



Agenda for a meeting of the Executive to be held on Tuesday, 7 February 2017 at 10.30 am in Council Chamber - City Hall, Bradford

Members of the Executive – Councillors

LABOUR
Hinchcliffe (Chair)
V Slater
I Khan
Ross-Shaw
Ferriby
Jabar

Notes:

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- 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:

Parveen Akhtar
City Solicitor
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To:



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 may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *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.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

2. MINUTES

Recommended –

That the minutes of the meeting held on 6 December 2016 be signed as a correct record (previously circulated).

(Jill Bell - 01274 434580)



3. 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.

(Jill Bell - 01274 434580)

4. 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).

(Jill Bell - 01274 434580)

B. STRATEGIC ITEMS

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

5. MEETINGS OF COUNCIL AND THE EXECUTIVE 2017/18

1 - 4

The report of the City Solicitor (**Document “AY”**) recommends a schedule of ordinary meetings for Council and the Executive for the municipal year 2017-18.

Recommended -

- (1) **That the schedule of meetings of the Executive for 2017-18 as set out in appendix 1 to this report be approved.**
- (2) **That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2017-18 as set out in appendix 1 to this report be approved.**

(Jill Bell – 01274 434580)



6. **2017/18 AND 2018/19 BUDGET UPDATE AND FINANCIAL OUTLOOK TO 2020/21**

5 - 16

On 6 December 2016 the Executive approved amended and new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

The report of the Strategic Director of Corporate Services (**Document “AZ”**) provides the Executive with an update on national announcements and local decisions since 6 December 2016. It also identifies issues and uncertainties which could still have a bearing on the final size of the funding gap for the financial years 2017/18 and 2018/19 to be closed by Budget decisions.

Executive will need to have regard to the information contained in this report when considering the recommendations to make to Council at their meeting on 21 February 2017.

Recommended -

Executive is asked to note the contents of Document “AZ” and to have regard to the information contained within this report when considering the recommendations to make to Council on a budget for 2017/18 and budget proposals for 2018/19 at their meeting on 21 February 2017.

(Corporate Overview & Scrutiny Committee)

(Tom Castleton – 01274 434472)

7. **CONSULTATION FEEDBACK AND EQUALITY ASSESSMENTS FOR THE 2017-18 AND 2018-19 COUNCIL BUDGET PROPOSALS**

17 - 46

On 6 December 2016 the Executive approved new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions. The report of the Chief Executive (**Document “BA”**) and appendices provide feedback from the public engagement and consultation programme and sets out a summary of the equality assessments carried out on the Executive’s Budget proposals for 2017-18 and 2018-19. There is particular reference to the Council’s responsibilities under equality legislation to enable the Executive to have due regard to the Public Sector Equality Duty when considering its recommendations to Council on a budget for 2017-18 and 2018-19.



Recommended -

That in accordance with Section 149 of the Equality Act 2010, the Executive has regard to the information contained in this report, appendices and equality assessments when considering the recommendations to make to the Council on a budget for 2017-18 and 2018-19 on 23 February 2017.

(Corporate Overview & Scrutiny Committee)

(Dave Preston – 01274 431241)

8. INTERIM TRADE UNION FEEDBACK ON THE COUNCIL'S BUDGET PROPOSALS FOR THE 2017/18 AND 2018/19 COUNCIL BUDGET. 47 - 108

The report of the Director of Human Resources (**Document “BB”**) and appendices provide interim feedback from the Council’s Trade Unions on the Council’s budget proposals for the 2017/18 and 2018/19 Council Budget for consideration by Executive.

Recommended -

That Executive considers and has regard to the interim feedback received from the Council’s Trade Unions in relation to the budget proposals when considering its recommendations to Council on the Council’s budget for the financial years 2017/18 and 2018/19.

(Corporate Overview & Scrutiny Committee)

(Michelle Moverley – 01274 437883)

9. QUARTER 3 FINANCIAL POSITION STATEMENT FOR 2016-17 109 - 160

The report of the Strategic Director of Corporate Services (**Document “BC”**) provides Members with an overview of the forecast financial position of the Council for 2016-17.

It examines the latest spend against revenue and capital budgets and forecasts the financial position at the year end. It states the Council’s current balances and reserves and forecasts school balances for the year.

Recommended -

That the Executive approve the actions being taken in departments to mitigate the forecast overspend.

(Corporate Overview & Scrutiny Committee)

(Andrew Cross – 01274 4368230)



C. PORTFOLIO ITEMS

REGENERATION, PLANNING & TRANSPORT PORTFOLIO

(Councillor Ross-Shaw)

NOTE: The following item has been included on this agenda as an exception to the Forward Plan in accordance with paragraph 10 of the Executive Procedure Rules set out in the Council's Constitution.

10. **PETITION SEEKING TO REVERSE THE DECISION TO DELETE THE POST OF DEVELOPMENT OFFICER INCLUSION & MOBILITY POST** 161 - 170

A petition was received by the Council seeking the reinstatement of the Post of Development Officer Inclusion & Mobility within Planning Transportation and Highways Service. The petition was referred to Executive by Full Council on 13 December 2016.

This report sets out the background to the deletion of the post including as part of the budget process and a service wide restructure in 2016 and the alternative arrangements to be put in place to undertake this work and meet its duties to equalities groups in on going service delivery.

The report of the Strategic Director of Place (**Document "BD"**) has not been included on the published forward plan as an issue for consideration however the matter relates to the implementation of a restructure and agreed budget proposal and as such a decision is needed urgently in order to be consider as soon as possible any budget implications and also implications for the current post holder . As it is impractical to defer the decision until it has been included in the published Forward Plan the report is submitted in accordance with paragraph 10 of the Executive Procedure Rules set out in the Council's Constitution.

Recommended -

That the post of Development officer Mobility and inclusion is not reinstated and the new arrangements are endorsed.

(Regeneration & Economy Overview & Scrutiny Committee)

(Andrew Marshall – 01274 434050)



EDUCATION, EMPLOYMENT & SKILLS PORTFOLIO

(Councillor I Khan)

11. CALL-IN FOSTERING ALLOWANCES REVIEW

171 -
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On 10 January 2017 the Executive considered the report of the Strategic Director Children's Services (**Document "AS"**) which set out the proposals to;

Align the level of fostering allowances ensuring that payments for all fostering, special guardianship, Child Arrangement Orders (formerly Residence Orders) and adoption are all paid at the same rates as required by law.

The proposal to bring fostering allowances in line with statutory requirements will achieve affordable equity for children for whom Bradford has a financial responsibility by ensuring that they are not disadvantaged as a result of the permanency option that best meets their needs.

Executive Resolved –

That Option 2 – Reducing Fostering allowances to the Government minimum allowances over a two year period with effect from 01 April 2017 be approved.

ACTION: Strategic Director Children's Services

The decision of the Executive has been called in. The reasons for the call in are set out below:

In accordance with Paragraph 8.6.2 of the Council Constitution, I request that the decision of the Executive Committee, 10 January 2017, relating to Agenda Item 7, Fostering Allowances Review, be called in for the reasons detailed below.

- It is acknowledged by the council that Foster Carers already possess a strong sense of being undervalued, though the report provides members with no indication or projection of the potential impact that the implementation of the Executive's decision, may have upon the Council's Sufficiency Duty in relation to looked after children.



- Whilst the report makes reference to legal requirements relating to payments made to the carers of Looked After Children and the actions of the Courts, in to date rejecting local authority justifications for differences in allowances paid to the different types of carers, the information provided regarding the legal requirements is not sufficient for members to ascertain whether the Council's circumstances are comparable and thus whether any legal obligations are likely to be breached.

The Call-in will be considered by the Children's Services Overview and Scrutiny Committee on Tuesday 31 January 2017. In response to the call-in the Strategic Director of Children's Services will submit to the Children's Services Overview & Scrutiny Committee **Document "AG"** which provides a commentary on the call-in.

The recommendations from the Children's Services Overview & Scrutiny Committee, if any will be reported to the Executive.

(Jill Bell - 01274 434580)

12. PRIMARY AND SECONDARY ADMISSIONS AND PROPOSED EXPANSIONS

175 -
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The report of the Strategic Director of Children's Services (**Document "BE"**) asks the Executive to determine the admission arrangements for September 2018 including:

- Approving the Admission Arrangements for Community and Voluntary-Controlled Schools
- Approving the Coordinated Admission Schemes.
- Approving the In Year Coordinated Admission Scheme
- Approve the publication of Statutory Proposals for the expansion of All Saints' C of E Primary School(Ilkley)
- Approve the publication of Statutory Proposals for the expansion of Poplars Farm Primary school.
- Consider the proposed expansion of Steeton Primary School.
- Approve changes to the admissions policy for Sandal Primary School to include an oversubscription priority area.
- Approve changes to the admissions policy for Silsden Primary School to include an oversubscription priority area.
- Noting the "own admissions authority schools" proposing changes to their admission policies.
- Noting Published Admission Numbers



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 Coordinated Admissions Scheme.**
- (4) That the Executive approve the increase in the PAN from 45 to 60 and the publication of Statutory Proposals to enlarge the school premises of All Saints' C of E Primary School (Ilkley) by increasing the capacity of the school from 315 to 420 from September 2018.**
- (5) That the Executive approve the increase in the PAN from 30 to 60 and the publication of Statutory Proposals to enlarge the schools premises of Poplars Farm Primary School by increasing the capacity of the school from 210 to 420 from September 2018.**
- (6) That the Executive postpone the proposed increase in the PAN and enlargement of Steeton Primary School whilst additional monitoring be carried out on the demand for places and the possible creation of admission oversubscription priority areas in this and the Keighley area.**
- (7) That the Executive approve the inclusion of priority area option 1 to be included as part of to the admissions oversubscription for Sandal Primary School as shown in Appendix K**
- (8) That the Executive approve the inclusion of priority area option 3 to be included as part of the admissions oversubscription for Silsden Primary School as shown in Appendix L.**
- (9) That the Executive note the proposed changes to the admissions oversubscription criteria for own admissions authority schools listed in section 3.7.**
- (10) That the Executive note the Published Admission Numbers contained in appendix G.**

(Children's Services Overview & Scrutiny Committee)

(Judith Kirk – 01274 431078)



**ENVIRONMENT, SPORT & CULTURE
PORTFOLIO**

(Councillor Ferriby)

13. TRADE WASTE CHARGES

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The report of the Strategic Director of Place (**Document “BF” which contains a Not For Publication Appendix**) seeks Executive approval to an increase in Trade Waste charges for 2017/18 financial year as required by financial regulations, as the proposals represent an above inflation increase, to take full account of and therefore fully recover waste collection, treatment and disposal costs of the service.

Recommended -

That option “Proposal 2” contained in the not for publication Appendix 1 to Document “BF”, that the full price increase for all containers be applied in 2017/18 with the exception of the 240L container which should be staggered over 2 financial years 2017/18 and 2018/19, be approved.

(Environment & Waste Management Overview & Scrutiny)

(Richard Longcake – 01274 432855)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



Report of the City Solicitor to the meeting of Executive to be held on Tuesday 7 February 2017

AY

Subject:

Meetings of Council and the Executive 2017/18

Summary statement:

This report recommends a schedule of ordinary meetings for Council and the Executive for the municipal year 2017-18.

Parveen Akhtar
City Solicitor

Portfolio:

Leader of Council

Report Contact: Jill Bell/Yusuf Patel
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Overview & Scrutiny Area:

Corporate



City of Bradford
Metropolitan District Council



1. SUMMARY

- 1.1 The Executive is asked to consider a proposed schedule of ordinary meetings for Council and the Executive for the municipal year 2017-18.

2. BACKGROUND

- 2.1 Paragraph 4.1 of Part 3D of the Constitution - Executive Procedure Rules provides that the Executive may agree and publish a schedule of meetings and make a recommendation to the Council on dates for ordinary meetings of the Council for the municipal year prior to the commencement of that municipal year.
- 2.2 The suggested schedule of meetings for the Council and the Executive is set out in the appendix to this report.

3. OTHER CONSIDERATIONS

- 3.1 Part 1 of Schedule 12 to the Local Government Act 1972 provides that:-

- (1) A principal Council shall in every year hold an annual meeting.
- (2) The annual meeting of a principal Council shall be held (a) in a year of ordinary elections of Councillors to the Council, on the eighth day after the day of retirement of Councillors or such other day within the 21 days immediately following the day of retirement as the Council may fix; and (b) in any other year, on such day in the month of March, April or May as the Council may fix.

- 3.2 In recommending this schedule of meetings, account has been taken of Bank and School Holidays, Party Conferences and religious festivals.

4. OPTIONS

- 4.1 No other options are relevant.

5. FINANCIAL & RESOURCE APPRAISAL

- 5.1 There are no direct financial implications arising from this report.

6. RISK MANAGEMENT

There are no significant risks arising out of the implementation of the proposed recommendations.

7. LEGAL APPRAISAL

- 7.1 The relevant legal considerations are set out in paragraph 3.1 of this report.

8. OTHER IMPLICATIONS

8.1 EQUAL RIGHTS

None

8.2 SUSTAINABILITY IMPLICATIONS

None

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

8.4 COMMUNITY SAFETY IMPLICATIONS

None

8.5 HUMAN RIGHTS ACT

None

8.6 TRADE UNION

None

8.7 WARD IMPLICATIONS

None

9. NOT FOR PUBLICATION DOCUMENTS

None

10. RECOMMENDATIONS

10.1 That the schedule of meetings of the Executive for 2017-18 as set out in appendix 1 to this report be approved.

10.2 That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2017-18 as set out in appendix 1 to this report be approved.

11. APPENDICES

11.1 Appendix 1 – schedule of meetings of Council and the Executive for 2017-18.

12. BACKGROUND DOCUMENTS

None

COUNCIL AND EXECUTIVE DATES 2017 -18

COUNCIL (Tue)	EXECUTIVE (Tue)
18 July 2017	13 June 2017
17 October	11 July
12 December	12 September
16 January 2018	10 October
22 February (Thursday Budget)	7 November
20 March	5 December
15 May (AGM)	9 January 2018
	6 February
	20 February (Budget)
	6 March
	3 April

Report of the Strategic Director Corporate Services to the meeting of the Executive to be held on 7th February 2017

Subject:

AZ

2017/18 and 2018/19 Budget Update and Financial Outlook to 2020/21

Summary statement:

On 6 December 2016 the Executive approved amended and new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

This report provides the Executive with an update on national announcements and local decisions since 6 December 2016. It also identifies issues and uncertainties which could still have a bearing on the final size of the funding gap for the financial years 2017/18 and 2018/19 to be closed by Budget decisions.

Executive will need to have regard to the information contained in this report when considering the recommendations to make to Council at their meeting on 21 February 2017.

Stuart McKinnon-Evans
Strategic Director – Corporate
Services

Portfolio: Leader of Council

Report Contact: Tom Caselton
Finance Manager
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Overview & Scrutiny Area:
Corporate



1. SUMMARY

- 1.1 This report provides an update on national announcements and local decisions taken since 6 December 2016 when the Executive approved for consultation amended and new budget proposals for 2017/18 and 2018/19. It also identifies issues and areas of uncertainty which could have a bearing on the final size of the 2017/18 and 2018/19 funding gap.

2. MAIN MESSAGES

- 2.1 The Provisional Local Government Settlement published on 15 December 2016 had several announcements that will affect Bradford Council. Whilst the actual settlement itself had some ups and downs – notably between New Homes Bonus and Adult Social Care Support Grant the net effect was relatively small compared to the forecasts in the budget consultation document. (£0.2m pressure in 2017/18 rising to £0.8m in 2018/19).
- 2.2 The main announcement was the offer to raise the social care precept by a maximum of 6% over the next three years with a maximum annual increase of 3% in any of the first two years. This provides Members with choices on the precept and these are set out in section 4.4 of this report.
- 2.3 Proposals to change the New Homes Bonus scheme were announced in the provisional local government settlement which will see a reduction in the money available nationally for this scheme as it is redirected towards pressures in Adult Social Care. The changes are set out in section 3.4 of this report.
- 2.4 The Council Tax base has been revised upwards from 133,505 Band D equivalent properties to 136,252. The net effect of this increase is £2.4m; however, this is more than offset in 2017/18 by the forecast deficit in business rates of £5.8m. Looking to 2018/19 the increase in the Council Tax Base offsets the reduction in the forecast business rates baseline which has been reduced by £2.8m.
- 2.5 Quarter 3 Financial Position Statement for 2016/17 highlights pressures in Adult Social Care and Children's Specialist services.
- 2.6 Every three years the Local Government Pension Scheme is subject to an actuarial revaluation. The budget proposals had provided for an increase in the Employer's contributions of £2.6m. The initial valuation indicated that the amount required may require a further £2.6m p.a. Discussions are currently underway on how this might be funded.
- 2.7 A small number of remaining issues will have a bearing on the overall funding gap.

These include

- Information on specific grants that will not be announced until the final settlement in February 2017.
 - The levy to be set by the West Yorkshire Combined Authority
- 2.7 The Executive will also need to have regard to the feedback received to date from the on-going consultation processes on the budget proposals when making its final

recommendations to Council.

3. NATIONAL ANNOUNCEMENTS

- 3.1 The Provisional Local Government Settlement, published on 15th December 2016, included a number of announcements that will affect the Council. The key ones are set out in the sections below. Table 1 compares the elements of the provisional local government settlement that are not directly affected by local decisions (council tax and business rates). The table illustrates that money has been diverted from New Homes Bonus to the Adult Social Care Support Grant.

Table 1 – Comparison of provisional local government settlement with assumptions used in budget consultation paper published 6th December 2016

Financial Year 2017/18	Budget consultation £m	Provisional settlement £m	Difference Shortfall/(Gain) £m
Revenue Support Grant	62.8	62.8	-
New Homes Bonus	9.1	8.3	0.8
New Homes Bonus top-slice returned	2.0	0.3	1.7
Adult Social Care Support grant	0	2.3	(2.3)
Improved Better Care Fund	1.6	1.6	-
Net difference			0.2

3.2 Social Care Precept

- 3.2.1 Given the increasing pressure on Adult Social Care budgets it was announced that local authorities with responsibility for adult social care would be able to raise the social care precept by a maximum of 6% over the next three years with a maximum annual increase of 3% in any of the first two years. The period covered by this new flexibility is 2017/18 (year 1) to 2019/20 (year 3). Therefore, if an authority chooses to use the higher precept of 3% in 2017/18 and 2018/19 then there would not be any social care precept raised in 2019/20.
- 3.2.2 The current budget proposals assumed a 2% social care precept in each of the years 2017/18 through to 2019/20. In effect the new flexibility would mean extra cash in 2017/18 and 2018/19 but by 2019/20 the Social Care Precept would be at a similar level as in the budget proposals. The extra 1% would raise an additional £1.6m annually or approximately £4.9m extra cash over the two years.

3.3 Core Spending Power

- 3.3.1 The Government uses a figure called core spending power to provide a comparison between local authorities. The elements of the core spending power does change from one year to the next but table 2 below shows the elements and the comparison between Bradford and the national average.

Table 2 – Core Spending Power published in the Provisional Local Government Settlement Dec 2016

	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m
Settlement Funding Assessment (SFA)	211.4	192.9	182.8	173.1
Council Tax Requirement	159.9	170.6	181.9	194.0
Improved Better Care Fund (BCF)	0	1.6	9.9	17.2
New Homes Bonus (including return of top-slice)	11.4	8.6	6.3	6.1
Adult Social Care Support Grant	0	2.3	0	0
	382.8	375.9	380.9	390.3
Bradford % reduction/(increase)		1.8%	(1.3%)	(2.5%)
England % reduction/(increase)		1.1%	(1.0%)	(2.7%)

Caution should be taken with the core spending power figures as the government estimates on business rate income and council tax income differ to the assumptions used locally. Also the New Homes Bonus estimates used by the government are based on historic allocations and do not take into account in full the introduction of the national baseline.

The SFA consists of three streams:

- Business rates baseline – the Government’s estimate of what Bradford could collect in business rates – the Council uses its own local estimates
- Top Up Grant
- Revenue Support Grant

Table 3 – SFA published in the Provisional Local Government Settlement Dec 2016

	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m
Revenue Support Grant (RSG)	83.9	62.8	48.5	34.1
Business Rates Baseline	70.5	65.6	67.6	70.0
Top Up Grant	57.0	64.5	66.7	69.0
Settlement Funding Assessment (SFA)	211.4	192.9	182.8	173.1

The RSG matches the budget proposals reflecting the Council’s successful application for the multi-year settlement which was approved by DCLG on 16 November 2016.

3.3.2 The Council Tax Requirement included in the core spending power is the Government’s estimate of what could be raised through Council Tax (including social care precept) but changes to the council tax base and local decisions on any council tax/social care precept will mean the actual figures raised will be different.

3.3.3 The Improved BCF figures match those included in the budget proposals, but it is worth noting that the Improved BCF is to a large extent being funded through the proposed reductions to the New Homes Bonus.

3.3.4 The Top Up Grant has increased and the Business Rates baseline has reduced as a result of the business rates revaluation that takes effect from April 2017. The business rates baseline also includes an increase in line with the business rate multiplier.

3.4 New Homes Bonus

3.4.1 In December 2015 the Government issued a consultation on proposed changes to

the New Homes Bonus (NHB) scheme, primarily to free up £800m nationally to redirect into the Improved BCF. In the Provisional Local Government Settlement the Government has revealed the changes to the scheme:

- Reduce the legacy payments from 6 years to 5 years in 2017/18 and then to 4 years in 2018/19;
- A “deadweight” factor so that no NHB will be paid to a local authority for housing growth of less than 0.4%; and
- From 2018/19 the Government will withhold NHB payments that do not support housing growth. Two potential examples of this are where housing developments proceed following a successful appeal and to those local authorities that do not have an approved Local Plan. There will be further consultation on these elements.

3.4.2 DCLG when setting the national control total for NHB have top-sliced a part of local government funding. In the event that the total amount payable nationally on NHB is lower than anticipated the top-sliced NHB monies are returned to local authorities the following year. In the budget proposals an estimated amount of £2.0m was anticipated to be returned to Bradford. The provisional settlement is only returning £0.3m. In addition with the introduction of the deadweight the shortfall in the estimated NHB payable for 2017/18 is £0.8m.

3.4.3 The core spending power indicative figures for 2018/19 onwards are unreliable as they are based on historic data and do not take into account fully the introduction of the “deadweight” factor.

3.4.4 The locally revised forecast of the NHB allocations is shown in the table 4 below and shows the comparison with the forecast detailed in the budget consultation report. The forecast going forward is based on the 2017/18 allocation rather than the average of the last three years.

Table 4 – Revised NHB forecast compared to budget consultation

	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m
Budget consultation paper published 6 December 2016	9.1	6.3	6.1	6.2
Revised forecast	8.6	5.6	5.1	4.2
Reduction in forecast	0.5	0.7	1.0	2.0

3.5 Adult Social Care Support Grant

3.5.1 Also included in the provisional settlement was a one off £2.3m grant for 2017/18 entitled Adult Social Care Support Grant to help ease the pressure on adult social care costs due to the fact that the Improved BCF is loaded towards 2018/19 and 2019/20. The Adult Social Care support grant has been funded from the savings made to the New Homes Bonus scheme.

3.6 Other Government announcements affecting specific grants and allocations

3.6.1 The Public Health grant allocation of £42.93m for 2017/18 has been published and ties up to the amount included in the budget consultation papers. This is a cut of 2.5%.

- 3.6.2 The Local Council Tax Support Administration Grant provisional allocation of £792k for 2017/18 was announced on 10th January 2017 which is a cut to Bradford of £76k (8.75%). This was anticipated in the budget proposals.
- 3.6.3 The Housing Benefit Subsidy Administration grant was announced on 21st December 2016 with £2.1m allocated to Bradford. This is a cut of 8.3%. This was anticipated in the budget proposals.
- 3.6.2 Other specific grants are unlikely to be revealed until the final local government settlement is announced.

4. COUNCIL DECISIONS

4.1 Council Tax Base

- 4.1.1 On 10th January 2017 the Executive approved the Council Tax base for 2017/18 of 136,252 Council Tax Band D equivalent properties. This is an increase of 1,997 Band D equivalent properties compared to the budget consultation documents. The effect of this is an additional £2.4m of anticipated council tax income.
- 4.1.2 In addition it is forecast that there will be a Council Tax Surplus of £2m for 2016/17 which will be available as a one off resource to support the budget in 2017/18.

4.2 Business Rates Base

- 4.2.1 In April 2017 a national revaluation of business rate properties will be applied. The Government strives to keep any revaluation of business rate properties fiscally neutral by reducing the level of the business rate multiplier. This has meant for Bradford a reduction in the level of business rates yield offset by an increase in the Top Up Grant.
- 4.2.2 There have also been movements in the Collection Fund resulting in a forecast deficit of £11.9m of which Bradford's share is £5.8m. The £5.8m deficit will affect the 2017/18 budget position. The reasons for the £5.8m deficit are set out in section 6.3 of the report to Executive Document AQ - Calculation of Bradford's Council Tax Base and Business Rates Base for 2017/18 considered by Executive on 10 January 2017 namely:
- Continuing cost estimate of appeals;
 - Lower than expected growth; offset by a
 - Reduction in the provision for unrecovered debt.

In light of the above factors the forecast business rates for 2018/19 onwards have been revisited and a reduction of £2.8m has been made to the anticipated business rate income from 2018/19 onwards.

4.3 Leeds City Region Business Rates Pool

- 4.3.1 Bradford along with the other four West Yorkshire Districts, Harrogate and York (the pool authorities) will continue to proceed with the Leeds City Region (LCR) Business Rates Pool in 2017/18.
- 4.3.2 The decision has no impact on Bradford's 2016/17 budget provided the actual

2016/17 business rates income of each of the pool authorities does not decrease by more than 7.5%. The LCR Leaders' Board Pooling Sub-committee met on 1st December 2016 and agreed the continuation of the pool into 2017/18.

4.4 Social Care Precept

- 4.4.1 The annual level of social care precept to be received by 2019/20 would be a similar amount irrespective of whether the precept rises by 2% per annum over three years or 3% p.a. for the first two years and nothing in the third year. The financial advantage of raising the social care precept to 3% in the first two years is that the additional 1% would raise approximately £1.6m per annum, so two years of a 1% increase would bring c£4.9m cash injection over 2017/18 and 2018/19.
- 4.4.2 Executive will need to consider whether to utilise the additional flexibility of raising the social care precept by 3% in 2017/18, and 3% in 2018/19 with no further increase in 2019/20.

4.5 Education Funding

- 4.5.1 The second stage of the consultation on the National Funding Formula for Schools was published on 14th December 2016 which will lead to switches between Dedicated Schools Grant (DSG) funding blocks. The proposals will have a significant impact on the landscape of funding for schools in the Bradford district.
- 4.5.2 Up until 2017/18 the Education Services Grant (ESG) consisted of two rates that funded two different services.
- The retained duties rate has gone to local authorities to fund services they provide to all schools, including academies; and
 - The general duties rate has gone to both local authorities and academies to fund services local authorities provide to maintained schools but which academies must provide themselves.
- 4.5.3 The retained duties funding rate of the ESG will be transferred into the Dedicated Schools Grant (Central School Services Block) from 2017/18. This funding stream therefore recognises that Councils still had residual responsibilities that had been funded by the ESG. The Schools Forum at their meeting on 18th January 2017 approved the full allocation of this block to the Local Authority.
- 4.5.4 In respect of the general duties the ESG will be withdrawn from September 2017. This was anticipated in the budget consultation paper and was treated as a corporate funding reduction i.e. it was not allocated specifically to Great Start Good Schools. There will be transitional grant to cover the period April 2017 to August 2017 of approximately £1.6m, subject to change for any academy conversions from 1 November 2016.
- 4.5.5 The government has also announced a New School Improvement Grant of £50m per year which will begin from September 2017 when the Education Services Grant (ESG) general funding rate is fully withdrawn. The allocation will be £1,800 per maintained school subject to a minimum contribution of £50k per local authority. It is not clear for how long this grant will be paid. It is proposed that this new funding is treated as a corporate resource rather than being specifically allocated to Great Start Good Schools to compensate for the withdrawal of the ESG general duties

funding. The provisional allocations were published on 11 January 2017 and the amount announced for Bradford is £271.5k.

4.7 New Pressures

4.7.1 Since the Executive meeting on 6 December 2016 the following new budgetary pressures have been identified and will need to be considered when setting the final budget.

4.7.2 Local Government Pension Scheme (LGPS)

Every three years the actuary of the LGPS undertakes an actuarial review to ensure that the pension fund is adequately funded and this may lead to amended Employer's contributions to the pension scheme. The scheme is currently being reviewed and in recognition of this the Medium Term Financial Strategy and Budget Consultation report anticipated a £2.6m increase in employer's contributions of an additional 1.75% of pay (from 14.20% to 15.95%). The actuarial valuation suggests an increase in the Employer's contribution to 17.6% which is double the amount provided. Discussions are continuing with the actuary and West Yorkshire Pension Fund colleagues on how this might be funded.

4.7.3 Waste Disposal costs

Procurement is currently underway for the waste disposal contract. The outcome of that procurement cannot be anticipated and no adjustment has been made to the figures contained in the report to Executive on 6 December 2016. However, the existing contractor has indicated that it is moving its operations site from Bradford to Leeds which will lead to increased haulage costs. A one off pressure of £259k is anticipated for 2017/18.

4.7.4 West Yorkshire Combined Authority Levy

The WYCA levy will be determined at a meeting on 2 February 2017. The current budget proposal 4R2 requires a reduction in the levy to Bradford of £750k in 2017/18 and a further £750k in 2018/19.

4.7.5 Visitor Promotion Funding

The time limited funding for visitor promotion events has been tapering off over the last three years with the intention that the events supported would become self financing. The Visitor Promotion Funding has been much reduced from previous years due to budgetary pressures. 2016/17 was the last year money was set aside with the following amounts allocated:

- £15k World Curry Festival
- £20k Bradford Literature Festival
- Nil for Visitor Promotion fund

Members will need to decide whether to extend the Visitor Promotion funding.

- 4.8.1 The Quarter 3 Financial Position Statement for 2016/17 is forecasting a near breakeven position. However, there are forecast overspends of £3.4m in Adult Services and £2.9m in Children’s Services. In Children’s Services the budget proposals provide £625k p.a. to reflect demographic growth in Children’s Services and a further £700k investment to reflect the increased cost pressures on the Looked After Children budget. In addition the budget proposals also include £2.9m in 2017/18 for Adult Demographic Growth with a further £3.0m in 2018/19.
- 4.8.2 Despite this investment the degree of cost reduction challenge is high in Adults Services and Children’s Services.

4.9 Potential Effect of Items Highlighted in this Report

- 4.9.1 The following table summarises the potential movement to the published proposed budget position. Some of these items are still provisional and subject to change before the final decision on the budget is made e.g. pension fund revaluation and specific grants.

Table 5 – Summary of potential movements highlighted in this report

	2017/18	2018/19
	£m	£m
Movements due to provisional local government settlement	0.2	0.8
Business Rates/Council Tax movements	0.8	(0.7)
Pension fund revaluation	2.6	2.6
Movements in specific grants and other one off adjustments	(0.7)	(0.1)
Potential revised budgetary gap	2.9	2.6

5. CAPITAL EXPENDITURE

- 5.1 No further schemes have been included in the capital investment plan since the publication of the budget proposals.

6. OTHER MATTERS TO TAKE INTO CONSIDERATION

- 6.1 At 31 December 2016 the unallocated reserves stood at £13.8m. The current budget proposals do not assume any call on the unallocated reserves and it is recommended that the current level of unallocated reserves are maintained at their current level given the underlying budgetary pressures facing the Council.
- 6.2 In section 9 of the report to the Executive on 6 December 2016 Doc AJ “Proposed Financial Plan 2017/18 -2020/21” the proposed re-alignment of earmarked reserves are set out to support the budget in 2017/18 by £16.8m and a further £3.5m in 2018/19. The majority of this is to fund anticipated redundancy costs of £8.8m and a transformation fund of £5.0m which will be used to support those changes which are more complex, higher risk, and where additional, temporary resource is required, should the proposals be agreed following consultation.
- 6.3 In a separate report to this meeting the Executive will consider the feedback received to date from the on-going consultation processes on the Council’s budget proposals which includes feedback received from the public, interested parties and key stakeholders and the Trade Unions and will also consider the equality implications of the proposals.

6.4 The nature of the consultation means that at this stage it is not possible to provide a financial assessment on the feedback received to date. In proposing the final budget the Executive will need to have due regard to the information contained within this report, the consultation feedback received to date and the public sector equality duty as set out in section 149 Equality Act 2010.

7. RISK MANAGEMENT AND GOVERNANCE ISSUES

7.1 The uncertainties regarding the funding that will be available to the Council are considered within this report.

8. LEGAL APPRAISAL

8.1 It is necessary to ensure that the Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2017/18 and budget proposals for 2018/19 at their meeting on 21 February 2017. It is a legal requirement that Members have regard to all relevant information and the information in this report is considered relevant in this context.

9. OTHER IMPLICATIONS

9.1 EQUALITY & DIVERSITY

The equality implications are considered in a separate report to be presented to this meeting of the Executive.

9.2 SUSTAINABILITY IMPLICATIONS

There are no direct sustainability implications resulting from this report.

9.3 GREENHOUSE GAS EMISSIONS IMPACTS

There are no direct greenhouse gas emissions implications resulting from this report.

9.4 COMMUNITY SAFETY IMPLICATIONS

There are no direct community safety implications resulting from this report.

9.5 HUMAN RIGHTS ACT

There are no Human Rights implications resulting from this report.

9.6 TRADE UNION

The interim Trade Union feedback on the budget proposals is considered in a separate report to be presented to this meeting of the Executive.

9.7 WARD IMPLICATIONS

There are no direct ward implications resulting from this report.

10. NOT FOR PUBLICATION DOCUMENTS

None

11. RECOMMENDATIONS

Executive are asked to note the contents of this report and to have regard to the information contained within this report when considering the recommendations to make to Council on a budget for 2017/18 and budget proposals for 2018/19 at their meeting on 21 February 2017.

12. BACKGROUND DOCUMENTS

Document AJ – Proposed Financial Plan 2017/18 – 2020/21 Executive Report 6 December 2016.

Document AQ – Calculation of Bradford’s Council Tax Base and Business Rates Base for 2017/18 Executive Report 10 January 2017

Document BC – Quarter 3 Financial Position Statement for 2016/17 Executive Report 7 February 2017

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Report of the Assistant Director, Office of the Chief Executive to the meeting of Executive to be held on 7 February 2017.

BA

Subject:

Consultation feedback and equality assessments for the 2017-18 and 2018-19 Council budget proposals.

Summary statement:

On 6 December 2016 the Executive approved new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions. This report and appendices provide feedback from the public engagement and consultation programme and sets out a summary of the equality assessments carried out on the Executive’s Budget proposals for 2017-18 and 2018-19. There is particular reference to the Council’s responsibilities under equality legislation to enable the Executive to have due regard to the Public Sector Equality Duty when considering its recommendations to Council on a budget for 2017-18 and 2018-19.

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SUMMARY

- 1.1 On 6 December 2016 the Executive approved new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions. This report and appendices provide feedback from the public engagement and consultation programme and sets out a summary of the equality assessments carried out on the Executive's Budget proposals for 2017-18 and 2018-19. There is particular reference to the Council's responsibilities under equality legislation, to enable the Executive to have due regard to the Public Sector Equality Duty when considering its recommendations to Council on a budget for 2017-18 and 2018-19

BACKGROUND

2. Best Value and the Equality Act

- 2.1 Statutory guidance on Best Value introduced in September 2011 and reaffirmed in March 2015 reminds local authorities that they are under a duty to consult service users and potential service users, local voluntary and community organisations, and small businesses. This duty applies at all stages of the commissioning cycle, including whenever authorities are considering the decommissioning of services.
- 2.2 There should also be opportunities for organisations, service users and the wider community to put forward options on how to reshape the service or project. Local authorities should assist this engagement by making available all appropriate information in line with the Government's transparency agenda.
- 2.3 The Equality Act 2010 protects people from unlawful discrimination on the basis of 'protected characteristics'. The Equality Act 2010 defines protected characteristics as:- age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation.
- 2.4 The 2010 Act also introduced a specific Public Sector Equality Duty which requires local authorities, in the exercise of their functions, including when making decisions, to have *due regard* to the need to:
- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
 - advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - foster good relations between people who share a protected characteristic and people who do not share it.
- 2.5 In discharging this duty, local authorities not only need to understand how different people will be affected by their activities, proposals and decisions, they also need to demonstrate that they have given due regard by publishing information that shows they have consciously discharged their responsibilities as part of the decision-making process.

- 2.6 In January 2013 the Equality and Human Rights Commission (EHRC) published Technical Guidance on the Public Sector Equality Duty to assist the bodies that are subject to the duty, to understand the duty and meet their responsibilities. This notes that a public body will only be able to comply with the general equality duty in relation to a decision, if the ultimate decision maker:
- understands the body's obligations under the general equality duty.
 - has sufficient information.
 - demonstrably takes this information fully into account throughout the decision-making process.
- 2.7 The EHRC emphasises the importance of ensuring that the duty is complied with before a decision is taken, while options are being developed and appraised, as well as at the time of the actual decision. The duty cannot be used retrospectively to justify a decision.

OTHER CONSIDERATIONS

3. Supporting the 2017-18 and 2018-19 Budget Setting Process

- 3.1 The public engagement and consultation programme in relation to the budget proposals for 2017-18 and 2018-19 was agreed by the Executive at its meeting on 6 December 2016. At the meeting the Executive reaffirmed its commitment to a public engagement and consultation programme designed to meet the legislative duties and to fulfil the following objectives:
- support the 2017-18 and 2018-19 budget setting process in as fair and as transparent a way as possible.
 - ensure that the Council meets its specific duties under equality legislation, in particular that the potential impact of the proposals on groups or individuals who share protected characteristics are considered, assessed and consulted upon as required. This would also be extended to those include on low income/low wage.
 - ensure that Trade Unions and staff are consulted with appropriately and in a timely manner.
 - meet Best Value Statutory Guidance regarding the way local authorities should work with Voluntary and Community Sector (VCS) organisations and small businesses when facing difficult funding decisions.
 - comply with the principles on consulting and engaging with the VCS contained in Bradford District Partnership's Compact.
 - ensure the Council complies with all other legal duties to consult.
- 3.2 While the Council is not required under statute to produce or publish equality impact assessment (EIA) forms specifically, a local decision has previously been taken to continue to use EIA forms. Equality impacts are considered by officers and elected members as part of the development of the budget proposals, with assessments recorded through an EIA form. The forms can then assist members of the public and other interested parties to view potential equality impacts. This will show where a disproportionate impact has been identified, or where an impact affects a number of people or particularly vulnerable groups. Mitigations will have also been considered, and where these have been possible, they have also been captured on the EIA form.

- 3.3 Case law has confirmed that in order to fulfil the duty under S149 of the Equality Act 2010, Elected Members need to have considered equality impacts and given due regard to the three aims of the equality duty as part of their decision making processes.
- 3.4 EIA forms outlining identified equality impacts on the new budget proposals agreed by the Executive at their meeting on 6 December 2016 have been available on the Council's web site since that time. <https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2017-18/>
- 3.5 Following a review and assessment of the consultation feedback EIA forms will be updated then published at the same time as the papers for the Executive meeting on 21 February 2017. Senior Officers and Portfolio Holders will continue to give due regard to the equality impacts identified in the EIA forms throughout the budget setting and longer term implementation process.

4. Cumulative Equality Impacts on the 2017-18 and 2018-19 Budget Proposals

- 4.1 An analysis of the equality assessments was undertaken to identify any cumulative impacts and/or high levels of impact across all the proposals agreed at the Executive meeting on 6 December 2016. This analysis was shared with Executive members at the time. Detail of the analysis is described below, alongside the summary presented at Appendix 1.
- 4.2 A review of all equality impact assessments demonstrates that some proposals are more likely to impact on some people than others; and that certain protected characteristic groups will also be impacted more greatly than others. The equality assessments will continue to be reviewed as the proposals are consulted upon, potentially changed, agreed and then implemented.
- 4.3 Individual proposals affecting a number of protected characteristic groups include the following.
- A Prepared and Skilled Workforce (4C3)
 - WYCA Transport Levy Reduction (4R2)
 - Drainage, Pavements, Footpaths (4R6)
 - Gateways, Subway, Signing, Lining, Winter Gritting (4R7)
 - Public Health - Services for Children 0-19 (4PH1)
 - Sexual Health (4PH3)
 - Homestart (4PH5 part a)
 - Injury Minimisation Programme (4PH5 part b)
 - Worksafe (4PH5 part c)
 - Physical Activity, Food and Nutrition (4PH6)
 - Warm Homes Healthy People (4PH8)
- 4.4 The protected characteristic of age is very high for both young people and older people. This is seen primarily through Public Health and Adults and Community Services (Better Health, Better Lives) proposals which will have a high impact on a smaller number of people, and Better Skills, Jobs, Economy which will affect a large number of people. 25 of the 31 proposals show impacts.

Likewise for disability, there are fewer proposals showing high impact, but still 24 showing impact across all proposals, with the areas of most concern being public realm management, adults demand management reductions and Public Health's funding of warm homes and injury minimisation programmes.

- 4.5 It is also acknowledged that any early intervention funding reductions across public health proposals might have a further knock on effect on some protected characteristic groups who may then have a greater dependency on health and social care services.
- 4.6 Again across all proposals 25 show impacts on people with low income and low wage. Most high impacts will be felt through the range of Public Health proposals in Better Health, Better Lives.
- 4.7 Another protected characteristic being affected by a larger number of proposals, 19 in total, is race through a possible cessation of provision of early intervention measures from Public Health and potential additional costs of burials.
- 4.8 Pregnancy/maternity also features with proposals supporting the health and wellbeing of mothers of young children (e.g. Homestart and sexual health). Public realm proposals also impact with maintenance of highways (pregnant women, mothers with pushchairs) and also the reduction in public conveniences.
- 4.9 Other protected characteristic groups have lesser impacts than those highlighted above, but are still likely to feel the affects of some of the proposals. For example, the Better Health, Better Lives proposal around sexual health will impact on sexual orientation. An element of the substance misuse proposal will also impact on the sexual orientation protected characteristic. Alongside pregnancy and maternity, women (sex) will also be impacted by proposals by potentially less sexual health support and Homestart support.
- 4.10 Two proposals currently show no impacts (4PH2b Provision of Inpatient detoxification for Substance Misusers and 4PH4 Tobacco). This is due to information not yet being available on the particular individuals that are likely to be affected (i.e. who they are, and therefore their protected characteristics). However the individuals to be affected are likely to be vulnerable people, meaning an assessment was felt to be appropriate. If these proposals are confirmed, more detail will be sought as the proposal is implemented.

5. Consultation Process

- 5.1 The consultation programme for the budget proposals for 2017-18 and 2018-19 is part of an open, on going conversation between the Council and citizens, VCS, businesses, Council employees and trade unions about the future of local services.
- 5.2 The documentation shared for the consultation programme covers three areas of savings which include:
 - Savings consulted upon during 2015-16 and agreed by Full Council on 25 February 2016. These are provided for information and context and are not part of this consultation process.

- Savings consulted upon during 2015-16 and agreed by Full Council on 25 February 2016 but that have since been amended. These proposals are open for consultation.
 - New proposals open for consultation until 12 February 2017.
- 5.3 The consultation programme opened with the publication of the report the 'Executive Budget and Council Tax Proposals 2017-18 and 2018-19' on 30 November 2016 which the Executive approved for consultation on 6 December 2016.
- 5.4 The consultation and engagement programme has included the following activities:
- Open public consultation via the website and via a freepost address.
 - Regular posts promoting the consultation through the Council's corporate social media accounts (several each week) and Stay Connected e-mail newsletters for residents.
 - Meetings with community of interest groups centred on the protected characteristics as set out in the Equality Act and also with low income groups. These were undertaken with disability groups, older people groups, EU migrants, the Advice Network, Gypsies and Travellers, Equity Partnership, COEMO run event for local Black Minority Ethnic Groups, Adult Service User Involvement Group and refugee and asylum seekers.
 - Direct promotion of the consultation to groups not wishing to attend dedicated sessions including the Women's Forum, Race and Ethnicity group, Carers Network and Looked After Children.
 - Meetings with the Bradford District Partnership's Strategic Delivery Partnerships.
 - Dedicated consultation session with the Voluntary and Community Sector through the Bradford District Assembly.
 - Meetings with the business community - Bradford Breakthrough, Keighley Business Improvement District Board, Airedale Partnership Board, People and Innovation Board, Place Board.
 - Direct communications with Members of Parliament, Parish and Town Councils and the district's Citizens Panel.
 - Service specific consultations including consultation events at six community halls across the district (with invitations sent directly to groups using the halls).
- 5.5 Engagement and consultation is an on going process and there will be further specific consultation with service users and other interested parties on specific proposals as appropriate following the approval of the budget for 2017-18 and 2018-19 at the Council meeting on 23 February 2017.

6. Consultation Feedback - Level of Responses

- 6.1 This report provides information on feedback received at the date of publication of this report on 30 January 2017. Any feedback received after this date and before the consultation closes on 12 February 2017 will be provided as an addendum to the Executive meeting on 7 February 2017 or its later meeting on 21 February 2017.

- 6.2 As of 25 January 2017 the Council has received comments from 501 people or groups through the online questionnaire. This produced comments on 536 different budget proposals for 2017/18 and 2018/19. A further 123 comments are made that are not specific to particular proposals for the next two years. The number of overall comments is similar to past consultations on the Council's budget.
- 6.3 A further 72 postal questionnaires were received, and 12 representations through emails or letters.
- 6.4 Monitoring of the corporate social media accounts and Stay Connected newsletters on the budget consultation has, to date, shown 27 opinions from residents which have been passed on to be included in the overall consultation feedback and over 1,000 click-throughs to the online consultation pages. Overall activity on the corporate social media accounts around the consultation was far greater than that in terms of reach and posts shared, and not all responses represented feedback on the overall budget proposals or an individual proposal.
- 6.5 It is worth noting that even though the volume of responses is reported, this does not necessarily suggest that greater attention is given to those with a greater number of responses. It does not allow for those people who are less able to advocate for themselves and does not reflect on the Council's statutory duties around particular areas of service provision.
- 6.6 However the proposals generating most comments were:
- Theatres and Community Halls (4E10) with most comments focusing on community halls - 161
 - Parks and Bereavement (4E1) with most comments on bowling greens - 127
 - Street Cleansing and Public Conveniences (4E5) with most comments on the public conveniences - 90
 - Physical Activity, Food and Nutrition (4PH6) with most comments focusing on the breastfeeding programme in Keighley - 63
 - Council Tax - 31
 - Adults, Overall Demand Management Strategy (4A1) - 29
 - Ministry of Food (4E12) - 22
 - Small Grants (VCS funding) (4PH7) - 19
- 6.7 Other proposals that are generating between five to ten comments are Libraries (4E9), Waste Collection Disposal Service (4E2), Highways maintenance (4R6), A Prepared and Skilled Workforce (4C3), Remodel of Visitor Information and Frontline Service (4E7), and Homestart/ Worksafe/ Injury Minimisation (4PH5). A further 11 proposals received between one and five comments.
- 6.8 Levels of attendance at Community of Interest meetings has varied according to the style of the session, from business meetings to dedicated events. As of 25 January 2017 we have engaged with 129 individual people through disability groups, older people groups, EU migrants, Gypsies and Travellers, Adult Service User Involvement Group, the Advice Network and Refugee and Asylum Seekers. Further sessions are yet to be held with the Equity Partnership and a COEMO run event for local Black Minority Ethnic Groups. Feedback received to date has been integrated into this report with outstanding feedback to follow later in further reports on the consultation.

- 6.9 Service specific consultations have generated further input. The consultation on public halls has led to engagement with 270 people through six events.
- 6.10 Two petitions have also been received in relation to the proposed budget proposal Theatres and Community Halls (4E10).
- Ian Clough Hall - this was referred to Executive from Council on 17 January 2017 lodging their objection to the proposal for Bradford Council to no longer take responsibility for Ian Clough Hall, Baildon. Accompanying information stated concern that the activities and events run from the hall would no longer be available to local communities, and that it would be too great a burden for the Town Council to take on with its current maintenance issues. It was felt that more action could have been taken to make the hall more marketable and increase its revenue potential. There were 535 signatures presented.
 - Silsden Town Hall - this was received prior to the Executive meeting on 7 February 2017, from Friends of Silsden Town Hall and Silsden residents, requesting that Silsden Town Hall be removed from the list of Public Halls recommended for Community Asset Transfer. They state that the cost of the hall is almost cost neutral and that it should be included with Kings Hall, Ilkley for central costing. They also state that it is a newly refurbished, iconic building, paid for by the sale of two other community buildings and is the only secular building in the town. They wish to work with the Council to explore funding opportunities to keep the hall under the same management structure as at present. There were 1311 signatures presented.

7. Consultation - Specific Feedback on Proposals

- 7.1 The following provides some of the headline comments made on both specific budget proposals for the next two years and also other areas of Bradford Council's work and consequent spending that are subject to review over the next four years. These comments have come through the online/postal questionnaire, social media, emails, letters and community of interest events and meetings.
- 7.2 Listed below are some of the feedback headlines on some of the budget proposals identified for the next two years (2017-18 and 2018-19). Further detail is presented in Appendix 2.
- Community Halls (4E10) - There is concern that the halls serve as community hubs; if closed the activities run and supported from there will have nowhere to be delivered. The halls provide a focal point for the communities and have received much support from local people in recent years.
 - Parks and Bereavement (4E1) - the withdrawal of support for bowling greens was felt to be inappropriate due to the value they provide to communities and the technical nature of the maintenance work needed.
 - Public Conveniences (4E5) - There is concern over possible closures; seen as a necessary service for many; supports tourism and local economy.
 - Physical Activity, Food and Nutrition (4PH6) - The breastfeeding programme run from Keighley is felt to be a vital service that should be prioritised as a preventative activity.

- Adults Overall Demand Management Strategy (4A1) - It is felt that support is still needed for disabled people and carers and that prevention and support services should be prioritised. Currently, supported living is available but it should have a greater focus on encouraging people to become independent. The focus on Homes First was supported so long as people are in appropriate homes they can maintain themselves.
 - Ministry of Food (4E12) - A preventative service that supports a lot of people with more than just food and nutrition advice.
 - Small Grants (VCS funding) (4PH7) - There is much support for the Healthy Lifestyles projects run through commissions to the VCS. It provides a vital service in a deprived part of the district, serving to prevent longer term health problems.
- 7.3 There were also a number of general comments relating to the budget but not linked to a specific proposal. It was felt that council tax should not be raised, as people were not getting value for money and people could not afford the additional costs. However others thought increases were necessary especially to support social care services. There were some suggestions that vulnerable people should continue to be supported while the cuts should be focused on people more able to look after themselves. This was in opposition to those who suggested that there should be less spending on social care. There was a feeling that education and schools should be improved and that there be a greater focus on community safety and reducing crime. There were also concerns over housing and homelessness with a greater focus on funding needed on these two areas. It was felt that housing standards need to improve and more opportunities be given to those who become homeless.
- 7.4 Running a more efficient Council - in response to the Council's priority 'A Well Run Council' it was suggested that council staff and senior managers in particular should take a reduction in their salaries rather than cut services. Administration costs should also be reduced including running fewer formal committees. It was also suggested that the number of Councillors should also be reduced and Government funding also needs to be better utilised and accessed. It was felt that the government also needs challenging to make sure that the funds they provide are of value locally and that commissions could also be more effectively managed.
- 7.5 Concern was also raised at the reduced support for vulnerable people across the district from the reduction in Council services. Services need to remain accessible especially for those who do not read or write. There are also general concerns that with the withdrawal of some services, community buildings where those activities take place will also be at risk of closure (over and above Council run community and town halls) - e.g. Café West, Keighley Healthy Living Centre. Further suggestions were to identify short term resources to help outlying areas of the district to increase community capacity to help cope with the funding reductions. It was also felt that consistency in funding for community services was necessary as projects are not efficient if the funding comes and goes.
- 7.6 Consultation has also taken place with the Voluntary and Community Sector with a dedicated engagement session taking place on 18 January 2017. More feedback will be presented at a later date in the consultation period. To date the following highlights some of the headline contributions from the sector;

- Many of the Public Health cuts do not take account of the drive towards developing an early help response and family approach.
- Prevention is key to cutting costs for other organisations such as Clinical Commissioning Groups and Children’s Social Care Fund.
- Support for volunteers is vital to support preventative activities.
- Engaging further with the VCS at an early stage of service re-design would help to ensure that reductions in funding and changes in focus impact as little as possible on local people.
- There is concern about the reliance on community activity to take over services that the Council has delivered, but it appears some of the decisions will reduce the capacity for communities to do this.
- The proposals seem to suggest that there will be increased competition for donations and charitable income by the creation of new trusts.
- There is concern over the impact of cuts on other initiatives and organisations.

7.7 Consultation has also taken place with the businesses sector through attendance at various business meetings across the district. The feedback to date includes the following:

- Suggestion that some of the Council’s rationalisation, such as with property, should have taken place sooner. There was support for co-location opportunities especially within the public sector.
- Suggestion that the cuts that are likely to get the highest profile should not be pursued as it takes the emphasis off the true impact of austerity with both communities and the media.
- There was interest in whether a future directly elected mayor would change the Council’s economic position.
- Businesses were keen to see continued support for a baseline level of service for things like cleansing, street lighting, CCTV, policing - i.e. the physical visible services that serve town centres. However there was acknowledgement of the financial situation and suggestion that projects such as Keighley Business Improvement District was a positive step which would continue to get support.

8. Feedback on services not subject to consultation

8.1 Some comments in the consultation were made on Council services which are not currently identified as budget proposals and about which decisions have already been made. This included comments on the district’s swimming pools (10 comments received), with a suggestion that Bingley and Queensbury pools should not be closed or taken into community ownership even if new facilities are opened elsewhere in the district. There was concern that children would have no local facility where they could learn to swim. Disabled people and their carers use these facilities. Some people thought existing pools need more investment and modernisation, not closure and facilities such as pools should not be centralised as public transport is not efficient enough to support the travel needed at evenings and weekends.

8.2 Further comments were also made in relation to the decision to move to alternate weekly bin collections with concerns over fly tipping and environmental problems raised.

9. FINANCIAL & RESOURCE APPRAISAL

9.1 The financial impact of decisions arising from the consultation will be considered at the Executive meeting on 7 February 2017 and will be evaluated and incorporated into the final budget proposals from Executive to Council on 23 February 2017.

10. RISK MANAGEMENT AND GOVERNANCE ISSUES

10.1 Equality assessments have been carried out on the initial proposals and will continue to be updated alongside any mitigation.

11. LEGAL APPRAISAL

11.1 S149 of the Equality Act 2010 (the Public Sector Equality Duty) provides as follows :

- (1) A public authority must, in the exercise of its functions have due regard to the need to;
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;
 - a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- (4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- (5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;
 - a) tackle prejudice, and
 - b) promote understanding.
- (6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

- 11.2 The Council must ensure that it has sufficient information to enable it to identify whether a proposal, if implemented, would disproportionately affect particular groups with relevant protected characteristics and if so whether any such adverse impact can be avoided or mitigated.
- 11.3 The courts have established a number of principles which the Council should take into account in making decisions:
- the duty means that the potential impact of a decision on people with different protected characteristics must always be taken into account as a mandatory relevant consideration
 - where large numbers of vulnerable people, many of whom share a protected characteristic, are affected, consideration of the matters set out in the duty must be very high
 - even if the number of people affected by a particular decision may be small, the seriousness or the extent of discrimination may be great. The weight given to the aims of the duty is not necessarily less when the number of people affected is small.
- 11.4 There is also a duty on all Best Value authorities to consult when making changes to services or ending service provision.
- 11.5 In addition to these specific legal duties, the Council has put out its proposals for public consultation and accordingly must have regard to the responses before making budget decisions.
- 11.6 In summary it is necessary to ensure that Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2017-18 and 18-19. Case law has confirmed that, in order to fulfil the duty under S149 Equality Act 2010, Elected Members need to read in full the EIA forms and consultation feedback as it is a legal requirement that Elected Members have regard to all the relevant information and accordingly Elected Members are referred to all the information in this report including appendices and to the equality assessments.
<https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2017-18/>

12. OTHER IMPLICATIONS

12.1 EQUALITY & DIVERSITY

Where specific equality and diversity issues have been raised as a result of consultation, they are considered in the appendices of this report and through the equality impact assessment forms.

12.2 SUSTAINABILITY IMPLICATIONS

None

12.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

12.4 COMMUNITY SAFETY IMPLICATIONS

The Council has a legal obligation under the Crime and Disorder Act 1998 to consider any community safety implications of its decisions.

12.5 HUMAN RIGHTS ACT

None

12.6 TRADE UNION

The Trade Union consultation feedback received to date on the proposals is subject to a separate report to this meeting of the Executive.

12.7 WARD IMPLICATIONS

At this stage the proposals suggest district wide impact and are not specific to particular wards. As implementation plans are developed for the delivery of any budget decisions following 23 February 2017, the detail of which wards will be affected will become apparent.

13. NOT FOR PUBLICATION DOCUMENTS

None

14. RECOMMENDATIONS

- 14.1 That in accordance with Section 149 of the Equality Act 2010, the Executive has regard to the information contained in this report, appendices and equality assessments when considering the recommendations to make to the Council on a budget for 2017-18 and 2018-19 on 23 February 2017.

15. APPENDICES

Appendix 1 - Equality Impacts for budget proposals (2017/18 and 2018/19) as agreed on 6 December 2016

Appendix 2 - Consultation feedback - service and equalities

16. BACKGROUND DOCUMENTS

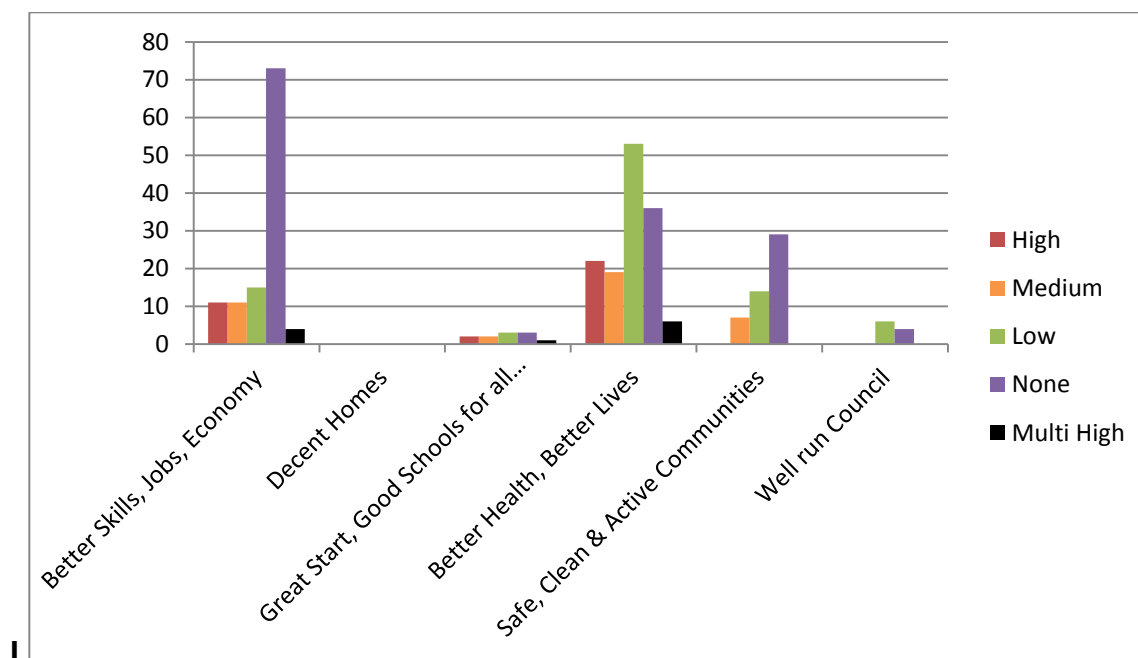
Report to Executive on 6 December 2016: Proposed Financial Plan 2017/18-2020/21
<https://bradford.moderngov.co.uk/ieListDocuments.aspx?CId=143&MId=6329&Ver=4>
– document AJ with accompanying appendices

Equality Impact Assessments (for budget proposals 2017/18 and 2018/19)
<https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2017-18/>

Appendix 1 - Equality Impacts for budget proposals (2017/18 and 2018/19), as agreed on 6 December 2016

1. Level of impact by outcome (priority)

Theme	High	Medium	Low	None	Multi High
Better Skills, Jobs, Economy	11	11	15	73	4
Decent Homes	No impacts identified				
Great Start, Good Schools for all Children	2	2	3	3	1
Better Health, Better Lives	22	19	53	36	6
Safe, Clean & Active Communities	0	7	14	29	0
Well run Council	0	0	6	4	0



2. Proposals with multiple high impacts

Theme	EIA Ref	EIA Heading	Age	Disability	Race	Pregnancy & Maternity	Sexual Orientation	Sex	Low income/low wage
Better Skills, Jobs, Economy	4C3	A prepared and skilled workforce	H	H	H	H			H
	4R2	WYCA Transport Levy reduction – Percentage annual reduction	H	H					
	4R6	Drainage, pavements, footpaths	H	H					
	4R7	Accommodation, gateways, subway, signing, lining, winter gritting	H	H					
Great Start, Good Schools for all Children	4PH1	Public Health - Services to Children 0-19	H						H
Better Health, Better Lives	4PH3	Sexual Health	H			H	H	H	
	4PH5 Pt a	Homestart	H		H	H		H	H
	4PH5 Pt b	Injury Minimisation Programme (IMPs)	H		H				H
	4PH5 Pt c	Worksafe	H	H	H				H
	4PH6	Physical Activity, Food and Nutrition (Health Improvement)			H				H
	4PH8	Warm Homes Healthy People (WHHP)	H	H				H	H

3. Total level of impacts across each protected characteristic group

Protected Characteristic	Impact Levels			
	High	Medium	Low	TOTAL
Age	10	5	10	25
Disability	6	9	9	24
Gender reassignment	0	2	9	11
Race	5	3	11	19
Religion/belief	0	5	9	14
Pregnancy/Maternity	3	5	9	17
Sexual Orientation	1	1	8	10
Sexual Orientation	3	4	7	14
Marriage & Civil Partnership	0	0	6	6
Low Income/Low Wage	7	5	13	25

Appendix 2 – Consultation feedback – service and equalities

Feedback from consultation contributors by proposal or budget area

(Where proposals have received no comment through the consultation, these have not been included in the table below.)

