



Agenda for a meeting of the Executive to be held on Tuesday, 6 February 2018 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:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
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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

Agenda Contact: Jill Bell / Yusuf Patel

Phone: 01274 434580/4579

E-Mail: jill.bell@bradford.gov.uk / yusuf.patel@bradford.gov.uk

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 5 December 2017 be signed as a correct record (previously circulated).

(Jill Bell / Yusuf Patel - 01274 434580 434579)

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 / Yusuf Patel - 01274 434580 434579)

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 / Yusuf Patel - 01274 434580 434579)

5. **MEETINGS OF COUNCIL AND THE EXECUTIVE 2018/19**

1 - 4

The City Solicitor will submit a report (**Document “AS”**) which recommends a schedule of ordinary meetings for Council and the Executive for the municipal year 2018-19.

Recommended –

- (1) That the schedule of meetings of the Executive for 2018-19 as set out in appendix 1 to Document “AS” be approved.**
- (2) That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2018-19 as set out in appendix 1 to Document “AS” be approved.**

Corporate Overview and Scrutiny Committee

(Jill Bell/Yusuf Patel – 01274 434580/4579)

B. STRATEGIC ITEMS

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

6. 2018-19 BUDGET UPDATE

5 - 12

On 5 December 2017 the Executive approved amended and new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

The Assistant Director Finance will submit a report (**Document “AT”**) which provides the Executive with an update on national announcements and local decisions since 5 December 2017. It also identifies issues and uncertainties which could still have a bearing on the final size of the funding gap for the financial years 2018/19 and 2019/20 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 20 February 2018.

Recommended –

- (1) 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 2018/19 and budget proposals for 2019/20 at their meeting on 20 February 2018.**
- (2) That the Strategic Director of Corporate Services be given delegated authority, in consultation with the Portfolio holder, to finalise and implement the Business Rates Revaluation Relief scheme for 2018/19 and subsequent years, whilst Government funding is available.**

Corporate Overview and Scrutiny Committee

(Tom Caselton – 01274 434472)

7. QUARTER 3 FINANCE POSITION STATEMENT FOR 2017-18

13 - 62

The Strategic Director Corporate Services will submit a report (**Document “AU”**) which provides Members with an overview of the forecast financial position of the Council for 2017-18.

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:

- (1) Note the contents of this report and the actions taken to manage the forecast overspend.**
- (2) Approve the following capital expenditure schemes.**
 - £0.25m for Customer Services to invest in new IT technology.**
 - £0.55m for the advanced acquisition and demolition of a property that is required for the Bradford to Shipley Corridor improvement project. The scheme is to be funded by short term borrowing prior to reimbursement from the West Yorkshire Transport Fund.**
 - £0.55m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.**
 - £0.11m to replace the Council's underground fuel tanks. The scheme will provide a flexible fuelling facility and minimise the risk to the Council of fuel loss.**
 - £0.056m additional funding to complete essential repair works to Chellow Dene reservoir.**

Corporate Overview and Scrutiny Committee

(Andrew Cross - 01274 436823)

8. **CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT FOR THE 2018-19 AND 2019-20 COUNCIL BUDGET PROPOSALS** 63 - 92

On 5 December 2017 the Executive approved new budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

The Assistant Director Office of the Chief Executive will submit a report (**Document “AV”**) which provides 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 2018-19 and 2019-20. 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 2018-19 and 2019-20.

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 2018-19 and 2019-20 on 22 February 2018.

Corporate Overview and Scrutiny Committee

(Kathryn Jones - 01274 433664)

9. **INTERIM TRADE UNION FEEDBACK ON THE COUNCIL'S BUDGET PROPOSALS FOR THE 2018/19 AND 2019/20 COUNCIL BUDGET** 93 - 142

The Interim Director of Human Resources will submit a report (**Document “AW”**) which provides interim feedback from the Council’s Trade Unions on the Council’s budget proposals for the 2018/19 and 2019/20 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 and Scrutiny Committee

(Michelle Moverley -01274 437883)

C. PORTFOLIO ITEMS

REGENERATION, PLANNING & TRANSPORT PORTFOLIO

(Councillor Ross-Shaw)

10. **BURLEY IN WHARFEDALE NEIGHBOURHOOD DEVELOPMENT PLAN**

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The Strategic Director Place will submit a report (**Document “AX”**) which sets out the Burley in Wharfedale Neighbourhood Development Plan which has been prepared by the Parish Council. The Plan and has now been subject to an examination by Andrew S Freeman and his report confirms that the Plan, subject to the incorporation of a number of modifications, meets the Government’s Basic Conditions. He has therefore recommended that the Plan proceeds to local referendum. The report recommends that the Council agree to all barring one of the proposed modifications and that the resultant modified plan proceeds to referendum which would take place on the 3rd May in conjunction with the local council elections.

