trade Unions will be consulted on any staffing impact of proposals.

### **9.6 WARD IMPLICATIONS**

There may be implications for wards arising from the conclusions of this review once finalised.

### **9.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

No significant implications have been identified at this stage.

### **9.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

There are no implications known at this stage, but given the level of savings required it is likely that there will be and when they are clear, the implications will be fully considered.

### **9.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

No significant implications have been identified.

## **10 NOT FOR PUBLICATION DOCUMENTS**

None.

## **11. RECOMMENDATIONS**

Members are requested to:

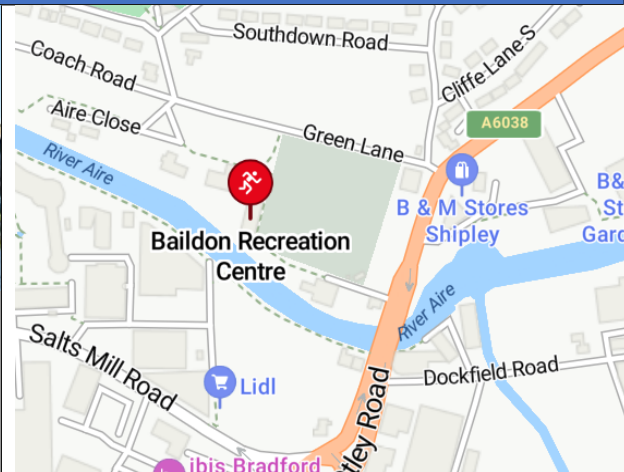
Note the progress made to date and information provided in this report and instruct the Strategic Director of Place to continue the Sports Facilities Review and report back to Executive when the proposals are ready for public consultation.

## **12. BACKGROUND DOCUMENTS**

None

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## Baildon Recreation Centre



**Address:**

Green Lane  
Baildon  
Shipley  
BD17 5JH

**Locality area:**

Shipley

**Opening Hours:**

- Monday: 5:00pm to 9:30pm
- Tuesday: 9:00am to 10:00pm
- Wednesday: 9:00am to 10:00pm
- Thursday: 9:00am to 10:00pm
- Friday: Closed
- Saturday: 9:00am to 1:00pm
- Sunday: Closed

**Description:**

Baildon Recreation Centre was originally constructed as a Territorial Army Drill Hall.

Baildon has a 3 Court Sports Hall, Dance Studio, Ancillary Space

The site has been prone to flooding from the river Aire in recent years, but various mitigations have been put in place to minimise the impact of flooding.

The site is not capable of being adapted to meet modern access requirements and the toilet facilities are all at first floor level.

**Performance**

	2022/3	2023/4 *
Visits	11,252	

**Activities**

Indoor Sports Players, Dance Classes. Shipley Model Railway Society, Outdoor Activities Customers.

**Costs for 2022/3**

Income	37,000	
Expenditure	180,000	
Subsidy	-143,000	

## Bingley Pool



### Address:

Myrtle Place  
Bingley  
BD16 2LF

**Locality area:** Bingley

### Opening Hours:

- Monday: 10:00am to 12:30pm
- Tuesday: 10:00am to 5:00pm
- Wednesday: 10:00am to 2:30pm
- Thursday: Closed
- Friday: Closed
- Saturday: 9:00am to 1:00pm
- Sunday: Closed

### Description:

Bingley Swimming Pool has been located in the centre of Bingley by the entrance of Myrtle Park since the facility was built in 1927.

In November 2020 the swimming pool was closed due to ongoing maintenance issues.

The gym remains open as normal.

Bingley Pool also offers a number office spaces on the first floor, which once homed the swimming development team.

### Performance

	2022/3	
Visits	860	

### Activities

Gym users only

### Costs for 2022/3

Income	58,000
Expenditure	365,000
Subsidy	-307,000



## Bowling Pool and Gym



### Address:

Flockton Road  
Bradford  
BD4 7RH

### Opening Hours:

- Monday: 6:30am to 9:00pm
- Tuesday: 6:30am to 9:00pm
- Wednesday: 9:00am to 9:00pm
- Thursday: 6:30am to 9:30pm
- Friday: 9:00am to 8:30pm
- Saturday: 8:00am to 4:30pm
- Sunday: 9:00am to 4:00pm

### Locality area:

West Bowling

### Description:

Bowling Swimming Pool and Gym has been specifically designed to provide improved facilities for our users with impaired mobility. It has ramp access into the pool, and the water is heated to 32.5°C to provide extra comfort.

In 2021, the adjoining building which previously used as training centre, was converted in to a gym and expand the offer at Bowling Pool.

### Performance

	2022/3	
Visits	96,000	

### Activities

School Swimming, Public Swimming, Gym, and Fitness Class Users

### Costs for 2022/3

Income	301,000
Expenditure	806,000
Subsidy	-505,000

## Eccleshill Swimming Pool and Gym



**Address:**  
Harrogate Road  
Bradford  
BD10 0QE

**Locality area:**  
Eccleshill

**Opening Hours:**

- Monday: 7:00am to 9:00pm
- Tuesday: 9:00am to 9:30pm
- Wednesday: 9:00am to 9:30pm
- Thursday: 7:00am to 9:30pm
- Friday: 8:30am to 5:30pm
- Saturday: 9:00am to 5:30pm
- Sunday: 9:00am to 4:15pm

**Description:**

Eccleshill Pool attracts around 150,000 customers every year. It is a key part of delivering the Key Stage 2 swimming programme to 23 schools in the area and is regarded as 'exemplar' in terms of being DDA compliant and accessible.

The facilities available at Eccleshill Pool and Gym are Main Pool, Learner Pool, Viewing balcony, Gym, and Fitness Classes

**Performance**

	2022/3	
Visits	151,233	

**Activities**

School Swimming, Public Swimming, Gym, and Fitness Class Users

**Costs for 2022/3**

Income	469,000	
Expenditure	1,298,000	
Subsidy	-829,000	

## Ilkley Pool and Lido



### Address:

Ilkley Pool and Lido  
Denton Road  
Ilkley  
LS29 0BZ

### Locality area:

Ilkley

### Opening Hours:

- Monday: 7:00am to 10:00pm
- Tuesday: 7:00am to 10:00pm
- Wednesday: 7:00am to 10:00pm
- Thursday: 7:00am to 10:00pm
- Friday: 7:00am to 9:00pm
- Saturday: 7:00am to 4:00pm
- Sunday: 8:00am to 2:00pm

### Description:

Ilkley Pool and Lido is two facilities in one. The main building offers a 25m Indoor Pool with Viewing Balcony with changing facilities and a vending area.

The adjoining Grade II listed Lido grounds are comprised of a 1930's 46m wide concrete pool shaped to resemble the cross section of a mushroom with the narrower stalk forming the deep end to the north. A café, and pavilion.

The adjacent grounds also provide an opportunity for customers to use the putting green, play tennis and bowls.

### Performance

	2022/3	
Visits	158210	

### Activities

School Swimming, Indoor public swimmers, and outdoor public swimming during the lido season.

### Costs for 2022/3

Income	907,000	
Expenditure	1,187,000	
Subsidy	-280,000	

## Manningham Sports Centre



**Address:**  
Carlisle Road  
Bradford  
BD8 8DB

**Locality area:**  
Manningham

**Opening Hours:**

- Monday: 3:00pm to 10:00pm
- Tuesday: 3:00pm to 10:30pm
- Wednesday: 3:00pm to 10:30pm
- Thursday: 3:00pm to 10:30pm
- Friday: 3:00pm to 10:30pm
- Saturday: 9:00am to 5:30pm
- Sunday: 10:00am to 6:30pm

**Description:**

Situated in an inner-city area, the sports centre serves the local community. The facility offers a small fitness centre with multi station and cardio-vascular equipment, including computerised bikes, treadmills, and rowers. Manningham also offers a Sauna with private changing facilities and social area.

Popular with Badminton, Football and Volleyball users, Manningham Sports Centre boasts a double sports hall (2 x 5-a side football pitches indoor / 8 x badminton courts) and an outdoor floodlight synthetic 6v6 football pitch.

For customer comfort, Manningham offers a Vending and social area, changing rooms and accessible toilets.

**Performance**

	2022/3	
Visits	35137	

**Activities**

Gym and Fitness Users, Indoor Sports, Outdoor Sports, Martial Arts Customers and Sauna Users.

**Costs for 2022/3**

Income	87,000	Facility closed April 23 and part of May 23 for essential maintenance.
Expenditure	323,000	
Subsidy	-236,000	

## Marley Activities and Coaching Centre



**Address:**

Aireworth Road  
Keighley  
BD21 4DB

**Opening Hours:**

- Monday: 9:00am to 10:00pm
- Tuesday: 9:00am to 10:00pm
- Wednesday: 9:00am to 10:00pm
- Thursday: 9:00am to 10:00pm
- Friday: 9:00am to 9:00pm
- Saturday: 9:00am to 6:00pm
- Sunday: 9:00am to 6:00pm

**Locality area:**

Keighley

**Description:**

Marley is situated just off the A650 in Keighley and is the home to many grassroots football clubs.

Marley boasts a 4G full size 11v 11 football and viewing stand, an indoor 4G 5v5 pitch, various grass pitches which accommodate both football, rugby and cricket, and several changing rooms.

Marley also offers an outdoor multi use games area.

**Performance**

	<b>2022/3</b>	
Visits	75,737	

**Activities**

Football Coaching, social football, grassroots local Football Clubs / leagues

**Costs for 2022/3**

Income	50,000	
Expenditure	179,000	
Subsidy	-129,000	

## Sedbergh Sports and Leisure Centre



**Address:**  
Cleckheaton Road  
Low Moor  
Bradford  
BD12 0HQ

**Locality area:**  
Low Moor

### Opening Hours:

- Monday: 6:00am to 10:00pm
- Tuesday: 6:00am to 10:00pm
- Wednesday: 6:00am to 10:00pm
- Thursday: 6:00am to 10:00pm
- Friday: 6:00am to 9:00pm
- Saturday: 8:00am to 5:00pm
- Sunday: 9:00am to 5:00pm

### Description:

Sedbergh Sports and Leisure Centre opened to the public for the first time in November 2019 as part of the strategy to replace aging, less energy efficient facilities such as Richard Dunn Sports Centre.

Sedbergh Offers an 8 Court Sports Hall, which can accommodate sports such as netball, badminton, football, basketball, hockey, and wheelchair rugby. A Large Gym, two Fitness Studios, 25m Pool, and an activity pool with moveable floor.

### Performance

	2022/3	
Visits	401,366	

### Activities

School Swimming, public swimming, Gym and Fitness class Users, Indoor Sports and Martial Arts Customers

### Costs for 2022/3

Income	1,672,000
Expenditure	2,151,000
Subsidy	-479,000

## Shipleigh Swimming Pool and Gym



**Address:**  
Alexandra Road  
Shipleigh  
BD18 3ER

**Locality area:**  
Shipleigh

**Opening Hours:**

- Monday: 9:00am to 8:45pm
- Tuesday: 9:00am to 10:00pm
- Wednesday: 7:30am to 10:00pm
- Thursday: 7:30am to 10:00pm
- Friday: 7:30am to 7:00pm
- Saturday: 7:15am to 5:15pm
- Sunday: 8:00am to 5:00pm

**Description:**

Located in the centre of Shipleigh, Shipleigh Swimming pool hosts a huge range of swimming lessons and is the district's principal competition pool, having recently been recognised by the Amateur Swimming Association as a centre of world class diving excellence.

In addition to the swimming facilities on offer, Shipleigh Pool also offers a newly refurbished gym comprised of both multi use weight machines, cardio machines and a robust free weights area.

**Performance**

	<b>2022/3</b>	
Visits	223,885	

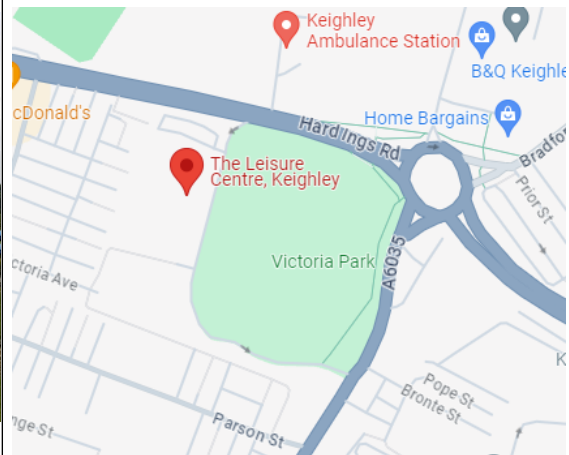
**Activities**

School Swimming, Public Swimming, Gym and Fitness Class Users

**Costs for 2022/3**

Income	692,000	
Expenditure	1,322,000	
Subsidy	-630,000	

## The Leisure Centre, Keighley



**Address:**

Hard Ings Road  
Victoria Park  
Keighley  
BD21 3JN

**Locality area:**

Keighley

**Opening Hours:**

- Monday: 6:30am to 10:00pm
- Tuesday: 6:30am to 10:00pm
- Wednesday: 6:30am to 11:00pm
- Thursday: 6:30am to 11:00pm
- Friday: 6:30am to 9:00pm
- Saturday: 7:30am to 6:45pm
- Sunday: 7:30am to 5:45pm

**Description:**

Positioned on the outskirts of Keighley Town Centre, The Leisure Centre, Keighley in the facility in our portfolio that offers a leisure swimming pool with a curly whirly indoor slide. Accompanying the activity pool at The Leisure Centre is a 4-court sports hall, a gym with various multiuse weight machines, cardio machines and a robust free weights are. The facility also offers fitness classes and is the last of our facilities to have squash courts.

Attached to The Leisure Centre, is Victoria Hall. Victoria hall hosts many public and private events ranging from tea dances, to soul nights to Christmas panto's.

**Performance**

	<b>2022/3</b>	
Visits	249,872	

**Activities**

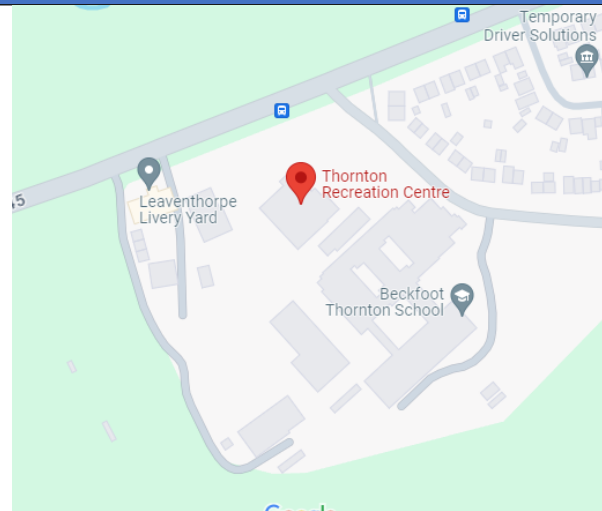
School Swimming, Public Swimming, Gym and Fitness Class Customers, Indoor Sports, and Squash players

**Costs for 2022/3**

Expenditure	1,767,000	
Income	929,000	
Subsidy	-838,000	



## Thornton Recreation Centre



**Address:**  
Leventhorpe Lane,  
Bradford  
BD13 3BH

**Locality area:**  
Thornton

**Opening Hours:**

- Monday: 9:00am to 9:30pm
- Tuesday: 6:00am to 9:30pm
- Wednesday: 9:00am to 9:30pm
- Thursday: 6:00am to 9:30pm
- Friday: 9:00am to 9:00pm
- Saturday: 8:00am to 6:00pm
- Sunday: 9:00am to 4:00pm

**Description:**

Thornton Recreation Centre is a dual use facility located on the site of Beckfoot Thornton School.

The facility boasts a large gym with various cardio and resistant machines and an extremely robust free weights area which is complimented by a wide selection of fitness classes.

The facility also offers access to a large 4 court sports hall and a 4G full size football pitch. Access to the sports and football are limited during school operating hours.

**Performance**

	2022/3	
Visits	50295	

**Activities**

Gym and Fitness Class Users, Indoor Sports, Football Coaching and Local Football Clubs

**Costs for 2022/3**

Income	223,000
Expenditure	403,000
Subsidy	-180,000

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## **Report of the Strategic Director, Place to the meeting of Executive to be held on March 5, 2024.**

**AV**

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### **Subject:**

**HOUSING REVENUE ACCOUNT – RENTS AND SERVICE CHARGES**

### **Summary statement:**

The purpose of the report is to set out the issues that have been identified in relation to the historic setting of rents and service charges within the Housing Revenue Account.

### **EQUALITY & DIVERSITY:**

There are no specific Equality and Diversity implications. However, due to the vulnerability of residents at the Extra Care facility at Fletcher Court, additional support has been provided to ensure effective engagement with residents and their families.