Ref	Budget Proposal or budget area:	Equality Assessment	Mitigation	Feedback on service and equality impacts	Outcome
		As published in December 2016			
4PH2	Substance Misuse Service - combination of redesign, re-commissioning and ceasing recovery service, dual diagnosis service, supervised medication programme, inpatient detoxification services.	Impact assessments have identified that this range of proposals could have impacts on a wide range of service users across the range of protected characteristics.	Any new contracts will continue to have the same equality requirements of the Provider under the Equality Act 2010 as the current tender. The new service specification being commissioned requires that the service is provided through various types of provision and that the service is integrated throughout providing continuity for service users. Services will be more community based with access points in multiple sites in non-substance misuse specific services making it easier for all sections of society to access them.	It was felt that reductions in this service would have a detrimental effect on health services and affect people's lives. It was suggested further conversation with CCGs was needed.	Better health, better lives
4PH3	Sexual Health - combination of redesign, review and ceasing services Health development with young people, sex and relationship education in schools, emergency hormonal contraception.	Some of the services are designed specifically for parts of the population who share a protected characteristic. Therefore services are provided disproportionately to those parts of the population and the impact will reflect this. The financial implications of this reduction in budget will be applied across the whole of the contract and therefore will impact upon all potential users of the services.	The SRHS that is commissioned is part of a wider Sexual Health economy with GPs providing oral contraception and STI testing which is commissioned by NHSE from GP practices as part of their core service offer. Bradford residents would still be able to access SHRS (oral contraceptives and STI screening) within their community through their GP practice and Long Acting Reversible Contraceptives (coils and implants) and STI testing and treatment, through the SHRS that would stay situated centrally within the city centre making it accessible to all.	These programmes help to reduce teenage pregnancy. Without this service there will be increased issues around unsafe sex, depression and issues for young mothers.	Better health, better lives
4PH5	Public Health - Homestart, Worksafe, Injury	Impact assessments have identified that this range of	Some activities may be mainstreamed into the wider	It was felt important for vulnerable children to hear safety messages	Better health, better lives

	<p>Minimisation Programme - phase out of these services providing support for vulnerable parents and children age 0-5 years.</p>	<p>proposals could have impacts on a wide range of service users across the range of protected characteristics particularly age, disability, race and low income families. There will be impact on key public health outcomes which are likely to widen inequalities in some of our vulnerable groups as these services are delivered across the areas that have already been identified as a strategic priority within the District's Health Inequalities Action Plan.</p>	<p>transformation plan for children and young people and families in the District going forward but there will be some that will not be mitigated against. In order to manage any negative affects we will use a phased approach so that we can identify any potential risks in the first year. Some risk may be mitigated with funding from other areas within the District through Better Start and Big lottery in Keighley so the negative consequences are not as high as would be expected if the service was completely decommissioned.</p>	<p>from people of authority, beyond parents and teachers, which the Worksafe programme provides. It provides a valuable service to the young people of Holme Wood. The project helps children understand key safety issues around gas, electricity, fires, dogs and railway lines. It also ensures children can safely get to school independently.</p>	
<p>4PH6</p> <p>Page 34</p>	<p>Physical Activity, Food and Nutrition - cessation of grants to VCS organisations delivery range of activities including 'cook and eat', physical activity, food growing and breastfeeding support.</p>	<p>Services are currently commissioned from a variety of BME organisations and groups based in low income areas to ensure positive outcomes for all parts of the community. The race equality impact is judged to be high, because of the high BME take up of VCS services.</p>	<p>The Health Improvement Team will support providers/organisations and service users proactively with advice and sign-posting as opportunities are identified.</p>	<p>The principle concern raised is the consequent ceasing of the breast feeding service run from Keighley Healthy Living. It is a preventative service, allowing children a good start in life, through encouraging and supporting longer periods of breast feeding. It helps prevent health problems (obesity, osteoporosis, gastrointestinal, respiratory, cancers). It will lead to a loss of hospital visits support. It was felt that even if all other services were ceased from KHL, that the breastfeeding service should continue even if hosted elsewhere.</p> <p>It was suggested that if every woman breastfed for 4 months it would save the NHS £40m a year. There was separate concern over the loss of health support for young people through cessation/reduction of these budgets.</p> <p>Commissions need to be modernised and outcomes related.</p>	<p>Better health, better lives</p>

				<p>As a lot of these commissions are run by the VCS, it was suggested that this brought in great value for money through their engagement of volunteers. More people take up new activities as a consequence and trust is built at a community level. There was a suggestion that reductions could be made through discussions but that the cessation of the funding would not be the answer - a streamlined service with a small number of trained peers across the district would work.</p> <p>There was concern that reductions of funding in this area would have a detrimental affect on the Roma communities. LACO as one of the few organisations working with this community would welcome a dialogue about future shared support of Roma people.</p> <p>It is felt that not enough notice has been given to commissioned organisations, who had been planning ahead, but who will now not receive funding. They bring much additional benefit to the district with volunteer time, extensive community networks and links, and millions of pounds of third party revenue.</p> <p>Several comments were also received in support to health services run in the Windhill area.</p>	
4PH7	Small Grants (VCS funding) - cessation of small grants delivering projects on sexual health, smoking cessation, cancer awareness, teenage pregnancy, and healthy lifestyles.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	There was concern about removal of the suite of small grants to tackle obesity, heart disease and cancer in the wards where residents experience the poorest health. A reduction not a cessation to the funding was suggested, with a whole systems approach.	Better heath, better lives

				<p>There has been particular concern about the closure of the Healthy Lifestyle programme. It is a popular 'open-door' service which if lost will impact on the health of the district. It focuses on preventative work and trains numerous volunteers, helping people look after themselves and make positive health choices. This includes supporting people with mental health problems such as depression and loneliness. Support for carers is also an important aspect of their work. It was suggested that more measurable ways of evidencing progress needed to be adopted.</p>	
<p>4A1</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 36</p>	<p>Adults - Overall Demand Management Strategy - moving from a dependency model to one that promotes independence and resilience (e.g. reducing numbers coming in to care, care system culture change, speeding up integration, redesign enablement, reviewing financial needs, continued personalisation).</p>	<p>Older people and people with Mental Health & Learning Disabilities will predominantly be affected by this proposal but the focus will be on personalised services for people so the impact on protected characteristics will be mitigated at individual level. As part of the Strategy to reduce residential and nursing places it is intended that more extra care schemes are developed, which will help to improve people's lives and reduce expenditure across all groups. As the proposal is developed, the detail of impacts will be further assessed to ensure any potential implications on protected characteristics are minimised.</p>	<p>Our approach will seek to focus on people's strengths and enabling people to manage properly understood, proportionate and positive risks in living their lives. We will undertake individual assessments and carry out extensive engagement with service users, carers and advocates to ensure seamless transitions for any service users affected. This will enable us to meet our duty under the Care Act 2014 and mitigate against any disproportionate negative impact on any person with a protective characteristic. By offering other options for people in terms of housing and care support, people will have the opportunity to access appropriate services that meet their assessed needs and be in a position to maintain their independence and to continue to have a positive contribution and be inclusive in their local community. This will ensure where possible people with particular characteristics are not</p>	<p>Concern over the future of dementia care and that the elderly needed more support. There was a suggestion that more money should be sought from the government in the same way that the North Yorkshire authority did. It was also suggested that a focus on reducing waiting times between referral and support was needed. More money going to support the increasing numbers of elderly people was felt to be important, with more help with home care.</p> <p>The suggestion of closure of any care homes causes concern, especially those supporting people with dementia.</p> <p>More dynamic and creative support is needed e.g. supporting someone to become more independent by helping them learn to cook. To begin with they will need more support but less as time goes on. People need to be in homes they can maintain themselves and have</p>	<p>Better health, better lives</p>

			disproportionately affected. We will further review the potential impact on protected characteristics as part of the development of the delivery programme.	the additional support to remain independent as long as possible. Concern over reductions in social care will lead to more bed blockages in hospitals.	
4C5	Service Wide - Further management savings - a review is undertaken of the management structure within children's social care	n/a	n/a	Greater efficiencies should be found.	
4C6	Early Help - Management restructure - review structures in early help for children and families commissioned from VCS, youth offending team, crime prevention, family centres, families first.	This service works with a higher percentage of children and families from disadvantaged households and any reduction in service may result in a disproportionate affect on low income groups needing this support.	The review will ensure that resource is most effectively targeted at areas of need, with careful mapping of service needs and outcomes. This process will be done alongside the VCS to ensure that impact is mitigated where possible. Where possible, resources will be reduced in back office and management functions.	It was felt that investment in pre-school children was vital for the future.	Better health, better lives
4C2	Early Years school - removal of transitional funding readiness - reduction in grants to small providers undertaking community based activity to help prepare children for school.	Equality assessment carried out indicates that this proposal is unlikely to have any detrimental impact and so there is no disproportionate impact on any group that shared protected characteristics.	n/a	Focus should be on supporting children not administration costs.	Great start, good schools
4E7.	Remodel of Visitor Information & frontline service - reduce the number and/or size of Visitor Information Centres (VICs), moving to a more digital basis promoting the district to target audiences, with the potential for VIC information points as co-located provision.	The potential closure of VICs could have a disproportionate impact on older customers unable to access information electronically.	Alternative options are being explored including seasonal visitor information centres in destinations such as Saltaire, Haworth and Ilkley with support from local groups.	It was felt that visitor information centres work well due to their personalised approach to the service. Resources including VICs should also not just be focused on Bradford city centre, but support given to outlying areas too. There was also concern over the impact on tourism and consequent economic benefits from any loss of VICs.	Better skills, more good jobs and a growing economy
4E8.	Events and Festivals - review to develop a more	Equality assessment carried out indicated that	n/a	Some feel that greater cuts should be implemented, others feel more	Better skills, more good

	sustainable and balanced events programme. Direct funding to	this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics		support should remain with arts programmes. Support for continued funding to arts project was also received, with the view that they contribute economically and culturally to communities. It promotes tourism and attracts new businesses and provides employment opportunities. Some felt that private enterprises should be responsible for events.	jobs and a growing economy
4E9.	Libraries - reduction in the number of libraries directly provided. Investigate potential for alternative delivery models.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	It was felt that volunteers would need an intensive training programme should libraries move into community ownership. There was also support for libraries being part of community hubs to focus community resources to a single location. There was concern that areas of deprivation would not have the community capacity to run a local library. The libraries facilities, such as computers and photocopiers as well as books, are a vital resource. Where libraries already reside in community halls there is further concern as the Community Halls are under review as well.	Better skills, more good jobs and a growing economy
4E10.	Theatres and Community Halls - Trust type models being investigated. Community halls to be transferred through Community Asset Transfer where possible.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	Closure of the community halls would not just take away a facility but also stop all the activities that take place in them from happening. The halls are used by a very diverse range groups which are fundamental to local communities. Local charities are also supported through fundraising activities that take place in these halls. There was concern that recent investment to halls would prove a waste of money, as would volunteer time in raising some of the funds. It	Better skills, more good jobs and a growing economy

				<p>is felt that community halls can be the only secular community meeting point. Not all areas have enough volunteers or expertise to take on the running of halls. With expanding populations, more community facilities are needed not less.</p> <p>There were also suggestions of ensuring there was one community supported building/hub in each area that housed all essential services. To make them profitable, space for businesses and residential dwellings could be included. They need to be run in a more commercial way.</p> <p>It was suggested that professional support with fund raising from the Council would help communities maximise the use of the halls.</p>	
4C2.	Ministry of Food - possible cessation of the service teaching people how to cook, eat and improve their long term health.	Whilst the Ministry of Food is a discretionary service provided by the Council, its closure will by definition have a disproportionate effect upon those people who share a protected characteristic. Those attracted to the services provided by the Ministry of Food tend to be those from disadvantaged communities where behaviour change is required to reduce obesity through education and teaching cooking skills.	The Health Improvement Team will support providers/organisations proactively with advice and sign-posting as opportunities are identified.	<p>The Ministry of Food does more than just provide food and nutrition advice. It is a service in itself that provides necessary skills to people saving them from accessing health services in the future. The centre is used to support vulnerable people, tailored to their individual needs and getting them involved in community life e.g. people with Asperger syndrome, disadvantaged people.</p> <p>There was a suggestion that this service wasn't being used to its full potential and could be paid for by schools.</p>	Better skills, more good jobs and a growing economy
4C3	Children's Services - a prepared and Skilled Workforce - staffing, restructure, reduction in the Connexions contract	This proposal in regard to the Connexions Service contract will have a negative impact on people who share a protected	To mitigate the potential disproportionate impact of the Connexions Service proposal, there will be a re-design of the Connexions type activity to provide	There are many concerns over the loss of work provided by the Connexions service. Face to face support is vital. It provides advice and support on careers, training,	Better skills, more good jobs and a growing economy

	with longer term service brought back in to Council, investigate regional data centre, cessation of Employment Opportunities Fund (EOF).	characteristic. This service directly supports young people who are NEET, the cohort being comprised of young people with complex and multiple needs related to the protected characteristics and long-term low-income unemployed adults.	a minimum statutory service with a greater reliance on the Bradford Pathways approach that will be underpinned with more effective information, advice and guidance framework. Greater linkages and working Page 52 with other front line staff working with young people will also be explored. It is not feasible to fully mitigate the impact of the proposals given proposed funding levels.	housing, drugs, alcohol, domestic violence, social care referrals. The help is received by people with a range of issues including mental health, behaviour, attendance, families. It was suggested that funding for young people could be centralised through Connexions, picking up services provided through housing support and families first. There is a lack of support for both prevention and resolution of young people's problems. Concern over loss of funding for the EOF and the likely impact on increased young people not in employment or training.	
4R4 Page 40	Regeneration Services - Centralisation of Urban Traffic Control including reduced maintenance of street lighting asset	n/a	n/a	There are already too many street lights not working, it was suggested this would get worse with further funding cuts. It was suggested a PFI agreement (as happens in Leeds) could reduce costs.	Better skills, more good jobs and a growing economy
4R6	Options related to discretionary budgets for highway maintenance works including minor drainage improvements, pavement repairs and footpath and snicket maintenance	Whilst the cost of the works delivered through the local area maintenance budgets may be relatively small, the impact of non-action could have a disproportionate impact on the lives of the districts citizens. Some footpaths and snickets are currently impassable due to lack of maintenance which is a consequence of the current reduced budget allocation.	As the scope of the impact arising from this proposal could be wide ranging and dependent upon the nature of any specific maintenance requirements, it is not possible to propose measures to fully mitigate or eliminate the disproportionate impacts. However, the nature of the prioritisation framework (which is still to be developed), which would be used to assess the priority for action of any requests, could incorporate appropriate consideration of the characteristic of the person needing action (e.g. include age and/or disability criteria).	Concern that reduced maintenance would lead to reduced footfall in city and town centres which would have a knock on to businesses being successful (and therefore business rates paid). There was a suggestion that highways maintenance would cause issues and be at odds with the active travel programmes. Poorer access will also have a detrimental impact on people with disabilities.	Better skills, more good jobs and a growing economy
4R7	Reduction in Highways	Failure to undertake any	Any loss of a subway/underpass	The existing and proposed	Better skills,

	<p>Services operational budgets associated with operational accommodation, transport gateway and subway maintenance.</p>	<p>maintenance of gateways and subways will very rapidly lead to these assets deteriorating and potentially becoming impassable. Winter maintenance operations would be significantly impacted by the reduction in DLO operational bases meaning longer times being necessary to grit the routes in the district, Page 57 potentially meaning that areas in the north of the district may be untreated in periods of inclement weather. This could therefore impact on some of the protected characteristics</p>	<p>facility could be offset through the introduction of a crossing. Research has shown that these types of crossing are more attractive to pedestrian users than subways as they are generally perceived as reducing the fear of attack/crime for pedestrian users. However, such facilities on major corridors are problematic as they need to cross six lanes of traffic and therefore their design can lead to increased delays for general traffic and increased frustration for drivers. The impact of the closure of the depot at Stocksbridge and the consequent impact on winter maintenance operations will need to be carefully considered within the context of winter gritting routes and treatment programmes. Consideration of more pro-active treatment regimes for areas in the north of the district will need to be developed in order to ensure that problems associated with reactive maintenance are mitigated.</p>	<p>reductions in gritting is causing problems especially in the Keighley area.</p>	<p>more good jobs and a growing economy</p>
4R11	<p>Introduction of limited lighting hours / switch off of street lighting on non-principal road network</p>	<p>Introduction of this proposal in additional areas of the district will have a disproportionately negative impact on some protected characteristics. Fear of crime amongst the elderly will increase where back streets and residential roads are unlit during the early hours of the morning and it is from this characteristic group that the greatest impact is anticipated. Similarly fear of crime on unlit streets could adversely impact the protected characteristic groups of disability, race,</p>	<p>The Council has developed a set of criteria which are used to select streets where limited lighting hours are introduced. These criteria assess road safety statistics, criminal activity records, infrastructure condition and involve consultation with the local community on any proposals being prepared. Any streets which are considered appropriate to be included in the programme of limited lighting operation will be fully appraised using this model before a decision is taken on whether or not to implement the limited lighting hours infrastructure is taken. Those streets with high criminal activity and/or poor road safety records will</p>	<p>Reduction in street lighting could encourage anti social behaviour and crime.</p>	<p>Better skills, more good jobs and a growing economy</p>

		religion/belief and sex who may all experience increased levels of concern about the proposal.	not be included in the project beyond their initial assessment. To avoid any undue distress to local residents only those streets which “pass” the desktop assessment will be consulted upon with the local community.		
4E1	Parks and Bereavement – parks, recreation grounds and woodlands offered as community asset transfer; management rationalisation; withdrawal from direct management of sport pitches and bowling greens; raise prices of bereavement services.	With regard to bereavement service proposals, any increase in charges, particularly at a rate above inflation, will by definition have a disproportionate effect upon those on low incomes for a service that cannot be viewed as discretionary. Given that cremation charges are currently lower than burial charges, particularly should a new grave be required, any percentage price rise will generate a higher cash increase in the cost of burials than that of cremations. This could represent a disproportionate effect for those religious and faith communities that favour burial. The implementation of a flat rate cash increase to both cremations and burials would however have increased the cremation charge to a level disproportionate to that of the burial charge in terms of comparator values of neighbouring Councils.	The most deprived/low income communities receive support for the cost of funerals from the Council through Adult Services. The proposed above inflation increase in charges for funerals will result in local service users continuing to pay less than the average within West Yorkshire for all services. Page 66 It is intended to introduce a reduced rate for the walling of graves to coffin height which will mitigate the effect of the increases for those faith groups that adopt such a requirement.	There was concern that reduced funding for parks would not support people with and likely to have mental health issues. Most comments reflected on how effective bowling clubs, and the greens, were at providing exercise and reduction in isolation for older people - though they are used by people of all ages. It was felt that each club managing its own maintenance would not be a wise use of money, as all would need their equipment. Some were happy to have charges increased to ensure the maintenance remained with the Council. Other comments suggested that greens could be reduced to one per park, and others suggested that only the most popular greens be kept. Further suggestions were that fees and costs should be increased on other services to allow some bowling greens to maintain support e.g. library charges, no free buses, higher leisure centre charges. More discussions with representatives of the greens was encouraged to help reach a mutually agreeable solution.	Safe clean and active communities
4E2	Waste Collection and Disposal Services -	The proposal is likely to have no or a low impact on	It is recognised that the elderly and disabled could be impacted upon	It was felt more investment was needed in tackling fly tipping. More	Safe clean and active

	<p>introduction of co-mingled recycling enabling more plastic recycling.</p>	<p>everyone so it is considered that there is no disproportionate impact on any group who share protected characteristics. It is however recognised that a move to alternate weekly collection could result in the residual waste bin being heavier to move around.</p>	<p>by a heavier bin where there are mobility or accessibility issues. The Council already provides assisted bin lifts for residents in such circumstances. If this service is required, residents can call the Council Contact Centre and a home visit will be arranged to see how the Council can help.</p>	<p>finer are needed to help the enforcement of people dropping litter and fly tipping.</p>	<p>communities</p>
<p>4E4</p>	<p>Environment and Sport - Customer Services - redirect face to face contact towards self service and telephone services will see a continuing decline in contact resulting in staffing efficiencies. Automated services will increase with fewer options for people to speak to a customer services advisor. More people will be expected to 'self serve' using on line services.</p>	<p>The Council recognises that any move toward increasing dependency on digital/online access to Services or information may potentially have a detrimental impact on residents who do not have English as a first language or who don't/can't access IT. Making services available electronically could impact on those unable to access due to ability or lack of available technology. Those with a preference or requirement to deal with a person may feel anxious and vulnerable. The majority of current face-to-face customer service and an increasing proportion of telephony work is with low wage/low income groups, including people with disabilities, and older people although there has been a significant increase in enquiries from customers from Eastern Europe who have language barriers. Customer service teams carry out some home visits to customers who are unable to access</p>	<p>To mitigate the potentially disproportionate impact the Council remains committed to the Five Principles of Producing Better Information for Disabled People, and will also continue to make sure the Council website is accessible. Greater self service access will provide the majority of citizens with a more efficient service; thereby freeing up the limited resources to focus on those who need the additional support. By minimising avoidable face-to-face and telephone contact with the council, officer time can be better directed to those customers who require it.</p>	<p>It was felt that digital access is not suitable for many gypsy and travellers.</p>	

		<p>Council services in other ways. However, in the context of the number of enquiries handled by the Council each year, the relative numbers of people adversely impacted by the proposed change is small.</p>			
<p>4E5</p>	<p>Street Cleansing and Public Conveniences - reduction in number of ward based clean teams and mechanical sweepers; removal of funding for public conveniences.</p>	<p>The proposal has the potential to have a low impact on predominantly inner city highly densely populated areas. The people who live in these areas are in the main white people on low incomes and communities from BME backgrounds. In terms of closure of the toilets there is likely to be a disproportionate impact on older people, pregnant women, parents requiring access to baby changing facilities, young children, transgender community, disabled people, particularly those with complex needs, and people who, because of their physical condition, may need to visit the toilet more regularly.</p>	<p>Increased waste awareness and anti litter/education campaigns in affected areas and the new robust enforcement model for targeting those people that drop litter, will mitigate the impact the street cleansing proposals. In the case of public toilets work will take place to ascertain whether Parish/Town Councils, community or other voluntary groups could take over the running of those blocks proposed for closure. Consideration will also be given to whether local businesses, cafes, restaurants etc. would allow people to use their facilities.</p>	<p>The focus has been on public conveniences (PC's), with only a few comments on actual street cleansing. In all cases it is felt that PC's should not be closed as they provide a valuable facility for local people and encourage tourism.</p> <p>There is concern that closure will lead to people being isolated in their own homes, and knock on environmental concerns.</p> <p>There was a suggestion that more PC's could ask for donations. Pubs and cafes could also provide clear signage welcoming people to use their facilities.</p> <p>An alternative was to put in place a bylaw requiring that all shops and cafes allow the public to use their facilities - this apparently happens in Florence, Italy. Closure would affect a lot of people including older people, disabled people and children.</p> <p>There was also concern about cleansing (alongside kerb side collections including recycling), and that a universal service is not appropriate as needs vary greatly across the district. Others were concerned about future driving conditions if the environment was affected. It was suggested that more community work was needed</p>	<p>Safe clean and active communities</p>

				to raise awareness of littering and fly tipping.	
4E6	Cessation of the Pest Control Service - cease providing the 'paid for' service.	This proposal could have an adverse impact on people on low incomes as it removes the facility to pay for treatments in instalments although the equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	The most common request for treatment is to deal with rats and mice and there is at least one company in Bradford which is able to provide the service cheaper than the Council.	Concern that this wouldn't be appropriate.	Safe clean and active communities
4H2	Human Resources - Terms & Conditions - Removal of non contractual overtime payments and removal of essential car allowance lump sum payments.	n/a	n/a	Concern that staff will have to use their own cars instead of pool cars/public transport.	A well run council
4	Office of the Chief Executive Restructure - service influences, negotiates, communicates and collaborates with communities and partners to deliver the district's priorities.	Until the detailed restructure proposals are drafted it's not possible to be specific about impacts on equalities characteristics within our communities. However it is expected that would be some low level impacts across a number of groups.	<p>Communication and collaboration with voluntary, public and private sector partners at local and regional level will need to increase and less formal, more responsive and dynamic partnership structures / reporting will need to be developed.</p> <p>Clear prioritisation, and the concept of the Council being the lead facilitator and negotiator rather than the lead provider of resources, will be necessary in developing the capacity to capitalise on a considerable partnership asset base for the benefit of Bradford District.</p> <p>The absolute necessity to develop the Council's partners' and communities' skills and confidence in being fully part of Team Bradford,</p>	Concern over unnecessary expense in this area following major cuts already made.	A well run council

			<p>finding innovative approaches to service provision together, would have to be the overarching priority for the new, integrated corporate function.</p> <p>To operate effectively within the context of rapidly diminishing resources for the 'local state' only focused, high priority work would be undertaken, working closely with Members, officers, partners and communities.</p>		
<p><i>Not proposal specific</i></p>	Raise in Council Tax	n/a	n/a	<p>Most comments reflect that people don't want an increase in council tax. People felt they cannot afford increases in council tax, especially as wages/incomes are not increasing as well. It is felt that the social care 'levy' be spent on social care, but that this is unlikely to be a long term solution. Other comments suggested that more should be done to collect unpaid council tax.</p>	A well run council

Addendum to the Report of the Assistant Director, Office of the Chief Executive to the meeting of the Executive to be held on 7 February 2017 (Document 'BA')

Subject:

Consultation feedback and equality assessments for the 2017-18 and 2018-19 Council budget proposals - report addendum.

1. Summary

- 1.1 The report (Document BA) of the Assistant Director, Office of the Chief Executive was published on 30 January 2017 to be presented to the Executive at the meeting to be held on 7 February 2017. The report includes information from the public engagement and consultation programme in relation to the budget proposals for the 2017-18 and 18-19 budget. The report gives details of information as follows:
- the public consultation and engagement sessions to the end of 30 January 2017.
 - the written comments both postal and via the website to the end of 30 January 2017
- 1.2 The public consultation and engagement programme continues until 12 February 2017 meaning that there is an on going requirement to provide details of further information and comments received. This addendum provides an update on feedback received through the budget consultation programme from 31 January 2017 to 2 February 2017.
- 1.3 Further updates of the public consultation and engagement programme will be published and presented to the Executive meeting scheduled for 21 February 2017.

2. Updates to the levels of feedback received through the consultation

- 2.1 As of 2 February 2017 the Council has received comments from 686 people or groups through the online questionnaire. This produced comments on 739 different budget proposals for 2017/18 and 2018/19. A total of 131 comments have also been made that are not specific to particular proposals for the next two years. The number of overall comments is similar to past consultations on the Council's budget.

In addition, a total of 129 postal questionnaires have been received and 30 representations have been made through emails or letters.

Monitoring of the corporate social media accounts and Stay Connected newsletters on the budget consultation has, to date, shown 36 opinions from residents which have been passed on to be included in the overall consultation feedback and over 1,100 click-throughs to the online consultation pages.

2.2 The proposals generating most comments are;

- Theatres and Community Halls (4E10) with most comments focusing on community halls - 239
- Parks and Bereavement (4E1) with most comments on bowling greens - 218
- Physical Activity, Food and Nutrition (4PH6) with most comments focusing on the breastfeeding programme in Keighley and some on the healthy lifestyle services run in the Windhill area - 119
- Street Cleansing and Public Conveniences (4E5) with most comments on the public conveniences - 98
- Council Tax - 34
- Adults, Overall Demand Management Strategy (4A1) - 32
- Small Grants (VCS funding) (4PH7) - 24
- Ministry of Food (4E12) - 22

Other proposals that are generating between 10 and 15 comments are Homestart/ Worksafe/ Injury Minimisation (4PH5), Libraries (4E9), a Prepared and Skilled Workforce (4C3), Remodel of Visitor Information and Frontline Service (4E7), Highways maintenance (4R6), and Substance Misuse Service (4PH2). A further 19 proposals received between one and nine comments.

2.3 The levels of attendance at Community of Interest meetings has varied according to the style of the session, from business meetings to dedicated events. Through these meetings we have engaged with 172 individual people through disability groups, older people groups, low income groups, EU migrants, Gypsies and Travellers, Adult Service User Involvement Group, Refugee and Asylum Seekers and a Consortia of Ethnic Minority Organisations (COEMO) run event for local Black Minority Ethnic groups.

2.4 The Silsden Town Hall petition has received a further 530 signatures in addition to the 1311 already presented - this now totals 1841.

3.0 Updates to the feedback received on the budget proposals

3.1 Further engagement has taken place with the business sector, including supporting Boards of Producer City. Members of the People & Innovation Board were surprised by the scale of the reductions needing to be made so recognised and appreciated the challenges that the Council was facing. Members of the Place Board were also interested in the budget proposals, with some concerned about the closure of public conveniences, but accepted

the Council's wish for them to be taken into community ownership. The Trust model was also felt to be a good option. A suggestion was also made that stickers be placed on bins to explain the costs of landfill versus the income from recycling - this might encourage more people to recycle.

3.2 Further feedback from the Voluntary and Community Sector has now been received following the engagement session with it on 18 January 2017. This additional feedback is listed below (note that this is additional to that already presented in the published budget consultation feedback report for Executive on 7 February 2017).

- Support for volunteers is vital to support preventative activities, and with continued reductions in funding many volunteers will be lost.
- There was concern over Community Asset Transfer, with the liabilities of taking on buildings and the associated maintenance issues. Volunteers will not necessarily have the specialist knowledge to effectively manage buildings the services run from them.
- It was felt that care services must be personalised to the needs of the individual. They should be given choice about what is a priority for them. The level of care from services across the district varies greatly and needs more consistency.
- It was suggested that mental health issues will increase with the current budget proposals.
- Community transport is a vital service and a big issue for the elderly and vulnerable.
- It was felt that VCS organisations had received too little notice of funding ceasing, leaving them without enough time to plan for the future.
- It was felt that obesity was still an important area to invest in as a preventive intervention.
- Reducing tier 1 prevention services will only increase the needs and consequent costs further up the system.
- The Bradford Compact needs respecting and adhering to more closely.
- It was felt that more discussions are needed between the Council and the VCS, but with tailored individual conversations.

4.0 Feedback on services not subject to consultation

Some comments in the consultation were made on Council services which are not currently identified as budget proposals and about which decisions have already been made. This included comments on the district's swimming pools (14 comments now received), changing to alternate weekly bin collections (3), and Holme View Care Home closure (1).

Appendix 1 – Consultation feedback – service and equalities

Feedback from consultation contributors by proposal or budget area – additional comments since publication of 7 February 2017 Executive report have been highlighted in **bold** below.

(Where proposals have received no comment through the consultation, these have not been included in the table below.)

Ref	Budget Proposal or budget area:	Equality Assessment	Mitigation	Feedback on service and equality impacts	Outcome
		As published in December 2016			
4PH2	Substance Misuse Service - combination of redesign, re-commissioning and ceasing recovery service, dual diagnosis service, supervised medication programme, inpatient detoxification services.	Impact assessments have identified that this range of proposals could have impacts on a wide range of service users across the range of protected characteristics.	Any new contracts will continue to have the same equality requirements of the Provider under the Equality Act 2010 as the current tender. The new service specification being commissioned requires that the service is provided through various types of provision and that the service is integrated throughout providing continuity for service users. Services will be more community based with access points in multiple sites in non-substance misuse specific services making it easier for all sections of society to access them.	It was felt that reductions in this service would have a detrimental effect on health services and affect people's lives. It was suggested further conversation with CCGs was needed. The proposals to transfer care to the already stretched services delivered by Bradford District Care FT may mean longer waits for care and treatment.	Better health, better lives
4PH3	Sexual Health - combination of redesign, review and ceasing services Health development with young people, sex and relationship education in schools, emergency hormonal contraception.	Some of the services are designed specifically for parts of the population who share a protected characteristic. Therefore services are provided disproportionately to those parts of the population and the impact will reflect this.	The SRHS that is commissioned is part of a wider Sexual Health economy with GPs providing oral contraception and STI testing which is commissioned by NHSE from GP practices as part of their core service offer. Bradford residents would still be able to access SHRS (oral contraceptives and STI screening)	These programmes help to reduce teenage pregnancy. Without this service there will be increased issues around unsafe sex, depression and issues for young mothers. It was also felt that this could lead to a rise in unplanned pregnancies and increases in sexually transmitted infection, which would	Better health, better lives

		The financial implications of this reduction in budget will be applied across the whole of the contract and therefore will impact upon all potential users of the services.	within their community through their GP practice and Long Acting Reversible Contraceptives (coils and implants) and STI testing and treatment, through the SHRS that would stay situated centrally within the city centre making it accessible to all.	have wider implications on the health of the young people and their children.	
4PH4	Public Health – Tobacco – reduction in services to reduce smoking prevalence in young people, and a stop smoking service for adults.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	It was suggested that people who continue to smoke, or take up smoking will live shorter lives and have more incidence of ill health throughout their lives, creating additional demand in primary and secondary care. There could be a detrimental effect on the health and wellbeing of women of childbearing age and therefore lead to children suffering from exposure to smoking in pregnancy. These children could have long term health and social care needs.	
4PH5	Public Health - Homestart, Worksafe, Injury Minimisation Programme - phase out of these services providing support for vulnerable parents and children age 0-5 years.	Impact assessments have identified that this range of proposals could have impacts on a wide range of service users across the range of protected characteristics particularly age, disability, race and low income families. There will be impact on key public health outcomes which are likely to widen inequalities in some of our vulnerable groups as these services are delivered across the areas that have already been	Some activities may be mainstreamed into the wider transformation plan for children and young people and families in the District going forward but there will be some that will not be mitigated against. In order to manage any negative affects we will use a phased approach so that we can identify any potential risks in the first year. Some risk may be mitigated with funding from other areas within the District through Better Start and Big lottery in Keighley so the negative consequences are not as high as would be expected if the service was	It was felt important for vulnerable children to hear safety messages from people of authority, beyond parents and teachers, which the Worksafe programme provides. It provides a valuable service to the young people of Holme Wood. The project helps children understand key safety issues around gas, electricity, fires, dogs and railway lines. It also ensures children can safely get to school independently. There was concern for the cessation of funding to Home-Start. The programme supports	Better health, better lives

		<p>identified as a strategic priority within the District's Health Inequalities Action Plan.</p>	<p>completely decommissioned.</p>	<p>vulnerable children and adults, encourages self-care and support to access to health and wellbeing services. It trains volunteer who are then able to go on to further education, training or employment. They support families to help their children reach their full potential and promote community relations, bringing people together from different backgrounds. Support is also provided to low income families, helping people maintain their homes, access housing support and find homes that appropriately meet their needs.</p>	
<p>4PH6</p>	<p>Physical Activity, Food and Nutrition - cessation of grants to VCS organisations delivery range of activities including 'cook and eat', physical activity, food growing and breastfeeding support.</p>	<p>Services are currently commissioned from a variety of BME organisations and groups based in low income areas to ensure positive outcomes for all parts of the community. The race equality impact is judged to be high, because of the high BME take up of VCS services.</p>	<p>The Health Improvement Team will support providers/organisations and service users proactively with advice and sign-posting as opportunities are identified.</p>	<p>The principle concern raised is the consequent ceasing of the breast feeding service run from Keighley Healthy Living. It is a preventative service, allowing children a good start in life, through encouraging and supporting longer periods of breast feeding. It helps prevent health problems (obesity, osteoporosis, gastrointestinal, respiratory, cancers). It will lead to a loss of hospital visits support. It was felt that even if all other services were ceased from KHL, that the breastfeeding service should continue even if hosted elsewhere. It was suggested that if every woman breastfed for 4 months it would save the NHS £40m a year. There was separate concern over the loss of health support for young people through cessation/reduction</p>	<p>Better health, better lives</p>

		<p>of these budgets. Commissions need to be modernised and outcomes related. As a lot of these commissions are run by the VCS, it was suggested that this brought in great value for money through their engagement of volunteers. More people take up new activities as a consequence and trust is built at a community level. There was a suggestion that reductions could be made through discussions but that the cessation of the funding would not be the answer - a streamlined service with a small number of trained peers across the district would work.</p> <p>There was concern that reductions of funding in this area would have a detrimental affect on the Roma communities. LACO as one of the few organisations working with this community would welcome a dialogue about future shared support of Roma people.</p> <p>It is felt that not enough notice has been given to commissioned organisations, who had been planning ahead, but who will now not receive funding. They bring much additional benefit to the district with volunteer time, extensive community networks and links, and millions of pounds of third party revenue. Several comments were also received in support of health services run in the Windhill area.</p> <p>It was felt that there is the potential for increased morbidity</p>	
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4PH7	Small Grants (VCS funding) - cessation of small grants delivering projects on sexual health, smoking cessation, cancer awareness, teenage pregnancy, and healthy lifestyles.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	<p>in these vulnerable groups.</p> <p>There was concern about removal of the suite of small grants to tackle obesity, heart disease and cancer in the wards where residents experience the poorest health. A reduction not a cessation to the funding was suggested, with a whole systems approach.</p> <p>There has been particular concern about the closure of the Healthy Lifestyle programme. It is a popular 'open-door' service which if lost will impact on the health of the district. It focuses on preventative work and trains numerous volunteers, helping people look after themselves and make positive health choices. This includes supporting people with mental health problems such as depression and loneliness. Support for carers is also an important aspect of their work. It was suggested that more measurable ways of evidencing progress needed to be adopted.</p>	Better health, better lives
4PH8	Public Health - Warm Homes Healthy People Programme - short-term, winter activity based programme which supports those most in need of Winter Warmth services.	Currently the proposal offers support to a range of vulnerable householders, many of whom share particular protected characteristics. Removing the programme's main funding reduces the breadth of service offered and may disadvantage some people.	The current budget includes £30,000 received from City and District's CCG's Resilience fund. This may continue to be available beyond the time when funding via Health and Wellbeing ends. Should the CCG contribution continue it would not be able to support a WHHP programme the size it is now; tighter more specific client targeting would be required. In 2016/17 support to develop a	This service keeps people from becoming dependent on statutory services so is preventative.	Better health, better lives

			<p>new approach to funding was granted to the partners, this has allowed the creation of a crowd funding website which plans to raise £25k this year. It is planned to build on this in 2017/18 with the hope that core services such as fuel poverty and food poverty work streams can be maintained. Additionally there are existing partners such as Ground Works/ Family Action and others who fund raise for services independently and join in the programme each winter. It is hoped this can be continued.</p>		
4A1	<p>Adults - Overall Demand Management Strategy - moving from a dependency model to one that promotes independence and resilience (e.g. reducing numbers coming in to care, care system culture change, speeding up integration, redesign enablement, reviewing financial needs, continued personalisation).</p>	<p>Older people and people with Mental Health & Learning Disabilities will predominantly be affected by this proposal but the focus will be on personalised services for people so the impact on protected characteristics will be mitigated at individual level. As part of the Strategy to reduce residential and nursing places it is intended that more extra care schemes are developed, which will help to improve people's lives and reduce expenditure across all groups. As the proposal is developed, the detail of impacts will be further assessed to ensure any potential implications on</p>	<p>Our approach will seek to focus on people's strengths and enabling people to manage properly understood, proportionate and positive risks in living their lives. We will undertake individual assessments and carry out extensive engagement with service users, carers and advocates to ensure seamless transitions for any service users affected. This will enable us to meet our duty under the Care Act 2014 and mitigate against any disproportionate negative impact on any person with a protective characteristic. By offering other options for people in terms of housing and care support, people will have the opportunity to access appropriate services that meet their assessed needs and be in a position to maintain their independence and to continue to have a positive</p>	<p>Concern over the future of dementia care and that the elderly needed more support. There was a suggestion that more money should be sought from the government in the same way that the North Yorkshire authority did. It was also suggested that a focus on reducing waiting times between referral and support was needed. More money going to support the increasing numbers of elderly people was felt to be important, with more help with home care.</p> <p>The suggestion of closure of any care homes causes concern, especially those supporting people with dementia.</p> <p>More dynamic and creative support is needed e.g. supporting someone to become more independent by</p>	<p>Better health, better lives</p>

<p>protected characteristics are minimised.</p>	<p>contribution and be inclusive in their local community. This will ensure where possible people with particular characteristics are not disproportionately affected. We will further review the potential impact on protected characteristics as part of the development of the delivery programme.</p>	<p>helping them learn to cook. To begin with they will need more support but less as time goes on. People need to be in homes they can maintain themselves and have the additional support to remain independent as long as possible.</p> <p>Concern over reductions in social care will lead to more bed blockages in hospitals.</p> <p>The idea of supported living is to enable people to become more independent, but it was felt that this doesn't happen; many places just offer care and don't encourage independence. Digital solutions increase the possibilities of isolation and loneliness.</p> <p>To deliver such a scheme will require greater provision of domiciliary care - at a time when the new Living Wage is causing a number of providers to close. These closures are contributing to the delays in care packages being made available, so there is already a vicious circle of contributing factors that are likely to be exacerbated by trying to keep more people safely in their own homes. The early assessment of needs will require greater input from community health and social care staff who are already stretched.</p>	
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4C5	Service Wide - Further management savings - a review is undertaken of the management structure within children's social care	n/a	n/a	Greater efficiencies should be found.	
4C6	Early Help - Management restructure - review structures in early help for children and families commissioned from VCS, youth offending team, crime prevention, family centres, families first.	This service works with a higher percentage of children and families from disadvantaged households and any reduction in service may result in a disproportionate affect on low income groups needing this support.	The review will ensure that resource is most effectively targeted at areas of need, with careful mapping of service needs and outcomes. This process will be done alongside the VCS to ensure that impact is mitigated where possible. Where possible, resources will be reduced in back office and management functions.	It was felt that investment in pre-school children was vital for the future.	Better health, better lives
4C9	Disabled Children Team - Build on the review already underway with CAMHS to ensure a service that meets the needs of children moving forward and is delivered within a reduced budget	This service works with disabled children who have are a group with a protected characteristic. Reduction in this service impacts on this specific group of young people.	A review of the CAMHS service with a financial appraisal will ensure that through achieving better value for money, direct service reductions are minimised. The review will ensure that resource is most effectively targeted at areas of need, with careful mapping of service needs and outcomes. Where possible resources will be reduced in back office and management functions. This change impacts on disabled children, but reductions are in place across the full service and have not targeted this group disproportionately.	It was felt to be really important to invest in preventative services and ones that maintain peoples mental well being. This proposal could increase the need for hospital admissions for this group.	Better health, better lives
4C13	Drugs and Alcohol Team - a review of the work of the team and all of the other services that support young people with alcohol and drug issues	n/a	n/a	Will potentially have a detrimental effect on the health and wellbeing of women of childbearing age and therefore lead to children who are suffering the sequelae of exposure to drugs and alcohol in pregnancy. These children will have long term	Better health, better lives

				health and social care needs	
4C12	Early Years school - removal of transitional funding readiness - reduction in grants to small providers undertaking community based activity to help prepare children for school.	Equality assessment carried out indicates that this proposal is unlikely to have any detrimental impact and so there is no disproportionate impact on any group that shared protected characteristics.	n/a	Focus should be on supporting children not administration costs.	Great start, good schools
4PH1	Public Health Services for Children 0-19 - reduce the overall Public Health budget for 0-19 years, covering Health Visiting, Family Nurse Partnership, School Nursing and Oral Health.	Any reduction in Public Health investment carries with it a risk that the children and young people will experience deterioration in health and wellbeing within the district. The reduction in service will impact on quality and access as all training and resources will be withdrawn and providers will not access up to date training which could impact on partnership working both externally and internally, which in return will result in lack of awareness amongst their clients groups which are mainly the protected groups such as mothers/parents, babies and early year's children services.	Using a phased approach will help to plan and prepare any risks which can then be managed through the transformation process for a more integrated model for children and young people and the service will continue to provide statutory services.	It was felt that funding reductions could lead to late detection of issues which could lead to long term health conditions which would require primary and / or secondary health care intervention throughout an individual's lifetime.	Great start, good schools
4E7.	Remodel of Visitor Information & frontline service - reduce the number and/or size of	The potential closure of VICs could have a disproportionate impact on older customers unable to	Alternative options are being explored including seasonal visitor information centres in destinations such as Saltaire, Haworth and Ilkley	It was felt that visitor information centres work well due to their personalised approach to the service. Resources including VICs should	Better skills, more good jobs and a growing

	Visitor Information Centres (VICs), moving to a more digital basis promoting the district to target audiences, with the potential for VIC information points as co-located provision.	access information electronically.	with support from local groups.	also not just be focused on Bradford city centre, but support given to outlying areas too. There was also concern over the impact on tourism and consequent economic benefits from any loss of VICs.	economy
4E8.	Events and Festivals - review to develop a more sustainable and balanced events programme. Direct funding to	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	Some feel that greater cuts should be implemented, others feel more support should remain with arts programmes. Support for continued funding to arts project was also received, with the view that they contribute economically and culturally to communities. It promotes tourism and attracts new businesses and provides employment opportunities. Some felt that private enterprises should be responsible for events.	Better skills, more good jobs and a growing economy
4E9.	Libraries - reduction in the number of libraries directly provided. Investigate potential for alternative delivery models.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	It was felt that volunteers would need an intensive training programme should libraries move into community ownership. There was also support for libraries being part of community hubs to focus community resources to a single location. There was concern that areas of deprivation would not have the community capacity to run a local library. The libraries facilities, such as computers and photocopiers as well as books, are a vital resource. Where libraries already reside in community halls there is further concern as the Community Halls are under review as well.	Better skills, more good jobs and a growing economy

				<p>It was felt that stopping funding for libraries, would have negative affect when added to the financial pressures schools face, and the finances of individuals who are affected by Universal Credit.</p>	
4E10.	<p>Theatres and Community Halls - Trust type models being investigated. Community halls to be transferred through Community Asset Transfer where possible.</p>	<p>Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics</p>	n/a	<p>Closure of the community halls would not just take away a facility but also stop all the activities that take place in them from happening. The halls are used by a very diverse range groups which are fundamental to local communities. Local charities are also supported through fundraising activities that take place in these halls.</p> <p>There was concern that recent investment to halls would prove a waste of money, as would volunteer time in raising some of the funds. It is felt that community halls can be the only secular community meeting point. Not all areas have enough volunteers or expertise to take on the running of halls. With expanding populations, more community facilities are needed not less.</p> <p>There were also suggestions of ensuring there was one community supported building/hub in each area that housed all essential services. To make them profitable, space for businesses and residential dwellings could be included. They need to be run in a more commercial way.</p> <p>It was suggested that professional support with fund raising from the</p>	<p>Better skills, more good jobs and a growing economy</p>

				Council would help communities maximise the use of the halls.	
4E12.	Ministry of Food - possible cessation of the service teaching people how to cook, eat and improve their long term health.	Whilst the Ministry of Food is a discretionary service provided by the Council, its closure will by definition have a disproportionate effect upon those people who share a protected characteristic. Those attracted to the services provided by the Ministry of Food tend to be those from disadvantaged communities where behaviour change is required to reduce obesity through education and teaching cooking skills.	The Health Improvement Team will support providers/organisations proactively with advice and sign-posting as opportunities are identified.	The Ministry of Food does more than just provide food and nutrition advice. It is a service in itself that provides necessary skills to people saving them from accessing health services in the future. The centre is used to support vulnerable people, tailored to their individual needs and getting them involved in community life e.g. people with Asperger syndrome, disadvantaged people. There was a suggestion that this service wasn't being used to its full potential and could be paid for by schools. Concern about the cumulative effect with the Public Health cuts when obesity is big problem.	Better skills, more good jobs and a growing economy
4C3	Children's Services - a prepared and Skilled Workforce - staffing, restructure, reduction in the Connexions contract with longer term service brought back in to Council, investigate regional data centre, cessation of Employment Opportunities Fund (EOF).	This proposal in regard to the Connexions Service contract will have a negative impact on people who share a protected characteristic. This service directly supports young people who are NEET, the cohort being comprised of young people with complex and multiple needs related to the protected characteristics and long-term low-income unemployed adults.	To mitigate the potential disproportionate impact of the Connexions Service proposal, there will be a re-design of the Connexions type activity to provide a minimum statutory service with a greater reliance on the Bradford Pathways approach that will be underpinned with more effective information, advice and guidance framework. Greater linkages and working Page 52 with other front line staff working with young people will also be explored. It is not feasible to fully mitigate the impact of the proposals given proposed funding levels.	There are many concerns over the loss of work provided by the Connexions service. Face to face support is vital. It provides advice and support on careers, training, housing, drugs, alcohol, domestic violence, social care referrals. The help is received by people with a range of issues including mental health, behaviour, attendance, families. It was suggested that funding for young people could be centralised through Connexions, picking up services provided through housing support and families first. There is a lack of support for both	Better skills, more good jobs and a growing economy

				<p>prevention and resolution of young people's problems.</p> <p>Concern over loss of funding for the EOF and the likely impact on increased young people not in employment or training.</p> <p>It was felt that this is a big area that affects disabled people who benefit from these programmes. Disabled people are much more likely to be out of work and need support to break down barriers to having fulfilling lives (whether in paid employment or as volunteers).</p> <p>The apprenticeship levy precludes many disabled people from accessing it (entry level is a level 2 qualification). Opportunities for internships would be welcome as an alternative.</p> <p>A request was made that they would like a commitment from the Council to work with engagement partnerships on any replacement services being designed. This would ensure they are fit for purpose and are inclusive for as many disabled people as possible. This should include people with learning disabilities and people with autistic spectrum conditions.</p>	
4R1	Regeneration Services - Industrial Services Group Operational Savings - Industrial Services Group (ISG) is a trading service	n/a	n/a	Disabled People in Bradford value the Industrial Services Group.	Better skills, more good jobs and a growing economy

	currently running at a cost to the Council. The proposal is to reduce the staffing structure to suit the present workloads starting with bringing the service back into line with the base budget.				
4R4	Regeneration Services - Centralisation of Urban Traffic Control including reduced maintenance of street lighting asset	n/a	n/a	There are already too many street lights not working, it was suggested this would get worse with further funding cuts. It was suggested a PFI agreement (as happens in Leeds) could reduce costs.	Better skills, more good jobs and a growing economy
4R5	Regeneration Services - Increase charges within Planning, Transportation and Highways Services – to include charge for café licences, minimum charge for events on the highway, pre-application planning advice, charge for dealing with high hedge complaints, charge for the street naming and numbering services	The introduction of fees and charges in relation to dealing with high hedge complaints may lead to disproportionate impacts on the low paid sectors of the community and senior citizens. Currently, receipt and investigation of complaints in relation to high hedges are processed by the Council on a free of charge basis. Introduction of a minimum charge for co-ordination and marshalling of events on the highway could adversely affect those community interest groups/areas of protected characteristics who wish to arrange an event on the highway. The impact of this proposal may lead to a number of events no	Discounts for various types of organisations in relation to charges for events on the highway could be introduced to help minimise the impact of this aspect of the proposal. It should be noted that this proposal will not affect the holding of a street party which will remain free of charge as per national guidance. The mechanism for charging for dealing with high hedge complaints may similarly introduce a discount for members of the community over a certain age making a complaint.	There was the suggestion that charges for high hedge complaints should come with a concession for those on low incomes, not a concession for older people. The example was given that a younger disabled person may be living on benefits and hardly ever leave their home – their next door neighbour’s hedge may block their view of the outside world – but they have to pay whilst the person over 70 with a private retirement pension and large savings up the street gets it for free. This wasn’t felt to be fair or equitable.	Better skills, more good jobs and a growing economy

		longer taking place along traditional routes given the costs associated with the administration and approval of traffic management.			
4R6	Options related to discretionary budgets for highway maintenance works including minor drainage improvements, pavement repairs and footpath and snicket maintenance	Whilst the cost of the works delivered through the local area maintenance budgets may be relatively small, the impact of non-action could have a disproportionate impact on the lives of the districts citizens. Some footpaths and snickets are currently impassable due to lack of maintenance which is a consequence of the current reduced budget allocation.	As the scope of the impact arising from this proposal could be wide ranging and dependent upon the nature of any specific maintenance requirements, it is not possible to propose measures to fully mitigate or eliminate the disproportionate impacts. However, the nature of the prioritisation framework (which is still to be developed), which would be used to assess the priority for action of any requests, could incorporate appropriate consideration of the characteristic of the person needing action (e.g. include age and/or disability criteria).	Concern that reduced maintenance would lead to reduced footfall in city and town centres which would have a knock on to businesses being successful (and therefore business rates paid). There was a suggestion that highways maintenance would cause issues and be at odds with the active travel programmes. Poorer access will also have a detrimental impact on people with disabilities and older people. It was felt that this needs to be thought of in a wider sense – poor pavements and snickets reduce people’s ability to get out and about safely and their independence means greater reliance on services both from a dependence point of view but also regarding falls and cost to the Health and Social Care services.	Better skills, more good jobs and a growing economy
4R7	Reduction in Highways Services operational budgets associated with operational accommodation, transport gateway and subway maintenance.	Failure to undertake any maintenance of gateways and subways will very rapidly lead to these assets deteriorating and potentially becoming impassable. Winter maintenance operations would be significantly impacted by the reduction in DLO operational bases meaning longer times	Any loss of a subway/underpass facility could be offset through the introduction of a crossing. Research has shown that these types of crossing are more attractive to pedestrian users than subways as they are generally perceived as reducing the fear of attack/crime for pedestrian users. However, such facilities on major corridors are problematic as they need to cross six	The existing and proposed reductions in gritting is causing problems especially in the Keighley area. It was felt that prioritising the maintenance of one area over another seemed inequitable – reduced gritting will prevent support staff / home care/ district nurses/ GPs etc from safely getting to their clients.	Better skills, more good jobs and a growing economy

		<p>being necessary to grit the routes in the district, Page 57 potentially meaning that areas in the north of the district may be untreated in periods of inclement weather. This could therefore impact on some of the protected characteristics</p>	<p>lanes of traffic and therefore their design can lead to increased delays for general traffic and increased frustration for drivers. The impact of the closure of the depot at Stocksbridge and the consequent impact on winter maintenance operations will need to be carefully considered within the context of winter gritting routes and treatment programmes. Consideration of more pro-active treatment regimes for areas in the north of the district will need to be developed in order to ensure that problems associated with reactive maintenance are mitigated.</p>		
<p>4R11</p>	<p>Introduction of limited lighting hours / switch off of street lighting on non-principal road network</p>	<p>Introduction of this proposal in additional areas of the district will have a disproportionately negative impact on some protected characteristics. Fear of crime amongst the elderly will increase where back streets and residential roads are unlit during the early hours of the morning and it is from this characteristic group that the greatest impact is anticipated. Similarly fear of crime on unlit streets could adversely impact the protected characteristic groups of disability, race, religion/belief and sex who may all experience increased levels of concern about the proposal.</p>	<p>The Council has developed a set of criteria which are used to select streets where limited lighting hours are introduced. These criteria assess road safety statistics, criminal activity records, infrastructure condition and involve consultation with the local community on any proposals being prepared. Any streets which are considered appropriate to be included in the programme of limited lighting operation will be fully appraised using this model before a decision is taken on whether or not to implement the limited lighting hours infrastructure is taken. Those streets with high criminal activity and/or poor road safety records will not be included in the project beyond their initial assessment. To avoid any undue distress to local residents only those streets which “pass” the desktop assessment will be</p>	<p>Reduction in street lighting could encourage anti social behaviour and crime.</p>	<p>Better skills, more good jobs and a growing economy</p>

			consulted upon with the local community.		
4R13	Businesses starting-up, growing and investing - Economic Development Service – reduce city park maintenance fund, reduce European Strategic Investment Fund match funding and remove support for the Bfunded web site.	Equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	n/a	It was suggested that in the long term transferring Bfunded would have an impact on low income groups – this is due to them being supported by activities run by the VCS who use Bfunded to bring in funding to the district.	Better skills, more good jobs and a growing economy
4R20	Sustrans promotes young people travelling to school actively and/or sustainably - initially to no longer accept new schools onto the programme with existing schools provision being phased out over the following years of this budget proposal.	The nature of the Active School Travel programme is such that its cessation would effectively adversely affect the young children and adolescents which the programme targets through removal of the opportunities afforded under the programme to embed health lifestyle choices. Similarly, as children with a sedentary lifestyle are predominantly found in areas of deprivation and low incomes, the cessation of this programme would likewise have an impact on this protected characteristic.	Working with schools it may be possible to introduce aspects of the programme into the school curriculum, however given the demands on pupil contact time created by the national curriculum this may not be a significant mitigation proposition.	There will be a cumulative impact on young people from this proposal and the proposals to reduce road safety training (4R21), and Homestart/injury minimisation programme/work safe (4PH5).	Better skills, more good jobs and a growing economy
4R18	Housing - Homelessness Private Rented Housing Development Officer - Delete the vacant post of private rented housing	n/a	n/a	There was an understanding that this has been replaced by 4 new posts to develop and improve the private rented offer. However there were still concerns that they are	Decent homes, that people can afford to live in

	development officer			<p>generic type posts and the emphasis on the homeless will be lost.</p> <p>Concern was also expressed that rents for properties on the privately rented list are too expensive - hence people live in properties not on the list that are in poor condition affecting their health and well being</p>	
4E1	<p>Parks and Bereavement – parks, recreation grounds and woodlands offered as community asset transfer; management rationalisation; withdrawal from direct management of sport pitches and bowling greens; raise prices of bereavement services.</p>	<p>With regard to bereavement service proposals, any increase in charges, particularly at a rate above inflation, will by definition have a disproportionate effect upon those on low incomes for a service that cannot be viewed as discretionary. Given that cremation charges are currently lower than burial charges, particularly should a new grave be required, any percentage price rise will generate a higher cash increase in the cost of burials than that of cremations. This could represent a disproportionate effect for those religious and faith communities that favour burial. The implementation of a flat rate cash increase to both cremations and burials would however have increased the cremation charge to a level disproportionate to that of</p>	<p>The most deprived/low income communities receive support for the cost of funerals from the Council through Adult Services. The proposed above inflation increase in charges for funerals will result in local service users continuing to pay less than the average within West Yorkshire for all services. Page 66 It is intended to introduce a reduced rate for the walling of graves to coffin height which will mitigate the effect of the increases for those faith groups that adopt such a requirement.</p>	<p>There was concern that reduced funding for parks would not support people with and likely to have mental health issues.</p> <p>Most comments reflected on how effective bowling clubs, and the greens, were at providing exercise and reduction in isolation for older people - though they are used by people of all ages. It was felt that each club managing its own maintenance would not be a wise use of money, as all would need their equipment. Some were happy to have charges increased to ensure the maintenance remained with the Council.</p> <p>Other comments suggested that greens could be reduced to one per park, and others suggested that only the most popular greens be kept.</p> <p>Further suggestions were that fees and costs should be increased on other services to allow some bowling greens to maintain support e.g. library charges, no free buses, higher</p>	<p>Safe clean and active communities</p>

		the burial charge in terms of comparator values of neighbouring Councils.		leisure centre charges. More discussions with representatives of the greens was encouraged to help reach a mutually agreeable solution.	
4E2	Waste Collection and Disposal Services - introduction of co-mingled recycling enabling more plastic recycling.	The proposal is likely to have no or a low impact on everyone so it is considered that there is no disproportionate impact on any group who share protected characteristics. It is however recognised that a move to alternate weekly collection could result in the residual waste bin being heavier to move around.	It is recognised that the elderly and disabled could be impacted upon by a heavier bin where there are mobility or accessibility issues. The Council already provides assisted bin lifts for residents in such circumstances. If this service is required, residents can call the Council Contact Centre and a home visit will be arranged to see how the Council can help.	It was felt more investment was needed in tackling fly tipping. More fines are needed to help the enforcement of people dropping litter and fly tipping. Assisted bin collections tend to vary around the district. Some people are given black bin bags which cannot be put out due to vermin, and have to kept inside houses. It was felt that more information needs to be shared about income created through recycling and how it is spent.	Safe clean and active communities
4E4	Environment and Sport - Customer Services - redirect face to face contact towards self service and telephone services will see a continuing decline in contact resulting in staffing efficiencies. Automated services will increase with fewer options for people to speak to a customer services advisor. More people will be expected to 'self serve' using on line services.	The Council recognises that any move toward increasing dependency on digital/online access to Services or information may potentially have a detrimental impact on residents who do not have English as a first language or who don't/can't access IT. Making services available electronically could impact on those unable to access due to ability or lack of available technology. Those with a preference or requirement to deal with a person may feel anxious and	To mitigate the potentially disproportionate impact the Council remains committed to the Five Principles of Producing Better Information for Disabled People, and will also continue to make sure the Council website is accessible. Greater self service access will provide the majority of citizens with a more efficient service; thereby freeing up the limited resources to focus on those who need the additional support. By minimising avoidable face-to-face and telephone contact with the council, officer time can be better directed to those customers who require it.	It was felt that digital access is not suitable for many gypsy and travellers, and those needing translating services also find digital access a barrier. It is difficult for many disabled people, older people and those on low incomes to travel because of mobility or cost, so it was suggested that more contact points are needed, not just in city centres. Other community hubs such as libraries should be used.	

		<p>vulnerable. The majority of current face-to-face customer service and an increasing proportion of telephony work is with low wage/low income groups, including people with disabilities, and older people although there has been a significant increase in enquiries from customers from Eastern Europe who have language barriers. Customer service teams carry out some home visits to customers who are unable to access Council services in other ways. However, in the context of the number of enquiries handled by the Council each year, the relative numbers of people adversely impacted by the proposed change is small.</p>			
4E5	<p>Street Cleansing and Public Conveniences - reduction in number of ward based clean teams and mechanical sweepers; removal of funding for public conveniences.</p>	<p>The proposal has the potential to have a low impact on predominantly inner city highly densely populated areas. The people who live in these areas are in the main white people on low incomes and communities from BME backgrounds. In terms of closure of the toilets there is likely to be a disproportionate impact on older people, pregnant women, parents requiring</p>	<p>Increased waste awareness and anti litter/education campaigns in affected areas and the new robust enforcement model for targeting those people that drop litter, will mitigate the impact the street cleansing proposals. In the case of public toilets work will take place to ascertain whether Parish/Town Councils, community or other voluntary groups could take over the running of those blocks proposed for closure. Consideration will also be given to whether local businesses, cafes, restaurants etc. would allow</p>	<p>The focus has been on public conveniences (PC's), with only a few comments on actual street cleansing. In all cases it is felt that PC's should not be closed as they provide a valuable facility for local people and encourage tourism. There is concern that closure will lead to people being isolated in their own homes, and knock on environmental concerns. There was a suggestion that more PC's could ask for donations. Pubs and cafes could also provide clear signage welcoming people to use</p>	<p>Safe clean and active communities</p>

		access to baby changing facilities, young Page 69 children, transgender community, disabled people, particularly those with complex needs, and people who, because of their physical condition, may need to visit the toilet more regularly.	people to use their facilities.	their facilities. An alternative was to put in place a bylaw requiring that all shops and cafes allow the public to use their facilities - this apparently happens in Florence, Italy. Closure would affect a lot of people including older people, disabled people and children. There was also concern about cleansing (alongside kerb side collections including recycling), and that a universal service is not appropriate as needs vary greatly across the district. Others were concerned about future driving conditions if the environment was affected. It was suggested that more community work was needed to raise awareness of littering and fly tipping.	
4E6	Cessation of the Pest Control Service - cease providing the 'paid for' service.	This proposal could have an adverse impact on people on low incomes as it removes the facility to pay for treatments in instalments although the equality assessment carried out indicated that this proposal is likely to have no or a low impact on everyone, and so there is no disproportionate impact on any group who share protected characteristics	The most common request for treatment is to deal with rats and mice and there is at least one company in Bradford which is able to provide the service cheaper than the Council.	Concern that this wouldn't be appropriate.	Safe clean and active communities
4F3	Revenues and Benefits - Rationalisation of the cash management function - Reduce the amount of cash used by and within the	n/a	n/a	Concern that access to petty cash to pay expenses etc will become a thing of the past with expenses being paid through BACS. This will result in some people not being able to take part and will	A well run council

	organisation and reduce the cost of cash management functions through the increased digitalisation of customer payment options.			mean only wealthy people can have a say.	
4H2	Human Resources - Terms & Conditions - Removal of non contractual overtime payments and removal of essential car allowance lump sum payments.	n/a	n/a	Concern that staff will have to use their own cars instead of pool cars/public transport.	A well run council
4X1	Office of the Chief Executive Restructure - service influences, negotiates, communicates and collaborates with communities and partners to deliver the district's priorities.	Until the detailed restructure proposals are drafted it's not possible to be specific about impacts on equalities characteristics within our communities. However it is expected that would be some low level impacts across a number of groups.	<p>Communication and collaboration with voluntary, public and private sector partners at local and regional level will need to increase and less formal, more responsive and dynamic partnership structures / reporting will need to be developed.</p> <p>Clear prioritisation, and the concept of the Council being the lead facilitator and negotiator rather than the lead provider of resources, will be necessary in developing the capacity to capitalise on a considerable partnership asset base for the benefit of Bradford District.</p> <p>The absolute necessity to develop the Council's partners' and communities' skills and confidence in being fully part of Team Bradford, finding innovative approaches to service provision together, would have to be the overarching priority for the new, integrated corporate function.</p>	<p>Concern over unnecessary expense in this area following major cuts already made.</p> <p>There was concern that this may reduce or stop partnership support. The support must not be diluted and the re-structure should recognise the risk of the skills gap that any reduction to partnership working would create.</p> <p>It was felt that partnership and communities of interest work is vital in scrutinising, acting in a critical friend role, consultation, engagement, co-production, integrated working as well as getting information.</p>	A well run council

			To operate effectively within the context of rapidly diminishing resources for the 'local state' only focused, high priority work would be undertaken, working closely with Members, officers, partners and communities.		
<i>Not proposal specific</i>	Raise in Council Tax	n/a	n/a	Most comments reflect that people don't want an increase in council tax. People felt they cannot afford increases in council tax, especially as wages/incomes are not increasing as well. It is felt that the social care 'levy' be spent on social care, but that this is unlikely to be a long term solution. Other comments suggested that more should be done to collect unpaid council tax.	A well run council

Report of the Director of Human Resources to the meeting of Executive to be held on 07 February 2017

BB

Subject:

Interim Trade Union feedback on the Council's budget proposals for the 2017/18 and 2018/19 Council budget.

Summary statement:

This report and appendices provide interim feedback from the Council's Trade Unions on the Council's budget proposals for the 2017/18 and 2018/19 Council Budget for consideration by Executive.

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Overview & Scrutiny Area:

Corporate



1. SUMMARY

This report and appendices provide interim feedback from the Council's Trade Unions on the Council's budget proposals for the 2017/18 and 2018/19 Council budget for consideration by Executive.

2. BACKGROUND

- 2.1 On 23 November 2015 the Council issued a letter under Section 188 Trade Union and Labour Relations (Consolidation) Act 1992 ("TULRCA") notifying the Trade Unions about the potential impact on the workforce because of the need to achieve additional savings in the financial year 2016/17 and 2017/18 from those approved by Budget Council in February 2015. This potential impact also included staffing reduction proposals for 2017/18. This commenced a period of consultation under TULRCA. Consultation on these proposals is ongoing.
- 2.2 On 28 November 2016 the Council issued a further letter under Section 188 TULRCA notifying the Trade unions about the potential impact on the workforce in 2017/18 and 2018/19 because of the need to achieve additional savings in those years. The issuing of the Section 188 letter on 28 November 2016 commenced a statutory minimum 45 day consultation period with the Council's Trade Unions which includes consultation about ways of avoiding dismissals, reducing the numbers of employees to be dismissed and mitigating the consequences of the dismissals. This includes considering feedback received from the Trade Unions and any alternative proposals they may have to try and minimise the impact of the proposed budget reductions on the workforce. Consultation with the Trade Unions will continue beyond the minimum 45 day period where necessary particularly focusing on the impact of any proposed budget reductions on the workforce with a view to seeking ways to avoid and/or reduce the potential number of job losses and minimise any adverse impact in terms of job losses.
- 2.3 Consultation has been taking place with the relevant Trade Unions since 28 November 2016 on the proposals, in order for final proposals to be prepared for Budget Council on 23 February 2017.
- 2.4 The Trade Unions were notified of the following key issues within the S188 letter on 28 November 2016:
- The Report of the Director of Finance to the meeting of the Executive on the 6 December 2016 provided the financial plan for the Council for the financial years 2017/18 to 2020/21.
 - The Council estimates that the total number of employees within the Council that are potentially at risk of redundancy as a consequence of the proposals detailed in the letter dated 28 November 2016 is 118 Full Time Equivalents (FTE's) in 2017/18 and 107 FTE's in 2018/19.
 - These proposed reductions of 118 Full Time Equivalents (FTE's) in 2017/18 and 107 FTE's in 2018/19 are in addition to those proposals currently subject to separate consultation processes under Section 188 TULRCA 1992 which commenced on 23 November 2015 relating to the proposed 139 FTE reductions for 2017/18.

- That the Council will look at every aspect of its operation to make the savings. In relation to employees, if savings can be suggested which mean that there will be fewer or no redundancies then the Council will carefully consider such possibilities.
- That the Council will continue to examine the current terms and conditions of employment to see if savings can be made there, but regrettably it does look likely that dismissals by reason of redundancy may have to be made. Where possible these will be considered on a voluntary basis.

3. THE PROCESS

- 3.1** Following the issuing of the S188 letter on 28 November 2016 consultation has taken place with the Council's Trade Unions.
- 3.2** An initial corporate consultation was held with the following Trade Unions on the Council's proposals through the S188 process: UNISON, GMB, UNITE, UCATT, NUT, NASUWT, ATL, NAHT, ASCL, ASPECT / PROSPECT / NAYCEO, AEP, VOICE, BECTU, COMMUNITY, RCN, RCM, BMA, Society of Radiographers and Society of Physiotherapists.
- 3.3** Consultation is on-going at departmental level with Unison, GMB, UNITE and UCATT.
- 3.4** Consultation has also taken place with Teachers/ Education Trade Unions at Corporate and Departmental level. Other Trade Unions have been consulted on a Departmental basis where appropriate.
- 3.5** Trade Union consultation meeting on the potential workforce implications of the budget proposals took place at a corporate level on 8 December 2016 and 19 January 2017. A further Corporate Trade Union consultation meeting is scheduled to take place on 16 February 2017. Any issues raised at those meetings will be brought into the Executive meetings as an addendum. Consultation will continue up to the Full Council meeting on 23 February 2017 and subsequently in relation to any impacts on the workforce following budget decisions being made.
- 3.6** Departmental Trade Union consultation meetings have taken place to discuss the proposals in more detail, and feedback from these meetings are recorded in the appendices.
- 3.7** The feedback and the management responses given in this report are interim and consultation with the Trade Unions continues.

The Council is currently consulting with the Trade Unions on:

- The financial position of the Council.
- Possible strategies for making savings and the projected implications for workforce reductions if such strategies, following consultation, are implemented.
- Potential impact of proposed changes to certain terms and conditions of employment.
- The continuation of strategies to minimise the impact of workforce reductions (voluntary expressions of interest, bumped redundancies, vacancy control, controlling agency spend and maximising non workforce savings etc).
- Potential reduction of services in some areas of the Council
- Potential opportunities for working in partnership.

3.8 In terms of consultation:

- The size of cuts that the Council is facing, creates very considerable demands on the Council and its resources.
- The Council is consulting and will continue to consult about ways of avoiding any dismissals, reducing the numbers of employees to be dismissed, and mitigating the consequences of the dismissals, and will be doing so with a view to reaching agreement.
- The Council serves the S188 letter at an early stage of a very lengthy and complex process, which undergoes a number of adjustments and changes as it goes forward through consultation and Executive approval.
- The Council consults over a far longer period than the minimum required by S188.
- The Council values the contribution of the Trade Unions in this process of consultation.

3.9 Additional feedback received from the Trade Unions following this report being circulated will be tabled at Executive on the day of the meeting as an Addendum to the report.

3.10 The industrial relations implications will become clearer once detailed discussion about implementation of the decisions begins following any budget decision. Much will depend on the number of vacancies and voluntary redundancies agreed, together with the opportunities for redeployment which will all help to mitigate against the overall FTE reductions and the potential number of compulsory redundancies.

4. KEY ISSUES ARISING FROM THE TRADE UNION FEEDBACK ON THE COUNCIL'S BUDGET PROPOSALS FOR 2017/18 and 2018/19

4.1 Feedback on the Departmental Budget Proposals

The Trade Unions' feedback received to date in relation to the Council's budget proposals for 2017/18 and 2018/19 together with management's responses to that feedback is outlined in the attached documents on a departmental basis (Appendices 1-8).

The feedback documents are lengthy due to the number of budget proposals being considered and to ensure all feedback received from the Trade Unions has been recorded and is considered.

4.2 At the Corporate Consultation meeting on 19 January 2017, the following was shared:

- No issues were raised with regards to the process. Trade Unions commented on the whole, that the process seems to be going smoothly.
- The Trade Unions asked for a further review of honorariums.
- A check that consultation issues re: travel assistance were being managed across departments affected.

- The Trade Unions gave a joint statement that they will not negotiate on any changes to terms and conditions.
- Management agreed to raise these issues with CMT to ensure that these are addressed as appropriate.
- Management noted the Trade Union position with regards to Terms and Conditions.

5. FINANCIAL & RESOURCE APPRAISAL

- 5.1** The Director of Finance's reports to the Executive meetings on 06 December 2016 and 07 February 2017 set out the background to the Council's financial position and the need for expenditure reductions.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 6.1** All risks in relation to the budget proposals and workforce implications are being managed through the Council's Risk Management Strategy with governance through Council Management Team.

7. LEGAL APPRAISAL

- 7.1** Pursuant to Section 188 Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA 1992) the Council as employer is required to consult the recognised Trade Unions where there is a potential to dismiss by reason of redundancy 20 or more employees. If 100 or more employees are at risk of dismissal by reason of redundancy the consultation period is a minimum of 45 days.

- 7.2** Under Section 195 TULRCA 1992 "dismissal as redundant" is defined as all dismissals "for a reason not related to the individual concerned". As a consequence the Council is also consulting the recognised Trade Unions pursuant to s188 in relation to proposals to change certain terms and conditions of employment.

- 7.3** Such consultation with the Trade Unions is continuing and includes consultation about ways of avoiding dismissals, reducing the numbers of employees to be dismissed and mitigating the consequences of the dismissals.

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

A Corporate Staffing Equality Impact Assessment (EQIA) has been undertaken on the Council's Budget proposals. This will be tabled with the Trade Unions. Feedback from the Trade Unions on the Equality Impact Assessment will be taken and will be fed into future feedback addendums. Departmental EIA's on proposals with all workforce implications are consulted on in departmental consultation meetings. All EQIA's with regards to Workforce implications will be subject to review as proposals are developed and amended as a consequence of continuing consultation.

8.2 SUSTAINABILITY IMPLICATIONS

None

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

8.4 COMMUNITY SAFETY IMPLICATIONS

None

8.5 HUMAN RIGHTS ACT

None

8.6 TRADE UNION

Consultation with the Trade Unions on the Council's Budget proposals for 2017/18 and 2018/19 is ongoing.

All issues raised by Trade Unions at the Corporate Consultation meeting on 19 January 2017 are reflected in 4.2 above.

The following statement has been provided by Unison and GMB:

"UNISON & GMB, the two largest unions remain opposed to the Government austerity programme and are extremely concerned about the impact that the cuts, which the Government are forcing on Bradford Council, will have on the residents and workers who provide these vital public services.

UNISON & GMB will continue to work constructively with the Council to safeguard as many jobs and services as possible and whilst this will lead to disagreement on some points we have welcomed the Council's commitment to early dialogue and consultation, which we believe is the best way of mitigating the impact of the budgetary cuts that are being proposed"

At the time of writing this report, we have not received a statement from Unite. Anything that is received will be added to the Addendum.

8.7 WARD IMPLICATIONS

None

9. NOT FOR PUBLICATION DOCUMENTS

None

10. RECOMMENDATIONS

That Executive considers and has regard to the interim feedback received from the Council's Trade Unions in relation to the budget proposals when considering its recommendations to Council on the Council's budget for the financial years 2017/18 and 2018/19.