The second part of the Plan relates the Council’s Governance arrangements for decision making on Neighbourhood Plans. It proposes that the requirement to consult the relevant Area Committee on the examiner’s report and the decision to move to referendum is removed.

Recommended –

- (1) It is recommended that the Executive agree that the submitted Burley in Wharfedale Neighbourhood Plan (Appendix 1 to Document “AX”) is subject to modifications numbers PM1 to PM7 and PM9 to PM32 as set out in the Examiner’s Report (Appendix 2 to Document “AX”) and that it is then subject to a local referendum on the 3rd May 2018 again in line with the Examiner’s Report.**
- (2) It is recommended that the Governance arrangements for decision making for Neighbourhood plans are amended as set out in this report removing the requirement to consult the relevant Area Committee on the Examiner’s Report.**

Environment and Waste Management Overview and Scrutiny

(Andrew Marshall – 01274 434050)

11. **PETITION IN RELATION TO THE OPERATION OF OASTLER ROAD
CAR PARK, SALTAIRE**

267 -
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The Strategic Director Place will submit a report (**Document “AY”**) which provides Executive with an update on the actions taken by the Council in resolving the situation of the illegally operated car park at Oastler Road, Saltaire together with updates on the discussions with the land owner (Saltaire Investments Ltd) and the options available to the Council in supporting the recommendations contained within the petition which was formally received by Council regarding the operation of Smart Parking Limited.

Recommended –

- (1) That Executive note the actions taken to date to address the illegal operation of a pay and display car park on Oastler Road, Saltaire and the potential approaches available to it to regularise the legal situation in relation to the adopted highway status of Oastler Road.**
- (2) That officers continue negotiations with the landowner about the future operation of the car park to reach a satisfactory resolution and that based on these negotiations implementation of the appropriate legal mechanism be delegated to the Strategic Director: Place in consultation with the Portfolio Holder.**
- (3) That the Executive call upon the British Parking Association to audit Smart Parking Limited’s practices both at this location and nationally. That appropriate action is taken on the findings of the audit including but not limited to revocation of their membership of the Approved Operator Scheme where infringements of the Code are identified.**
- (4) That the lead petitioner be advised accordingly.**

Environment and Waste Management Overview and Scrutiny
Committee

(Richard Gelder – 01274 437603)



Report of the City Solicitor to the meeting of Executive to be held on Tuesday 6 February 2018

AS

Subject:

MEETINGS OF COUNCIL AND THE EXECUTIVE 2018/19

Summary statement:

This report recommends a schedule of ordinary meetings for Council and the Executive for the municipal year 2018-19.

Parveen Akhtar
City Solicitor

Portfolio:

Leader of Council

Report Contact: Jill Bell/Yusuf Patel
Phone: (01274) 434580/4579
E-mail: jill.bell@bradford.gov.uk
yusuf.patel@bradford.gov.uk

Overview & Scrutiny Area:

Corporate

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 2018-19.

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 2018-19 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 2018-19 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 2018-19.

12. BACKGROUND DOCUMENTS

None

COUNCIL AND EXECUTIVE DATES 2018 -19

COUNCIL (Tue)	EXECUTIVE (Tue)
17 July 2018	12 June 2018
16 October	10 July
11 December	11 September
15 January 2019	9 October
21 February (Thursday Budget)	6 November
19 March	4 December
21 May (AGM)	8 January 2019
	5 February
	19 February (Budget)
	5 March
	2 April



Report of the Assistant Director Finance and Procurement to the meeting of Executive to be held on 6 February 2018.

AT

Subject:

2018-19 Budget Update

Summary statement:

On 5 December 2017 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 5 December 2017. It also identifies issues and uncertainties which could still have a bearing on the final size of the funding gap for the financial years 2018/19 and 2019/20 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 20 February 2018.