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David Shepherd  
Strategic Director, Place

**Portfolio: Regeneration, Planning and Transport**

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**Overview & Scrutiny Area: Regeneration & Environment**

## **1. SUMMARY**

- 1.1 The council re-opened its Housing Revenue Account (HRA) on April 1, 2023, as a requirement of a change in Government regulations. This applied to all 428 units of accommodation owned by the council that have been constructed since 2010. The procedure by which rents, and service charges is set has resulted in 259 tenants and former tenants being overcharged since April 2020. A process is in place to refund the requisite amounts to both existing and former tenants affected.
- 1.2 Measures have been implemented to ensure that moving forward rent and service charge setting is compliant with the regulatory framework for social housing. In accordance with legal requirements, the issues identified have been discussed with the Regulator of Social Housing (RSH) and the council is implementing their advice and observations.
- 1.3 Members are asked to note the content of the report, agree the process put in place to ensure affected tenants / former tenants are suitably compensated and to agree the measures taken by officers to ensure regulatory compliance in future.

## **2. BACKGROUND**

- 2.1 The council transferred its social housing stock (and its housing management functions and staff) to Bradford Community Housing Trust (now InCommunities) during 2003. However, since 2010, the council has developed further housing in accordance with Government consent and currently owns 428 units of accommodation. The council's general needs housing stock is presently managed on its behalf by InCommunities, and Mears in relation to the 69-unit Extra Care facility at Fletcher Court. However, the council made the decision to retain responsibility for setting its own rents and service charges as well as the processing of 'Right to Buy' applications.
- 2.2 Changes in Government regulations now mean that any council owning more than 200 units of housing must either dispose of the stock to below this 'de-minimis' number or re-open a HRA. The council decided to re-open its HRA rather than dispose of its stock and this was re-established with effect from April 1, 2023.

### **Issues Identified**

- 2.3 During the process of re-establishing HRA, it became apparent that historically, the setting of rents and service charges had not been conducted in accordance with the requirements of the Regulatory Framework for social housing. Three issues were found.
  - In the case of Fletcher Court, while rents were set well below the 80% of Market Rent that is the 'cap' for affordable rented accommodation, service charges were applied in addition to affordable rents, rather than inclusively.
  - General needs dwellings let at affordable rents had not been correctly revalued prior to re-let (after former tenants had left), and the new rents established based on 80% of current market value as should have been the case.

- Those general needs homes let as Social (also known as Formula) rents had in some cases had the rent incorrectly calculated. The formula for establishing such rents is very complex and requires a degree of expertise to do so accurately.
- 2.4 Having identified the issues above, the council self-reported the matter to the Regulator of Social Housing (RSH). The council appointed a specialist consultancy to determine the extent of the impact of the issues identified. An Interim Housing Manager was also appointed to ensure that from April 2024, the housing service is regulatorily compliant and has adequate structure and capacity to effectively manage and maintain its housing stock.
- 2.5 The impact of the matters identified have been forensically assessed and have determined that a total of 259 current tenants and former tenants have been overcharged. The total amount of overcharging amounts to £344k since April 2020. Most of this amount relates to the additional service charges applied to the Extra Care accommodation at Fletcher Court – a total of £265,000 – with the remaining £79,000 relating to overcharging amongst the council general needs housing stock.
- 2.6 A process has been put in place to identify tenants and former tenants who have been overcharged. When overcharges are identified, these are verified by the council's internal audit function to ensure accuracy. In respect of existing tenants, net refunds will normally be provided in the form of a credit to the individual rent account, with future payments reduced until the refund is fully used. For former tenants and in relation to any Housing Benefit payments made via DWP, direct refunds will be arranged. The process of tracing former tenants may in some cases be lengthy, as it is not always immediately possible to ascertain current whereabouts. In the case of deceased former tenants, refunds to the deceased's estate / beneficiary will be arranged.
- 2.7 The process above has been agreed with the RSH who is satisfied that the council is aware of its requirements and obligations under the social housing regulatory framework.

### **Ensuring Future Regulatory Compliance**

- 2.8 In order to ensure that moving forward, the setting of rents and other regulatory requirements are complied with, a range of activity has been undertaken and new processes implemented.
- A new Housing Management and Maintenance contract specification has been developed and approved in relation to the councils General Needs housing stock and will take effect from April 1, 2024. The provider will in future be responsible for all aspects of housing management and maintenance including the implementation of rent levels in accordance with the regulatory framework and the council's role will be as client / contract manager.
  - The current Affordable Rents that are payable in respect of Fletcher Court will be converted to the lower Social Rents and service charges can then be applied in addition in accordance with the regulatory framework. This requires consultation with Tenants which took place during February.

- Upon the event of any unit of affordable rent accommodation being vacated, a full market revaluation or rent calculation will be undertaken by the council's contractor and rents set appropriately based on value and the application of the relevant cap or formula to determine affordable and social rent levels, respectively.
- The role of agreeing the annual rent and service charge increases remains a decision for the council. However, once agreed by the council, the role of implementing the increase in accordance with regulatory requirements and informing tenants will be the responsibility of the councils Housing Management Contractor.
- Reflecting the requirement to maintain compliance with the regulatory framework and the focus on client / contract management function, a revised housing structure will be developed and implemented to ensure effective contract management arrangements are in place.
- In relation to Fletcher Court (subject to a separate management agreement), the same processes will apply from April 1, 2024, and a new contract specification will be agreed prior to re-commissioning of the management and maintenance service in September 2025.

### **3. OTHER CONSIDERATIONS**

- 3.1 Following consideration / approval of this matter by the Executive, the RSH will be advised of the processes and procedures that have been adopted by the council to compensate affected tenants / former tenants and to avoid a recurrence in future.

### **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 The total financial impact of the overcharging is as set out within this report (£344,000). Of this, £49,000 is attributable to HRA since its establishment in April 2023 and the remaining £295,000 is attributable to General Fund, prior to establishment of HRA.

### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 The risk associated with the process is now reduced to low as the full implications of overcharging have been assessed and the figures provided within this report are considered to reflect the maximum financial impact for the council. In addition, controls have been set up through a new contract management role and client function, and outsourcing the specialist rent calculations within the specification of the new housing management contract.

### **6. LEGAL APPRAISAL**

- 6.1 There has been a technical breach of Regulatory Standards through inaccurate rent calculations. This has been self-referred to the Regulator of Social Housing (RSH), the improvement plan shared and discussed and corrections to operations, skills and structures made to prevent recurrence.

**7. OTHER IMPLICATIONS**

**7.1 SUSTAINABILITY IMPLICATIONS**

None

**7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

None

**7.3 COMMUNITY SAFETY IMPLICATIONS**

None

**7.4 HUMAN RIGHTS ACT**

None

**7.5 TRADE UNION**

None

**7.6 WARD IMPLICATIONS**

The properties affected are located across several different District Wards.

**7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

None

**7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

None

**7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

None

**8. NOT FOR PUBLICATION DOCUMENTS**

None

**9. OPTIONS**

There is no alternative option but to ensure that all tenants and former tenants affected by this issue are suitably compensated for overpayments and that the housing stock is managed in a regulatorily compliant manner.

## **10. RECOMMENDATIONS**

### 10.1 That Executive.

1. Notes the identified issues in relation to the rent standard for social housing as set out within this report and the financial implications thereof.
2. Approves the process of refunding tenants and former tenants in respect to any overcharging that has occurred since April 2020.
3. Notes the actions undertaken to resolve the existing breach of regulatory standards and to prevent future breaches from occurring.
4. Instructs the Strategic Director Place to confirm with the Regulator of Social Housing the measures put in place to resolve the breach of the rent standard and to ensure future regulatory compliance.

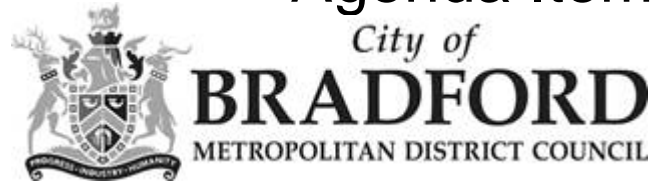
## **11. APPENDICES**

None

## **12. BACKGROUND DOCUMENTS**

None





## Report of the Strategic Director (Place) to the meeting of Executive to be held on 5 March 2024

**AW**

**Subject: Local Development Scheme Update**

### Summary statement:

The Council is required to publish and keep up to date a Local Development Scheme (LDS) which sets out the content and timetable for the preparation of the Local Plan. The current Local Development Scheme was approved in 2021 outlining the programme to 2024. The LDS has been revised and updated taking account of recent and emerging changes to the planning system, changes in local circumstances, as well as progress on the Local plan.

The revised LDS will provide an up to date position for the public and other interested parties. It is also a key background document which is considered when examining Local Plan Documents by an Inspector at Examination in Public.

The Executive is recommended to approve the revised Local Development Scheme for the period 2024 to 2026.

### EQUALITY & DIVERSITY:

The consultation on the Local Plan is undertaken in line with the Statement of Community Involvement (SCI), which sets out how the Council will seek to engage the community in the preparation of development plan documents. To achieve this, it seeks to set a framework to ensure representative and inclusive involvement and engagement at all stages of document preparation. In line with the requirements of section 149 of the Equality Act 2010 the Local Plan documents preparation and content will be subject to an Equality Impact Assessment.

Richard Hollinson  
Assistant Director (Planning,  
Transportation & Highways)

#### Portfolio:

Regeneration, Planning & Transport

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#### Overview & Scrutiny Area:

Regeneration & Environment

## **1. SUMMARY**

- 1.1 The Council is required to publish and keep up to date a Local Development Scheme (LDS) which sets out the content and timetable for the preparation of the Local Plan. The current Local Development Scheme was approved in 2021 outlining the programme to 2024. The LDS has been revised and updated taking account of recent and emerging changes to the planning system, changes in local circumstances, as well as progress to date on the Local plan.
- 1.2 The revised LDS will provide an up to date position for the public and other interested parties. It is also a key background document which is considered when examining Local Plan Documents by an Inspector at Examination in Public.
- 1.3 The Executive is recommended to approve the revised Local Development Scheme for the period 2024 to 2026.

## **2. BACKGROUND**

- 2.1 The Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011, and the Levelling-Up and Regeneration Act 2023 provides the legal basis for the preparation of the Local Plan for the District. A key requirement of the 2004 Act is the need for clear and transparent programme management through the preparation of a Local Development Scheme (LDS).
- 2.2 The LDS has three main purposes:
  - To describe the Development Plan Documents (DPD) which the Council intends to include as part of its Local Plan (both existing and proposed);
  - To explain the relationships between the separate DPDs within the Local Plan; and
  - To set out the timetables for producing DPDs.
- 2.3 The LDS should be kept up to date and published on the Council's web site.
- 2.4 The first LDS for the District was approved in September 2005 and has been revised several times, with the last update in 2021. The current LDS was revised to take account of the changes to National Policy in the National Planning Policy Framework (NPPF) and associated web based National Planning Practice Guidance (NPPG).
- 2.5 The current LDS was approved by the Council in July 2021. This committed the Council to the production of a single comprehensive local plan and move away from the portfolio of documents which had previously been in place.
- 2.6 The current adopted Development Plan Documents which make up the Local Plan are:
  - Core Strategy (adopted 2017)
  - City Centre Area Action Plan (adopted 2017)
  - Shipley & Canal Road Corridor Area Action Plan (adopted 2017)
  - Waste Management Development Plan Document (adopted 2017)

- Selective elements of the Replacement Unitary Development Plan (adopted 2005/Saved 2008) and schedule updated 2020.
  - Addingham Neighbourhood Development Plan (2020)
  - Burley in Wharfedale Neighbourhood Development Plan (2018)
  - Harden Neighbourhood Development Plan (Made September 2023)
  - Haworth, Cross Roads & Stanbury Neighbourhood Development Plan (2021)
  - Ilkley Neighbourhood Development Plan (2022)
  - Oxenhope Neighbourhood Development Plan (2022)
  - Steeton with Eastburn & Silsden Neighbourhood Development Plan (2021)
- 2.7 The Core Strategy provides the spatial vision and objectives for the District to 2030 and includes strategic policies to inform future development proposals, Development Plan Documents and investment decisions including the scale and distribution of development.
- 2.8 The intention was then that the other Development Plan Documents would provide a more detailed approach in support of the Core Strategy and its spatial vision, including detailed site allocations and designations.
- 2.9 In light of the national changes and changes in circumstances locally the Council decided to move towards a single comprehensive local plan. More specifically this was driven by the following:
- An overall move towards simplified plan-making – with policy and site considerations worked up in parallel and in one place.
  - Potential major infrastructure investment providing the catalyst to revisit city masterplanning and the delivery of the City Centre Area Action Plan - the vision for Bradford City focused upon ensuring a more connected, liveable and healthy urban environment.
  - Rethinking the role of the city also in light of a post-pandemic landscape which has amplified major structural change in retailing.
  - Reconsidering the extent and opportunities for greater residential development of different types within Bradford City, Keighley and other urban areas.
  - Embedding site allocations within an increasing complex range of policy considerations and moving forward with a more area based integrated approach to planning.
  - Setting the foundations for a single plan to move forward within a revised national planning context focused more explicitly on area based planning.
  - Underpinning growth directions with a further focus upon high quality design and masterplanning detail.
- 2.10 The current LDS proposed timescales which would secure an adopted local plan by early 2024 based on a submission in late 2022 and a 12-month Examination in Public (carried out by the Planning Inspectorate on behalf of the Secretary of State).
- 2.11 The Council issued a preferred option draft Local Plan in February/March 2021 for consultation. This was based on the work to date which underpinned the Core Strategy Partial Review and Allocations work to that point. The supporting evidence

and assessments were issued in support of the consultation. A further call for sites was also issued.

- 2.12 The representations to the draft consultation have been analysed and summaries published. Significant further technical work to inform changes to the Local plan as it moves towards the Regulation 19 Publication Draft have been progressed.
- 2.13 The programme has taken longer due to range of issues including:
- Ongoing national planning reforms
  - Scale of technical work and associated evidence alignment
  - Resourcing of the core team and wider support from both other services and external partners
- 2.14 While there has been delay on the programme, there has been significant progress on key elements of the work programme towards the next version of the Local Plan (Regulation 19 Publication) ahead of submission for examination which are set out in the updated LDS and Authority Monitoring Report (AMR).
- 2.15 Since the current LDS was approved there have been further significant changes to national policy and changes to the legislation.

### **The Levelling -Up and Regeneration Act 2023**

- 2.16 The Government has consulted on changes to the planning system on several occasions in recent years which culminated in the Levelling Up and Regeneration Act which includes significant changes to the Local Plan system. It reinforces the primacy of the development plan and the need for up-to-date plans. The key Local plan changes include:
- A streamlined 30 month plan-making system
  - supplementary development plans
  - area-wide design codes forming part of the development plan,
  - formal repealing of the duty to cooperate, and voluntary joint spatial strategies.
- 2.17 The government has allowed plans at an advanced stage to continue under the 'old' legal system, if they submit their plans to Government for Examination by June 2025 and are adopted by the end of 2026. This reflects the need for up-to-date plans, in places such as Bradford with a plan over 5 years old and without a 5-year housing supply. Delays beyond the above timescales would have major risks especially in terms of uncertainty and lack of control of development and attracting investment. It is critical that the District has a clear spatial vision and plan to support its ambitions for growth giving confidence to government and other partners as well as the development sector and infrastructure providers. An up-to-date plan would also provide certainty to communities about change in their areas and allows the Council to have more control over decisions on development proposals in line with the plan. The government also has powers to intervene in authorities who do not ensure plans are in place as set out in legislation and with national policy and guidance.