11. APPENDICES

Appendix 1	HR
Appendix 2	Children's Services
Appendix 3	City Solicitor
Appendix 4	Chief Executive's Office
Appendix 5	Environment and Sport
Appendix 6	Finance
Appendix 7	Regeneration
Appendix 7(a)	Estates & Property
Appendix 8	Health & Wellbeing

12. BACKGROUND DOCUMENTS

- Section 188 TULCRA 1992 Letter to Trade Unions - 28 November 2016.
- Director of Finance's Budget Update Report for Executive – 06 December 2016

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Department of Human Resources

APPENDIX 1

Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees						Management Information/Response	
								Current		Likely FTE Reductions		Vacs.	VR Req.		TU Feedback
								FTE's	Head count	2017/18	2018/19				
4H1	Human Resources	Restructure: The proposal is to reduce transactional HR support, to reduce volume of service specific training, to return non-HR activities such as Coroners Office, Finance and Mail distribution and Archive to more appropriate corporate service functions.	£4.6m	0	204	204	4%	162.00	180	0	7	5		1. Plenty of time to look at workforce planning. (Unite) 2. Good to communicate no cuts 2017/18 to staff to alleviate concerns. (Unite)	1. Agree. 2. Staff will be updated.
TOTAL				0	204	204		162.00	180	0	7	5			

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Cross Cutting Consultation

Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees						Management Information/Response	
								Current		Likely FTE Reductions		Vacs.	VR Req.		TU Feedback
								FTE's	Head count	2017/18	2018/19				
4H2	Human Resources	Terms & Conditions: Removal of non contractual overtime payments & removal of essential car user allowance lump sum payments.	£1.65m	0	400,000	400,000	24%	0.00	0	0	0	0	0	1. End HR+ contract (Unite). 2. Further removal of ECU could impact further on recruitment difficulties in Adults (Unison). 3. Amend wording of proposal to 'exclude manual staff' (all).	1. HR+ contract runs to Aug 2018. 2. Comment noted 3. Predominantly aimed at senior/principial officers but all feedback will be considered.
				0	400,000	400,000		0.00	0	0	0	0	0		

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Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees					VR Req.	TU Feedback	Management Information/Response
								Current		Likely FTE Reductions		Vacs.			
								FTE's	Head count	2017/18	2018/19				
4C1	Education Services	<p>Education Services; The service within scope relate to services in Education, Employment and Skills including School Improvement, Behaviour Support, Diversity & Cohesion, Educational Psychologists, School Governance, SEN Core for statutory duties and TU facility time. Funding is provided through Dedicated Schools Grant (DSG), Education Support Grant (ESG) & High Needs Funding.</p> <p>A significant proportion of the funding for these services is provided through the DSG including high proportions of funding for the School Improvement team (including Governors & data Team) £1.3m, Behaviour & Attendance £426,000, Fischer Family Trust school licenses £33,500, Trade Union Facility Time £415,800, EEMA £94,000.</p> <p>From 2017 part of the DSG element will be removed from the Council and passed directly to schools with what remains to be removed in March 2018.</p> <p>The total amount of DSG funding used to pay for the current services is £2.4m. This is therefore the sum which is at risk for the current services provided. Future decisions by the Bradford Schools Forum, as well as the Governments prescriptions about how funding can and will be used, will affect the scale of the risk.</p> <p>While the resources will stay in the wider education system - and therefore be available to support the Council's wider ambitions for children - the shift from Council to schools will impact on the services the Council provides and the staff who provide them. High Needs funding may be affected by proposed changes to the National Funding formula for schools.</p> <p>Plans are being formulated whereby a more targeted service will be provided for areas such as school improvement. However, the majority of available funding will be utilised to tackle the education safeguarding agenda.</p>	£3.8m	0	0	0	0%	232.00	274	25	10	28	27	<p>Corporate Level 1 - 7.12.16</p> <p>No Questions from staff side</p> <p>Children's Level 2 - 14.12.16</p> <p>ATL asked if the individual budgets could be broken down within this proposal, i.e. figures/budgets for school improvement, etc. It would be helpful to see how many staff are affected from each team.</p> <p>ATL asked if costings has been done for that.</p> <p>ATL raised insurance policies for maternity absence – is that something academies could buy back.</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Management indicated that further assessment needed to be undertaken in relation to vacancy figures & FTE's.</p> <p>Children's Level 2 - 14.12.16</p> <p>Management will provide the breakdown – JK to action. There will be a health warning as all this will need to be looked at within the rules of the DSG and if teams are funded from the DSG may need to look at some creative options. There will be opportunities for traded services, e.g. school improvement as some MATs require same external validation and we are being approached to do this.</p> <p>Management advised they were looking at this.</p> <p>Management would need to check that out.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														<p>NASUWT had met with the SEND Team and understood a group of Headteachers had met to review the Team to see what was needed moving forward. Who are these schools and what will their input be before this is reported back to Schools Forum on the 11 January.</p> <p>NASUWT noted staff concerns that conversations are being had without them.</p> <p>NUT asked why TU facility time was included when there is a successful buy back service. What are the implications.</p> <p>NUT noted that maternity and paternity insurance in part of that pot but is not in the proposal.</p> <p>NUT asked what the implications were.</p> <p>NUT noted that hopefully most will chose to buy back.</p> <p>Children's Level 2 - 22.12.16</p> <p>UNISON asked if the breakdown of budgets requested by ATL at the meeting on 14 December was available.</p> <p>UNISON asked if there had been an announcement about the education grant.</p> <p>Children's Level 2 - 12.01.17</p> <p>UNISON asked how many teams would be affected by the reduction of the DSG.</p> <p>NAHT noted there were 6 options; 3 which were feasible and 3 which were not. Would it be the case that Schools Forum will make a recommendation and the Council will either agree or not.</p>	<p>Management advised they were looking at two aspects; school access and teaching services and what this will look like moving forward. In the papers to Schools Forum the teaching services paper sought to seek broad views from Headteachers who had a DSP, ARC, in their schools etc. and as a result we will put forward options on what services could look like but this will be tied in with what the funding element will look like. We are looking at other LA's in the North West but it will be the end of January before we are able to have conversations re the methodology and bring proposals to staff side.</p> <p>Management confirmed staff would be part of the process.</p> <p>Management advised this was part of the de-delegated aspect of DSG and within that there are certain aspects which academies take a slice of the funding and TU facility time is in the de-delegated pot of the DSG.</p> <p>Management thought this would be because it would be a straight buy back and does not involve personnel.</p> <p>Management advised this was not clear yet. The pot will become smaller as academies take their slice of the funds.</p> <p>Children's Level 2 - 22.12.16</p> <p>Management advised this would be available early in the new year.</p> <p>Management advised that this had been announced today and staff were looking at the implications. In broad terms it was not great news but not as bad as was anticipated. Will be discussed at Schools Forum on 11 January.</p> <p>Management advised it was not known yet. Schools Forum met on 11 January and will meet again on 18 January where proposals will be put forward. These will then give an indication of travel.</p> <p>Management confirmed this. As soon as the recommendations had been worked through this would be brought back to Level 2.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C2	Education Services	<p>Early Years: (proposal relates to reductions in grant funding & not Council base budgets)The services within scope of this budget reduction relates to Early Years services in Education, Employment and Skills. Outcomes for children have been improving for early years in recent years with the highest results so far being achieved in 2016. Funding is provided through DSG, ESG & High needs funding.</p> <p>A significant proportion of the funding for these services is provided through the DSG including a large proportion for the funding for the Play Team (£220,000), Family Information service (£234,000), Pre school Language Development (£44,600) Early Years Team (£155,400).</p> <p>The DSG element of early years is removed in part from the Council in March 2017 and the remaining in March 2018. This is without any other funding cuts amounts to a budget decrease of £654,000 by March 2018.</p> <p>The Council will have to work with others to review all its early years provision. Plans are being formulated to develop a coherent & targeted suite of early years services including early help, family centres & early years services including children's centres.</p>	£9.4m	0	0	0	0%	122.00	153	10	10	8	7	<p>Corporate Level 1 - 7.12.16</p> <p>No Questions from staff side</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Management indicated that further assessment needed to be undertaken in relation to vacancy figures & FTE's.</p>
														<p>Children's Level 2 - 12.01.17</p> <p>UNISON also had the same question as above about teams affected by the DSG.</p>	
4C3	Childrens/Regen	<p>A Prepared & Skilled Workforce: This and other savings proposals set out below will see an overall reduction of £2.3 million on 2016-17 budget (including reserve funding) in Education Employment and Skills. Furthermore, there will be a £1.2million reduction in projected income for Skills for Work during the period by 2018 as the Work and Work Choice Programme ends from April 2017 that will have to be factored into the savings required.</p> <p>Key elements of the proposals are:</p> <ul style="list-style-type: none"> • To restructure Skills for Work and reduce staff in line with a reduction in income with the finishing of the government's Work and Work Choice programmes from April 2017. • To reduce the Connexions Contract by £150,000 per annum in 2017-18 and 2018-19. • At the end of the current Connexion Contract in August 2019 re-design the activity and bring the service in-house at a reduced cost. • Explore the feasibility of establishing a regional young person tracking data centre with other West Yorkshire local authorities to make savings. • To make Skills House funded from base budget from April 2020 • Cease funding the Employment Opportunity Fund (EOF) from April 2017. 	£2.0m	150,000	150,000	300,000	15%	96.00	122	13.5	12.75	5	0	<p>Corporate Level 1 - 7.12.16</p> <p>Unite - Getting people into work is a key priority of the Council so how does this proposal support the plan, especially as Bradford has a growing young population?</p> <p>ATL - In terms of Connexions staff - they arent Council staff - is there a proposal to transfer in?</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Management confirmed Bradford has a good track record of getting people into work & the service is intending to source European funding in light of Council cuts.</p> <p>Management confirmed that this is a real challenge as investment in this area has been very successful previously. However, as the government is moving away from this so the role is changing to one of influencing & trying to ensure other providers do what they should. Funding for Skills House & the Industrial Centre for Excellence will continue.</p> <p>Management were not planning this, but the contract could be looked at with a view to bringing in-house.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C4	Social Care - Child Protection Teams	<p>Child Protection Management Restructure: This activity area includes the work of the fourteen teams who work in front line Child Protection in the District, the specialist services management team, and the interpreting budget for children in the care system. The proposal is to undertake a review in year 1 to align the Child Protection teams with a revised approach to delivering early help to children and families that includes a range of services to be delivered at a locality level. Currently there are fourteen team leaders in the child protection teams. The proposal is that the number of teams is reduced by four to ten, potentially resulting in a reduction in the number of team managers. This process will be started in year 1 but full savings will not be realised until year 2 due to the requirements for review and consultation.</p> <p>In addition the proposal is to review the overall staffing & non staffing budgets and identify further saving in years 1 and 2 of 2% in each year.</p>	£7.0m	240,000	240,000	480,000	7%	32.00	32	2	2	1	0	<p>Corporate Level - 7.12.16</p> <p>No questions from staff side</p> <p>Children's Level 2 - 14.12.16</p> <p>UNISON noted the reduction in teams from 14 to 10. Has this moved further on.</p> <p>UNISON asked if there were any vacancies.</p> <p>UNISON asked how the ration of Managers to Social Workers compared across the region.</p> <p>UNISON noted there had been 2 adverts for an IRO and for a Manager in Fostering and Adoption and asked if it was appropriate to be advertising those posts.</p> <p>UNISON noted there was an agency Team Manager in the Duty Team – are there any other agency Team Managers.</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Children's Level 2 - 14.12.16</p> <p>Management advised this was progressing but would ensure this was safe and appropriate before finalising. There will be no reductions in frontline Social Workers but Team Manager reductions, meaning bigger teams. Work is currently being done on checking numbers and best ratios, including looking at Advanced Practitioners providing support. Once this has been done we will be in position to look at how this will be implemented. Will be a reduction of 4 managers; 2 this year and 2 next year.</p> <p>Management noted there were none but there had been VR requests.</p> <p>Management advised some workload comparators had been done across the region but not ratios of Managers to Social Workers but looking at models.</p> <p>Management advised the Adoption and Fostering post had been an acting arrangements for some time and with the adoption service transferring out we need to ensure management arrangements are in place as this is the team that will be taking forward SGO's – this is an internal advert. There is a need to make sure we have IRO's too so it is appropriate that the adverts continue.</p> <p>Management advised there was an agency Service Manager but no Team Managers. The Chair highlighted the need to get the balance right between managers knowing their children and still running the business as this is such a high risk service.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														<p><u>Children's Level 2 - 22.12.16</u></p> <p>UNISON appreciated there were ongoing discussions but would like more detail on the ratio of managers to cases. Would like evidence and figures on acceptable number of cases to manage to ensure there is a safe level for client group and staff.</p> <p>UNISON noted that the potential reduction of service managers given that one service manager is leaving.</p> <p>UNISON highlighted the increase in referrals and asked how this would be balanced.</p> <p><u>Children's Social Care Level 3 - 05.01.17</u></p> <p>UNISON expressed concerns about reducing the number of Social Workers in Contact.</p> <p><u>Children's Level 2 - 12.01.17</u></p> <p>UNISON noted the number of CIN cases had reduced since June. It would be useful to have the CIN numbers.</p> <p>UNISON raised Families First and payment by results. One observation is that if a case is closed and then after, for example, 3 months it is re-opened the team won't take the case as they would not get paid.</p> <p>UNISON asked if these would all be Families First referrals.</p> <p>UNISON asked about the Early Help clusters following notification of the innovation funds and where this was up to.</p>	<p><u>Children's Level 2 - 22.12.16</u></p> <p>Management agreed there were variations due to a number of factors and there needed to be a fair process. More detailed information will be available once the review is complete.</p> <p>Management advised this would be part of the discussions as there was a need to ensure there was a safe service.</p> <p>Management advised a review was being undertaken across Early Years and Early Help looking at 0-25 years. This would look at referrals as well as issues such as getting into education.</p> <p><u>Children's Social Care Level 3 - 05.01.17</u></p> <p>Management confirmed that they were not looking to reduce any Social Workers. Management confirmed that the above was only a proposal at this stage and that Management would be looking further into all the practicalities around this.</p> <p>Management advised that the numbers were as follows:</p> <ul style="list-style-type: none"> • LAC – 932 • CP – 554 • CIN – 1,120. <p>Management advised that Families First does need to do the work to maximise their income but if a family is not eligible for a service from Families First it doesn't mean they won't get a service under the new Early Help model. SW's will take referred families. Workers will bring their entire caseload with them initially and will then move into localities.</p> <p>Management advised that it doesn't need a Families First worker to access income through the Families First payments. It is about a lead practitioner working with a family to improve outcomes.</p> <p>Management advised they had met with DfE today and agreed to start funding from March 2017. Initially there will be 3 projects; 2 commissioning (fostering and residential services) and 1 around No Wrong Door. Need to recruit staff for the last project so starting funding in March to allow for recruitment.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														UNISON asked if there would be evaluation of the programme.	Management advised the innovation funding had an element of 10% set aside by Government for evaluation. The early intervention should reduce costs in, e.g. health and court costs, so would need to have analysis of this to help with any future bids. A team from the University will also be evaluating how the work translates from North Yorkshire to Bradford given the different demographics.
4C5	Social Care - Management savings	Further Management Savings: Across Children's Social Care, the role of team managers is to oversee cases and support social workers to put in place good plans for children. They are responsible for an outcome area within specialist services. This proposal is that a review is undertaken of the management structure within children's social care, reducing it by two service manager posts and one team manager in addition to team manager reductions identified in other service areas.	£57.0m	85,000	85,000	170,000	0.30%	96.00	96	2	1	1	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
4C6	Social Care - Early Help	Review Management Structure & commissioned Services; Within the scope of this activity is early help for children and families commissioned from the VCS, Youth Offending Team, crime prevention and the family centres, families first and other early help services offered through children's centres, and for disabled children and young people. The targeted early help portfolio includes a range of statutory, early intervention and prevention services. These seek to help vulnerable families to help themselves, become more resilient and take action early in the life of a problem for children of all ages. Funding comes from a number of sources including the council, Youth Justice Board and Troubled Families Programme. This proposal is to undertake a review of the management structure resulting in the reduction of 1 Team Manager, and a review of the external commissioning budget to achieve a reduction of 15% in year 2. In addition there will an overall review of the service to achieve a 1% budget reduction.	£4.7m	80,000	120,000	200,000	4%	189.00	213	1	0	6	2	Corporate Level 1 - 7.12.16 No questions from staff side Children's Level 2 - 14.12.16 UNISON asked if this programme would still be in place.	Corporate Level 1 - 7.12.16 Management advised that it would. The DfE were here 2 weeks ago to do a health check and the programme will continue to 2020 but the funding is reliant on us finding families otherwise we won't receive the attachment fee and we will only draw down the payment by results fee if we do the work.
4C7	Social Care - Looked After Children	Looked After Team: Within the scope of this activity is the Looked After Children's team, young peoples advocacy and the Children in Care Council. This proposal is to undertake a review of overall staffing & non staffing budget and save 1% each year from within the service	£1.9m	19,000	19,000	38,000	2%	34.80	41	0	0	0	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														Children's Level 2 - 14.12.16 UNISON asked how the target to reduce the number of LAC was being met.	Children's Level 2 - 14.12.16 Management advised that the number of LAC was currently at 924 and under the Journey to Excellence we hoped to reduce by 75 over 2 years (from 2016-2018) as some of those LAC are in expensive placements. This is proposal is not around reducing posts but about how we make efficiencies, such as using vacancy management and not agency staff which has reduced the budget by 1%.
4C8	Social Care - Fostering and Adoption	Fostering & Adoption Management Restructure: Within the scope of this activity is the staffing of fostering service; buildings; marketing; fostering fees; foster care assessments and panels; family and friends carer assessments and allowances; fostering fees and allowances; crisis and carer support costs. The change proposed is to review the team manager structure of the service to remove one post in year 2 making a saving of £50,000. This will be achieved through a review of workload and rationalising the current four teams into three.	£17.9m	0	50,000	50,000	0%	10.00	11	0	1	1	2	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
4C9	Social Care - CCHDT	Disabled Children Team; Within the scope of this activity is the Children's Complex Health and Disabilities team staffing, placement support, inclusion intensive support, Children and Adolescent Mental Health Service (CAMHS), under 18 drugs and alcohol, short breaks, family intervention, trusted adult, shared care and contract carers. The Children with Disabilities Service is made up of two elements. • 3 Residential Units; Clockhouse, Wedgewood and Valley View • 3 Statutory Social Work Teams. This proposal is to build on the review already underway with CAMHS to ensure a service that meets the needs of children moving forward and is delivered within a reduced budget saving £250,000. In addition the proposal is to review the overall staffing & non staffing budget and save £34,000 in Year 2.	£5.2m	250,000	34,000	284,000	5%	22.00	24	1	0	1.5	0	Corporate Level 1 - 7.12.16 No questions from staff side Children's Social Care Level 3 - 05.01.17 UNISON requested further information in relation to this. UNISON asked how many people are currently employed within the CAMHS set up?	Corporate Level 1 - 7.12.16 Children's Social Care Level 3 - 05.01.17 Management confirmed that we commission CAMHS to provide some services or consultancy to support our work with children with mental health needs. We are looking to reduce the £250,000 that we contribute to this. Management agreed to check with Head of Service (Through Care & Resources) to get confirmation of figures.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														<p>Children's Level 2 - 12.01.17</p> <p>UNISON asked about CAMHS and Disability Teams – how many SW's are working in CAMHS and whether they took referrals.</p> <p>UNISON noted that Theresa May had spoken about mental health, the lack of support in schools and of undertaking a review. Would it be better to wait for that review before considering this proposal.</p> <p>UNISON noted that CAMHS were looking to restructure – do we know what's happened with this.</p> <p>UNISON asked if staff knew they would be returning.</p>	<p>Management advised there were 3 SW's. They provide a consultancy service to other SW's, not direct work with families.</p> <p>Management advised this proposal was in place following a local review. Following the speech it was likely that there would be some Government funding coming forward but waiting for that would be risky.</p> <p>Management will seek an update and report back. It would be easy to absorb SW's back into mainstream SW posts and this would reduce agency spend.</p> <p>Management confirmed they did.</p>
4C10	Performance Partnership, Commissioning	<p>Child Protection Review Team: The services in scope are the Independent Reviewing Officer and Child Protection Chairs, and the LADO (Local Authority Statutory Officer). These services are all statutory. This proposal is to undertake a review of all staffing & non staffing budgets and achieve a saving of 2% of budget in Year 2. Areas that will be looked at include vacancy management and use of software to reduce administrative requirements.</p> <p>The review will prioritise non staff spending for reduction but there may be a requirement for staff reductions.</p>	£1.2m	0	24,000	24,000	2%	40.00	46	0	0	6	1	<p>Corporate Level 1 - 7.12.16</p> <p>No questions from staff side</p>	Corporate Level 1 - 7.12.16
4C11	Social Care- Leaving Care Service	<p>Leaving Care; Within the scope of this activity is the staffing of the service, university support, Southwark judgement costs, semi independent placements and stepping stone support.</p> <p>This proposal is to review overall staffing & non staffing budgets to achieve a saving of 2% in Year 1 & a further 1% in Year 2. Areas that will be looked at include vacancy management, improved procurement arrangements on items bought for young people, a review of agreements with providers of purchased services and closer monitoring of grants paid to young people to ensure that this is in line with the agreed policy.</p> <p>The review will prioritise non staff spending for reduction but there may be a requirement for staff reductions.</p>	£3.5m	68,000	34,000	102,000	3%	89.00	143	0	0	0	1	<p>Corporate Level 1 - 7.12.16</p> <p>No questions from staff side</p>	Corporate Level 1 - 7.12.16
4C12	Education Employment & Skills	<p>Early Years School Readiness: This project funds a range of small VCS providers to undertake community based activity to help prepare children for school. The budget proposal is to review this funding opportunity from 2017-18 and to make a reduction in the grants offered, ensuring that projects funded in the future meet the criteria of ensuring school readiness in line with the Council priority.</p>	£0.4m	60,000	0	60,000	15%	122.00	153	0	0	4	0	<p>Corporate Level 1 - 7.12.16</p> <p>No questions from staff side</p>	Corporate Level 1 - 7.12.16

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C13	Social Care - Drug and Alcohol Team	Drug & Alcohol Team: The Alcohol and Drugs Team is a specialist service tasked to address substance misuse as it affects children, young people and young adults who are parents. This proposal includes a review of the work of the team and all of the other services that support young people with alcohol and drug issues to achieve a saving of £50,000 in year 1 and a further £50,000 in year 2.	£0.3m	50,000	50,000	100,000	29%	15.00	8	2	0	1	2	<p>Corporate Level 1 - 7.12.16</p> <p>Unite - It would be good if management can put some communications out to staff to say what is being done in terms of workforce planning.</p> <p>Unite - We expect the use of agency staff to stop. Spending on agency staff should be nil</p> <p>Children's Level 2 - 12.01.17</p> <p>UNISON asked for more detail on the saving of £50k; how many people were in the team and how many are Management expecting to be in the team.</p> <p>UNISON asked if the team were aware of the reductions.</p> <p>UNISON asked the reason for stopping the FDAC assessments.</p>	<p>Corporate Level 1- 7.12.16</p> <p>Management confirmed that this proposal will possibly affect 1 or 2 FTEs, therefore the figure of 8 quoted in this proposal needs to be reviewed.</p> <p>Management noted.</p> <p>Management confirmed there has been a reduction in Social Care on agency spend.</p> <p>Management advised there were 8 in the team and proposing a reduction of 1 to 2 staff. The team do FDAC assessments but other work too which will be reviewed and the priority will be statutory work.</p> <p>Management advised staff had been briefed. The courts had also been advised that we were not planning to fund FDAC assessments after April 2017, which is a joint decision with colleagues across the region.</p> <p>Management advised this was for a financial reason.</p>
Total				1,102,827	806,000	1,908,827		1789.40	1,797	59.5	36.75	62.5	40		

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Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees					TU Feedback	Management Information/Response	
								Current		Likely FTE Reductions		Vacs.			VR Req.
								FTE's	Head count	2017/18	2018/19				
4L1	Legal & Democratic Services	<p>To reflect the reduced size & scope of the Council, reductions to Civic, Legal & Committee Services, including overview & Scrutiny are proposed. It is not possible to describe the precise changes until the Council decides what it requires from these services in the future.</p> <p>The Civic profile of the Council is proposed to diminish, including no longer having a Deputy Lord Mayor. As the Council reduces in size & scope, there will an impact on the number & frequency of committee meetings, including Overview & Scrutiny. As reductions are agreed some reductions in staff will need to be considered.</p>	£5.7m	20,000	55,000	75,000	1%	100.00	115	0	1.5	6.5	4	<p>Corporate Level 1 - 7.12.16 UNITE – Is it possible to bring some work back into Legal and resource it rather than spending externally? There were no further questions</p>	<p>Corporate Level 1 - 7.12.16 – For the year 2017/18 it is hoped that the £20k saving can be achieved through voluntary means. Looking to increase income from WYTF which would be sustainable. Discussions are taking place about committee structures so changes in decision making could result in decreased work streams so possibly a 1.5FTE reduction in the democratic area. Trying to decrease external spend and increase income. PA – Across WY £2m is spent externally. No control over WY but starting discussions and some control in Bradford.</p>
														<p>Level II - 14.12.16 No comments/questions at present.</p>	<p>Level II - 14.12.16 2017/18 Savings proposed to be achieved by a VR application. Difficult for management to say how the £55k 18/19 savings would be achieved at this point and may depend on how the service develops over the next 12 to 18 months. Management will try to achieve the savings by generating additional income.</p>
														<p>Level II - 20.12.16 At TU request this meeting was cancelled.</p>	<p>Level II - 20.12.16 At TU request this meeting was cancelled.</p>
														<p>Level II - 12.01.17</p>	<p>Level II - 12.01.17</p>
		TOTAL	£5.7m	20,000	55,000	75,000		100.00	115	0	1.5	6.5	4		

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Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees				Vacs.	VR Req.	TU Feedback	Management Information/Response
								Current		Likely FTE Reductions					
								FTE's	Head count	2017/18	2018/19				
4X1	Office of the Chief Exec	Restructure - In February 2016, the Council agreed a saving of £541,000 in 2017 -18 from a "review & restructure of the Chief Executive's Office, Public Affairs & Communications (PAC) & Policy, Programmes & Change (PPC)". Further cuts of £479,000 are proposed for 2018 -19. This proposal suggests a radical restructure of the Office of the Chief Executive to improve the coherence and integration of core corporate functions, so they can support & improve the Council's leadership of the District. The Authority will need to continue to change in order to have the agility, skills & capacity to influence, negotiate, communicate & collaborate with communities and partners to deliver the districts priorities.	£3.6m	0	479	479	13%	87	98	11.5	0	3	0	16.12.16 Feedback Unite noted the new AD post's remit included 'strategic commissioning' and asked what that entailed.	Management advised it is around 3 areas: 1. Agreeing priorities and what arrangements are needed to deliver them. 2. Aligning resources to deliver them. 3. Helping to develop markets locally – building in the capacity to make every Bradford £1 work for Bradford.
													16.12.16 Unite asked if there were any staff working on this area.	Management advised that there were no staff resources in Office of the Chief Executive currently. There may be some staff as part of a £5m transformation fund, which is a budget proposal. Unison advised that Adults were looking at some of that budget and Management said the Transformation Fund would support cross-cutting projects.	
													16.12.16 Unite asked when Management would start looking at this work.	Management advised that some work had started in other Services but not yet in OCX. There is a report going to CMT next week on Governance Arrangements.	
													16.12.16 Unite asked if the posts would be on the structure post restructure	Management answered that they may not be.	
													16.12.16 Unite asked who would be eligible to apply and HR advised that this may be challenged by colleagues across the Council. Management asked if the Unions had a view on this. Unison and GMB said they should be offered across the Council. Unite said they should be offered to the OCX only.	Management advised that the posts would be internal, and possibly only to the OCX.	
													16.12.16 Management asked if the TU's had any other matters to raise/ discuss.	No issues to raise.	
													16.12.16 Unite asked if Management have a staff profile	Management advised they have asked for one.	

													16.12.16 There was a discussion about having just one restructure and Management asked the Unions for feedback	There was general consensus that one restructure was preferable to two restructures, given the timescales. Unite advised that they did not want people at risk of redundancy which Management understood. The detail needs to be worked up and the structure needs longevity.
													16.12.16 Unite asked if there were any areas which would not be affected by the restructure	Management advised that they could not say that anybody's job was safe.
													<p>21.12.16 Job Profiles Management had received comments from Unite and asked if Unison and GMB had any comments on the Job Profiles for the 'Head of Marketing and Communications' and the 'Head of Policy, Performance and Change' posts tabled at the last meeting. Unite's comments are:</p> <ol style="list-style-type: none"> 1. Concerned that a new layer of management is being created when higher layer was reduced. 2. Savings through the reduction of the AD post, that could have been used to safeguard posts in OCX, will be used and possible to fund career advancement for staff elsewhere in the Council – when staff in OCX most likely will face Compulsory Redundancy when the new structure is implemented. 3. New AD has 6 direct reports – this is less than other ADs – although Policy, Programme and Change is a new area for the AD in Bradford, the note from CX on appointment outlined the new AD's capability and experience in this area. 4. Creating the two posts will demote all staff underneath –currently staff from both areas in the service report directly to the AD – concerned there could be negative implications for staff going into a restructure. 5. The issue of these posts should be dealt with as part of the substantive restructure and not pre-empt it. The restructure should be undertaken as a whole and not piecemeal. <p>Unite's position is that these interim posts should not be created.</p>	<p>21.12.16 Management confirmed that this was the case – the temporary posts were needed to assist the AD operationally and give staff the opportunity to use their skills and knowledge to gain experience.</p> <p>Management will discuss the number of funded vacant posts within PPC with HR tomorrow.. This information will be shared with the Trade Unions when available.</p> <p>Unison and GMB confirmed that they would want the two posts to be advertised internally within the Council not just the Office of the Chief Executive</p>
													Unite's position is that these interim posts should not be created.	
													If the interim posts are created, Unite's position is that they should only be open to applications from staff across OCX.	

															Unison said they thought the 2 posts were temporary for 6 months prior to the restructure and there was no guarantee the posts would be in the restructure.	
															04.01.16 Meeting cancelled with TU agreement	04.01.16 Meeting cancelled with TU agreement
		TOTAL	£3.6m	0	479	479		88	99	11.5	0	4	0			

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Department of Environment & Sport															
Ref	Service	Proposal Definition	Net Budget		Saving		Reduction %	Employees		Likely FTE Reductions		Vacs.	VR Req.	TU Feedback	Management Information/Response
			2016-17	2017-18	2018-19	Total		Current		2017/18	2018/19				
			£2.35m	0	160,000	160,000		FTE's	Head count						
4E1	Sport & Culture	<p>Parks and Bereavement - Parks, Recreation Grounds and Woodlands are to be offered as community asset transfer initiatives (Estimated at £30,000). Tree work and wood management services will rationalise the management structure and reduce work to trees and woodlands (Estimated at £50,000 and affecting 2 members of staff). In relation to sports pitches and bowling greens the Council will withdraw from the direct management and maintenance of sport pitches and bowling greens and explore the potential of increasing charges (Estimated at £20,000). The Council will use the consultation period to discuss with the groups affected, the options available. The proposals would result in the reduction of seasonal worker posts by one FTE.</p> <p>Bereavement Service - Raise prices 3% above inflation in financial year 2018/19 (Estimated at £60,000)</p>	£2.35m	0	160,000	160,000	7%	74.00	74	0	3	0	1	<p>Corporate Level 1 - 7.12.16</p> <p>No questions from staff side</p>	<p>Corporate Level 1 - 7.12.16</p>
														<p>15 December 2017 PB added to the information provided, saying that there were no savings identified in 2017-18; the savings in 2018-19 would be achieved from the downsizing of the Trees and Woodlands management team. This may result in 2 FTE members of staff being affected.</p>	
														<p>22 December 2017 Unite queried the figures shown as being affected by the budget proposals and asked for a breakdown of the savings target.</p>	<p>22 December 2017 SH said that this information would be reviewed and provided.</p>
														<p>22 December 2017 Unite asked about progress on the consultants report into Trust status for some areas of Sport and Culture.</p>	<p>22 December 2017 SH said that a draft is imminent.</p>
														<p>5 January 2017 Unite thanked management for the breakdown of the savings target and asked that these also be related to the numbers of staff affected.</p>	<p>5 January 2017 SH said he would ask PB to provide this information. Note: now included on spread sheet.</p>

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Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4E2	Waste & Transport Services	<p>Waste Collection & Disposal Services -</p> <p>Budget Proposals have already been approved for the introduction of Alternate weekly collection (AWC) of residual waste, which will also see the introduction of fully co-mingled recycling via a Mechanical Recycling Facility which has been installed at Bowling Back Lane Household Waste & Recycling Centre. This will enable residents to recycle more types of plastics and therefore further reduce waste into the residual bin which will support residents with this change to AWC and encourage greater recycling. Introduction of AWC has projected a saving of £1.5m over years 17/18 and 18/19 with £1m being part year saving in 17/18. The Year 2 savings (18/19) will include the remaining full year effect of Year 1 planned reduction in rounds (£500k) and a further reduction in 3 rounds (£360k). There will also be a further rationalisation of spare resources and management within waste services (£157k). All of these savings are offset by £190k of additional cost for disposal due to property growth and anticipated reduction in recycling income from revised contracts which nets the proposed saving for 18/19 at £807k. The £50k shown for 17/18 in this table is a recurring fuel saving from round efficiencies.</p> <p>The Council is currently part way through a procurement process to award a contract for the disposal of its residual waste following the approval of the "Municipal Waste Minimisation & Management Strategy" by Executive in January 2015. The procurement of new waste treatment arrangements are due to be finalised by October 2017.</p>	£21.6m	50,000	807,000	857,000	4%	181.00	181	0	12	23	24	<p>Corporate Level 1 - 7.12.16</p> <p>Unite - Where is the £50k saving coming from on 2017/18?</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Management confirmed that there is a rolling programme of review & increase in recycling.</p>
Page 100															<p>15 December 2017</p> <p>JM confirmed that the savings identified for 2017-18 have already been identified from savings in fuel costs, and that the savings for 2018-19 would be achieved from savings through implementation of AWC. Management will use the information gained from the Wyke trial to look at ways of reducing rounds and making savings.</p>
														<p>15 December 2017</p> <p>GMB raised concerns about the way in which savings could be achieved in the recycling rounds as refuse wagons need to be emptied much more frequently than on domestic collection rounds. The possibility of further job losses were also a concern, and management were asked whether management structures would be looked at.</p>	<p>15 December 2017</p> <p>JM said that there may be further reduction in rounds which would lead to further reductions in staff numbers. Management will be looking at the operational management structures of the service as the rounds are reduced in numbers and staff numbers are reduced.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														22 December 2017 Unite asked where the £50,000 saving has been identified.	22 December 2017 SH confirmed the minute of 15 December, 2016 was correct and that the information given at Level 1 on 7 December should be recorded differently. The saving will come from reduced fuel usage.
															5 January 2017 Amendments made to the affected staff figures.
4E3	Waste & Transport Services	Trade Waste - The Council operates a Trade Waste Collection Service to local businesses. It currently has approx 3000 customers collecting 19,500 tonnes of residual waste and 800 tonnes of recycling. Process improvements have been identified which will release cashable savings from a revision of the existing charging policy, a move to cashless payment systems etc. In addition, the service actively seeks out new businesses to generate additional revenue. Our customers are predominantly small to medium sized businesses which in the future could be supported by the domestic waste collection service. This would then reduce trade waste service costs and make the service more competitive.	£0.5m	50,000	0	50,000	9%	23.00	23	0	0	0	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
															15 December 2017 JM said that the savings in trade waste will be achieved through increased income and efficiencies.
														15 December 2017 GMB raised a concern about increases in the working day which would reduce allowances for breakdowns. They were also concerned that increased workloads may lead to crews 'cutting corners' in terms of health and safety.	15 December 2017 JM said that if unions or staff members had any concerns about health and safety issues, they must be raised with management.
4E4	Neighbourhoods & Customer Services	Customer Services - A continuation of the Customer Services Strategy seeking to redirect face to face contact towards self service and telephone services will see a continuing decline in contact resulting in staffing efficiencies. Automated services will increase with fewer options for people to speak to a customer services advisor. More people will be expected to 'self serve' using on line services. Automation will be used to take requests for services where appropriate.	£3.1m	0	50,000	50,000	2%	50.90	52	0	2	11	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
															<p>15 December 2017 ID said that customer services are continuing to look at channel shift and reducing face-to-face contact. It was anticipated that the identified savings in 2018-19 would be achieved through staff leaving the service. Changes to the way the service operates for provision of Universal Credit and risk based verification of documents for Housing Benefit are like to reduce the need for face-to-face contacts.</p>
														<p>15 December 2017 GMB raised concerns about whether cutting the service to the bare minimum would lead to privatisation of the service.</p>	<p>15 December 2017 Management noted these concerns.</p>
4E5	Neighbourhoods & Customer Services	<p>Street Cleansing & Public Conveniences - There are currently 25 Ward based clean teams and 17 mechanical sweepers. This proposal would see a reduction of one ward based clean team (Driver and team of 3), the loss of 2 Mechanical Sweeper drivers and vehicles and the removal of funding for public toilets (except City Park). The service would continue to employ any new starters working to a standard 30 hour working week, mitigating the impact through increased use of technology (routing and investment in Smart Bins). Potential income from a City and Town Centre environmental enforcement contract may generate Fixed Penalty Notice income to offset the loss of one or more members of staff.</p>	£4.5m	0	336,300	336,300	7%	142.36	136	10.17	0	0	0	<p>Corporate Level 1 - 7.12.16</p> <p>Unite - Is 30 hours a standard working week now? If so the Council will need to review overtime payments.</p> <p>Unite - New starters on 30 hours hasn't been agreed & Unite will take issue if this is implemented.</p> <p>Unite - There are many different proposals in one here. More information is needed on which bit applies to each part.</p>	<p>Corporate Level 1 - 7.12.16</p> <p>Management confirmed that 37 hours remain full time standard working week. Management advised that the wording in this proposal requires alteration to avoid further confusion in respect of working hours.</p> <p>Management noted Unite's concern.</p> <p>Management confirmed that information is available & will be discussed at Level 2.</p>
															<p>15 December 2017 ID said that this will be a difficult saving to achieve and will risk a reduction of cleanliness levels across the District. Consultation is on going and will inform budget decisions taken by Council in February 2017.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														<p>15 December 2017 GMB raised concern about the use of routing programmes which mean that areas are swept/cleaned because they were on the route for the day rather than because they needed doing. They were concerned that the service would become a fire fighting service, not a planned service. They also felt that current legislationshould be enforced which requires business owners to be responsible for clearing their own frontages of lietter.</p>	<p>15 December 2017 Management understood these concerns and said that it was a question of education and enforcement and working with residents to engender a pride in their own area which would help to mitigate some of the effects of these budget proposals.</p>
Page 103														<p>15 December 2017 Unite said that theyw ould not tolerate the continue use of 30 hour contracts, stating that it would not achieve the aims of the Council Plan for a clean and safe district. They were concerned that employees on old contracts of 39.5 hours would be pushed out to allow the introduction of further 30 hour contracts.</p>	<p>15 December 2017 Management said that they are not discussing reducing the working hours of employees on 39.5 hour contracts. SH said that these budget proposals, if confirmed, would be difficult to achieve and that management would work with staff to mitigate the effects.</p>
														<p>22 December 2017 Unite asked for information about where the savings were anticipated to come from and asked if manaement had taken into account the increase in the overtime budget which will be required as a result of implementing the Dirvers' Hours Policy.</p>	<p>22 December 2017 Management agreed to expand on the information provided.</p>
														<p>22 December 2017 Unite asked if smart bins had been purchased through capital and why they were located near ordinary bins which still require emptying frequently; an example of North Parade was given.</p>	<p>22 December 2017 Management said that the bins had been purchased through the Bins revenue budget and agreed that more work still needs to be done in Bradford regarding location of the new and old bins.</p>
														<p>22 December 2017 Unite queried the new enforcement powers given to Wardens as reported in the T&A.</p>	<p>22 December 2017 Management agreed to look into this report which they were unaware of.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														5 January 2017 Unite queried how this proposal would affect the Flood Plan and whether a reduction in road sweeping the impact on drains and gullies had been taken into account in terms of proactive maintenance.	5 January 2017 JM said that the Hot Spot Gully group had been reformed and will target areas where flooding may be possible.
4E6	Neighbourhoods & Customer Services	Cessation of the Pest Control Service - The Council will stop providing a Pest Control Service. The provision of a pest control treatment service is not a statutory service and it is currently running at a loss. Due to the availability within the private sector for a similar product at a similar cost, it is proposed to stop delivery of this service. The Council's prices for pest control treatments are similar to the private sector. Therefore the financial impact on residents would be minimal.	£0.036m	0	36,200	36,200	100%	4.00	4	0	4	1	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
															15 December 2017 ID said that this proposal had been put forward because the service makes a loss and there are private companies who provide the same services at a similar price. It was hoped that the effects of this saving would be mitigated by vacancies in the Warden Service which Pest Control officers may be interested in.
														15 December 2017 The unions asked why the service wasn't making a profit when private companies do and asked whether changes could be made which would reduce overheads and increase income.	15 December 2017 Management said they would be happy to receive alternative proposals for running the service. Discussions to be held at Level 3.
														22 December 2017 GMB said that they believed that one member would be requesting VR rather than consider a move to a Warden post.	22 December 2017 Management noted this information.
														5 January 2017 GMB said that they believed the information on numbers of affected staff/VR requests was incorrect.	5 January 2017 ID said he would confirm the position.
														12 January 2017 GMB asked whether management had clarified the position with regards to VR requests from Pest Control Officers.	12 January 2017 Post meeting note: ID confirmed that there have been no VR request from Pest Control Officers at this time.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4E7	Sport & Culture	Remodel of Visitor information and Frontline service - There is a tourism and visitor economy review that is currently taking place and this will reduce the number and /or size of Visitor Information Centres available across the district. The service will move to a more digital base promoting the district to target audiences, with the potential for VIC information points as a co-located provision in buildings which are available and financially sustainable.	£0.3m	0	50,000	50,000	16%	14.00	18	0	0	6	0	Corporate Level 1 - 7.12.16 Unite - Are you considering re-locating?	Corporate Level 1 - 7.12.16 Management will be considering all options.
															15 December 2017 PB said that there would be no staff reductions in the next two budget years. The remodeling of the service would result in savings in future years.
4E8	Sport & Culture	Events and Festivals - There will be a review of the programme and an investment approach in future years in order to develop a more sustainable and balanced events programme between community, regional and national events, increased income streams and greater emphasis on partnership events across the key providers in the City, benefitting the wider economy that supports the event and visitor economy. This budget also supports Grants to voluntary arts and culture bodies and the City of Film work. Direct funding to this initiative will be removed through a more commercial approach to the work and there will be a review of the funding to external arts and cultural organisations. We will seek to ensure that we minimise the impact of the Districts ability to leverage external arts & cultural funding.	£0.8m	0	150,000	150,000	18%	3	3	0	0	0	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
															15 December 2017 PB proposes that the programme of events, the team supporting them and grants made be reviewed. Ways of funding the City of Film would be investigated to take it into a more commercial operation which would generate an income stream.
														15 December 2017 Unite said that mangement could not offset savings targets by reducing income levels in other service areas.	15 December 2017 Management confirmed that this is not the intention.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														22 December 2017 Unite reiterated their concern that increasing income generation for the City of Film would impact on FM budgets.	22 December 2017 Management confirmed that their proposals are not intended to impact on FM budgets.
4E9	Sport & Culture	Libraries - There are currently 30 libraries and in the future there will be a reduction in the number of libraries directly provided. The service will investigate the potential for the libraries to be included in an alternative delivery model which could include a "not for profit" trust model.	£3.0m	0	100,000	100,000	3%	61.87	103	0	5	3.15	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
															15 December 2017 PB said that management will continue lookingn at alternative delivery models and ocnfirmed that the savings proposed for 2018-19 could be 5 FTE members of staff.
														15 December 2017 The Unions expressed concerns about the misuse of assets by Not for Profit organisations and whether assets are generating an income. They were also concerned about representation for staff transferred to a Not for Profit organisation.	15 December 2017 Managemnt noted this position and agreed that staff representation issues should be raised at Level 1.
4E10	Sport & Culture	Theatres and Community Halls - Currently there is a feasibility study looking at the potential for a trust type model to be adopted in the Theatre and Halls Service. No decision has yet been made pending the outcome of this study. In regard to community halls it is proposed that they will be transferred as part of a community asset transfer and if this is not successful they will then be reviewed and may form part of future proposals.	£0.4m	0	130,000	130,000	32%	45.00	45	0	2	4	0	Corporate Level 1 - 7.12.16 Unison - Consideration needs to be given regarding the impacts on FM staff.	Corporate Level 1 - 7.12.16 Management noted Unisons concerns.
															15 December 2017 PB confirmed that management are looking at alternative ways of providing these facilities such as through Trusts and CATs. The savings proposed for 2018-19 could affect 2 FTE members of staff.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4E11	Sport & Culture	Sports & Physical Activity Service - Swimming pools, sports centres, swimming development, sports development and outdoor adventurous activities form the basis of this service. A number of changes are proposed. In the first instance the Service will investigate, through an options appraisal, all methods of future operational service delivery and this will include the potential for a 'not for profit' trust model to be established as part of the potential savings required in 2018-19.	£2.3m	0	150,000	150,000	6%	137.00	139	0	3	0	0	Corporate Level 1 - 7.12.16 Unite - with respect to 4E9/10/11 - Need a better understanding of "not for profit". Not a Council service but is a strategic service. Unite - Would staff TUPE transfer?	Corporate Level 1 - 7.12.16 Management confirmed we wouldn't be the employer, but we need to ensure that it happens correctly. Management would need to look at the detail as part of the consultation. Previously it has been problematic around pension & admitted body status issues.
															15 December 2017 PB confirmed that there are no savings for 2017-18 and that the 2018-19 proposal could potentially affect 3 FTE members of staff if a Not for Profit organisation is established.
4E12	Sport & Culture	Ministry of Food - The MOF teaches people how to cook & eat & to improve their long term health & wellbeing and is a practical hands-on community based cooking programme that teaches people of all ages how to cook from scratch. The service will no longer be able to offer cookery groups for parents with students & young adults, young families, disabled people, VCS organisations, community groups and the general public. In addition, the service will no longer be able to offer an outreach service across the district which includes cookery demonstrations, presentations & general information around health & wellbeing by teaching cooking skills.	£0.1m	0	96,000	96,000	100%	1.43	2	0	2	0	0	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 - 7.12.16
															15 December 2017 PB said that the single funder of this facility (Public Health) will withdraw funding in 2018-19 which would impact on the position of 2 FTE members of staff.
														15 December 2017 Unite said that this proposal goes against the Council Plan in terms of a healthy district and asked whether another Council service could take on the provision.	15 December 2017 SH said that he would raise this issue with colleagues in Public Health and FM.
														22 December 2017 Unite asked for an update on this proposal.	22 December 2017 SH said that he had raised this issue with colleagues in Public Health and that they had undertaken to discuss with FM.

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Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
		TOTAL	£38.986m	£100,000	£2,065.500	£2,165.500		737.56	780	12.17	29.5	50.15	3		

Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees					VR Req.	TU Feedback	Management Information/Response
								Current		Likely FTE Reductions		Vacs.			
								FTE's	Head count	2017/18	2018/19				
4F1	Financial Services	Restructure - The size of the Financial Services function will continue to gradually reduce, reflecting reduced emphasis on retrospective reporting, more self-service by budget managers, and targeting staffing resources at highest risk, most complex issues. We will also consider if transactional functions across the Department will be more efficient and sustainable if we bring them together. This will be achieved through further restructuring.	£2.8m	32,000	130,000	162,000	6%	54	58	2	3	3	0	<u>Corporate Level 1 - 7.12.16</u> No questions from staff side	<u>Corporate Level 1 - 7.12.16 - Management response:</u>
Page 109														<u>Department of Finance Consultation Meeting 12.12.16</u> The schedule shows 3 vacancies in Financial Services – will these be carried forward into 2018/19 (UNISON)	<u>Department of Finance Consultation Meeting 12.12.16 - Management Response</u> With the existing vacancies, Management are part way there in making the savings and it is estimated that the service will still need to achieve around £80-£90K in savings.
														Have any VR requests been received in Financial Services (UNITE)	There has been one expression of interest since this document was produced last week.
														Are there any agency or casual staff being deployed in Financial Services (UNITE)	There are no agency or casual staff in the service.
														In terms of reorganising the service – will it be a realignment of duties or a full restructure with changes to job descriptions etc. (UNITE)	It will be a realignment of the teams – due to recent departures some areas of the Council are not being looked after by a full complement of Finance staff therefore Management will look to address this and re-balance the teams. This will need to be in place before the start of 17/18 at the latest.
														How does the top management structure affect Financial Services? Are Financial Services and commissioning and Procurement merging into one service? Will the new post of Assistant Director of Finance and procurement sit within that new service? What are the timescales for this? What appointments have been made? When will the others be made? (UNISON)	The top management restructure wont affect the composition of Financial Services or any of the other functions in the department. The HR, Legal, Democratic, Estates and Property Services will be brought together with the Department of Finance and will become the Corporate Services Department. A new post has been created – AD Finance and Procurement. This post will sit on the structure above the Financial Services and Commissioning and Procurement Services – it is not proposed to combine the two services into one function. In terms of timescales – recruitment to the post of AD Finance and Procurement has not commenced yet. The whole process is likely to take at least 3 to 4 months, maybe longer, but this will depend on the recruitment process. No appointment has been made as yet to the SD Corporate Services post.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														How much is the saving in 2018-19 that is not covered by existing vacancies and/or VR requests? What would happen if an existing Financial Services Manager gained promotion to the new Assistant Director of Finance and procurement? (UNISON)	As mentioned earlier, with the existing vacancies we are not quite there for 2018-19, however should the recent VR request be approved, it will go some way to meeting the savings required. In terms of the new AD position, if an internal candidate is promoted it will create a vacancy on the structure.
														Have all discussions on last year's proposals been completed? (UNITE)	Yes.
														The spread sheet shows £2.8m net budget – is that after the £70k saving from last year has been taken off? (UNISON)	The net budget is £2.8m before any savings in 2017-18, including those already agreed.
4F2	Financial Services	Manage Insurance risks & Claims - The proposal is to reduce the total cost of insurance, including premiums paid to the Council's insurer, the cost of maintaining an internal insurance fund for self-insured risks, and the cost of meeting claims	£6.0m	200,000	300,000	500,000	8%	0	0	0	0	0	0	Corporate Level 1 - 7.12.16 No questions from staff side Department of Finance Consultation Meeting 12.12.16 You mentioned the possibility of selling insurance to schools – how would this work? (UNISON) What does the Council's insurance cover? Does it cover ex-gratia payments for example? (UNISON)	Corporate Level 1 -7.12.16 - Management response: Department of Finance Consultation Meeting 12.12.16 - Mgmt Response The Council would make a small margin on the insurance we sell to schools rather than having a renegotiated premium. The policy covers any risk which is insurable e.g. trips and falls, safeguarding issues etc.
4F3	Revs & Bens	Rationalisation of Cash Management - Reduce significantly the amount of cash used by and within the organisation and reduce the cost of the cash management functions through the increased digitalisation of customer payment options. We will also consider if transactional functions across the Department of Finance will be more efficient and sustainable by bringing them together.	£0.3m	0	160,000	160,000	49%	25	27	0	4	21	5	Corporate Level 1 - 7.12.16 No questions from staff side	Corporate Level 1 -7.12.16 - Management response:
														Department of Finance Consultation Meeting 12.12.16 There is mention of looking at other transactional functions across the Department of Finance to see whether they would be more efficient and sustainable by being brought together – does this include staff in Commissioning and Procurement (UNITE)	Department of Finance Consultation Meeting 12.12.16 - Management Response Yes, possibly.
														The schedule states that there are 21 vacancies in the Cash Management function and 27 FTEs – is that correct? (UNISON)	No, there are 21 vacancies across the whole of the Revenues, Benefits and Payroll service.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
														Are there any agency and casual staff being deployed in the service? (UNISON)	There are no agency staff. Some casual staff are being used (1 or 2 people on average).
														It is possible that Universal Credit may come into operation during 18/19 – how will this affect the service? (UNISON)	We can't pre-empt how it will affect the service until we know what the proposals are. We also don't know how much the DWP grant will reduce by – however it is unlikely that we will lose any staff when Universal Credit come in due to the turnover we have.
														When will the DWP grant be finalised? Are you expecting any surprises? (UNITE) Isn't there a set formula for the DWP grant? (UNITE)	The grant is usually confirmed in early January. However, the DWP are facing reductions which will be passed on to the Council. The formula changes every year so it is very difficult to predict what will happen. For the past 2 years Bradford has suffered disproportionately due to the tweaks made in the grant conditions
Page 111														There are 5 VR requests listed on the spread sheet - do these include historic ones? (UNISON)	The process for agreeing VRs changed last year and as part of this management wrote to everyone who had expressed an interest in VR. The staff concerned were told whether their request had been successful or not. For those staff whose application was turned down, they were told that they would have to re-apply again, so the 5 VR requests listed are new requests
														<u>Level 3 Revs & Bens - 15.12.16</u> No questions from Tus	<u>Level 3 Revs & Bens - 15.12.16</u> Management advised that proposals were still being finalised and Management will be developing proposals for this in the coming months and will probably be a combination of streamlining, reducing cash and possibly working with other departments to see where there are synergies. Management also reported on the expectation of improvements in collection levels which accompanied the decision not to reduce budgets in these teams
4F4	Financial Services	Contribution to WY Joint Committees - West Yorkshire Joint Services is a shared services organisation led by a Joint Committee from the five District Councils. It carries out specialist collective functions. The proposal is to cap Bradford's contribution to joint committees at £1.1m, which will require concerted action with the other Councils.	£1.2m	75,000	35,000	110,000	9%	0	0	0	0	0	0	<u>Corporate Level 1 - 7.12.16</u> No questions from staff side <u>Department of Finance Consultation Meeting - 12.12.16</u> Why does this proposal sit in Financial Services? Is this not a corporate matter?	<u>Corporate Level 1 -7.12.16 - Management response:</u> <u>Department of Finance Consultation Meeting 12.12.16 - Mgmt Response</u> Yes, it is a corporate matter but it has been put into Financial Services because the budget for this is controlled by the Director of Finance.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4S1	ICT	<p>Information Technology Services - This proposal has 2 components:</p> <p>1) Re-sizing of IT Services to reflect the broader organisational changes affecting the Council. The assumption is that there will be a significant reduction in the number of Council supported desktop/laptop devices over time. This will enable IT Services to reduce costs associated with device support, licenses and infrastructure.</p> <p>2) Fit for purpose IT application architecture – This component will involve switching technology solutions where better value can be achieved, and rationalising the number of existing IT applications to simplify the technology in use.</p>	£12.5m	0	500,000	500,000	4%	146	150	0	2	5	9	<p>Corporate Level 1 - 7.12.16</p> <p>Unison - proposal on spreadsheet indicates reduction of 5, but SME referred to 2?</p> <p>Unite - Vacancies indicate 34 - is this correct?</p> <p>Unite - There are fewer staff now requesting VR - Unite would as that the use of agency workers is to cease.</p>	<p>Corporate Level 1 -7.12.16 - Management response:</p> <p>Management confirmed the intention to move towards a slightly smaller function, with a reduction of approx. 2FTEs and more cost effective software should save £0.5m.</p> <p>Management to review & update.</p> <p>Management to review & update. Some temporary vacancies exist currently due to workspace project.</p> <p>Management noted their request.</p>
														<p>Department of Finance Consultation Meeting - 12.12.16</p> <p>The spread sheet lists 34 vacancies – is that correct? (UNITE)</p>	<p>Department of Finance Consultation Meeting - 12.12.16 - Management response</p> <p>As part of the workspace project, Management had to put in some extra resource to ensure faster roll out. This meant putting placeholders in SAP. Therefore these are not active vacancies and out of the total placeholders put in we are only using 6 or 7 people in desktop, roll out and analyst work. The true vacancy figure is 5 - 2 posts are out to recruitment and 3 are on hold pending VR requests and whether they are accepted or not.</p>
														The service has 9 VR requests – will these be honoured? (UNITE)	We are awaiting figures from WYPF. VR requests are now subject to a 2 year business case for costs and Management are minded to accept those which meet the 2 year cost criteria and where service needs allow it to happen. Each request is assessed on a case by case basis.
		TOTAL	£22.8m	307,000	1,125,000	1,432,000		532	575	2	12	77	14		

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Ref	Service	Proposal Definition	Net Budget				Reduction	Employees				TU Feedback	Management Information/Response		
			2016-17	2017-18	2018-19	Total		Current		Likely FTE Reductions					
								FTE's	Head count	2017/18	2018/19			Vacs.	VR Req.
4R2	Planning Transportation & Highways	WYCA Transport Levy reduction. This proposal relates to the £24m contribution from Bradford paid to West Yorkshire Metro for transport operations. The contribution is raised as a levy, based on population size, across all 5 West Yorkshire Councils. Bradford's contribution includes a £1.4.m Transport Fund for investment in transport infrastructure projects. West Yorkshire Local Authority colleagues have requested that the WYCA consider a minimum 3% reduction (£750,000 for Bradford) in the 2016/17 levy and then a further percentage reduction per year to achieve a £750,000 saving each year.	£24.0m	750,000	750,000	1,500,000	6%	0.00	0	0	0	0	0	Corporate - Level 1 - 07.12.16 No questions from TU's	Corporate Level 1 - 07.12.16 - Management response: Seeking a 3% reduction in contributions. Nil impact on staff
4R2	Continued Level II													Level II 12 Dec 16 Noted. Level II 19 Dec 16 No questions raised from UNISON or GMB Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment	Level II 12 Dec 16 Management - No further comment Level II 19 Dec 16 Management - No further comment Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment
4R3	Planning Transportation & Highways	Commercialise Highway Delivery Unit (HDU): This Proposal is to increase the range of services provided by the Council's Highway Delivery Unit through increasing involvement in existing capital works programmes (other than highway maintenance) and delivery of services which are externally funded (e.g. installation of residential dropped crossings or services under the New Roads & Street Works Act).	£2.4m	223,000	223,000	446,000	18%	0.00	0	0	0	0	0	Corporate Level 1 - 07.12.16 No questions from TU's	Corporate - Level 1 - 07.12.16 - Management Response: Services will be reduced without impacting on staffing levels.

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Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R3	Continued Level II													<u>Level II 12 Dec 16</u> No questions from TU's <u>Level II 19 Dec 16</u> No questions from TU's <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment	<u>Level II 12 Dec 16</u> Management - No Further comment <u>Level II 19 Dec 16</u> No further comment from Management <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment
4R4	Planning Transportation & Highways	Centralisation of Urban Traffic Control including reduced maintenance of street lighting asset: This proposal is based around the current West Yorkshire Combined Authority programme to establish a West Yorkshire UTMC (Urban Traffic Management & Control) service combining all traffic signal staff from all West Yorkshire districts with a presence from bus operators, emergency services & WYCA in a central location. It should be noted that as this project is not within the direct control of the Council. Delays in implementation may adversely impact the delivery of savings within the proposed timeframe.	£0.5m	119,000	246,000	365,000	77%	5.00	57	0		2		<u>Corporate Level 1 07.12.16</u> No questions from TU's	<u>Corporate - Level 1 - 07.12.16 - Management Response:</u> This proposal will facilitate the creation of a WY centralised service. It is a combined authority project & is not in the control of the council
4R4	Continued Level II													<u>Level II 12 Dec 16</u> No questions from UNISON or GMB <u>Level II 19 Dec 16</u> No questions from TU's <u>Level II 24 Jan 17</u> No comment	<u>Level II 12 Dec 16</u> No further comment from management <u>Level II 24 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R5	Planning Transportation & Highways	Increase charges and fees in Planning and Transport: The scope of this proposal is to increase discretionary charges within the Planning, Transportation & Highways services together with the introducing new charges for aspects of service functions which bring it in line with neighbouring authorities. Specific proposals within T&H include: Increasing charges associated with Section 38 and Section 278 agreements including raising the minimum amount of charge payable including to £2000 per agreement with a standard charge of 9% of the bond amount for technical inspection and validation. Introducing a new annual charge for café licence applications, inspections & approvals of £500 per permit associated with their planning & co-ordination except where such events are street parties. Introducing a charge to permit the temporary installation of developer signs in street lighting columns inclusive of their manufacture & removal at the end of a prescribed period.	£0.6m	30,000	30,000	60,000	11%	0.00	0	0	0	0	0	<u>Corporate Level 1 07.12.16</u> No questions from Tu's	Corporate Level 1, 07 .12 .16 Hoping to rise £60K additional income. No impact on staff

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R5	Continued Level II													<u>Level II 12 Dec 16</u> No Questions from TU's <u>Level II 19 Dec 16</u> No questions from TU's <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment	<u>Level II 12 Dec 16</u> No further comment from management <u>Level II 19 Dec 16</u> No further comment from Management <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment
4R6	Planning Transportation & Highways	<p>Options related to discretionary budgets for highway maintenance works including minor drainage improvements, pavement repairs & footpath & snicket maintenance. The Council currently allocates an annual budget of £50,000 per parliamentary constituency to allow minor scale maintenance works such as drainage repairs & improvements, pavements & pedestrian area maintenance, footpath maintenance & urban snicket maintenance.</p> <p>The proposal would see a reduction of the current service level provision meaning each parliamentary constituency would receive circa £25,000 for minor repairs. Under this proposal works would continue to be prioritised on drainage maintenance, unclassified road maintenance, issues with "life & death" consequence with very minimal levels of funding for footpath work per constituency and no funding to undertake snicket maintenance.</p>	£0.7m	88,000	33,600	121,600	18%	13.00	13	0	1	3		<u>Corporate Level 1 07.12.16</u> No questions from staff side	<u>Corporate Level 1 - 07.12.16 - Management response:</u> The bulk of this saving is to be achieved in 2017/18

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R6	Continued Level II													<p>Level II 12 Dec 16 No Questions from TU's</p> <p>Level II 19 Dec 16 No questions from TU's</p> <p>Level II 24 Jan 17 Unison circulated an e-mail that had been received raising serious concerns on the effect of the proposed budget cuts. The concerns were around Health and Safety issues and being able to carry out statutory duties – This refers to budget items 4R6 and 4R7.</p> <p>Unison- Important that we understand the Statutory Obligations and that if we are not able to do we are putting peoples lives at risk. E.g white/yellow lining programme – need to be on top of this, if this isn't done traffic wardens won't be able to ticket if no lines are down. There is a safety implication around lining.</p>	<p>Level II 12 Dec 16 No further comment from management</p> <p>Level II 19 Dec 16 No further comment from Management</p> <p>Level II 24 Jan 17 Management stated they would review the document with specific regard to the Statutory Requirements and Safety aspect and will provide a response. Management advised that Statutory obligations can be delivered at many levels.</p>
4R7	Planning Transportation & Highways	<p>Reduction in Highways operational budgets - transport gateway, subway maintenance, minor signing and lining: This proposal would reduce maintenance activities on gateway corridors to Bradford City Centre together with maintenance of current subways & underpasses in the City centre. The Council currently allocates an annual budget of £127,000 to fund minor scale maintenance works.</p> <p>HDU Depot Reduction: This proposal is to reduce the operational bases used by both the Highways Delivery Unit (DLO) Traffic & Road Safety (north) & Highway maintenance (north) teams through relocation of existing staff, plant & materials from Stockbridge depot to other operational bases to realise budget savings equivalent to the annual maintenance & running costs of the Stockbridge facility charged to the service.</p>	£0.2m	64,000	31,600	95,600	43%	27.00	27	2	1	2	<p>Corporate - Level 1 - 07.12.16</p> <p>Unite: If moving out of Stockbridge who will fund?</p>	<p>Corporate Level 1 -07.12.16 Management response:</p> <p>This is currently being considered.</p>	

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R7	Continued Level II													<p>Level II 12 Dec 16 No Questions from TU's</p> <p>Level II 19 Dec 16 Noted. No questions from TU's</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 Unison circulated an e-mail that had been received raising serious concerns on the effect of the proposed budget cuts. The concerns were around Health and Safety issues and being able to carry out statutory duties – This refers to budget items 4R6 and 4R7.</p> <p>Unison - Important that we understand the Statutory Obligations and that if we are not able to do we are putting peoples lives at risk. E.g white/yellow lining programme – need to be on top of this, if this isn't done traffic wardens won't be able to ticket if no lines are down. There is a safety implication around lining.</p>	<p>Level II 12 Dec 16 Management Response to Level 1 Question above re Who will fund? : Work is being done at the moment in discussion with Estates Management.</p> <p>Level II 19 Dec 16 JJ is still awaiting feedback from Richard Gelder, it one of PTH savings, and management. Asset Management and the Service manager have had a liaison meeting and we will be providing a more detailed answer. The saving might not be as large as predicted</p> <p>Level II 9 Jan 17 Management advised the breakdown of saving for Stockbridge accommodation is: Staff Accommodation £11,000 and remaining is £18,000</p> <p>Level II 24 Jan 17 Management stated they would review the document with specific regard to the Statutory Requirements and Safety aspect and will provide a response. Management advised that Statutory obligations can be delivered at many levels.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R8	Planning Transportation & Highways	<p>Increase fine income by increasing enforcement of contraventions by statutory undertakers of the Yorkshire Common Permit Scheme. Council has a statutory duty under the Traffic Management Act 2004 to coordinate road works to ensure traffic moves efficiently around its networks. Council has sought powers from the Sec of State to introduce a permit scheme on key transport corridors. This will provide income from both the applications for permits to carry out works on the highway & from the statutory powers to fine utility companies that breach the scheme.</p> <p>Income from permit applications is used to cover staff costs of operating the scheme. Council must review its fee income every year to ensure that surpluses are not accruing & costs are not exceeding income. Where either of these conditions occur it must adjust its fee charges every third year to reflect operational realities.</p>	N/A	30,000	70,000	100,000	N/A	0.00	0	0	0	0	0	Corporate Level 1 -07.12.16	<p>Corporate Level 1 - 07.12.16 - Management response:</p> <p>Looking to act on right to fine breaches & raise income of £100K over 2 years.</p>
														No questions from TU'S	
4R8	Continued Level II													<p>Level II 12 Dec 16 No Questions from staff side</p> <p>Level II 19 Dec 16 No questions from staff side</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 No further comment from management</p> <p>Level II 19 Dec 16 No further comment</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>
4R9	Planning Transportation & Highways	<p>Reduce Area Committee Highways support: Introduce an alternative Governance structure for consideration of all highway related matters rather than the current Area Committee structure thereby reducing the officer numbers required to effectively service committees. In addition this proposal recommends that elements of non-casualty led works & requests for service delivery are either stopped or charged for at cost rates.</p>	£0.3m	0	124,000	124,000	40%	31.37	34	0			9	<p>Corporate Level 1 - 07.12.16</p> <p>Unite - Who will provide the information & when?</p>	<p>Corporate Level 1 -07.12.16 - Management response:</p> <p>A number of authorities are looking for new arrangements to prevent duplicate applications where cross boundaries roads. This will lead to a reduction in staff in 2018/19</p> <p>Further information on 3 proposals will be available for discussion throughout consultation.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R9	Continued Level II													<p>Level II 12 Dec 16 No Questions from TU's</p> <p>Level II 19 Dec 16 UNISON SGM asked if we will be consulting with Legal and Democratic services.</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 Management commented there are issues regarding Committee Secretariat in this proposal which will be considered during the consultation</p> <p>Level II 19 Dec 16 Yes - consultation will be covered with Committee Secretariat in Legal and Democratic Services</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>
4R10	Economy & Development	<p>Payment reduction - Capital Team. £50,000 will be taken from the budget in 2017/18 to reduce it to £1.8m by a combination of savings due to salary savings & a reduction in facilities management & other charges. In 2018-19 the final payment of £50,000 will have been made by the Council for the temporary classrooms at Ryecroft primary School & this money can be released as a saving.</p>	£1.8m	50,000	50,000	100,000	5%	0.00	0 0	0	0	0	0	<p>Corporate Level 1 - 07.12.16</p> <p>No questions from TU's</p>	<p>Corporate Level 1 - 07.12.16 - Management</p> <p>Management will come back with further details on how staffing reductions may be achieved given proposal to reduce by £100K in 2 years.</p>
4R10	Continued Level II													<p>Level II 12 Dec 16 No questions from TU's</p> <p>Level II 19 Dec 16 No questions from TU's</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 Management clarified: There are no staffing reductions, posts have been deleted from previous savings and when the temporary classrooms are removed.</p> <p>Level II 19 Dec 16 No further comment</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 All questions have been previously answered.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R11	Planning Transportation & Highways	Introduction of limited lighting hours/switch off street lights on non-principal roads. This proposal is to arrange for the introduction of limited lighting hours or switch off of street lighting on non-principal road network to save energy costs. Typical non-lit hours could be 12am - 05am. Proposals for groups of streets to be included in any switch off zone would need to be developed in accordance with appropriate standards including assessment of road traffic collision data, criminal activity & infrastructure condition/type etc.	£1.4m	50,000	60,000	110,000	8%	0.00	0	0	0	0	0	<p>Corporate Level 1 - 07.12.16</p> <p>Unite - Does this includes buildings?</p> <p>Unite - concerned about attacks on women etc.. - what about lights on top of MMT?</p> <p>Unison - Are you working with Police?</p>	<p>Corporate Level 1 - 07.12.16 - Management response:</p> <p>No staffing implications. Looking to reduce time on for street lights.</p> <p>No - just street lighting.</p> <p>Management will consider this.</p> <p>Yes - consideration given to crime rates, CCTV etc..</p>
4R11	Continued Level II													<p>Level II 12 Dec 16 UNISON asked about lights on the clock tower on City Hall</p> <p>Level II 19 Dec 16 No questions from TU's</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 Management responded re Level 1 and Level II Questions: This proposal is not about buildings it covers street lights. There are avoidance criteria in place to consider the needs of vulnerable groups. Management will consider the timings of lights on MMT and City Hall but as these are LED saving will not be significant. The lights on City Hall are part of the ambient lighting for the area. The Police are part of the consultation regarding street lighting hours.</p> <p>Level II 19 Dec 16 Management clarified it is just street lighting but we would look if there is any saving from building lighting.</p> <p>Level II 24 Jan 17 No comment</p>
4R13	Economy & Development	Businesses starting up, growing & investing - Economic Development: Proposal is: £70,000 to be removed from the £320,000 City Park sinking fund, further reducing the maintenance fund for major works to £250,000. Reduce match funding of £72,500 for European Strategic Investment Fund programmes & projects. Remove support for the Bfunded community funding information website saving £8,000. Financial & officer support will cease in 2018 & a transfer to third sector partners is under negotiation. Remaining areas of work will be reduced to meet new priorities around Inclusive Growth & increasing our business rates income.	£2.2m	150,500	0	150,500	7%	0.00	0	0	0	0	0	<p>Corporate Level 1 - 07.12.16</p> <p>No questions from staff side.</p>	<p>Corporate Level 1 - 07.12.16 - Management response:</p> <p>Management to provide further detail on how reductions will be met through vacancies.</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R13	Continued Level II													<p>Level II 12 Dec 16 No questions from staff side</p> <p>Level II 19 Dec 16 Noted No questions from TU's</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 Management confirmed that restructure issue will be dealt with at Level III</p> <p>Level II 19 Dec 16 Business starting up, growing and investing Economic Development – management SON noted a Level III could not be arranged for last week and due to leave commitments this cannot be scheduled until 29 December. SON will liaise with Clare Wilkinson to determine if the meeting can go ahead without her attendance. SON also noted that management will be meeting next Friday 30 December to go through the comments received.</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>
4R18	Economy & Development	Housing - Homelessness Private Rented Housing Development Officer: Delete the vacant post of Private Rented Housing Development Officer.	£1.9m	32,000	0	32,000	2%	0.00	0	0	0	1		<p>Corporate Level 1 - 07.12.16 No questions from TU's</p>	<p>Corporate Level 1 - 07.12.16 - Management response: To delete vacant post</p>
4R19	Continued Level II													<p>Level II 12 Dec 16 No questions from TU's</p> <p>Level II 19 Dec 16 No questions from TU's</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>	<p>Level II 12 Dec 16 No further comment from Management</p> <p>Level II 19 Dec 16 No further comment from Management</p> <p>Level II 9 Jan 17 No comment</p> <p>Level II 24 Jan 17 No comment</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R19	Economy & Development	Housing - Increase Income Generation from Agency Fees: To increase fee income for the Housing Operations service from agency fees by £44,000. The increase in fee income is achievable due to the current levels of demand & delivery of Disabled Facilities Grants (DFG's). The Housing Service which administers DFG's offers an agency service to procure & manage works on the clients behalf. In 2015-16 87% of clients chose to use the agency service & the number of referrals for DFG continues to increase year on year. In 2015-16 Housing received 603 new referrals for DFG compared to 357 in 2013-14 & 489 in 2014-15.	£1.0m	0	44,000	44,000	4%	43.00	48	0	0	3		Corporate Level 1 - 07.12.16 No questions from TU's	Corporate Level 1 - 07.12.16 - Management response: No impact on staff.
4R19	Continued Level II													Level II 12 Dec 16 No questions from TU's Level II 19 Dec 16 No questions from TU's Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment	Level II 12 Dec 16 No further comment from Management Level II 19 Dec 16 No further comment from Management Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment
4R20	Planning Transportation & Highways	Sustrans promotes young people travelling to school actively and/or sustainably: This budget saving proposal is phased over 2 financial years commencing in 2018-19 to allow for discussions with schools involved in supporting the programme. The first change in 2017-18 would be to no longer accept new schools onto the programme with existing schools provision being phased out over the following years of this budget proposal.	£0.056m	0	28,000	28,000	50%	0.00	0	0	0	0		Corporate Level 1 - 07.12.16 Unite - This isn't in line with the Council Plan. By 2020 Bradford will have the youngest population & such projects should be supported.	Corporate Level 1 - 07.12.16 - Management response: Procured service to encourage children to walk to school etc.. Is to cease. Management noted their concern.
4R20	Continued Level II													Level II 12 Dec 16 No questions from TU's Level II 19 Dec 16 No questions from TU's Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment	Level II 12 Dec 16 Management noted concerns raised at Level 1 and will respond re sustainable travel. Level II 19 Dec 16 Management confirmed there is not a specific line in the Council plan concerning active travel Level II 9 Jan 17 No comment Level II 24 Jan 17 No comment
4R21	Planning Transportation & Highways	Road Safety training programme in schools; The Road Safety Team operates on a district wide basis. Staff & financial resources are allocated to Education, training & publicity programmes based on priorities identified for greatest impact on casualty reduction. This reduction would result in a net reduction of staff resources available for this type of work. The proposal would reduce the funding	£0.3m	0	62,500	62,500	24%	7	9	0	1	0		Corporate Level 1 - 07.12.16 No questions from TU's	Corporate Level 1 - 07.12.16 - Management response: No additional information provided.