Andrew Crookham
Assistant Director Finance and
Procurement

Report Contact: Tom Caselton –
Finance Manager
Phone: (01274) 434472
E-mail: tom.caselton@bradford.gov.uk

Portfolio:

Leader of Council

Overview & Scrutiny Area:

Corporate

1. SUMMARY

- 1.1 This report provides an update on the national announcements and local decisions taken since 5 December 2017 when the Executive approved for consultation amended and new budget proposals for 2018/19 and 2019/20. It also identifies issues and areas of uncertainty which could have a bearing on the final size of the 2018/19 and 2019/20 funding gap.

2. MAIN MESSAGES

- 2.1 The Provisional Local Government Settlement published on 19 December 2017 had several announcements that will affect Bradford Council.

- Increase in the Council Tax Referendum limit by 1% to 3%;
- No change to the social care precept rates;
- No new money from central government;
- Approval of the Leeds City Region 100% business rate pool;
- Proposed changes to the Business Rates Retention from 50% to 75%;
- Consultation on the introduction of new Fair Funding formula

- 2.2 Pay Offer announced on 5 December 2017 potentially adding extra £5m over and above the amount provided in the budget consultation papers.

- 2.3 The West Yorkshire Combined Authority budget papers only suggest a £1m reduction in the levy in 2018/19 and 2019/20 which will fall short of the savings outlined in the budget consultation paper.

- 2.4 The Financial Position Statement for the Third Quarter continues to highlight pressures within Adults and Children's Social care and increasing pressure on waste disposal.

- 2.5 If the additional Council Tax referendum limit is accepted then there is a potential £0.3m gap for 2018/19 rising to £4.5m in 2019/20 (please see section 4.5 Table 1). This assumes that savings plans not addressed in the 5th December 2017 budget paper are delivered in full in 2018/19 onwards. The Quarter 3 Finance Statement for 2017/18 highlights that currently there is £23.5m of savings plans that are being undelivered.

3. NATIONAL ANNOUNCEMENTS

3.1 Local Government Pay Offer

On 5 December 2017 the NJC Pay Body made a two year pay offer to the staff side that is currently being considered by the Trade Unions. It is expected that the outcome of the deliberations will be known close to the beginning of April 2018. The pay offer would provide all staff covered by NJC terms and conditions who are paid more than £19,143 per annum a pay rise of 2% in 2018/19 and a further 2% in 2019/20. For lower paid staff the pay offer ranges from 3.7% to 9.3% in 2018/19 and 2.6% to 5.9% in 2019/20. 2019/20 will also see the introduction of a new spinal column point structure to deal with the compacting of differentials for lower paid staff.

In the budget consultation paper, money had been provided for a general pay award of 1% in both 2018/19 and 2019/20 plus additional money for the Bradford living wage. If the current pay offer is accepted by the Trade unions this will add £2.9m to the costs of the Council in 2018/19 and a further £2.1m in 2019/20.

Unlike for the NHS no additional money has been provided by central government to fund this pay award so it will need to be funded from local resources, either increasing revenues or cutting further costs/services.

3.2 Provisional local government settlement

The provisional local government settlement was announced on Tuesday 19 December and the consultation will formally close on 16 January 2018 with the final settlement expected to be laid before Parliament in February 2018.

Key announcements from the provisional settlement were:

- 3.2.1 Fair funding Review - DCLG has published a consultation on new funding methodology with funding changes anticipated to take place from 2020-21. The consultation paper gives a significant amount of weight to identifying key drivers of cost which might result in a flatter formula that could favour lower needs authorities. DCLG have commissioned work to investigate further the key cost drivers in relation children's social care.
- 3.2.2 Multi Year Settlement – 2018/19 is the third year of the multi year settlement offer. Given the announcement regarding the fair funding review and change to business rate retention due to commence from April 2020 and a refreshed Spending Review due there is no certainty about the level of central government funding for local authorities post April 2020.
- 3.2.3 Council Tax Referendum limit - the limit at which a metropolitan local authority must hold a referendum on council tax rises has been increased for 2018/19 by 1% to 3%. This is in addition to the Adult Social Care Precept. The rationale for the increase in the referendum limit is that CPI is currently running at 3%. This freedom is currently only for 2018/19 and will be reviewed again next year. It is possible that the referendum limit may increase or potentially fall back to 2% or less.
- 3.2.4 Parish Council precepts – the Government was to review whether Town and Parish Councils were demonstrating restraint in setting their local precept. The provisional settlement has announced that the setting of referendum principles for Town and Parish Councils will be deferred for three years. This is conditional on the sector demonstrating clear evidence of restraint.
- 3.2.5 Adult Social Care Precept - there have been no changes to the previously agreed freedoms on the Adult Social Care Precept which the Council approved in principal at 3% in the February 2017 Budget Council.
- 3.2.6 Adult Social Care Green Paper – the green paper on Adult Social Care that was due in 2017 is now expected to be published in the summer of 2018. Whilst the scope of the paper has not been set out it is likely that this will concentrate on client contributions rather than funding of the sector as a whole.