- 2.18 Following on from the various national planning consultations the government issued a revised NPPF in December 2023 which will apply to Local Plan content and preparation progress under the transitional arrangements.
- 2.19 The Council also committed to consideration of whether the Community Infrastructure Levy (CIL) requires formal review following recent changes to the regulations and following experience of its operation to date. The CIL has been in operation since 2017 and subject to formal reports on the amounts received and spending proposals. Recent changes to the regulations allow more flexibility around use of section 106 and CIL (particularly with the removal of pooling restrictions). The review was also identified in order to consider whether a revision is required to ensure the District is capturing appropriate level of contributions to support sustainable growth and support critical investment in local infrastructure.
- 2.20 The current LDS also committed the Council to the preparation of 4 Supplementary Planning Documents (SPDs).
- Review - Landscape Character SPD
  - Review – Planning Obligations SPD / Developers Contributions
  - Highways Design Guide
  - South Pennine Moors SPA/SAC Planning Framework SPD
- 2.21 The review of the Landscape Character SPD has now been completed and involved the preparation of a new Landscape Character Assessment in line with the latest guidance. The new Landscape Character work has yet to be formally taken through the SPD process due to government changes to the status of SPDs.
- 2.22 The South Pennine Moors SPA/SAC Planning Framework SPD was developed alongside the emerging Local Plan and issued for consultation. The SPD was approved at Executive on 4th January 2022, and has been in force since 1st April 2022 for decision making purposes.
- 2.23 The Highways Design Guide SPD has commenced but progress has been put on hold pending the national planning reforms and ongoing work on the local plan and district wide design codes. The Planning Obligations SPD / Developers Contributions has been put on hold pending the national changes to developer contributions. Its preparation also needs to be reassessed against emerging planning policies in the new Local Plan and the preparation of Design Codes for the district.
- 2.24 The review of the LDS has considered a number of high-level issues in determining the approach and timescales:
- The need to progress the plan as a matter of urgency in line with government requirements for up-to-date plans
  - Legislative changes
  - Procedural requirements, current and emerging
  - Changes to NPPF and NPPG
  - Legal and soundness tests for examination
  - Resources and funding requirements

- Local situation and ambitions to support sustainable development and growth both for housing and jobs supported by infrastructure
  - Emerging new evidence locally and nationally
- 2.25 The proposed timescales would secure an adopted Local Plan by the middle of 2026 based on a submission in late 2024 and a 12 month Examination in Public (subject to timelines set at the time by the Secretary of State). If this can be progressed sooner it will be, but the programme sets a challenging timetable. There are a significant number of risks to the programme which are considered within the LDS (Table 3) and will be monitored as the plan progresses.
- 2.26 The programme governance arrangements are set out within the LDS in section 7 with the lead role being given to the Local Plan Board which is attended by the SD, AD and Portfolio holder. An advisory cross party Local Plan reference group has been established to provide opportunity for wider sounding on emerging content and approach ahead of any formal consideration by Executive and Full Council.
- 2.27 It is proposed that the DPDs listed below are to be produced:
- Bradford District Local Plan (DPD)
  - Policies Map (DPD)
- 2.28 It is not proposed to prepare any SPDs at this stage, given changes to the planning system and the priority being placed on progressing the Local plan.
- 2.29 The revised LDS is contained in Appendix 1. The document is made up of several sections.
- 2.30 Section 1 provides background as to the development plan system and the role and purpose of the LDS.
- 2.31 Section 2 sets out details of the current Local Plan documents.
- 2.32 Section 3 sets out the progress to date on Development Plan Documents against the 2021 LDS. It also provides an update on the preparation, to date, of a limited number of Supplementary Planning Documents, as well as an outline of the emerging Neighbourhood plans.
- 2.33 Section 4 sets out the details of the documents to be prepared a part of the Local Plan. Table 1 set's out the details of the DPDs. It provides a brief description of the content of the document as well as key linkages, and the key milestones for document preparation from early public consultation through to adoption.
- 2.34 The main stages of DPD preparation are:
- Stage 1 Initial Evidence gathering and scoping
  - Stage 2 Initial Consultation on issues and options and preferred options linked to further evidence gathering and analysis (Reg18)
  - Stage 3 Publication and Submission for examination (Reg 17, 19 and 22)
  - Stage 4 Examination in Public (Reg 23-24) (a process conducted by the Planning Inspectorate on behalf of the Secretary of State)

## Stage 5 Adoption (Reg 26)

- 2.35 These key stages are illustrated Table 2. The timetable has considered the relationship between the different documents as well as the resources to progress them concurrently. The milestones are the current anticipated dates but maybe subject to change due to a range of factors (see risk assessment). It shows that it will take at least 2-3 years to reach the adoption stage of the Local Plan and ensure the District has an up to date development plan in line with NPPF. This anticipates a 6-12 month process through stages 3 and a further 2 years at examination (assuming modifications would be required).
- 2.36 Section 6 outlines the relationship with the Authority Monitoring Report which provides an annual update on progress against the LDS.
- 2.37 Section 7 provides an outline of the reason for the chosen approach and their timing and linkages to other Council strategies. It also sets out the key considerations for the delivery of the LDS work program including resourcing (staffing and financial), governance arrangements both officer and democratic. It also considers the key risks and how they could be managed, including a risk log which is contained in Table 5 of the LDS.

### **3. OTHER CONSIDERATIONS**

- 3.1 The NPPF makes clear the need for Local Planning Authorities to ensure they have an up to date Local Plan. The Secretary to State has powers to intervene where sufficient progress is not being made. The government will closely monitor Local Plan progress in particular the allocation of sites to meet the development needs of the District and ensure it has a 5 year supply of land and meets the new Housing Delivery Test (See below). Recent Ministerial statements make clear the continue importance to progress local plans.
- 3.2 The NPPF presumption of in favour of sustainable development, as currently drafted, makes clear that decisions should be made against the local plan. For planning decisions, it states that this means:
- C) *approving development proposals that accord with an up-to-date development plan without delay; or*
  - d) *where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date<sup>8</sup>, granting permission unless:*
    - i. *the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or*
    - ii. *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.*

- 3.3 The RUDP was adopted in 2005 and the policies saved in 2008. The Plan period was only up to 2014 and had a significantly lower land supply in particular compared to the homes that are now required to be delivered. While many of the policies still comply with NPPF (see report and Assessment considered by the Regulatory and Appeals Committee of 5 June 2014) the housing land supply in particular is not up-to-date. The Core Strategy provides an updated policy framework for plan making and determining planning applications but does not itself allocate sites. The two Adopted Area Action Plans do allocate land including sites to provide for 6,500 new dwellings. However, the sites for the rest of the District were originally to be determined through the Allocations DPD and now included within the integrated single local plan.
- 3.4 NPPF makes clear that the Local Planning Authority should identify and update annually a supply of specific deliverable sites, sufficient to provide five years worth of housing against their housing requirements, with an additional buffer of 20% (moved forward from later in the plan period) where there has been a record of persistent under delivery of homes, to ensure choice and competition in the market for land. Housing applications should be considered in the context of the presumption in favour of sustainable development. Relevant policies for the supply of housing should not be considered up-to-date if the Local Planning Authority cannot demonstrate a five-year supply of deliverable housing sites.
- 3.5 The latest published Five-Year Housing Land Supply Statement (2022-2027) demonstrates that the Council does not currently have a five year supply in line with NPPF suggesting that supply amounts to about 2.08 years. Given the scale of the housing requirement, the District will need to ensure a minimum 5-year housing supply position through stimulating housing delivery within sustainable locations, supporting brownfield regeneration options and maximising use / disposal of estate land and assets together with allocating a sufficient level of deliverable housing land through the new Local Plan.
- 3.6 The Government has also introduced a Housing Delivery Test which monitors delivery in terms of net completions against the Districts housing requirement (either adopted Local Plan or Standard methodology – whichever is the lowest) over a 3 year period.
- 3.7 Given the above, it is imperative that the Council continues to proceed to put in place an up to date Local Plan as soon as practicable. Where no relevant plan policies or the policies which are most important for determining an application area out of date for example housing supply, national policy gives a presumption to approving applications unless there would be significant adverse impact which is not outweighed by the benefits. In this respect while NPPF provides some checks and balances it is important that an up to date plan is put in place to allow the District to direct development and investment in to the most appropriate locations to
- 3.8 It is also important to communities, business and investors that an up to date plan is put in place in order to ensure certainty and confidence. It also will assist in supporting the attraction of much needed investment into infrastructure projects based on clearly articulated plans for delivering growth and supporting business case for supporting investment.



- 3.9 The Local Development Scheme sets out the programme for ensuring the Council has an up-to-date development plan within the current timescales set by government.

#### **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 The preparation of the Local Plan is undertaken by the Local Plan Group, which is funded from within the Department's resources, supported by corporate funds from reserve to cover abnormal costs of consultation and engagement, technical studies and examination costs. Section 7.2.1 of the LDS set out consideration of the resources required to complete the Local Plan.
- 4.2 The Local Plan is supported by a financial plan which profiles the anticipated spend required to support the non-staffing elements of the Local Plan. The main non staffing costs relate to:
- Specialist technical evidence required by national policy and guidance;
  - Consultation and engagement; and
  - Examination of the Local Plan including Planning Inspectorate costs, legal support, recruitment/procurement of independent Programme Officer support to assist the Planning Inspector with the effective running of a long-term Examination in Public and the associated hiring of venues and equipment.
- 4.3 The Local Plan is supported by a dedicated allocation of reserve funding to progress the work in line with the current LDS, approved in 2021, to adoption. The balance of the reserve is currently £702,000. The financial plan for the work to adoption includes limited contingency and there may be further unexpected costs which arise as the local plan is examined by the government Inspector and as it moves to adoption.

#### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 There are significant risks to the Council as a result of not having an up-to-date Local Plan. Effective local decision making and the ability of the Council to guide development in the absence of an up-to-date Local Plan will increasingly become compromised. It will rely on compliance with NPPF and the lack of a 5 year supply of housing land, as noted above in Section 3, will increasingly place pressure on currently protected sites such as green space, which will become increasingly hard to defend. This will result in uncertainty for communities and also development interests. It may also have implications for potential increased costs from successful appeals. There are also significant risks of intervention by Government.
- 5.2 Table 3 of the LDS contains an assessment of the main risks to the preparation of the Local Plan and scale of risk and impact as well as mitigation. Key risks relate to local decision making, resourcing, Soundness of process of preparation and robustness of supporting evidence, national planning changes, and Duty to Cooperate compliance.

## **6. LEGAL APPRAISAL**

- 6.1 The LDS is prepared under the relevant statute and associated Regulations. The LDS details how the Council's legal obligations under the Planning and Compulsory Purchase Act 2004 and Town and Country Planning (Local Planning) (England) Regulations 2012 are to be met. Under the 2004 Act, there is a default provision whereby the Secretary of State may direct the local planning authority to make such amendments to the scheme as he thinks appropriate (for the purpose of ensuring full and effective coverage (both geographically and with regard to subject matter) of the authority's area by the development plan documents (taken as a whole) for that area. The resolution approving the LDS must specify the date from which the scheme is to have effect.
- 6.2 Each local planning authority has a duty to identify the strategic priorities for the development and use of land in the authority's area and policies to address those priorities must be set out in the local planning authority's development plan documents (taken as a whole).

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

All Local Plan Development Plan Documents are required to be subject to Sustainability Appraisal (SA) including Strategic Environmental Appraisal (SEA) at all key stages. The SA seeks to assess the likely impacts of the policies and proposals of the relevant plan. One of the key objectives and outcomes of a Local Plan is to promote sustainable development and there is an increased risk without an up-to-date Local Plan of development occurring in the district which is not plan-led leading to more unsustainable patterns of development.

### **7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

The Local Plan is subject to sustainability appraisal throughout its development, which identifies the likely impacts of the plan and where appropriate any mitigation to manage any negative impacts.

The consultation and engagement plan will seek to use sustainable means and locations as far as practicable.

Specific aspects of the local plan evidence base include a review of carbon emissions – particularly outputs from transport modelling.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications

### **7.4 HUMAN RIGHTS ACT**

The Statement of Community Involvement (SCI) sets out how all individuals can have

their say on the development plan documents. Anyone who is aggrieved by a development plan document as submitted has a right to be heard at an independent examination/judicial review

## **7.5 TRADE UNION**

There are no Trade Union implications

## **7.6 WARD IMPLICATIONS**

The Local Plan relates to the whole District and affects all wards.

## **7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

None

## **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

No Implications

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

The Local Plan process involves handing of personal data under relevant Planning Legislation in particular as part of consultation and engagement during preparation as well as examination of Local Plan. Personal data is held and used only in connection with these statutory requirements, as set out in the Privacy Statement

## **8. NOT FOR PUBLICATION DOCUMENTS**

None

## **9. OPTIONS**

9.1 The Council has a duty under the Planning and Compulsory Purchase Act 2004 (as amended) to prepare the Local Plan for the District and approve a Local Development Scheme to set out the 3 year program for its preparation and adoption. The Council can determine the nature, and make-up of the Local Plan it wants to put in place in order to meet its statutory duty, as well as the timetable for its preparation.

9.2 The process for the preparation of the Local Plan is prescribed by statute and regulation. In order to ensure a sound plan it is important that the Council ensures it follows the regulations, ensures effective and robust consultation, ensures it is founded upon up to date and robust evidence. All DPDs are submitted to the Secretary of State for independent examination to test whether they are sound with reference to the tests set out in legislation and regulations. Failure to ensure a robust approach could result in a DPD being found unsound by the Inspectorate. If found unsound the Council would not be able to proceed to adopt it formally. This would normally result in delay to do further work as well as engagement to ensure the Local Plan is made sound and then resubmitted for examination.

9.3 National Legislation and recent reforms retain the need for local planning authorities to prepare a development plan for their district and in light of the National Planning Policy Framework and Guidance. The government requires councils to ensure up to date plans are in place and has allowed local plans sufficiently advanced to progress under transitional arrangements before the new local plan process system requirements come into force. This allows the District to make progress towards adoption off the back of significant work to date on the Local Plan including significant investment in the evidence base. This will ensure the District has a clear and up to date local plan setting the clear spatial vision and land allocations for the next 15 years. The current local plan documents are over 5 years old and there is currently a lack of a 5 year housing supply. This risks investment in the District from both development and infrastructure providers, as well a government. It also would restrict the ability of the District to meet its needs for homes and support for the economic ambitions. Delay may risk meeting the transitional timescales or risk a significant delay in putting in place a new local plan under the new system together with the investment to the evidence base for a new plan.

9.4 The Executive have 3 options:

**Option 1**

9.5 To approve the Local Development Scheme as proposed in Appendix 1. The document sets out a set of documents and program which will seek to put in place, as soon as practical, an up to date Local Plan given the statutory requirements and key stages, democratic processes, as well as resources.

**Option 2**

9.6 To not approve the revised Local Development Scheme. This would mean that the Council would continue working to the current LDS approved in 2021 which is now significantly out of date. This would risk the ongoing progress to put in place an up to date development plan in line with NPPF as an approved and up to date LDS is a key consideration when examining Local Plan documents by an Inspector as part of the legal procedural tests. The lack of an up to date and robust LDS also can increase uncertainty and confidence in the District for both communities and investors. It is a requirement to review the LDS and publish on the Councils web site. The current LDS is already out of date in this respect. The lack of an up-to-date LDS would present a legal risk to the Local Plan at the submission stage and therefore could result in the Inspector requiring the Local Plan to be withdrawn from the Examination process.

**Option 3**

9.7 The third option is to approve the LDS as proposed but with further changes as proposed by members. The document in Appendix 1 has been produced to ensure a robust and up to date Local Plan. A change to the documents or the timetable may have implications for documents so far progressed if the range of documents is changed or additional documents added. It would also have implications for the overall timetable for delivery which would need careful consideration. The key milestones relate to required stages of work which must be met to ensure soundness at examination.

9.8 The Executive are recommended that the version in Appendix 1 is approved in line with Option 1. The other options would have significant implications for the timetable

for putting in place an up to date Local Plan and also reputational risk with both investors and communities. It should be noted that further delays to the preparation of the Local Plan could lead to further risks as national planning reforms referenced in paragraph 2.15 of this report will affect the plan making process.

## **10. RECOMMENDATIONS**

- 10.1 Recommended that the LDS contained in Appendix 1 be approved and brought into effect from the 13<sup>th</sup> March 2024.

## **11. APPENDICES**

- 11.1 Local Development Scheme 2024 - 2026

## **12. BACKGROUND DOCUMENTS**

Levelling up and Regeneration Act 2023  
Revised NPPF (December 2023)  
Revised NPPG

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# Appendix 1



## **City of Bradford Metropolitan District Council**

### **Local Development Scheme (Revised)**

For the period 2024 to 2026

March 2024

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1. Glossary

## 1.0 INTRODUCTION

### 1.1 Background

- 1.1.1 The Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011 and more recently, the Levelling-Up and Regeneration Act 2023, provides the legal basis for the preparation of the Local Plan. A key requirement of the 2004 Act is the need for clear and transparent programme management through the preparation of a Local Development Scheme (LDS).
- 1.1.2 The purpose of the LDS is to set out the development plans documents to be produced and their programme for preparation for a three-year period. Guidance requires the LDS to be reviewed on a regular basis (at least every 3 years) to take account of progress and slippage on any documents and new policy issues.
- 1.1.3 The current LDS was approved by the Council in July 2021. It set out the programme for the period 2021 to 2024.
- 1.1.4 Since the LDS was approved, there has been significant progress to put in place up to date comprehensive Local Plan coverage with the development of a single plan integrating site allocations. There has been slippage against the milestones in the LDS as the Council has considered, significant further national changes to the planning system and changed approach working towards a single plan.
- 1.1.5 In light of the national planning reforms and also local circumstances and progress the Council have reviewed and updated the LDS. The revised LDS will cover the period 2024 to 2026.

### 1.2 The Development Plan System

#### Local Plan

- 1.2.1 The current Development Plan System was established in the Planning and Compulsory Purchase Act 2004. It has subsequently been amended by a range of other legislation including The Localism Act and more recently the Levelling Up and Regeneration Act 2023.
- 1.2.2 The Local Plan for Bradford District currently consists of a portfolio of Local documents which provide the framework for delivering the spatial planning strategy for the area. There are two main types of Local Plan Documents – Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs):
- 1.2.3 The Development Plan Documents form part of the statutory development plan and are the subject of a Public Examination by an independent Inspector. DPDs form the statutory development plan for the Bradford District and will be the start point for the consideration of planning applications.