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R21	Continued Level II													<u>Level II 12 Dec 16</u> No questions from TU's <u>Level II 19 Dec 16</u> No questions from TU's <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment	<u>Level II 12 Dec 16</u> No further comment from Management <u>Level II 19 Dec 16</u> No further comment from Management <u>Level II 9 Jan 17</u> No comment <u>Level II 24 Jan 17</u> No comment
		TOTAL	£49.60m	1,586,500	1,752,700	3,339,200		126.37	136	44.4	15.0	27			

Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees					TU Feedback	Management Information/Response
								Current		Likely FTE Reductions		Vacs.		
								FTE's	Head count	2017/18	2018/19			
4R1	Estates & Property	Industrial Services Group: Is a trading service currently running at a cost to the Council. The proposal is to reduce the staffing structure to suit the present workloads starting with bringing the service back into line with the base budget. Further changes and reductions will be made to bring the service back to a nil operating budget.	£0.04m	0	43,300	43,300	100%	39.00	44	19	3	4	<p>Corporate - Level 1 - 07.12.16</p> <p>Unite - Spreadsheet shows 100% reduction. Is the intention to close the service entirely?</p> <p>Unite - Are these disabled staff?</p> <p>Unite - Can information be provided on the length of any temporary contracts?</p> <p>Unite - Is the Council using ISG?</p>	<p>Corporate Level 1 - 07.12.16 - Management response:</p> <p>Management advised that this function is running at a cost to the Council and needs to be addressed. Windows cannot be made competitively due to improvements in technology within the private sector. This will therefore impact on staff within the service.</p> <p>No - this is not clear on spreadsheet - we will provide further detail.</p> <p>Yes - We are trying to safeguard disabled. Proposing not to renew any temporary contracts.</p> <p>Management agreed to provide detailed information.</p> <p>Wherever possible on capital projects. The challenge is if it is acceptable in terms of planning & design. Incommunities stopped their contract with the service 3 years ago & has now to go via tender process.</p>
4R1	Continued Level II												<p>Level II 12 Dec 16</p> <p>No questions from TU's</p> <p>No questions from GMB or UNISON</p> <p>Level II 19 Dec 16 - Noted. No questions raised from UNISON OR GMB</p>	<p>Level II 12 Dec 16</p> <p>Management - Clarification needed regarding the 100% reference in reduction column. Management will respond to the questions raised at Level I.</p> <p>Level II 19 Dec 16</p> <p>Management clarified the £43,000 saving is 100% as it removes all the budget currently supporting the</p>
4R12	Estates & Property	Increasing the profitability of the FM service for schools: Increase trading surplus of Schools Catering & Cleaning by up to 10% by driving up sales & price reviews whilst being mindful of the need to maintain value for money & retain existing client base. Additional work is on-going to assess the option of these service being provided via various alternative delivery models.	£0.7m	30,000	35,000	65,000	9%	0.00	0	0	0	to be a large saving.	<p>Corporate Level 1 - 07.12.16</p> <p>Unison - This used to provide service to most of West Yorks. What is the strategy to increase trading?</p> <p>Unite - Used to trade across WY & beyond including as far as Newcastle. Is the plan to attract this business again?</p> <p>Unison - No fit for delivery - needs investment at Laisterdyke.</p> <p>GMB - There is no detail on vacancies?</p>	<p>Corporate Level 1 - 07.12.16 - Management response:</p> <p>Management looking to increase trading by 10%</p> <p>We are looking to win back schools that have converted to academy status.</p> <p>No plan for an alternative trading model to trade outside of Bradford.</p> <p>A programme of refurbishment has just been put forward.</p> <p>Management will bring this information up to date for future meetings.</p>

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Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R12	Continued Level II													<p><u>Level II 12 Dec 16</u> No questions from TU's</p> <p><u>Level II 19 Dec 16</u> No questions from TU's</p>	<p><u>Level II 12 Dec 16</u> Management response to Level 1 Questions: It was a previous decision by the Leader and members to limit trading to the Bradford district, not to trade outside the district. A programme of refurbishment has been put forward for Laisterdyke. There are a number of vacancies and a high level of churn in this part of the service, cleansing of the vacancy list is being done to remove positions that have been deleted due to TUPE transfers..</p> <p><u>Level II 19 Dec 16</u> No further comment from management</p>
4R14	Estates & Property	<p>Manage the operational and investment estate. Proposal in changes in the management of: The Council's operational & investment estate Delivery of the capital receipts programme Community Asset Transfers & Assets of Community Value. One public estate programme. This aims to make the best use of the Councils & public sector partners estate working with the VCS. We will also seek investment in non-operational property to generate surplus income. The proposal targets £260,000 gross cost reductions & £250,000 additional surplus income. Overall it is proposed to increase surplus income to £1million pa by 2020.</p>	N/A	270,000	240,000	510,000	N/A	38.00	38	10.4	0		8	<p><u>Corporate Level 1 - 07.12.16</u> No questions from TU's</p>	<p><u>Corporate Level 1 - 07.12.16 - Management response:</u> Management to come back with further detail in respect of restructure</p>
4R15	Continued Level II													<p><u>Level II 12 Dec 16</u> No questions from TU's</p> <p><u>Level II 19 Dec 16</u> No questions from TU's</p>	<p><u>Level II 12 Dec 16</u> Management stated the staff numbers need checking and we will come back on these.</p> <p><u>Level II 19 Dec 16</u> Management confirmed the FTE's were 38 and headcount were 38 the spreadsheet is amended to reflect this</p>

Ref	Service	Proposal Definition	2016-17	2017-18	2018-19	Total	%	FTE's	Head count	2017/18	2018/19	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R15	Estates & Property	Facilities Management Operational cost reductions: Allowing for planned release of Future House & Jacobs Well & further estate rationalisation reflecting the continued contraction of the organisation. Operational estate costs including cleaning will fall.	£4.5m	0	100,000	100,000	2%	130.00	0	0	1			Corporate Level 1 - 07.12.16 No questions from TU's	Corporate Level 1 - 07.12.16 - Management response: No immediate staffing impact, further details to be provided.
4R15	Continued Level II													Level II 12 Dec 16 No questions from TU's Level II 19 Dec 16 No questions from TU's	Level II 12 Dec 16 No further comment from Management Level II 19 Dec 16 No further comment from Management
4R15	Estates & Property	Facilities Management - Operational Savings; Planned reductions in facilities management will take the current net budget down from £3.9m to £3.8m. A further reduction in future years is likely but would be dependent on the Council's estate shrinking further.	£3.2m	0	100,000	100,000	3%	171.00	0	0	3			Corporate Level 1 - 07.12.16 UCATT - Told by Paul Egan that work is increasing.	Corporate Level 1 - 07.12.16 - Management response: This is planned savings in reactive & planned maintenance of assets. No staffing impacts. This is reactive management of estates. There are a lot of teams involved in capital projects.
4R16	Continued Level II													Level II 12 Dec 16 No questions from TU's Level II 19 Dec 16 No questions from TU's	Level II 12 Dec 16 No further comment from Management Level II 19 Dec 16 No further comment from Management
4R17	Estates & Property	Facilities Management - Manage New Energy Projects and utilities : Sharper procurement & control of utilities to all Council buildings, managing carbon & statutory annual carbon emissions reporting & the current energy efficiency capital programme will all deliver savings. The energy industry is forecasting 35% energy price inflation by 2020, due to increased non-commodity price increases, grid/network costs etc. It is anticipated that there will be a commensurate reduction in the size of the estate during this period, allowing offsetting savings.	£4.6m	0	50,000	50,000	1%	0.00	0	0	0	0		Corporate Level 1 - 07.12.16 No questions from TU's	Corporate Level 1 - 07.12.16 - Management response: No impact on staff.
4R17	Continued Level II													Level II 12 Dec 16 No questions from TU's Level II 19 Dec 16 No questions from TU's	Level II 12 Dec 16 No further comment from Management Level II 19 Dec 16 No further comment from management
		TOTAL	£49.60m	300,000	568,300	868,300		378.00	82	44.4	15.0	27			

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Ref	Service	Proposal Definition	Net Budget 2016-17	Saving 2017-18	2018-19	Total	Reduction %	Employees				Vacs.	VR Req.	TU Feedback	Management Information/Response
								Current FTE's	Head count	Likely FTE 2017/18	2018/19				
4A1	Adult and Community services	The latest stats from Projecting Older People Population Information (POPPI) and Projecting Adult Needs and Service Information (PANSI) projects a 2% yearly increase in the number of service users up to 2030. The challenge is to change the culture in adult social care and with the NHS to move from a dependency model (deficit based, fixing people) to one that promotes independence and resilience (strength based model, focus on what people can do and positive risk taking so people can live their lives to the full).		8,000,000	8,000,000	16,000,000				0	0				There are no proposed staffing reductions however there will be a reprofiling exercise of the workforce
															14.12.16 - Management explained this will be broken down into individual projects with some funding coming from Corporate Transformation fund. Decisions will be made after the proposals have been accepted. Reductions in staff will be replaced by demand management.
														04.01.17 Unions advised they have no objections to the proposals but concerns regarding the amount of money to be saved	04.01.17 - Management are already thinking about the savings and based on research and evidence at other local authorities are confident they are achievable
4PH2	Public health - Substance Misuse	The substance misuse service provides a number of recovery- focused services in the prevention, reduction and treatment of drug and alcohol misuse and its associated harms for individuals, families and communities. The budget for substance misuse services will be reduced through a combination of redesign and re-commissioning of services and services ceasing		1,169,000	1,634,000	2,803,000				0	0				
														14.12.16 - Unions raised no concerns	14.12.16 - Management confirmed this was against external contracts and will focus on retargeting of provision.
														04.01.17- Unions raised no concerns	
4PH3	Public health - Sexual Health	The Sexual health service provides open access to Bradford residents to all forms of Contraception, Sexually Transmitted Infection testing and treatment, information and support, allowing easy access to services by giving them the choice of either appointment or access to drop-in clinics across the district. The budget for the service will be reduced through a combination of redesign and review of services and other services ceasing.		70,000	25,000	95,000				0	0				

4PH6	Public Health - Physical Activity, Food and Nutrition	Under the 'Tier 1 VCS Budget' the Health Improvement Team currently provides grants to 24 VCS organisations which deliver a range of interventions including activities such as 'cook & eat' programmes, physical activity sessions for inactive adults and children, food growing activities and breastfeeding support. These grant agreements come to an end on 31 March 2017 and will not be extended. When this service ceases it will result in an annual saving of £1m.		1,000,000	0	1,000,000			0	0							
															14.12.16 - Unions raised no concerns	14.12.16 - Management confirmed this was against external contracts and will focus on retargeting of provision.	
															04.01.17- Unions raised no concerns		
4PH7	Public Health - Small Grants (Wider Determinants)	The Public Health department funds VCS organisations through the small grants scheme, to deliver a range of interventions addressing broader public health outcomes including sexual health, smoking cessation, cancer awareness, teenage pregnancy and healthy lifestyles interventions. These grant agreements come to an end on 31 March 2017 and will not be extended. When this service ceases it will result in an annual saving of £101,000.		101,000	0	101,000			0	0							
															14.12.16 - Unions raised no concerns	14.12.16 - Management confirmed this was against external contracts and will focus on retargeting of provision.	
															04.01.17- Unions raised no concerns		
4PH8	Public Health - Warm Homes Healthy People Programme	The Warm Homes Healthy People (WHHP) is a short-term, winter activity based programme which supports those most in need of Winter Warmth services in Bradford and Airedale area. Services offered include food parcels and hampers; cook and eat sessions; big lunches; provision of practical needs such as coats; hats; duvets and emergency heating appliances; small fuel poverty remedies (radiator foils, draft excluders etc), energy efficiency assessments; fuel debt relief; top-ups for prepaid fuel meters and community activity such as snow clearance, befriending schemes etc. The proposal is to reduce this service, resulting in an annual saving of £65,000.		25,000	40,000	65,000			0	0							

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Report of the Strategic Director of Corporate Services to the meeting of the Executive to be held on 7th February 2017.

BC

Subject:

Qtr 3 Financial Position Statement for 2016-17

Summary statement:

This report provides Members with an overview of the forecast financial position of the Council for 2016-17.

It examines the latest spend against revenue and capital budgets and forecasts the financial position at the year end. It states the Council's current balances and reserves and forecasts school balances for the year.

Stuart McKinnon-Evans
Strategic Director – Corporate Services

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Overview & Scrutiny Area:
Corporate

QUARTER 3 FINANCIAL POSITION STATEMENT FOR 2016-17

1.0 INTRODUCTION

This report is the third monitoring report presented to Members on the Council's 2016-17 financial position. It provides an early indication of the revenue and capital financial position of the Council at the 31st March 2017.

The report covers

- The forecast outturn of the Council's revenue budget including management mitigations where issues have been identified.
- The delivery of 2016-17 approved budget savings plans.
- A statement on the Council's reserves including movements in the 3rd quarter.
- An update on the Capital Investment Plan.
- An update on Council Tax and Business Rates collection.

2.0 MAIN FINANCIAL MESSAGES

Based on December 31st 2016 projection, the Council is forecasting that spend will be £0.2m above the approved budget of £378.1m, a £5.8m improvement from the forecast position reported at Qtr 2 resulting from stringent actions taken to balance the books. The improved position is mainly due to;

- A £2m improvement on Central budgets to a forecast underspend of £3.2m resulting from lower capital financing costs due to lower than planned capital expenditure and lower interest rate loans.
- A £2.0m reduction in the Health and Wellbeing Services forecast overspend to £3.2m due to a £0.8m improvement in Purchased Care, £0.7m utilisation of non-recurrent funding and £0.5m of further underspends across the department.
- A £0.6m increase in the Department of Finance underspend to £1.2m, due mostly to further reductions in IT costs following the end of the IBM contract.
- £1.2m of smaller scale improvements shared across Human Resources, Children's Services, Regeneration, and Non Service.

Despite the significant improvement in the forecast position, there are however a number of material budget variances within services. These include.

- The Department of Health and Wellbeing (formerly Adult Services and Public Health) are forecast to overspend the £120.7m net expenditure budget (£203.5m Gross Budget) by £3.2m. This is caused mainly by a £3.9m forecast overspend on Purchased Care; a £0.8m underachievement of service user income, a £0.4m recurrent overspend on the BACES equipment service, £0.2m overspend on No Recourse to Public Funds, £0.3m on Deprivation of Liberty Safeguards (DOLS), offset by underspends of £2.2m across the department. Public Health is also forecast to underspend by £0.2m and deliver savings as planned as outlined. Section 5.1 provides further detail.
- Children Services are forecast to overspend the £80.9m net expenditure budget (£545.5m Gross budget) by £2.9m (£3.1m at Qtr 2). The forecast overspend is mainly within Looked After Children Purchased Placements, and Fees and Allowances paid for other Children requiring support. The overspend in

Children's Social Care services is underpinned by a 9% increase in children coming into care. This rise is 23% nationally. Section 5.2 provides further detail.

- The forecast overspends in Adults and Children's Social Care services linked to high demand outlined above, are partly mitigated by forecast underspends in other departments.
- Regarding the £45.6m budgeted savings that are included in the budgets outlined above, there are risks associated with the underachievement of a number of plans and it is forecast that £8.7m of savings will not be delivered as intended. The main underachieved savings are linked to Health and Wellbeing - Adult Services (£3.3m), Transport Assistance (£3.0m), Looked After Children (£1.8m), a number of smaller underachievement's that are outlined in section 4.2 – Delivery of budget savings proposals. One of the aims of this report is to flag these so that necessary action can be taken.
- A fuller analysis of the main departmental variances to budget are outlined in section 5 - Service commentaries. Actions taken between now and the end of the financial year, together with additional issues that might arise, such as the need to provide for future redundancy and pension costs will affect the ultimate outturn position. Any overspend at the year end would have to be funded from Council Reserves.
- At 31st December allocated and unallocated reserves stand at £150.4m of which £116.6m relate to the Council and £33.8m relate to Schools.
- During 2016-17 there has been a net reduction in total reserves of £17.3m including £11.4m of reserves to support the 2016/17 budget.
- Unallocated reserves currently stand at £13.8m as a contingency reserve which is equivalent to 3.6% of the Council's net budget (or just 1.6% of the Council's gross budget excluding schools).
- The budget consultation document published in December 2016 indicated that there would be a further call on reserves over the next four years of £19.4m. Given that the Council is operating in a challenging climate, with reduced resources and increased demand, the budget proposals are looking to re-designate existing earmarked reserves to provide for redundancy costs, transformation funding and to close the budgetary gap due to timing differences.
- It is worth noting:
 - This class of reserves can cushion less and less the impact of the revenue budget deficit
 - There are significant residual risks to the delivery of the proposed savings
 - Having very constrained reserves provides limited resource to finance non-recurrent invest-to-save, transformational activity or respond to unforeseen events.
- The table below shows the reduction in Council reserves over the last few years together with the projected use of reserves as outlined in the budget proposals. The table illustrates how Council reserves are planned to reduce by 33% as we move towards 2021. A reduction that is inclusive of a 59% reduction in unallocated reserves which has already been made by the end of 2016-17.

Recent use of Council reserves and forecast use to 2021

Date	Unallocated £m	Earmarked £m	Total Council £m
31/03/2015	33.7	112.1	145.8
31/03/2016	19.9	114.1	134.0
Forecast use to 2021	13.8	83.6	97.4
% Reduction 31/03/2015 to 2021	59%	25%	33%

Source - Proposed Financial Plan 2017/18 – 2020/21 Executive Report 6 December 2016

- Regarding Capital Expenditure, the profiled resource position for 2016-17 for the Capital Investment Plan (CIP) stands at £80.2m with £39.9m incurred at 31st December. Section 7.0 provides further detail.
- Since the Qtr 2 report, £17m has been added to the Capital Investment Plan in future years to fund the Bereavement Strategy that will provide long term and sustainable Bereavement Service infrastructure. A report outlining the Strategy was presented to Executive Board on the 8th November 2016.
- Regarding Council Tax, by statute the Council will receive its £159.9m budgeted share of Council Tax in 2016-17, with any difference in the actual amount collected carried forward into 2017-18. A surplus of £2m is projected in 2016-17, helping the 2017-18 budget by the same amount.
- By the end of the Qtr 3 the Council had collected over 3 Qtrs (75.25%) of the £146.24m of the value of Council Tax bills. This is both above target (74.9%) and a marginal improvement on the same stage last year.
- Also by statute the Council in 2016-17 will receive its £74.1m budgeted share of Business Rates from the Collection Fund with any difference in the actual amount collected carried forward into 2017-18. A deficit of £5.8m is projected in 2016-17 causing an equivalent pressure to the 2017-18 budget.
- The shortfall is caused by the impact of successful appeals, which require the Council to pay out refunds and reduce on-going Business Rate income. For example, appeals caused higher than expected refunds and reductions in rateable values in some city centre areas. A report detailing the calculation of the Business Rates base including an explanation of the lower than forecast Business Rates was presented to Executive on 10/01/2017.
- At 31 December 2016, the Council had collected £118.3m (78.35%) of the value of Business Rates bills for the year compared with £115.2m (79.21%) at the same point last year. The reduction in the % of total bills collected is in part due to changes in rateable value for several large value properties resulting in payments not being collected in the month and the payment plan being recalculated over the remainder of the year. Whilst this has improved since September's report the knock on effects will continue to the end of the year.

3.0 COUNCIL REVENUE FORECAST

2016-17 Revenue Budget

The Council's approved net revenue budget of £378.1m is forecast to overspend by £0.2m. The budget is after £45.6m of service and non service budget savings.

3.1 2016-17 Revenue Forecast as at 31st December 2016

	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Services to the public & businesses									
Health and Wellbeing	203.5	206.2	2.7	82.7	82.3	0.5	120.7	124.0	3.2
Children's Services	545.5	549.0	3.5	464.6	465.2	-0.6	80.9	83.8	2.9
Environment & Sport	91.2	92.4	1.2	45.1	46.5	-1.3	46.0	46.0	-0.1
Regeneration	85.2	83.2	-2.1	46.2	44.4	1.7	39.1	38.7	-0.3
Revenues & Benefits	178.3	189.9	11.6	175.0	186.8	-11.8	3.3	3.1	-0.2
Total services to the public & businesses	1,103.7	1,120.7	17.1	813.6	825.2	-11.6	290.1	295.5	5.5
Support services and non service									
Chief Executive	4.5	4.3	-0.2	0.1	0.1	0.0	4.4	4.1	-0.2
City Solicitor	8.4	7.9	-0.4	2.2	2.1	0.1	6.2	5.9	-0.3
Human Resources	7.9	7.7	-0.2	1.9	2.1	-0.2	6.0	5.6	-0.4
Finance (Excluding Revenues & Benefits)	20.1	18.9	-1.1	1.9	1.7	0.2	18.2	17.3	-0.9
Non Service Budgets	7.2	7.1	-0.2	1.3	1.4	-0.1	5.9	5.7	-0.3
Total support services and non service	48.0	45.9	-2.1	7.3	7.3	0.0	40.7	38.6	-2.1
Central Budgets & Net Transfers To Reserves	71.4	63.2	-8.3	24.1	19.0	5.1	47.3	44.1	-3.2
Total Council Spend	1,223.1	1,229.8	6.7	845.0	851.5	-6.5	378.1	378.3	0.2

4.2 Delivery of Budgeted Savings proposals

The combined budget savings of £45.6m in 2016-17 (£44.6m approved by Council in February 2016¹, and a further £1.0m Government cut to the Public Health Grant) brings the total savings the Council has had to find in the six years following the 2010 Comprehensive Spending Review (CSR) to £218.3m.

Table 2- Year on Year savings since 2010 CSR

	£m
2011-12	48.7
2012-13	28.5
2013-14	26.1
2014-15	31.8
2015-16	37.7
2016-17	45.6
Total savings	218.3

In tracking progress made against each individual saving proposal, £36.9m (81%) of the £45.6m is forecast to be delivered, leaving £8.7m that is forecast not to be delivered.

Saving Tracker

Service	Original Budgeted Savings	Revised Savings ²	Forecasted Variance at Qtr. 3
Health and Wellbeing (Formerly Adult Services and Public Health)	13.9	14.0	3.3
Children's Services	3.2	3.7	1.8
Regeneration	4.1	4.3	0.7
Environment & Sport	3.2	3.5	0.0
Director of Finance	7.1	7.2	0.0
City Solicitor	0.0	0.0	0.0
Chief Executives Office	0.2	0.2	0.0
Director of Human Resources	0.7	1.0	0.0
Non Service Budgets and cross cutting	10.2	8.8	0.0
Travel assistance	3.0	3.0	3.0
Total	45.6	45.6	8.7

The forecast underachieved savings is higher than it has been in prior years reflecting the increased difficulty of delivering savings.

	Budgeted Savings £ms	Underachieved Savings £ms
2013/14	26.1	4.4
2014/15	31.8	2.3
2015/16	37.7	4.9
2016/17 (Forecast)	45.6	8.7

The main planned savings that are at risk of not being delivered in full are:

¹ £27.4m of savings agreed in Feb 2015 that impact on 2016-17 budget, and £17.3m of additional savings agreed in Feb 2016.

² Revised savings include £1.5m of savings linked to Transactional support being allocated to departments from cross cutting, and £0.1m of savings linked to Connexions being implemented by Environment and Sport.

4.2.1 Travel Assistance

- Informed by extensive public consultation, the Executive in June 2015 approved a revised Travel Assistance Policy based on principles and guidance contained in a joint framework between Children's and Adults. The £3m savings reduction in 2015-16 transport assistance was underachieved by £1.8m and there is a further saving of £3.0m in 2016-17.
- A robust action plan for travel assistance has been developed to address the requirement to make savings from this budget. A proposal is currently under consultation for the establishment of a new Travel Assistance Service sited within Children's Services reporting to the Assistant Director for Performance, Partnership and Commissioning. Contact with parents and carers who have expressed interest in personal travel budgets is about to commence, undertaken by staff from Revenues and Benefits team who have expertise in this area. The plan will promote independence and realise savings.
- Additionally, the Council also agreed to allocate £0.6m of investment over 2 years from 2016-17 to support the provision of Travel Training.
- The forecast underachievement of savings is covered by Corporate contingencies in 2016-17.

4.2.2 Health and Wellbeing £14.0m saving, £3.3m forecast underachievement

- The combined saving of £2.0m planned to be delivered by reducing the number of external Older People Residential Care placements by promoting independent living and increasing the number of long stay service users in in-house homes is forecast to be underachieved by £1.4m. Numbers are reducing but not as quickly as planned.
- £0.4m of savings linked to the closure of an in-house residential home are forecast not to be delivered as the home remains open. To mitigate the underachievement £0.4m of reserves have been drawn down whilst the Great Places to Grow Old strategy is implemented.
- Of the £0.7m of savings linked to increased contributions from Adults Service users, £0.7m is forecast to be unachieved. £0.5m of the underachievement is due to an extended consultation period on the recently approved new charging policy, with the remaining £0.2m due to the time taken to review and financially assess Mental Health clients.
- £1m of savings planned to be delivered by renegotiating Adults high cost placements are forecast to be underachieved by £0.1m due to the time taken to review and negotiate costs with providers. The underachievement is not expected to recur in 2017-18.
- £1.5m savings planned to be delivered by Learning Disability commissioning savings are forecast to be underachieved by £0.6m. The savings shortfall in 2016-17 is due to both provider changes and contractual arrangements leading to a delay in implementation. The underachievement is not expected to recur in 2017-18.

- £0.1m saving from increased contributions from the Police and Clinical Commissioning Groups is unachieved as further funding is not available at this point.

4.2.3 Children's £3.7m, £1.8m forecast not to be achieved.

- £0.8m of savings planned to be delivered by reducing the number of Looked After Children by 75 to 800 are forecast not to be delivered as numbers are increasing (from 874 in 2015-16 to 926 at Qtr 3 2016-17).
- £0.6m of savings planned to be delivered by bringing Looked After Children cared for outside of Bradford back into the district are forecast not to be delivered as numbers are increasing.
- £0.4m of savings planned to be delivered by reducing payments to Foster Carers due to a reduction in the number of Looked After Children, and reducing retainer and allowance payments to Foster Carers is forecast to be underachieved by £0.2m due to a delay in the second phase of plans to review care packages.
- Children's services plan to mitigate the overspend on Purchased Placements and Allowances by reviewing the sufficiency and commissioning strategy; Re-commissioning block contracts for residential and fostering provision; reviewing the care plans of all young people in Purchased Placements who can return internally or to an Independent Foster Agency placement, and increasing the capacity of the In-House Fostering Service through training and recruitment.
- £0.6m of savings linked to streamlining the service and staffing efficiencies is forecast to be underachieved by £0.2m. A restructure of Admin services is underway which will generate the saving for 2017-18.

4.2.4 Regeneration £4.3m, £0.7m forecast underachievement

- As at this stage in the reporting calendar there has been no reported change in forecasts since the mid year point. £0.4m of savings planned to be delivered by reducing the number of posts in Development Management and increasing income are forecast to be underachieved by £0.3m. The full year effect of the saving will be achieved in 2017-18 however timing in the restructuring process means fewer posts will have been deleted by the end of 2016-17 than had been initially planned. Consultation has proceeded as planned with staff and trade unions this will allow further progress in delivery of the saving .
- £0.2m of savings planned to be delivered by transferring some functions to the West Yorkshire Combined Authority are not being achieved and progress is dependent on the WYCA 'One Organisation' strategy. Offsetting underspends in planned maintenance and overall cost control help instead to balance the account.
- Of the £0.7m of Highways Asset Management savings, £0.2m is forecast to be underachieved. Originally, the service had expected to be able to reduce the corporate Insurance Premium through expected favourable changes in capping associated legal costs. It also planned to invest to save in Street Lighting. However, the Insurance Premium hasn't reduced as planned, and the invest to save projects will likely result in a phased achievement in the savings overall. Instead, Highways applied a range of mitigating savings in highway maintenance, footway maintenance, traffic signals, depots, vehicles. Most of the savings are on track for a full year saving but the timing means £0.2m will cross over into early 2017-18.

5.0 SERVICE COMMENTARIES

5.1 Department of Health and Wellbeing

- The department of Health and Wellbeing (formerly Adult Services and Public Health) is forecast to overspend the £120.7m net expenditure budget by £3.2m (£5.2m at Qtr 2).
- The forecast overspend is caused mainly by a £3.4m overspend within Adult Services comprising £3.9m on Purchased Care; a £0.8m underachievement of service user income, a £0.4m recurrent overspend on the BACES equipment service, £0.2m overspend on No Recourse to Public Funds, £0.3m on Deprivation of Liberty Safeguards (DOLS), offset by underspends of £2.2m across the department as outlined below.
- The forecast overspend on Adult Services is partly offset by a £0.2m forecast in Public Health.
- The £120.7m Health and Wellbeing net budget above includes £14.0m of 2016-17 budget savings; the forecast is currently showing a 76% achievement of the target, giving a shortfall of £3.3m.

5.1.1 Health and Wellbeing – Adult Services

	Gross Expenditure			Income			Net Expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Adult Services									
Purchased Care	98.2	102.1	3.9	16.8	16.8	0.0	81.4	85.3	3.9
Community Care Services	10.1	10.0	-0.1	8.3	8.4	-0.1	1.8	1.6	-0.2
In-house Residential & Day Care	12.3	12.5	0.2	4.0	4.4	-0.4	8.3	8.1	-0.2
Access, Assessment & Support	13.5	12.9	-0.6	2.7	2.8	-0.1	10.8	10.1	-0.7
No Recourse to Public Funds	0.8	1.0	0.2	0.0	0.0	0.0	0.8	1.0	0.2
Other Operational Services	0.4	0.4	0.0	0.0	0.0	0.0	0.4	0.4	0.0
Non-Residential Charges	0.0	0.0	0.0	3.4	2.6	0.8	-3.4	-2.6	0.8
Commissioned Services	5.9	5.7	-0.2	0.0	0.0	0.0	5.9	5.7	-0.2
Integration & Transition	15.2	15.0	-0.2	2.3	2.1	0.2	12.9	12.9	0.0
Strategic Director	0.9	0.7	-0.2	0.2	0.2	0.0	0.7	0.5	-0.2
Total	157.3	160.3	3.0	37.7	37.3	0.4	119.6	123.0	3.4

5.1.1.1 Purchased Care

- Purchased Care is forecast to overspend the £81.4m by £3.9m; included in this overspend is £2.1m of unachieved savings from an overall Purchased Care savings target of £5.5m.
- In August 2016 a new payment system, Controc, was introduced to process payments to care providers. As with many new systems there have been a number of early implementation issues, particularly with regards to the coding of expenditure and the reports produced to forecast activity and expenditure. Therefore, the forecast at Qtr 3 comes with a degree of caution regarding the activity and its impact on the forecast. Work is on-going to develop the reporting features of the new system to aid the forecasting model and produce activity data.

5.1.1.2 Older People (OP) Purchased Care

- The table below shows that Older People services are providing higher levels of Community Care (Home Care, Direct Payments), and less Residential and Nursing Care in line with the departments strategy.

	2013-14	2014-15	2015-16	2016-17 Forecast
Average Older People Residential Population	1,000	980	943	905
Average Older People Nursing Population	403	488	346	351
Total Residential and Nursing	1,403	1,468	1,289	1,256
Average Older People in receipt of Homecare	1,378	1,425	1,426	1,472
Average Older People in receipt of Direct Payments	88	96	104	129
Total Community Care	1,466	1,521	1,530	1,601
Total	2,869	2,989	2,819	2,857

- Despite the positive direction of travel regarding the strategy, Older People Purchased Care is however forecast to overspend the £23.1m net expenditure budget by £1.8m. The breakdown of the expenditure is as follows:
 - Older People Residential Fees** is forecast to overspend the £8.7m net expenditure budget (£14.9m gross expenditure budget) by £1.2m due to the delay in fully achieving the £2m 2016-17 budget savings from:
 - Promoting independent living (£1.2m)
 - Increasing the number of long stay service users in in-house homes (£0.8m).
 - Activity data is indicating a 1,960 reduction in the number of bed weeks purchased to 47,086 compared to 2015-16. This is as a result of increases in in-house long stay beds (+19 clients to 71), with the remainder due to promoting independent living.
 - Consequently £0.3m of the £0.8m saving, and £0.3m of the £1.2m saving are forecast to be delivered, leaving a £1.4m aggregate underachievement.
 - To reduce demand to achieve the saving target level the service is working closely with the NHS to ensure that at discharge from hospital all clients are accessing reablement services before any appropriate long term service is agreed. The service manager is also closely monitoring the number of placements being made.
 - Older People Nursing Fees** is forecast to underspend the £5.6m net expenditure budget by £0.4m due to a forecast reduction of 1,374 weeks to 19,626 weeks in 2016-17. This underspend position is helping to offset the pressure on residential fees.
 - Older People Home Support** is forecast to overspend the £9.4m gross expenditure budget by £0.5m. It is part of the department's strategy to decrease typically more costly older people residential placements and increase homecare provision in the community.
 - Older People Direct Payments** is forecast to overspend the £0.9m net expenditure budget by £0.3m due to a forecast increase of 26 in the average population to 129 in 2016-17. Despite the overspend, this is a positive direction of travel in line with the

strategy of increasing the use of direct payments to give more choice to service users. To increase the numbers of direct payments the department is currently working on providing a specification for service users setting out the brokerage service options for those wishing to have a direct payment.

- **Older People Respite** is forecast to overspend the £0.3m net expenditure budget by £0.2m due to an increase in the number of respite nights purchased in the independent sector as a result of the service been unable to place clients in internal respite beds, as they are being utilised for long stay clients.

5.1.1.3 Physical Disabilities (PD) Purchased Care

- Physical Disabilities are forecast to underspend the £6.9m net expenditure budget by £0.6m. This is mainly as a result of a significant reduction in home care hours due to the work Occupational Therapists helping reduce the number of double-ups (home care sessions requiring two home care staff) provided by advising on equipment use to promote independence.

	2013-14	2014-15	2015-16	2016-17 Forecast
Average PD Residential Population	88	83	85	77
Average PD Nursing Population	59	56	55	53
Average PD Population in receipt of Homecare	242	237	203	223
Average PD Population in receipt of Direct Payments	133	133	132	137
Total	522	509	475	490

5.1.1.4 Learning Disabilities (LD) Purchased Care

- The table below demonstrates the large increase in the number of Learning Disability clients supported. The table also shows a positive direction of travel regarding the strategy of reducing residential and nursing placements and increasing community care services (i.e. Supported Living, homecare, day care and direct payments) that promote independence.

	2013-14	2014-15	2015-16	2016-17 Forecast
Average LD People Residential Population	134	136	133	131
Average LD Residential Population – block	56	56	56	56
Average LD People Nursing Population	53	53	50	32
Average LD Nursing Population – block contract	12	12	12	12
Total Residential and Nursing Care	255	257	251	231
Average LD People in receipt of Homecare	416	445	501	490
Average LD Day Care Contracts	265	292	352	433
Average LD Supported Living	220	220	217	224
Average LD people in receipt of Direct Payments	266	280	356	396
Total Community Care	1,167	1,237	1,426	1,543
Total	1,422	1,494	1,677	1,774

*Includes Individual Living Funds from 2015-16

- Despite the positive direction of travel the service is forecast to overspend the £44.7m net expenditure budget by £2.2m as detailed below.
- **Learning Disabilities Residential Fees** are forecast to overspend the £8.8m net expenditure budget by £1.3m; of which £1m is due to an overspend on purchased residential fees and £0.3m is due to an underachievement of savings on the residential block contract.
- The £1m LD Residential fees forecast overspend is mainly due to a recurrent overspend from 2015-16 of £0.6m and a further £0.3m due to rising unit costs (+£70 to £1,220 per week) caused by new high costs placements for service users with complex needs.
- To mitigate the overspend the department's dedicated LD reviewing team will continue to review client's packages of care and negotiate costs with providers. The department also works closely with the NHS to share the cost of high cost placements where a client has both health and social care needs.
- **Learning Disabilities Nursing Fees budget** is forecast to overspend the £4.6m net budget by £0.4m. This is due to an increase in costs associated with the transfer of a LD nursing block contract to a new provider. This is not a recurrent overspend; plans are being developed to transform the model of care which will reduce costs over a period of time.
- **Learning Disabilities Home Care** is forecast to balance the £7.7m net expenditure budget. The forecast assumes an increase in costs of £0.1m from 2015-16 outturn. The forecast has significantly improved since Qtr2 which reported £0.9m overspend. The reduction is mainly due to less hours per client per week forecast, however the third quarter forecast has a degree of caution attached due to the new payment system and the volatility of the expenditure.
- **Learning Disabilities Day Care** is forecast to overspend the £8.1m net expenditure budget by £0.2m. Unachieved savings on LD day care procurement amount to £0.3m; the underachievement is not expected to be recurrent and plans are being developed for achievement in 2017-18. This is offset by an underspend of £0.1m on the LD Day Care 'spot contract' forecast (£1.8m gross budget). This forecast has also significantly improved from Qtr 2; the forecast gross expenditure has reduced by £0.6m to £1.8m. As highlighted above there is an element of risk to this forecast due to the implementation of the new system.
- **Learning Disabilities Direct Payments** is forecast to overspend the £3m net expenditure budget by £0.5m due to an increase in the average population of 39 to 396 in 2016-17 in line with the strategy.
- The service is continuing to carry out audits of direct payments, resulting in the recovery of unused funds. The forecast assumes £0.4m will be recovered in 2016-17, which is £0.2m above the target.

- **Learning Disability Supported Living Services** are forecast to underspend the £10.4m net expenditure budget by £0.2m due to accelerated savings on reduced hours and TUPE reductions.

5.1.1.5 Mental Health (MH) Purchased Care

- The table below shows that the Mental Health Purchased Care is relatively static except for increases in homecare and direct payments in line with the strategy.

	2013-14	2014-15	2015-16	2016-17 Forecast
Average MH People Residential Population	131	135	143	139
Average MH People Nursing Population	63	58	50	51
Average MH People in receipt of Homecare	-	141	108	128
Average MH people in receipt of Direct Payments	25	22	21	43
Total	219	356	322	361

- The service is however forecast to overspend the £6.3m net expenditure budget by £0.6m.
- **Mental Health Residential Fees** is forecast to overspend the £2.9m net expenditure budget by £0.3m due to a recurrent pressure from 2015-16.
- The service has a budget reduction of £0.3m from the 2016-17 High Cost Placement savings target of £1m and it is forecast that this will be fully achieved by the year end mainly as a result of review carried out by the MH Reviewing team helping to move clients to independent living with less support required. Without the impact of the reviewing teams both the weeks of care and the unit cost figure would be higher.
- The MH Reviewing Team will continue to review all residential placements, to reduce the cost of care and to move clients onto independent living where appropriate.
- **Mental Health Home Support** is forecast to overspend the £1.1m net expenditure budget by £0.3m due in part to a recurrent pressure from 2015-16 and increases in the number of clients.
- **Drugs and Alcohol** are forecast to underspend the £0.4m net expenditure budget by £0.1m due to 5 fewer clients forecast than the 2016-17 budgeted amount of 13 clients.

5.1.1.6 BACES Equipment Service

- **The Bradford and Airedale Community Equipment Service (BACES)** are forecast to overspend the £0.3m net expenditure budget (£2.7m gross budget, pooled with health) by £0.4m.
- The forecast overspend is a combination of demographic growth; as more clients are supported at home the number of service users requiring support is increasing.

BACES Pooled budget	2015-16 Outturn	2016-17 Forecast
Total Number of Items Lent	36,267	35,887
Total Number of Clients Receiving Equipment	10,392	11,129

- Clients are also presenting with more complex needs which is reflected in the increase in 'special orders' requested for new equipment not previously funded.

Financial year	2012-13	2013-14	2014-15	2015-16	2016-17 Forecast
Expenditure on 'Special Orders' £m's	0.3	0.5	0.7	0.8	0.8

- The service is working closely with health through the BACES Board to put in place plans to reduce expenditure where possible. These include reviewing the equipment provided and a panel has been introduced from October 2016 to review both Council and NHS special order requests.
- The service is also looking into the possibility of appropriate items being funded from the Disabled Facilities Grant (DFG) capital budget to reduce pressure on the revenue budget.

5.1.1.7 Non-Residential Income

- The service is forecast to under-achieve the £6.4m net income budget by £0.8m, due to £0.7m of unachieved savings and a £0.1m recurrent pressure due to reductions in the numbers of clients charged.
- The new charging policy has been approved, however the £0.5m saving shortfall is due to the extended consultation period and time taken to implement the changes.
- There is a further £0.2m saving relating to reviewing charging arrangement for Mental Health clients which is forecast to be unachieved at Qtr 3. However it is anticipated that this position will improve as MH clients are continuing to be reviewed and will make a contribution following a financial assessment.

5.1.1.8 No Recourse to Public Funds

- The service is forecast to overspend the £0.8m net expenditure budget by £0.2m due to increased numbers of families seeking support.

5.1.1.9 Deprivation of Liberty Safeguards

- The service is forecast to overspend the £0.2m net expenditure budget by £0.3m. This overspend is due to the costs of the service carrying out increased assessments and also the costs associated with the medical assessments carried out by doctors. Activity data to 31st December 2016 shows an increase in Best Interest Assessments carried out compared to 2015-16 (+229 to 651 BIA Assessments) and increased Mental Health Assessments (+314 to 765).

5.1.1.10 Compensating Underspends

- There are compensating underspends of £2.2m across the department of which £0.6m relates to staffing as management control costs through vacancies, £0.6m saving from a number of commissioned contracts, £0.3m increased client income to in-house services as more long stay beds are utilised and £0.7m of non-recurrent funding has also been applied.
- All other Adult Services are materially forecast to balance.

5.1.1.11 Mitigating Actions

In order to mitigate the financial pressures the following actions are being taken:

- The Adult and Community Services Management Team when reviewing monthly expenditure will actively review the number of and outcome of individual care packages to ensure that people are getting the most appropriate care to which they are entitled to;
- The current way of working will be strengthened in line with good practice, including assessment, that will proactively build on individuals strengths and assets and transferring activity to local community groups where it makes sense to do so. The Management Team will also be working with front line staff to support further change in the culture in the community social work practices; this will include workforce development.
- Work will continue to be undertaken, in partnership with health colleagues, to integrate health and social care services in line with the Sustainability and Transformation plan so that the demand for social care and health services is controlled and resources are used to support people to go home first, promotes independence for people and support their carers.
- Individual contracts with providers are being renegotiated on the basis of this of this strategy to promote choice and independence in a bid to reduce the cost of the packages of care and the costs of contracts.

5.1.2 Health and Wellbeing - Public Health

The department is forecast to underspend the £1.1m net expenditure budget (£46.1m gross budget) by £0.2m and deliver the £1.4m savings as planned.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Public Health Leadership	0.9	1.6	0.7	0.0	0.0	0.0	0.9	1.6	0.7
Information & Intelligence	0.2	0.2	0.0	0.0	0.0	0.0	0.2	0.2	0.0
Nutrition, Obesity & Physical Activity	2.3	2.3	0.0	0.0	0.0	0.0	2.3	2.3	0.0
Drugs Misuse	12.2	12.0	-0.2	0.7	0.7	0.0	11.5	11.2	-0.2
Alcohol Misuse	0.6	0.6	0.0	0.0	0.0	0.0	0.6	0.6	0.0
Tobacco	1.1	1.1	0.0	0.0	0.0	0.0	1.1	1.1	0.0
Dental Public Health	0.7	0.7	0.0	0.0	0.0	0.0	0.7	0.7	0.0
Children 5-19	3.5	3.5	0.0	0.0	0.0	0.0	3.5	3.5	0.0
Health Checks	0.2	0.2	0.0	0.0	0.0	0.0	0.2	0.2	0.0
Sexual Health	4.7	4.6	-0.1	0.0	0.0	0.0	4.7	4.6	-0.1
Emergency Preparedness	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Premises becthe respons	0.1	0.1	0.0	0.0	0.0	0.0	0.1	0.1	0.0
Running Costs	1.3	1.1	-0.2	0.0	0.0	0.0	1.3	1.1	-0.2
Health Protection	1.7	1.7	0.0	0.0	0.0	0.0	1.7	1.7	0.0
Wider Determination	4.9	4.9	0.0	0.0	0.0	0.0	4.9	4.8	0.0
Children's Service (0-5 Year Olds)	10.7	10.7	0.0	0.0	0.0	0.0	10.7	10.7	0.0
Public Health Grant Funding	0.0	0.0	0.0	44.0	44.0	0.0	-44.0	-44.0	0.0
Environmental Health Management	0.5	0.4	-0.1	0.0	0.0	0.0	0.4	0.4	-0.1
Air Quality	0.0	0.1	0.1	0.0	0.1	-0.1	0.0	0.0	0.0
Environmental Health & Transport	0.4	0.2	-0.2	0.2	0.2	0.1	0.2	0.0	-0.1
Total	46.1	45.9	-0.2	45.0	45.0	0.0	1.1	0.9	-0.2

- The in year savings of £1.4m which have been achieved are split between a reduction in funding from the Department of Health (DoH) totalling £1m and Council approved savings of £0.4m.
- The forecasted saving of £0.2m is within the Environmental Health service and largely attributable to vacancy management and running costs.
- The Public Health grant conditions allow for underspends to be carried over into the next financial year as part of a ring fenced Public Health Reserve. As at the end of December 2016, it is forecast that a minimum of £0.4m would transfer to the Public Health Reserve to continue the Self Care project and Health Improvement work. The planned movement to reserves has been incorporated into the forecast.
- As reported in Quarter 2, the total annual funding from the Department of Health is expected to reduce from £44m to £40.7m in 2020-21 and Public Health continue to plan for the reductions.
- Notable Service Transformations that are currently in progress include a new recovery focused substance misuse service which is out to tender, and a review and redesign of HIV support services.

5.2 Children's Services

- Children Services are forecast to overspend the £80.9m net expenditure budget (£545.5m Gross budget) by £2.9m. The forecast overspend is mainly within Looked After Children Purchased Placement and Fees and Allowances paid for other Children requiring support as outlined below. The forecast overspend is inclusive of a £1.8m shortfall in the £3.7m of budgeted savings for 2016-17 as outlined in section 4.2 above.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Directors Office	0.3	0.3	0.0	0.0	0.0	0.0	0.3	0.3	0.0
Schools	371.5	371.6	0.0	380.5	380.5	0.0	-8.9	-8.9	0.0
Children's Specialist Services	58.7	62.6	3.9	3.9	4.3	-0.4	54.8	58.3	3.5
Performance, Commissioning	3.6	3.7	0.0	0.3	0.3	0.0	3.3	3.4	0.0
Education, Employment & Skills	111.3	110.9	-0.4	79.9	80.1	-0.3	31.4	30.8	-0.7
Total	545.5	549.0	3.5	464.6	465.2	-0.6	80.9	83.8	2.9

5.2.1 Children Social Care Service

- Children's Social Care is forecast to overspend the £54.8m net expenditure budget by £3.5m. The overspend is largely attributable to:
 - Increases in the overall numbers of Looked after Children impacting on the cost of Purchased Placements (£1.2m) and Fees and Allowances (£1.3m).
 - The consequent non achievement of a budget saving plan to reduce the number of Looked after Children (£0.8m).
 - The underachievement of a £0.6m budget savings plan to reduce the remaining Looked after Children in typically more expensive external purchased placements to in house care, as numbers are increasing.
- The table below shows the increases in the number of Children receiving support.

Type of Placement	2012-13	2013-14	2014-15	2015-16	2016-17 (Qtr3)
Placed with Parents	90	82	84	86	112
Placed for Adoption	39	53	63	38	26
Friends and Families	201	189	218	206	235
Foster Parents	386	383	349	365	373
Fostering Agencies (Ext)	39	37	32	32	38
Residential Care	60	70	68	63	55
Residential Care (Ext)	40	41	46	50	54
Other *	34	32	37	34	33
Total Looked After Children	889	886	897	874	926
Residence Orders	78	81	65	69	61
Adoption Orders	213	224	270	271	259
Special Guardianship Orders	122	157	240	277	296
Total Chd in Permanent Arrangement	413	462	575	617	616
Total Children Receiving Support	1,302	1,348	1,472	1,491	1,542

5.2.1.1 Looked After Children – Purchased Placements

- Purchased Placements are forecast to overspend the £6.8m net expenditure budget by £1.2m.
- A Purchased Placement is an independent fostering placement, an external residential placement, a leaving care placement, or secure residential provision.
- There are several issues contributing to the pressure on purchasing external placements:
 - A shortage of in house options including in-house foster carers; appropriate vacancies within in-house residential units; lack of in-house leaving care provision and no local secure provision.
 - An increase in the number of teenagers requiring placements and the reduction in the number of very young children being accommodated has led to a mismatch with current in-house foster carer approval level, skills and/or experience.
 - Some risks attract a higher cost package of care (e.g. Child Sexual Exploitation (CSE), Children going missing, violent aggressive behaviour and self harm amongst others.
- The table below outlines that some headway is being made in reducing costs, but the reduction is not sufficient to balance the budget. It should be noted that since 2013-14 the gross cost of Purchased Placements has increased by 27%.

	2013-14	2014-15	2015-16	2016-17 Forecast
Gross Costs £000s	6,686	6,320	9,150	8,627
Income £000s	(104)	-	(592)	(600)
Net Costs £000s	6,582	6,320	8,558	8,027
Fostercare Purchased Nights	16,775	12,941	12,320	13,673
Secure Residential Care Nights	443	289	770	1,100
Residential Nights Purchased	14,125	13,156	17,829	16,548
Leaving Care Supported Nights	1,641	3,204	3,899	2,183
Total	32,984	29,590	34,818	33,504
Cost per Purchased Fostercare Week £s	813	792	791	811
Cost per Secure Residential Week £s	4,215	5,152	3,381	4,002
Cost per Purchased Residential Care Week £s	2,037	2,226	2,421	2,457
Cost per Leaving Care Supported Week £s	827	1,003	1,076	1,286

5.2.1.2 Fees and Allowances

- The Fees and Allowances budgets of £16.7m for Looked After Children and Children in Permanent Arrangements are also anticipated to overspend by £1.3m as follows due to increasing demand.
 - Special Guardians Allowances £0.4m
 - Adoption Allowances £0.4m
 - Fostering £0.2m
 - Friends & Family £0.3m
- The forecast overspends on Looked after Children and Children Receiving Support are partly offset by forecast underspends on legal/court cost budgets £0.3m, Children Shared Care services £0.2m, Youth Offending/Family support services £0.4m, Early Help services £0.2m and non employee budgets of £0.2m.

- It should also be noted that Bradford also has a low number of Looked After Children compared to other authorities as shown in the table below, and consequently has a relatively low budget.

Local Authority	No of looked after Children per 10,000 children 0 to 17 years
Bradford	63
Calderdale	70
Kirklees	63
Leeds	78
Wakefield	72
Blackburn	83
Knowsley	95
Oldham	68
Rochdale	104
Manchester	113
Blackpool	158

- In addition to the forecast overspends on Looked After Children and Children Receiving Support outlined above, there is also pressure on the social work team budgets of £0.7m and a £0.2m pressure on in-house residential/respite home provision.

5.2.1.3 Mitigating Actions

Social Care Services

The overspend in Children's Social Care services is underpinned by a 9% increase in children coming into care. This rise is 23% nationally. Many of those newly arrived into Bradford are coming into the system at acute and specialist levels. CSE reporting levels have also been high. There is also pressure regionally and nationally around purchased placement providers as there is a shortage of placements contributing to significant price increases in the last year.

- Children's services plan to mitigate the overspend on Purchased Placements and Allowances by reviewing the care plans of all young people in Purchased Placements who can return internally or to an Independent Foster Agency placement. This process has started and a number of children now have plans to return home.
- Three meetings have taken place with Independent Fostering Agencies exploring the possibility of developing a partnership around Bradford children to increase opportunities for young people moving from external residential placements to fostering. The allowances paper was approved by the Executive in January 2017 to achieve the savings within two years.
- Work is on going in relation to recruiting further Foster Carers for Bradford. Further plans have been put in place to reduce agency spending through a review of Social Work numbers which has now taken place.
- A detailed review of budgets and teams has taken place and challenge has been put in place where spending exceeds budgets.

- The Early Help/single point of contact strategy is currently being developed which will work across the district to support children and families.
- The service has been successful in securing £1.6m from the Department for Education's Social Care Innovation Programme. Bradford wants to adopt the 'No Wrong Door' care approach initiated by North Yorkshire. It has also invested in Signs of Safety which is a strength based approach to assessing and working with families. There may be further opportunities to transform services to improve outcomes for our children and young people and deliver increased efficiencies across regional footprints.

5.2.2 Performance Commissioning and Development

- Performance Commissioning and Development are forecast to overspend the £3.3m net expenditure budget by £0.1m.
- The main pressure is £0.1m overspend on the Bradford Children's Safeguarding Board staffing budget and a £0.2m staffing overspend on the administration team budget.
- The pressure is offset by a favourable variance of £0.2m on the Commissioning Team budgets.
- The service has restructured the admin function across social care and child protection which will address the £0.2m overspend from 2017-18. The service is also looking at addressing the £0.1m overspend on the Bradford Children Safeguarding Board budgets including the levels of contribution from partners.

5.2.3 Education, Employment and Skills

- Education, Employment and Skills are forecast to underspend the £31.5m net expenditure budget by £0.7m. This is due to a £0.8m underspend from staffing vacancies, partly offset by overspends on the Travel Assistance budget of £0.1m.

5.3 Environment and Sport

- Environment and Sport is forecast to underspend the £46m net expenditure budget, (£91.2m gross budget) by £0.1m and achieve the £3.5m of budget savings. However, within this there are compensating over and under achievements of savings totalling £0.3m.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
Fleet & Transport Services	12.7	12.4	-0.2	13.1	13.3	-0.2	-0.4	-0.9	-0.4
Waste Collection & Disposal	29.0	29.2	0.2	6.1	6.1	-0.1	22.9	23.0	0.1
Neighbourhoods & Street Scene	18.6	18.3	-0.2	5.9	6.2	-0.4	12.7	12.1	-0.6
Sports & Culture Services	31.0	32.5	1.5	20.1	20.8	-0.7	10.9	11.7	0.8
Total	91.2	92.4	1.2	45.1	46.5	-1.3	46.0	46.0	-0.1

- The forecasted underspend of £0.1m is however inclusive of a forecast overspend within Sports Facilities and Waste Disposal of £0.8m and £0.9m respectively. The total overspend of £1.7m has been offset by underspends in Fleet and Transport Services, Domestic Recycling, Green and Trade Waste, bus lane fines and Uniformed services.

5.3.1 Waste Services

- Waste Services as a whole are forecast to overspend the £22.9m net expenditure budget (£29m gross budget) by £0.1m; the £0.9m Waste Disposal overspend is being offset by a £0.8m underspend in Waste Collection services (Domestic, Recycling, Garden and Trade). The £1.3m planned savings have been achieved which includes the delivery of the Waste Minimisation project, the introduction of charges for Garden Waste and increased revenues from Trade Waste.
- Waste Disposal is forecast to over spend the £15.2m net budget by £0.9m, mainly due to disposal costs exceeding the budgeted amount by £0.4m (currently forecasting to dispose of 148,000 tonnes residual waste (landfill or alternative treatment) vs budgeted tonnes of 145,000) and lower than budgeted income from paper sales due to contamination (under achieved by £0.3m). Future budgetary tonnage planning needs to be revised in light of the new build developments. This is highlighted by, over the past 10 years there has been an increase of new build properties of 1% per annum. During the last year 1,474 new properties have been built, each property generates approximately 1 Tonne of waste per annum. Future tonnage forecasting needs to take into account the number of expected new builds as this is expected to increase significantly over the coming years.
- There has been a £0.1m overspend on Materials Recycling Facility (MRF) costs; a £0.1m Better use of Budget carry forward was approved to fund staff and equipment, but other costs, such as essential health & safety works have resulted in the over spend. Additionally, there has been a further overspend of £0.1m in Waste Disposal, comprising of various relatively small amounts on employees, fleet and premises costs.
- Recycling is forecast to underspend the £2.5m net budget by £0.6m, as a result of lower than budgeted expenditure on transport costs by £0.3m and £0.1m on employees. Income from Garden Waste collections has exceeded budget by £0.2m.
- The Domestic Refuse Collections service is forecast to underspend the £5.1m net budget by £0.1m, largely due to savings on employee costs, as recruitment is

currently on hold pending a reconfiguration of rounds to accommodate alternate weekly collections in 2017-18.

- Income from Trade Waste is forecast to exceed budget by £0.1m.

Waste Disposal	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Gross Costs £000s	12,646	13,092	13,420	17,429
Income £000s	(1,087)	(860)	(986)	(1,469)
Direct Net Costs £000s	11,559	12,232	12,434	15,960
Waste Collected as Recycling (Tonnes)	49,791	51,945	54,285	64,839
Waste to Landfill or Alternative Treatment (Tonnes) Excl Trade Waste	109,927	110,969	107,988	148,380
Total before Trade Waste	159,718	162,914	162,273	213,219
Trade Waste tonnes 000s (funded by Trade Waste)	14,736	15,092	14,945	20,106
Total Municipal Waste Disposed of (Tonnes)	174,454	178,006	177,218	233,328
Gross cost per tonne	£72.5	£73.5	£75.7	£74.7
Net cost per tonne	£66.3	£68.7	£70.2	£68.4

N.B. Q3 gross costs higher in 16/17 than 15/16 partly due to the inclusion of £0.1m waste contract procurement costs, funded from reserves. There are also £0.2m costs to fund the new MRF.

- As a move to remedy the problem of contaminated paper batches, the service has re-introduced a Materials Recycling Facility (MRF) at Bowling Back Lane, which has been operational since October. An upturn in income is expected during the later part of the year and income received for October & November has already shown an improvement on amounts received in previous months. These recent improvements have been reflected in the forecast.

The MRF will also play a pivotal role in achieving next year's savings, as co-mingled recyclates will require separation before being sold on to contractors (paper is currently collected separately from other dry recyclates, but with the introduction of alternate weekly collection (AWC), all recycling materials will be deposited in one bin).

- To reduce disposal tonnages, the service is continuing with the Waste Minimisation Programme, including delivery of recycling bins, enforcement of the bin policy (closed lid, no side waste, etc.) and is also planning the move to alternate weekly collections, due to commence in April 2017.
- Tonnage data collected from the Wyke AWC trial indicates that residual kerbside refuse decreased when compared to weekly collections figures, so the early signs are encouraging and suggest that fortnightly collections will have the desired effect of reducing waste disposal.
- Kerbside residual tonnages have decreased by 4,900 tonnes against Qtr 3 for 15/16 resulting in reduced costs of £422k (£86 per tonne) and kerbside recycling has increased by 1,650 tonnes against Qtr 3 for 15/16 resulting in additional income of £66k (£40 per tonne). Kerbside recycling tonnes are at their highest ever levels and kerbside residual waste is reducing showing a very positive direction of travel in line with the Waste Minimisation Strategy. Kerbside garden waste tonnes collected have also reduced from 10,200 to 7,600 at Qtr 3, following the introduction of charging (with increases at household waste sites), and trade waste tonnes / contracts are performing well.

Waste Collection	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Kerbside Waste Tonnes collected 000s	99.2	100.6	95.8	129.7
Kerbside Recycling Tonnes collected 000s	12.9	13.3	14.9	18
Garden Waste Tonnes collected 000s	9.0	10.2	7.6	10.9
Trade Waste Tonnes collected 000s	14.7	15.1	14.9	20.1

5.3.2 Sports and Culture

5.3.2.1 Sports & Leisure

- Sports & Culture are forecast to overspend the £10.9m net expenditure budget (£31.0m gross budget) by £0.8m. Of the £0.8m planned savings £0.6m are on target to be achieved with compensating savings being identified for the majority of areas.
- Employee costs within Sports Facilities are currently forecast to over spend the £4.3m budget by £0.6m. When compared to the 2015-16 outturn figure of £4.8m this is a £0.1m increase year on year.
- Sports Facilities income is currently forecast to outturn at £4.4m (as 2015-16), an underachievement of £0.1m.
- Despite the closure of Nab Wood and the flooding at Baildon Recreation Centre it is anticipated that attendances will outturn at a similar level to that of 2015-16

Sports Facilities	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Gross Costs £000s	4,478	4,432	4,853	7,759
Income £000s	(2,952)	(3,009)	(3,068)	(4,555)*
Direct Net Costs £000s	1,527	1,422	1,785	3,204
Total Attendances 000s	1,382	1,327	1,340	1,822
Gross Managed Cost per attendance	£3.24	£3.34	£3.62	£4.26
Income Per Attendance	-£2.14	-£2.27	-£2.29	-£2.50
Direct Net Costs per attendance	£1.10	£1.07	£1.33	£1.76

* Includes £(183)k relating to Tour De France

- Bingley Music Live did not achieve anticipated levels of income and have reported a £0.2m under achievement of income. This is based on reduced levels of ticket & bar sales due to a decrease in attendance of 27% from 37,000 in 2015-16 to 27,000 in 2016-17. Advance ticket sales were down by £77k, and Walk up ticket sales were also affected by the weather. This is now an established event and could attract interest from a private sector partner in order to reduce financial risk and attract specialist skills to improve the event in future years. A review of the ticket price may also help reduce the net cost of the event although a higher ticket price could also reduce the volume of tickets sold.
- Transportation costs, equipment running costs & maintenance & prudential borrowing, within Parks & Landscapes, are forecasting a combined underspend of £0.2m against a budget of £1.1m. This has been achieved through a combination of reduced activity, planned replacement of equipment and service efficiencies, £0.1m. In addition the knock on effect of cash purchases made in 2015-16 reduced the requirement for prudential borrowing funding in 2016-17 by £0.1m.

5.3.2.2 Culture

- Culture Services are forecast to overspend the £5.9m net expenditure budget (£16.8m gross) by £0.1m, with overspends in Market & Libraries being offset by efficiencies in non staff costs in Tourism. The £5.9m budget includes £0.5m transitional funding to facilitate the delivery of savings during 2016-17.
- As previously noted a strategic review of the function of tourism services in the Bradford District is underway. The shape of the future service will be expected to follow from the conclusions of the review but as its conclusions are not expected until late autumn. The Tourism service is planning for the reduction in transitional funding of £0.2m which will take place in 2017-18.
- Central to Culture Service planning for this year and beyond is the development of a Culture Company; £0.2m is set aside for funding the development although this also includes planning for Sport and Leisure assets. Part of the Culture reserve will further support the transitional planning for Tourism Services.
- Theatres expect to balance the budget overall despite a now longer than expected closure of St George's Hall while the part Heritage Lottery Funded restoration takes place. Ticket sales at the Alhambra are higher than at the same time last year due to the success of shows such as Wicked in this year's programme at the Alhambra.

THEATRES	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Alhambra Ticket Sales 000s	218	199	249	269
St Georges Hall Ticket Sales 000s	62	53	0	77
Total Ticket Sales 000s	280	252	249	350

- Libraries and Museums are paying very close attention to workforce planning in order to manage costs down and deliver in year savings and prepare for further savings in 2017-18 which were agreed in February 2016.
- The combined net budget of £5.2m for the services is forecast to overspend by £0.1m, as a result of Libraries rental expenditure exceeding budget and under achievements on income. Due to the changing nature of the Libraries' service, income profiles are changing, as more people renew on-line, so avoiding fines, and fewer people rent videos & DVDs. 2017-18 income budgets will be realigned to reflect these changes.
- Despite the financial limitations Museums and Galleries have been able to present a programme of art works including Hockney and the Royal Collection, and visitor numbers are similar to last year.

Visitor No's (000s) Libraries & Museums	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Libraries	1,132	1,074	999	1,394
Museums	209	167	164	213
Total	1,341	1,241	1,163	1,607

- The Markets Service is currently forecast to under achieve the £1.3m net income budget by £0.1m due mainly to increases in vacant market stalls at the indoor and outdoor venues. This has meant not only a loss of income but in the case of our retail indoor markets increased expenditure in terms of increased Business Rates liabilities.

MARKETS	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Gross Costs £000s	864	969	853	1,799
Income £000s	(2,378)	(2,366)	(2,321)	(2,838)
Direct Net Costs £000s	(1,514)	(1,396)	(1,469)	(1,039)
Indoor Units Occupied	534	510	495	522
Wholesale Unit Occupied	19	21	21	20
Outdoor Units Occupied	99	94	86	96
Total Units Occupied	652	625	602	638

5.3.3 Neighbourhoods and Customer Services

- Neighbourhoods and Customer Services are forecast to underspend the £12.7m net expenditure budget (£18.6m gross budget) by £0.6m. Of the £1.1m planned savings £1.0m are on target to be achieved with compensating savings being identified for the other £0.1m.
- The under spend of £0.6m is being driven by higher than expected revenues and staff vacancies within Uniformed Services and Customer Services.
- The under spend within Uniformed Services is due to vacancies within the Wardens Service at the beginning of the year (the Wardens Service is now fully staffed) and higher than budgeted revenues from Parking Services linked to bus lane & parking fines and ticket income. Although forecast revenues are higher than expected, they could be impacted further by increased city centre competition.

Uniformed Services	Q3 YTD 14/15	Q3 YTD 15/16	Q3 YTD 16/17	Outturn 15/16
9301 Tickets	1,267	1,247	1,340	1,948
9303 Contract Parking	135	141	143	142
9345 Parking Fines & Fixed Penalty Fines	2,225	2,705	2,382	3,700
Other Income	39	24	75	71
TOTAL Income	3,666	4,117	3,940	5,861

5.3.4 Fleet & Transport Services

- Fleet & Transport services are forecast to over achieve the £0.4m net income budget (£12.7m gross budget) by £0.4m. This mainly comprises of a £0.2m underspend within Fleet services due to staff savings, a £0.1m savings within SEN Children and Adults' transport and a £0.1m over achievement of income in land charges due to increased search requests.
- One off investment of £0.3m was given to the Travel training Unit in 2016-17 as part of an 'Invest to save' initiative. 9.5 FTE's have been recruited which has had a positive effect on the number of independent travellers.

5.4 Regeneration

- The Department of Regeneration is forecast to underspend the £39.1m net expenditure budget (£85.2m gross budget) by £0.3m. £3.6m of the £4.3m budgeted savings are currently forecast to be delivered with forecast underachievement of £0.6m of savings in Planning, Transportation and Highways.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Strategic Director Office	0.3	0.3	0.0	0.0	0.0	0.0	0.3	0.3	0.0
Economy and Development Services	10.8	10.5	-0.3	1.6	1.7	-0.1	9.2	8.8	-0.4
Estates and Property Services	53.7	51.3	-2.4	38.3	36.7	1.5	15.5	14.6	-0.8
Planning Transport & Highways	20.5	21.1	0.6	6.3	6.0	0.3	14.1	15.0	0.9
Total	85.2	83.2	-2.1	46.2	44.4	1.7	39.1	38.7	-0.3

5.4.1 Economy and Development Services

- Economy and Development Services are forecast to underspend the £9.2m budget by £0.4m, which compares to a reported underspend of £0.1m at Qtr2. Underspends have been picked up since mid-year in Economic Development (ED) although this is not unexpected given the nature and scale of the investment projects undertaken.
- Underspends in ED are found within Salaries and within 'services' budget headings. Less than planned expenditure assists the service to re-position itself in anticipation of the loss of transitional funding from April 2017. Having said that, ED continue to progress major District investment projects for example, making progress with the regional partnership established in the West Yorkshire Combined Authority in supporting the M62 Corridor Enterprise Zone and bringing sites such as One City Park and the Odeon closer to development.
- A range of other projects remain work in progress. These include the local 'Ad:venture Programme', Digital Enterprise Fund and Resource Efficiency Fund which have been approved at Regional levels, however, detailed negotiations on all aspects between partners is on-going. The programme is budgeted for 2016-17 but inevitably will now be deferred into 2017-18 and associated funding of £0.4m will need to be carried forward to match plans. Similarly, smaller scale projects for achieving better city centre business outcomes (£0.1m), Community Enterprise commissioning (£0.2m) and city centre 'animations' (£0.1m) are all at different planning stages and will also likely require carried forward funding in addition to the current reported underspend.
- A material change is reported since Qtr 2 for Housing Strategy and Access. Within homelessness services there are clear indications of demand this growing and as a consequence costs amounting of £40k above that budgeted for has been reported. Overall however costs are being contained against other broader expenditure headings, Housing Operations, for example, is still on course to underspend the £1m net expenditure budget by £0.1m due to additional fees being collected from the delivery of Disabled Facilities Grants. Demand for adaptations to homes to allow for independent living remains high

- The Education Client Services Team will deliver a mainly balanced budget in delivering the Council strategic Education investment priorities. These include school place planning, school's capital investment, school security and crossings. A small underspend of £50k will be the result of security and pending litigation expenditure being deferred to 2017-18

5.4.2 Estates and Property Services

- Estates and Property Services are forecast to underspend the £15.5m budget by £0.8m (£0.6m at Qtr 2). The improvement is due in part to ISG making operational efficiencies to move from a likely overspend to break even position. Estates staffing costs have continued to reduce. Additionally School Catering is reporting an improved trading position, £0.5m up, and one off reductions, £0.2m, have been achieved in the cost base for the Central Admin Estate in 2016-17. Costs associated with the termination of the Future House lease are being funded from the reserve previously set aside, depending on the councils overall position it would be proposed to use the CAE underspend to top up this reserve.
- The Energy Unit forecasts to largely balance the £5m budget and deliver £0.7m in allocated savings despite contending with gas price rises in 2016. The unit's efficiency work along with buildings vacated through the Property Programme have helped reduce energy consumption and mitigate the financial impacts of cost rises. The probable outturn balance is subject currently to further validation and if as expected there is a significant unspent balance at the year end (estimated to fall within a range of £0.2m-£0.7m), the service will submit plans to maintain progress with favourable billing performance and put to Executive further invest to save proposals to reduce energy costs of the Council's property estate.