- 3.2.7 Improved Better Care Fund – no changes to the allocations of previously announced Improved Better Care fund were made.
- 3.2.8 New Homes Bonus - no new changes in the way the New Homes Bonus works and the baseline will be retained at 0.4%. This leaves the New Homes Bonus in line with expectations. There was £0.1m of returned top slice of New Homes Bonus that has not been budgeted for. All of the New Homes Bonus grant is being used to support the 2018/19 and 2019/20 budget.
- 3.2.9 Planning Fees – from 1st January 2018 Planning Authorities will be able to increase their planning fees by up to 20% provided the increased fee income is reinvested into the planning service.
- 3.2.10 Business Rates Retention – It is proposed that from April 2020 the local government share of retained business rates will increase from 50% to 75%. Despite lobbying from the Local Government Association and local authorities this increased retention will come with additional burdens. As part of the new burdens it is likely that the Public Health Grant and other funding streams will end and have to be funded from the increased rate retention. It is not yet possible to determine what this will mean for Bradford as the business rate redistribution mechanism will have to be recalibrated. Until further detail is known it is suggested for planning purposes that this will be cost neutral for Bradford when it is implemented.
- 3.2.11 100% Business Rate Pilots – the Leeds City Region (LCR) 100% Business Rate Pilot was approved by DCLG. This means that if the seven member authorities of the pilot accept DCLG's offer they will forego their Revenue Support Grants and in return for retaining 99% of any growth or in the unlikely event dealing with any deficit. Further work is currently underway to repopulate the pilot model with updated NNDR1 figures and also s31 grant allocations. The proposed sharing mechanism is that 50% of the growth will be retained by the LCR pool and distributed by agreement of the members of the pool. The remaining 50% will be distributed on the basis of:
- 50% relating to the amount contributed by each pool member; and
 - 50% on population.

It is estimated that there would be a gain to Bradford of £1.8m from the 100% business rate pilot. Whilst the prospectus was for one year only it would make sense to extend the pilot into 2019/20 but this has not been confirmed.

- 3.3 Public Health Grant - On 21st December 2017 the Public Health Grant allocations for 2018/19 were announced together with indicative allocations for 2019/20. The allocations for Bradford were in line with expectations £41.8m 2018/19 and £40.7m for 2019/20 a 2.6% cut to the grant in each year.
- 3.4 School Funding - the Dedicated Schools Grant figures were released on 19th December 2017 and they are in line with expectations.
- 3.5 On Thursday 18th January 2018 a communication was received by all local authorities that information supplied by the VOA had led to incorrect Top Up and Tariff grants being included in the provisional local government settlement figures. We understand that there will be a reduction in the top up grant to Bradford. We

would expect that as the error arose elsewhere that local government should not be penalised financially. Work is on-going to quantify the value of the VOA data error.

4. LOCAL ISSUES

4.1 Council Tax

At the meeting of the Executive held on 9 January 2018 the Council Tax base for 2018/19 was approved as a total number of Band D equivalent properties of 140,348 which is the figure used in the Budget Consultation report. If the additional 1% increase in the Council Tax referendum were to be applied this would generate an extra £1.8m.

At the same Executive meeting the Council Tax Reduction Scheme was approved and that has also been factored into the Budget Consultation report.

4.2 Business Rates Base

As explained in paragraph 3.2.11 above the LCR 100% Business Rate Pilot was approved by DCLG. The implications of accepting this offer would be that the government will need to recalibrate the business rate distribution mechanism to ensure that the members of the LCR pool are no better or worse off compared to their business rate baselines. To undertake this recalibration the government will firstly extinguish the Revenue Support Grant (RSG) of the LCR pool members and then adjust their respective Tariff and Top Adjustments.