- 1.2.4 The Supplementary Planning Documents are non-statutory documents that supplement policies and proposals contained in a Development Plan Document. For example, they may provide more detail to a DPD or may focus on developing a brief for a site. All SPDs will be the subject of public consultation but not a public examination.

### **Local Plan Reforms**

- 1.2.5 There have been significant reforms to the Planning system which have had implications for the Development Plan system and added in new documents and changes to the process.

### **Localism Act 2011**

- 1.2.6 The Localism Act introduced, new provisions which open the opportunity to local communities to take up new decentralised powers to take responsibility and accountability to shape their areas. A number of these related to the role of communities in shaping development and growth in their communities. A package of non mandatory neighbourhood planning tools are available for use by local communities should they choose to use them. One of these is the preparation of Neighbourhood Plans.
- 1.2.7 Neighbourhood planning tools can only be used by relevant qualifying bodies. A “qualifying body” means a Parish or Town Council, or an organisation or body designated as a neighbourhood forum, authorised to act in relation to a neighbourhood area.
- 1.2.8 The broad focus of a Neighbourhood Plan is flexible and can range from setting out more detailed policies for their community over and above the Local Plan to starting to shape the choices over the use of land and the designation of land for housing, employment, community uses etc. It’s important that Neighbourhood Plans should not promote less development than set out in the strategic (local plan) policies for the area or undermine those strategic policies<sup>1</sup>. Neighbourhood Plans cannot deal with matters such as minerals and waste.
- 1.2.9 The process for preparation of a Neighbourhood Plan is set out in regulations<sup>2</sup>. The qualifying body can then prepare a plan in consultation with their communities, business and to her interest groups.
- 1.2.10 Once a Neighbourhood Plan has been prepared by the qualifying body, it is submitted to the council who publish it for formal representations and appoint an independent examiner to check that it meets the right basic conditions including general compliance with the strategic policies within the Local Plan for the district.

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<sup>1</sup> NPPF para 29 and footnote 16 - Neighbourhood plans must be in general conformity with the strategic policies contained in any development plan that covers their area.

<sup>2</sup> [The Neighbourhood Planning \(General\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

- 1.2.11 If the plan is deemed acceptable following the examination by an independent examiner and endorsed by Council's Executive for a public referendum. A referendum will be held and if a majority vote in favour is secured, and the neighbourhood plan is subsequently formally made through a Decision Statement by the Council's delegated senior officer and portfolio holder, the plan will become part of the overall development plan for the District.
- 1.2.12 The Localism Act also amended the procedure for preparation of the Local Development Scheme and the Annual (Authority) Monitoring Report.

### **Levelling Up & Regeneration Act 2023**

- 1.2.13 The Levelling Up & Regeneration Act 2023 amongst other things has a stated aim of putting in place a faster and less bureaucratic planning system. To this end the government proposed changes to standardise the process for local plans, so that they are produced more quickly, simpler to use, more democratic, and as up to date as possible. It reaffirmed the importance of the local plan and the need to ensure all local planning authorities have in place up to date plans.
- 1.2.14 The Act introduces a new category of planning policies: national development management policies (NDMPs) to be drawn up by the Secretary of State for Levelling Up, Housing and Communities (DLUHC). The Secretary of State must consult the public on proposed NDMPs.
- 1.2.15 In terms of the local plan documents produced by Councils, the government has proposed changing the Local Plan regulations to require LPAs to produce local plans within 30 months and update them every five years. It proposed that, in these 30 months, local plans would undergo:
- two rounds of consultations to allow the local community and certain public bodies to participate in the plan-making process.
  - three 'gateway' checks (of four to six weeks each) where technical specialists or planning inspectors would help LPAs resolve issues.
  - The government also proposed that the examination of the local plan by the Planning Inspectorate should take place during the 30-month timeframe. It said the examination should last "no more than six months".
- 1.2.16 The Levelling Up and Regeneration Act 2023 also makes other changes to planning law which affect the plan-making process and decision-making on planning applications. They include:
- Abolishing the 'duty to cooperate', which requires LPAs to cooperate with each other in preparing their local plans. The government said that it will introduce a new 'flexible alignment policy' instead.
  - Replacing supplementary planning documents (SPDs) used to expand on policies in local plans) with 'supplementary plans. Their scope would be limited to setting either site-specific policies or area-wide design codes.

- Introducing a statutory requirement for LPAs to prepare design codes, in which they set out design requirements for developments in their area.

1.2.17 The government have set out transitional arrangements ahead of the new style local plans being developed and allows for authorities well advanced to continue to submission, examination and adoption under the 'old' legal process. Plans progressing under the 'old' style have until June 2025 to submit their plans to Government for Examination and adoption by end of 2026.

### **National Planning Policy Framework (NPPF)**

1.2.18 Guidance on the preparation of Development Plan Documents is contained in the National Planning Policy Framework (NPPF). The NPPF is supplemented by more detailed advice in the web based National Planning Practice Guidance (NPPG).

1.2.19 The NPPF reinforces the primacy of the development plan. The presumption in favour of sustainable development makes clear the need for an up to date and robust Local Plan in line with NPPF.

1.2.20 It makes clear that each local planning authority should produce a Local Plan for its area. Any additional development plan documents should only be used where clearly justified. Supplementary Planning Documents should be used where they can help applicants make successful applications or aid infrastructure delivery and should not be used to add unnecessarily to the financial burdens on development. Though note the changes which replace with new Supplementary Plans.

### **1.3 The Purpose and Content of the Local Development Scheme**

1.3.1 The Planning and Compulsory Purchase Act (2004), the Planning Act (2008), the Localism Act (2011), Levelling-Up and Regeneration Act 2023 and the National Planning Policy Framework (NPPF), supported by the Local Planning Regulations 2012 (as amended) set out the current requirements for plan making by local authorities and the key requirements by which the LDS will be prepared.

1.3.2 The LDS has three main purposes:

- to describe the Development Plan Documents (DPD) which the Council intends to include as part of its Local Plan (both existing and proposed);
- to explain their relationship to other DPDs in the Local Plan; and
- to set out the timetables for producing DPDs.

1.3.3 The Council's first LDS was brought into force in June 2005 with subsequent updates in 2007, 2014 2018 and 2021. The LDS provides summary details of the nature and content of each document, the geographic area to which each document relates, the interrelationship between documents and the timetable for their preparation. (More details are provided in sections 4 - 5 below.)

- 1.3.4 The progress in delivering the LDS programme is reviewed annually through the Authority Monitoring Report (AMR). This will identify progress against the key milestones and highlight any new issues. The information gathered will form part of the evidence base that is used to review whether any changes are required to the Local Development Scheme.

## 1.4 Stakeholder and Community Involvement

- 1.4.1 A key objective of the planning system is to strengthen community and stakeholder involvement in the preparation and revision of Local plans. The LDS programme therefore allocates time for community consultation. The aim of the LDS is to inform the public and interested parties in advance of when public consultation is likely to take place for individual documents.
- 1.4.2 Details of how the community and interested parties will be involved in Local Plan preparation is set out in a separate document that has been produced by the Council entitled 'Statement of Community Involvement' (SCI). The current SCI was adopted in November 2018 and subject to a temporary update suspending some elements in response to Covid 19 restrictions and changes to national regulations.
- 1.4.3 In addition to the LDS the Council issues regular editions of 'PLAN IT' an e newspaper which provides updates on progress on key DPDs and other related work in support of the Local Plan and provides updates/notifications through the Stay Connected systems for those who wish to be notified of key consultations.

## 2.0 Current Development Plan

### 2.1 Current Policy Coverage

- 2.1.1 The adopted Core Strategy sets out a comprehensive set of policies which in the main replace those of the Replacement Unitary Development Plan (RUDP) adopted in October 2005 (as saved by the Secretary of State in 2008). However, some of the RUDP policies are saved linked to allocations and policy designations shown on the Policies Map, until the comprehensive allocations refresh these. The Council published a schedule setting out the status of the saved RUDP Policies following adoption of the Core Strategy which is available on the Council's web site. The exception is in the two adopted Area Action Plan Areas where these now provide comprehensive up to date allocations and designations as well as local policies. The detailed policies in relation to waste are in the adopted Waste Management DPD which also includes site allocations. The latest schedule of saved and deleted RUDP Policies following the adoption of the Core Strategy DPD, Area Action Plans and Waste Management DPD is available on the Council's website.<sup>3</sup>

<sup>3</sup> <https://www.bradford.gov.uk/Documents/UnitaryDevelopmentPlan/2.%20RUDP%20%20-%20Archive%20History/7%20RUDP%20Saved%20Policies%20October%202008//RUDP%20Saved%20Policies%20Statement%20Update%20June%202020.pdf>

## Box 1: Adopted Development Plan

### **Core Strategy (Adopted 2017)**

- Sets out the broad aims and objectives for sustainable development within the Bradford District for the next 15 to 20 years until 2030.
- Includes key diagram.
- Sets out broad policies for guiding where new development should be located and where development should be restricted.
- Sets out the broad locations for new housing, employment and infrastructure investment.
- Does not allocate specific sites for new housing and employment development.

### **City Centre Area Action plan (adopted 2017)**

Spatial vision for locality and plan objectives. Comprehensive allocations and designations as well as detailed policies including locally specific development management policies.

### **Shipley and canal Road Corridor Area Action plan (adopted 2017)**

Spatial vision for locality and plan objectives. Comprehensive allocations and designations as well as detailed policies including locally specific development management policies.

### **Waste Management Development Plan Document (adopted 2017)**

Detailed policies for the management of waste and allocation of sites to meet needs to 2030.

### **Replacement Unitary Development Plan (adopted 2005) (Update Schedule of Policies – June 2020)**

Limited set of policies saved linked to allocations and designations including Green Belt outside of the two Area Action plans.

### **Neighbourhood Development Plans (NDPs):**

These set out local policies to shape the future growth and development of a number of the District's communities. These policies cover a range of subjects including local designations to protect or enhance existing community facilities, protecting Local Green Spaces, guidance on the design of new development, or addressing local infrastructure needs. None of the following "made" (adopted NDPs) include site allocations for housing or employment:

- **Addingham Neighbourhood Development Plan (Made January 2020):**
- **Burley in Wharfedale Neighbourhood Development Plan (Made May 2018)**
- **Harden Neighbourhood Development Plan (Made September 2023)**
- **Haworth, Cross Roads & Stanbury Neighbourhood Development Plan**

**(Made June 2021).**

- **Ilkley Neighbourhood Development Plan (Made June 2022)**
- **Oxenhope Neighbourhood Development Plan (Made June 2022)**
- **Steeton with Eastburn & Silsden Neighbourhood Development Plan (Made June 2021).**

2.1.2 The status of the adopted policies in the Local Plan will continue to be monitored against compliance with NPPF.

2.1.3 In terms of the housing allocations in the RUDP the Council received legal advice in November 2011 to the effect that with the lapsing of RUDP Policies H1 and H2 any unimplemented housing site is no longer allocated as part of the saved statutory development plan. This was never the intention of the approach to saving policies, as approved by the Council or that of the Secretary of State in their Direction. To this end Executive on 21 November 2011 resolved to clarify the status of these sites, in particular the need to give significant weight to any such unimplemented sites based upon the work undertaken in their original allocation as part of the RUDP. This situation is presently resolved for the two AAP areas following their adoption. The move to a single integrated Local Plan will resolve for the wider District the housing allocations as well as update allocations within the current Area Action Plan areas. In the meantime, the weight which can be given to former RUDP sites will be more limited given changes in circumstances since the original decision, with limited weight where those sites remain sustainable and appropriate locations for such development.

## **2.2 Community Infrastructure Levy (CIL)**

2.2.1 The Bradford District Community Infrastructure Levy Charging Schedule was formally approved by Full Council on 21 March 2017 and took effect from 1 July 2017.

2.2.2 The Infrastructure Funding Statement sets out the contributions received and where it has been spent. This is published annually. The Council reports to Executive annual at its meeting in July the amount of CIL collected in the preceding year and proposed allocation.

## **3.0 Where Are We now**

### **3.1 Progress Against the Revised LDS 2021**

3.1.1 The regulations require the LDS to be reviewed on a regular basis to take account of progress and slippage on any documents and new policy issues. The review should be linked to the production of the Authority Monitoring Report (AMR) which considers progress on meeting the programme set out in the LDS. The AMR sets out the progress in developing the Bradford Local Plan against the timetable in the 2021 LDS.



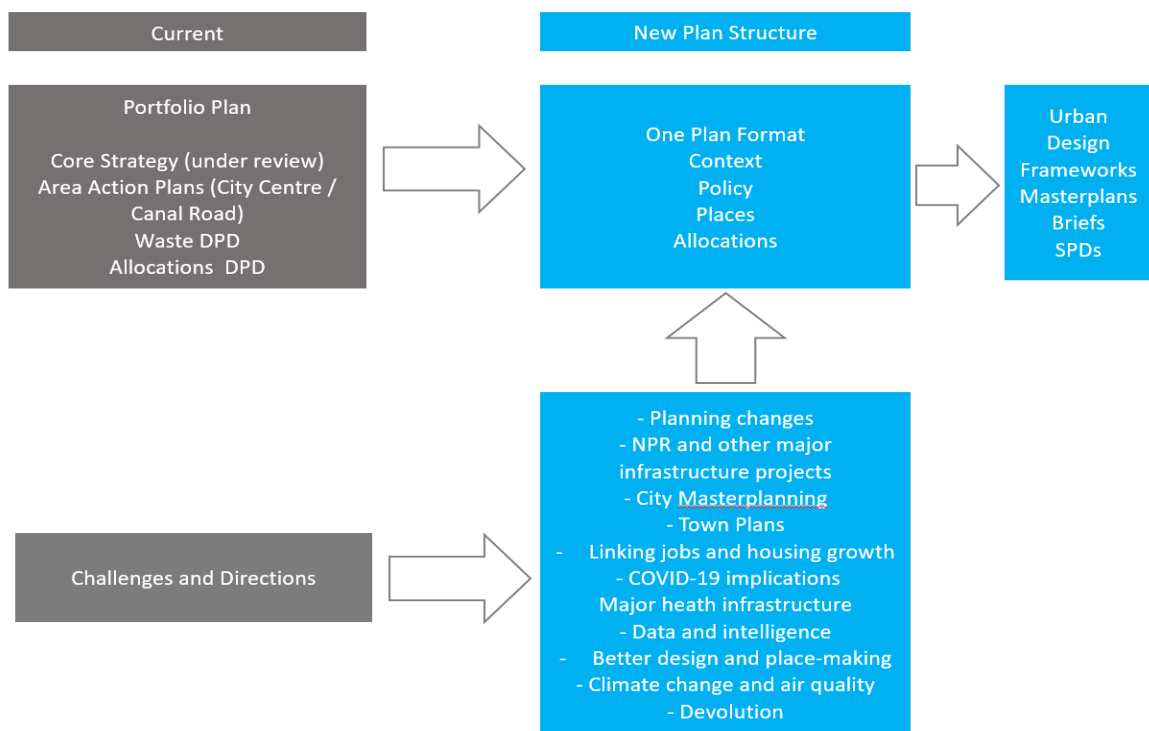
3.1.2 While significant progress has been made to put in place the local plan, there has been slippage on the LDS milestones. There are several reasons for this;

- further significant national planning reforms emerging;
- ensuring a robust and up to date evidence base;
- reducing local government resources;
- changing local circumstances and opportunities;
- impact of Covid and
- additional work pressures (Neighbourhood Plans, Brownfield Register etc).

3.1.3 These issues have informed a review of both the approach and timetable.

3.1.4 Figure 1 below provides an overview of the plan-making approach together with wider context.

**Figure 1: Moving from Portfolio to Single Plan**



**3.2 Progress on Development Plan Documents**

**Draft Bradford District Local Plan**

3.2.1 As outlined above the Council has reviewed the approach and has moved from the Portfolio approach to a single comprehensive local plan. This was based on a range of

work undertaken as part of the development of the different DPDs and took account of earlier consultations as well as more recent circumstances and national policy.

- 3.2.2 This culminated in the Draft Bradford District Local Plan Regulation 18 (2020-2038) published between 8<sup>th</sup> February 2021 and 24<sup>th</sup> March 2021 for comments. The Draft Local Plan set out an updated vision and strategic development strategy as well as detailed strategic and thematic policies together with area-based proposals and designations including sites for housing and economic development.
- 3.2.3 The consultation sought views on the preferred approach as well as the alternative options considered including sites at this stage discounted. A range of evidence and draft assessments were published alongside the draft local plan for comment. A further call for sites was also issued.
- 3.2.4 The representations have been recorded and summaries published online. The call for sites information has also been published for information. The main issues raised have been reviewed and considered as the work progresses forward to the next version of the Local plan.
- 3.2.5 A significant number of technical work has progressed and will inform the next version of the Local plan. The main technical work is summarised below:

#### 1. **Strategic evidence**

**Strategic Housing Market Assessment (SHMA)** - Arc4 have been commissioned to provide an update to the SHMA to inform the housing policies.