Energy Usage KWh ms	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Electric (Non Street Lighting)	15.5	12.6	13.7	21.7
Gas	30.2	31.2	28.1	45.4
Total Gas & electric	45.7	43.8	41.8	67.2

- Additional benefits in water cost savings from better billing work, more precision and shutting down unused supplies have further assisted the bottom line.
- School catering is reporting an improved position due to a rise in productivity and operational efficiency. The overall volume of school meals has still increased year on year, despite some primary schools ending their relationship with the schools meals service in 2016-17. This increase is additional to that initially attributable to the Universal Infant Free School Meals and is as a result of more parents opting for school meals.

School Catering	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Number of Meals 000s	4,215	4,577	4,602	6,476
Other activity - e.g Breakfast clubs meals 000s	107	123	125	179
Number of Primary Schools Catered For	149	149	147	149
Number of Secondary Schools Catered For	3	5	5	5
Take up of school lunches	64%	68%	68%	69%
Primary school children's satisfaction with school meals	74%	72%	72%	72%

- Estates management are forecast to balance the £1.8m net rent account this year. Additional one off income has been secured through temporary occupiers of Shipley Town Hall and Future House. Staff cost savings resulting from vacancies assist the bottom line but further savings are expected from a restructure that is in progress. The new income will provide a boost to the account of between £0.2m and £0.4m.
- Subject to the overall financial outturn, the service faces 'in year' and future challenges to enhance control over the rent account and to meet additional costs required to undertake a wide ranging review of commercial and non commercial leases in 2017-18. Positively, the additional undertaking in property related work is associated with transitioning to a smaller cheaper estate.
- The Councils operational estate continues to reduce in size, and improve in quality as reported previously due largely to the Property Programme.

Backlog Maintenance	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Operational £ms	77.7	68.4	55.2	50.1	50.3	48.7
Non Operational £ms	10.8	10.8	10.8	9.2	4.6	7.4
Total Backlog Maintenance £ms	88.4	79.1	66.0	59.3	54.9	56.1
Of which Priority 1 £ms	61.8	53.8	43.3	31.1	27.8	26.2
Size of Estate						
Operational GIAm2 000s	285	268	252	248	248	223
Non-Operational GIAm2 000s	26	26	26	26	23	37
Total £m2 £000s	312	295	278	274	271	260

- Within the central admin estate the vacating of Future House & Jacobs Well offices in year and the increasing shift to flexible working in line with the Property Programme Strategy, has seen a significant improvement in occupancy levels and use of space.

	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17
Occupants	3,509	3,468	3,367
Workstations	3,446	3,419	2,802
% OCCUPANCY (1:1)	102%	101%	120%
Gross Internal Area m2	68,312	67,557	50,986
Backlog Maintenance £000s	9,632	8,281	7,496

- HMRC's occupancy of Future House for 6 months and the confirmation of the handover of Future House as at April 2017 have provided 1 off income/savings in addition to the anticipated reduction in accommodation costs for 2016-17 onwards.
- Industrial Services Group's (ISG) operations from the sheltered employment workshop (30+ FTE's are people with declared disabilities) are striving hard to maintain a balanced budget. While £0.2m of budgeted sales for the festive light operation will comfortably hit target, sales of windows and doors are subject to considerable uncertainty now that ISG is no longer a guaranteed supplier to In-communities.
- ISG will make full use this year of one off subsidy of £0.4m and will likely achieve a balanced result if sales including subsidy reach £1.3m. ISG will shortly restructure to match current workloads. As a priority ISG will make sufficient reductions to bring the service back into line with base budget and then in subsequent years will bring the service back to a nil operating budget. i.e. break even. Trading conditions are difficult, although recent new order leads may assist the bottom line very favourably; vacancies in sales, production and transactional roles are a concern for the organisations stability

5.4.3 Planning, Transportation and Highways

- The service is forecast to overspend the £14.1m net expenditure budget by £0.9m (Qtr2, £0.6m). The delivery of budgeted savings of £1.8m is proving challenging, where £0.6m has yet to be realised. The service aims to balance through cost efficient practice and strict vacancy management.
- Despite year to year progress in reducing costs and increasing productivity there presently remains a £0.3m overspend within Building Control (BC), £0.2m overspend in Development Management and a £0.4m pressure in Highways Street Lighting and the Highways Delivery Unit (HDU). The pressure in BC relates to challenging legacy income targets. In response the service has managed down the pressure year to year from £0.5m to £0.3m through reductions in headcount from 41 to 30 (including a reduction in 14 senior building surveyors in 2010 to 6 today) and meanwhile ensures the statutory trading account has balanced; pressure remains in the cost of statutory enforcement, demolitions, dangerous structures, sports grounds and public events.
- Planning charges have improved slightly compared to last year, as have receipts from new charges made to operators who seek clearance for temporary highway obstructions which after an extension to targets is expected to balance.

Development Management (BRTPD)	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17	Outturn 15/16
Gross Costs £000s	1,706	1,728	1,610	2,511
Income £000s	(1,490)	(1,107)	(1,313)	(2,063)
Direct Net Costs £000s	217	621	296	448
Major Planning applications processed	82	69	64	80
Minor Planning applications processed	802	713	737	913
Other Planning applications processed	1,500	1,657	2,011	2,165
Total	2,440	2,439	2,812	3,158

- Staffing costs in Development Management remain £0.2m above budget but costs are expected to reduce as restructures progress. Spending on the Local Plan is less than planned due to interventions in the process by local representatives.
- An additional £1.6m street lighting capital investment has been recommended by the Project Appraisal Group to be added to the existing £0.8m in the Capital Investment Plan. This is expected to lead to savings in utility and maintenance costs but on current readings of consumption and billings this isn't yet being realised and so spending is £0.3m more than planned for. Price increases known as the 'capacity levy' is a brake on the ability of the service to make savings.
- Highways Asset Management and the Highways Delivery Unit (HDU) have managed spend on trunk road maintenance downwards by £0.2m to offset legacy cost pressures in the HDU. The service aims to maintain favourable service standards, evidenced through a Department for Transport Incentive Fund submission.
- Weather conditions can be a factor in closing the account favourably so there is a degree of uncertainty in projections. Mitigating efficiencies will be found from within highways operations, leasing vehicles instead of purchase, reducing depot costs, productivity improvements and vacancy management.

5.5 Chief Executive

- The Chief Executive's Office including Policy, Programmes & Change (PPC) is forecast to underspend the £4.4m net expenditure budget (£4.5m gross budget) by £0.2m and achieve the £0.2m of savings targets. Savings, mainly from staffing costs, are spread roughly equally across Political Offices, PAC Affairs & PPC

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Chief Executive Core Office	0.4	0.4	0.0	0.0	0.0	0.0	0.4	0.4	0.0
Political Offices	0.2	0.2	-0.1	0.0	0.0	0.0	0.2	0.2	-0.1
Public Affairs	1.4	1.3	-0.1	0.1	0.1	0.0	1.3	1.2	-0.1
Policy Programme	2.5	2.4	-0.1	0.0	0.0	0.0	2.5	2.4	-0.1
Total	4.5	4.3	-0.2	0.1	0.1	0.0	4.4	4.1	-0.2

5.6 Finance

- The department is forecast to underspend the £21.5m net expenditure budget (£198m gross budget) by £1.2m, and deliver £7.2m of savings as planned.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Director of Finance	0.3	0.3	0.0	0.0	0.0	0.0	0.3	0.3	0.0
Financial Services	2.6	2.5	-0.1	0.2	0.1	0.0	2.4	2.3	-0.1
Revenues & Benefits	178.3	189.9	11.6	175.0	186.8	-11.8	3.3	3.1	-0.2
Information & Customer Services	15.2	14.5	-0.8	1.4	1.2	0.3	13.8	13.3	-0.5
Commissioning & Procurement	1.9	1.7	-0.2	0.3	0.4	-0.1	1.7	1.4	-0.3
Total	198.4	208.8	10.5	176.9	188.5	-11.6	21.5	20.3	-1.2

5.6.1 Revenues & Benefits are forecast to underspend by £0.2m due largely to employee underspends. As previously noted this underspend is inclusive of a 2015-16 carried forward underspend of £0.1m to complete the URB system migration and MyServices ICT work on which is unlikely to take place this year.

- Benchmarking information indicates that the service is efficient when compared to other Councils. Higher Council tax collection cost per dwelling reflects the continuing and increasing challenges of collecting from low income families impacting on the net income level and consequent cost per dwelling.

Business Rates Collection	Cipfa	
	Bradford	Benchmark
Business Rates - Cost per hereditament per year	£31.11	£50.40
Council Tax – Cost per Dwelling per year	£13.30	£11.24
Corporate Debt – Cost per invoice	£7.73	£8.05
Payroll – Bradford Cost per Employee per year	£31.51	

5.6.2 Information Technology Services (ITS) are forecast to underspend by £0.5m. This is an improvement from a breakeven position reported as at Qtr2 due to a combination of a review of contracts, subsequent to bring the service “in house” in 2015-16, and savings on employee costs while the staff has been in transition to a new structure.

- Spend on ICT has significantly reduced since the end of the IBM contract in September 2015, and the service is on track to deliver planned savings and reduce spend to closer to the NABIT (Northern Authorities Benchmarking IT) cost per user

	2014/15	2015/16	2016/17 Forecast	2017/18 planned
Bradford Gross Cost per user £s	3,404	2,656	2,481	2,243
Bradford Net Cost per user £s	3,176	2,442	2,164	2,050
NABIT Benchmark cost per user	1,700			

5.6.3 Financial Services are forecast to underspend the £2.4m net expenditure budget by £0.1m, and deliver savings as planned. Recently received CIPFA benchmarking information shows that the Council spends the lowest on Financial Services relative to other Councils.

	2015/16
Bradford cost of Fin Services per £000 Gross Revenue Turnover	1.81
Cipfa Group Average Cost per £000 Gross Revenue Turnover	4.17

- Indicatively if Financial Services in Bradford operated at the same average cost of benchmark Councils, it's total cost of service in 2015-16 would have been £3.3m higher at £5.8m rather than the £2.5m that it did spend.
- External Auditors also gave a high rating for sound governance, understanding and using reliable financial and performance information and reliable financial planning and reporting that supports the Council's priorities and the maintenance of its statutory functions.

5.6.4 Commissioning & Procurement are forecast to underspend by £0.3m, up from £0.1m at Qtr 2. Of this £0.1m is on employee costs due to the decision not to fill vacant posts pending a service review, £0.1m through the renegotiation of contracts and a further £0.1m of 1 off savings from a payments review.

5.7 Human Resources

- Human Resources (HR) are forecast to underspend their £6.0m net expenditure by £0.4m, after accounting for £1m of budget savings. This improvement from a breakeven position as reported at Qtr2 is as a result of both the completion of restructures releasing salary savings and a reduction in 3rd party spend.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
HR Functions	5.0	4.8	-0.2	0.3	0.5	-0.2	4.7	4.3	-0.4
Single Status	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Corporate Projects	0.1	0.2	0.1	0.0	0.0	0.0	0.1	0.2	0.1
Miscellaneous Income	0.0	0.1	0.1	0.0	0.1	0.0	0.0	0.0	0.0
Traded HR Functions	1.2	1.1	-0.1	1.4	1.4	0.0	-0.3	-0.3	0.0
Administration	1.6	1.6	-0.1	0.1	0.1	0.0	1.5	1.5	0.0
Total	7.9	7.7	-0.2	1.9	2.1	-0.2	6.0	5.6	-0.4

- The projections also allow for work on Council priority programmes such as New Deal & Learner Management System being funded in 2016-17 via prior year underspends of £0.2m.

5.8 City Solicitor

- The City Solicitor is forecasting an underspend of £0.3m on the £6.2m net budget, in line with that reported at Qtr2. This is partly due to operational efficiencies resulting from the Registrars move into City Hall, and vacancy control in Legal Services in advance of future years savings.

Service Name	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
City Solicitor's Office	0.3	0.2	-0.1	0.1	0.1	0.0	0.2	0.1	-0.1
Democratic	5.4	5.3	-0.1	1.9	1.8	0.1	3.5	3.5	0.0
Legal	2.7	2.5	-0.2	0.2	0.2	0.0	2.6	2.3	-0.2
Total	8.4	8.0	-0.4	2.2	2.1	0.1	6.2	5.9	-0.3

5.9 Non Service Budgets

- The £5.9m of Non service budgets that include payments to Joint Committees with other West Yorkshire Local Authorities, External Audit, bank interest and Yorkshire Purchasing Organisation dividends amongst others are forecast to underspend by £0.2m due to lower than budgeted External Audit fees (£0.1m) and higher than budgeted investment income (£0.1m).

5.10 Central Budgets & Contingencies

- Budgets held centrally include the revenue costs associated with Capital Investment (interest and principal repayment), payment to the West Yorkshire Passenger Transport Executive and contingencies amongst others.
- Contained within Central budgets and contingencies are £4.8m of undelivered savings associated with Transport Assistance (£1.8m from 15/16 and £3m in 16/17) that are forecast to be mitigated by the use of contingencies in 2016-17.

- Other budgets are forecast to underspend by £3.2m (£1.1m at Qtr 2) as a result of lower capital financing costs due to lower than planned capital spending (see section 7), offset by the forecast requirement to make provision for future redundancy and pension costs.

6.0 BALANCE SHEET

6.1 Cash Reserves

- At 31st December 2016 unallocated reserves stand at £13.8m.
- The balance continues to be seen as potentially inadequate by both the Director of Finance and the Council's External Auditors given the expected cuts in non protected Government Departments spending the future.
- Net movements from reserves have led to a £17.3m reduction in total reserves from £167.7m at 1 April 2016 to £150.4m at 31st December 2016 (£116.6m Council and £33.8m schools). The £17.3m net releases from reserves include:
 - Releases and additions outlined in Qtrs 1 & 2,
 - £565k of further releases in Qtr 3 including;

£300k from the Regional Growth Fund Reserve to fund rates rebates as part of the City Centre growth zone, leaving £5.4m in the reserve
 £14k from the Customer services strategy
 £15k from the Workforce Development New Deal reserve
 £70k from Grant Reserves to fund spend in line with Grants received
 £166k from the £11.6m Renewals and Replacement reserve that has been used to fund an instalment of the £1m grant for the National Media Museum.

Appendices 1&2 outline Council and schools reserves.

6.2 School Balances

- The table below shows that School Reserves (including Schools Contingencies) position as at 30th of September 2016. Schools do not report their quarter three financial position for 2016-17 until the end of January 2017.

	Balance 1 st April 2016		Balance 31 st March 2017		Movement	
	Nos	£000	Nos	£000	Nos	£000
Nursery	7	634	7	637	0	(3)
Primary	137	13,193	113	7,378	24	5,815
Secondary	13	3,307	7	(1,804)	6	5,111
Special	6	693	6	222	0	471
Pupil Referral Units (PRU)	7	1,041	7	384	0	657
Total	170	18,868	140	6,817	30	12,051
School Contingency		14,091		7,000	0	7,091
City Learning Centres/Other		844		461	0	83
Total	170	33,803	170	14,578		19,225

- There have been thirty schools who have converted to Academy Status in 2016-17.
- In setting the 2016-17 Schools budget, The Schools Forum allocated £9.6m balance held within School Contingencies.

7.0 CAPITAL

- The profiled resource position for 2016-17 for the Capital Investment Plan (CIP) stands at £80.4m. This is a reduction of £20.5m from the Qtr 2 monitor position. To the end of December there has been spend of £39.9m. A summary position by service is shown in the Table below and the detailed Capital Monitor in Appendix 3.

Service	Budget Exec Nov 2016	Changes	Re - profiled Budget for Year	Profiled Budget Apr- Dec	Actual Spend to 31 Dec	2017- 18 Budget	2018-19 Onwards
	£'m	£'m	£'m	£'m	£'m	£'m	£'m
Health and Wellbeing	1.8	-0.4	1.4	0.9	0.8	15.4	5.2
Children's Services	24.1	-3.4	20.7	13.3	13.0	23.4	23.0
Environment & Sport	20.2	-11.0	9.2	5.0	4.3	15.3	33.4
Regen – Estates & Property Serv	6.8	0.0	6.8	3.0	2.6	2.3	0.0
Regen – Economic & Devel Serv	18.7	-1.8	16.9	9.7	10.4	34.4	21.8
Regen – Plan , Transport & Hghwys	20.9	-0.6	20.3	9.4	8.8	12.3	43.8
Reserve Sch & Contingencies	8.4	-3.3	5.1	0.0	0.0	9.8	43.5
All Services	100.9	-20.5	80.4	41.3	39.9	112.9	170.7

- The main reasons for the reduction in the planned spend are;
 - The decision to reduce the scope of the Sports Facilities Investment Programme (CS0284), reducing the overall cost from £41m to £28.1m including a reduction of £6m in spend in 2016-17.
 - £4.1m of planned spend on the £38.7m Primary Schools Expansion Programme (CS0244) has been re-profiled to 2017-18
 - £3.6m of planned spend on the £5.4m St Georges Hall Major Refurbishment has been re-profiled into next year. Preparatory and surveying works have been completed and a Project Manager has been appointed in line with Heritage Lottery Funding grant requirements.
 - £3.3m of Reserves and Contingencies have been re-profiled into future years.

7.1 New Capital Schemes

- The 8 November 2016 Executive approved the setting aside of funding of £17m for the Bereavement Strategy subject to project appraisal. This has been incorporated under Reserve Schemes and Contingencies.

7.2 Capital Resources

- An additional £29.0m in capital grants (predominantly Education related) and contributions has been received so far this year and the Council has already achieved the target of £3m in non-housing capital receipts.
- Regarding borrowing, the Council has £25.9m of debt due to mature in March. In order to maintain cash balances and to secure the low interest rates currently available, the Council has secured £25.9m in new loans. The £1.6m reduction in annual interest costs this will deliver has been factored into existing capital finance budgets.

8.0 Council Tax and Business Rates collection.

8.1 Council Tax

- In 2016-17, the Council will receive its budgeted £159.9m share of Council Tax. The Council receives its budgeted share by statute, paid for from a separate account called the Collection Fund, with any surplus or deficit compared to the actual amount collected carried forward into the following year. Overall there is a forecast surplus of £2m for 2016-17, which will be used to support next year's budget.
- At 31 December 2016, the Council had collected £146.2m (75.25%) of the value of Council Tax bills marginally higher than the target for this stage of the year.

Council Tax Collection	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17
Council Tax - Dwellings administered	212,032	213,448	214,828
BV9 Council Tax collected in year to 3 rd qtr£000s	134,100	139,200	146,244
BV9 % of Council Tax Collected to 3 rd qtr	75.35%	75.17%	75.25%
Council Tax Collection Target at 3 rd qtr	76.4%	75.4%	74.9%

8.2 Business Rates

- Also by statute the Council will receive its £74.1m budgeted share of Business Rates from the Collection Fund in 2016-17 with any difference in the actual amount collected carried forward into 2017-18. A deficit of £5.8m is projected in 2016-17 causing an equivalent pressure to the 2017-18 budget.
- The deficit is mainly caused by the estimated impact of appeals, which when successful require the Council to pay backdated refunds and cause in year reductions in the rateable value of business property. The projection of this deficit has increased as new appeals have been received and estimates for outstanding appeals have further uplifted. In addition, growth in Business Rate income has been lower than anticipated.

- The Business Rates deficit in 2016-17 (impacting in 2017-18) will be partially compensated by the projected Council Tax surplus outlined previously. In addition, this deficit will be further offset because the 2017-18 Council Tax base has increased significantly above the Medium Term Financial Strategy (Calculation of Bradford's Council Tax Base and Business Rates Base for 2017-18, Executive 10 January 2017).
- The forecast Business Rates deficit and Council Tax surplus have been factored into the 2017-18 Budget Planning.
- For Business Rates the collection figure at 31st December 2016 is 78.35% (compared to 79.21% at the same time last year) and is marginally under target. This is in part due to changes in rateable value for several large value properties resulting in payments not being collected in the month and the payment plan being recalculated over the remainder of the year.

Business Rates Collection	At Qtr 3 14/15	At Qtr 3 15/16	At Qtr 3 16/17
Number of Business Rates bills issued plus the number of summonses	17,933	18,620	20,290
CIS_034 (BV10) - Business Rates collected in year to 3 rd qtr £000s	117.6	115.2	118.3
BV10 % Business Rates collected in year to the 3 rd qtr	81.87%	79.21%	78.35%
Business Rates Collection Target at the 3 rd qtr	80%	80%	79%

9.0 RISK MANAGEMENT

- The Financial risks of future known and uncertain liabilities are being addressed through contingencies and provisions outlined in this report.

10.0 LEGAL APPRAISAL

- This report is submitted to the Executive in accordance with the Budget and Policy Framework Procedure rules

11.0 NOT FOR PUBLICATION DOCUMENTS

None

12.0 RECOMMENDATIONS

That the Executive

- 12.1 Approve the actions being taken in departments to mitigate the forecast overspend.

13.0 APPENDICES

- Appendix 1 Reserves Statement as at 31st December 2016
 Appendix 2 Departmental Earmarked Reserves as at 31st December 2016
 Appendix 3 Capital Investment Plan

14.0 BACKGROUND DOCUMENTS

- Mid Year Finance and Performance Executive Report 8th November 2016
- Qtr 1 Finance Report 2016-17 Executive Report 19 July 2016
- Medium Term Financial Strategy 2017/18 to 2019/20 and Beyond incorporating the Efficiency Plan - Executive Report 19 July 2016
- Annual Finance and Performance Outturn Report 2015-16 Executive Report 19 July 2016
- The Council's Revenue Estimates for 2016/17 & 2017/18 – Council Report R 25 February 2016
- The Council's Capital Investment Plan for 2016/17 to 2019/20 – Executive Report BB 23 February 2016
- Section 151 Officer's Assessment – Council document S 25 February 2016

Reserves Statement as at 31st December 2016

Appendix 1

	Opening Balance £000	Movement in 2016-17 £000	Closing Balance £000	Comments
A. Reserves available to support the annual revenue budget				
Unallocated Corporate Reserves	19,919	-6,107	13,812	The approved 2016-17 Budget used £6.2m of unallocated reserves.
Total available Unallocated Corporate Reserves	19,919	-6,107	13,812	
B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.				
Employment Opportunities fund	1,025	0	1,025	Funding to support young and disadvantaged people into employment
Managed severance	4,093	0	4,093	Money to meet termination costs in the years beyond 2017-18.
Exempt VAT	2,000	0	2,000	Amount set aside to meet the estimated cost of VAT that the Council would not be able to recover should it exceed its partial exemption limit.
Waste Collection and Disposal Options	4,029	0	4,029	A Trade Waste VAT claim resulted in a £4.4m reimbursement. This has been set aside to address future Waste Collection and Disposal costs
Trade Waste VAT refund	463	-120	343	£120k per annum to be used in 2015-16 onwards to contribute towards the cost of Financial Services.
PFI credits reserve	805	0	805	Funding to cover outstanding potential Building Schools for the Future liabilities.
Insurance	1,775	0	1,775	To mitigate and smooth the impact of any future increases in insurance premiums.
Industrial Centres of Excellence	1	0	1	
Sports Strategy	165	0	165	To cover feasibility costs associated with the Sports Strategy.
Single Status	24	0	24	To cover any residual implementation of Single Status costs.
Capital Feasibility Studies	70	-70	0	
Transformation Programme	124	0	124	To fund transformational activity
Better Use of Budgets	2,757	-2,757	0	£2.7m has been transferred back to Services to enable projects and activities carried over from 2015-16 to be completed.
Producer City Initiative	743	-559	184	To pump prime initiatives linked to the Council's Producer City programme
Regional Growth Fund	6,345	-900	5,445	The Council's revenue match funding for the Regional Growth Fund
Regional Revolving Investment Fund	3,956	0	3,956	Money set aside in 2013-14 carried forward to meet the Council's commitment to the Regional Revolving Investment Fund.
Discretionary Social Fund	1,848	0	1,848	To fund a replacement local welfare scheme following the government ending its Local Welfare Assistance grant

	Opening Balance £000	Movement in 2016-17 £000	Closing Balance £000	Comments
Transitional and Risk Reserve	7,748	-3,609	4,139	programme at 31 March 2015. To help fund Transitional work, and cover risks. £3.6m has been used to support the 16-17 budget.
Health Integration Reserves	222	0	222	Available to fund projects that lead to greater integration between the Council and its Health partners.
Match Fund Basic needs Grant	700	0	700	
Strategic Site Assembly and Development	0	800	800	
Sub Total	38,893	-7,215	31,678	
C. Reserves to support capital investment				
Renewal and replacement	11,917	-467	11,450	Funding used to support the capital investment programme.
Markets	1,231	0	1,231	Cumulative Market trading surplus's to be re-invested in maintaining market buildings throughout the district.
Sub total	13,148	-467	12,681	
D. Service Earmarked Reserves	42,829	-1,245	41,584	See Appendix 2
E. Revenue Grant Reserves	8,389	-2,308	6,081	
F General Reserves				
General Fund	10,803	0	10,803	The GF balance acts as a necessary contingency against unforeseen events. The balance at 31st March represents a minimum of 2.5% of the Council's budget requirement in line with council policy and the general advice of External Auditors.
Schools delegated budget	33,802	0	33,802	Represents in the main balances held by schools as part of delegated budget responsibility. These balances are not available for Council use but are balances attributable to individual schools.
Sub total General Fund Reserve & School balances	44,605	0	44,605	
Grand total	167,783	-17,342	150,441	

Reserves Statement as at 31st December 2016

Appendix 1

	Opening Balance £000	Movement in 2016-17 £000	Closing Balance £000	Comments
A. Reserves available to support the annual revenue budget				
Unallocated Corporate Reserves	19,919	-6,107	13,812	The approved 2016-17 Budget used £6.2m of unallocated reserves.
Total available Unallocated Corporate Reserves	19,919	-6,107	13,812	
B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.				
Employment Opportunities fund	1,025	0	1,025	Funding to support young and disadvantaged people into employment
Managed severance	4,093	0	4,093	Money to meet termination costs in the years beyond 2017-18.
Exempt VAT	2,000	0	2,000	Amount set aside to meet the estimated cost of VAT that the Council would not be able to recover should it exceed its partial exemption limit.
Waste Collection and Disposal Options	4,029	0	4,029	A Trade Waste VAT claim resulted in a £4.4m reimbursement. This has been set aside to address future Waste Collection and Disposal costs
Trade Waste VAT refund	463	-120	343	£120k per annum to be used in 2015-16 onwards to contribute towards the cost of Financial Services.
PFI credits reserve	805	0	805	Funding to cover outstanding potential Building Schools for the Future liabilities.
Insurance	1,775	0	1,775	To mitigate and smooth the impact of any future increases in insurance premiums.
Industrial Centres of Excellence	1	0	1	
Sports Strategy	165	0	165	To cover feasibility costs associated with the Sports Strategy.
Single Status	24	0	24	To cover any residual implementation of Single Status costs.
Capital Feasibility Studies	70	-70	0	
Transformation Programme	124	0	124	To fund transformational activity
Better Use of Budgets	2,757	-2,757	0	£2.7m has been transferred back to Services to enable projects and activities carried over from 2015-16 to be completed.
Producer City Initiative	743	-559	184	To pump prime initiatives linked to the Council's Producer City programme
Regional Growth Fund	6,345	-900	5,445	The Council's revenue match funding for the Regional Growth Fund
Regional Revolving Investment Fund	3,956	0	3,956	Money set aside in 2013-14 carried forward to meet the Council's commitment to the Regional Revolving Investment Fund.
Discretionary Social Fund	1,848	0	1,848	To fund a replacement local welfare scheme following the government ending its Local Welfare Assistance grant programme at 31 March 2015.

	Opening Balance £000	Movement in 2016-17 £000	Closing Balance £000	Comments
Transitional and Risk Reserve	7,748	-3,609	4,139	To help fund Transitional work, and cover risks. £3.6m has been used to support the 16-17 budget.
Health Integration Reserves	222	0	222	Available to fund projects that lead to greater integration between the Council and its Health partners.
Match Fund Basic needs Grant	700	0	700	
Strategic Site Assembly and Development	0	800	800	
Sub Total	38,893	-7,215	31,678	
C. Reserves to support capital investment				
Renewal and replacement	11,917	-467	11,450	Funding used to support the capital investment programme.
Markets	1,231	0	1,231	Cumulative Market trading surplus's to be re-invested in maintaining market buildings throughout the district.
Sub total	13,148	-467	12,681	
D. Service Earmarked Reserves	42,829	-1,245	41,584	See Appendix 2
E. Revenue Grant Reserves	8,389	-2,308	6,081	
F General Reserves				
General Fund	10,803	0	10,803	The GF balance acts as a necessary contingency against unforeseen events. The balance at 31st March represents a minimum of 2.5% of the Council's budget requirement in line with council policy and the general advice of External Auditors.
Schools delegated budget	33,802	0	33,802	Represents in the main balances held by schools as part of delegated budget responsibility. These balances are not available for Council use but are balances attributable to individual schools.
Sub total General Fund Reserve & School balances	44,605	0	44,605	
Grand total	167,783	-17,342	150,441	

Departmental Earmarked Reserves Statement as at 31st December 2016

	Opening Balance £000	Movement in 2016-17 £000	Latest Balance £000	Comments
Health and Wellbeing				
Supporting People	2,065	0	2,065	Funding to support invest to save projects
Integrated Care	5,347	0	5,347	NHS and Council monies used to support ring fenced projects and integration of health and social care
Great Places to Grow Old	604	-168	436	Funding to cover management and staffing costs linked to the transformation of services for older people.
District Tenants Federation	30	0	30	Funding committed to provide support to District Tenants Federation
Stock Condition	95	0	95	Funding to procure Stock Condition Surveys.
Social Lettings	664	0	664	To undertake a feasibility study for a Social lettings Agency.
Homelessness prevention	1,045	0	1,045	To fund initiatives to prevent Homelessness.
Care Act Reserve	4,863	-540	4,323	To support the implementation of the Care Act
Public Health	182	-123	59	
Total Health and Wellbeing	14,895	-831	14,064	
Children Services				
BSF Unitary Charge	6,568	0	6,568	These reserves are being built up to ensure that in the future there is sufficient money available to meet the cost of BSF annual contract payments when the PFI grant the Council receives reduces
BSF Unitary Charge Phase 2	4,093	0	4,093	See above
Dilapidation	1,000	0	1,000	At the end of a lease on a building, the Council will be liable for any dilapidations of the building.
Better Start Programme	90	0	90	Council's two year contribution to a programme that will bring in £50m of revenue investment to the District over a 10 year period.
Safeguarding Board	85	0	85	Support for the Council in its role as the accountable body for the Bradford Children's Safeguarding Board

	Opening Balance £000	Movement in 2016-17 £000	Latest Balance £000	Comments
Routes to Work	361	0	361	Employment and Skills funding that was carried forward from 2014-15 to complete initiatives that span more than twelve months.
Advanced Skills Fund	386	0	386	
Retail Academy (Skills for Employment)	337	0	337	
Training Work Programme (Skills for Work)	1,031	0	1,031	
Total Children	13,951	0	13,951	
Finance				
Non Council Events programme	10	0	10	To support events put on by non Council .
Community Support and Innovation Fund	404	0	404	To support community led service provision and investment in initiatives that engage with vulnerable people.
Subsidy Claim	711	0	711	Contingent support set aside to address the fluctuations in the subsidy claims.
ICT Programmes Budget	4,900	0	4,900	To fund future ICT projects
UC Admin Reserve	545	0	545	To help cover the cost of the implementation of universal credit administration.
Total Finance	6,570	0	6,570	
Environment and Sport				
Marley pitch replacement	305	0	305	To provide match funding under the terms of grants given to maintain Sports and Leisure venues across the District
Waste disposal procurement	278	0	278	Set aside to meet Departmental costs associated with delivering a Waste Management solution
Customer Service Strategy	849	-14	835	Non recurring investment to be used to fund the Customer Service Strategy.
Taxi Licensing	320	0	320	Statutory requirement to set aside any taxi licensing surplus when setting future fees.
Theatres Box Office	96	0	96	
Cricket Pitch Refurbishment	310	0	310	
Culture Service Transition	121	0	121	To cover costs associated with modernising the service and adopting a different service delivery model.
Art Fund	12	0	12	To fund the purchase of works of Art.

	Opening Balance £000	Movement in 2016-17 £000	Latest Balance £000	Comments
HLF Building Maintenance	10	0	10	A condition of the HLF grant is that an asset management programme is in place to maintain Manningham Library to a specified standard.
Torex	10	0	10	To address e-Govt targets and improve service delivery.
Saltaire Tourist Information Centre	15	0	15	
Culture Company	200	0	200	Help create a Culture Company
Gym Equipment	133	0	133	To fund replacement gym equipment in Sports Facilities
Museum Restoration	133	-57	76	
Tour De Britain	8	0	8	
Tour De Yorkshire	139	0	139	
Lidget Moor YC	18	0	18	To support Youth Services in Lidget Green Area
Total Environment and Sport	2,957	-71	2,886	
Regeneration				
Empty Homes	125	0	125	To support the on-going programme to bring empty homes back into use
Council Housing Reserve	375	0	375	To meet future costs associated with later stages of the affordable housing programme
Housing Development Programme	212	0	212	Fee income generated to be used to subsidise the delivery of projects in future years.
Facility Management Service Improvement	515	0	515	To support investment in service improvements and cover against uncertainty in the client base
City Park Sinking Fund	630	0	630	Funding set aside to meet the future maintenance costs of City Park.
European Structural Investment Programme	867	0	867	Match funding for ESIP
Empty Rates Relief Scheme	500	0	500	Supporting Business Growth
City Centre Regeneration W	150	0	150	
Total Regeneration	3,374	0	3,374	
Human Resources				
Schools Traded HR Reserves	106		106	To mitigate the risk of changes in customer base.

	Opening Balance £000	Movement in 2016-17 £000	Latest Balance £000	Comments
Business Support Centre	145	-73	72	To support organisational development
Workforce Development New Deal	530	-185	345	Changing the organisation - vision & values, recruitment & selection, development of managers, performance management, leadership & succession planning linked closely with the New Deal agenda.
Learner Management System	85	-85	0	Software/system implementation etc in support of workforce development.
Total Human Resources	866	-343	523	
City Solicitor				
District Elections	216	0	216	To smooth the cost of District Elections over a four year period.
Total Service Earmarked Reserves	42,829	-1,245	41,584	

Capital Monitor

Capital Executive Report

Scheme No	Scheme Description	Mid Year Exec	Changes	Re-profiled Budget 2016/17	Budget Apr - Dec	Spend Dec 16	Budget 2017-18	Budget 2018-19	Budget 2019-20 & Onwards
		£'000		£'000	£'000	£'000	£'000	£'000	£'000
Health and Wellbeing Services									
CS0008	HIV Capital Grant	7	0	7	7	7	0	0	0
CS0237	Great Places to Grow Old	255	0	255	255	294	11,756	3,914	1,313
CS0239	Community Capacity Grant	1,115	-398	717	50	39	3,593	0	0
CS0257	BACES Mattresses	2	0	2	0	0	0	0	0
CS0275	Bfd Demetia Friendly Env Pilot	2	0	2	0	0	0	0	0
CS0311	Autism Innovation Cap Grant	19	0	19	0	0	0	0	0
CS0312	Integrated IT system	410	0	410	410	278	0	0	0
Total – Health and Wellbeing		1,810	-398	1,412	722	618	15,349	3,914	1,313
Children's Services									
CS0231	C&I School (Conv Thorn Park)	1	0	1	1	0	0	0	0
CS0025	Childrens Home Res Prov	6	0	6	6	0	0	0	0
CS0227	Designated Specialist Provision	4	-3	1	0	0	0	0	0
CS0249	Schools DRF	3,000	0	3,000	0	0	0	0	0
CS0256	2yr old Nursery Educ Expansion	407	0	407	251	252	0	0	0
CS0278	Targeted Basic Needs	260	-47	213	175	174	47	0	0
CS0286	Outdoor Learning Centres	340	-32	308	296	296	30	0	0
CS0297	Universal Free Sch Meals – Kitchen	26	0	26	3	2	0	0	0
CS0022	Devolved Formula Capital	3,145	0	3,145	3,670	3,670	0	0	0
CS0030	Capital Improvement Work	200	-13	187	73	72	0	0	0
CS0042	Primary Capital Programme	124	-12	112	111	111	0	0	0
CS0240	Capital Maintenance Grant	5,932	0	5,932	3,473	3,520	4,538	0	0
CS0244	Primary Schools Expansion Prog	9,500	-4,100	5,400	3,682	3,130	16,392	16,906	0
CS0244	Silsden School £7.265m Exec minutes 12/04/16	0	600	600	600	534	1,900	5,000	1,045
CS0313	School Capital Loans	400	0	400	200	0	550	0	0
CS0314	Foster Homes Adaptation	187	0	187	50	0	0	0	0
CS0316	Tracks Educational provision	185	0	185	86	86	0	0	0
CS0322	Horton Park Prim Open Spaces	176	-7	169	156	156	14	0	0
CS0343	Childrens Home Build Works	227	0	227	86	56	0	0	0
Total - Children's Services		24,120	-3,614	20,506	12,919	12,060	23,471	21,906	1,045

Scheme No	Scheme Description	Mid Year Exec 08 Nov 16	Changes	Re profile Budget 201617	Profile Budget Apr - Dec	Spend Dec 16	Budget 2017-18	Budget 2018-19	Budget 2019-20 & Onwards
Environment & Sports									
CS0060	Replacement of Vehicles	3,000	0	3,000	1,200	1,125	3,000	3,000	6,000
CS0066	Ward Investment Fund	35	0	35	0	0	0	0	0
CS0151	Building Safer Commun	47	0	47	0	0	0	0	0
CS0063	Waste Infrastructure & Recycling	0	36	36	18	18	590	474	0
CS0090	Landfill Restoration Sugden End	40	0	40	40	41	0	0	0
CS0132	Community Hubs	25	0	25	0	0	0	0	0
CS0283	Above Ground Fuel Storage	60	0	60	0	0	0	0	0
CS0324	Waste Minimisation Strategy	369	81	450	409	409	0	0	0
CS0328	Cliffe Castle Chimney Project	69	0	69	69	1	0	0	0
CS0340	St George's Hall	3,788	-3,568	220	170	170	3,568	0	0
CS0121	Roberts Park	53	0	53	53	3	0	0	0
CS0128	Queensbury Sport & Soc Club	0	4	4	4	4	0	0	0
CS0129	Scholemoor Project	0	0	0	0	0	83	0	0
CS0162	Capital Projects - Recreation	510	-300	210	160	161	0	0	0
CS0187	Comm Sports Field & Facili	53	0	53	53	0	0	0	0
CS0229	Cliffe Castle Restoration	3,673	-604	3,069	1,366	724	605	479	0
CS0242	War Memorial	5	0	5	5	3	0	0	0
CS0288	Thornton Grammar	1	0	1	1	1	0	0	0
CS0347	Park Ave Cricket Ground	570	150	720	640	636	0	0	0
CS0245	Doe Park	194	0	194	50	9	0	0	0
CS0349	Chellow Dene Reservoir	300	0	300	200	85	0	0	0
CS0284	Sport Facilities Invest Prog	6,500	-6,056	444	444	447	7,000	15,000	4,580
CS0107	Markets	20	15	35	35	25	50	50	707
CS0327	Oastler Market Redevelop	200	-165	35	35	25	100	2,159	0
	Westgate Carpark	660	-640	20	15	15	125	0	1,115
CS0247	Replace Box Office Equip	10	0	10	5	4	0	0	0
Total - Environment & Sports		20,182	-11,047	9,135	4,972	3,908	15,121	21,162	12,402
Regen - Estates & Property Services									
CS0094	Property Prog (bworks)	850	0	850	525	67	0	0	0
CS0262	Prop Prog - Office Ration/ Fmr Library	225	0	225	225	247	0	0	0
CS0294	Prop Prog - Essential Maint	589	0	589	400	293	0	0	0
CS0295	Property Prog - Invest to Save	0	0	0	0	5	0	0	0
CS0309	Birklands Mail Finishing Equip	7	0	7	7	0	0	0	0
CS0308	Property Programme 15/16	233	0	233	233	207	0	0	0
CS0333	Argos Chambers / Britannia Hse	1,620	0	1,620	780	768	723	0	0
CS0344	Property Programme	1,000	500	1,500	500	545	0	0	0

	16/17								
CS0230	Beechgrove Allotments	274	0	274	0	0	0	0	0
CS0050	Carbon Management	1,765	-450	1,315	250	249	1,620	0	0
CS0157	DEEP/Community Warmth	96	0	96	0	0	0	0	0
CS0305	LCR Green Deal Comm	76	0	76	76	5	0	0	0
Total - Regen – Estates & Property Services		6,735	50	6,785	2,996	2,386	2,343	0	0

Scheme No	Scheme Description	Mid Year Exec 08 Nov 16	Changes	Re profile Budget 201617	Profile Budget Apr - Dec	Spend Dec 16	Budget 2017-18	Budget 2018-19	Budget 2019-20 & Onwards
Regen - Economy & Development Services									
CS0134	Computerisation of Records	10	-10	0	0	0	10	0	0
CS0136	Disabled Hsg Facilities Grant	3,800	0	3,800	2,600	2,527	4,273	2,471	4,942
CS0137	Development of Equity Loans	1,000	-500	500	250	252	1,500	1,466	2,300
CS0141	Area Renewals	0	0	0	0	0	0	0	0
CS0144	Empty Private Sector Homes	1,043	-243	800	350	398	1,021	243	0
CS0158	Regional HALS	11	0	11	11	2	0	0	0
CS0223	Afford Housing - Beech Grove	0	0	0	0	-260	0	0	0
CS0225	Afford Housing Prog 11-15	967	-767	200	200	152	240	0	0
CS0308	Afford Housing Prog 15-18	5,050	800	5,850	2,550	3,040	18,468	2,258	0
CS0250	Goitside	300	50	350	320	338	205	0	0
CS0280	Temp Housing Clergy House	1,210	490	1,700	900	903	50	0	0
CS0335	Bfd Cyrenians	279	-30	249	40	31	30	0	0
CS0186	Enterprise Hubs	0	0	0	0	-5	0	0	0
CS0213	Park Dam	6	0	6	3	4	0	0	0
CS0269	Burley In Whrfdle Culvert repair	100	0	100	0	1	0	0	0
CS0331	Demolition Edwards Rainbow Ctre	36	0	36	22	22	0	0	0
CS0084	City Park	205	-205	0	0	0	205	0	0
CS0085	City Centre Growth Zone	420	0	420	-70	-264	1,300	4,400	0
CS0086	LEGI	51	-51	0	0	0	51	0	0
CS0189	Buck Lane	100	-40	60	40	0	111	0	0
CS0228	Canal Road	100	0	100	0	0	200	0	0
CS0241	Fmr College Builds Kghly	556	-306	250	100	151	306	0	0
CS0266	Superconnected Cities	25	0	25	10	0	882	0	0
CS0291	Tyrils	1,200	-1,115	85	45	43	1,000	3,715	0
CS0265	LCR Rev Econ Invest Fund	2,000	0	2,000	2,000	1,657	1,956	0	0
CS0285	Strategic Development Fund	0	0	0	0	0	1,167	0	0
CS0345	Dev Land at Crag Rd, Shply	235	150	385	300	436	1,441	0	0
Total - Regen - Economy & Development Serv		18,704	-1,777	16,927	9,671	9,428	34,416	14,553	7,242
Regen - Planning, Transport & Highways									

CS0131	Kghly Town Ctr Heritage Initi	668	1	669	51	60	0	0	0
CS0178	Ilkley Moor	12	0	12	12	12	18	0	0
CS0179	Landscape Environ Imp	23	0	23	1	1	0	0	0
CS0281	Saltaire - Public Realm imp	193	0	193	117	117	0	0	0
CS1000	Countances Way Bridge grant	0	0	0	0	0	30	0	0
CS0071	Highways S106 Projects	213	-130	83	63	77	556	0	0
CS0091	Capital Highway Maint	4,892	0	4,892	4,000	3,406	0	0	0
CS0095	Bridges	894	1	895	850	819	0	0	0
CS0096	Street Lighting	388	0	388	200	196	0	0	0
CS0099	Integrated Transport	1,312	0	1,312	650	546	0	0	0
CS0103	WY Casualty Reduction Ptner	42	0	42	6	6	0	0	0

Scheme No	Scheme Description	Mid Year	Changes	Re	Profile		Budget 2017-18	Budget 2018-19	Budget 2019-20 & Onwards
		Exec 08 Nov 16		profile Budget 201617	Budget Apr - Dec	Spend Dec 16			
CS0164	Local Intgrtd Transp Area Com	1,122	0	1,122	500	478	0	0	0
CS0168	Connecting the City (Westfield)	56	33	89	28	28	0	0	0
CS0169	Public Realm Impm't, City Ctre	33	-33	0	0	0	0	0	0
CS0172	Saltaire R/bout Cong/Safety Works	386	0	386	109	58	0	0	0
CS0252	Measures to Support Hubs	0	0	0	0	0	45	0	0
CS0264	Highway to Health	501	171	672	269	269	0	0	0
CS0282	Highways Strategic Acquisi	208	0	208	1	1	0	0	0
CS0289	Local Pinch Point Fund	542	0	542	24	24	0	0	0
CS0293	W Yorks & York Trsport Fund	1,760	0	1,760	503	502	2,966	38,314	0
CS0296	Pothole Fund	299	0	299	100	87	0	0	0
CS0306	Strategic Transp Infrastr	0	0	0	0	0	1,810	5,500	0
CS0302	Highways Prop Liab Redn	121	0	121	6	6	0	0	0
CS0307	Bus Hot Spots	70	-11	59	59	59	0	0	0
CS0310	Clean Vehicle Tech Fund	3	0	3	0	0	0	0	0
CS0317	VMS Signage	43	0	43	2	2	0	0	0
CS0319	Challenge Fund	1,530	1,100	2,630	470	435	750	0	0
CS0323	Flood Risk Mgmt	55	0	55	27	7	0	0	0
CS0325	Street Lighting Invest to Save	508	-124	384	140	124	0	0	0
CS0329	Damens County Park	138	62	200	120	110	0	0	0
CS0332	Flood Funding	2,500	0	2,500	1,100	992	0	0	0
CS0334	Air Quality Monitoring Equip	33	0	33	33	24	0	0	0
CS0346	WY+TF Forster Sq Station Gtwy Imp	700	0	700	1	1	0	0	0
CS0350	Street Lighting Invest to Save	1,650	-1,650	0	0	0	1,650	0	0
CS0353	Strat Land Purch Hard Ings Kghly	0	0	0	0	0	950	0	0
CS0355	StratLland Purch Harrogate Rd/New Line	0	0	0	0	0	3,500	0	0

Jct									
Total - Regen - Planning, Transport & Highways		20,895	-580	20,315	9,442	8,445	12,275	43,814	0
Reserve Schemes & Contingencies									
	General Contingency	4,676	400	5,076	0	0	2,000	2,000	0
CS0277	Wyke Manor Ph2 Sports Dev	493	-493	0	0	0	0	493	0
	Essential Maintenance Prov	500	-500	0	0	0	2,000	2,000	4,000
	Bfd City Ctre Townscape Herit	2,750	-2,750	0	0	0	2,750	0	0
	Keighley One Public Sector Est	0	0	0	0	0	3,000	10,000	5,000
	Depots	0	0	0	0	0	0	3,000	0
	Bereavement Strategy	0	0	0	0	0	0	8,500	8,500
Total - Reserve Schemes & Contingencies		8,419	-3,343	5,076	0	0	9,750	25,993	17,500
TOTAL - All Services		100,865	-20,709	80,156	40,722	36,844	112,725	131,342	39,502

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Report of the Strategic Director of Place to the meeting Executive to be held on 7 February 2017.

BD

Subject: Petition Seeking to reverse the decision to delete the Post of Development Officer Inclusion & Mobility Post.

Summary statement:

A petition was received by the Council seeking the reinstatement of the Post of Development Officer Inclusion & Mobility within Planning Transportation and Highways Service. The petition was referred to Executive by Full Council on 13 December 2016.

This report sets out the background to the deletion of the post including as part of the budget process and a service wide restructure in 2016 and the alternative arrangements to be put in place to undertake this work and meet its duties to equalities groups in on going service delivery.

This report has not been included on the published forward plan as an issue for consideration however the matter relates to the implementation of a restructure and agreed budget proposal and as such a decision is needed urgently in order to be consider as soon as possible any budget implications and also implications for the current post holder . As it is impractical to defer the decision until it has been included in the published Forward Plan the report is submitted in accordance with paragraph 10 of the Executive Procedure Rules set out in the Council's Constitution.

Julian Jackson
Assistant Director (Planning,
Transportation & Highways)

Portfolio:

Regeneration, Planning & Transport

Report Contact: Andrew Marshall
Phone: (01274) 434050
E-mail: Andrew.marshall@bradford.gov.uk

Overview & Scrutiny Area:

Regeneration & Economy



1. SUMMARY

- 1.1 A petition was received by the Council seeking the reinstatement of the Post of Development Officer Inclusion & Mobility within Planning Transportation and Highways Service. The petition was referred to Executive by Full Council on 13 December 2016
- 1.2 This report sets out the background to the deletion of the post including as part of the budget process and a service wide restructure in 2016 and the alternative arrangements to be put in place to undertake this work and meet its duties to equalities groups in on going service delivery.
- 1.3 This report has not been included on the published forward plan as an issue for consideration however the matter relates to the implementation of a restructure and agreed budget proposal and as such a decision is needed urgently in order to be consider as soon as possible any budget implications and also implications for the current post holder . As it is impractical to defer the decision until it has been included in the published Forward Plan the report is submitted in accordance with paragraph 10 of the Executive Procedure Rules set out in the Council's Constitution.

2. BACKGROUND

- 2.1 The post of Development Officer Inclusion and Mobility was established in November 2006 for a fixed 2 year period, linked to one off funding. Following the end of the temporary funding the post was rolled forward on a temporary basis and funded from Transport Planning staffing budget base. The post was subsequently made permanent in May 2011.
- 2.2 The prime objectives of the post as set out in the Job profile are:
 1. To support and help develop Bradford Access Action, Mobility Planning Group, Planning (MPG), Highways Access Forum (PHAF), and Disability Discrimination Act Task Group;
 2. To work with Planners, Architects, Engineers, Building Control Surveyors, Landscape Architects, Conservations officers, other technical staff and key policy makers (both within the Council and its partners) to develop understanding, ownership and capacity to deliver an inclusive environment.
 3. To raise awareness within the Council of its requirement to promote inclusion and demonstrate leadership and best practice.
 4. To inform support and advise elected members, as circumstances require including presenting reports at committee meetings and developing and delivering appropriate training material; and
 5. To be an ambassador for the council supporting its aims and objectives, in



particular in relation to its Disability Equality Duty

- 2.3 The Council as part of its budget setting process for 2016/17 and 2017/18 included a proposal to review the role of the Inclusion and Mobility support and advice within Planning Transportation and Highways (PTH). The Draft budget proposals approved by Executive 1 December 2015 included proposal 3R18 entitled 'Restructure of PTH and transfer of some functions to the WYCA'. In the supporting text specific reference was made to a review of the 'provision of highways inclusion and mobility advice'. This advice and support was at the time provided by the post of Development Officer Inclusion and Mobility. The combined savings of these proposals over two years was proposed to be £315,000 (190K in 16/17 and £125 in 17/18). These proposals were approved at the subsequent Executive on 23 February 2016 and Full Council on 25 February 2016, following public consultation.
- 2.4 In response to the Council's agreed budget 2016-18 Planning Transportation and Highways began a comprehensive restructure in March 2016 in order to deliver the approved savings. This went through several key stages which involved consultation with internal staff and unions in line with the Council's agreed procedures. An initial Stage 1 consultation document entitled 'Planning for Change', was issued to staff and unions in April 2016 for comment. This set out the package of proposals to meet the required savings. This included a proposal to delete the post of Development Officer Mobility and Inclusion and deliver this function through a different arrangement which would move away from a dedicated specialist officer and see other officers picking up functions relevant to their area of responsibility and expertise. This would seek to embed inclusion and mobility within teams rather than make it a specialist role. The 'Planning for Change' document was supported by an Equalities Impact Assessment.
- 2.5 As part of the consultation comments were received raising concerns over the deletion of the post from both staff and unions. These were considered and responded to as part of the next stage. The proposal to delete the post was retained in the further 'Planning for Change' document published in June 2016 which included other changes following the stage 1 consultation. Comments were invited on the stage 2 document. Further comments were again received to the proposal to delete the post, which were considered and responded to.
- 2.6 Following stage 2 some further changes were made to the restructure proposals which were agreed with the Unions in July including at Level 3 service meeting.
- 2.7 A number of comments were submitted to the Council from external individuals and groups (Including the Strategic Disability partnership (SDP) and Mobility Planning Group) raising concerns over the proposal to delete the post. These in the main echoed the comments raised internally by staff and unions which were considered as part of the internal process. These comments were considered as part of the process. A meeting was held with the Chair of SDP in September to discuss their concerns and explain the Council's position and outline its proposals for changing how the functions currently undertaken by the post will be provided in future under the new structure and arrangements.



- 2.8 The majority of the key roles of the deleted post that related to the built environment and transport/access will now be picked up by professional staff and management within PTH. All the key activities have been scoped out and assigned to named officers for example the Planning and Transport Strategy Manager will be the lead contact for the Strategic Disability Partnership (SDP).
- 2.9 In scoping the roles within PTH, the risks and mitigation has been identified including need for some targeted further training and development. The new arrangements will be monitored by management.
- 2.10 There are some limited corporate activities (see Prime Objectives 3-5 of post above) which will need to be picked up by Corporate Support and /or support commissioned as and when needed.
- 2.11 The new arrangements will be outlined to the SDP and they will be monitored by management.

3. OTHER CONSIDERATIONS

- 3.1 None

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 The post has been deleted following its inclusion as part of the agreed Council budget proposal and subsequent review. The deletion of the post makes a significant contribution towards the overall saving of the PTH restructure of approximately £759,000.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 There are risks from the deletion of the post which were considered as part of the restructure and in considering the new arrangements. These relate in the main to the discharge of the Equalities Duty. The new arrangements have put in place appropriate arrangements and mitigation in order to manage any risks.

6. LEGAL APPRAISAL

No legal issues.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The restructure was supported by an Equalities Impact Assessment. This concluded that the new arrangements would not have an adverse impact. The function would continue to support effective consideration of mobility and inclusion issues in new development and transport proposals through the on-going partnership working with the established arrangements (SDP/Mobility Planning



Group and PHAF).

7.2 SUSTAINABILITY IMPLICATIONS

Inclusion is a key element of sustainable communities. The change will continue to ensure that this is still a key consideration which will inform development and change.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

No implications.

7.4 COMMUNITY SAFETY IMPLICATIONS

Accessible built development is one key element of ensuring safe environments for all.

7.5 HUMAN RIGHTS ACT

No implications

7.6 TRADE UNION

The restructure has followed agreed council procedures and has been subject to formal staff and union engagement and consultation.

7.7 WARD IMPLICATIONS

No ward implications

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

9.1 There are two options for consideration:

Option1

Endorse the decision made to delete the post and the new arrangements to discharge the key functions

Option 2

Reinstate the post.

9.2 As the post makes a significant saving in line with the agreed budget proposals this



would result in a financial pressure which would have to be addressed elsewhere within with the service or wider Council.

- 9.3 The Executive are recommended to endorse the deletion of the post and alternative arrangements for the discharge of the function as agreed and implemented by the PTH restructure.

10. RECOMMENDATIONS

Recommended -

- 10.1 The post of Development officer Mobility and inclusion is not reinstated and the new arrangements are endorsed.

11. APPENDICES

11.1 Petition to Council

11.2 Statement of lead petitioner to Full Council held on 13 December 2016

12. BACKGROUND DOCUMENTS

None



We the undersigned petition the council to reverse the decision to delete the Development Officer Inclusion and Mobility post

We the disabled people and organisations representing disabled people in the Bradford District would like to express our concern and dismay about the decision to delete the current post of Development Officer Inclusion and Mobility from within the Planning and Highways Service located in the Regeneration Directorate of Bradford Council.

This decision means disabled people in representing their views to help ensure our district becomes more inclusive, will no longer have the necessary voice challenging poor access on our behalf where it occurs. Bradford district has many steep hills, old Victorian housing stock and poor public realm infrastructure that result in significant access challenges that need badly resolving.

It is a fundamental human right that everyone, no matter what their disability may be, should be able to move about the built environment safely without inconvenience or fear of harm, because professionals responsible for the built environment fail to consider disabled peoples access needs. We still have a long way to go at improving barriers to physical access. Taking away a specialist post that helps support other professionals who lack detailed access design knowledge, can only be a backward step and is counter-productive to the Councils overall aim towards making improved financial savings.

By the Council deleting this post, as part of the budget cuts process, it has failed to ensure the principles of 'Due Regard' are properly applied as outlined in the Public Sector Equality Duty of the 2010 Equalities Act

We would like Bradford Council to reverse the decision to delete what we believe is a very valuable post that improves disabled peoples quality of life living in the district

This petition runs from 28/10/2016 to 02/12/2016

Please send the completed petition to Room 112, Committee Secretariat, Legal & Democratic Services
City of Bradford Metropolitan District Council, City Hall, Bradford, BD1 1HY

*

8
Members of Holmwood Visually Impaired Support Group.
(members are all registered blind - do not use computers, so phone numbers used.)

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Councillors, the petition that I present to you today speaks very much for itself.

What doesn't is the reasons behind my asking you, the decision makers to think again.

We all know that financial savings have to be made and that there are many competing calls for those scarce resources. For any manager deleting a post such as The Development Officer Inclusion and Mobility provides a simple and, easy way to balance the books; but what does this post actually do you might be thinking?

First and foremost this post assists in providing an appropriate professional support not just to other Council officers but also to professionals in external organisations and businesses that enables the delivery of an inclusive built environment for residents of and visitors to our district.

Additionally the post works alongside disabled people and provides invaluable advice to the Council's Planning and Highway service on a wide range of access issues as well as inclusive design advice, including the importance of complying with current equality legislation and how all of this fits in with the delivery of planning, building control and highway processes.

We are informed the Mobility Planning Group and the Planning Highways Access Forum both supported by the post are to continue but not how in reality this will happen. I can only conclude that the senior manager in the Planning and Highways service that made the commitment to continue these user-led groups which this post also supports doesn't know either as there has been no detail at this late stage as to what will be put in its place.

The Council rightly, promotes equality as one of its core principles and as such is supposed to be central to all of its works. If this is to be anything more than just words then I cannot understand the logic in deleting your own in-house specialist area for disabled access in favour of... well I don't know as no one has told me what happens once the post is deleted.

The disabled have benefit of a protected characteristic as defined by the 2010 Equalities Act and as such the decision to delete this post could be subject to Judicial Review as it would have a detrimental impact on lives of disabled people and their ongoing ability to enjoy the public realm as well as to use public transport. The costs involved in defending a Judicial Review will not be insignificant.

The loss to the Council of a specialised, professional and most importantly in-house resource also has a cost and a cost far greater than that of the on-going salary of this post.

If all Council Officers are sufficiently informed of inclusive design principles then there wouldn't be as much of an issue, but unfortunately from my experiences this is far from the case. Planners, Highway Engineers and Building Control staff are experts in their respective fields but through no fault of their own are not when it comes to accessible design. And I would contend the cost of making them so would exceed the savings being made by the deletion of this post.

And where would those officers go for advice if this post was to be deleted?

Outside consultants and at what cost to the public purse would that be?

Report of the Strategic Director of Children's Services to the Meeting of the Children's Services Overview and Scrutiny Committee to be held on 31 January 2017

AG

Subject:

Fostering Allowances Review

Summary statement:

Attached is the response to reasons cited for the call in of the decision of the Executive Committee, 10 January 2017, relating to Agenda Item 7, Fostering Allowances Review

Michael Jameson
Strategic Director Children's Services

Portfolio:

Health & Wellbeing

Report Contact: Jim Hopkinson
Deputy Director (Children's Social Care)
Tel : 01274 432904
Jim.hopkinson@bradford.gov.uk

Overview & Scrutiny Area:

Children's Services

1. Fostering Allowances Review

- 1.2 In accordance with Paragraph 8.6.2 (Part 3E of the Constitution) the decision of the Executive held on Tuesday 10 January 2017 regarding Fostering Allowances Review (**Executive Document "AS"**) has been called-in.
- 1.3 Councillor Arshad Hussain (Chair of the Corporate O&S) has called-in the decision, as requested to do so by a Member of the Corporate O & S Committee, Councillor Cooke. The Call-in relates to the following resolution and the reasons for the call in are set out below:

2. FOSTERING ALLOWANCES REVIEW

Resolved –

That Option 2 – Reducing Fostering allowances to the Government minimum allowances over a two year period with effect from 01 April 2017 be approved.

ACTION: Strategic Director Children's Services

Overview and Scrutiny Area: Children's Services

(Jim Hopkinson - 01274 432904)

3. The reason for Cllr Cooke requesting the call-in are:

- It is acknowledged by the council that Foster Carers already possess a strong sense of being undervalued, though the report provides members with no indication or projection of the potential impact that the implementation of the Executive's decision, may have upon the Council's Sufficiency Duty in relation to looked after children.
- Whilst the report makes reference to legal requirements relating to payments made to the carers of Looked After Children and the actions of the Courts, in to date rejecting local authority justifications for differences in allowances paid to the different types of carers, the information provided regarding the legal requirements is not sufficient for members to ascertain whether the Council's circumstances are comparable and thus whether any legal obligations are likely to be breached.

Councillor Simon Cooke

4. In response to the potential impact on the Council's Sufficiency Duty:

- 4.1 The Sufficiency Duty places a duty on the local authority to provide/commission enough of the right placements at the right time for the children in need of accommodation in its area. The Council's Sufficiency Duty

will continue to be met by a combination of internal and external placements in accordance with the child's needs and care plan. Traditionally, foster carers in Bradford have been very loyal to the Council and we very much value and appreciate everything they do in welcoming looked after children into their homes and caring for them as part of their families. However, the proposal to change the fostering allowance rate may result in some foster carers leaving Bradford Council to transfer to other fostering providers. Supervising Social Workers and Team Managers report a mixed response to the proposal with a small but significant number of foster carers advising that they intend to transfer to another agency. Should we lose foster carers as a result of the proposed change to payments, we will need to recruit further foster carers. Recruitment activity is ongoing in Bradford and we currently have 23 applicants in the assessment process with monthly Information Evenings booked in for the year. However, 35% of the 652 children who were looked after in foster care at the end of quarter two 2016 were placed in Family & Friends placements. There has been a consistent upward trend in family and friends placements which is expected to continue as social workers must consider placing children with family as the first option if they are being removed from the care of their birth parents.

4.2 Foster carers are very much valued and consideration is also given to support foster carers in looking after the children placed with them. In the summer, meetings were held with over 100 foster carers in Bradford and Keighley to discuss service developments. Foster carers gave positive feedback about the impact of the Family Finding Team which matches children in need of placements with foster families who have vacant placements, after previously complaining that the system of managing vacancies was unfair. They also welcomed news of the development of a Model of Care and the bid for innovation funding to introduce the Mockingbird Family Model in Bradford to support them in the fostering task. The Fostering Service will also be prioritising developing a support package for disabled children as announced to foster carers in the newsletter from the Service in December, and work is in progress to build on the support groups in place.

4.3 Children's Services have commissioned a Strategic Director, independent from Children's Services, to undertake a review of our fostering services to include our requirement to recruit and support foster carers.

5. **With reference to the legal requirements:**

5.1 Statutory guidance in relation to Special Guardianship (2016 and previously 2005) states that 'in determining the amount of any ongoing financial support, the local authority should have regard to the amount of fostering allowance which would be payable if the child were fostered.' This paragraph has been the subject of judicial scrutiny in a number of cases, notably: -

5.2 **Barrett v Kirklees MC (2010)**. This case held the local authority's special guardianship allowance rate which was set at two thirds of its fostering allowance, was unlawful. The local authority acknowledged that the allowance was not in accordance with the statutory guidance and therefore had to be

justified on rational grounds. It argued that there were additional costs in bringing up a foster child arising on account of the characteristics of fostered children and of fostering and also that the SGO allowance was a gateway allowance, opening the door to other state benefits. Neither argument was accepted by the judge who pointed out that "some children who are placed with special guardians are in situations which have derived from former fostering arrangements... and the cost of bringing up these children may not be significantly less than the cost of bringing up fostered children." It was emphasized in the case that the more substantial the departure from the guidance, the more convincing the reason for departing from it needs to be.

- 5.3 **R (TT) v London Borough of Merton (2012).** The local authority had set its SGO allowance at two thirds of the national minimum fostering allowance, justifying it in their policy by stating the child had become part of the family unit and the additional costs for a looked after child were therefore not applicable to a child in a special guardianship arrangement. The court held that where a local authority proposes to have a policy in which the allowance to be paid to special guardians is set, it must, in order to comply with the Guidance, consider the Fostering Network's minimum recommended allowances and make such adjustments to those allowances to reflect the (lower) costs to a special guardian as it considers appropriate. He accepted that any such adjustment would inevitably be somewhat arbitrary but that was what he considered the Guidance required. Compliance was not achieved by ignoring the additional costs of caring for a child not born into the family or assessing them as nil. It was therefore his view that the local authority did not comply with the Guidance and had produced no reasons, cogent or otherwise, for not doing so.
- 5.4 The legal position is also affected by the Statutory Guidance for Local Authorities regarding Family and Friends Care (2010). This applies to all circumstances where children are being cared for by friends or family, whatever the legal status of the arrangement. The Guidance states that local authority 'policies should be underpinned by the principle that support should be based on the needs of the child rather than their legal status'.

Report of the Strategic Director of Children's Services to the meeting of Executive Committee to be held on 7 February 2017.

BE**Subject:****Primary and Secondary Admissions and Proposed Expansions****Summary statement:**

This report asks the Executive to determine the admission arrangements for September 2018 including:

- Approving the Admission Arrangements for Community and Voluntary-Controlled Schools
- Approving the Coordinated Admission Schemes.
- Approving the In Year Coordinated Admission Scheme
- Approve the publication of Statutory Proposals for the expansion of All Saints' C of E Primary School(Ilkley)
- Approve the publication of Statutory Proposals for the expansion of Poplars Farm Primary school.
- Consider the proposed expansion of Steeton Primary School.
- Approve changes to the admissions policy for Sandal Primary School to include an oversubscription priority area.
- Approve changes to the admissions policy for Silsden Primary School to include an oversubscription priority area.
- Noting the "own admissions authority schools" proposing changes to their admission policies.
- Noting Published Admission Numbers

Michael Jameson
Strategic Director -
Children's Services

Portfolio:**Children's Services**

Report Contact:
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Overview & Scrutiny Area:**Children's Services**

1. SUMMARY

This report asks the Executive to determine the admission arrangements for September 2018 including:

- Approving the Admission Arrangements for Community and Voluntary-Controlled Schools
- Approving the Coordinated Admission Schemes.
- Approving the In Year Coordinated Admission Scheme
- Approve the publication of Statutory Proposals for the expansion of All Saints' C of E Primary School(Ilkley)
- Approve the publication of Statutory Proposals for the expansion of Poplars Farm Primary school.
- Consider the proposed expansion of Steeton Primary School.
- Approve changes to the admissions policy for Sandal Primary School to include an oversubscription priority area.
- Approve changes to the admissions policy for Silsden Primary School to include an oversubscription priority area.
- Noting the “own admissions authority schools” proposing changes to their admission policies.
- Noting Published Admission Numbers

2. BACKGROUND

- 2.1 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 at the school. Admission arrangements are determined by admission authorities.
- 2.2 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 these schools by complying with the relevant statutory procedures. Voluntary aided, foundation schools and academies are responsible for determining their own admission arrangements. Under Section 14 of the Education Act 1996 the Local Authority also has a general duty to secure sufficient primary and secondary school places.
- 2.3 When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements that will apply for admission applications the following academic year. If no changes are proposed or made to admission arrangements they only need to be consulted on at least every 7 years. For admission arrangements for entry in September 2018 consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before these arrangements are to apply. All admission authorities must determine the admission arrangements every year even if they have not changed from the previous year and a consultation has not been required. Admission authorities must determine admission arrangements for entry in September 2018 by 28 February 2017.
- 2.4 There are no changes proposed to the admission arrangements for community and voluntary controlled schools other than proposals to include admissions oversubscription priority areas for Sandal Primary and Silsden Primary Schools as described below. The Local Authority consulted on admissions arrangements between 2 November 2016 and 16 December 2016, see Appendix A attached.

Appendix B shows Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2018/19. Appendix C gives the Admission Arrangements for Community Secondary Schools for 2018/19.