Whilst the structure of the budget for Net Resources will change as a result of the 100% Business Rate Pilot the combined baseline position currently presented in the Budget Consultation report for RSG, Localised Business Rates and Top Up Grant will remain the same. On top of this there is expected to be a gain to Bradford of £1.8m for 2018/19 through retained growth as part of the 100% Business Rate Pilot.

4.3 Business Rates Revaluation Relief

On 20 June 2017 the Executive approved the implementation of the West Yorkshire Business Rates Revaluation Relief Scheme to support businesses that face the steepest increases in their business rates bills as a result of the 2017 Business Rate revaluation.

The scheme which is fully funded by the Government will run for four years but funding will reduce each year.

Funding in year two is £558k and officers are currently modelling the level of support such an amount would allow. As such it is recommended that delegated authority is given to the Strategic Director of Corporate Services, in consultation with the Portfolio Holder, to finalise the scheme for 2018/19 and subsequent years whilst the Government funding is available.

4.4 New Pressures

4.5.1 Other than the savings that were identified as being at risk in Appendix G (ii) of Document AJ - Proposed Financial Plan Updated 2018/19 to 2020/21 Executive Report 5 December 2017 it is assumed that all other savings other than those associated with the West Yorkshire Combined Levy will be delivered in full.

4.4.2 In the Executive Budget Report AJ the saving 4R2 West Yorkshire Combined Authority (WYCA) Transport Levy requires a saving for Bradford of £1.234m for 2018/19 and a further reduction of £750k in 2019/20. The current budget papers for WYCA suggest a reduction in the levy of £1m for 2018/19 and a further £1m reduction in 2019/20. WYCA will meet on 1st February 2018 to agree its budget position. If the proposed reductions are approved then it is estimated that Bradford's share will only be £231k in each year. This would result in a shortfall of £1m in 2018/19 and a further £500k in 2019/20. For 2019/20 we are still planning on a £500k reduction in Bradford's share of the levy.

4.4.3 As explained in section 3.1 if the Pay Offer is accepted this would add a further £2.9m to the Council pay bill in 2018//19 and a further £2.1m in 2019/20.

4.4.4 The Quarter 3 Financial Monitor illustrates continuing pressure on Adult's and Children's Social care. Additional pressure is also being reported on Waste Disposal. It is imperative that these pressures are brought under control during 2018/19. The Quarter 3 report highlights £23.5m of savings plans that are currently being undelivered. Of these £15.6m have been added back for 2018/19 but £2m of these are expected to be delivered in 2019/20 and £8m in 2020/21.

4.5 Potential Effect of Items Highlighted in this Report

The potential effects of the items highlighted in this report are set out in the Table 1 below:

Table 1: Potential Impact of Items Highlighted in this Report

	2018/19	2019/20	Cumulative
	£m	£m	£m
Pay offer (3.1)	2.9	2.1	5.0
WYCA levy (4.4.2)	1.0	0.3	1.3
Potential cost pressures	3.9	2.4	6.3
Additional council tax income (4.1)	(1.8)	0.0	(1.8)
100% Business Rate Pilot (3.2.11)	(1.8)	1.8	0.0
Potential additional income	(3.6)	1.8	(1.8)
Potential shortfall	0.3	4.2	4.5

As can be seen there is the possibility of balancing 2018/19 but a £4.5m potential problem remains for 2019/20.

5. CAPITAL EXPENDITURE

There are no proposed changes to the current size of the capital investment plan that is fully funded in the budget papers. This will be kept under review.

6. OTHER MATTERS TO TAKE INTO CONSIDERATION

6.1 At 31 December 2017 the unallocated reserves stood at £14.5m. The current budget proposals do not assume any call on the unallocated reserves for 2018/19 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. To achieve this it would require that Council raise Council Tax by the extra 1% that was announced in the provisional local government settlement.

6.2 In a separate report to this meeting the Executive will consider feedback received to date from the on-going consultation processes on the 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.

6.3 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

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

8. LEGAL APPRAISAL

It is necessary to ensure that the Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2018/19 and budget proposals for 2019/20 at their meeting on 20 February 2018. 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 represented to this meeting of the Executive.

9.7 WARD IMPLICATIONS

There are no direct Ward or area implications resulting from this report.