**Employment Land Assessment** – the Council are in the process of completing an update to the employment evidence which will inform the policies as well as the scale and choice of new sites to meet growth ambitions.

**Strategic Flood Risk Assessment (SFRA)**– the Council have completed a Level 1 Flood risk produce by JBA in consultation with the EA.

**Green Belt** – review /update of green belt assessment and consideration of representations on the Draft local plan.

**Update of Land Scape Character Assessment**

**Viability assessment** – Specialist consultants were commissioned to produce a study of the whole plan requirement on site viability.

**Strategic Transport Model** – ongoing work to model the impact of the site options and mitigations.

#### 2. **Sites**

**Housing supply information** – updated to a 2023 base date to ensure full information on potential sites and commitments.

**Site Assessment methodology** – updated approach in light of technical evidence and representations. Re assessment of site options using updated approach including new sites put forward since draft plan.

**Landscape sensitivity assessment**

**Heritage impact assessments**

**Flood risk assessment** – Currently undertaking level 2 assessments of sites flagged if the back of the Level 1 SFRA.

3.2.6 Alongside the above the infrastructure plan is being updated. Work has also progressed on the range of supporting assessments including Health, Sustainability and equality which will continue to be updated as the local plan is progressed to its next version.

### 3.3 **Progress on Supplementary Planning Documents**

3.3.1 The 2021 LDS set out four Supplementary Planning Documents which were to be progressed. These were:

- Review - Landscape Character SPD
- Review – Planning Obligations SPD / Developers Contributions
- Highways Design Guide
- South Pennine Moors SPA/SAC Planning Framework SPD

3.3.2 The review of the Landscape Character SPD has now been completed and involved the preparation of a new Landscape Character Assessment in line with the latest guidance. The work also included a landscape sensitivity assessment of sites which may potentially be allocated in the Local Plan. The new Landscape Character work has yet to be formally taken through the SPD process due to government changes to the status of SPDs.

3.3.3 The South Pennine Moors SPA/SAC Planning Framework SPD was developed alongside the emerging Local Plan and issued for consultation alongside it between 8<sup>th</sup> February 2021 and 24<sup>th</sup> March 2021. There were approximately 179 representations submitted, which have been considered and minor amendments proposed. The SPD was approved at Executive on 4<sup>th</sup> January 2022, and has been in force since 1<sup>st</sup> April 2022 for decision making purposes.

3.3.4 The Highways Design Guide SPD was linked to the Housing Design Guide but to date has not progressed due to other commitments.

3.3.5 The Planning Obligations SPD has also not been progressed as the Council awaited confirmation of the national planning reforms on development contributions which were progressing through the Levelling up & Regeneration Act.

### 3.4 **Progress on Neighborhood Development Plans**

3.4.1 Several of communities are using the provisions set out in the Localism Act 2011 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended) to prepare neighbourhood development plans (NDPs)\_ to help shape future growth and development of their communities in the coming years. Once formally made (adopted) these form part of the statutory development plan for the District and will be used to make decisions on planning applications in the areas they cover, where appropriate.

- 3.4.2 Since the introduction of neighbourhood planning The Council has approved 13 applications for Neighbourhood Area designation submitted by qualifying bodies. All have been from Town or Parish Councils (see below):
- Addingham Parish Council (June 2015)
  - Baildon Town Council (June 2015)
  - Bingley Town Council (June 2015)
  - Burley In Wharfedale Parish Council (November 2013)
  - Cullingworth Village Council (January 2015)
  - Harden Village Council (August 2017)
  - Haworth, Cross Roads, and Stanbury Parish Council<sup>4</sup> (December 2014)
  - Ilkley Town Council (November 2013)
  - Keighley Town Council (December 2022)
  - Menston Parish Council (December 2014)
  - Oxenhope Village Council (November 2012)
  - Steeton-with-Eastburn Parish Council and Silsden Town Council (December 2014)
  - Wilsden Parish Council (December 2014)
- 3.4.3 Seven Neighbourhood Development plans have been through examination and have been legally ‘made’ following successful local referendum. These are:
- Addingham (January 2020)
  - Burley in Wharfedale (May 2018)
  - Harden (September 2023)
  - Haworth, Cross Roads & Stanbury (June 2021)
  - Ilkley (June 2022)
  - Oxenhope (June 2022)
  - Steeton with Eastburn & Silsden (June 2021)
- 3.4.4 Several other plans (Baildon, Bingley, Keighley and Wilsden) are at varying stages of progression, with some being more advanced than others. It is anticipated that these will progress during the next two years. To date, there have been no proposals put forward to review any of the “made” neighbourhood development plans.
- 3.4.5 The Local Plan team will continue to support communities in bringing forward their plans over the coming years. Progress will be reported in the Authority Monitoring Report (AMR), whilst the Neighbourhood Plans section of the website will be kept up to date.
- 3.4.6 Work on Neighbourhood Development Plan for Cullingworth has formally stopped.

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<sup>4</sup> It should be noted that as of May 2023, the parish council has been split into two separate parishes – one covering Cross Roads and the other covering Haworth and Stanbury.

## **4.0 SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS**

### **4.1 Proposed Development Plan Documents**

- 4.1.1 It is intended that the DPDs listed below are to be produced by Bradford Council in the next three years:
- Bradford District Local Plan (DPD)
  - Policies Map (DPD)
- 4.1.2 Details for each of the DPDs is set out in the Table 1. They provide a brief description of the content of each document, and the key milestones for document preparation from early public consultation through to adoption.
- 4.1.3 The council is not proposing to produce any SPDs given the changes in the local plan system and with focus of resources being on progressing the new Local Plan.

TABLE 1 PROFILES OF DEVELOPMENT PLAN DOCUMENTS

Development Plan Document	Description, Geographical Area and Conformity	Current Stage and timetable
<b>Bradford District Local Plan</b>	<p><b>Description:</b></p> <p>A) <b>Review of district wide policies</b> including:</p> <ul style="list-style-type: none"> <li>• Plan Period and Strategic Core Policies, covering</li> <li>• Overall development strategy centred around presumption in favour of sustainable development (SP1), spatial priorities for the District (SP2), Hierarchy of Settlements (SP3) and location of development (SP4).</li> <li>• Green Belt (SP5) – identification of exceptional circumstances for release of land for housing and employment together with compensatory improvements.</li> <li>• Key growth and investment anchor strategic policies covering economic growth and land requirements (SP6), housing growth – requirement, supply, distribution and priorities (SP8) and planning for sustainable transport (SP7) with transport infrastructure / scheme designations.</li> <li>• Climate Change, Environmental Sustainability and Resource Use (SP9) – net zero carbon emissions by</li> </ul>	<p>Publication Draft –August 2024</p> <p>Submission –December 2024  Examination –January 2025- April 2026  Adoption –July 2026.</p>

	<p>2038.</p> <ul style="list-style-type: none"> <li>• Green Infrastructure (SP10) – identified infrastructure network and role in relation to development proposals.</li> <li>• Protecting the South Pennine Moor SPA / SAC and their Zone of Influence (SP11) – zonal designations and approach to managing development.</li> <li>• Strategic Policies relating to Planning for Minerals (SP12) and Waste Management Infrastructure (SP13).</li> <li>• Strategic policies in relation to place design (SP14) and creating healthy places (SP15), together with working collaboratively with key stakeholders and communities (SP16).</li> <li>• A wide range of thematic policies focused upon:</li> <li>• <b>Employment</b> land and site strategy, employment zones, local skills / training and retail and leisure.</li> <li>• <b>Transport</b> planning, including key delivery projects, the relationship between transport and the environment, development and tourism together with policies on parking, freight and aircraft safety.</li> <li>• <b>Housing</b> delivery, density, standards and types as</li> </ul>	
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	<p>well as affordable housing.</p> <ul style="list-style-type: none"> <li>• <b>Environment</b> policies covering a wide range of topics, including green infrastructure, biodiversity / geodiversity and trees, historic environment, landscape, countryside, flood risk, air quality, environmental protection, energy, minerals and waste.</li> <li>• <b>Community</b> policies concerned with open space, sport and recreation, local facilities and managing the impact of development on the health of communities.</li> <li>• <b>Design</b> and practical policies to achieve better design, working with landscape and urban character and quality design in relation to streets, movement and safe and inclusive places.</li> </ul> <p><b>B) Area Strategies and Site Allocations</b></p> <ul style="list-style-type: none"> <li>• Retention of the four Core Strategy sub areas of the Regional City of Bradford (including Shipley and Lower Baildon), Airedale, Wharfedale and the Pennine Towns and Villages and includes a range of more detailed area profiles together with local area strategies providing wider context to site allocations and clear place-based approach to planning.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Site allocations with supporting material for housing and employment uses.</li> <li>• Environmental and other designations.</li> <li>• Policies in relation to implementation, delivery and monitoring.</li> </ul> <p><b>C) Policies Map DPD</b></p> <ul style="list-style-type: none"> <li>• Development of new policies map and inset plans as required.</li> </ul> <p><b>Geographical Area:</b> District Wide</p> <p><b>Conformity:</b> NPPF</p>	
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## **6.0 MONITORING AND REVIEW**

6.1.1 A key aspect of the planning system is the process for monitoring and review of the progress of preparing Local Plans, and the effectiveness of implementing policies and proposals contained within it. It is a requirement of the 2004 Act that the Council produces an Authority Monitoring Report (AMR). The AMR will cover the period 1<sup>st</sup> April – 31<sup>st</sup> March. The AMR assesses:

- How the Council is performing in meeting key milestones and targets for Local Plan preparation as set out in the Local Development Scheme.
- The extent to which policies in the Local Plan are being achieved, and where they are not, the reasons why.
- The impact Local Plan policies are having on local policy targets, and any other targets identified.
- Whether policies in the Local Plan need to be replaced/adjusted because they are not working as intended.

6.1.2 The AMR will therefore highlight any changes that need to be made to Local Plan, such changes, where necessary, will then be reflected in subsequent reviews of the LDS rolling work programme.

## **7.0 SUPPORTING STATEMENT**

### **7.1 Explanation and Justification of the Approach Set Out in the LDS**

#### **Development Plan Documents**

7.1.1 With the adoption of the Core Strategy, the Council put in place the high-level strategic development Strategy including scale and distribution of development and a range of thematic policies. This adopted DPD will be used for development management purposes in determining planning applications and also informing investment decisions, until it is superseded through the adoption of the new integrated single plan. The Core Strategy also sets out clear policies to inform Neighbourhood Plans.

7.1.2 Progress in putting in place detailed site allocations has been made with the adoption of the two Area Action Plans and the Waste Management DPD. However, until recently, wider allocations have taken longer to establish, and new opportunities have arisen within the District in particular Bradford City Centre which need to be considered as well as new challenges and priorities.

7.1.3 The National Planning Policy Framework sets out the policies and practice guidance relating to key aspects of strategic policy as well as the approach to local plans. The need for up-to-date Local Plans is imperative and this has been restated in recent ministerial statements and the Levelling-Up & Regeneration

Act 2023 together with the recently published updated NPPF. In light of this it is important that the District puts in place an up to date comprehensive local plan to set clear priorities and provide certainty to both investors/partners and communities.

- 7.1.4 There are a number of local and national drivers supporting the move to a new 'single plan':
- Clearer simplified plan-making – with policy and site considerations worked up in parallel and in one place.
  - Potential major infrastructure investment providing the catalyst to revisit city masterplanning and the delivery of the City Centre Area Action Plan. The vision for Bradford City is about ensuring a more liveable and healthier urban environment which appeals to everyone – residents, workers and tourists alike, both young and old and across all our communities.
  - Rethinking the role of the city in light of new investment opportunities but also a post-pandemic landscape which has amplified major structural change in retailing.
  - Reconsidering the extent and opportunities for greater residential development of different types within Bradford City, Keighley and other urban areas.
  - Embedding site allocations within an increasing complex range of policy considerations and moving forward with a more area-based approach overall.
  - Setting the foundations for a single plan to move forward within a revised national planning context focused more explicitly on area-based planning.
  - Underpinning growth ambitions with masterplanning and clear spatial directions – integrating key policy themes.
- 7.1.5 The integrated local plan remains committed to supporting the transformation and economic, physical and social regeneration of the wider Regional City of Bradford and its diverse neighbourhoods. The local plan will retain a focus upon the different quadrants within the wider regional city but the analysis and strategy for change is far more about local areas and neighbourhoods.
- 7.1.6 Within the Airedale corridor, Keighley continues to be identified as a key regeneration area. Again, the single plan structure helps connect spatial priorities with policy directions and there are further opportunities to be explored for growth and investment in relation to the town centre and surrounds.
- 7.1.7 Holme Wood remains an important regeneration priority within Bradford South East – there is a need to integrate new investment in housing to support, retain and improve local services and facilities. It also needs to be better connected to improved public and green spaces and green infrastructure corridors. This work is to be supported through a more spatial approach – focusing upon high quality masterplanning as a key concept.

7.1.8 The plan direction is also linked to ambitions for a green economic recovery and balanced approach to growth with heightened environmental priorities. Key considerations include:

- Protecting our environmental resources and requiring new development to leave biodiversity in a measurably better state than beforehand, contribute towards mitigating impacts in some of our most valuable landscape and habitat areas and minimise impact on heritage assets.
- A strongly committed approach to tackling climate change, improving air quality and creating healthier communities – supporting significant improvements in environmental build standards, energy use and tackling air pollution combined with a further focus upon health impacts, active travel, enhancing public transport uses and developing green infrastructure networks. Repositioning to achieve a net zero carbon district by 2038.
- Prioritising the allocation of brownfield and non-Green Belt sites first and then taking a measured and sensitive approach to Green Belt release where further growth cannot be accommodated within current settlement boundaries.
- Ensuring sufficient quantity and quality of employment land to support and sustain economic recovery and growth and ensuring that opportunities for diversification into the green economy are not lost and local people benefit from growth through jobs, skills and training.
- Balancing growth across sustainable settlements by ensuring that local services and facilities continue to thrive and affordable and other types of housing support local needs. Growth is underpinned by sufficient infrastructure – open spaces, community and health facilities and digital networks.

7.1.9 In the light of national legislative reforms and policy as well as local circumstances the Council moved to a single comprehensive local plan, allows for a clearer and refreshed definition of spatial priorities and linked policy directions.

### **Supplementary Development Plans**

7.1.10 Given the current focus on getting in place an up to date Local Plan and also guidance in NPPF and changes to the planning system with the move to supplementary plans no SPDs are proposed to be prepared.

### **Linkages to Key Strategies**

#### **District Plan**

7.1.11 The Bradford District Plan (2021 -2025) produced with the Wellbeing Board (the lead Partnership for the District) sets out the key priorities and the framework for

wide partners' action. Together our partnerships represent a wide range of public, private, community and faith organisations from across the District. The key outcomes of the District Plan are:

- Children have the best start in life;
- Residents achieve good health and wellbeing;
- Sustainable economic growth and decent work for all;
- Safe, sustainable and inclusive communities; and
- Action at all levels to address climate and environmental change.

7.1.12 These priorities have informed the spatial vision and objectives of the Local Plan.

### **Council Plan**

7.1.13 The Bradford Council Plan (2021 to 2025) is the authority's working document for what it wants to achieve to create as good a quality of life as possible for the people and communities of Bradford District. The current plan builds on some of the same priorities as the 2016 – 2020 plan but also looks to address some new major challenges the district will face in the coming years. These include the ongoing recovery from the COVID-19 pandemic and meeting the challenges of the cost-of-living crisis, as well as taking the steps we need to deal with the climate emergency and to continue to build on sustainable delivery.

7.1.14 The Local Plan, and its policies will have an important role in contributing towards the achievement of number of the Council Plan priorities and outcomes, in particular:

- Great Start, Good School
- Creating a Sustainable District;
- Better Skills, More Good Jobs and a Growing Economy;
- Decent Homes;
- Better Health, Better Lives; and
- Safe, Strong and Active Communities

7.1.15 The Local Plan will provide the spatial strategy for the implementation and delivery of aspects of the District Plan that relate to the use and development of land.

### **Housing Strategy**

7.1.16 The Bradford Housing Strategy 2020 to 2030 "A Place to Call Home, A Place to Thrive" sets out the vision, priorities and approach to meeting the housing needs of the residents of Bradford District in ways that can contribute to a more productive and inclusive economy, address health and social inequalities, tackle the challenge of climate change and help build stronger communities. Its objectives are:

More Homes - We want to increase the supply of homes of the right type and quality and in the right locations to meet the needs and aspirations of our diverse and growing population.

Quality Homes and Neighbourhoods - Our homes and neighbourhoods should be sensitive to future environmental, demographic and technological change. We want high-quality homes in neighbourhoods where people want to live and thrive. We want new developments of the highest quality standards and existing homes retrofitted to create homes that are energy efficient and adaptable.