- 2.5 For the Co-ordinated Admissions Scheme for primary and secondary schools please see Appendices E and F. Please note these are unchanged from the previous year other than changes to dates for 2018-19.
- 2.6 Published Admission Numbers (PANs) for Primary and Secondary Schools for entry in September 2018 are shown in Appendix G.
- 2.7 Over the last few years there has been an increase in the pupil population within the District. Forecasts show this will continue to increase and the Local Authority has therefore proposed to increase the Published Admission Number (PAN) of some community schools for September 2018. An increase in is not a change requiring statutory proposals.
- 2.7.1 For some of the schools where an increase in PAN has been proposed there will also be the need to enlarge the premises which would increase the physical or net capacity of the school. For some proposed enlargements which are significant changes, if agreed there will be a requirement to publish statutory proposals.
- 2.7.2 Statutory proposals are required for proposed enlargements of premises of schools where the capacity of the school is increased by both more than 30 pupils and by 200 pupils or 25% of the existing capacity, whichever is the lesser. For all enlargements less than this publication of statutory notices is not required. Note any incremental increases in the last 5 years must be taken into account when calculating the overall size of the enlargement.
- 2.7.3 If there is a proposal to increase the PAN which would involve a statutory proposal to enlarge the premises increasing the physical capacity of the school there are therefore two related consultation processes:
- i) Consultation on the proposal to increase the PAN
 - i) Consultation on the proposal to enlarge the premises increasing the physical capacity of the school prior to publication of statutory proposals
- 2.7.4 Although a significant number of primary schools have already increased their PANs through the primary expansion programme there is still a demand for additional primary school places in a few areas.
- 2.8 Consultation on proposals to increase the PAN at 3 primary schools, i.e. All Saints' C of E Primary (Ilkley), Poplars Farm Primary and Steeton Primary and on the proposal to enlarge the premises by increasing the physical capacity of some of these schools was undertaken between 2 November 2016 and 16 December 2016. See example letters in Appendices H to J. A list of consultees for all consultations is shown in Appendix M. A summary of the analysis of responses to these consultations is appended to this report Appendices N to R. The Local Authority responses to these are set out below.
- 2.9 **Proposal to change the PAN of All Saints' C of E Primary school (Ilkley) and to enlarge the school premises.**
- 2.9.1 Based on the analysis of the responses to the initial consultation on the proposal as detailed in Appendix H, the recommendation is to increase All Saints' C of E Primary School (Ilkley) from a current capacity of 315 to 420 (PAN 45 to 60) and approval to publish statutory proposals to enlarge the premises.
- 2.9.2 Responses to the consultation, see Appendices N(i) and N(ii), fall into a number of main categories those relating to traffic congestion and parking plus loss of playing area . Concerns are also raised about disruption, funding and additional pressure on teaching.

- 2.9.3 All physical alterations would be subject to planning approval.
- 2.9.4 It is not envisaged that the school will be required to teach in classes larger than 30. For infant classes current legislation limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher. The school will be provided with additional teaching spaces to accommodate the increase in pupil numbers and it is for the school to decide how to organise teaching groups.
- 2.9.5 Increasing the PAN from 45 to 60 would enable the Local Authority and School to better meet the preferences expressed by parents and reduce the number of appeals lodged and children could be taught in year groups rather than mixed age ranges.
- 2.10 Proposal to change the PAN of Poplars Farm Primary School and to enlarge the school premises.**
- 2.10.1 Based on the analysis of the responses to the initial consultation on the proposal as detailed in Appendix I, the recommendation is to increase Poplars Farm Primary) from a current capacity of 210 to 420 (PAN 30 to 60) and approval to publish statutory proposals to enlarge the premises.
- 2.10.2 Responses fall into a number of main categories see Appendices O (i) and O (ii)
- 2.10.3 All physical alterations would be subject to planning approval and will be subject to exploring issues such as access, traffic and parking.
- 2.10.3 It is not envisaged that the school will be required to teach in classes larger than 30. For infant classes current legislation limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher. The school will be provided with additional teaching spaces to accommodate the increase in pupil numbers and it is for the school to decide how to organise teaching groups.
- 2.10.5 Increasing the PAN from 45 to 60 would enable the Local Authority and School to better meet the increasing demand due to housing developments and the preferences expressed by parents and reduce the number of appeals lodged.
- 2.11 Proposal to change the PAN of Steeton Primary school and to enlarge the school premises.**
- 2.11.1 Based on the analysis of the responses to the initial consultation on the proposal as detailed in Appendix J and the proposed increase at St Joseph's Catholic Primary School in Keighley, the recommendation is to postpone any proposed enlargement of Steeton Primary School.
- 2.11.2 Responses fall into a number of categories but mainly those relating to traffic congestion, parking, a loss of playing area and concerns that children attending the school are not local. See Appendices P(i) and P(ii).
- 2.11.3 During the consultation period a decision has been made by the school, Trust and diocese for St Joseph's Catholic Primary School in Keighley to admit a temporary bulge class of 15 in September 2017 with a view to this becoming permanent in September 2018.
- 2.11.4 Although parents have a right to state any school on their preference form, the increase at St Joseph's would affect the intake of children at schools in and around Keighley and given that significant numbers of Keighley children currently travel to Steeton, could impact on the school.

- 2.11.5 There are a number of housing developments in and around Steeton with Eastburn and the Local Authority needs to ensure that the demand for places in this area is still met. With this in mind we will be suggesting that consultation is carried out during the statutory period next autumn with a view to creating an admissions oversubscription priority area for Steeton and also possibly Eastburn schools.
- 2.11.6 If following consultation it is agreed to use a priority area for admissions to either or both schools the earliest it could be effective would be for intake from September 2019 although the sibling rule would still mean that children with brothers or sisters attending the school at the time of expected entry from Keighley would still gain places.
- 2.11.7 Monitoring and further investigation would continue on the demand for places in this planning area with a review of intake at Steeton and other options being considered.
- 2.12 Changes to the Admissions Oversubscription Criteria for Sandal Primary School**
- 2.12.1 Due to the geography and road system in Baildon, a number of children live closer by straight line distance to Sandal Primary than many who live nearer to the Glen. Information given by parents and governors would suggest that some children do not get places at Sandal and then have to travel past the school to go to ones further afield.
- 2.12.2 The purpose of the priority area would be to ensure that people who live in certain areas of Baildon do not have to drive past their nearest school to one that is the opposite end of Baildon whilst other people drive past them in the opposite direction that have schools very close to them, reducing travelling distance and time.
- 2.12.3 Work was carried out in discussion with the school, during the spring and summer terms 2016 with a view to consulting on options for a priority area for Sandal Primary School. The consultation needed to be for a minimum of 6 weeks and be completed by 1 February 2017 to be determined by the Executive in February 2017 for admissions in September 2018. See sample letter Appendix K
- 2.13 Changes to the Admissions Oversubscription Criteria for Silsden Primary School**
- 2.13.1 Aire View School is currently oversubscribed and discussions have been held to try and ensure that children living in the Silsden area will be able gain places at the school. The Governors of the school have therefore asked that consultation is carried out for an admissions oversubscription priority area to be created around the Silsden area particularly as the school which will be called Silsden Primary School as from September 2017 and should be moving to a new site by September 2019.
- 2.13.2 Work was carried out in discussion with the school, during the spring and summer terms 2016 with a view to consulting on options for a priority area for Silsden Primary School. The consultation needed to be for a minimum of 6 weeks and be completed by 1 February 2017 to be determined by the Executive in February 2017 for admissions in September 2018.
- 2.13.3 The purpose of the priority area would be to ensure that children who live in Silsden can attend their local school. This would not exclude children living outside Silsden applying for places but as these children are likely to have other options e.g. in Riddlesden or Keighley, those within the drawn boundary would be given places as priority.
- 2.14 Own admission authorities are not required to consult on their Published Admission Number (PAN) where they propose either to 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 increase or keep the

same PAN. All admission authorities must consult where they propose a decrease in their PAN.

3. OTHER CONSIDERATIONS

CONSULTATION

3.1 Although no changes were proposed other than the proposed admissions oversubscription priority areas for Sandal and Silsden Primary Schools, consultation on admission arrangements was carried out between 2 November 2016 and 16 December 2016. See sample of consultation letter Appendix A

3.1.1 The list of those consulted is attached as Appendix M. The local media publicised the consultation. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.

3.1.2 No responses were received.

3.2 All Saints

Consultation on a change to the Published Admission Number (PAN) from 45 to 60 and to enlarge the premises for All Saints' C of E Primary School (Ilkley) was carried out between 2 November 2016 and 16 December 2016.

3.2.1 The list of those consulted is shown in Appendix M. The local media publicised the consultation. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.

3.2.2 A total of 47 responses were received, one on 19 December which has been included. Where provided, these were mainly from local people living in the LS29 9 area of the District but also included Menston, Bingley, Heaton in Bradford and LS21 which is part of the Leeds District. See Appendices N(i) and N(ii).

3.2.3 Those agreeing with the proposal state that All Saints' is a well performing popular school with space to expand that would serve the community well and respond to local community needs and future increases in demand. It is also pointed out that teaching in actual year groups sits better with recent developments in the curriculum.

3.2.4 Those disagreeing with the proposal are concerned mainly about traffic, lack of parking and congestion but also point out that they are not convinced the additional places are required. They also suggest that there is not sufficient space, particularly play areas and that there is likely to be disruption.

3.3 Poplars Farm

Consultation on a change to the Published Admission Number (PAN) from 30 to 60 and to enlarge Poplars Farm Primary School was carried out between 2 November 2016 and 16 December 2016.

3.3.1 The list of those consulted is shown in Appendix M. The local media publicised the consultation. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.

- 3.3.2 52 responses were received mainly from people living in the BD2 area but also include parts of the District. See Appendices O (i) and O (ii).
- 3.3.3 Those agreeing with the proposal state that the expansion is needed to meet the demand for school places.
- 3.3.4 Those disagreeing, particularly locals are concerned mainly about traffic, access and congestion plus lack of parking.
- 3.4 **Steeton Primary**
Consultation on a change to the Published Admission Number (PAN) from 45 to 60 and to enlarge Steeton Primary School was carried out between 2 November 2016 and 16 December 2016.
- 3.4.1 The list of those consulted is shown in Appendix M. The local media publicised the consultation. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.
- 3.4.2 89 responses were received of which were mainly from the BD20 area. See Appendices P (i) and P (ii).
- 3.4.3 Those agreeing with the proposal feel that there will not be sufficient schools places over the next few years and that the children would benefit by being taught in pure year age groups.
- 3.4.4 Those disagreeing with the proposal are mainly concerned about traffic, congestion, access and parking plus the safety of the children. They also suggested that many children are not local to the school and that other schools should be expanded to meet the demand for places.
- 3.5 **Sandal Primary**
Consultation on changes to the admissions policy for Sandal Primary School to include an oversubscription priority area was carried out between 2 November 2016 and 16 December 2016.
- 3.5.1 The list of those consulted is shown in Appendix M. The local media publicised these consultations. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.
- 3.5.2 21 responses were received of which most were from the BD17 5 postcode area of the District.
- 3.5.3 The majority agreed with the proposal to include an admissions oversubscription priority area for entry into Sandal Primary and felt that option 1 (see appendix K) would be the fairest and most reasonable option.
- 3.5.4 Those disagreeing with the proposal stated that they have easy access to the school and should not be discriminated against.
- 3.5.5 Note a priority area does not exclude those living outside the priority area from applying for

places at the school. Siblings would still have priority as per the Council's published admission policy oversubscription criteria.

3.6 **Silsden Primary**

Consultation on changes to the admissions policy for Silsden Primary School to include an oversubscription priority area was carried out between 2 November 2016 and 16 December 2016.

- 3.6.1 The list of those consulted is shown in Appendix M. The local media publicised the consultation. Details were also placed on the Council's website and on Bradford Schools Online, Facebook and Twitter.
- 3.6.2 49 responses were received which were mainly from those living in the BD20 9 and BD20 0 postcode areas of the District.
- 3.6.3 The majority of respondents agree that there should be an admissions oversubscription priority area for entry into the school, although opinion is divided as to which option (see letter appendix L) should be used. A breakdown of responses is shown in Appendix R(i) with details of comments in Appendix R(ii).
- 3.6.4 Option 3 appears to be either the preferred or second most preferred option. Reasons given include enabling Silsden children and those in the bordering rural areas would gain access to the school over other living closer to Riddlesden or Keighley.
- 3.6.5 Of those disagreeing with the establishment of a priority area for the school still stated that Silsden children should be given places, however there was a comment that Keighley children should also be able to access to the school being only a few minutes away by car.
- 3.6.5 Note a priority area does not exclude those living outside the priority area from applying for places at the school. Siblings would still have priority as per the Council's published admission policy oversubscription criteria.
- 3.7 The following own admission authority schools are consulting on changes to their admissions policies, details can be found on individual school sites and will be published in the Guide to Parents booklet in the Autumn term.

- Bradford Forster Academy
- Bradford Girls Grammar
- Foxhill
- Killinghall
- Laisterdyke
- Russell Hall
- Shibden Head
- St Mary's & St Peter's
- The Holy Family
- Tong

4. **OPTIONS**

- 4.1 The Admission Arrangements for primary and secondary schools.

Approve the Primary and Secondary Admission Arrangements

- 4.2 The Schools Co-ordinated Admissions Scheme.

Approve the Primary and Secondary Admission Schemes

4.3 In-Year Admission Arrangements

Approve the In-Year Admission Arrangements

4.4 Considering the results of the consultations, the Executive can decide to:

4.5 **All Saints' C of E Primary School (Ilkley)**

a) Approve the increase in PAN for All Saints' C of E Primary School (Ilkley) to 60 as from September 2018 and approve the publication of Statutory Notices to enlarge the school premises by increasing the capacity of the school from 315 to 420 from September 2018.

b) Retain the PAN at All Saints' C of E Primary School (Ilkley) at 45 and not enlarge the school premises.

4.6 **Poplars Farm Primary School**

a) Approve the increase in PAN for Poplars Farm Primary school to 60 as from September 2018 and approve the publication of Statutory Notices to enlarge the school premises by increasing the capacity of the school from 210 to 420 from September 2018.

b) Retain the PAN at Poplars Farm Primary School at 30 and not enlarge the school premises.

4.7 **Steeton Primary school**

a) Retain the PAN at Steeton Primary School at 45 and not enlarge the school premises but consider further monitoring and possible consultation on an admissions oversubscription priority area.

b) Approve an increase in PAN for Steeton Primary School to 60 as from September 2018 and agree to the publication of Statutory Notices to enlarge the school premises.

4.8 **Sandal Primary School**

a) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using the proposed Option 1 boundary as shown in Appendix K.

b) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using the proposed Option 2 boundary as shown in Appendix K.

c) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using the proposed Option 3 boundary as shown in Appendix K.

d) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using the proposed Option 4 boundary as shown in Appendix K.

e) Retain the current admission oversubscription priority area for the school, i.e. do not approve an admissions oversubscription priority area to be used for entry into Sandal Primary School.

4.9 **Silsden Primary School**

a) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using proposed Option 3 boundary as shown in Appendix L.

b) Approve the inclusion of an admissions oversubscription priority area for entry into the school, using proposed Option 1 boundary as shown in Appendix L.

c) Approve the inclusion of an admissions oversubscription priority area for entry into the

school, using proposed Option 2 boundary as shown in Appendix L.

d) Retain (Option 4) the current admission oversubscription priority area for the school, i.e. do not approve an admissions oversubscription priority area to be used for entry into Silsden Primary School.

4.10 Note the proposed changes to the admissions policies for schools listed in 3.7 above.

4.11 **Published Admission Numbers**

Note Published Admission Numbers as shown in Appendix G

5. FINANCIAL & RESOURCE APPRAISAL

5.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.

5.2. Basic Needs Funding would be used for expansion of the primary schools subject to approval and responses to the publication of Statutory Notices.

5.3 The estimated cost for the enlargement of All Saints' C of E Primary School currently stands at £2.1 million.

5.4 The estimated cost for the enlargement of Poplars Farm Primary School current stands at £3.6 million.

6 RISK MANAGEMENT

6.1 If there are no significant risks arising out of the implementation of the proposed recommendations, this should be stated but only on the advice of the Finance Director.

7. LEGAL APPRAISAL

7.1 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 schools, trust schools and academies are responsible for determining their own admission arrangements.

7.2 The School Standards and Framework Act 1998, and associated regulations, requires admission authorities to determine the admission arrangements, on an annual basis, including the admission criteria that will be used if a school is oversubscribed, for the schools for which they are responsible.

7.3 In accordance with the School Admissions Code 2014 when changes are proposed to admission arrangements for entry in September 2018, all admission authorities must consult on their admission arrangements between 1 October and 31 January of the school year before those arrangements are to apply. Consultation must last for a minimum of 6 weeks. Admission Authorities must consult on their admission arrangements at least once every seven years even if there have been no changes during that period.

7.4 All admission authorities must determine their admission arrangements even if the admission arrangements have not changed from the previous year and a consultation has not been required. Admission authorities must determine their admission arrangements for entry in September 2018 by 28 February 2017. Once admission authorities have determined their admission arrangements they must notify appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole school year in which offers are made.

7.5 Own admission authorities are not required to consult on their Published Admission Number (PAN) where they propose either to 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 increase or keep the same PAN. All admission authorities must consult where they propose a decrease in their PAN. Other admission authorities must notify the Local Authority of their intention to increase the school's PAN and refer to the increase on the school website.

7.6 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year for co-ordinating admission arrangements for all publicly funded schools in their area. There is no requirement for Local Authorities to co-ordinate in-year applications but they must provide information in the composite prospectus on how in year applications can be made and will be dealt with.

7.7 Local Authorities must follow a statutory process if:

A proposed enlargement to the premises of a school is permanent (longer than 3 years) and would increase the capacity by:

more than 30 pupils;
and 25% or 200 pupils (whichever is the lesser).

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

The Local Authority's admissions policy and admission criteria must not discriminate directly or indirectly against any group or individual.
Equalities Impact Assessment was completed on 22 December 2015

8.2 SUSTAINABILITY IMPLICATIONS

None

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

8.4 COMMUNITY SAFETY IMPLICATIONS

None

8.5 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report.

8.6 TRADE UNION

None

8.7 WARD IMPLICATIONS

None

9. NOT FOR PUBLICATION DOCUMENTS

None.

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 Coordinated Admissions Scheme.
- 10.4 That the Executive approve the increase in the PAN from 45 to 60 and the publication of Statutory Proposals to enlarge the school premises of All Saints' C of E Primary School (Ilkley) by increasing the capacity of the school from 315 to 420 from September 2018.
- 10.5 That the Executive approve the increase in the PAN from 30 to 60 and the publication of Statutory Proposals to enlarge the schools premises of Poplars Farm Primary School by increasing the capacity of the school from 210 to 420 from September 2018.
- 10.6 That the Executive postpone the proposed increase in the PAN and enlargement of Steeton Primary School whilst additional monitoring be carried out on the demand for places and the possible creation of admission oversubscription priority areas in this and the Keighley area.
- 10.7 That the Executive approve the inclusion of priority area option 1 to be included as part of to the admissions oversubscription for Sandal Primary School as shown in Appendix K
- 10.8 That the Executive approve the inclusion of priority area option 3 to be included as part of the admissions oversubscription for Silsden Primary School as shown in Appendix L.
- 10.9 That the Executive note the proposed changes to the admissions oversubscription criteria for own admissions authority schools listed in section 3.7.
- 10.10 That the Executive note the Published Admission Numbers contained in appendix G.

11. APPENDICES

- Appendix A Annual Consultation on Admission Arrangements for September 2018-2019 - Letter
- Appendix B Admission arrangements for community and voluntary-controlled primary schools 2018-2019
- Appendix C Admission arrangements for community secondary schools 2018-2019
- Appendix D Co-ordinated Admission Scheme - Primary Schools 2018-2019
- Appendix E Co-ordinated Admission Scheme - Secondary Schools 2018-2019
- Appendix F In-Year Co-ordinated Admissions Scheme
- Appendix G School Published Admission Numbers
- Appendix H Sample consultation letter All Saints' C of E Primary School (Ilkley)
- Appendix I Sample consultation letter Poplars Farm Primary School.
- Appendix J Sample consultation letter Steeton Primary School
- Appendix K Sample consultation letter Sandal Primary priority area
- Appendix L Sample consultation letter Silsden Primary priority area.
- Appendix M List of Consultees
- Appendix N Summary (i) and comments (ii) submitted in response to consultation on All Saints' C of E Primary School (Ilkley)
- Appendix O Summary (i) and comments (ii) submitted in response to consultation on Poplars Farm Primary School
- Appendix P Summary (i) and comments (ii) submitted in response to consultation on Steeton Primary School.
- Appendix Q Summary (i) and comments (ii) submitted in response to consultation on Sandal

Appendix R Primary School
Summary (i) and comments (ii) submitted in response to consultation on Silsden
Primary School.

Appendix S Equalities Impact Assessment

12. BACKGROUND DOCUMENTS

The School Admissions Code 2014.
Education Organisation Plan



City of Bradford MDC

www.bradford.gov.uk

Department of Children's Services

Aiming High for Children

Admissions Team

Margaret McMillan Tower

Princes Way

Bradford,

BD1 1NN

Tel: 01274 439215

E-Mail:

To All Headteachers, Principals and Governors
At All Nursery, Primary and Secondary Schools

Dear Colleague

Annual Consultation on Admission Arrangements for September 2018-2019

On behalf of the Local Authority, as required by Section 86 of the 1998 Schools Standard and Framework Act, I am writing regarding the consultation on the proposed admission arrangements for September 2018. These include the admission arrangements and co-ordinated admissions schemes for Primary and Secondary Schools as published annually in the 'Guide for Parents about Admission Arrangements Booklet'. The items for consultation are:

- 1 In-year co-ordinated admissions scheme**
There are no proposed changes to this scheme.
- 2 Primary & Secondary Schools Co-ordinated Admissions Scheme (2018-2019)**
There are no proposed changes to these schemes
- 3 Primary & Secondary Admission Arrangements for Community and Voluntary-Controlled (2018-2019)**
There are no proposed changes to the current oversubscription criteria.

The admission arrangements mentioned above and the co-ordinated admission schemes which include timetables of the allocation process can be viewed on the Council's website www.bradford.gov.uk or *Bradford Schools Online*.

Consultation on these proposed admission arrangements will end on 16 December 2016. If you have any comments, please contact me in writing at the above address or by email to Rachel.Phillips@bradford.gov.uk by 16 December 2016.

Voluntary-aided, foundation/trust schools and academies

The determination of admission arrangements for VA, foundation, trust schools and academies is a matter for the schools' governing bodies as the admissions authority of the school. These admission authorities need only consult on their arrangements for 2018-2019 if they intend to change them or every seven years. Whether or not schools are consulting, admission arrangements for 2018-2019 still need to be determined by Governors by 28 February 2017.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'R Phillips'.

Rachel Phillips
Head of Service - Admissions

Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2018/2019

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 be 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 A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with a statement of special educational needs or education, health and care plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below.

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.

TWINS AND TRIPLETS

Where a family of twins or triplets 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, Cottingley Village, Eldwick, Long Lee and Victoria 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 or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see 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. Children whose home address is outside the school's priority admission area.

* For Cottingley Village and Eldwick primary schools, 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) East Morton CE Primary School (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 or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see 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 in the school's priority admission area whose parents 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 Note 3).
5. Other children whose home address is in the school's priority admission area.
6. Children whose home address is outside the school's priority admission area whose parents 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 Note 3).
7. Other children whose home address is outside the school's priority admission area.

* For admission under criteria 4 and 6, 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.

C) All other community schools and All Saints CE (Bradford)

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 4 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see 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 Other children.

D) Bowling Park Primary School (Community School)

Application Procedure

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. In addition to listing the school on the common application form, applicants must complete a supplementary form to indicate which of these two sites they prefer. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site.

Oversubscription Criteria

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see 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 **based at the preferred site** and will still be attending that site at the time of admission (see Note 2).
- 4 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).
- 5 Other children.

Late and refused applications and in-year admissions

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in

places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

Appeals

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to an independent appeals panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

E) Academy and Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE	St Matthew's CE
Clayton CE	Westminster CE
Low Moor CE	Woodlands CE
St James' CE	Wycliffe CE
St Luke'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 or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see 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. 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.*

F) 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 or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
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. (refer to notes below for additional information*)
 - a. Weekly Worship
 - b. Fortnightly Worship
 - c. Monthly Worship
4. Remaining places will be allocated to other applicants.

When demand exceeds places for any one of the above criteria, the shortest distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place.

** In order to meet this criterion, parents will be required to complete a supplementary application form, signed by their minister or church leader, confirming their attendance at church at least fortnightly over the last three years. The form is available from the school or the Local Authority and must be returned to the school or the Admissions Team by the closing date.*

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).
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.
4. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF) (attached), 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 parents with shared responsibility, it is the address where the child lives the majority of the school week.
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. 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 the Local Authority.
7. Twins or triplets – where a family of twins or triplets 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.
8. Pupils will not be admitted above the published admission numbers for the school unless:
 - Twins and children from multiple births when one of the siblings is the last child to be admitted,

- Where additional school places need to be provided, or the pupil is admitted as part of the fair access protocol, agreed with all schools in the area.

Admission Arrangements for Community Secondary Schools 2018/2019

These arrangements apply to Carlton Bolling College and Titus Salts School.

Pupils with a statement of special educational needs or education, health and care plan

The admission of pupils with a statement of special educational needs or 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.

Twins and triplets

Where a family of twins or triplets 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:

5. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1).
6. 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.
7. Children whose home address 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).
8. Other children whose home address is in the school's priority admission area (see Note 2).
9. 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.
10. Other children whose home address is outside the school's priority admission area (see Note 2).

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.
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.
3. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with parents with 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.

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.

**Co-ordinated Admission
Scheme for the Bradford Metropolitan District Area**

**For applications made during the normal admissions round
for Primary Schools**

2018-2019

1 INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all local authorities (LAs) must draw up a scheme which co-ordinates admission arrangements covering all maintained primary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent 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. All preferences must be expressed on a paper 'common application form' or by an online application via their local authority website and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all primary school allocations must be communicated to parents on the national offer date which is 16 April (or the next working day) each year.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any primary school maintained by BMDC, or any infant, primary or junior school in any other local authority on the **common application form**. Parents should apply online via the Bradford Council website, www.bradford.gov.uk. Paper forms will be available from any Bradford primary, nursery school or the Admissions Team, Margaret McMillan Tower, Princes Road Bradford BD1 1NN from mid November. Parents of children resident within the Bradford district but attending a nursery school within another authority or attending any private pre-school setting will be sent admissions information by post (based on data provided by the relevant LA).
- b) Any parents applying for a church aided school or academy for faith reasons will need to fill in a **supplementary information form (SIF)** in addition to completing the common application form. This form is only to be used where additional information is required in order for the governing body to apply their admission criteria, ie faith grounds. Copies of supplementary forms are available from individual schools. The completed supplementary forms must be returned by the specified closing date to the relevant school. If a common application form has been completed but not a supplementary form, the preference is still valid and must be considered. Applicants who have not completed a supplementary form or who have done so but not provided the required evidence of their faith, would be ranked lower than those that have provided evidence of their faith. An application cannot be considered without a completed common application form.
- c) Dixons Music Primary require parents applying for one of the six music places to complete their supplementary information form which must be returned to the school by their specified closing date.
- d) Applicants for Bowling Park Primary School need to complete a supplementary information form to indicate which site they would prefer.
- e) For pupils resident in another LA, parents must apply online through their home LA or complete their paper application form which must then be returned to their home LA.

- f) The closing date for all applications is **15 January 2018**.
- g) 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 who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information and forms are available from school and from the Bradford Council website.
- g) All early years providers must ensure that a child starting their nursery during the school year is given an application form to complete as online applications cannot be made after the closing date. All late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **Week beginning 13 November 2017**, summary information for parents and individually addressed letters to parents of nursery children will be distributed to all Bradford LA nursery, primary schools and early years settings. Parents 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 these 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.
- b) Parents may apply for up to **five** primary schools and must apply online or return the completed application form to their child's primary school, to their first preference school or to the Admissions Team by **15 January 2018**.
- c) Parents are required to return the completed supplementary information forms to the relevant school by **15 January 2018** (Dixons Music Academy's closing date may differ).
- d) Any supportive evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team by the closing date.

Stage 2

- a) By **Friday 9 February 2018**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) By **Friday 16 February 2018**, the Admissions Team will forward preferences (including those from out-of-authority pupils) to own admission authority schools for them to apply their 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 uploaded on to Bradford Schools Online for schools to view.
- c) By **Friday 2 March 2018**, 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) By **Friday 9 March 2018**, 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 school to applicants resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;

- made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- b) By **Thursday 22 March 2018**, in the final exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
 - c) By **Friday 13 April 2018**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.
 - d) On **16 April 2018** parents who applied online will receive emails confirming their allocated school. All other applicants will receive a letter through a school nursery or through the post.
 - e) On **16 April 2018** any applicant requiring a letter should receive the offer in writing. Children attending a maintained school nursery will receive the letter via the school, if one is required. All other letters will be posted to the child's home address. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about the waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
 - f) By **30th April 2018**, parents must accept the place offered by completing and returning an acceptance slip to the allocated school. Waiting list forms must be returned to the Admissions Team by the same date.
 - g) **Tuesday 15 May 2018**, deadline by which parents should return appeal forms.
 - h) **June – July 2018** appeal hearings take place between.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

Where circumstances justify a late application, those submitted before 9 February 2018 will be dealt with as those received on time. Any form received by primary schools after this date should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without a genuine reason for doing so, for example if the family has recently moved address.

Once preferences have been sent to other admission authorities and LAs (after 9 February 2018), late applications and justifiable changes of preferences will be considered after all those that were received on time.

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 may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools. We decide which is the most appropriate alternative school taking into consideration all children without a school place and available bus routes.

6. WAITING LISTS

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2018-2019 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the published admission number for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

Voluntary-aided, Foundation, Trust schools and Academies

The School Admissions Code states that waiting lists must be maintained at least until the end of the Autumn term. Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation 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, trust schools or academies if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent 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. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent 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 academic year.
- c) 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 removal. 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

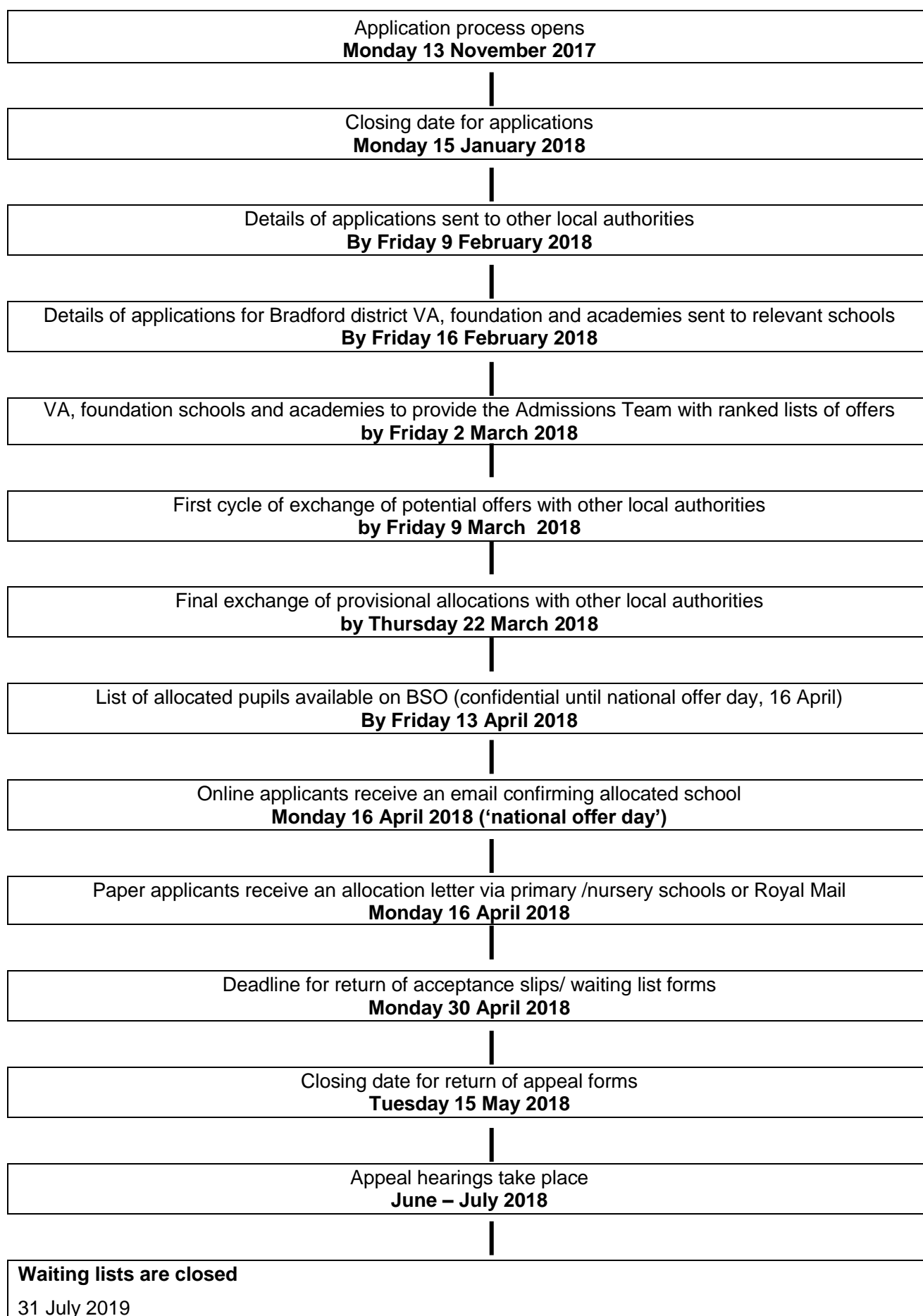
- a) 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- b) A separate co-ordinated scheme for in-year admissions sets out this process, however all Catholic schools and some Church of England VA schools deal with their own in-year applications.
- c) Parents 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 a full term, unless there are special 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 but must not breach class size unless it is an exception, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent 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 2018-2019



**Co-ordinated Admission
Scheme for the Bradford Metropolitan District Area**

**For applications made during the normal admissions round
for Secondary Schools**

2018-2019

1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all local authorities (LAs) must draw up a scheme which co-ordinates admission arrangements covering all maintained secondary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent 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. All preferences must be made by an online application via their local authority website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all secondary school allocations must be communicated to parents on the national offer date which is 1 March (or the next working day).

The scheme does not apply to special schools or sixth form applications.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any secondary school maintained by BMDC or by any other local authority on the **common application form (CAF)**. Parents should apply online via the Bradford Council website, www.bradford.gov.uk. Paper forms will be available from any Bradford primary school or the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Parents of pupils resident within the Bradford district but attending a primary school within another authority will be sent admissions information by post (based on data provided by that LA).
- b) Any parents applying for a school or academy for faith reasons or for fair banding assessments, will need to fill in a **supplementary information form (SIF)** in addition to completing the common application form. Supplementary information forms are only to be used where additional information is required in order for the governing body to apply their admission criteria. Copies of supplementary information forms are available from individual schools. The completed supplementary information forms must be returned by the specified closing date to the relevant school. If a common application form has been completed but not a supplementary information form, the preference is still valid and must be considered. Applicants who have not completed a supplementary information form or who have done so but not provided the required evidence of their faith, would be ranked lower than those that have provided evidence of their faith. An application cannot be considered without a completed common application form.
- c) The Dixons Academies, and Bradford Girls Grammar Free School use 'Fair Banding' and require applicants to complete a supplementary form in order to register for the non-verbal reasoning tests.
- d) For pupils resident in another LA area but attending a Bradford LA primary school, parents should apply online through their home LA or complete their paper application form which must then be returned to their home LA.

- e) The closing date for applications and return of supplementary information forms is **31 October 2017**.
- f) Primary schools should ensure that a child starting in year 6 during the school year is given a common application form to complete as online applications cannot be made after the closing date. All late applications must be forwarded to the Admissions Team as soon as possible.
- g) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a supplementary application form.

3. PROCEDURE

Stage 1

- a) **Week beginning 4 September 2017**, summary information for parents and individually addressed letters to parents of year 6 pupils will be distributed to all Bradford LA primary schools. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. 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 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** secondary schools and must apply online or return the completed application form to their child's primary school or to the Admissions Team **by 31 October 2017**.
- c) Parents are required to return the completed supplementary forms to the relevant school or academy by the specified closing dates.
- d) Any supportive evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team **by 31 October 2017**.

Stage 2

- a) **By Monday 20 November 2017**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team details of preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) Week commencing **27 November 2017**, 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 uploaded on to Bradford Schools Online for schools to view.
- c) **By Friday 15 December 2017**, 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) **By Friday 19 January 2018**, 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;
 - made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more

than one school, they will be offered the one ranked higher on the application form.

- d) By **Monday 12 February 2018**, in the final cycle of exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) **Monday 26 February 2018**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view. Each Bradford primary school will also receive the allocation letters for any year 6 pupil who requires one through internal mail. **The letters MUST NOT be distributed until Wednesday 1 March 2018 (national offer day)**. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools. **Parents who applied online will receive an email notifying them of the allocated school on Wednesday 1 March 2018.**
- d) Some schools within Bradford and other LAs may require parents to accept the offer. It will be made clear where this is the case and failure to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.
- e) **By Friday 16 March 2018**, parents need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.
- f) **Thursday 29 March 2018**, deadline by which parents should return appeal forms.
- g) **May – July 2018**, appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

Where circumstances justify a late application, those submitted before 20 November 2017 will be dealt with as those received on time. Any form received by primary schools after this date should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without a genuine reason for doing so, for example if the family has recently moved address.

Once preferences have been exchanged with other admission authorities and LAs (after 27 November 2017), late applications and justifiable changes of preferences will be considered after all those that were received on time.

After allocations have been made on 1 March 2018, 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 may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to the child at another secondary school with places available. This may include single-sex or church schools. We decide which is the most appropriate alternative school taking into consideration all children without a school place and available bus routes.

6. WAITING LISTS

Waiting lists must be maintained for at least one term in the school year of admission, ie year

Community schools

The Admissions Team will maintain waiting lists for all community schools until the end of the Autumn Term. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the published admission number for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher in the admission criteria. Waiting lists close on 31 December 2018.

Voluntary-aided, Foundation, Trust schools and Academies

Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies find that they can offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists after the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, trust schools or academies if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent 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. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent 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 academic year.
- c) 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 removal. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

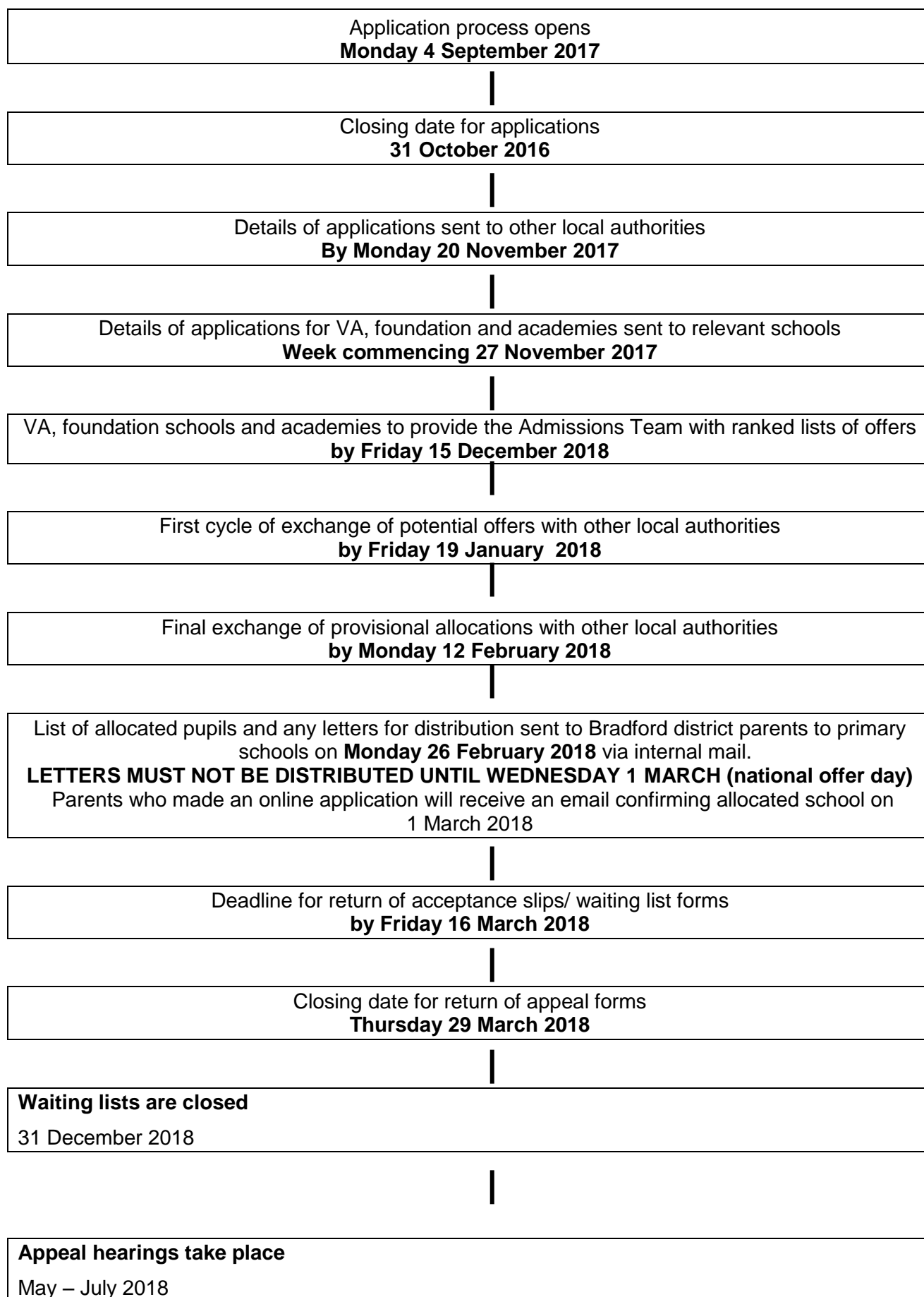
8. IN-YEAR APPLICATIONS AND TRANSFERS

- a) '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.
- b) A separate co-ordinated scheme for in-year admissions sets out this process, however all Catholic schools and some VA schools and academies deal with their own in-year applications.
- c) Parents 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 a full term, unless there are special reasons.

10. 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 those 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 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 2018



City of Bradford MDC

www.bradford.gov.uk

In-year Co-ordinated Admissions Scheme

For applications and mid-term transfers during
the school year for all schools in the Bradford
Metropolitan District Area
2018-2019

1. INTRODUCTION

Although there is no legal requirement to co-ordinate in year admissions, the Local Authority will continue to do so for all community and voluntary-controlled schools and any own admission authority school that wishes to participate in co-ordination. The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

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. 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 **common in year application form**. 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. The in year application form is available from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN. A copy of the form can also be downloaded from the Council's website (www.bradford.gov.uk).
- 2.2 Parents/carers will be asked to give reasons why they wish their child to transfer. The form also lists the Fair Access categories and the parent is required to tick any that apply to their child. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the child's current school must complete Part 2 of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed, the form will be returned to the parent for them to discuss the transfer with the current school before it will be processed.
- 2.4 Parents must return the completed application form to the Admissions Team. If any community or voluntary-controlled school receives an application or a request for a place direct from the parent, whether the school has places or not, the application should be forwarded to the Admissions Team.
- 2.6 Applications for any Catholic school, Feversham Primary Academy, Idle CE and Shipley CE primary schools, must be made on the individual school's application form which are available from the school and returned directly to the school.
- 2.7 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, ie fortnightly. 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.

4 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 aim to process the application within **20** school days from receipt of the form.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school ranked 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.
- 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 15 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 The governing body (or delegated persons to determine the application), as the admission authority, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group, the school's oversubscription criteria must be used to determine who will be offered the place.
- 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 school's own in year application form.
- 4.3.2 Once any application has been considered by the school, the Admission Team **must** be

notified of the details and outcome of the application.

4.3.3 Where a place is not available, the school must send details to the Admissions Team who will then offer an alternative 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 school.

4.4.2 Residents in another local authority who would like their child to attend a school in the Bradford LA must complete a Bradford in year application form. Parents will be informed by the Admissions Team.

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. 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.

5 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 by email that the offer has been made the same day.

5.3 Parents will be required to complete and return an acceptance slip to the school within **seven** school days of the decision letter being sent. The school must contact parents to chase up any non-returns, or parents who have failed to make an appointment or agree a start date. If a parent refuses the offer it may result in the place being withdrawn unless the parent has submitted an appeal. In this case, wherever possible, the offer will remain until the outcome of the appeal is known. If an appeal for the preferred school is refused, the case may be referred to the Education Welfare Service.

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 local 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 take into account the allocation and the reserved place.

7 WAITING LISTS

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 unless a place is requested through the Fair Access Protocol. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

8 CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE PLAN

Applications for these children will be dealt with by the Special Educational Needs Team (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

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, even following the outcome of an appeal.

Due to pressure on school places in some areas of the district, a number of applications are dealt with through the FAP. 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.

Pupil Mid-Term Transfer Policy

1. 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.

2. 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.

3. Legal Framework

Under the Schools Standards and Framework Act (1998) as amended by the Education Act 2002, 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 also has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to the Secretary of State for consideration in relation to academies.

4. School Transfer Process

Any in-year admission request (whether the child is already attending a Bradford District

school or is new to the area) shall be co-ordinated by the local authority. 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.

For applications where no house move has taken place (or one less than two miles for under eight years, and three miles for over eight years of age), parents will be required to ask the child's current school to complete part two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. If the form is returned without part two completed and no house move has taken place, the form will be returned to the parent for them to forward to the child's current school.

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 is not a Fair Access case, the Admissions Team will inform parents that a place is offered 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.

For pupils with a Statement of special educational needs, parents have the right to request the LA substitute the name of the maintained school in the Statement. The LA must comply with the request of change of school in certain circumstances and usually only following an annual review, an amendment to the Statement or appeal to the SEN Tribunal. Should parents of a pupil with a Statement contact a school directly, the headteacher should contact a SEN officer for advice.

6. Information for parents

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental affects 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 Schools:

School	PAN
ADDINGHAM	30
AIRE VIEW INFANTS	90
ALL SAINTS' CE (BFD)	90
ALL SAINTS' CE (ILK)	45
ALLERTON	60
APPLETON	60
ASHLANDS	60
ATLAS COMMUNITY PRIMARY	30
BAILDON CE	60
BANKFOOT	30
BARKEREND	90
BEN RHYDDING	30
BLAKEHILL	60
BOWLING PARK	90
BRACKENHILL	60
BRADFORD ACADEMY	60
BRADFORD GIRLS GRAMMAR	48
BURLEY & WOODHEAD CE	30
BURLEY OAKS	60
BYRON	90
CARRWOOD	60
CAVENDISH	60
CHRIST CHURCH PRIMARY ACADEMY	30
CLAYTON CE	60
CLAYTON VILLAGE PRIMARY	30
COPTHORNE	60
COTTINGLEY VILLAGE PRIMARY	60
CROSSFLATTS	60
CROSSLEY HALL	90
CULLINGWORTH	45
DENHOLME	30
DIXONS ALLERTON ACADEMY	60
DIXONS MANNINGHAM ACADEMY	60
DIXONS MARCHBANK ACADEMY	60
DIXONS MUSIC ACADEMY	60
EAST MORTON CE	30
EASTBURN JUNIOR & INFANT	30
EASTWOOD	60
ELDWICK	75
FAGLEY	30
FARFIELD	60
FARNHAM	60
FEARNVILLE	60
FEVERSHAM	60
FOXHILL	30
FRIZINGHALL	60
GIRLINGTON	60
GLENAIRE	30
GREEN LANE	90
GREENGATES	30
GROVE HOUSE	60
HARDEN	30
HAWORTH	45
School	PAN

School	PAN
HEATON PRIMARY	90
HEATON ST BARNABAS' CE	60
HIGH CRAGS	60
HILL TOP CE	30
HOLLINGWOOD	60
HOLYBROOK	30
HOLYCROFT	60
HOME FARM	60
HORTON GRANGE	90
HORTON PARK	60
HOYLE COURT	45
IDLE CE	60
INGROW	60
IQRA	90
KEELHAM	15
KEIGHLEY ST ANDREW'S CE	60
KILLINGHALL	90
KNOWLESWOOD	60
LAPAGE	90
LAYCOCK	15
LEES	30
LEY TOP	60
LIDGET GREEN	90
LILYCROFT	60
LISTER PRIMARY	60
LONG LEE	60
LOW ASH	60
LOW MOOR CE	60
LOWER FIELDS	60
MARGARET MCMILLAN	90
MARSHFIELD	60
MENSTON PRIMARY	60
MERLIN TOP	45
MIRIAM LORD COMMUNITY	60
MYRTLE PARK	30
NESSFIELD	60
NEWBY	60
NEWHALL PARK	60
OAKWORTH	60
OLDFIELD	8
OUR LADY & ST.BRENDANS CATH	30
OUR LADY OF VICTORIES CATH	30
OXENHOPE CE	30
PARKLAND	30
PARKWOOD	30
PEEL PARK	90
POPLARS FARM	30
PRIESTTHORPE	30
PRINCEVILLE	90
RAINBOW	75
REEVY HILL	30
RIDDLEDEN ST MARY'S CE	60
RUSSELL HALL	30

RYECROFT	60
SALTAIRE	60
SANDAL	60
SANDY LANE	45
SHIBDEN HEAD	60
SHIPLEY CE	30
SHIRLEY MANOR	30
SOUTHMERE	60
ST ANNE'S CATHOLIC	30
ST ANTHONY'S CATHOLIC (Clyt)	30
ST ANTHONY'S CATHOLIC (Shply)	18
ST CLARE'S CATHOLIC	30
ST COLUMBA'S CATHOLIC	50
ST CUTHBERT & THE FIRST MARTYR'S	30
ST FRANCIS' CATHOLIC	30
ST JAMES' CHURCH PRIMARY SCHOOL	60
ST JOHN THE EVANGELIST	30
ST JOHN'S CE	60
ST JOSEPH'S CATHOLIC (BFD)	40
ST JOSEPH'S CATHOLIC (BING)	30
ST JOSEPH'S CATHOLIC (KLY)	30
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	45
STOCKS LANE	30
SWAIN HOUSE	60
THACKLEY	60
THE SACRED HEART CATHOLIC	30
THORNBURY	90
THORNTON	90
THORPE	30
TRINITY ALL SAINTS CE	60
VICTORIA	45
WELLINGTON	60
WESTBOURNE	60
WESTMINSTER CE	90
WHETLEY	90
WIBSEY	90
WILSDEN	60
WOODLANDS CE	15
WOODSIDE	60
WORTH VALLEY	30
WORTHINGHEAD	30
WYCLIFFE CE	60

Secondary Schools:

School	PAN
Appleton Academy	165
Beckfoot School	270
Beckfoot Upper Heaton	120
Belle Vue Girls	180
Bingley Grammar	300
Bradford Academy	205
Bradford Forster Academy	210
Bradford Girls' Grammar School	104
Buttershaw	270
Carlton Bolling	270
Dixons Allerton Academy	240
Dixons City Academy	165
Dixons Kings Academy	160
Dixons McMillan	112
Dixons Trinity Academy	112
Feversham College	120
Grange Technology College	300
Hanson School	300
Ilkley Grammar	261
Immanuel College	240
Laisterdyke	180
Oakbank	300
Oasis Academy Lister Park	160
One In A Million	63
Parkside	210
Queensbury	240
St Bede's & St Joseph's Catholic	290
The Holy Family	165
The Samuel Lister	180
Thornton Grammar	260
Titus Salt	240
Tong	270
University Academy Keighley	180

Parents/Carers of Children Attending
All Saints' C of E Primary School (Ilkley)

Department of Regeneration

Education Client Services
First Floor
Margaret McMillan Tower
Princes Way
Bradford BD1 1NN

Tel: (01274) 439346
Email: Nina.mewse@bradford.gov.uk

Date: 2 November 2016

Dear Parent/Carer

Consultation on increasing the Published Admission Number (PAN) and the Expansion of All Saints' C of E Primary School (Ilkley) in the Wharfe Valley Primary School Planning Area.

This letter is to seek your views on the proposed enlargement of All Saints' C of E Primary School.

We are proposing to increase the Published Admission Number (PAN) at All Saints' C of E Primary School from 45 to 60. The net capacity of the school is currently 315 and would be increased to 420.

The number of reception places required across the District continues to increase due to the increasing population and numbers of housing developments. This year the demand for places in Ilkley has become particularly challenging and we are therefore consulting on increasing the PAN and capacity of All Saints' C of E Primary school in Ilkley.

Actual numbers at the school and other schools in the Wharfe Valley planning group show:

School	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Addingham	30	18	32	32	30	31	25
All Saints'	44	46	47	44	45	49	44
Ashlands	56	59	64	67	64	77*	61
Ben Rhydding	28	31	32	32	34	33	26
Burley & Woodhead	30	30	32	32	30	32	31
Burley Oaks	59	60	64	66	59	63	58
Menston	48	62	81*	58	59	67	44
The Sacred Heart	25	25	34	31	30	31	29
Total	320	331	386	362	351	383	318

*Bulge classes

The total number of reception places available is currently 345, the actual number of first preferences for schools in this area for admission in 2016 was 321. However there do not this year appear to be any children applying from the new housing development in Menston compared with last year.

Ashlands, Burley Oaks and Menston Primary schools have already expanded to help meet the demand for places.

Health Authority data (HA) for all children registered up to 31st August 2015 (latest figures not yet available) for the Wharfe Valley planning area shows

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9
Wharfe Valley	345	346	363	378	346	344	387	345	363	355
Reception year	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008

However these figures will not include children of families who may move into the new housing developments in this area. Families moving into the District are not always included in the information provided by the Health Authority as they may not register with GPs or Health Centres immediately they arrive particularly for the younger ages.

The school is on a sufficiently large site to allow modifications to be made to the buildings to increase its' capacity and for additional car parking spaces to be created. The Local Authority would work closely with the school to ensure that educational requirements continue to be met and for least disruption to be caused to the pupils and staff.

There would be no changes to admission arrangements for the school other than increasing the number of reception children allocated each year to 60 from September 2018.

This letter is therefore to gain your views and comments on the Council's proposed enlargement of the school premises and an increase in the school's published admission number as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 16 December 2016 after which a full analysis and report with recommendations will be made to the Executive of the Council in February 2017.

Letters of consultation are also to be sent to the schools in your primary school planning area, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk. quoting changes to All Saints' C of E Primary School.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer

Response Form

Please complete details below and return to:

Nina Mewse
Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 16 December 2016
at the very latest.

Consultation on increasing the Published Admission Number (PAN) and the Expansion of All Saints' C of E Primary School (Ilkley)

Name(optional) Home address **postcode**

Please tick as relevant:

- I am: A parent/carer Member of school staff A school governor
Local Councillor Member of the Local Community Parent of younger child
Other, please give details:

- Option 1. Agree that All Saints' C of E Primary school be expanded to enable it to increase its admission number from 45 to 60
- Option 2. Disagree that the school should be expanded.

Thank you for taking the time to consider the options and for giving your opinion.

Please ensure that this form is returned to the above address or email to educationconsultation@bradford.gov.uk by 16 December 2016 at the very latest.





Parents/Carers of Children Attending
Poplars Farm Primary School

Department of Regeneration

Education Client Services
First Floor
Margaret McMillan Tower
Princes Way
Bradford BD1 1NN

Tel: (01274) 439346
Email: Nina.mewse@bradford.gov.uk

Date: 2 November 2016

Dear Parent/Carer

Consultation on increasing the Published Admission Number (PAN) and the Expansion of Poplars Farm Primary School in the North East 2 Primary School Planning Area.

This letter is to seek your views on the proposed enlargement of Poplars Farm Primary School.

We are proposing to increase the Published Admission Number (PAN) at Poplars Farm Primary School from 30 to 60. The net capacity of the school is currently 210 and would be increased to 420.

The number of reception places required across the District continues to increase due to the increasing population and numbers of housing developments. This year the demand for places in this area has become particularly challenging and we are therefore consulting on increasing the PAN and capacity of Poplars Farm Primary School.

Actual numbers at the school and other schools in the North East 2 planning group show:

School	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Fagley	30	30	30	30	30	31	29
Grove House	60	54	60	60	60	60	59
Poplars Farm	30	30	30	35	29	30	28
St Clare's	30	30	30	29	31	28	21
St Francis	32	30	29	31	29	30	27
St Luke's	30	30	32	31	32	30	28
Swain House	60	59	63	64	64	64	58
Wellington	65	61	64	62	61	61	60
Total	337	324	338	342	336	334	310

The total number of reception places available is currently 330, the actual number of first preferences for schools in this area for admission in 2016 was 359. There have been particular pressure on Poplars Farm due to the new housing developments in the Canal Road area.

Fagley and St Clare's have already increased their PANs to help meet the demand for places in this area and a number of children have been admitted above PANs via the appeals process in some cases meaning larger class sizes.

Health Authority data (HA) for all children registered up to 31st August 2015 (latest figures not yet available) for the Wharfe Valley planning area shows

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9
North East 2	371	346	346	354	372	339	359	327	333	335
Reception year	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008

However these figures will not include children of families who may move into the new housing developments in this area. Families moving into the District are not always included in the information provided by the Health Authority as they may not register with GPs or Health Centres immediately they arrive particularly for the younger ages.

A feasibility study has been carried out on and around the school on how the school building could be expanded. The Local Authority would work closely with the school to ensure that educational requirements continue to be met and for least disruption to be caused to the pupils and staff.

There would be no changes to admission arrangements for the school other than increasing the number of reception children allocated each year to 60 from September 2018.

This letter is therefore to gain your views and comments on the Council's proposed enlargement of the school premises and an increase in the school's published admission number as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 16 December 2016 after which a full analysis and report with recommendations will be made to the Executive of the Council in February 2017.

Letters of consultation are also to be sent to the schools in your primary school planning area, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk. quoting changes to Poplars Farm Primary School.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer

Response Form

Please complete details below and return to:

Nina Mewse
Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 16 December 2016
at the very latest.

Consultation on increasing the Published Admission Number (PAN) and the Expansion of Poplars Farm Primary School.

Name(optional) Home address **postcode**

Please tick as relevant:

- I am: A parent/carer Member of school staff A school governor
Local Councillor Member of the Local Community Parent of younger child
Other, please give details:

- Option 1. Agree that Poplars Farm Primary School be expanded to enable it to increase its admission number from 30 to 60
- Option 2. Disagree that the school should be expanded.

Comments:

Thank you for taking the time to consider the options and for giving your opinion.

Please ensure that this form is returned to the above address or email to educationconsultation@bradford.gov.uk by 16 December 2016 at the very latest.



Parents/Carers of Children Attending
Steeton Primary School

Department of Regeneration

Education Client Services
First Floor
Margaret McMillan Tower
Princes Way
Bradford BD1 1NN

Tel: (01274) 439346
Email: Nina.mewse@bradford.gov.uk

Date: 2 November 2016

Dear Parent/Carer

Consultation on increasing the Published Admission Number (PAN) and the Expansion of Steeton Primary School in the South Craven Primary School Planning Area.

This letter is to seek your views on the proposed enlargement of Steeton E Primary School.

We are proposing to increase the Published Admission Number (PAN) at Steeton Primary School from 45 to 60. The net capacity of the school is currently 315 and would be increased to 420.

The number of reception places required across the District continues to increase due to the increasing population and numbers of housing developments several of which are in the Steeton and Eastburn areas of the District. We are therefore consulting on increasing the PAN and capacity of the primary school in Steeton.

Actual numbers at the school and other schools in the South Craven planning group show:

School	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Aire View Infants	93	90	83				
Eastburn	30	31	26	26	31	29	27
Hothfield Junior				65	78	67	69
Steeton	39	46	44	46	47	41	39
Total	162	167	163	137	156	137	135

*Bulge classes

The total number of reception places available is currently 165, the actual number of first preferences for schools in this area for admission in 2016 was 158. However there do not this year appear to be any children applying from the new housing development in Menston compared with last year.

Aire View has already increased its' intake and is to expand through the merger with Hothfield Junior as from 1 September 2017 providing more additional places.

Health Authority data (HA) for all children registered up to 31st August 2015 (latest figures not yet available) for the South Craven planning area shows

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9
South Craven	159	143	161	122	107	142	109	121	102	108
Reception year	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008

However these figures will not include children of families who may move into the new housing developments in this area. Families moving into the District are not always included in the information provided by the Health Authority as they may not register with GPs or Health Centres immediately they arrive particularly for the younger ages.

Modifications to be made to the buildings to increase its' capacity and for additional car parking spaces to be created. The Local Authority would work closely with the school to ensure that educational requirements continue to be met and for least disruption to be caused to the pupils and staff.

There would be no changes to admission arrangements for the school other than increasing the number of reception children allocated each year to 60 from September 2018.

This letter is therefore to gain your views and comments on the Council's proposed enlargement of the school premises and an increase in the school's published admission number as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 16 December 2016 after which a full analysis and report with recommendations will be made to the Executive of the Council in February 2017.

Letters of consultation are also to be sent to the schools in your primary school planning area, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk. quoting changes to Steeton Primary School.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer

Response Form

Please complete details below and return to:

Nina Mewse
Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 16 December 2016
at the very latest.

Consultation on increasing the Published Admission Number (PAN) and the Expansion of Steeton Primary School

Name(optional) Home address **postcode**

Please tick as relevant:

- I am: A parent/carer Member of school staff A school governor
Local Councillor Member of the Local Community Parent of younger child
Other, please give details:

- Option 1. Agree that Steeton Primary school be expanded to enable it to increase its admission number from 45 to 60
- Option 2. Disagree that the school should be expanded.

Comments:

Thank you for taking the time to consider the options and for giving your opinion.

Please ensure that this form is returned to the above address or email to educationconsultation@bradford.gov.uk by 16 December 2016 at the very latest.



Parents/Carers of Children Attending
Sandal Primary School

Department of Regeneration

Education Client Services
First Floor
Margaret McMillan Tower
Princes Way
Bradford BD1 1NN

Tel: (01274) 439346
Email: Nina.mewse@bradford.gov.uk

Date: 2 November 2016

Dear Parent/Carer

Proposal: Amend the Admissions Policy to include an oversubscription priority area for Sandal Primary school

We are consulting on making changes to the admission oversubscription policy for Sandal Primary school.

Due to the geography and road system in Baildon, a number of children live closer by straight line distance to the school than many who live nearer to the Glen. Information given by parents and governors would suggest that some children do not get places at Sandal and then have to travel past the school to go to ones further afield.

The Governors of the school have therefore asked that a priority area be created around the school giving the following rationale:

- The purpose of the priority area would be to ensure all children of Baildon residents could attend the school that is nearest to them by road or path, and most convenient for them if they so wish.
- Baildon has a fairly unique geography with a large cliff, Baildon Bank, and three steep sided forested areas, Walker Wood, Midgley Wood and Trench Wood dividing Baildon into two separate halves. The only way to walk from the bottom half to the top half is a steep walk up Baildon Bank that is unpractical for small children and un-passable for pushchairs. The driving alternative from the Cliffe Lane West area is a mile and a half around into the village centre and back out.
- If the 'nearest to the school as the crow flies' selection process is applied, many people from below the bank are quite close in a direct line to the school, but separated by these physical barriers. The car journey, which they inevitable would have to make, would take them close to two other Baildon schools, (Baildon C of E and Hoyle Court), the third Baildon Primary Glenaire is the nearest school to drive too.

For example the quickest practical route by road:

Cliffe Lane West area to Glenaire School is 0.7 miles

Cliffe Lane West area to Hoyle Court School is 1.2 miles

Although in a direct line it is less than 400 metres from Cliffe Lane West via the direct route up the very steep bank to Baildon School, this route is virtually impassable for children in poor weather, the shortest direct road route is 1.4 miles to Sandal Primary, this is a similar distance to Baildon C of E at 1.5 miles.

In comparison, the houses at the far end of Prod Lane at the top of Shipley Glen Tramway are 1.0 miles away from Sandal Primary, this is the nearest primary school to them that does not involve navigating the physical barriers described above.

- Baildon is under continual pressure to build new houses, the Prod Lane area of Baildon has seen several recent new building developments, for example on Prod Lane itself and The Glade on Woodlands Grove and continues to see applications for housing development. This increases the demand for Primary school places

The purpose of the priority area would be to ensure that people who live in certain areas of Baildon do not have to drive past their nearest school to one that is the opposite end of Baildon whilst other people drive past them in the opposite direction that have schools very close to them, reducing travelling distance and time.

The priority area would be implemented not to discriminate against any section of Baildon. It is unlikely to be implemented often, note that in all the schools current cohorts, students from well outside Baildon's boundaries are present and are felt to be a valuable part of the school community.

Studies modelling the distance of homes to schools have been investigated around this area to ensure that all children would have reasonable access to primary schools.

A number of options have been explored and are given below:

Option 1

Partly follows the Baildon ward boundary to the west excluding the steep area of Baildon Bank, but then goes up Baildon Road (B6151), across the roundabout, Northgate, Moorgate and Hawksworth Road to the ward boundary in the north at Potter Brow Bridge. Does not include any other school within its' boundary.



Option 2

The Baildon ward boundary, includes Baildon CE Primary school and Hoyle Court Primary school within the boundary.



Option 4

A larger area similar to that used by Baildon CE Primary school. Includes Higher Coach Road, Glenwood Avenue and Parkway to the south, moving east and southwards to include as far as Coach Road using the river as a boundary as far as the caravan site on the end of Esholt Lane. The line then moves west and north to include Tong Park, but not the industrial estate, Sunny Brow and up to Birks Wood to meet the ward boundary. Includes Baildon CE, Glenaire and Hoyle Court Primary schools.



Option 5 – No admissions oversubscription priority area.

This letter is therefore to gain your views and comments as part of the overall consultation. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 16 December 2016 after which a full analysis and report with recommendations will be made to the Executive of the Council in February 2017.

Letters of consultation are also to be sent to the schools in your primary school planning area, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk quoting changes to the priority areas at Sandal Primary School.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer



Response Form

Please complete details below and return to:

Nina Mewse
Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 16 December 2016
at the very latest.

Consultation on Proposed Changes to Admissions Oversubscription Criteria Priority Areas for Sandal Primary School.

Name(optional) Home address **postcode**

Please tick as relevant:

- I am: A parent/carer Member of school staff A school governor
Local Councillor Member of the Local Community Parent of younger child
Other, please give details:

My preferred option (s) in order of preference 1 to 5 are given below (please insert number, **1 being most preferred**).

1. Option No. 2. Option No. 3. Option No. 4. Option No. 5. Option No

Please give reasons for your preferred option or comment below:

Please ensure that this form is returned to the above address or email to educationconsultation@bradford.gov.uk by 16 December 2016 at the very latest.

Parents/Carers of Children Attending
Aire View Infant and Hothfield Schools

Department of Regeneration

Education Client Services
First Floor
Margaret McMillan Tower
Princes Way
Bradford BD1 1NN

Tel: (01274) 439346
Email: Nina.mewse@bradford.gov.uk

Date: 2 November 2016

Dear Parent/Carer

Proposal: Amend the Admissions Policy to include an oversubscription priority area for the Primary school in Silsden which is to be called Silsden Primary School

Aire View School is currently oversubscribed and discussions have been held to try and ensure that children living in the Silsden area will be able gain places at the school. The Governors of the school have therefore asked that consultation is carried out for an admissions oversubscription priority area to be created around the Silsden area

The Council is therefore consulting on making changes to the admission oversubscription policy for Aire View which will be renamed Silsden Primary School and should be moving to a new site from September 2019.

The purpose of the priority area would be to ensure that children who live in Silsden can attend their local school. This would not exclude children living outside Silsden applying for places but as these children are likely to have other options e.g. in Riddlesden or Keighley, those within the drawn boundary would be given places as priority.

The published admissions oversubscription criteria would still apply so if adopted would not affect looked after children or children with special needs, and the siblings rule would still apply. Full details of the admissions policy and other primary schools that currently use priority areas are published in the guidelines for parent's booklet that is available on the Council's website under Admissions.

Studies modelling where children live and currently attend schools and the distances of homes to schools have been investigated to ensure that all children would have reasonable access to primary schools including those that might live in the proposed housing developments. A number of options have been explored and are shown on the following pages.

This letter is therefore to gain your views and comments as part of the overall consultation. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 16 December 2016 after which a full analysis and report with recommendations will be made to the Executive of the Council in February 2017.

Letters of consultation are also to be sent to the schools in your primary school planning area, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to:

educationconsultation@bradford.gov.uk quoting changes to the areas admissions policy at Silsden Primary School.

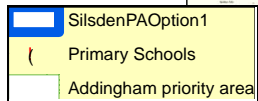
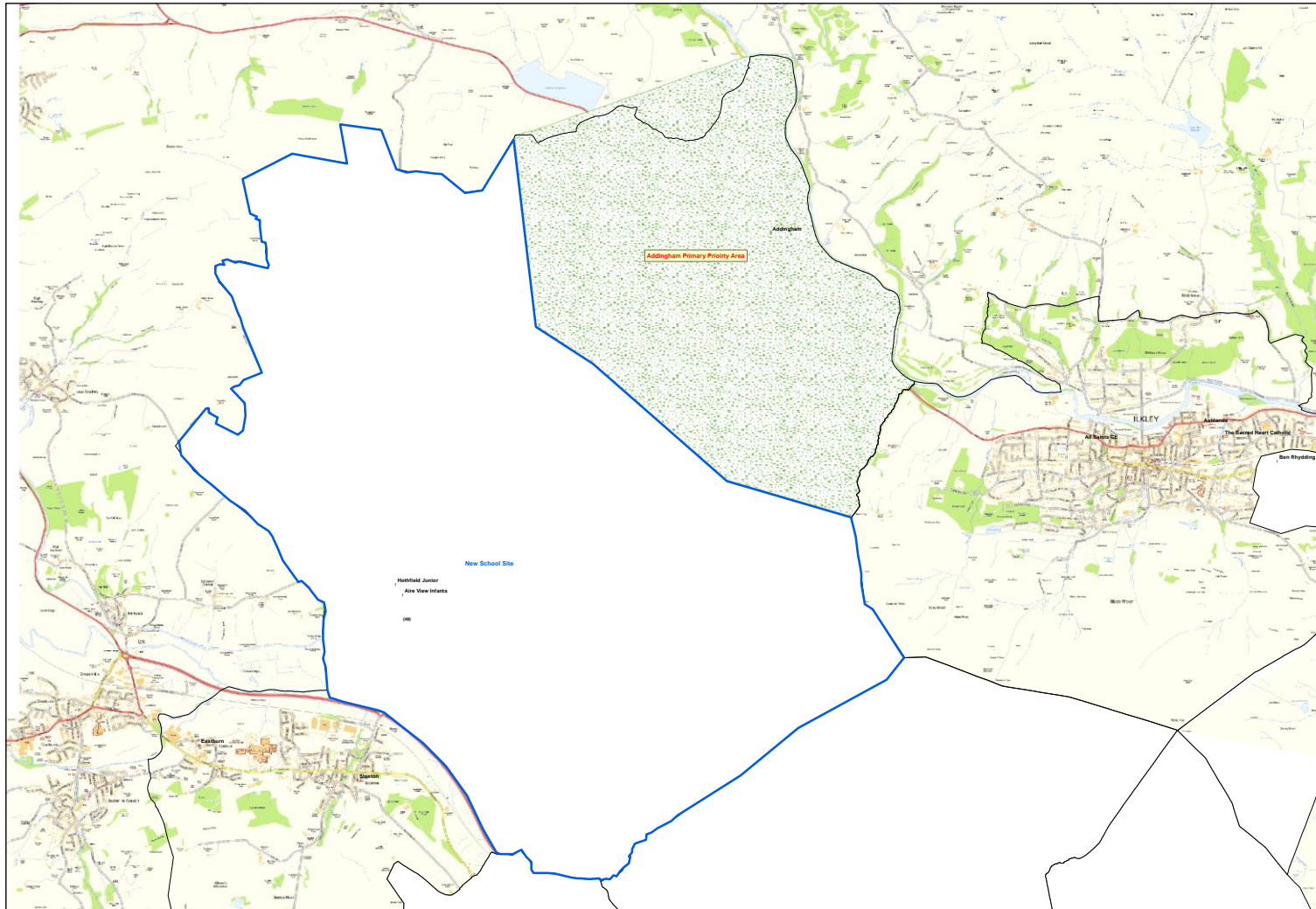
Yours sincerely

A handwritten signature in black ink that reads "Nina Mewse". The signature is written in a cursive style with a large initial 'N'.