Homes for All - We want to ensure that everyone has a place to call home and that vulnerable residents in our communities are supported to live independently.

- 7.1.17 The Local Plan is central to delivering these objectives and puts in place a statutory policy framework to do so.

### **Communities and Health**

- 7.1.18 Recent work by the Town Fund partnerships for Keighley and Shipley has been considered in developing the Local Plan and key priorities.
- 7.1.19 The Local Plan includes a focus upon regeneration, jobs and skills development together with helping create healthy safe places.
- 7.1.20 Bradford's economic strategy which is currently being updated will inform the local plan as it progresses to the next stage.
- 7.1.21 The Bradford District Children and Young People's Strategy 2023-2025 'sets out a vision and priorities for children, young people and families, how the plan will achieve these. There are specific local plan connections through health orientated policies to the strategy in relation to reducing health and social inequalities, including tackling child poverty and reducing obesity. The Local Plan includes a significant focus upon creating healthy places including a major strategic policy focus.

### **Air Quality and Transport**

- 7.1.22 Air quality is a key issue for the District and is subject to Ministerial Direction to achieve compliance with legal limits for nitrogen dioxide (NO<sub>2</sub>) in the shortest possible timeframe. The Bradford Clean Air Zone (CAZ) was introduced on the 26th September 2022, requiring non-compliant buses, HGV, LGV and taxis/private hire to pay a daily charge to enter the CAZ unless they are subject to an exemption. The CAZ will remain in place until the Government is satisfied that compliance with legal limits for air quality can be maintained.
- 7.1.23 The Council is currently in the process of preparing a Bradford Transport Strategy 2040. This will sit alongside the West Yorkshire Transport Strategy 2040 and set out a vision for the future of transport within the District.

### **Sustainable Development**

- 7.1.24 The Council's Sustainable Development Action Plan (2020 to 2021) was approved in March 2020. The plan sets out a package of measures to help tackle climate change while building a sustainable and prosperous economy that works in the interests of everyone and minimises waste and the use of finite natural resources. The proposed measures are in line with the UN's Sustainable Development Goals and will cut carbon and costs, help to reduce household bills through better energy efficiency, improve health and wellbeing and generate new jobs and sustainable economic growth through investment in a green economy.
- 7.1.25 The Sustainable Development Action Plan is currently being updated.
- 7.1.26 The Council declared a Climate Emergency in 2019 and, as a West Yorkshire Authority, is committed to Net Zero by 2038, with significant progress required by 2030. The Council is currently preparing the Climate Action / Net Zero Plan (2024-2038)
- 7.1.27 Local Plans are an essential part of the system and are required by law to achievement of sustainable development and its policies will set out a positive framework for doing so.

### **Culture and Heritage**

- 7.1.28 The District has a rich and diverse culture and rich heritage, which are recognised in the Local plan. These are central to sensitive planning for change and also support communities going forward. Key documents include:
- Culture is Our Plan 2021 – 2031
  - The Heritage Action Plan For Bradford District 2022 – 2031

### **City Region, Duty to Cooperate and Partnerships**

- 7.1.29 In preparing the Local Plan, it is essential to take account of the wider context of the Leeds City Region. The Council is a member of the Leeds City Region Local Enterprise Partnership (LEP) and the West Yorkshire Combined Authority (WYCA). The LEP is responsible for preparing the Leeds City Region Strategic Economic Plan (SEP) that provides the economic policy framework for the area, with a focus upon a number of key subjects including Skills and Employment, Digital, Transport, Green Infrastructure, Trade and Investment, and Housing, Regeneration and Infrastructure. WYCA is responsible for the preparation of West Yorkshire Transport Strategy and helping to deliver the SEP.
- 7.1.30 There is also a mayoral devolution deal for West Yorkshire. This provides an elected mayor and mayoral combined authority control over annual £38 million investment fund as well as new powers over transport, education and housing.



- 7.1.31 The Duty to Cooperate requires the Council to work closely with neighbouring local authorities such as Leeds City Council or Kirklees Council as well as a number of key public sectors bodies including the Environment Agency or Natural England. This means engaging with one another in an active, constructive and ongoing basis to address cross-boundary, strategic planning issues as part of preparing the Local Plan. This takes a variety of forms including holding regular meetings, collaborating on producing evidence to support the Plan or participating in various regional or sub-regional working groups.
- 7.1.32 The Council is required to produce a Statement of Common Ground with key partners. It is a written record of the progress made by council and partner bodies to address cross boundary, strategic planning matters, and documents where effective co-operation is taking place during the plan-making process. It is also a way of demonstrating at examination that Local Plans are deliverable over their lifetime, as well as being based on effective joint working across local authority boundaries.
- 7.1.33 There is a significant history of collaboration within the Yorkshire and Humber region on strategic planning issues. This has continued through the Leeds City Region and between individual local planning authorities. The Council is a signatory to the Leeds City Region Statement of Common Ground. This sets outs the approach to joint working across the city region on planning matters.
- 7.1.34 In addition to the working across the city region, it is also essential to work with bodies that have that sub-national or national remits. The Council is working closely with Transport for the North (TfN) to bring Northern Powerhouse Rail (NPR) to the Bradford.

### **Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)**

- 7.1.35 The Council, as the local planning authority (LPA), is legally required by Section 19 of the Planning and Compulsory Purchase Act 2004 to carry out a Sustainability Appraisal (SA) of their Plans. The Town and Country Planning (Local Planning) (England) Regulations 2012 dictate that after adopting a plan the LPA must make the SA Report available. The SA is a mechanism for assessing the extent to which an emerging plan promotes sustainable development, by applying a holistic assessment of the likely effects of the plan on social, economic and environmental objectives.
- 7.1.36 The SEA is a legal requirement set out in The Environmental Assessment of Plans and Programmes Regulations 2004 (the SEA Regulations). SEA is a systematic process designed to provide for a:
- High level of environmental protection
  - Integration of environment into preparation and adoption of plans/programmes

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- Promoting sustainable development

The SA of the Local Plan integrates the requirements of SEA.

7.1.37 The emphasis of the process set out in the regulations are on:

- Collecting and presenting baseline environmental information.
- Predicting the significant environmental effects of the plan and addressing them during its preparation.
- Identifying strategic alternatives and their effects.
- Consulting the public and ‘authorities’ with environmental responsibilities as part of the assessment process.
- Monitoring the actual effects of the plan during implementation.

7.1.38 The regulations relate to a range of plans and programmes. The main plans caught under the requirements will be those linked to spatial planning such as the Local Plan and the Local Transport Plan. However, a large number of other plans that the Council produces are potentially affected by the Directive e.g. Community Strategy and local regeneration plans/frameworks etc. Therefore, the Council will seek to establish a corporate approach in terms of methodology, baseline information, and involving key stakeholders and the public.

7.1.39 The SEA/SA will be fully integrated into the production of all the DPDs from the start, inline with national good practice advice. Each document will be appraised to a level appropriate to the type of DPD and taking account of any previous SA of related documents.

### **Evidence Base**

7.1.40 NPPF states that all Local Plans should be based upon up to date and relevant evidence to formulate the policies in the Plan. A range of evidence has been updated in support of the emerging single local plan. Key elements include:

- Strategic Housing Market Assessment (SHMA) Update 2021
- Bradford District Updated Demographic Evidence (2020)
- Gypsy and Traveller Needs Assessment (GTNA) Update (2021)
- Future Employment Analysis (ENALR Addendum (2021)
- Bradford District Open Space Needs and Demand Study (2020)
- Bradford District Open Space Assessment (2020)
- Bradford District - Selective Green Belt Review (2020/21)
- Bradford District Sites Assessment Methodology and Report (2021)
- Bradford District Strategic Land Assessment (SLA) (2020)
- Bradford District Local Infrastructure Plan (LIP) Update (2021)

7.1.41 For more details see following link: [Bradford District Local Plan | Bradford Council](#).

7.1.42 This evidence will be updated as the single local plan progresses towards submission to ensure it has an appropriate range of up-to-date evidence to underpin its soundness at examination.

## **7.2 Managing the Process**

### **7.2.1 Managing Resources**

7.2.2 The Planning and Transport Strategy Service will take the lead in producing the Local Plan. There are 2 dedicated teams working on the Local Plan comprised of 12.9 FTE planning professionals. One of the dedicated team also includes additional Transport Strategy and policy resource.

7.2.3 Further resources are available within the Planning Service, including the Landscape, Conservation, Highways and Design Group.

7.2.4 The Service will work collaboratively and also draw on the resources and expertise within wider Council services for example Development Services, Economic Development, and Housing as well as Public Health. Other Council services will also contribute as appropriate depending on the nature of the content and approach, including for example education services.

7.2.5 Where the Council does not have the technical expertise and/or capacity it has employed specialist consultants to provide support. These have normally taken form of self-contained evidence reports. The work on the plan also requires input and effective resourcing from wider stakeholders, utility companies and neighbouring planning authorities on infrastructure planning in particular.

7.2.6 Due to the strategic nature of some aspects of the local plan work through to Regulation 19, which includes large-scale masterplanning and cross-over into infrastructure investment priorities, this is likely to require new ways of working and a stronger focus upon project teams and cross-service delivery.

7.2.7 The Council has made agreed non-recurring funding available through the annual Budget process on an occasional basis. This provides non staffing funding for the following types of activity in support of the Local Plan:

- Preparation of technical evidence and appraisals
- Consultation and engagement
- Examination and adoption

7.2.8 The Local Plan is supported by a financial plan which profiles the anticipated spend required to support the non staffing elements of the Local Plan.

7.2.9 The Local Plan has benefited by non-recurring corporate financial support in previous budgets, in order, to progress the work in line with the LDS. Other funding opportunities will be explored which could address the pressures where possible. However, the programme will require additional funding to be determined as part of future Budget Processes to ensure progress to adoption.

### **7.2.10 Programme Management**

7.2.11 The Strategic Director (SD) Place has the overall responsibility for preparing the Local Plan. Day to day management will normally be the Planning and Transport Strategy (PTS) Manager, reporting to the Assistant Director (AD) Planning Transportation and Highways.

7.2.12 A Local Plan Board chaired by the AD with a core membership of the SD and Portfolio holder and PTS manager provide strategic level oversight to the Local Plan programme management and alignment to and linkage to corporate priorities. Membership is supplemented by others as required including:

- Planning
- Transport Planning
- Economic Development
- Housing
- Corporate support
- Culture, Tourism and Sport

7.2.13 A cross party local plan reference group has been established to provide opportunity for wider sounding on emerging content and approach ahead of any formal consideration by Executive and Full Council. The membership of the group includes representatives from the main political parties as well as the Chairs/Deputy Chairs of Planning Committees and the Portfolio Holder.

### **7.2.13 Political Management**

7.2.14 The process for the approval of the Local Plan will be as follows:

- Decisions on informal early consultation such as scoping and issues and options work will be approved by the Assistant Director Planning, Transportation and Highways in consultation with Executive Portfolio holder responsible for Planning.
- Preferred Options documents will be approved by the Assistant Director Planning, Transportation and Highways in consultation with Executive Portfolio holder responsible for Planning.
- Full Council resolution required for submission stages.
- Full Council resolution required for adoption stages.

7.2.15 For all SPDs the process for their approval will be as follows:

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- Assistant Director PTH in consultation with Executive Portfolio holder responsible for Planning, to approve for consultation draft SPD.
- The Executive to approve for adoption by Regulatory and Appeals Committee

7.2.17 There will be reports to the Council's Executive on progress in preparing Local Plan and consideration of programme by the relevant Scrutiny Committee at appropriate stages.

### **7.2.18 Risk Assessment**

7.2.19 There are several areas of risk in preparing the Local Plan as set out in the LDS. The key areas of risk are listed in Table 5 below. This identifies the risk factor, the impact of the risk if it occurs, the nature of that impact, the probability of the risk happening and the mitigation or contingency for dealing with the risk.

**Table 3: RISK ASSESSMENT**

<b>Risk</b>	<b>Nature of Impact</b>	<b>Impact L/M/H</b>	<b>Probability L/M/H</b>	<b>Mitigation /Contingency</b>
Change to national policy and legislative framework.	Additional work to comply with new policies causing slippage	H	M	Keep up to date with new legislation and guidance as published and anticipate new guidance based on MHCLG forward plan. Respond early to any significant changes. Integrate into LDS review process.
Failure to comply with Duty to Cooperate. Duty requires ongoing positive engagement with key bodies such as adjacent Councils on cross boundary issues in the Local Plan.	Slippage Soundness	M	M	Ongoing work through the Leeds City Region (LCR) officer and member arrangements in line with the LCR Statement of Cooperation and Statement of Common Ground.  Early scoping of strategic issues and potential impacts and instigate arrangements for liaison and ongoing work with key bodies and ensure ongoing and positive engagement and collaborative and cooperative working arrangements on key issues.
Volume of work greater than anticipated e.g. submitted representations or work arising from sustainability appraisal.	Slippage in programme	M	M	Allow for a challenging but realistic timetable for Local Plan documents with a degree of flexibility built in.  Develop robust project plans for each stage using the Planning Advisory Service Tool Kit and Self Assessment and emerging good practice and experience.  Monitor progress against LDS and review if necessary.  Consider additional resources either from within the Council or bringing in outside resources where

<b>Risk</b>	<b>Nature of Impact</b>	<b>Impact L/M/H</b>	<b>Probability L/M/H</b>	<b>Mitigation /Contingency</b>
				appropriate through collaborative working and selective use of consultants on specialist areas.
Lack of in-house skills for specialised areas of policy work /sustainability appraisal /background studies.	Slows progress in programme Evidence base compromised	M	M	Undertake a competency audit for key programme areas and identify gaps linked to project plan. Review other Council resources. Commission external support for one off projects
Local Plan Team required to undertake other unforeseen work.	Programme slippage	M	M	Ensure Local Plan given corporate recognition and priority for staff time and resources. Manage other priorities through programme management and Local Plan Board.
Staff retention and recruitment.	Slow progress leading to programme slippage and of continuity.	H	M	Seek to fill vacant positions with appropriately qualified staff quickly. Adopt flexible working arrangements. Call on wider corporate resources to fill temporary gaps. Use of external consultants
Local Plan programme too ambitious.	Key milestones not met	H	M	LDS prepared with emerging good practice and knowledge from other LPAs and Planning Advisory Service, which has informed an ambitious but realistic

<b>Risk</b>	<b>Nature of Impact</b>	<b>Impact L/M/H</b>	<b>Probability L/M/H</b>	<b>Mitigation /Contingency</b>
				timetable than the first LDS.
Change in circumstance which impact on to delivery of strategic sites and potential soundness of the plan	Plan not being found sound at examination due to failure to show deliverable plan	M	M	Ongoing work to support strategic sites through partnership working and master planning and seeking funding opportunities.
Planning Inspectorate unable to meet the timescale for examination and reporting.	Examination and/or report delayed. Key milestones not met	H	M	The capacity of PINS is not something that the Council can directly influence. On-going liaison with Government and PINS regarding the programme and key milestones.
Local Plan fails soundness test.	Local Plan not adopted	H	L	Ensure robust up to date evidence base, sustainability appraisal appropriate to the Local Plan, public involvement in line with SCI.  Develop robust project plans for the Local Plan using the Planning Advisory Service Tool Kit and emerging good practice and experience. Use PAS self assessment at key stages to check 'soundness'. Access PAS support and training packages and other critical friend support as appropriate.  Use of pre submission Inspectors visits.
Legal Challenge.	Adopted Local Plan quashed in whole or in part.	H	L	Ensure the Local Plan is 'sound', in that they are founded upon a robust evidence base, sustainability appraisal appropriate to the Local plan, public involvement in line with SCI.  Seek legal advice including from specialist Counsel on major areas of risk both in terms of content and process.



Risk	Nature of Impact	Impact L/M/H	Probability L/M/H	Mitigation /Contingency
Inability of key stakeholders, agencies and bodies to cope with demand and fail to deliver on time.	Weaken evidence to underpin Local Plan at key stages. Slippage of programme	M	M	Close liaison with all key stakeholders involving sending them a copy of the LDS and involve them in planning the key stages at the earliest opportunity so they can programme work. On-going communication with key stakeholders.  Develop robust project plans for the Local Plan using the Planning Advisory Service Tool Kit and emerging good practice and experience.
Political uncertainty.	Lack of commitment to programme Programme slippage	M	M	Make planning central to delivery of Corporate objectives.  Briefing all members as to importance of Local Plan and Planning generally.  Engagement with all members throughout the preparation process as appropriate to the stage to enable members to understand the approach and procedural issues.  Local Plan Cross Party Reference Group used to sound out programme and key content and approach.
Inability to recruit external contractors.	Programme slippage Weaken evidence base	H	M	Plan the programme of key activities involving the need for consultants at the earliest opportunity. Develop draft briefs and test the market in terms of capacity informally.

## APPENDIX ONE

### GLOSSARY OF TERMS

**Area Action Plan (AAP)** – These are Development Plan Documents that provide a planning framework for an area of the District where significant change or conservation is needed.

**Authority Monitoring Report (AMR)** – This is a Report that the Council is required to prepare as part of the Local Plan. The Report will annually assess the extent to which policies in Local Development Documents are being achieved.

**Core Strategy** – This is a Development Plan Document that provides the strategic planning framework for the District. It sets out the long-term spatial vision and the strategic objectives and policies to deliver that vision. The strategy contains core policies, a monitoring and an implementation framework. All other Development Plan Documents that form the Local Plan must be in conformity with the Core Strategy.

**Development Plan Document (DPD)** – These are Local Development Documents that are part of the Local Plan. They form the statutory development plan for the district and are subject of an independent examination. They include the following: Core Strategy, Site Allocations, Area Action Plans, and a Proposals Map.

**Local Development Document (LDD)** – These are the individual documents that make up the Local Plan. They comprise of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

**Local Development Scheme (LDS)** – This is a three-year rolling work programme setting out the Council's timetable for preparing each Local Development Document. The Scheme is revised regularly in light of outcomes from the Authority Monitoring Report.

**Local Plan** – title of statutory development plan which NPPF recommends to be a single document but can where justified comprise of several Development Plan Documents.

**National Planning Policy Framework (NPPF)** – National Planning policy supported by web based National Planning Practice Guidance (NPPG)

**Regional Spatial Strategy (RSS)** – A document that was prepared by the Yorkshire and Humber Regional Assembly and approved by the First Secretary of State. The RSS provided a spatial planning framework for the region that informed the preparation of the LDFs. The RSS was formally revoked in February 2013.

**Replacement Unitary Development Plan (RUDP)** – This is the current development plan for the district, adopted in the October 2005 and saved in 2008 by the Secretary of State. The report of 5 June 2014 Regulatory and Appeals Committee approved an assessment of

the compliance of the saved policies with the more recent national policy contained in NPPF.

**Statement of Community Involvement (SCI)** – This sets out the standards that the Council intends to achieve in involving the community and stakeholders in the preparation, alteration and review of all Local Development Documents and development control decisions. The Statement of Community Involvement is not a Development Plan Document, nor is it the subject of a sustainability appraisal.

**Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)** – This is a generic term used internationally to describe the assessment of policies, plans and programmes considering their social economic and environmental impacts and informing the most appropriate approach). An integrated approach to SEA and Sustainability Appraisal will be required to avoid duplication in the plan making process.

**Supplementary Planning Document (SPD)** – These are Local Development Documents that are part of the Local Plan. They provide supplementary guidance to policies and proposals contained in Development Plan Documents, however, they do not form part of the statutory plan, nor are they subject to an independent examination.

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## Report of the Strategic Director Corporate Resources to the meeting of the Executive to be held on 5 March 2024

**AX**

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### Subject:

### Disposals Programme

### Summary statement:

For the Executive to consider and agree to an ongoing disposal programme of surplus to requirements property and land assets for the purposes of generating capital receipts. The Programme will identify the methodology for due diligence determination, of how assets will be brought forward for consideration for disposal, details of assets to be disposed of, timescales and estimated capital receipt generation together with appropriate governance for monitoring the programme.

### Equality & Diversity:

Consideration has been given to the impacts on Equality and Diversity and as the Programme deals with property assets that are surplus or where service activity is no longer required it is considered that there a minimum equality impacts to be considered beyond the cessation of activities within the asset.

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Joanne Hyde – Strategic Director:  
Corporate Resources

**Portfolio:**  
Regeneration, Planning and Transport

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**Overview & Scrutiny Area:**  
Corporate Resources

## **1 SUMMARY**

This report seeks Executive approval to agree to an ongoing disposal program of surplus to requirements property and land assets for the purposes of generating capital receipts to support the Medium-Term Financial Strategy.

The Programme will identify the methodology for due diligence determination, of how assets will be brought forward for consideration for disposal and how Member authority will be sought prior to any disposal.

The Programme will identify methodology for disposals, details of assets to be disposed of, timescales and estimated capital receipt generation together with appropriate governance for monitoring the program.

## **2 BACKGROUND**

### **Introduction**

- 2.1 The Executive is requested to consider and note the contents of this report and to approve the recommendations.
- 2.2 The City of Bradford Metropolitan District Council (BMDC) is a large and diverse local authority delivering a wide-ranging number of services. To support the district and manage the diversity of the services delivered the Council currently own a varied property and land portfolio which is held within the Council's general fund.
- 2.3 As reported to the Executive in January there is a structural budget gap of c£120m in 2023-24 inclusive of a c£73m overspend on a budget that already includes c£48m of one-off reserves – in other words current expenditure is above the resources available by at least this amount.
- 2.4 It is imperative for the Council to develop and realise a plan to attain financial sustainability. The emergency response work carried out since then has identified that this will require significant transformation to all aspects of the Council's activities and is likely to take up to 5 years to deliver.
- 2.5 The Council has already exhausted its usable reserves meaning that it is unable to balance the budget for next year without Exceptional Financial Support (EFS) from Government, as reported to the Executive in December 2023, which is currently being sought.
- 2.6 The government has been asked to support the Council through a capitalisation direction, which would allow the Council to use capital receipts from the disposal of assets to minimise any borrowing requirement associated with the directive.
- 2.7 The Council's asset disposal programme will be required to support transformation costs including redundancies, this will be subject to further quantification as the Transformation Plan is developed in the near term.
- 2.8 Consequently there is now a requirement, as part of the Council's Medium Term Financial Strategy (MTFS) to generate significant Capital Receipts during 2024/5 and 2025/6 and beyond as the programme is developed out further. The intention is to initially generate £60M during 2024/5 and 2025/6 with further work during this period to bring forward more disposal opportunities for either

incorporation into this time frame or for future years. This will be reported as part of the ongoing reporting cycle detailed at 2.41 below.

### **Capitalisation Direction**

- 2.9 Accounting practice does not allow capital funding sources to be used for revenue expenditure purposes i.e., day-to-day expenditure including salaries, utility bills and service contract payments.
- 2.10 A capitalisation direction is a means for the government to permit a Council to not comply with the above accounting practice by granting permission, with specific conditions, for capital funding, such as the disposal of assets or external borrowing, to be used for specified revenue expenditure.
- 2.11 The proposed Disposal Programme will look to generate significant Capital Receipts as set out in each of the above financial years subject to further due diligence.
- 2.12 This will enable the Council to ensure that it disposes of property, land and assets in a compliant way, undertaking a thorough evaluation process including appropriate consultation and consideration of alternative uses and ownership structures prior to the release of property, land and assets.

### **Properties in scope**

- 2.13 In order to meet the requirements of the Council's MTFS an initial review of the Council's Property interests has been undertaken to ascertain how significant capital receipts could be delivered.
- 2.14 These various assets are detailed at Appendix A.
- 2.15 It should be noted that each asset and asset group will need to be considered to determine whether the asset should be disposed of or retained.

### **Other future disposals**

- 2.16 Other assets will be added to the programme once they have been evaluated in order to support the MTFS in an ongoing basis.
- 2.17 Further assets may be added to the programme subject to Departmental service delivery reviews which are currently ongoing and being declared surplus to requirements following the outcome of the consultation process of said service delivery review.

### **Holding Costs**

- 2.18 Members should note that whilst assets may be vacated ahead of a disposal, the asset still needs to be secured, maintained, insured and potentially liable for Business Rates. Therefore, until the asset is disposed of there will be a revenue cost to deliver the above-mentioned cost lines.

### **Due Diligence approach to determination whether to dispose or retain Property Assets.**

- 2.19 As part of the decision-making process, the Asset Management team will undertake an asset review and due diligence of each asset under consideration detailed at Appendix A and others that may be brought forward in due course. The review will identify if the asset is surplus or underutilised and should be recommended for disposal.

- 2.20 This work will be undertaken in conjunction with external professional advisors as detailed below.
- 2.21 Disposal of Property assets will be made in accordance with the Council's Property Disposal Policy dated Jan 2019.
- 2.22 In the case of land, the benefit of alternative use for social or economic purposes, such as development for commercial or housing purposes would be considered.
- 2.23 Information as above will be collated by the asset management team for review as part of this disposal programme. Data to be considered will include, where relevant:
- planning policy – current and potential use of assets
  - asset categorisation – the current use and reason for holding.
  - asset capital valuation for accounting purposes – current value and materiality issues
  - revenue – impact of any changes to the revenue budget
  - fabric condition – repairs information, condition surveys
  - energy rating – to fit with the Councils carbon management plan.
  - social value attributed to the asset – such as community use or support.
  - consultation feedback from local ward members
  - Health and safety information – fire risk assessments, water hygiene, asbestos, electrical condition and deleterious materials where relevant.
  - Consideration for community asset transfer policy
  - service strategies
  - Legal checks as to Title impediments with mitigation strategies
  - return on investment – value for money analysis.
- 2.24 Investment Assets are unlikely to be available for operational service use or community use and as such will be assessed on the income return to value – i.e., a yield analysis determined against classification investment performance criteria as opposed to the methodology detailed above. However, it should be noted that the hurdle rate of financing a capitalisation direction will probably exceed the yield return on these investments.
- Loss of income**
- 2.25 Where the decision following due diligence is made to dispose of an investment property this will result in a loss of revenue income. However, the Determination process detailed above will clarify the exact details and sums involved on each



potential transaction to inform the decision as to dispose or retain and in what form any disposal should take.

2.26 It should be noted that should the Council decide to sell an investment property then any tenant of that property will not be affected as such a sale would not affect the terms of their occupancy of the property.

2.27 The £60M sum is a Net figure. Therefore, any loss of income will need to be made up via other disposals to balance out the loss. In some cases there will also be a revenue saving and such savings will be captured and reported as part of the ongoing reporting cycle detailed at 2.41 below.

### **Member Engagement and consultation/approval to dispose.**

2.28 Decisions on disposals will be fully discussed with the Executive Member of Regeneration, Planning and Highways with the member delegations to authorise such disposals.

2.29 Ward Members views will be sought and considered as part of the decision-making process. In accordance with the Council's Property Disposal Policy, Ward Members will be notified of all proposed land and property disposals in their Wards. If no comments are received the disposal will proceed. Where objections to the proposal are received from Ward Members, the objections will be referred to the relevant Portfolio Holder who will decide in accordance with the decision-making powers set out in the Constitution. Ward Members will be consulted prior to the referral of objections to the Portfolio Holder and be given the opportunity to explain the reason for the objection. Where the disposal is a critical part of an approved corporate strategy the general presumption is that disposals will proceed unless there is very good reason not to.

### **Estate Strategy**

2.30 The Council will need to develop a new Estate Strategy in respect of the composition of its retained estate following the proposed disposal programme and future Departmental service reviews and consultations. However, in order to shape future thinking on our estates the following 5 Strategic Objectives will drive such a strategy. These objectives will also support the Council's decision-making process in terms of evaluation of assets for disposal or retention.

1. To efficiently manage assets for the benefit of the people within the District.

2. To provide accommodation to meet existing and future service needs.

3. To manage and invest in retained assets.

4. To utilise assets to stimulate growth and development.

5. To promote joint working where appropriate with other public bodies.

2.31 The Council also has ambitions for growth and community well-being. While the Council will predominantly be selling assets over the next few years it may also need to buy or rent properties to secure its objectives, this will have to be based on a robust business case to demonstrate the need and viability of such acquisition and to ensure that such a purchase or leasing arrangement has considered all other alternatives.

## **Community Asset Transfers**

- 2.32 Where appropriate, consideration would also be given to the transfer of assets to the community in accordance with the Councils Community Asset Transfer Policy.
- 2.33 In addition the Council recognises the valuable work the Voluntary Sector provides, often from within Council owned assets. Consequently, decisions regarding future provision will be carefully considered and form an important component of the decision-making process.
- 2.34 In some cases where the Council has not charged market rents for such usage we will no longer be unable to continue to do this, however in undertaking such a review the Council fully appreciates that charging rents could make such provision economically difficult for the organisation concerned and will take all such matters into consideration in the circumstances.

## **External Agency and Professional Services,**

- 2.35 In order to ascertain best consideration valuation, various professional property and legal services will be required to undertake option analysis and market appraisals so that the asset in question can be fully appraised.
- 2.36 The Property Asset Disposal Policy allows for a retention of 4% of the Programme to allow for such fees and to cover in-house Property and Legal costs (inc external consultants). Noting that the £60M sum is a net figure. Therefore, the Programme will need to be made up via other disposals to balance out the overall cost of such disposals.
- 2.37 Officers will follow Council Procurement policies and procedures to select professional advice through appropriate frameworks. Due to the urgency of undertaking appraisals and taking sites to market it will be necessary to make a direct award through an appropriate framework to a firm of Chartered Surveyors to undertake the required work, requesting the appointed agent utilises specialist agents as sub-contractors as required (e.g., agricultural agents and local agents). The appointment of Chartered Surveyors will be made in accordance with the Council's Procurement rules.
- 2.38 The selected Chartered Surveyors will provide the Council with advice on the following aspects to ensure that the assets to be disposed of are suitable for disposal and generate the best consideration possible in the marketplace. The following aspects are an indication of the work they will undertake.
- Analysis of local market conditions and needs
  - option appraisal for all land and buildings currently owned by the Council.
  - disposal of Council assets in a way that that delivers levels of capital receipts but still represents value for money, including the development of lots or asset portfolios for sale.
  - arranging condition and site surveys
  - advertising land and property for sale including sales pack.
  - proactively identifying and contacting potential purchasers
  - completing due diligence work on prospective purchasers

- identifying where appropriate potential sub-lease or sale and lease-back arrangements
- negotiating sale prices including potential overage arrangements plus terms and conditions on the Council's behalf
- undertaking value for money assessments and advising on best value
- appointing and liaising with legal advisers, valuers and other advisors etc.
- advising on potential implications of public procurement rules and subsidy controls

2.39 It is recommended that Delegation to award an appropriate consultancy contract in this regard is given to the Strategic Director, Corporate Resources in consultation with the Director of Finance and the Head of Procurement.

2.40 The relevant costs incurred will be reported to Members in the reporting process detailed at below.

### **Further reporting**

2.41 Members will recognise that the delivery of Capital Receipts is integral to the success of the MTFs and therefore it is proposed to report on progress of delivery of the disposals programme on a quarterly basis via update reports through the Financial Budget Monitoring process/reporting cycle.

2.42 The Executive is recommended to agree to this reporting process.

2.43 Members will also be aware that DLHUC will require regular updates on the Disposals Programme as part of the Emergency Assistance package.

## **3. FINANCIAL & RESOURCE APPRAISAL**

3.1 As previously outlined, the Council's financial challenges mean that it will need to maximise asset disposals subject to best value and other criteria outlined in this report.

3.2 The 2024-25 budget is predicted on the Council being able to dispose of c£30m of surplus assets, with similar amounts in coming years to reduce the financing cost of the Capitalisation Directive.

3.3 There will be costs associated with disposal of assets, and legal and other professional fees will be covered by the 4% retention outlined in 2.36. Additionally, there will be costs associated with decommissioning & security of properties that are awaiting sale. These costs will be covered from capital receipts & transformation related budgets where feasible, and they will also be closely monitored and reported on.

3.4 Regarding the investment estate, the 2024-25 budget includes c£2m for loss of income, and this would increase to £2.8m by 2025-26 if all of the in-scope rent generating properties were disposed of. The timing of disposals will impact the actual loss of income.

3.5 Overall, the surplus asset disposal program will form a key plank of the strategy for returning the Council to a financially sustainable position.

- 3.6 Close monitoring of delivery is consequently vital, and hence quarterly updates will be provided to the Executive through the Budget Monitoring reporting process as outlined.
- 3.7 The assets identified in this report should be considered a first phase, and other assets for disposal will need to be identified in the near and medium term. These will also be reported to the Executive and Corporate Overview and Scrutiny Committee through the quarterly Budget Monitoring process.

#### **4. LEGAL APPRAISAL**

- 4.1 In disposing of property assets, the Council needs to consider and comply with the relevant legislation, including Subsidy Control and Financial Regulations and its Constitution.
- 4.2 The main powers to dispose of land are found in the following legislation:
- S123 of the Local Government Act 1972
  - S233 Town and Country Planning Act 1990

These provide that the Council obtain best consideration for disposals, which is defined to include leases granted for a term of 7 years or more, option agreements, easements, reversionary leases and freehold sales.

In determining whether or not to dispose of land for 'less than Best Consideration' the Council should also have regard to its accountability and fiduciary duty to local people.