Nina Mewse
Senior Provision and Places Officer

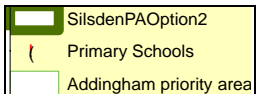
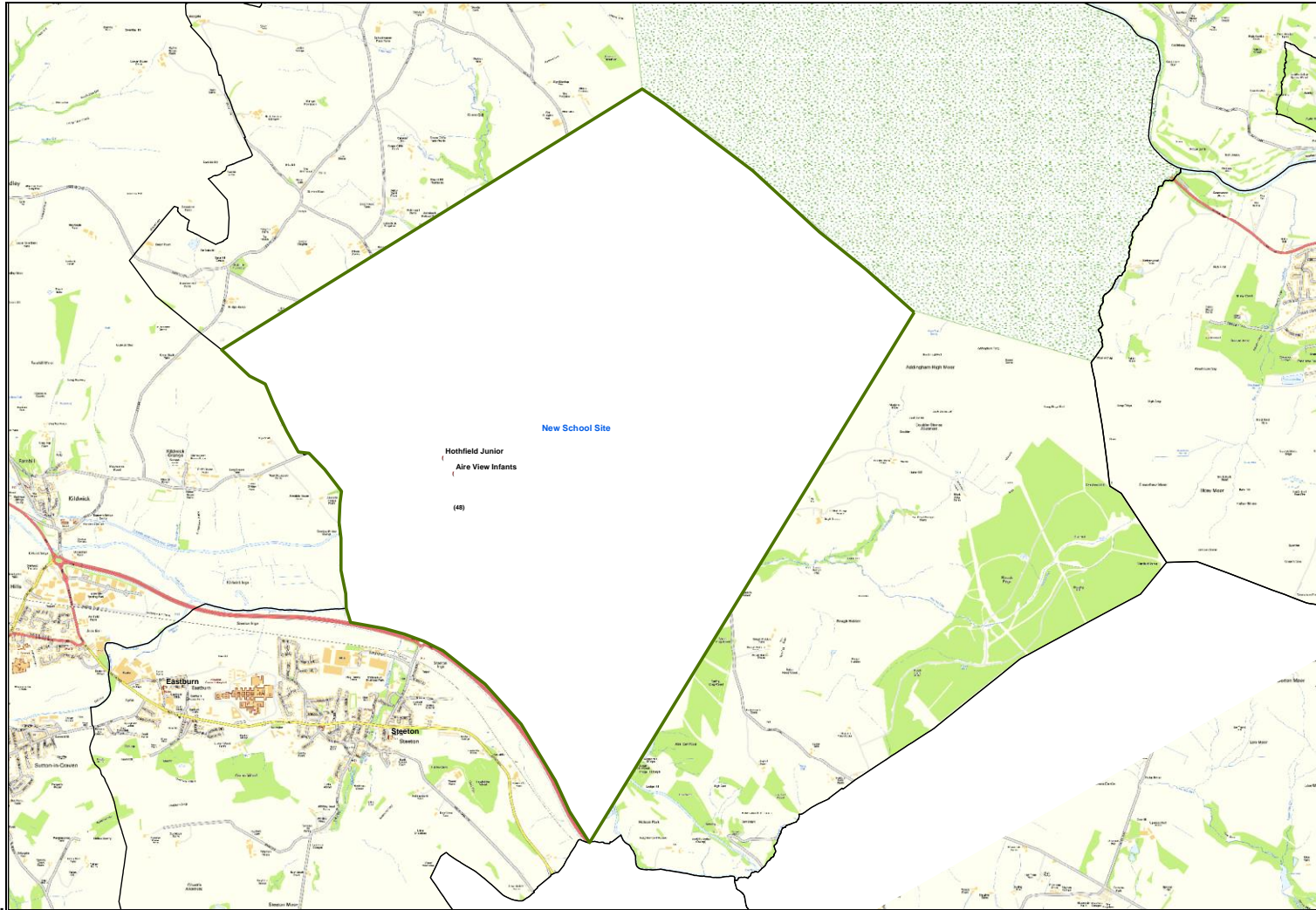
Option 1

Extends from the priority area boundary for Addingham Primary School and follows the remainder of the boundary for Craven ward to the A629.



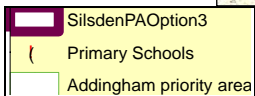
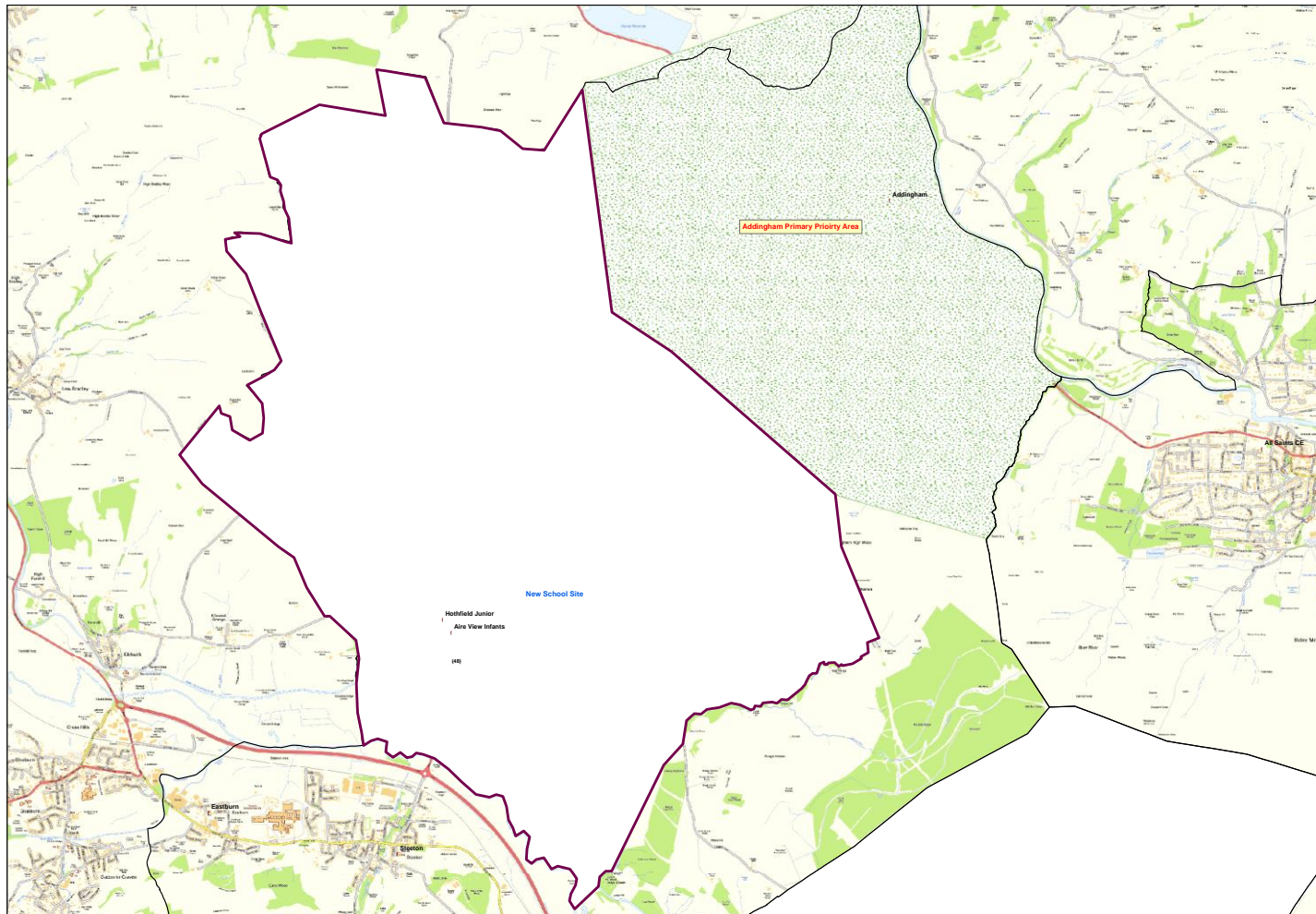
Option 2

Extends from the priority area boundary for Addingham Primary School but the proposed area is narrower and excludes the outer limits to the northwest and south east of the ward, then goes down to the A629. This may mean that children living in those very rural outer areas would have difficulty in accessing school places.



Option 3

Extends from the Addingham Priority area boundary to the edge of the Bradford District and Craven ward boundary to the west. The line then follows part of the river Aire, Holden Beck and other natural boundaries.



Option 4 – Do not include a priority area as part of the admissions oversubscription policy.

Response Form

Please complete details below and return to:

Nina Mewse

**Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 16 December 2016 at
the very latest.**

**Consultation on Proposed Changes to Admissions Oversubscription Criteria Priority Areas for
Silsden Primary School.**

Name(optional) Home address **postcode**

Please tick as relevant:

- I am: A parent/carer Member of school staff A school governor
Local Councillor Member of the Local Community Parent of younger child
Other, please give details:

My preferred option (s) in order of preference 1 to 5 are given below (please insert number, **1 being most preferred**).

1. Option No. 2. Option No. 3. Option No. 4. Option No.

Please give reasons for your preferred option or comment below:

Please ensure that this form is returned to the above address or email to educationconsultation@bradford.gov.uk by 16 December 2016 at the very latest.

List of Consultees

ADs Children's Services
All Cllrs
All Neighbourhood Forums
Parish Councils
All Schools
Catholic Diocese
CE Diocese
Council for Mosques
Children's Services Managers
Early Years Officers
Bradford Achievement Service
Head /Chair Governors
Media
MPs
Muslim Assoc.
OLA - Leeds, NY.Kirklees, Calderdale
Other Early Years providers
Parents (via schools)
Playgroups
Private/Independent schools
School Staff
Unions/OJC
Bradford Schools online
Bradford Website
Bradford Youth Service
Facebook
Twitter
Other Officers: Planning; Highways

Summary of responses to consultation on All Saints' C of E Primary School (Ilkley) expansion

Consultation was open between 2 November 2016 and 16 December 2016.

A total of 47 responses were received , one on 19 December which has been included. Where provided, these were mainly from local people living in the LS29 9 area of the District but also included Menston, Bingley, Heaton in Bradford and LS21 which is part of the Leeds District.

Breakdown of responses:

Group	Agree	Disagree	Other/not clear
Parent	15	14	2
Staff member	4		
School Governor	1		
Parent & governor	2		
Parent & Staff member	1	1	
Parent of younger child	1	1	
Current parent & parent of younger child		1	
Other/Unknown	2	1	1
Total	26	18	3

Summary of those agreeing with the proposal:

- Very good school with space to expand.
- Popular well performing school.
- Seems to be the obvious primary school in Ilkley to expand, the additional places would serve the community and cater for future increases in demand.
- The desire to respond to local community needs and the increasing population.
- Recent developments in the curriculum means there is a move to teach in actual year groups rather than mixed age range classes, the move to 2 form entry would aid this.

Summary of those against the proposal

- Traffic congestion. (concerns raised by those who agree or disagree)
- Parking and inadequate provision of drop off points. (concerns raised by those who agree or disagree), particularly commuter parking.
- Lack of space/facilities, existing building not safe to take more children.
- Loss of outdoor playing area as the outside space is limited.
- Not convinced additional places are needed.
- Alternative schools should be expanded.
- Disruption.

See all responses below in Appendix N (ii).

Comments from Responses to All Saints' C of E Primary School Consultation 2.11.16 to 16.12.16

Agree with Proposal

Given the increasing population and demand for more school places, All Saints' is the most obvious solution to meet this need. It is a very good school with space to expand and a staff team that would be keen to accommodate this change. With developments in the school curriculum in recent times there has been a move to teach the children more in their year groups rather than mixed aged classes. The changes in teaching, already in place higher up the school, will make the transition to 2 form entry even more seamless. Whilst all Saints' sees its responsibility as serving the whole community there is an added attraction for some because of its Christian ethos. If our work with very young families is any indication, we worked with over 100 preschool children and their every week, I can only see the demand for All Saints' School increasing. I therefore wholeheartedly support this proposal.

Whilst in principle I have no objection to increasing the size of the school I am concerned that an increase in numbers could lead to further traffic and parking issues around the Westville Road area. I would expect a number of pupils to come from further than walking distance and knowing the demographic of parents at the school the chances are they will drive their kids to school. Parking is already an issue in this area with commuters to Leeds parking their cars before getting the train and it seems that the cars are getting closer to the school every term. I would be concerned that if commuter parking increases around here (which it undoubtedly will) and we then have an increase of school traffic/parking the situation could become unworkable and child safety when crossing the roads an issue. Visibility is already difficult. Please ensure that any plans are considered on a wider scale taking into account the parking issues Ilkley currently faces as it will impact upon the school. Further to my email yesterday, I have taken some pictures of Kings Road which is off Westville Road and used by many parents to collect their kids from All Saints. The Hopper Bus also uses this route. It is extremely dangerous the way people park and the path cannot be accessed by wheelchairs and buggies. As per my earlier email, please consider the parking issues BEFORE increasing the size of the school.

Although there will be an inevitable degree of disruption, we appreciate that it is necessary to cater for the future increase in demand, therefore we are generally supportive of the increase as long as disruption is carefully managed and kept to a minimum.

It is important that the physical capacity of the school is increased to accommodate the increase in pupil numbers, the existing facilities on site, and the classroom/teaching and outdoor space should be improved rather than compromised.

Substantial expansion and alteration would be required to the school kitchen to cater for increasing numbers.

I fully support expansion. My only concern is that the fantastic after-school club would be at risk if the space it currently occupies had to be earmarked for classrooms to enable expansion.

As a co-opted governor and parent of a child attending All Saints, I email to let you know that I would like to support Option 1. I.e. agree that the school's admission numbers be increased to 60. I feel that this move is necessary in order to respond to the local community and also be essential in maintaining the successful future of All Saints. Many thanks for your support in this important matter

Disagree with Proposal

I totally oppose the increase in the number of pupils at All Saints school in Ilkley for the following reasons: Inadequate drop off/pick up point causing vehicles to park on residential streets including blocking private drives, on corners blocking sight lines and parking on both sides of Easby Drive rendering it one way, Using Easby Close as a 'turning circle', driving round the close at high speed causing danger to children living in the close and parking in the close waiting for children. Without the introduction of TRO's on the local roads the increase in school size will detrimentally affect the local roads and amenity of residents.

blocking the pavement in Easby Close (at the entry side there is pavement on only one side of the road) causing pedestrians to have to walk in the road and coming into conflict with cars using the close as a turning circle or residents legitimately using the road eg, leaving for work.

Inadequate drop off/pick up point causing vehicles to park on residential streets including blocking private drives, on corners blocking sight lines and parking on both sides of Easby Drive rendering it one way, Using Easby Close as a 'turning circle', driving round the close at high speed causing danger to children living in the close and parking in the close waiting for children.

blocking the pavement in Easby Close (at the entry side there is pavement on only one side of the road) causing pedestrians to have to walk in the road and coming into conflict with cars using the close as a turning circle or residents legitimately using the road eg, leaving for work.

I think it is all well and good that the school buildings be expanded however this will make the already inadequate outdoor play area smaller still. Small children need room to play and run. More children will make the school lose its small caring ethos to an extent but of course more school places are needed!!! Can I state the blatantly obvious that doing away with middle schools system in the Wharfe Valley and building more houses on the old Ilkley Middle School site (which worked brilliantly) has possibly one of the most stupid decisions yet made by Bradford Council.

I cannot agree to a 25% increase in the size of the school numbers when it reaches capacity without having more about how this will be achieved. I can't see that the current site will accommodate - the school appears to have been adapted as much as possible. Will there be proportionate extra funding for new teachers or will existing resources be stretched further? Nothing in this letter gives information about funding and resources.

As a parent I am concerned primarily about space. It's not clear where any new classrooms would go and central provision such as the hall seem small already so I would be concerned about the experience for children that there would be limited space. I also question the figures as it does not seem that numbers are over. I have a child due to start in 2017 and locally all pre-school this year are very low in numbers.

Not convinced site can take additional pupils even with modifications - parking is tricky anyway - frequent complaints by residents - school will lose smaller family/community atmosphere - perhaps other schools with much smaller numbers of pupils should be expanded instead (or Ashlands/Burley Oaks if modifications are already made) - unhappy re potential disruption caused by expansion and concerns re ability to retain standards of teaching due to increased class size.

My daughter is in Year 2 at All Saints Ilkley. I object to the increased PAN. The reason for this is the existing building could not safely take more children. The school is very tight on space anyway, for example, the entrance to year 1/2 cloakroom and the cloakroom itself has a large number of children in a small space and could not safely accommodate more. The corridors are also small for the existing

numbers of children as is the school hall. I think that increasing the number of children risks the health and safety of children attending the school. If the intention is to build an extension onto the school, I object to this. I do not agree that the school is on a sufficiently large site to allow modifications to the building and additional car parking. The school is already very limited on outside space with small playgrounds and any reduction in outside space would have a negative effect on the children's wellbeing with limited opportunity to run and play outside which is so important at this age. Addingham has far more outside space than Ilkley. Further, there have been long running issues between neighbours and the school in relation to car parking at drop off and pick up. Increasing PAN would worsen this and make the journey to school even more hazardous for children walking/cycling to school with the increased number of cars in a small area. Have local residents been notified of the consultation? This is not the solution. A better option would be to increase Addingham primary.

I believe that there is insufficient information to vote in favour of the expansion. No details of the modifications that will need to be made have been provided. Where will the new classrooms be built? Will this reduce playground space? The foundation class currently has free/open access to the outdoors. Will this be possible for a larger foundation class? Where will the additional car parking spaces be? Will these reduce playground space? When will the work take place, can the majority be done when school is closed - holidays/weekends? The three schools that have already expanded are not religious schools. Has consideration been made that All Saints is a Church of England school - some parents in the area are against sending their children to a religious school? Which secondary school will the extra children go to? Will IGS be expanded to accommodate them? Which villages are in need of the extra primary school places? Currently a child who lives in Menston goes to school in Menston etc, if more spaces are needed to accommodate the new housing development in Menston then expanding All Saints will not assist this. The Wharfe Valley as a whole is a large place I'm not necessarily against the proposals but feel insufficient information has been provided to ask parents to vote one way or the other.

Just not enough space - nor ability to move in the playgrounds, parking etc let alone impact on supervision. If relocation/split location is considered then this would be fine. (i.e. years foundation to 4 stay on Easby Drive, but new building for years 5 - 6 for example).

I am happy for All Saints School to be expanded, but only if all the new places are available to all regardless of faith. I believe it is fundamentally wrong to give priority to practising members of a church so any additional places should not be allocated in that way. Religious discrimination has no place in our society so we should be reducing faith places not increasing them.

As a parent at All Saints' C of E Primary School I am very familiar with the school site, building, teachers & curriculum. To expand the school would mean further reducing the size of the school playground which is already too small to accommodate the current amount of children. Car parking which is already insufficient for the current number of staff would also be a major concern. Local Residents are already frequently unhappy with the insufficient provision for parents & staff at the start & end of school & this would only be exacerbated with more pupils. Unless the school was to relocate there is nowhere for more staff to park. Furthermore the numbers presented in this letter do not demonstrate a need for or a demand for further expansion. Moreover there are primary schools such as Sacred Heart who are regularly undersubscribed. In addition having worked with preschools in the local area who give a good indication in child numbers amongst 2 - 5 yrs, all preschools are currently undersubscribed reiterating again that demand simply is not there. Finally as a 1.5 form entry school All Saints' offers a different approach to learning to other primary schools in Ilkley. This is a good thing as it offers parents choice. Currently they can choose from 2 form entry single form entry and 1.5 form entry. Surely this breadth of opportunity should be maintained?

Finally I also know that structurally there are huge issues with extending the current building as it cannot support any kind of mezzanine level for extra classrooms as the entire building would need to be underpinned which is a massive expensive. I have not seen a single document which demonstrates that this expansion is needed both from school or Local Authority or any paperwork showing how this would benefit out children.

I feel that the expansion will encroach too much on the outdoor space available for students. This matter should have been considered more when Ashlands was extended as there is much more space and they were already extending.

Expansion to 2 form intake will result (most likely) in the school losing its community ethos which is enhanced by the mixing of class years. This currently works well at all year levels and results in a school where parents and pupils (of all years) feel integrated. Also, major concerns about infrastructure, parking, road safety (which is already bad at drop off and pick up).

Unfortunately there is insufficient information available to make an informed decision. Has a feasibility study been conducted, for example?

There are many studies of school expansions. Lesisko et al.'s (2010) report 'The Effects of School Building Renovation/Construction on School Culture' (at <http://files.eric.ed.gov/fulltext/ED533110.pdf>) notes potential stress for staff, disruption to routines, and educational effects from building site noise.

My suggestion is that the Council provide significant further information.

I am also concerned that the vote/ballot is biased: The use of Agree/Disagree terms will strongly nudge voters to either Agree or abstain. I suggest the ballot is discounted and a fair one conducted after more information has been made available.

I have two concerns about the proposed expansion: • The numbers you have published with the consultation don't seem to back it up. The number of places currently exceeds the number of children, especially at the Ilkley- and Ben Rhydding-based schools. You mention that no children from a new Menston development have applied this year, but we don't know why; we can't presume that there will be children from there in future years.

Moreover, it isn't at all clear that expanding a school in Ilkley would be of help to parents in Menston. That's way farther than most parents would want to have to take 4-year-olds to school.

So it would seem foolish to force through expanding a school, with all the hassle that involves, without being more sure that it is actually a useful thing to do

- Increasing the intake at All Saints' would lose much of the unique qualities that attracted us to it. We have a 4-year-old in Reception, and a 2-year-old who would start there in 2018. Both have August birthdays, so are among the youngest in their year groups.

When looking round schools in the area before picking one, we really liked the 'odd-sized' year groups at All Saints'. This manifests itself in several ways:

- » In years 3/4 and 5/6, all the classes are mixed over 2 years, with the children spending 2 years in each class (once as the youngest half, then becoming the oldest half the following year).

The teachers teach and setting work to meet the mixed abilities across 2 year groups. This focus on tailoring levels to suit the children means treating the children as individuals; with a

background of range of levels enforced anyway by the class structure, it's easier for pupils who are advanced or struggling to be seen as individuals and be supported at the appropriate level.

And the Health Authority figures don't show, on average, bigger year groups in current preschool children in the area than in those year groups already in school. (Also, with several private primary

schools in the Ilkley area, it'd be foolish to presume that all children registered with local GPs would need a place at a local state school).

The teachers teach and setting work to meet the mixed abilities across 2 year groups. This focus on tailoring levels to suit the children means treating the children as individuals; with a

background of range of levels enforced anyway by the class structure, it's easier for pupils who are advanced or struggling to be seen as individuals and be supported at the appropriate level.

» It also encourages children to form friendships across year groups.

This shouldn't be underestimated as trivial. As grown-ups we're used to working with and being friends with people younger and older than ourselves, but in many schools children are 'silo'ed into strict year groups (generally by social pressure, rather than staff policy, of course!). This is particularly tough on children who are at the extremes of being old or young for their year. Demonstrating that it's perfectly normal to work with people older or younger than yourself is valuable for them to learn.

When the children make the big and scary step up to secondary school, this will be softened by them already knowing, and hopefully being friends with, many children in the year above them.

» Having the same class teacher for 2 years in a row provides continuity and stability for the children.

» When in the youngest half of a class, each child can be assigned a mentor from the oldest half, to help them settle, and make sure they pick how things are done, providing way more support than teaching staff can do alone. And the corollary is that when a year later they move on to being in the oldest half, they gain valuable experience of _being_ mentors, learning what it's like to teach people things and be caring. That's immensely valuable to learn.

» The different arrangements for years 1 and 2 (one class of each year and one mixed class) means that children who are still very young can be placed in the class most appropriate to their learning style. There's a massive range in the abilities of 5-year-olds, and being able to support them with children at similar levels of development is incredibly useful.

» The reception room contains only 45 children (classes of 22 and 23), meaning that for their very first year in school they benefit from more staff time per child than with full-size years — exactly the right moment to be providing extra support, and giving the teachers enough time to truly learn about each child as an individual. The size of their class is less overwhelming for the 4-year-olds than a full-size class of 30 would be.

I'm particularly concerned that while additional classrooms would be provided for the additional classes that would be added to the other year groups, the existing reception area of 2 classes would be deemed to be acceptable for 2 classes of 30, so be left unchanged — the same size area (both inside and out) but with significantly more children in it.

Overall, we don't want our 2-year-old to have an inferior educational experience compared with that of our 4-year-old.

And having picked this school because we were really sold on this unique feature of it (the headteacher explained its advantages well at the open day), it'd be disappointing for it to disappear — especially since it's farther away from our home than Ashlands is. We decided to put up with a much less convenient school run (on foot; we don't have a car) because we thought the unique advantages of All Saints' made that worthwhile. To end up lumbered with the extra walking anyway yet lose one of the major key features (clearly now one of our children has started there we aren't going to disrupt them by moving them to a different school, nor to have each child at different schools) makes us feel like we've been duped or mis-sold.

So in summary, we are not convinced that this change actually helps anyway, and it would mean the end of something special that All Saints' currently offers, giving choice to parents in the area. (Because

there are several schools around, parents who don't like the idea of the mixed-year classes are currently free to choose elsewhere.)

However ... in general I believe that any successful school should be allowed to expand if it wishes to do so. There's no point in placing artificial constraints on popular schools being available to more children, arbitrarily forcing some children to worse education elsewhere. One of the best ways of improving education in this country is by letting popular and successful schools take on more pupils, so more families can benefit from them (rather than trying to prod less-good schools into improving). But in this situation there doesn't seem to be a suggestion that other schools in the area are in any way failing, nor that All Saints' is particularly oversubscribed compared with other nearby schools. So, unless more evidence is provided which addresses my above concerns, I disagree that the school should be expanded.

The parking outside the school is already at breaking point without another fifteen families. Increasing the pressure on local residents and parents will lead to an increased risk of road traffic incidents putting lives at risk. The 'form and a half' entry makes the school unique with the benefit of children mixing with others from other year groups. This advantage in social skills etc will be lost with increased PAN. It would be better for other local schools (Ben Rhydding, Sacred Heart, Burley & Woodhead) to expand.

Other

The features which make All Saints such an amazing school is the care and attention the staff bring to their work. However, even when my eldest child started school in 2012, we were told the school buildings were full and the PTA raised funds to help reconfigure the internal space. At the time, limitations with the site were said to be the reason why a mezzanine could not be accommodated in the main hall and why expansion was impossible. Presumably the same limitations on the site remain, so how can further expansion be accommodated? Is the LEA is prepared to bear the entirety of the capital investment to expand the school premises so that the school can comfortably accommodate the proposed extra 0.5 class without prejudicing the teaching environment of the current students, and without putting additional pressure on the teaching staff? This expansion should not prejudice our children and the PTA/school community should not be expected to fund any element of the works required, particularly in light of the significant fundraising which has been achieved in recent years. Compassion fatigue is a real risk should any possible shortfall in public funds be sought from the parent population.

I couldn't possibly select one of the above options without understanding further the impact of the expansion and the proposed changes to existing facilities. Sufficient information has not been provided for a consultation to take place. Car parking is currently limited and a further 100 children in the school would have a significant impact on staff parking and the surrounding roads for parents pick-up.

Highways Development Control Comments:

Any planning application for building in line with an increase in numbers will need to be accompanied by a Transport Assessment to look at impacts of the expansion of the school on the highway network due to increased traffic generation, parking provision, servicing of any new build and future accessibility by walking, cycling and public transport. If the school does not currently have a travel plan one should be considered or the existing one updated.

Summary of responses to consultation on Poplars Farm Primary school expansion

Consultation was open between 2 November 2016 and 16 December 2016.

A total of 52 responses were received, where provided, these were mainly from current parents of children attending the school and local people living in the BD2 area of the District.

Breakdown of responses:

Group	Agree	Disagree	Other
Parent	9	6	
Staff member	5	1	
School Governor	1		
Parent & member of staff		2	
Councillor			
Member of Local Community	1	18	
Parent of younger child	2		
Current parent & parent of younger child		1	
Other/Unknown		2	4
Total	18	30	4

Summary of those agreeing with the proposal:

- Agree that additional places are needed to meet the increasing demand.
- Children not previously allocated places.
- Provided funding/resources are provided.
- Agree but parking and traffic issues should be addressed.
- Agree but Poplars Park Road should become an all through road.

Summary of those against the proposal

- Significant concerns raised by locals on traffic, parking, access and congestion the main reasons for not wanting the increase.
- Complaints about behaviour of current parents/carers string particularly illegally parked and double parked vehicles, disregard of signs and road markings, blocking access and rude and aggressive parents.
- Increases in population should be dealt with in another way.
- Litter
- Safety

See all responses below in Appendix O (ii).

Comments From Responses to Poplars Farm Consultation 2.11.16 to 16.12.16

Agree with Proposal

I agree that Poplars Farm Primary School be expanded to enable it to increase its admission number from 30 to 60 : Due to the demands of the children wanting to get the place of the siblings already at Poplars Farm School is very difficult to accommodate all the children that have also valid reason to get a place at Poplars Farm School. More children are migrated to the country and coming to settle in Bd2 as well and some parents have a child with special needs and parents needing the other sibling to be near school from home and therefore I completely agree that the school needed to be expanded to accommodate the demand.

I will be happy if the school does expand because previously my child did not get place in Poplars Farm after nursery due to only few places available and UI had to wait few years before applying for a in year place. So I am happy with this option.

However, I would like again to express my concern for St Luke's CE Primary School. There is a planned housing development next to the school. The current school accommodation is already small and any increase of numbers could not be accepted without expansion of this building also.

I would request the Council to provide adequate funding to ensure the expansion of the school from 1 form entry to 2 form entry is adequately funded. We currently have a very restricted budget and will require that the Council fund for:

- 1) The cost of a full time class teacher for each additional year group class.
- 2) Resources for each new classroom
- 3) Furniture for each new classroom. Many thanks for your continual support.

If the expansion is to go ahead, Poplars Park Road should become a through road to reduce road rage and congestion.

I have no issue with the school being expanded however there is already problems with parking and congestion on Poplars Park Road at the start and end of the school day. So I think this is need to be looked in to.

I would also like again to reiterate St Luke's concerns regarding the impact that the agreed development of 500+ houses on Fagley Lane will have on school places at our school. I support the expansion of Poplars Farm provided sufficient funding is provided to ensure the expansion is effective.

Absolutely no issues about you increasing the size of the school but parking is ridiculous. I live at 5 lyncroft and have two severely disabled children. Every single day at drop of. And pick up time my car is blocked off by inconsiderate motorists who feel the need to park on my driveway, and make it so that both my children who are wheelchair users cannot access my property. My oldest sons school bus has to park at the end of the cul de sac because it can't get up and I'm usually late collecting my other child from nursery because I have to wait for the parents I repeatedly ask to not block me in to move their cars. This isn't just one parent this is five or six cars who block me in. I am met with abuse when I ask them not to do it and when I ring the school I was told it wasn't their problem. My point is if you can't currently facilitate safe arrival for the children you already accommodate how do you

propose to do it with double the children which will mean a probable increase in vehicles?

Sufficient funds available for additional staffing teaching and non teaching staff. Funds available for alterations and any other cost the school may be faced with due to the work being carried out.

Disagree with Proposal

The school is already at capacity further increases in size only make education standards worse. Increases in population should be addressed in other ways by the Government, ie. Brexit.

There would be increased congestion around the school. An increase in pollution in the area a lack of public transport. Developing the school would be difficult as this would mean using existing playground space.

Expanding the school will effectively decrease the quality of teaching and learning, also the school building not suitable (health and safety wise) for double up the number of pupils inside the school and the numbers of parents who drop of/collect their children.

All ready hard to pick and drop on the small road. Highly inconvenient place for a larger school and more people. Larger school will bring more parents and more cars.

We are disagree with that the school should be expanded because if there is short much of them they can't progress what they should learn at the time. We are happy everything stay the same. Thank you.

I am concerned about the increased traffic will bring. The area already gets congested at peak times and evening events. How will the road outside cope with double the amount of traffic?

1) Parking - There isn't suitable parking for parents dropping their children to school now, let alone for if/when you increase admission. As I live here where the school is situated, I believe this would be problematic for locals. 2) School opening hours 0- This school opens its doors 8:40am, which is already issue for working parents who start 9:00am. The road leading out to Kings Road is overly congested which not only adds to the parking issue but also adds to the already heavy traffic turning on to Kings Road. If the opening time is addressed, and the school opens earlier (8:30-8:30 am) and parking arrangements are made, not only parking places but a crackdown on parents not dropping/ or parking within designated areas then maybe it would be feasible to increase admission. Without key factors like above being addressed, I would have serious concerns as would other locals and parents of children who attend.

regarding the expansion plans I would like to voice my concerns on the increase in traffic. The current traffic situation is already horrendous and extremely dangerous due to the number of parents parking on Poplars Park Road, making it almost impossible to gain access to Kings Road. I can only imagine the situation getting worse with your proposed plans. In addition to this, I understand it is important for local children to have a place in a good school close to their homes, however, we have very good reason to believe a large number of Poplars Farm pupils live in areas much further away. We believe you should investigate this matter further as we've heard stories of many local children

being denied a place. Meanwhile pupils from areas such as BD3, BD7 and BD7 are attending Poplars Farm Primary School. Therefore, we are against any such plans.

As a local resident of Cherry Fields I am very concerned with the proposals to double the number of school places increasing the number of school places from 210 to 420. There are already issues at the school with the present number of children. The access road is a small one which is unable to cope with the present numbers. At school open/close time I am unable to get to my home without leaving at least an extra 30 minutes to get through as cars are parked either side of the resulting in only one line of traffic being able to get through causing traffic jams. In addition due to the manner cars are parked there is already a risk of a child being hurt by walking across the road between closely parked cars. In addition the plans to open up Kings Road to Stanley Road will only add to the present traffic issues around the school. I have already had need to raise concerns to the School regarding parents/care givers ignoring the road markings by parking on the zigzags however they advised they were not in a position to do anything other than send a note to parents/care givers. I have already reported this to the local police, however this again does not appear to have had any positive impact to the total disregard to road markings/signs in the area. In view of these existing issues, I strongly oppose the proposal on the grounds that the council have failed to demonstrate being able to manage the present situation and therefore I have no confidence in the council being able to manage a 100% increase to the present traffic.

We are very concerned about the proposed increase in pupil size at this school. We live on Drovers Way and the traffic problems caused by the school as it is now are quite horrific. The parents park anywhere they like blocking access for the residents, they double park, park on the roundabout and are not bothered. My wife and I who have lived here for 20 years have both been racially abused by the adults who drop their children off. It is quite amazing that we try to avoid this school during these times and the distress this is causing us is upsetting. The school seem to be not bothered about this as when I have called they say to contact the local councillor! It is quite simple, the school and the area cannot cope now so if you double it it is just going to be unbearable. There is simply no logic in this and regarding the linking of the roads well who thought that one up! This area will not cope with the increase in traffic and of the increased potential dangers of traffic accidents. There is no scope for these proposed changes and we are totally opposed to this. I look forward to hearing from you.

Our reasoning can be found in the attached picture which was taken at 3.15 on Friday 2 December 2016. As you can see, the road is completely blocked due to parents collecting their children, it made it nearly impossible for me to get to my house and if extra cars were added plus the link Road from Kings Road to Stanley Road adding further traffic (if approved) would not only be impassable for any vehicle but it would be extremely dangerous for the children of the school. Please use this photo if required as part of the case NOT to expand the places at the school. I would also like to see a clear traffic management plan before a final decision is made to increase the size of the school as the level of potential traffic is worrying.

As a local resident (Drovers Way) I am alarmed to hear that there is a proposal to increase the size of Poplars Farm Primary school. The traffic congestion at the moment is diabolical. At the beginning and end of school sessions it is almost impossible to access our homes. Neighbours have told me they often sit in their cars on the main road for 10 minutes to avoid "school cars" which are sometimes driven quite aggressively. Personally, I have lingered on in a shop if I notice it is 3 o'clock, i.e. school leaving time. I think it would be a good thing if everyone who is in favour of this plan was required to try to drive past the school at the opening and closing times. That is the only way they would appreciate the problem. Furthermore, one

thing that I can't understand is, why can't new school places be found for children in their own locality. The children's health would benefit greatly if the children were able to walk to school, and that in turn would eliminate a lot of car journeys, and surely that would be good for the atmosphere.

I am writing with reference to your recent letter and feel very strongly against this happening. I have lived at Drovers Way for 16 years now and I can honestly say the traffic is an absolute nightmare in a morning and when the children leave school there is just not enough, in fact there is NO parking for the parents so they just leave their cars where they want, they block each other in and also the rest of us who are trying to leave our own homes in a morning to get to work. I have actually seen parents on my estate driving their children when they could walk and save on congestion and the environment. The roundabout is used as a turning circle for cars and as it is a mini roundabout they can't get round this in one go and then block it with their manoeuvres and then park on the actual roundabout so no one can pass. I can honestly say in the last two years there hasn't been a week gone by where a parent hasn't told me to "F off or P off", they are just so angry and have no manners. I have also had an incident when a father got out of his car and came up to my window to abuse me whilst his child was in his vehicle - it is totally unacceptable. I have spoken to the guy in the high vis jacket at the school in a morning about this a number of times but he just shrugs his shoulders and says it's a police issue, I assumed he was there to control the traffic or at least monitor it but clearly no. I have actually contacted the police and there was a police presence the next day.

Where on earth do you propose that the parents drop their children off as there is clearly an issue at the moment, there is no school parking it is all street parking which is part of my estate and for us residents to drive through in order to leave or enter our homes. I would suggest that you physically attend the school in the morning and afternoon and witness this congestion yourself and you will soon see the problem. Secondly, what on earth will happen when there is extra works and building to the school how on earth will residents, parents and workman use the road ?

I feel so strongly about this that I am going to get signatures from my neighbours against this.

I reside just off of Poplars park and I have to pass the primary school daily on my way home from work, the area when the school has finished for the day is total chaos with all the cars that are present at this time. The no parking zones outside the school are totally ignored by the guardians who collect the children and they park both illegally and without due care and attention for any other road users who live in the area, also there is no policing of the area by Bradford Council's wardens so to even consider doubling the size of the school and the amount of traffic in such a small area is total folly as this would just become an accident waiting to happen. It can take between 5 to 10 minutes just to get passed the school due to the large volume of illegally parked vehicles that go unchallenged every day. The better option would be to look at relocating the school to a more suitable site in an area that can cope with such a volume of traffic. The idea of linking Kings Road to Stanley Road via Poplars Park Road would create a most unsuitable and life changing circumstance for the residents that have sort to live in a quiet area as this route would then become part of the heavy volume of traffic seeking to use this as a short cut from canal road to Kings Road during the daily rush hours and to affect the lives of the residents in such a manner just to double the size of a school really is quite unacceptable. Another unsuitable circumstance that may arise through opening up this route is the return of the travellers who after their last stay on the site cost Bradford Council thousands of pounds in public funds to action the clean up of several tons of building fly tip and also the barrier that had to be placed in situ to stop any further occurrences.

I have owned my house in Drovers Way for nearly 20 years, and traffic has increased over the years in parents dropping off and collecting children at Poplars Farm primary. This has got to a level where cars are continually blocking the road, limiting access to the residents. It has become necessary for me to leave for work at an earlier time than necessary, to ensure I am not blocked by traffic and late for work. As a resident this is very inconvenient. In addition I have received abuse several times from parents who feel they have the right to block the road with cars, open car doors when you are passing, and stand in the middle of the road chatting. This road is the only access in to and out of my home, and I seriously object to the plans to increase these problems further. I certainly agree that a clear traffic plan is needed with assurances that residents in this area are not put further at risk, or we experience more inconvenience because of these plans.

I am writing to express my objection against the proposed plan to increase the size of Poplars farm primary. My reasons are outlined below. Firstly, Poplars farm primary is one of the last remaining good standard primary schools in Bradford and the BD2 area. Increasing the size will only drop standards as this has been proven in the past with other schools. Higher class numbers will only result in students receiving less contact hours and therefore a decrease in overall results and standards. My secondary concern is in regard to the traffic congestion already causing major problems on Poplars park Road. There is a major build up of vehicles at school times which is causing problems for residents and parents. Selfish drivers are causing dangerous conditions as they regularly park on yellow lines and zig zag lines outside the school. By expanding the school the traffic situation will only get worse and cause more problems for residents and parents and in turn the school and council. I firmly believe increasing the school size will have a detrimental effect on traffic around already small roads. Finally, I would like to advise that an increase on school size has financial implications also. With current budget cuts this will no doubt leave the school in a far worse position. I believe expanding the school will cause un-necessary issues and therefore I am truly against this. Good schools like Poplars farm need to be saved from a drop in education standards by expanding them unnecessarily. Please take this into account when making a final decision

as a resident of ploughmans croft we object strongly to the proposed changes to populars park primary school, and the proposed opening of populars park road into stanly road. having lived at this address for over 20 years we have suffered with the traffic chaos already taking place every school day, delays entering populars from kings road and exiting populars into kings road. in all the years we have live in this area we have seen a increase in the volume of traffic over the years but since the new houses have been built the situation has become a nightmare. opening the road into Stanley road would only turn the road into a rat run and would only be a matter of time before someone is seriously injured or killed, the new give way on kings road to populars park road is a joke at peak times waiting for traffic to leave populars, who ever thought the give way was a improvement needs to try entering populars road and see for themselves the problems we are faced with. these proposals need to be ditched and the existing chaos dealt with, ie traffic wardens or traffic police dealing with illegal parking, speeding, possible unlicensed drivers, uninsured drivers, one possible solution to the problem of entering and exiting populars park road would be a mini roundabout on kings road, this would keep traffic flowing and also stop drivers speeding up and down kings road. we hope you take our concerns into account but we doubt they will.

I am writing to you to voice my concerns regarding the possible expansion of Poplars Park Primary School from 210 to 420 places.

At the moment, it is very difficult for traffic to get into and out of the estate due to the very large number of parents in cars dropping their children off and picking their children up from school. When parents park their cars on both sides of the road, there is only room for one car to go into and out of the estate between 8:45 am and 9:10 am and 3:00 pm and 3:40 pm. By increasing the size of the school, this will become a nightmare for residents.

There will also be the safety aspect for the children going into and coming out of the school to consider.

I appreciate children have a need for school places in the area but I am sure there is a site far more suitable to build another school.

I hope you will take my concerns into consideration.

We are the local resident of poplars park, currently the size of school is hard enough to cope with traffic and it's very difficult to get in and out of the area before and after school times, and this chaos really cause impact on our life and children as their school is far for setting off

early in the morning to avoid the traffic at poplars park school. It's a small quite area with one single road and most of the time parents park as close to our house, creating more space in this locality is not a good idea for the local residents it will create complete choker block, impossible for the residents to get in and out of the area also I have seen parents showing anger and aggressiveness towards local people while getting in and out of the area without realising of their needs and space. We believe that local children should have a place in the local authority but it's children's health and safety and wellbeing too. We are strongly disagreeing with the idea to increase the size of this school; if it had few more ways to getting in and out it would be different.

I am emailing my point of view of disagreeing with the proposed plan of expanding, due to the safety of the road during morning and especially at 3 o'clock where the drivers are careless, in parking and blocking one another in. I do not send my children to this school but on the way home I usually dread the traffic and it can take me 15 min the most to get past the school and vehicles, to get to my house. Many times it has delayed me for work and appointments due to the time wasted outside the school at 3 pm. Therefore my concerns of safety come first I have had children running across moving vehicles people (parents or cares) being rude, blocking the road and iv witness parking on yellow and zig zag. These issues will remain and only get worse if the proposal goes through and until these people don't follow the rules.

The residents of Ploughmans Croft - situated directly off Poplars Park school where the school is located oppose the decision to double the numbers at the school.

The main reason is the road Infrastructure cannot cope with double the number of cars parking and attending the school. Poplars Park road is constantly littered by the school children also and looks scruffy and dirty when we approach our homes.

When we purchased these houses, the road was a quiet 20mph road leading into a quiet small estate.

Bradford council have now allowed New Bolton woods development which will increase the cars on poplars park road by 2000!

We have campaigned for Poplars park road to remain a one access road and not join into Stanley Road - this will be used as a rat run from canal road. Poplars park road will hence become a main road.

No one sticks to the 20mph limit and the road is grid locked. The road cannot be widened and we do not wish for that as we do not want the road closer to our homes! The pollution and noise pollution has already tripled with the development- we are kissing our green space and privacy.

Bradford council have now allowed Bolton Woods quarry to develop and feed into Poplars Park road - another 1500 cars!!!!

We struggle leaving Ploughmans Croft without being hit by approaching cars as they do not use the mini roundabout.

We bought our houses for quiet peaceful roads that you are turning into main roads and endangering out children's lives. Current parents at the school park on zig zag lines- double park, perform illegal manoeuvres and block the road. If this is doubled in nature - we can only envisage the chaos that will ensue!

In the new Bolton woods proposal a school was being built so why is there a need to double to pupils at Poplars Farm school.

You have already ruined a nice quiet neighbourhood by turning a road into a main road and taking away our open green space, you will increase the crime to the area by opening us up via Stanley Road.

All residents have objected to the school increase as we did poplars park road being opened onto Stanley Road and Canal Road. The police and highways lodged their concerns and yet you do not listen.

I fear this will be the same issue. Money talks!!!

Please send confirmation that you have supplied and used our comments

I am writing to oppose the proposal for Poplars Farm becoming a 2 form entry school.

We have lived on Ploughmans Croft for 5 years and have had a lot of issues with the traffic from the school.

I have rung both the school and the council to complain a number of times.

The main issues are:

- 1) The parking- parents continue to park inappropriately, blocking the road.
- 2) The unsafe driving- parents turn in the road in front of the school instead of driving down the road to turn, this not only blocks the road but puts children at risk.
- 3) The Rude and aggressive behaviour of some of the parents.

If this plan goes ahead for the school to become a 2 form school we will be moving.

I do not want poplars farm school to increase as it is A nightmare at present during the school run. Residents living here can't get in or out due to being jammed in with the amount of cars parked near the school.

Further to your letter dated the 22.11.16, this proposal to increase to allow more children, will effect the resident tremendously. I am resident on Long Meadows and have a lot of problems with getting up and down as people park anywhere, even in the middle of the road to drop children off, they have no consideration as who is waiting behind them to get through. There is a lot of litter thrown when these people come and collect there children and it makes our area look dirty. Poplars Park is a nice area but increasing the school to take more children will be a bad mistake as we will suffer as residents as the parents who drop the children off at present just think of themselves. I don't see why we have to suffer just because the school wants to increase it to more children. The area will definitely become dirty as people just thrown there rubbish on the side. The traffic to get out will be horrendous, I'm dreading this now, typing this email. Please take into consideration the residents as its not fair on us.

Other

As a parent and a local resident I would like to ask whether the current traffic situation has been considered in this proposal. The current situation is concerning and surely adding capacity to numbers will only add to this problem.

i live on Drivers Way and my major concern is the extra traffic and parking problems in the morning and at the end of the school day. As it stands now the way people park and the narrowness of Poplars Park Road make it impossible for residents such as myself to get up or down the road twice a day when kids are being dropped off and picked up.

If as said in the letter received you are going to double the intake of the school i can only imagine that the parking would only get worse. I would also like to say that if a fire engine or indeed an ambulance tried to get down the said road at the times in question they would have no chance, i know this because i drive a large vehicle and if i try to get home at the wrong time in the afternoon i have to park up and wait till the congestion has cleared, this in itself is annoying. If you are going to provide extra parking for the school I can see no problem but to just expect residents such as myself to put up with more parking and traffic problems is unexceptable.

As residents of Poplars Farm, who live adjacent to the school, we already have concerns about the traffic management around the school which is already difficult particularly when children are dropped off and collected. As there is also a plan for Poplars Park Road to link Kings Road and Stanley Road, a further increase in traffic is inevitable. We believe that a traffic management plan should be produced before any final decision is taken in respect of the school.

I would like to respond to the consultation on the expansion of Poplars Farm Primary School. I have consulted with local residents and encouraged them to respond to this consultation with any comments they may have.

The majority of the residents with whom I spoken to, recognise the need for more places at good local schools. However, all viewed the expansion negatively. In response to this consultation I would like to expand upon some of the key concerns expressed by residents There are already existing traffic issues on Poplars Park Road during school pick up and drop

off times. The current volume of traffic means there is often a lengthy wait at the junction of Poplars Park and Kings Road, with one local residents commenting on how difficult it is for her to get her own children to school on time because of the level of congestion around Poplars Farm Primary. The junction of Kings Road and Poplars Park was identified at the Bradford East Road Safety Forum 2016 as a location at which there had been a number of accidents. Increasing the number of cars trying to use this junction at peak times will no doubt lead to an increase in the number of accidents.

There is also no crossing on this road, there is also no school crossing patrol. The mini roundabout at the junction of Ploughmans Croft and Poplars Park Road does not work effectively and often serves only as an additional parking space during peak times. Illegal and irresponsible parking occurs daily with residents finding themselves blocking in drive ways or unable to walk on the footpath. Residents feel that the situation is out of control, even with the school at its current size. There is a valid concern that increasing the size of the school will only exacerbate these issues during peak times and to expand the school without looking to tackle these issues would, in my opinion, be short sighted.

Looking forward, as part of the New Bolton Woods Development Poplars Park Road will link Kings Road and Canal Road (via Stanley Road). This will bring cut through traffic past the Primary School. As I understand it, the proposed access point for 400 of the 700 homes planned on the Quarry site will be accessed via Poplars Park Road. Again this will increase the volume of traffic driving past this Primary school along a road network, which as previously mentioned, is insufficient to cope.

I would like to ask that a transport assessment is carried out before any final decision is made on the expansion of the school, so that it is clear what improvements need to be made to the local highway network to support the expansion. I would not support any increase in the size of the school without a clear plan of how local traffic will be managed and locally consulted upon plan for improvements to the local road network.

Highways Development Control Comments:

Any planning application for building in line with an increase in numbers will need to be accompanied by a Transport Assessment to look at impacts of the expansion of the school on the highway network due to increased traffic generation, parking provision, servicing of any new build and future accessibility by walking, cycling and public transport. If the school does not currently have a travel plan one should be considered or the existing one updated. There may be an opportunity to look at parking accessibility and expansion of the staff parking as part of any future application on the adjacent development.

Summary of responses to consultation on Steeton Primary School expansion

Consultation was open between 2 November 2016 and 16 December 2016.

A total of 89 responses were received, where provided, these were from a variety of postal areas including BD13, BD20 6/7, BD21 2/4 and LS29 9, although mainly BD20.

Breakdown of responses:

Group	Agree	Disagree	Other/Unclear
Parent	3	17	1
Staff member	5	3	
School Governor	1		
Councillor		3	
Member of Local Community	1	40	1
Parent of younger child	1	7	
Current parent & parent of younger child		2	1
Other/Unknown	2	1	
Total	13	73	3

Summary of those agreeing with the proposal:

- Not enough places for children over the next few years.
- Single class groups would be better and pure year groups would be beneficial to teaching.
- Agree but should only be for local children and improvements should be made for parking.

Summary of those against the proposal

- Significant concerns raised with regard to the volume of traffic, parking and access to the school site.
- Very little room to expand and concerned that there would be even less play space for children with limited grounds and external areas, would use up outdoor and green space.
- The size of the hall is not large enough to cope.
- Health and safety and risk of accidents as unsafe for children to walk particularly with blocked pavements, local streets could not cope.
- Steeton is a small village school, the ethos of the school would be compromised.
- Children are not local, expand other schools/elsewhere.

Comments from Responses to Steeton Consultation 2.11.16 to 16.12.16

Agree

The general trend appears to be that there will not be enough places over the next few years, it is better to plan ahead and be prepared to cater for future needs. Menston is a long way off from Steeton, I wonder why children from Menston would be considered if places are at a premium?

If we could have our own nursery as part of the expansion. Looking at the figures, it appears there are enough school places in the area, however the majority of children at Steeton Primary School, do not live in the South Craven planning area. This suggests the admission policy needs looking at to encourage people to go to their local school. * Single year group classes would be much better for the children.

I feel it would be beneficial for the children to be taught in pure year groups as opposed to the mix aged classes that we have currently. It would be great if a Nursery could be added as part of the proposed expansion. Looking at the figures it appears that there are enough school places in the area. However the majority of the children attending Steeton Primary do not live in the South Craven planning area! This suggests that the admission policy may need looking at to encourage people that live in the Utley/Steeton/Eastburn to go to their local school. The issue of parking would also need looking at. At drop off and pick up times the traffic situation next to school is awful - with an increase of over 100 children it would be untenable.

I think that the school should be expanded to accommodate children in the Area but NOT for pupils who pass a number of schools to get to this one as it will only take numbers from other schools.

After looking at the figures it would appear that there are in fact enough school places. Although I have no objections to the increase in admission numbers I don't see how it would solve the problem. The vast majority of parents in Steeton choose not to send their children to Steeton school. Steeton school takes children mainly from the nearby town of Keighley. Increasing its admission numbers will mean more children traveling from Keighley thus not solving the problem of 'not enough school places for children living in the South Craven area'. Also how would you solve the issue of parking and traffic which is also a nightmare?

Agree that the school should be expanded but only to serve the local community. Admissions process needs to change so children can live within walking distance to their school. Traffic is a major issue at Steeton and needs addressing. Children local to their nearest school should be offered places first.

Consideration would have to be made for the improvement of parking!

Disagree

There is very little room at the moment for the children to play outside. More buildings will take up even more of the outside space/green space. The park area if used at the side of the school buildings belongs to the community. An extra 100 children (once the school is full) will bring with even more cars + mis parking issues. I have seen a number of near misses involving cars and children not just around the immediate school area but also in the streets nearby and on the main road. What about an expansion towards Eastburn instead?

As a parent of a child at Steeton primary school I am extremely concerned about the proposal to expand the school to two form entry. It is currently unsafe for my child to walk to school alone due to the parking and manoeuvring that occurs on the pavements around it. My child has nearly been reversed into on several occasions. I have welcomed the police and council involvement recently outside the school, which have improved things dramatically, but feel that as soon as they are withdrawn things will return to as they were. By increasing numbers attending the school I believe this is likely to increase this problem and fear that at some point a child may be seriously hurt. I am also concerned that expanding Steeton School will have a negative effect on the positive messages of eating healthily and exercising. Due to the size of the dinner hall they already have to have meals in sittings which leads to older children not having time to eat their meals in a comfortable time without being harassed to hurry up. My daughter was told not to bring seeds as part of her packed lunch because it takes too long to eat. I feel that children should be encouraged to bring healthy food to school not dissuaded due to necessary turn around in the dinner hall. I am also worried that building work would reduce further the amount of space children have to run, play and exercise. Already at playtimes the children are quite packed in and having greater numbers in potentially less area will make this far worse. I understand that more places have to be found to educate future children but I feel that expanding a school like Steeton, which has very limited space within the grounds and external area, will be of great detriment to the children's health and safety. Please consider our concerns.

1) The site is too small to expand to 2 form entry - space for physical play is already limited for the current amount of children, let alone where new classrooms could be built?? 2) Extra places would likely tip the demographics of this v. special school - no other school locally has such an equal balance of white and Asian children - this balance & the community of this school needs to be safeguarded. 3) There are other local schools that could easily be expanded for e.g. Sutton C of E is only 15 a year group - or Parkwood in Keighley centre. 4) The school is the right size for the village it serves. New places would unlikely be filled by children living in Steeton itself so extra traffic caused by the 'school run' inevitably caused would be bad for pollution + environment + local people.

The parking is a nightmare already. If expanded then you need to make better parking arrangements for the school.

The school currently has the right mix of child to teacher ratio. Expanding beyond the current intake would impact this ratio and potentially the quality of education. In addition, there is a well know parking issue at the school and a higher intake would mean more cars hence it would exacerbate the problem.

I would like to make it clear to the consultation committee that her father and I do not at all support enlarging the school for the reasons expanded below:

- 1 The school grounds are limited in space, and there would be very little room, if any to expand the number of classrooms. There is insufficient outdoor space for the children as it is.
- 2 Many (over half) of the pupils do not come from Steeton itself, instead they come from Utely, Keighley and further afield, therefore there is no need to expand the numbers in the school. Even if there were new housing estate built, the number of children who choose to go to Steeton would not be very high, and would take precedence over those from further afield so that there would be room for them anyway.
- 3 There is a massive and ongoing problem with parking for the school. This is, and has been, a disgraceful episode on Bradford Council's behalf for a long time. There seriously needs to be something done about this, and not the half hearted occasional council warden or police constable that puts off parents from parking outside the school for a few days, only for the problem to reoccur again a few days later. This parking problem would obviously be massively increased with extra numbers of pupils going to the school, unless the council are willing to

actually do something adequate about it. There will be a serious accident involving children at the school one day soon if something is not done about this. The problem is that, with parental choice of schools, stating that schools need to be expanded because of potential housing increases is not something that can be shown to have any correlation, especially in Steeton. If Bradford Council looks at where the pupils actually come from they would see that this is obvious and therefore stating that there is a need to expand Steeton Primary School because of any local increase in population does not have any relation to the facts.

There is already big parking issues. Expanding would just create more problems.

I believe that there possibly would be enough PAN however Steeton Primary caters for a lot of children outside of Steeton area. I don't think I would be worried if the school was to expand though but I strongly believe it should be a village school for the village children.

Children will not require more pupils taking away their opportunity to learn. Larger classrooms means a decline in Education Standards. Steeton is a village school not an overflow. As a parent, I am already aware children travel to attend this school regardless of catchment areas.

Lack of outdoor space. Dining facilities already cramped.

Feel like its packed enough as it is, the classrooms look full & should more children come maybe teachers can't teach like they should as there will be more children, children are already behind may fall further as there is less one-to-one time with the child. Parking is already an issue as never anywhere to park cars more children = more cars = no space which is already an issue. Maybe you should consider more parking places not more children.

No room in playground, dining hall to accommodate any more children. Parking is already an issue at the school at drop off and pick up times. (Which is also a safety concern). As a first aider I have a concern for the childrens safety as well as being a member of staff that having more bodies around will impend on the safety of children.

We feel that it would have an effect on the childrens education to the ones that are already there. Bigger classes means less time spent on each child etc. Parking is such an issue already as hardly anywhere to park, to get a decent place you have to arrive half an hour earlier! unless there is extra teachers to facilitate the children & extra parking spaces. We really don't see this as an ideal situation.

The school is big enough for the population of Steeton, even allowing for the children coming from the "new build" estate. The problem with this school is the catchment area, which stretches from Shann Park to Riddlesden. The majority of pupils are from outside Steeton, thereby creating increased traffic on the roads and destroying what was once a local community village school, where pupils could walk to school. This problem has been created by the closure of Utley school. Instead of expanding this school at Steeton, a new primary school should be built on the old Greenhead school site, now occupied by Kly University Academy, adjacent to land already owned by Bfd Council. Steeton Primary School is an excellent school, with dedicated staff but to increase the size would spoil the school because pupils would become just numbers instead of named faces. What Steeton Primary School could do with is a nursery unit for local children.

I am a business woman and long-time resident of Steeton - since 1997. I am very community minded having served as a Church Warden for St Stephens for 7 years and actively supportive in a myriad of ways - children's playground, Christmas lights, support for AGH ED etc being recent examples - and care passionately about the community in which I live and work. In my opinion the intention to increase the numbers at Steeton School is ridiculous and detrimental to the community of Steeton. A further 105 children would present a great strain on the village and its surroundings. Most of this would be from the aspect of traffic. The village is already 'grid-locked' at certain times of day and therefore more children would only increase the problem. I am aware that there have recently been some incidents of inconsiderate parking and what can be described as down-right dangerous and anti-social behaviour on the part of some parents dropping off and collecting children from the school. Increased numbers surely run the risk of enhancing this behaviour. I am also aware that parents, approaching from the Keighley side of the village are stopping near the vicinity of the bus stop and doing - what can only be described as 'chucking' their children out, leaving them to walk up to the school alone. In addition, whilst I have no objection to children coming from the outskirts of Keighley to Steeton, surely consideration and priority should be given to the new housing being built in Steeton and Eastburn which will give additional strain to schooling requirements, as I understand a lot of these are being purchased by families. My son, for example has two children, one primary school age, one two year old. Once again this seems a prime example of Bradford Council being high-handed with we poor relations in the Keighley area. Surely what the council should be looking at is building a new school in the Keighley area to service the requirements of the growing number of children there, leaving the schools in Steeton and Eastburn free to take the more local children, thereby helping greatly with traffic problems, already almost at breaking point as a lot of these parents would be able to walk their children to school. I can probably guess why the Governors of Steeton school are in favour of increased numbers as presumably this attracts more funding or possibility of funding. But surely the wider picture must be considered here - the school was never designed to accommodate the proposed number and I understand the school hall would not accommodate 420 - only just being about to take 315 now. Surely communal activities using this hall are important. Come on Bradford Council - use some common sense for a change and look at alternative solutions before somebody gets killed by the traffic issues - likely a child. I am also of the opinion that lack of involvement of the community in this instance is very telling and a prime example of how Bradford treats residents in the outlying districts such as ours.

I am writing to object to the proposed expansion to Steeton Primary School, for the following reason's. I have lived in Steeton for many years The site is too small. There has been no proper information if there is an intention to use the playing field next door. The proposals are too vague. When the planning dept had its public consultation regarding the redrow/old school sites despite large public objections Education submitted a report saying there was no need for expansion to Steeton & Silsden schools as there were places in Keighley. Nothing has changed the Council is just playing catch up because theses housing estates should never have been built! Steeton Primary School no longer takes in many Steeton children. Instead kids are bused in. This is having a massive impact on the road with too much traffic Steeton School has massive issues with parents dumping their cars irresponsibly to take their children into school. A child will be killed its an accident waiting to happen. The proposal needs to be properly explained . At the moment its too vague. **NO MORE TRAFFIC And SCHOOL PLACES.**

I strongly disagree with this proposal for the following reason: 1) The school does not have the ability to cope with the extra numbers. Outside space it already limited (there is no grassed areas within the boundaries) making the yard crowded and not suitable. Indoor facilities would also suffer such as the main hall and library. 2) It is not true there is a need to increase the number of places available at Steeton. A large proportion of students travel rom 2+ miles away, e.g. from the Central Keighley area. Due to the admissions policy anyone applying from the local Steeton area and new housin developments would take these places instead. Therefore the real need appears to be elsewhere, it would be beneficial to see figures showing the numbers who travel to the school from <1 mile, 2-3 miles, > 3 miles etc. 3) A large number of Steeton residents send there children to the schools in Eastburn and Sutton. Therefore these should be considered for expansion as oppose to Steeton. 4) The immediate local streets can not cope with the volume of traffic during drop-off and pick-up presently. An increase in the number would effect local residents and increase the risk and accidents.

1. The school is already fit to bursting. The school hall is only just able to accommodate 315 pupils. It will not hold 420 pupils. An increase in numbers is likely to compromise the school's ability to bring everyone together and this will detrimentally affect the character of the school.
2. The school catering facilities are already running at maximum capacity.
3. There is not the physical space to expand its buildings and its outside areas. There is already pressure on outside space.
4. I have serious concerns over fire safety in the event of a major incident. Having sufficient space to have a "holding" area for everyone away from where the emergency services would need to be would already be problematic and would be made even worse if the school were to expand.
5. Some children are already in "permanent" temporary classrooms which have inadequate toilet facilities. For example the accommodation for the reception classes at Steeton is poor and is already inadequate.
6. The location of Steeton Primary School at the junction of a very busy road means access for parking (staff, parents and visitors) is already inadequate and is unsafe for young children and parents who walk to school. It is already an accident waiting to happen. Any expansion to the school will make the problem worse – the majority of additional pupils are likely to be travelling from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on residential streets.
7. The need for additional school places is not generated locally. At present a large proportion of pupils come to Steeton Primary School from outside the area. Any increase in school age children living locally is managed through the admission policy, which prioritises children who live closer to the school. The council should be considering expanding schools closer to where the demand is generated and the population density is greater. The children would be better served by a school they can walk to.
8. Why has Eastburn Primary School not been considered for expansion? At present this is slightly under subscribed, there is more available land for expansion and any pupils currently travelling in by bus would be equally well served by Eastburn as by Steeton.
9. Education officers cannot see the bigger picture. We cannot allow the future of our children to be compromised by badly thought out, adhoc plans that are rushed through and are destined to fail in years to come.
10. There needs to be a much more radical solution implemented that takes into consideration the impact on the schools in Steeton, Eastburn and Silsden as a result of questionable planning decisions to build so many new houses in the area without planning the necessary infrastructure.

I currently have two children who attend Steeton Primary School and both my wife and I feel like it's operating to its capacity, both in terms of class sizes and school capacity. Additionally, the pressure on the limited infrastructure of the village to cope with the daily influx of pupils from other towns and villages is creaking dangerously as it is. Adding another 100 plus pupils and the additional traffic that generates to the mix is only going to exacerbate an already serious problem. A problem incidentally, that I'm sure you know led to a police presence outside the school at the end of the day for an entire week earlier this term. My biggest concern is how the council plans to accommodate the additional pupils without having a detrimental impact on the school's existing population and those who live in close proximity to it – as clearly additional pupils equates to a requirement for additional classrooms and additional staff. In earlier correspondence with Nina Mewes (Nov 17th), she said, "Please note that the documents sent out are consulting on the educational aspects on whether to expand the school or not. Once completed and the responses are analysed a report will be taken to the Executive Committee of the Council for a decision to be made on whether to proceed with expansion. Should the Council's Executive decide to proceed with the expansion then any development would be subject to planning permission which at that stage would include a detailed design/layout including consideration of highway matters." Surely though, with a school where space is already limited, both internally and externally, the physical expansion plans should play an important role in the decision making process? At present rumours are rife that in order to increase school capacity the main village playpark or some of the school's playground area will need to be sacrificed. Either way, this would have a detrimental impact on Steeton –

whether it be the children attending its primary school or those living in a village that is fast morphing into a small town, but without the facilities to cope. Finally, I also questioned Nina as to the reference in the initial consultation letter to new homes being built in Menston and why this should have any impact on class sizes in a primary school in Steeton – or for that matter Silsden or Eastburn. There are any number of primary schools between Menston and Steeton that I'm sure parents living in Menston would much rather send their children to before dragging them to our area of Airedale and back every day. As mentioned at the time, but worth reiterating now, if the impact of Menston is so great, then it seems shocking that this development has been allowed to have such a significant negative impact on the provision of local primary school places. A point incidentally, that Nina took on-board.

I live approximately 200 yards from the School beside the main Keighley Road. The traffic congestion at school times is huge and extremely dangerous. The side road of East Parade is a nightmare and cars wishing to pull out onto the main road are met by cars coming in looking for parking space. Drivers are totally unable to see the road they are pulling into. A potentially serious accident is extremely likely. Cars park all along the main road from the Keighley side of the traffic lights for approximately 200 yards and right up to the edge of the side road. There is absolutely no further room for car parking at school times.

The access road to the school is unsuitable for the amount of traffic and has only recently been monitored by the police. Parents are now using the local cafe car park or the High Street (where I live) which is more unsuitable than the road in front of the school. They are parking from as early as 3pm with no regard to residents. Why is the school being expanded for children living out of area? Shouldn't Bradford Council be encouraging children to walk to local schools instead of causing disruption to local residents by admitting a high percentage of pupils who don't live in the local area. Children are unable to walk this route from Keighley or cycle which encourages obesity. Why is the school being expanded for children living out of area? Shouldn't Bradford Council be encouraging children to walk to local schools instead of causing disruption to local residents by admitting a high percentage of pupils who don't live in the local area. Children are unable to walk this route from Keighley or cycle which encourages obesity. How is the school to accommodate the extra pupils? There doesn't appear to be any spare ground space, are they building upwards? It will become a school that can't hold a full school assembly as the hall is too small to accommodate the increase in pupil numbers, how is this promoting inclusion? The school should remain a village school and the character should not be changed. Any unallocated local places might be filled in the future from the two local housing estates being built.

I have been a resident in Steeton now for 19 years and have had a child attend Steeton Primary School. I have witnessed the changes in the intake over the years and witness first hand the traffic and parking problems in the area surrounding the school. I would like to raise my objections to this proposal for the following reasons

- Increased volume of traffic in the village
- The current building struggles to accommodate the current number of pupils
- The school has very little outdoor facilities having to use the local cricket ground on sports day etc.
- The pupil intake is not representative of the village as a large proportion of students travel in from Keighley, I would suggest that if an increase in pupil numbers is required why not increase the current Primary School provision in Keighley closer to the home addresses of the current intake, this influx only happened when Utley lost its Primary school and people started to transfer to Steeton. If the selection criteria was based on postal address of the child I would envisage the current number of places available would meet the demands of our village. The school was always the heart of the village and this has been lost due to pupils from outside the village now forming the majority of the intake, it is no longer representative of the children of Steeton. I therefore would like to oppose and further changes to pupil numbers.

I DISAGREE with the proposed expansion :- There is already very limited space within school, both within and outside the building. Steeton does not have sufficient space to accommodate more children. The ethos of the school will be compromised in many ways, least of all with more pupils the children

will not be able to be brought together as will not fit in the school hall! Class sizes are big enough already and I feel strongly that if they are increased, then the level of achievement for each child will inevitably decrease as a result. Since many children in school already come from outside steeton, there is already serious problems with parking and conjection at pick up/drop off times. This currently poses risk to all currently - so this risk will increase!! It feels only a matter of time before a child is hurt because of these issues currently! (Please see attached an example of frequent letters to parents highlighting risks) If demand is great, then there is strong arguments for the expansion of Eastburn Primary School: They have more available land for expansion, They have single entry system, so could be brought in line with majority of other schools in the area. Many of the children/demand is for outside steeton so accessing Eastburn via car or bus is within similar distance, and also has potential to lead to south craven school (of which is often the draw also).

Steeton-with-Eastburn Parish Council, see letter following comments.

As a prospective parent who has looked around the school and lives within yards of the school i am concerned by proposed plans to enlarge it. I believe that:

- The need for additional school places is not generated locally – at present a large proportion of students come to SPS from outside the area. Any increase in school age children living locally is managed through the admission policy, which prioritises children who live closer to the school.
- The council should be considering expanding schools closer to where demand is generated and population density is greater – children are better served by schools they can walk to.
- There is currently a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem. Any increase in pupil numbers will make the problem worse – the majority of additional pupils is likely to be travelling to school from outside the local area.
- SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. The pressure that is already felt on outside space will be increased by the proposed expansion. I am concerned that expansion would be at the detriment of the village, potentially taking space from the village park next door. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils.

Steeton School is a small village primary school intended for local children. Unfortunately a large number of children attend the school from outside the village, many transportd by car. Parking is a major concern not to mention the added level of harmful exhaust gasses. Common sense should tell us to expand the schools where the population is greater. Hence, reducing the carbon footprint and ensuring younger children get their daily exercise by walking to school.

I live approximately 200 yds from the school beside the main Keighley Road. The traffic congestion at school times is huge and extremely dangerous. The side road of East Parade is a nightmare & cars wishing to pull out onto the main road are met by cars coming in looking for parking space. Drivers are totally unable to see the road they are pulling into. A potentially serious accident is extremely likley. Cars park all along the main road at the Keighley side of the traffic lights for approx 200 yds & right up to the edge of the side road. There is absolutely no further room for car parking at school times. Litter is also a problem. I also feel it would be very detrimental to the village if expansion of the school meant reducing the Recreation Ground. There is also an invasion of personal privacy. Could not UTLEY school be expanded.

Steeton Primary School is adequate to support the village. As a consequence of the large number of pupils transported to the school from out of the area here is a real problem with cars parked haphazardly and pedestrians crossing the road with no regard to the traffic. Steeton School does not have space to expand and

has bad access because of the traffic lights and an inadequate car park. It is our opinion that the Council should consider extending schools in the areas where the pupils live rather than expanding Steeton.

This is a nice village school, one of the reasons I chose to send my daughter there. Expanding would cause chaos to drop off/pick up times which are already an ongoing problem due to lack of parking and congestion on the surrounding roads. Eastburn Primary has land to spare - why not expand there instead? Where exactly would it be expanded to? There is NO room! Busses are already packed travelling to and from the school. The school hall has a maximum capacity to hold 315 pupils - not 420 as proposed - This would contravene law!

I am against expanding Steeton Primary School. I have been a resident of Steeton for 47 years. I attended Steeton Primary school when it was a village school for residents, as did my two children. I feel it has now become a school for non-residents. There is now a huge volume of traffic on school days with parents parking, sometimes illegally, putting pupils at risk. I feel children are better served by schools they can walk to, so it would be better if the Council expanded schools close to where demand is generated. i.e. the area the children live in. Steeton Primary school could then return to the village school it used to be. Steeton School doesn't have the space to expand. The recreation ground belongs to Steeton residents and not the school so expanding there would not be an option.

To extend this little village school is crazy the traffic it brings to Steeton is appalling it causes chaos every schoolday.

It is already a disaster for those living around the school without making it worse. Especially School Street and Market Street where the residents have their streets used as a car park. It becomes totally gridlocked. Drivers parents and staff are ridiculous and often totally uncaring of the disruption. Drivers have been heard to shout, curse and swear at the police. Hollins Lane and down the Tower Road is a rat run for parents and taxis often driving too fast and making the narrow road dangerous. The answer would be to have all pupils go to the school closest to their home and walk to school, this would eliminate so much traffic and if other schools need expanding then so be it. Furthermore the Steeton playing fields were bequeathed to the children of Steeton not for use by school pupils who do not live in Steeton. It is disgusting and indecently bad mannered that local residents have not been consulted or given a hearing.

Movement and schedules are ruled by school starting and leaving times, and the way School, street and Market street are used is ridiculous. Teachers and other staff also contribute to the congestion. The school should be attended by children who can walk to school and pupils who cannot walk to Steeton school should go to the school closest to them that they can walk to. The safety of children and residents should be of more concern even extending to High Street, Hill Top, Seedhill Terrace and Falcon Cliffe. It is also understood that the present school and outside areas would need to be expanded but where to. There are already supposed temporary buildings which seem to have gained permanence. The plan to make everything much worse is ridiculous.

More school places are not needed for Steeton residents. Currently there are places still available for next academic year's intake. A large proportion of children travelling from outside the area to the school. This is not ideal as children would be better walking to their local school and their friendship groups would be local too. Surely the council should consider expanding the schools where there is a greater demand. There is already traffic congestion through Steeton and around the school and there is a genuine concern for pupil safety.

An increase in the number of pupils attending the village school will have a negative impact on the quality and character of the school. My children attended this school and the school hall could accommodate all the pupils, most of whom were from Steeton village. If the number of pupils exceeded the capacity of the school hall, and many of those pupils were from outside the area, then I think school life will feel quite different and will not be such a positive experience. As far as I know, next year's intake is not at capacity so additional places at the school are not needed for local residents and indeed a large number of children travel to Steeton from outside the area. On school days traffic is congested in this area and parking safety at school drop off and pick

up times is also an issue. Mill Lane often has cars double parked, and aside from the inconvenience to other road users, I worry for pupil safety.

I am both a member of the local community and a parent of a pupil at the school. I value the education that Steeton Primary School is able to provide for my daughter at its current size. I learned of your plans through a consultation document sent from you via the school. The consultation process has grave shortcomings. In your document, you state that "We will also be informing the local community and other stakeholders in the area", but I have yet to find any resident in the immediate locality of the school (apart from those who have children at the school) whom you have contacted to advise them of your plans. Moreover, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. This indicates either a woefully inadequate consultation process, or a purposeful attempt to restrict the scope of the consultation in order to push expansion plans through. I contacted John Cooper at Steeton Primary School after receiving your letter and understand from him that he and the governors are on board with your plans. It is deeply disappointing that he declined my invitation to host consultation events at the school for parents and the local community - which would have been an opportunity to engage with stakeholders and put forward the case for expansion. It also strengthens the impression that there is a concerted effort to limit the scope of the consultation. Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not constitute compelling evidence. The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You should, in the first instance, be considering expansion plans for schools closer to where demand is being generated and population density is greater – children are better served by schools they can walk to. If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils'

access to outside space would be less than at Steeton. In addition to the shortcomings of the consultation process, I have the following specific objections to your plans to expand the school: There is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the vast majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads. The effects within school will be equally problematic. Steeton Primary School does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but provide no details of what this will entail. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will

detrimentally affect the character of the school. In conclusion: I object to your planned expansion of Steeton Primary School in the strongest possible terms. Your plans are unacceptable and your consultation process is fundamentally flawed. I would appreciate your response regarding this matter.

I note that the undated consultation document states that the proposed changes will be made so as to create: "the least disruption tothe pupils and staff." No reference is made to the local community and it is from that viewpoint that I wish to comment. As a resident of Keighley Road I am affected twice daily during term time by heavy traffic movements generated by traffic to and from Steeton Primary School. It is awkward, sometimes dangerous, to emerge from my drive on to the main road when there are cars parked in both directions. Driving a car is bad enough at those times but cycling becomes hazardous because of parents opening car doors without looking, reversing out of East Parade and generally being fixated on grabbing a parking spot rather than being aware of road traffic around them. Inconsiderate parents park on - and sometimes straddle – double yellow lines on Keighley Road. It is very rare for the police to take any action over this. Residents of School Street and Market Street are completely blocked in on school days. There is absolutely no way in which an ambulance or fire engine could reach any of those properties when parents' cars are totally impeding access. With cramped side streets and a busy through road it is hard to imagine a less suitable place than Steeton for mass vehicle movements. Some out of area parents use buses and all credit to them; if they can why don't others? A further 105 places is a big percentage increase for this school. It is difficult to believe that these numbers could not have been accommodated elsewhere. The traffic and parking problems caused by movements to and from Steeton school are already bad and anything which might exacerbate them should be avoided. Parental choice of school is not an inviolable right to be enforced against the wishes and well being of the community in which the school is situated.

I am a member of the local community. I learned of your plans through information circulated by concerned residents. I have received no consultation information directly from Bradford Council.

I am alarmed that you have not contacted local residents to alert them to your plans - it is only due to information circulated by a number of concerned parents of children at the school that I learned of the consultation. Your online consultation document states that you "will also be informing the local community and other stakeholders in the area"; this has not happened.

Furthermore, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose.

I am disappointed that neither Bradford Council nor the school has held any consultation events for the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity.

Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are

162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence.

I would also like to point out that during the Redrow Housing Planning Meeting in Keighley Town Hall an Education report was submitted which stated that there was no shortage of school places within the Airedale/keighley district & there was capacity in local schools. This was an important aspect of allowing the housing development on land that had been earmarked for a school until it was changed by yourselves in error.

The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area.

At the last Ofsted report we were told two thirds of pupils travelled into the school from Keighley (approx 3 miles away). Any increase in school age children living locally would be managed through amending the admissions policy to 1 mile & prioritises children who live closer to the school.

You have not indicated any good reason why you are not considering expansion plans for Keighley schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to.

If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils' access to outside space would be less than at Steeton. You would be better able to reach the best solution by considering all options, not narrowing them down artificially at the outset.

At Steeton Primary School there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads.

It should be noted that Skipton Road is the main access to Airedale Hospital and increased traffic compromises emergency ambulances and public safety.

Steeton School site has already been expanded to capacity. The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but there is no land to do this & parking is on a tight cobbled street. The councils plans seem to be more aspirational than physically feasible. Is this why you have been unable to provide real details of what this will entail.

The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. Children need space to learn, play and develop. These proposals compromise their health & wellbeing.

The school currently functions well as a relatively large village school, it has already been expanded, with a third of pupils from the local village community and 2 thirds from further afield, Keighley. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at breaking capacity, and wont properly to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student & families together and will detrimentally affect the character of the school.

I object to your planned expansion of Steeton Primary School in the strongest possible terms. Your plans are unacceptable and your consultation process is fundamentally flawed. I would appreciate your response regarding this matter.

I am writing to inform of my objections to the expansion to Steeton Primary School. As a local resident and a parent of a child that will be potentially attending SPS next September I wish to object on the following grounds.

I believe that a large proportion of the current students come from outside of the area, any increase will certainly put enormous pressure on the local traffic and parking situation even more so than it is now which is under incredible pressure at present. As a local resident this would increase the risk to

pedestrians and other road users, particularly when I witness on a daily basis the excessive speed and driving attitudes. Market / school street are already under pressure which has necessitated the police and council to patrol on school days to prevent unsafe parking, this from what I have witnessed has not improved despite police / council presence and will only get worse if student numbers were to increase. Currently I see on a daily basis unsafe and obstructive parking in nearby residential streets which will also increase.

The council should consider expanding schools closer where demand is generated, not use SPS as an over flow.

To my knowledge there is no physical space to expand the school outwards without using the local park or playground. Where does the council propose to do so?

I understand that the school hall is only able to accommodate 315 students, how could it possibly be able to accommodate 420 without compromising safety or quality of learning.

As a parent I would seriously be reconsidering sending my child to a different school as I would not want their education suffering or watering down due to high class numbers.

We disagree that the school should be expanded, because of the extra traffic and no parking spaces. With an increase of 105 pupils this would mean extra staff with cars and nowhere to park them. It is a village school for the village children, at the present cars park on double yellow lines on the main road at school times. Where are they planning to expand the buildings, as there is no room, as we live overlooking the school we DO NOT WANT another building right in front of our window blocking the light and view.

Extra traffic from parents and staff. It's already a nightmare for residents. Unsafe for pupils. Cars parking everywhere, outside your house and surrounding streets. Residents can't get to homes 3:15 pm 3:45 pm. Gridlock every weekday. The school is too small for more pupils. The traffic is a great problem now and nothing gets done so it's going to get far worse. Something needs doing NOW! No thoughts for residents.

Steeton Primary school has provided excellent education for my parents, myself and my wife, our children and grandchildren, in a village environment, mostly rural and unspoilt. As the village has grown so has the school expanded with additional classrooms, reuse of the old previous school and the provision of extra playground facilities where the Primitive Methodist Church once stood. The school has always met the needs of children in this expanding village. What it should not be expected to do is to meet the needs of the children of Keighley. At the present dozens of these children are brought in large 4x4 vehicles causing problems and mayhem in the streets and roads in a ¼ mile radius of the school. I do not believe this is reasonable, fair or necessary nor do I consider that there is anywhere, where additional buildings play facilities can be located. The only remedy is to build or expand the school in the area in which non Steeton children live. I sincerely hope that common sense will prevail.

We disagree with the school being expanded due to a number of reasons. There is already a big problem with school traffic coming into the local area and parents parking inconsiderately outside our houses, sometimes causing damage to our road, which we have then to repair. Another issue is a lack of space within the school grounds to put classrooms and leave adequate playground space. Any plans for extra buildings should be available to the local residents before permission is granted as they will have an impact on their property. At the moment Steeton school is not full in every year group, and is not oversubscribed as 2016 reception intake still has places available. This shows that at present there is no need to expand the school and if the ethnic make-up of the school is examined it is clear that the majority of the children do not come from the Steeton

area. Even with the new housing developments within Steeton, the numbers of local children entering the school does not appear to have increased. It would be hoped that you listen to the views of the local community before going ahead with the planned expansion, but we expect that the deal has already been done. Thanks for reading. Very concerned local residents.

Please accept my apologies, I wrote this some time ago and realised I have not posted it.

I select Option 2: I disagree that the school should be expanded.

Comments: I understand the need to provide additional places across the patch, however, I have concerns that already limited space at Steeton would place strain on the resources and affect the learning environment for children adversely. I have particular concern about the impact of a very crowded environment with little space that can be used as a safe haven away from noise/stimulation for children with sensory difficulties or differences, autistic spectrum conditions or confidence/interpersonal difficulties (E.g. looked after children or emotional needs). There is already very limited outdoor space and no green space.

As a Steeton resident we chose Steeton school, however we are also aware that many other Steeton families with children in the same school year chose other school. The main reasons parents gave for choosing Glusburn, Silsden and Eastbourne schools in preference for Steeton were:

1) available space (particularly outdoor space)

2) Available pre and after school provision I sadly suspect, but could not be certain that an element of racism (conscious or unconscious) may come into play for some families living in the patch.

If the issues raised by those families I know are similar for other families I suspect expanding places would not be taken by the target group of new houses but may instead be taken by families travelling from further afield. The potential downside of this in addition to already limited space, could be further issues with parking at pick up and drop off as this is already problematic for some local residents. This issue would need to be planned for.

I am a member of the local community. I learned of your plans through information circulated by concerned residents. I have received no consultation information directly from Bradford Council. I am alarmed that you have not contacted local residents to alert them to your plans - it is only due to information circulated by a number of concerned parents of children at the school that I learned of the consultation. Your online consultation document states that you "will also be informing the local community and other stakeholders in the area"; this has not happened. Furthermore, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose. I am disappointed that neither Bradford Council nor the school has held any consultation events for the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity. Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence. The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You have not indicated any good reason why you are not considering expansion plans for schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to. If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering

Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils' access to outside space would be less than at Steeton. You would be better able to reach the best solution by considering all options, not narrowing them down artificially at the outset. At SPS, there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads. The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but provide no details of what this will entail. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will detrimentally affect the character of the school.

Hollings Lane is used as a race track for parents & taxi drivers on school pick-up/drop off. It makes it unsafe for me to do my job & exercise horses at these times as cars are rushing on the narrow road & make it dangerous, not only for me but for walkers, runners & cyclists. The added traffic would make it even worse. The roads nearby the school get clogged up with parents parking as early as 2.30 & blocking the already narrow streets. If a fire engine/ ambulance needed access, it would be an impossibility & could potentially cost lives.

I am a member of the local community. I learned of your plans through information circulated by concerned residents. I have received no consultation information directly from Bradford Council. I am alarmed that you have not contacted local residents to alert them to your plans - it is only due to information circulated by a number of concerned parents of children at the school that I learned of the consultation. Your online consultation document states that you "will also be informing the local community and other stakeholders in the area"; this has not happened. Furthermore, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose. I am disappointed that neither Bradford Council nor the school has held any consultation events for the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity. Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply.

The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence. The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You have not indicated any good reason why you are not considering expansion plans for schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to. If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils' access to outside space would be less than at Steeton. You would be better able to reach the best solution by considering all options, not narrowing them down artificially at the outset. At SPS, there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads. The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increase the number of parking spaces, but provide no details of what this will entail. As my home looks directly over the school this is a big concern as I value my privacy. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will detrimentally affect the character of the school.

Parking 2.00pm 14th dec. Blocked pavements. No parking for residents. No body taking any notice of any safety signs. Couldn't park anywhere to unload or even park my car. Well unless I parked on double yellows, then I'd most likely get a parking ticket. So I had to leave the street I live in and return at 3.50pm. More pupils at Steeton School means more traffic, the situation is going to get worse. It would be nice to hear your thoughts on this matter.

Not in favour of expansion.

- Traffic- Jam packed roads – too many cars – parking issue
- Most of the Steeton pupils are from Keighley
- Build a new school in Keighley pupils could walk to school

I am very disappointed that the local residents have not been asked their opinion about the proposal to increase the number of pupils at Steeton Primary School. The parking situation is, every morning and afternoon, chaotic to say the least. We have to plan our day around school times to avoid the parked cars everywhere. To increase the pupil numbers is not in my opinion what Steeton as a village needs as quite a proportion of the pupils come to Steeton from other places. Children should go to school where they live.

See below- consultation response incl. map

I am a parent of a pupil at the school. I value the education that Steeton Primary School provides at its current size for my child. I learned of your plans through a consultation document sent from you via the school. The consultation process has grave shortcomings. In your document, you state that "We will also be informing the local community and other stakeholders in the area", but you have not contacted local residents to alert them to your plans. Only parents of pupils at the school have been sent this information. Moreover, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose. I am disappointed that neither Bradford Council nor the school has held any consultation events for parents and the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity. Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence. The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You have not indicated any good reason why you are not considering expansion plans for schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to. If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils' access to outside space would be less than at Steeton. You would be better able to reach the best solution by considering all options, not narrowing them down artificially at the outset. At SPS, there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads. The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this

large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but provide no details of what this will entail. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will detrimentally affect the character of the school. I object to your planned expansion of Steeton Primary School in the strongest possible terms. Your plans are unacceptable and your consultation process is fundamentally flawed. I would appreciate your response regarding this matter.

I write as a member of the community to object to the proposed expansion of Steeton Primary School, Option Two on your form. . My address is High Street, Steeton, BD20 6NT, where I pay full council tax. My objection stems primarily from the dangers and inconvenience from private cars and other transport that will inevitably be caused by this massive increase in Steeton Primary school rolls. Even with current numbers, parents and others with business at the school create great traffic problems on the High Street. At times, it is difficult to get out of my front door, and the access to my gate has been blocked. These problems will be exacerbated by the very large expansion you propose, which is not needed for this neighbourhood and is being imposed, with wholly inadequate consultation, on local people. I would urge Bradford Council to think again, and site this expansion in an area of the borough where the bulk of the children live.

As a member of the local community, I have recently received a communication from a concerned resident that there is a council plan to expand Steeton Primary School. Contrary to your statement I have not received anything from the council informing me of these matters. I am left with the feeling that this is not a subject out for consultation but a definite plan that will be pushed through whether we (or anyone else) thinks it is appropriate, feasible or indeed necessary.

There has not been any communication from the school about these plans either. This is distinctly odd as I have very recently had several conversations with the head teacher with regard to the totally unacceptable parking difficulties we experience. Parents of children attending the school who live well outside the area seem to think it is their right to be able to come round very narrow streets and park wherever they find (and at whatever time suits them, not necessarily school times). It had been necessary to have a police presence at the school recently in order to try to remedy the situation. This appeared to work for about 2 weeks but things are sliding again. By extending the school at this time when there is no obvious expansion of child population in the village, there is only one conclusion to be drawn - the expansion will just enable more pupils from outside the area access to Steeton facilities. This will, of course, have an extremely negative effect on traffic congestion and parking problems in the immediate area.

There is also the issue of child health and safety. Talking to local residents if have been told of several "near misses" when children have been running out into the road at the end of the day in order to find parents in cars and other cars nearly hitting them.

As a resident of long standing (my husband was born in the village) I would like to know where the proposal would suggest all the infrastructure to accommodate the increase envisaged is likely to be built. There is no available space outside the school environs and the area inside is mostly full, unless you are deciding to leave the children with no play facilities whatsoever. On top of this I would not have thought that the school hall could accommodate all the pupils you are proposing should use it. My children attended the school and I am fully aware of the size of the accommodation and the classroom sizes.

Finally, I would like to ask why Steeton has been singled out for this treatment. There is no mention anywhere in your plans for other schools to be subject to this treatment. Why is there no plan to allow more school paces in Keighley so that those residents should not have to travel by car or bus to access satisfactory primary schooling. Please, also, what has Menston got to do with anything in this area?

I am a member of the local community and a parent of two children who attended Steeton School

I strongly disagree that the school should be expanded

My reasons for objection are as follows:

Currently there is a serious issue of traffic congestion on school days, when parents are dropping off or picking up their children, on Skipton Road from the Steeton Top traffic lights towards Keighley, by the parking of large numbers of cars. An additional problem is caused by inconsiderate parking on the section of East Parade joining Skipton Road, which has limited space for the number of vehicles which are trying to use it at these times. There are other issues.

Despite signs requesting responsible behaviour, cars are being left across driveways, sometimes parked partly on pavements or even at the junction between East Parade and the main road affecting visibility for anyone trying to pull out. At other times there are no problems of traffic flow or on-street parking in these areas. As increasing numbers of children from other areas have been allowed to come to the school, these issues, which clearly did not exist in the past, have grown to become the problem they are now. To increase the school pupil numbers by 33% would clearly make the problems much worse than they are currently.

At a time where environmental consciousness is a serious consideration in the minds of most responsible people, to generate hundreds of unnecessary car journeys as would happen if this proposal is carried out seems inexcusable.

Steeton Primary School is (or more correctly was) a village school and is no doubt well able, without expansion, to accommodate all village children for the foreseeable future even allowing for the new housing which is currently under construction. Why should Steeton Primary School be used to accommodate children from outside this area? Surely it makes sense to enlarge schools in the locations where these children live rather than create problems elsewhere? Does it not also make sense that primary school children and their parents are best served by schools within walking distance of where they live?

I would not presume to comment on the school site's ability to house another 105 pupils or even the justification that parents would feel to demand the admission of their younger children in due course. The proposed increase would only be the beginning. However, there appears to be little, if any, room to extend buildings on the site. The existing outside space seems barely able to cope with current numbers without any increase. One final issue is the vehicular access to the school which must already cause problems to the residents on the two streets involved. No doubt the proposals if implemented would further exacerbate the problems.

On the basis of the above issues, I wish to put on record in the strongest possible terms my objections to the proposed expansion of Steeton Primary School

Would you please confirm receipt of this objection?

I am a member of the local community. I learned of your plans through information circulated by concerned residents. I have received **no consultation information** directly from Bradford Council.

I am alarmed that you have not contacted local residents to alert them to your plans - it is only due to information circulated by a number of concerned parents of children at the school that I learned of the consultation. Your online consultation document states that you "will also be informing the local community and other stakeholders in the area"; this has not happened. Furthermore, your letter fails to make it clear that

Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose.

I am disappointed that neither Bradford Council nor the school has held any consultation events for the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity.

Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence.

The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You have not indicated any good reason why you are not considering expansion plans for schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to.

If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options. There are strong arguments, for example, for considering Eastburn Primary School as an alternative candidate for expansion. The majority of additional pupils - who will be travelling in from outside the area by bus or car - would be able to access Eastburn or Steeton equally well. At present, Eastburn is slightly under-subscribed and has not yet been expanded beyond a single-form entry school. There is more available land for physical expansion, so the impact on the pupils' access to outside space would be less than at Steeton. You would be better able to reach the best solution by considering all options, not narrowing them down artificially at the outset.

At SPS, there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads.

The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but provide no details of what this will entail. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision.

The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will detrimentally affect the character of the school.

When our own children went to that school between 1980 and 1993, the vast majority of pupils lived in the village and walked to school and back on a daily basis. There was no problem with traffic or car parking because parents and pupils alike arrived on foot. If your proposals continue to focus on expanding the school to accommodate pupils from outside Steeton, this will exacerbate the traffic problems which already exist. Might I also point out that Bradford Council really did miss a trick when it allowed houses to be built on the site off Thornhill Road and Clough Avenue, instead of preserving that site for a new primary school which had been the original intention.

There's an old cliché which says "When you're in a hole, stop digging." Bradford Council has brought this mess upon itself and the proposed plan is not only too little too late, it's plain incompetent.

I object to your planned expansion of Steeton Primary School in the strongest possible terms. Your plans are unacceptable and your consultation process is fundamentally flawed. I would appreciate your response regarding this matter.

If Steeton School worked on a catchment area intake like Silsden is going to, then there is clearly no need to expand as there will be enough places for the children that live in the Steeton catchment area. The reason for the need to expand is obviously from all the children that come from Keighley and the surrounding areas. Would it not make more sense to expand a Keighley school as this is where a lot of the children come from????

There is already a severe problem with parking, expanding this school, on a restricted site with restricted local parking is crazy. Why not adopt the policy that Silsden Schools are proposing i.e. local schools for local children. The parking problem exists because a large number of children at Steeton School are transported from Keighley by private cars. If every child in the district attended the nearest school to their home, parking problems would disappear overnight, children (and their parents) would be healthier as a result.

Also, Steeton school is currently using pre-fabs & portacabins where is the extra room coming from?

I believe the expansion of Steeton school would not just cause problems for the school but would impact on the traffic in an already gridlocked village. Parking would also be an issue as it is already with main roads and surrounding streets already at a dangerous point with cars. It should return to just a catchment area school thus resolving all the issues above.

Absolutely ridiculous. Steeton is overcrowded now. Stop all the Keighley traffic and you won't need a bigger school.

In my day children went to their local school. They and their parents would have been mortified if they had to go to another area for schooling.

Access and car parking. Current area of school facilities. Woeful lack of outdoor space.

The streets around the school are absolute chaos, it is a matter of time before there is an accident. Cars park on pavements, and local residents cannot access their homes. There would appear to be a very large proportion of children attending the school who do not live in Steeton, therefore arrive by car. Parents are also using the surrounding streets, beyond Market St and School St – Mill Lane, High Street, Falcon Cliffe and Seedhill to park, turn round and drop off. High Street is frequently too narrow for emergency vehicles to access because of parents parking irresponsibly. This isn't just for 5 minutes at the start and end of school, parents arrive early so they can park

We feel that a school should be built/expanded nearer to where children live, and where there would be enough space and a more modern, fit for purpose building built. The Steeton building is only adequate for a smaller number of local children. (ie travel by car not necessary)

Steeton

The document says that modifications will be made to increase capacity, but doesn't say what these are, or show any plans – I feel this is very important, as Steeton School is very tight for space – especially outdoor space – the playground is really overcrowded. The indoor assembly area/hall is also a limited space. Steeton is also far from ideal, in that there are 4 separate buildings, so that children have to go outside and even cross a public footpath to go for lunch and other activities.

Steeton school has expanded its buildings in the past, with appalling examples of poor planning, choice of building style and workmanship. The kitchen extensions are totally out of keeping with the rest of the building. The council should be choosing materials and design which will lead to low maintenance costs, and also set an example of good design.

I would like to express my views that I am strongly opposed to the expansion of Steeton Primary school. The main reason given is to increase capacity for places for children from Steeton with eastburn. A very large proportion of children at the school come from outside Steeton which is evidence that there is not a shortage of places. As the number of children increases in the village it would simply reduce the catchment area therefor the argument is flawed. Providing school places in Keighley where children live would seem a more sensible option.

School traffic at drop off and pick up times is a very serious issue. I have reported incidents to police as we have narrowly escaped serious accidents as pedestrians due to the pressure to park near the school leads to dangerous parking and driving. This would get worse as most children would come from outside Steeton and therefor travelling by car.

The grounds at the school are already crowded. The steep slope of the site mean quite a large area is unusable at playtimes. The increase would make crowding even worse. This would be even worse if more room was taken up to provide further classrooms.

My main issue is the fact that extra places are not needed in Steeton now or in the near future therefor the need to expand is not there.

I am a member of the local community. I learned of your plans through information circulated by concerned residents. I have received no consultation information directly from Bradford Council. I am alarmed that you have not contacted local residents to alert them to your plans - it is only due to information circulated by a number of concerned parents of children at the school that I learned of the consultation. Your online consultation document states that you "will also be informing the local community and other stakeholders in the area"; this has not happened. Furthermore, your letter fails to make it clear that Steeton is the only school in the area that is being considered for expansion. The consultation process will therefore have a very limited scope and is not fit for purpose.

I am disappointed that neither Bradford Council nor the school has held any consultation events for the local community. Failure to do this gives the clear impression that there is a concerted effort to limit the scope of the consultation and push expansion plans through with minimal publicity.

Your document fails to demonstrate that the demand for places in the South Craven planning group exceeds supply. The group currently has a capacity of 165 reception places, which is not met (actual reception numbers in the group are 162) and your latest available figures actually show a slight decline (down to 159). You also include an irrelevant reference to a housing development in Menston, which appears to have been lifted from another consultation. This does not amount to compelling evidence. The fact that the need for additional school places is not generated locally is further demonstrated by the fact that a large proportion of students come to SPS from outside the area. Any increase in school age children living locally would be managed through the existing admission policy, which prioritises children who live closer to the school. You have not indicated any good reason why you are not considering expansion plans for schools closer to where demand is being generated and population density is greater – children and communities are better served by schools that pupils can walk to.

If capacity cannot be found where demand is generated, you should not arbitrarily choose a single school as your candidate for expansion; instead, you have a responsibility to consider the pros and cons of other options.

At SPS, there is already a huge pressure on traffic on school days at drop-off & pick-up times. Lack of available parking and risks to pupil safety are an ongoing problem that the school struggles to address, despite its best efforts. Residents in the streets close to the school are already blighted by inconsiderate and dangerous parking; parents driving to the school are already frustrated by how difficult the school is to access by car. Any increase in pupil numbers will make the problem worse - given that local demand for places is already being met, the large majority of additional pupils is likely to be travelling to school from outside the local area. There will be increased traffic on Station Road and Keighley Road and a greater number of cars trying to park on the residential streets surrounding the school, resulting in increased numbers of pupils trying to cross even busier roads.

The effects within school will be just as problematic. SPS does not have the physical space to expand its buildings and its outside areas (playgrounds and MUGA) to accommodate this large increase in pupil numbers. You indicate that you plan to modify the buildings and increasing the number of parking spaces, but provide no details of what this will entail. The likelihood is that both of these will reduce the outside space available within the site. The pressure that is already felt on outside space will be increased by the proposed expansion - with greater number of students having to fit into a smaller outside space. This will have a negative impact on the pupils and diminish the standard of provision. The school currently functions well as a relatively large village school, with a balance of pupils from the local community and further afield. The School Hall is only just able to accommodate 315 pupils, but will not hold 420 pupils. The dinner hall also currently operates at capacity, and would struggle to accommodate a 33% increase in pupils. The planned increase in pupil numbers is highly likely to compromise the school's ability to bring the student body together and will detrimentally affect the character of the school.

I object to your planned expansion of Steeton Primary School in the strongest possible terms. Your plans are unacceptable and your consultation process is fundamentally flawed. I would appreciate your response regarding this matter.

Steeton Primary School does not have the space to expand to accommodate another 100 pupils. The school doesn't need to be any bigger because it has more than enough places for local children as it takes a lot of children from outside the area. Surely it would make sense to expand schools local to the out of area children.

I have lived in Steeton since 1955 and have seen the growth of the school over many years. Your proposal to expand the school whilst necessary for the number of pupils is impractical for the school at Steeton.

If rebuild totally it would accommodate the numbers but you cannot rebuild the surroundings. The access will not manage the future numbers, causing residents more disruption and inconvenience than at present. The recent Police monitoring of the area must have raised doubts about the access/exit to the school. The site is landlocked by residential and park areas thereby prohibiting expansion, other than upwards.

The additional numbers will overwhelm the current playing areas, other than by staggered playtimes. The dining facilities already take from 11:45am to 13:10pm to complete lunches. The assembly area will not accommodate the new numbers in one and its availability for other activities will be restricted.

As grandparents and part time carers of children in Yr1 and Yr4 at Steeton, and residents in Steeton for 23 years until our move to Silsden last year, we do know the school well. Our reasons for objecting to the expansion are:

1. Access is poor and DANGEROUS. There is already a very high volume of traffic. When picking up the children we have witnessed many near misses. It is only a matter of time until someone is seriously injured.

2. The expansion will mean further fragmentation of the accommodation which already includes 'temporary' classrooms.
3. Play, dining and hall space is already inadequate. The site is just not big enough. (The proposals mean a 33% increase in the number of children.) **WHY WAS A SCHOOL NOT BUILT AT THE BOTTOM OF THORNHILL RF AS PROPOSED IN THE 1995 UDP ON LAND THAT WAS LEFT FOR THAT SPECIFIC PURPOSE?**

Steeton already suffers massively at school pick up and drop off times. As a local resident it is a daily occurrence to see vehicles parked on double yellow lines outside the school causing a visual obstruction to cars pulling out of drives and side roads into oncoming traffic in which we have had suffered several near misses. It is a weekly occurrence for my wife to be abused in front of our own and Foster children by vehicle owners parking across or in our drive after politely being asked to not park here which has happened in front of Steeton teachers previously who have done/said nothing to the perpetrator to ease the situation. Frequently we cannot exit or enter our drive and have reported this on several occasions to the teachers, local parking attendants and the council to no avail. School admission increase will only exacerbate this problem with an extra 105 vehicles parking illegally as SPS continues to take pupils from outside the area and appears not to consider local children first. In my opinion children are better served by schools they can walk to instead of relying on polluting vehicles contaminating the local air quality, increasing noise pollution and causing congestion. Maybe the council should consider expanding schools closer to where the demand is greater. I would be interested to know how 105 extra pupils can be accommodated on the footprint currently occupied without future developments causing upheaval to the local area. The 33% increase in student numbers can only have a detrimental effect on the character of the school.

Other

The reference made to modifications to buildings and car parking spaces is succinct to say the least, and fails to take into account the specific problems associated with parking and picking up / dropping off of children at Steeton Primary School – issues that I'm sure you're aware led to a police presence outside the school at the end of the day for an entire week earlier this month. You also ask for feedback on the Council's proposed enlargement of the school premises, but provide no clue as to what these proposals entail and how and when they'd be carried out.

What will be the impact on Secondary School places in the area? (at South Craven). Will the catchment area need to change due to the increase in numbers? How will it offset actual class sizes? Are more staff being employed or current staff asked/expected to do more?

Are your 'additional buildings' plans available to view? My mother, whose house overlooks Steeton Primary School, is concerned about what effect the new buildings will have on her property, views, etc.



Steepton-with-Eastburn Parish Council



Royle Sanderson, Clerk to the Parish Council,
11 Kings Hill Lane, Settle, North Yorks., YO26 9PD. Tel: 01708 808044
Clerk@steepton-with-eastburnparishcouncil.gov.uk

Dear Sirs,

For Consultation on Increasing the Full-time Admission Number (FAN) and the expansion of Steeton Primary School in the South Green Primary School Planning Area.

This letter is being prepared on behalf of Steepton-with-Eastburn Parish Council on this proposal. It was discussed at a recent meeting of the Parish Council and, as a Parish Council we have a number of very real concerns regarding the above named proposal.

Really, I feel I must bring your attention to a similar proposal made by Bradford Council, in your name, in 2012. Following that consultation it was decided not to expand Steeton Primary School, despite potential increases in pupil numbers as a result of housing development in the area. Indeed, at a planning panel meeting held in 2012 regarding the impact of an extra 100 houses within Steeton upon pupil numbers, you yourself, stated that no extra school provision (or expansion such as a new proposal), would be necessary as the development would only produce an extra 2 primary age children per school year per 100 homes. Over the proposed 10 year build of the development that would eventually lead to an extra total number of primary age children of 20. The proposed expansion is for a total of 100 extra children over 7 years. Even if you is to take into account the additional pupil numbers as a result of the housing development of Steeton (which also has a school), it would not equate to 100 over seven years. So, using your own figures, there is no justification for school expansion.

The site of Steeton Primary School remains wholly unsuitable for any sort of expansion. As was pointed out in 2012, it is a difficult and cramped site to operate and undertake access over, of land, be described as right-handed. Any increase in pupil numbers would pose some very real health and safety issues for pupils, staff, parents and local residents on a daily basis.

Regarding the site there is no suitable possibility for expansion of the built environment, without major disruption to pupils and staff for the duration of any expansion works. The current built environment comprises 4 separate buildings and a public footpath separating one building from the other 3. The site has a hillside rising towards the main access and use impossible on a daily basis. If any of the current buildings were to be extended upwards, disabled access would be further impeded. The school is already operating at practical capacity with each child having very little rest, outside outdoor or indoor space. Most children need rest space, not sleeping in a shared space, in order to develop unencumbered human beings. To increase the FAN to 62, the school would need 2 more classrooms. If a sleeping solution were found, and that associated on the ground, the school would be even more overcrowded on both the inside and outside, presenting unacceptable health and safety issues for pupils and staff. This would negatively impact upon the pupil experience at Steeton Primary School and lead to increased disciplinary problems as the children react to their unsuitable environment.

The school hall will currently only just accommodate the all pupils for whole school assemblies. This is an important part of school life and is vital for whole school cohesion. If the FAN were increased to 62, it would lead to an extra 100 pupils in school, or 62 in total. The hall will not accommodate this number of children. The school would not be able to meet its current and so far its currently imperative and vital whole school cohesion, where all pupils feel that they belong to Steeton Primary School. They are, quite rightly, fiercely proud to belong to their school.

Vertical access to the street is via a very narrow residential street. At present there is a real problem of the street and end of every school day with parents parking illegally, or government to simply give other users freedom of movement. All parking is strictly limited by the street length of the narrow residential street with limited legal parking only possible on one side of the road. Parking on government land is possible, with or without a charge, and children needing to walk in the road to get to and from school. This is a serious health and safety issue. Any new activities arising in excess of the school to stop off and pick up children would make an already busy street impossible and unacceptable congestion level. Given the previous consultation, the school has been advised that many of the spots around the school are clogged up with cars on the street and end of every day is parents just there as part of the 'drop off' and 'pick up' process.

Believing based on your own predictions for increased pupil numbers due to local housing developments, it is clear that many of the pupils who would benefit as a result of the proposed expansion would be from outside the village of Datchet and Maiden. These children would be unable to walk to school and hence most likely be brought by car. On a road to get out the negative impact this would have upon an already busy residential street at the start and end of each and every one of the 240 school days of the year. Local residents and the police are already totally overloaded with the congestion, poor parking, health and safety issues and general chaos that accompany the start and end of every school day.

Believing in my comments on school expansion, if the expansion were to proceed, the proportion of 'out of area' children would increase, making school expansion even more important. The cost of providing education would produce a double whammy of negative impact upon pupil experience.

Given it is clear from your own calculations that any expansion of the school would be largely in excess of the need for children from outside of the village locally, would it not make more sense to concentrate on increasing the PAF of schools in those areas which have genuine need of expansion? Providing that it would be a cost off the road, reduce pollution, government to subsidise transport for accompanying children and end of each school day.

Have you or any members of our department actually visited the school to discuss the issues outlined above? They were brought to your attention in 2010. As their Chairman of Governors, I am opposing the motion, to reduce the start and end of the school day to be reviewed any day.

Finally, I would like to ask the following question. It is well known that educational departments do not like primary schools to have PAFs that are a 1:1 primary. They consider it to be 'messy'. Datchet is one such school, having a 1:1 primary. Maiden 26 school is a one primary school in a village that is also expanding, making development but no proposal to increase the PAF. So, in the population spread Datchet loses on nothing more than a paper exercise to 'tidy up' a 'messy' PAF.

Given the concerns outlined above, the Parish Council find it extremely important and wholly unacceptable for any expansion of Datchet Primary School and associated support equipment of the school.

Yours sincerely,



Cllr. L.S. Thompson
Vice Chairman
Datchet with Maiden Parish Council
'Coke Close'
Trinity Road
Datchet
W. Berkshire
RG20 6LJ

Consultation response incl. map

Re Consultation on Steeton School enlargement

We are parents of 2 children at the school.

Option 2:

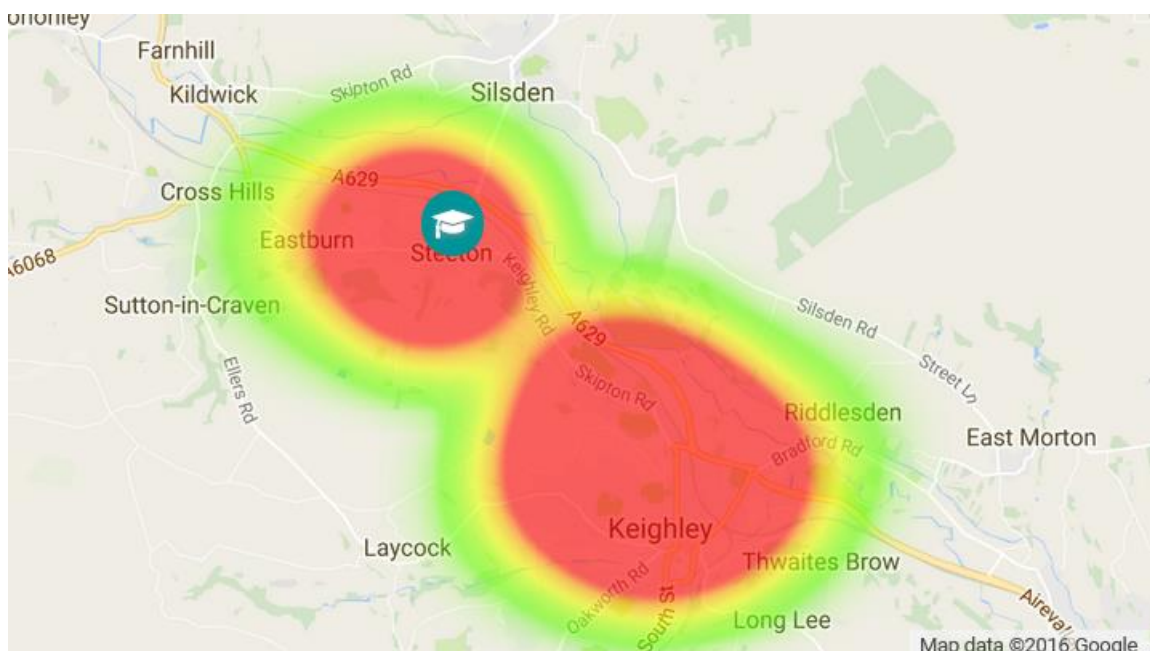
We disagree that the school should be expanded.

Comments:

There are 3 key considerations:

1. Current Provision at Steeton serves out of catchment children

On the outset it seems entirely inappropriate and pointless to increase a school where each day children are actually brought in by Council-funded bus, or by car from out of area. See the map below based on School census data.



Steeton School is on the Eastern edge of the Steeton and Eastburn ward. Further to the East after a row of houses is farmland providing a natural border between it and Utley and further away, Keighley Town. The effect of this natural border is clearly indicated by the gap between the two red areas in the map attached.

It would be much more sensible and practical to increase provision in the east/Keighley area.

Steeton and Eastburn is an almost contiguous estate wrapped around Airedale Hospital, and takes in Eastburn Primary, this area is separate and distinct from Utley/Keighley and also from Silsden where it is separated by the A629 and River Aire.

On this basis, for local community cohesion it makes sense to consider the catchment area to be just Steeton and Eastburn.

Then the question must be, if the bussing in of children were to cease, even allowing for the possible increase in primary population due to the 2 housing developments in Steeton (one of which according to the letter hasn't provided 'any children' this year), is it really necessary to increase the school?

2. Environmental

Steeton School is an old school with many buildings squeezed onto one site. If the proposal is to knock the building down and replace its two main buildings and two suites of portakabins with a new building and properly enlarged play areas then that would be great, and should be made clear as part of the proposal.

If this is not the case, then the assumption is that the Council run, Parish Council funded, children's playground adjacent the school will be sacrificed. This would be a loss of a very popular and utilised green space, which is 'open' at all times, and, although there 2 other play areas in the ward this is the only one which has lots of play equipment and caters for the widest age range of children i.e. not just toddlers (The Hub) or young adults (behind the Nightingale pub)

3. School building

Currently the school building is at best adequate for the task. As has been mentioned there are two portakabin suites alongside 2 old buildings. Increasing the size of the school population must be done with the addition of suitable dining space (currently provision is barely satisfactory) and of a bigger assembly hall. Currently the school can assemble as one group, adding in such a large number will mean the school could not assemble as one in the existing hall.

In conclusion

The current roll at Steeton has been artificially increased, and by simply removing this or managing it better would remove the need for the planned increase. If there is budget for school improvement this would be better spent near where the children come from.

If the reverse was the case – if it was suggested that a half full 'village school' be saved by bussing in children from 2 miles away this would have been laughed away.

Increasing the admissions to Steeton School would not serve the local community at all, and will probably harm it by the removal of amenities.

The current provision at Steeton (the buildings) is simply not up to the task of an increase without huge cost to rebuild.

Highway Development Control Comments:

Any planning application for building in line with an increase in numbers will need to be accompanied by a Transport Assessment to look at impacts of the expansion of the school on the highway network due to increased traffic generation, parking provision, servicing of any new build and future accessibility by walking, cycling and public transport. If the school does not currently have a travel plan one should be considered or the existing one updated. The school should take account of the new development and explore alternative ways of serving the site. There is a parking area proposed for the school on the development near Green Lane with a potential 15 spaces.

Summary of responses to consultation on Sandal Primary School Priority Area

Consultation was open between 2 November 2016 and 16 December 2016.

A total of 21 responses were received, where provided, these were mainly from local people living in the BD17 area of the District.

5 options were given (see maps):

1. Partly following the Baildon ward boundary to the west, excluding the steep area of Baildon Bank, but then up the B6161, across the roundabout, Northgate, Moorgate and Hawksworth Road north to the ward boundary at Potter Brow Bridge.
2. The Baildon ward boundary.
3. The Baildon ward boundary on the west but turning east on Station Road to Borrins Way linking along Kirk Drive to Holden Lane, then north to Heygate Lane, north to Moorside and up Hawksworth Road to the ward boundary.
4. A larger area similar to that used by Baildon CE. Includes Higher Coach Road, Glenwood Avenue and Parkway in the south, Coach Road and to the caravan site on the end of Esholt Lane, plus to the west includes Tong Park, Sunny Brow and up to Birks Wood.
5. No admission oversubscription priority area, i.e. no change.

Summary by first preference option:

	Option 1	Option 2	Option 3	Option 4	No change (5)
Parent	9		4		2
Staff member					
School Governor					
Councillor				1	
Parent & Governor	1				
Member of Local Community					
Parent of younger child					
Current parent & parent of younger child	2				2
Other – preference not given					
Total	12	0	4	1	4

- Sandal should serve High Baildon, i.e. North, prefer borders to be kept small.
- Fair and reasonable, for those living at the bottom of the cliff they have reasonable access to other schools.
- Agree although concerned that this discriminates against sections of Baildon.
- No child should have to drive past a school to another school due to an outdated selection criteria.

Note Highway Development Control Comments:

HDC are generally in support of any option that in theory reduces the likelihood of car borne journeys in favour of other more sustainable methods of getting children to school. Therefore any priority areas that support this would be welcomed.

Summary of those against the proposal

- Should not assume all parents drive to school.
- Walking should be encouraged, the walk is only 15 minutes and my closest school.
- It is not impassable for pushchairs.
- Offensive to alter catchment area against children living in Baildon Green, there is a well used bus service.
- Chose Sandal as best for our child but cannot afford to move closer.

Comments From Responses to Sandal Consultation 2.11.16 to 16.12.16

Agree with Proposal

I have received a letter from my children's school about a proposed change in admission policy. Although I am in agreement with the changes as they seem fairer however as a family we are outside most of the catchment areas. As I have 2 children currently at the school and another child who is just 2. I am concerned that he will be outside the new catchment. If these changes are introduced for years which are oversubscribed will a sibling rule still apply or will area be considered first? I consider it fairer to include most of Baildon town as parents here would have to walk down and uphill each day to collect/drop off. Sandal is the only school up the hill for parents who do not drive. (Option 3)

Residents of the West Lane, Lucy Hall Drive and Baildon Village including the surrounding roads should have priority. (Option 3)

This option (3) includes more housing areas of Baildon but does not include other schools in Baildon. It also includes areas towards the glen where, as the crow flies, Glenaire is the closer school, but taking the roads into account would be nearer to go to Sandal Primary.

It's (1) the fairest and most sensible option.

We think it is fair and reasonable to enhance the entrance prospects of those families living in the Lucy Hall Drive and Prod Lane areas. However for those families at the bottom of the cliff, they already have reasonable access to Hoyle Court and Glenaire schools and shouldn't automatically be included in the Sandals catchment. (option1)

I think these options, 1 or 3 would cause the least amount of traffic congestion around Baildon and around the school.

I would prefer the border to the school to be kept small. I live very close to the glen and are fighting the bulldozers not to build on the glen fields & up the Rowans. Should they build then the pressure on the school increases further. I believe my neighbours didn't get into Sandals as this was a boom year & got into Ladderbanks (C of E) therefore the school is already at max point to extend the boundaries to include more houses & the extra houses we are contesting would be madness. 50 houses are due to be built either Tong Park, Jenny Lane or Rowans & glen fields. (Option 1)

The local community of Sandal needs to be able to gain places as a priority (ie children who live nearest should have priority to get in especially if they live down towards the Glen.) All other areas of Baildon have another school they could access easily, children below Sandal on West Lane would have to pass Sandal to go anywhere else. (Option 1)

We feel Sandals is the best placed school for High Baildon. There are multiple school choices for children in Low Baildon and it does not make sense for those children to have priority of places over people who live near the school. (Option 3)

It is correct to protect those living closest by road. No child should have to drive past a school to another school due to the outdated selection criteria. There are three schools serving the south of Baildon, but one school 'Sandal Primary' serving the north of Baildon. Rush hour congestion is also a factor restricting movement between the North and South adding undue strain to the morning drop off for those unfortunate to not have a place at their nearest school. (Option 1)

The school should be available to those who it is the "nearest" (commute) school for.

The letter accompanying the different options clearly states "the priority area would be implemented not to discriminate against any section of Baildon" and yet all but option 4 does precisely that. Option 4 in my view is the most inclusive option to support local children. I can understand why the school might want option 1 because there are no other schools nearby but this is quite a small area and might deter people living outside of this area from applying which could be counter-productive as it could leave the school under-subscribed. Options 2 and 3 clearly discriminate against sections of Baildon who can easily reach school using the school bus (there is no mention of this which is an excellent service and we should be encouraging people to use it in order to encourage independence and to avoid all the congestion problems around schools) or they can walk (something else we should be encouraging) - the school is accessible from Baildon Bank and from the footpath alongside the tramway. I appreciate that this might not be an option in all weathers and parents with younger children may find this more difficult but many children are perfectly capable of walking that way and we shouldn't discriminate against people wanting to walk to school.

This would ensure that children close to school would have priority to attend Sandal Primary as at the moment under existing admissions this is not the case and some would go past the school to attend another as they are nearer to it on straight line (crow flies) criteria.

Highway Development Control Comments:

HDC are generally in support of any option that in theory reduces the likelihood of car borne journeys in favour of other more sustainable methods of getting children to school. Therefore any priority areas that support this would be welcomed.

Disagree with Proposal

As a parent of Sandal Primary and after reading the document regarding the over subscription priority area, I would like to state that I totally disagree that Baildon bank is "un-passable". I am a resident of Hallfield drive, situated at the bottom of Baildon bank. I have had 2 children go through Sandals, my youngest currently in Year 5 & I have always walked my children up the bank from being in nursery. We enjoy the exercise & beauty of the bank. Admittedly the steps are steep & unsuitable for pushchairs but the slope up to Bank Walk is perfectly accessible for pushchairs. The only problem at the moment is that the zig zag paths up the bank are not being maintained and are badly eroded in places.

The walk up the bank is 15 minutes and is the most direct route for me & my closest school. I believe parents and children should be encouraged to walk to school and Bradford Council should be doing this by maintaining paths and not falsely stating that a scenic walk is "unpractical & in- passable".

As a parent with one child in year one and one due to start nursery at Sandals in September I find it ridiculous that you assume all parents drive to school. The crow flies means the shortest distance for my children to walk to school. It is not difficult to get up with infants in a baby carrier and to discriminate against parents and with under-2s when a child attends school for 7 years is short-sighted. Hardaker lane is a perfectly passable route in all weather which cuts out the terrain of the bank completely. The proposals also discriminates in favour of the more well off families. With new houses being built at the end of Denby Drive on the old ferncliffe school site school places all across Baildon are already at a premium. The idea that you would alter the catchment area against children in the Baildon green area is absurd and offensive bearing in mind c of e, Hoyle Court and Glenaire are already over-subscribed and sandals with its repeated poor Ofsted reports is undersubscribed where would baildon green children end up going? In addition to this there is a well used bus service for children in the baildon green area.

You say that the priority area is not to discriminate against any section but that is exactly what it does. Many families living near Sandals choose to drive past it so their children can go to the "outstanding" C of E school. We live in lower Baildon (by the cliff) and often walk up the bank with my 4 year old who hasn't complained about it being too difficult and have even gone up with our baby in the pram so although it might make you a bit breathless I can't believe it is being described as unpassable for push chairs because that's a lie. To suggest this is just validating lazy peoples excuses for getting in the car. We chose Sandals after our son spending nursery at Glenaire (closest to us) because it was best for him and we are priced out of moving any closer as upper Baildon houses are too expensive. If it wouldn't be implemented often I don't see why you feel the need to be making any changes.

Summary of responses to consultation on Silsden Primary School Priority Area

Consultation was open between 2 November 2016 and 16 December 2016.

A total of 49 responses were received, where provided, these were mainly from local people living in the BD20 0 and BD20 9 postal areas of the District.

4 Options were given (see maps):

1. The western, southern and partial eastern boundaries of Craven ward extending to meet the current priority area boundary for Addingham Primary School.
2. A narrow area extending southwards from the Addingham priority area boundary down to the A629, but excluding the outer western and eastern limits of Craven ward.
3. The western boundary of Craven ward, meeting up to the priority area for Addingham Primary School down to the A629 but to the east follows the river Aire, Holden Beck and other natural boundaries.
4. No priority area, i.e. No change.

Summary by first preference option:

Group	Option 1	Option 2	Option 3	Option 4	Unclear/ no preference
Parent	7	7	15	1	2
Staff member	1				3
School Governor	3				
Councillor					
Member of Local Community			1		
Parent of younger child		2			
Current parent & parent of younger child	1	1	1		
Parent & member of staff	1				
Other/Unknown	1				2
Total	14	10	17	1	7

Summary of those agreeing with the proposal:

- Although opinion is divided as to which of the proposed boundaries should be used for the priority area as shown above the majority preferred option 3
- Looking at second preferences, the majority of those choosing option 1 in general where stated showed option 3 as their second preference as did those choosing option 2 and option 4.
- One respondent stated either option 2 or option 3.

Reasons given were:

- Priority should be given to local children, or children in the surrounding rural area.
- It is logical and reasonable for children to attend a primary school nearest to their home.
- It is unfair for Silsden children to have to travel elsewhere.

Summary of those against the proposal:

It is unfair for the Keighley area to be ruled out of the selection process and be disadvantageous to my child's studies. The school is only a ten minute drive also so it is well within reach.

Comments from Responses to Silsden Consultation 2.11.16 to 16.12.16

Agree with Proposal

It seems logical and reasonable for children to be able to attend the primary school nearest to their home. In recent times traffic and parking around school during pick up and drop off time has become heavy and dangerous at times with ridiculous parking and too many cars on narrow streets. If children live close then they are more likely to walk to school. (Option 3)

It is unfair that people living in Silsden have had to attend school elsewhere when the school has accepted pupils from much further away. (Option3)

Priority to local children should be given for many reasons (environment, local social interactions etc). Feels fair to include what is considered as 'Silsden' which option 3 best does.

To give maximum places in school for Silsden children. Boundaries on option 2 appear much smaller than other options.

It seems to include the whole Silsden area, including the rural parts. Option 3

The priority area needs to be able to admit all children who live in Bradford MDC in the Craven ward for whom Silsden Primary is the nearest primary school in the Bradford MDC. (Option 1)

I think looking at the options the catchment area is slightly smaller which hopefully will stop the oversubscription. I truly believe families in Silsden should get priority and that addresses should be checked possibly by voters role to hopefully stop people frauding. I know Addingham currently do this. I am friends with a lady who had to appeal last year as her son was given Aire view and her and her family generation have always lived in Silsden. I would hate this to happen again to my children or any other original Silsden villager. Thank you for your time. (Option3)

Option 2 as it includes a catchment for rural areas and concentrates mainly on Silsden as a whole.

Think those living close to school should get in first then those living in different areas. Maybe have 2 boundaries one within the other. (Option 1)

Assuming there are adequate facilities and staff to accommodate the total number of children, I feel option 1 is the most fair in giving offers to the school to all people living in Silsden and the rural locations on or side of the Moorside.

With the amount of new homes being built, the schools cannot handle any more children, therefore the school should prioritise children living in Silsden. Any extra places should be filled with children from other areas. (Option 3)

Preferred area should be Silsden. (Option 1)

Only Silsden residents should go to school in Silsden other towns/villages have their own schools for their children - that's how it was in my day. (Option 1)

Options 2 and 3 are in the local area and should be for children in this area. There are many closer schools for those living on the edges of options 1 and 4. The school is already oversubscribed.

I feel that places should be given to those children living in Silsden or surrounding rural areas. Prospective children from Keighley/Riddlesden areas have plenty of other options available to them and should be excluded from applying to Silsden school. (Option 3)

First of all what a complicated way of doing things more and more houses are being built in Silsden the school must give priority without reason to residents of Silsden. If that means no Addingham, Riddlesden then so be it. I have I think chosen in size order of catchment area. (nothing shown)

Follows the remainder boundary for Craven and allows for children living in the other rural areas. (Option 1)

If a child has a SILSDEN address, they should be able to attend that school, children from other areas have the local school to their area to attend. Local school for local children. Its not rocket science. Option 2

As a former teacher (in the Keighley area) at one school for nearly 30 years, I saw the great benefit of having a school with a small, compact catchment area. I thus believe Option 3 to be the best option by far. Silsden used to have a great local feeling when the Secondary modern and Junior Schools were sited centrally. Much of that spirit has now gone, and a wider catchment area for the new Junior school would make that worse. Option 3

Feel this is a very good idea as Silsden Residents should definitely be given priority to send their children to the local schools. Option 3 in my view does this most effectively.

Option 3 is virtually the same as option 1 except for crossing the Bradford District Boundary. I don't understand the need or impact for the future extending beyond the boundary so would like to see option 3, which allows children of rural areas access but without crossing boundary lines.

Maximises outlying isolated farms and small hamlets but excludes urban larger areas with schools, e.g. Riddlesden. Option 3

I feel with the increase of housing in the village and the already oversubscribed school a narrow catchment area is required. I would also like to note the changes in the scales on the graphs is very deceptive. Maybe in future scales should be kept the same and plan available to see on an OS map. Option 2

We think that Option 1 is the fairest for children living in Silsden, whilst respecting adjacent admission areas and other local schools. Option one would help to ensure that local families, including those living in the rural outer areas of Silsden have priority for places at Silsden Primary School.

I would like children living in rural outer areas to have a fair chance of accessing the school as they may not be close to other schools.

Taking into account your statements paragraphs 3 to 4, I would suggest option 2 is preferable. As you are aware Silsden is identified as a growth centre, hence priority must be given in the first instance to existing residents and their children. This also saves on excessive commuting in the didistrict (note the identified increase nationally of incidences of childhood asthma linked to diesel particulate pollution etc) The boundary towards the A629 should preferably be the river line. Obviously this sets the point toward Steeton, but would leave a buffer (no dwellings in that margin) between the two school catchment areas.

Disagree with Proposal

I think that all children with a Silsden address should be given 1st priority to the school and if there are any places left then other children can be admitted thank you.

As my child has been attending Aire View Infant school since nursery I feel that it would be unfair for the Keighley area to be ruled out of the selection process and be disadvantageous to his studies. The school is only a ten minute drive also so it is well within reach. I hope you take my comments into consideration.

Other/Unclear

I have no preferred option as I am a member of staff.

I have no opinion on this.

I am unable to make a choice. As a teacher at the school the priority areas do not affect me.

The encatchment area should encompass every house hold that pays its precept to Silsden Town Council - This allowing all outer and inner residents places.

- THE LAYOUT IS NOT VERY CLEAR PARTICULARLY FOR OLDER RESIDENTS (SUGGEST A HIGHER MAGNIFICATION OF THE MAPS ARE USED WITH ARROWS POINTING OUT SIGNIFICANT POINTS SUCH AS HOLDEN BECK, CRINGLES ETC)
- • OPTION 2 APPEARS THE MOST CLEAR OPTION WITH THE PROVISION IT ALSO INCLUDES ALL THOSE FARMS, DWELLINGS WHICH PAY THE SILSDEN TOWN COUNCIL PRECEPT •
- OPTION 3 COULD ALSO BE POSSIBLE AND USING THE RIVER AS A BOUNDARY LINE RATHER THAN THE A629 WOULD BE PREFERABLE •
- HENCE IDEALLY A COMPROMISE OF OPTIONS 2 AND 3 WITH THE RIDER OF ALL THOSE WHO PAY THE SILSDEN TOWN COUNCIL PRECEPT, WOULD BE THE PREFERRED OPTION. •
- NEW OPTION; OPTION 2 WITH BOUNDARY OF RIVER IN PLACE OF A629 AND MUST PAY SILSDEN COUNCIL PRECEPT •
- OPTIONS 1 AND 4 I WOULD REJECT, PROBABLY WILL NOT ACHIEVE THE OBJECTIVE YOU IDENTIFY IN PARA 3 OF YOUR LETTER "the purpose of etc"

Highway Development Control Comments:

There is new location for the school being considered and any planning application for building will need to be accompanied by a Transport Assessment to look at impacts of the expansion of the school on the highway network due to increased traffic generation, parking provision, servicing and future accessibility by walking, cycling and public transport. If the school does not currently have a travel plan one should be requested or the existing one updated.

Equalities Impact Assessment

Appendix S

Department: School Organisation and Place Planning, Children's Services	Completed by (lead): Nina Mewse	Date of initial assessment: 29/012/2016
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Report to the Executive on Admissions and Coordinated arrangements, Published admissions numbers and changes to priority areas and PANs for September 2018	
Is this existing or new function/policy, procedure, practice or decision?	Decision	
What evidence has been used to inform the assessment and policy? (please list only)		
Report details, Pupil Forecasts, Consultations		

1. Describe the aims, objectives or purpose of the function/policy, practice, procedure or decision and who is intended to benefit.	The report seeks to agree to the published admission and coordinated arrangements, published admissions numbers including expansions at All Saints' Primary (Ilkley) and Poplars Farm Primary Schools, and to create oversubscription priority areas for both Sandal and Silsden Primary Schools to ensure that all children regardless of age, gender, religious affinity or disability are able to gain access to a school.			
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:- (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)	2. What is the level of impact on each group/protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?	
Protected characteristics	Age	L	n/a	n/a
	Disability	L	n/a	n/a
	Gender reassignment	L	n/a	n/a
	Race	L	n/a	n/a
	Religion/Belief	L	n/a	n/a
	Pregnancy and maternity	N	n/a	n/a
	Sexual Orientation	L	n/a	n/a
	Sex	L	n/a	n/a
	Any other area	n/a	n/a	n/a

5. Has there been any consultation/engagement with the appropriate protected characteristics?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? None required		
7. Based on the information in sections 2 to 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Assessor signature: N Mewse	Approved by:	Date approved:

Report of the Strategic Director of Place to the meeting of Executive to be held on 7th February 2017.

BF

Subject:
Trade Waste Charges

Summary statement:

This report seeks Executive approval to an increase in Trade Waste charges for 2017/18 financial year as required by financial regulations, as the proposals represent an above inflation increase, to take full account of and therefore fully recover waste collection, treatment and disposal costs of the service.

This Appendix is not for publication because it contains exempt information under Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of the Council), and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Steve Hartley
Strategic Director of Place

Portfolio:
Environment, Sport & Sustainability

Report Contact: Richard Longcake
Principal Officer Waste Services
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Overview & Scrutiny Area:
Environment and Waste Management



1. SUMMARY

This report seeks Executive approval to an increase in trade waste charges for 2017/18 financial year as required by financial regulations, as the proposals represent an above inflation increase, to take full account of and therefore fully recover waste collection, treatment and disposal costs of the service.

2. BACKGROUND

Under the Environmental Protection Act 1990, the Council is empowered to make arrangements for the collection of trade waste (Commercial Waste) if requested to do so by the occupier of premises. The Council has provided an in-house trade waste collection service for many years to the local businesses within the district and does so on a commercial basis levying a charge for the provision of this service.

The service historically increases charges each April, and invoices customers on an annual basis. The charges invoiced represent what the business customer pays for the emptying of a particular size of container or containers and the frequency of emptying required by the customer, irrespective of where the bin is located or the weight contained therein.

A review of the Trade Waste Service and how it may be improved, has been undertaken, and updates provided to the Environment and Waste Management Overview and Scrutiny Committee. In addition to efficiency and service improvements, part of this review considered the charges for trade waste services, and noted that the last detailed review of trade waste charges took place in 2011. There is therefore a need to re base charges to reflect changed circumstances and current service collection and waste treatment/disposal costs.

The Trade Waste Service needs to ensure that its charges reflect the true costs of collection and disposal given that it is operating in a commercial environment.

3. OTHER CONSIDERATIONS

The local trade waste market is a competitive one, with several local and national players. The Trade Waste Service is in competition with the private sector but believes that the price increases proposed will not adversely affect its market position as the proposed price increases are skewed towards the smaller containers, which are less attractive to the larger trade waste operators than larger containers.

Given that the smallest businesses are traditionally the users of the smaller containers, (240Litre), and in order to recognise the impact that this could have on such businesses, consideration to bringing in the charges incrementally for this smallest container, over two years, has been given. This would ease the pressure on those existing smaller businesses who use this service. It is however proposed that the new prices would apply in full for any new customers.



4. FINANCIAL & RESOURCE APPRAISAL

The trade waste service has recalculated its costs of collection, treatment and disposal based on 2017/18 values for each of the range of trade waste container types offered by the service to its customers (eg 240 Litre wheelie bin to 1100 Litre container), and identified where charges for the service are not meeting the actual costs of providing the service.

The proposed revised charges are detailed in the Table in the not for publication Appendix 1. The Table provides 2 proposed options as discussed below.

The Table shows the proposed 2017/18 increase on current 2016/17 charges for a single emptying of each individual container provided by the service.

However, in respect of the 240L bin, as detailed above, proposal 2 staggers the increase for 240 litre bins over 2 financial years.

In order for the Trade Waste Service to meet financial targets for 2017/18, the current pricing structure needed to be reviewed. This review took into account all current costs, including costs of collection, employees, fleet costs (vehicles), supplies and depot costs. These costs have moved broadly in line with inflation since the last service review in 2011, however this was not the case for the costs of treating and disposing of the collected waste from trade customers. The waste treatment and disposal costs which the service has to pay are influenced by the levels of landfill tax. The Government's landfill tax in 2011 stood at £56 per tonne of waste, this has progressively risen to currently stand at £84.40 (2016), a rise of 50% which has therefore inevitably increased the cost of delivering a service.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising from these proposals.

6. LEGAL APPRAISAL

Section 45 (1) (b) Environmental Protection Act 1990 (the 1990 Act) provides power for the Council to make arrangements for the collection of "commercial waste" if requested to do so by the "occupier of premises".

Section 45 (4) of the 1990 Act provides powers to the Council to make a "reasonable charge " for the collection and disposal of such commercial waste which is defined in section 75 of the 1990 Act as:

" household, industrial or commercial waste or any such waste".

The Council has the power to review and increase those reasonable charges from time to time.

It is for each Local Authority to decide how it wishes to deal with trade waste (commercial



waste). The Council has no legal obligation to provide a trade waste service however many do. As a minimum, the Local Authority must make information available on suitable waste carriers to enquirers. The provision of an in house Trade Waste Service that operates on a commercial basis is the Council's response to the requirements of Section 45 above.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Providing a commercially competitive and financially sound trade waste service to the business community of Bradford district supports the equality and diversity policies by supporting the business community and offering standard pricing throughout the district.

7.2 SUSTAINABILITY IMPLICATIONS

The management of waste, its storage, collection, treatment and disposal are important factors in promoting sustainability; the trade waste service provides a well managed waste service option to the local business community.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

As a local service provider of trade waste services the Council ensures efficient collection systems and reduced waste miles and thus limits the greenhouse gas impact of waste collection from businesses.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications arising from these proposals.

7.5 HUMAN RIGHTS ACT

There are no Human Rights implications arising from these proposals.

7.6 TRADE UNION

There are no Trade Union implications arising from these proposals.

7.7 WARD IMPLICATIONS

There are no Ward implications arising from these proposals.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)



N/A

8. NOT FOR PUBLICATION DOCUMENTS

Appendix 1

This Appendix is not for publication because it contains exempt information under Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of the Council), and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9. OPTIONS

There are 2 options:

Proposal 1 - that the full price increase for all containers be applied in 2017/18, or
Proposal 2 - that the full price increase for all containers be applied in 2017/18 except for the 240L container which should be staggered over 2 financial years 2017/18 and 2018/19.

10. RECOMMENDATIONS

It is recommended that option "Proposal 2" contained in the not for publication Appendix 1 that the full price increase for all containers be applied in 2017/18 with the exception of the 240L container which should be staggered over 2 financial years 2017/18 and 2018/19, be approved.

11. APPENDICES

Not for publication Appendix 1 – Table of Trade Waste Charges Increase Calculations 2017-18

12. BACKGROUND DOCUMENTS

None.



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