- 4.3 In respect of land disposals under s.123 (2) of the Local Government Act 1972 – disposals at less than market value will be considered under the General Disposal Consent (England) 2003 which means that specific consent of the Secretary of State is not required for the disposal of any interest in land which the Council considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area and the difference between the market value and actual price paid for the land is less than £2 million (if the difference is more than £2 million then the disposal will require Secretary of State approval).
- 4.4 There may be other matters to consider and address in respect of any particular property disposal including:
- (i) . Proposals to dispose of land classified as public open space will need to be advertised that a disposal is being considered under s. 123 (2A) of the Local Government Act 1972 and any objections must be considered by the Council in deciding whether or not to progress with the proposed disposal.
  - (ii) In respect of school land and playing fields the Council will also need to consider whether the land is subject to the provisions of Schedule 1 of Academies Act 2010 and section 77 of the School Standards and Framework Act 1998. Such disposals will require consent of the Secretary of State.

#### **5. NOT FOR PUBLICATION DOCUMENTS**

Properties in scope valuation estimates, exempt under Paragraph 3 Finance or Business Affairs of Schedule 12A of the Local Government Act 1972 (as amended).

## **6. RECOMMENDATIONS**

That Executive approves the following recommendations.

- 6.1 To consider and approve the contents of this report.
- 6.2 Approve Delegation to award appropriate consultancy contracts in relation to the delivery of the Programme to the Strategic Director, Corporate Resources in consultation with the Director of Finance and the Head of Procurement.
- 6.3 To agree to the reporting process detailed above at 2.42.

## **APPENDICES**

- A Properties in scope including Not for Publication version

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ARN	Name of Asset	Ward	Tenure	Classification	Sold as a Going Concern	Disposal Classification
50365	Ferniehurst Farm	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50407	North Hall Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50429	Park Hill Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50346	Crow Trees Farm - Grazing Land	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50534	Simpson Green Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50298	Bottoms Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50410	North Street Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50548	St Leonards Farm	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50383	Land House Farm	Clayton and Fairweather Green	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50768	Ford House Farm 1	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50210	Hollins Hill Farm	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50291	Birk Hill Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50387	Low Ash Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
50204	Hawkstone Farm	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Building
00284	Ripley Street Grazing Land	Thornton and Allerton	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
54015	Dene Grove - Grazing Land	Craven	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
57239	Roydsdale Way - Land	Tong	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
51976	Cliffe House Farm	Bingley Rural	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
50345	Cottingley Hall Farm	Shipley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
53183	Holme Bank Farm - Grazing Land	Tong	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
50211	Hollowfields Beck - Grazing Land	Tong	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
52648	Walk Hill Farm	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
52124	Low Laithe Farm - Agricultural Land	Bingley Rural	Freehold	Investment	Subject to Tenancy where applicable	Agricultural Land
50211	Land at Hollowfields Beck (Cheesecake F Tong		Freehold	Surplus Asset	N/A	Agricultural Land
50580	Hillam Road - Car Park & Storage Land	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Car Park
55263	Peckover Street Car Parks	City Ward	Freehold	Surplus Asset	N/A	Car Park
50665	Wharf Street, Shipley, Car Park	Shipley	Freehold	Surplus Asset	N/A	Car Park
53377	Wellington Street Car Park	City Ward	Freehold	Surplus Asset	N/A	Car Park
01209	Burnett Street	City	Freehold	Surplus Asset	N/A	Car Park
01467	Pine Street	City	Freehold	Surplus Asset	N/A	Car Park
52818	Agar Street	Toller	Freehold	Surplus Asset	N/A	Car Park
52848	Skirrow Street	Bingley Rural	Freehold	Surplus Asset	N/A	Car Park
01201	Victor Street Car Park	Manningham	Freehold	Surplus Asset	N/A	Car Park
01227	Colne Road Car Park	Worth Valley	Freehold	Surplus Asset	N/A	Car Park
01212	Killinghall Road	Bolton and Undercliffe	Freehold	Surplus Asset	N/A	Car Park
54342	Broadstone Way/Tong Street	Tong	Freehold	Surplus Asset	N/A	Car Park
01010	The Willows, 2a Hall Road, Idle	Eccleshill	Freehold	Surplus Asset	N/A	Care home
01049	Rix house (24 Arncliffe Rd, Keighley BD2	Keighley West	Freehold	Surplus Asset	N/A	Care home
01071	Weaver Court (Moorfield Pl, Idlecroft Rct	Idle and Thackley	Freehold	Surplus Asset	N/A	Care home
00988	Woodward Court, Allerton	Thornton and Allerton	Freehold	Surplus Asset	N/A	Care home
00307	Valley View Childrens Home, Lister Lane	Bolton and Undercliffe	Freehold	Surplus Asset	N/A	Care home
01067	Thompson Court, Morton Lane, Crossfla	Bingley	Freehold	Surplus Asset	N/A	Care home
01630	Hammerton Street - Filling Station	Bowling and Barkerend	Freehold	Investment	Subject to Tenancy where applicable	Commercial Garage
00288	Paley Road Private Caravan Park	Bowling and Barkerend	Freehold	Investment	Subject to Tenancy where applicable	Commercial Land
01657	Ivebridge House - Ground Lease - Block . City		Freehold	Investment	Subject to Tenancy where applicable	Commercial Land

52120	Salts Wharf	ShIPLEY	Freehold	Investment	Subject to Tenancy where applicable	Commercial Land
50455	Parry Lane (Regen Sale)	Bowling and Barkerend	Freehold	Surplus Asset	N/A	Employment Land
50306	Exchange Court/Bridge Street Car park	City	Freehold	Surplus Asset	N/A	Employment Land
#N/A	Leeds Airport Employment Hub - Interes	Leeds	Freehold	Employment Land	N/A	Employment Land
00060	Ian Clough Hall, Baildon	Baildon	Freehold	Surplus Asset	N/A	Former library
00092	Rhodesway Pool, Oaks Lane	Clayton and Fairweather Green	Freehold	Surplus Asset	N/A	Former pool
00258	Hothfield Junior School, Silsden	Craven	Freehold	Surplus Asset	N/A	Former School
00135	Aire View Infant School, Silsden	Craven	Freehold	Surplus Asset	N/A	Former School
51984	Former Cullingworth Village Hall	Bingley Rural	Freehold	Surplus Asset	N/A	Former village hall
50325	Cedar Court Hotel Site	Wibsey	Long Leasehol	Investment	Subject to Tenancy where applicable	Freehold interest in hotel
50362	Eurocam Technology Park Factory Site	Little Horton	Long leasehold	Investment	Subject to Tenancy where applicable	Freehold interest in Industrial
52282	Drop Kick Public House	Royds	Freehold	Surplus Asset	N/A	Freehold interest in pub
50272	Airedale Shopping Centre	Keighley Central	Ground Lease	Investment	Subject to Tenancy where applicable	Freehold interest in shopping ce
50836	Asda Superstore Site	ShIPLEY	Ground Lease	Investment	Subject to Tenancy where applicable	Freehold interest in supermarke
50847 & 508	part 1 Cemetery Road	Great Horton	Freehold	Surplus Asset	N/A	Ginnel
50499	Riverside Hotel & Restaurant	worth Valley	Freehold	Investment	Subject to Tenancy where applicable	Hotel
01551	Little Lane, Ilkley	Ilkley	Freehold	Surplus Asset	N/A	House
50563	Stairfoot Farm, Cottingley Cliffe Road, B	ShIPLEY	Freehold	Surplus Asset	N/A	House & Farm
60092	Highfield Road/Doctor Hill, Idle	Idle and Thackley	Freehold	Surplus Asset	N/A	House & land
52291	Units 1-5 Hockney Road	Manningham	Freehold	Surplus Asset	N/A	Industrial
50318	Canal Road/Hillam Road - Land	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Industrial Land
01688	Mount Street Security Depot	Bowling and Barkerend	Freehold	Investment	Subject to Tenancy where applicable	Industrial Land
50220	Thornton Road Light Industrial Site	City	Freehold	Investment	Subject to Tenancy where applicable	Industrial Land
50296	Bolton Lane Industrial Land	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Industrial Land
59217	Dockfield Road, 124 - Unit 1	Windhill and Wrose	Long Leasehol	Investment	Subject to Tenancy where applicable	Industrial Premises
53538	Hillam Road Industrial Premises	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
56231	Perseverance Mills	Windhill and Wrose	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
50422	The Engine House	ShIPLEY	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
52028	Ilkley Abattoir	Ilkley	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
52469	Festival Building	ShIPLEY	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
59218	Dockfield Road, 124 - Unit 2	Windhill and Wrose	Freehold	Investment	Subject to Tenancy where applicable	Industrial Premises
01123	Arkwright Recreation Ground - part	Bowling and Barkerend	Freehold	Surplus Asset	N/A	Land
50790	The Broadway - Cinema Site	City	Freehold	Investment	Subject to Tenancy where applicable	Leisure
01475	Dobrudden Farm Caravan Site	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Leisure
50497	Low Wood Activity Centre	Craven	Freehold	Investment	Subject to Tenancy where applicable	Leisure
50197	Ghyllbeck Driving Range	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Leisure
50677	Calverley Golf Course	Outside Bradford (Calverley & Farsley Ward)	Freehold	Investment	Subject to Tenancy where applicable	Leisure
02094	Lamb Springs Farm Golf Club Site	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Leisure
51187	Bradford Moor Golf Club Land & Buildin	Bowling and Barkerend	Long Leasehol	Investment	Subject to Tenancy where applicable	Leisure
01778	The Picture House	Keighley Central	Freehold	Investment	Subject to Tenancy where applicable	Leisure
54338	Low Hall Road - Garage Site	Wharfedale	Freehold	Investment	Subject to Tenancy where applicable	Lock-up Garage Site
53901	Prince of Wales Lodge	Bingley	Freehold	Surplus Asset	N/A	Lodge
53825	Thornton Cemetery Lodge, Thornton	Thornton and Allerton	Freehold	Surplus Asset	N/A	Lodge
50420	Orbic Works	ShIPLEY	Freehold	Investment	Subject to Tenancy where applicable	Offices
52052	Merchants Quay	ShIPLEY	Long Leasehol	Investment	Subject to Tenancy where applicable	Offices
50304	Bradley House	Bingley	Freehold	Investment	Subject to Tenancy where applicable	Offices
01070	Walker House, Sunbridge Road	City	Freehold	Surplus Asset	N/A	Offices
52001	Glyde House	City	Freehold	Surplus Asset	N/A	Offices/leisure



59523	Manningham Manor House	Manningham	Freehold	Surplus Asset	N/A	Residential
54131	Church Street/Main Street	Craven	Freehold	Housing sites	N/A	Residential Development Land
53344	Whinfield Drive, Keighley	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
00165?	Former Bronte School Playing Fields, Kei	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
53391	Carr Bank, Riddlesden, Keighley	Keighley East	Freehold	Housing sites	N/A	Residential Development Land
00164	Former Branshaw Special School, Nashv	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
53278	Land at Merrivale Road, Allerton	Thornton and Allerton	Freehold	Housing sites	N/A	Residential Development Land
00133	Chapel Street Addingham	Craven	Freehold	Housing sites	N/A	Residential Development Land
00212	Cliffe Lane West, Baildon	Baildon	Freehold	Housing sites	N/A	Residential Development Land
52749	Green Lane, Baildon	Baildon	Freehold	Housing sites	N/A	Residential Development Land
00179 and 5	Braithwaite Avenue/North Dean Road, k	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
53217	Hainworth Road, Keighley	Keighley East	Freehold	Housing sites	N/A	Residential Development Land

54013	Hainworth Road, Keighley	Keighley East	Freehold	Housing sites	N/A	Residential Development Land
53228	Hainworth Wood Road, Keighley	Keighley East	Freehold	Housing sites	N/A	Residential Development Land
00382 and 0:	Exmouth Place	Bolton and Undercliffe	Freehold	Housing sites	N/A	Residential Development Land
53018	Harrogate Road, Greengates	Eccleshill	Freehold	Housing sites	N/A	Residential Development Land
52889?	Lynfield Drive, Daisy Hill	Toller	Freehold	Housing sites	N/A	Residential Development Land
53058	Highbridge Terrace, West Bowling	Little Horton	Freehold	Housing sites	N/A	Residential Development Land
51899	New Lane, Laisterdyke	Bradford Moor	Freehold	Housing sites	N/A	Residential Development Land
59346	North Dene Road	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
53078	Junction with Park Road, Manchester Rc	City	Freehold	Housing sites	N/A	Residential Development Land
00197	Abb Scott Lane, Low Moor	Royds	Freehold	Housing sites	N/A	Residential Development Land
59448	Brafferton Arbor, Buttershaw	Royds	Freehold	Housing sites	N/A	Residential Development Land
59729	Bowman Road, Wibsey	Wibsey	Freehold	Housing sites	N/A	Residential Development Land
#N/A	Thornton Road	Thornton and Allerton	Freehold	Housing sites	N/A	Residential Development Land
50779?	Hill Top Road	Thornton and Allerton	Freehold	Housing sites	N/A	Residential Development Land
50615?	Hill Top Road, near Ring O' Bells	Thornton and Allerton	Freehold	Housing sites	N/A	Residential Development Land
53508	Proctor Street playing fields, off Tong St	Tong	Freehold	Housing sites	N/A	Residential Development Land
50388?	Exley Road/Oakworth Road, Keighley	Keighley West	Freehold	Housing sites	N/A	Residential Development Land
53183?	Ned Lane, Holmewood, Bradford	Tong	Freehold	Housing sites	N/A	Residential Development Land
51919?	Thornton Road, Leaventhorpe	Thornton and Allerton	Freehold	Housing sites	N/A	Residential Development Land
00275	Elliott Street Land, Silsden	Craven	Freehold	Surplus Asset	N/A	Residential Development Land
60040?	Woodside Road, Wyke	Wyke	Freehold	Surplus Asset	N/A	Residential Development Land
01880	Saltaire - Former Family Centre	Shipley	Freehold	Surplus Asset	N/A	Residential Development Land
01020	Holmewood EPH, Fell Lane, Keighley	Keighley West	Freehold	Surplus Asset	N/A	Residential Development Land
59465	North Brook Street, Valley Road	City	Freehold	Surplus Asset	N/A	Residential Development Land
#N/A	Wrose Brow Road Land (Lift covenant)	Windhill and Wrose	Freehold	Surplus Asset	N/A	Residential Development Land
53315	Ransom Strip at Fenwick Drive	Royds	Freehold	Surplus Asset	N/A	Residential Development Land
53165?	Access to Land at Delph Hill	Royds	Freehold	Surplus Asset	N/A	Residential Development Land
01416	Former Canterbury Youth Centre, 1 Aru	Little Horton	Freehold	Surplus Asset	N/A	Residential Development Land
00271	Land at Thornton View Road	Clayton and Fairweather Green	Freehold	Surplus Asset	N/A	Residential Development Land
60078?	Clayton Lane Land	City	Freehold	Investment	Subject to Tenancy where applicable	Residential Land
59306	Belgrave Road, 36 - Caretakers House	Bingley	Freehold	Investment	Subject to Tenancy where applicable	Residential Property
59971 & 519:	The Moors & Dalesway House	Ilkley	Freehold	Investment	Subject to Tenancy where applicable	Retail
50862	Market Street, 2 - 10	Shipley	Long Leasehol	Investment	Subject to Tenancy where applicable	Retail
50603	The Arcade	Ilkley	Freehold	Investment	Subject to Tenancy where applicable	Retail
51945	A C W Garden Centre	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Retail
51212	Main Street, 133 - 135	Bingley	Freehold	Investment	Subject to Tenancy where applicable	Retail
50918	Chapel Lane, 7-9	Bingley	Freehold	Investment	Subject to Tenancy where applicable	Retail
53561	Northgate, 6	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Retail
50829	Browgate, 1	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Retail
50275	Apperley Lane - Shop & Accommodation	Idle and Thackley	Freehold	Investment	Subject to Tenancy where applicable	Retail
50919	Chapel Lane, 11	Bingley	Freehold	Investment	Subject to Tenancy where applicable	Retail
51244	Rawson Road, 11	City	Freehold	Investment	Subject to Tenancy where applicable	Retail
50925	North Street, 68	Keighley Central	Freehold	Investment	Subject to Tenancy where applicable	Retail
00117	Towngate Rooms	Baildon	Freehold	Investment	Subject to Tenancy where applicable	Retail
50431	Canal Road - Car Sales Site	Bolton and Undercliffe	Freehold	Investment	Subject to Tenancy where applicable	Retail Land
<b>Pipeline</b>						
00019	Bingley Town Hall, Baths & depot	Bingley	Freehold	Surplus Asset	N/A	Town Hall
01586	Gaisby Field	Windhill and Wrose	Freehold	Surplus Asset	N/A	Vacant Land
53066	Holme Top Street Residential Land	Little Horton	Freehold	Investment	Subject to Tenancy where applicable	Vacant Land
56429	Dawson Lane	Tong	Freehold	Surplus Asset	N/A	Verge
51850?	part Captain Street Land	City	Freehold	Surplus Asset	N/A	Verge
01002	207 Cutler Heights Lane		Freehold	Investment		
01903	Windsor Baths	City	Freehold	Investment	Subject to Tenancy where applicable	retail & bars/nightclubs development
	Norman Lodge	Odsall	Freehold	Surplus Asset	N/A	Care Home