10. NOT FOR PUBLICATION DOCUMENTS

None

11. RECOMMENDATIONS

11.1 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 2018/19 and budget proposals for 2019/20 at their meeting on 20 February 2018.

11.2 That the Strategic Director of Corporate Services be given delegated authority, in consultation with the Portfolio holder, to finalise and implement the Business Rates Revaluation Relief scheme for 2018/19 and subsequent years, whilst Government funding is available.

12. BACKGROUND DOCUMENTS

Document AJ - Proposed Financial Plan Updated 2018/19 to 2020/21 Executive Report 5 December 2017

Document AN – A Council Tax Reduction scheme for 2018/19 Executive Report 9 January 2018

Document AO – Calculation of Bradford’s Council Tax Base and Business Rates Base for 2018/19 Executive Report 9 January 2018

Document AU – Financial Position Statement for Third Quarter Executive Report 6 February 2018



Report of the Assistant Director of Finance and Procurement to the meeting of the Executive Board to be held on 6th February 2018.

AU

Subject:

Quarter 3 Finance Position Statement for 2017-18

Summary statement:

This report provides Members with an overview of the forecast financial position of the Council for 2017-18.

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.

Andrew Crookham
Assistant Director – Finance &
Procurement

Report Contact: Andrew Cross
Business Adviser Management
Accounting
(01274) 436823
andrew.cross@bradford.gov.uk

Portfolio:

Leader of the Council and Corporate

**Overview & Scrutiny Area:
Corporate**

Qtr 3 FINANCIAL STATEMENT FOR 2017-18

1.0 INTRODUCTION

This report is the third monitoring report presented to Members on the Council's 2017-18 financial position. It provides an early indication of the revenue and capital financial position of the Council at the 31st March 2018.

The report covers

- The forecast outturn of the Council's revenue budget including management mitigations where issues have been identified.
- The delivery of 2017-18 approved budget savings plan, and progress on the Transformation Fund allocated to projects that help deliver savings and transform services.
- 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.

1.1. MAIN FINANCIAL MESSAGES

- Based on a projection at 31st December 2017, it is forecast that Council wide expenditure will be £0.6m above the approved budget of £375.2m by year end. This is a £3.2m improvement from the position at Qtr. 2 resulting from;
 - A £3m increase in the Centrally Held budgets underspend to £8.4m due mainly to lower redundancy costs. There will be fewer redundancies than previously expected as services have managed to reduce posts by other means¹. Additionally, the average redundancy payment was also lower than estimated.
 - A £0.5m reduction in the Children's Services overspend to £3.9m due mainly to increases in the underspend in the Employment and Skills part of the department. However, an additional requirement of £0.5m for project work in 2018-19 also been identified to help deliver the £6m of Early Help savings, and further Dedicated Schools Grant (DSG) savings.
 - A £0.5m increase in the Corporate Services underspend to £2.2m due mainly to small scale improvements in services within Revenues and Benefits and Estates and Property.
 - The above improvements to the financial position are however partly offset by a £1m increase in the Health and Wellbeing overspend to £6.4m primarily due to increased activity and costs across Purchased Care budgets than previously forecast.
 - Additionally, although the Department of Place forecast overspend has remained the same at £1.6m, Waste Services have seen a £0.6m increase in their forecast overspend to £1.1m. These have been offset by changes in other parts of the Department.

¹ Since 2010, the Council has reduced the number of full time equivalent staff by over 2,200. Reductions have included 1,250 redundancies, of which 143 were compulsory, with the remainder accounted for by leavers whose posts that have not been subsequently recruited to. Total redundancies are also forecast to be 100 lower than budgeted this financial year due to staff turnover and the deletion of vacant posts.

- Despite the positive direction of travel, the Council is still forecast to overspend by £0.6m overall with significant overspends in Health and Wellbeing (£6.4m) and Children’s Services (£3.9m) linked to Social Care services.
- It should also be noted that the £6.4m forecast overspend in Health and Wellbeing is after using £10.1m of time limited ‘Improved Better Care Fund’² (ICBF) money and £0.7m of one-off reserves, without which the forecast would have been significantly higher. The IBCF is being used as outlined in the Integration and Better Care Fund delivery plan that has been agreed by the Health and Wellbeing Board and NHS England.
- The Department of Place is also forecast to overspend by £1.6m linked to Planning Transport and Highways (£0.8m); Sports and Culture (£0.8m) and Waste Services (£1.1m) offset by underspends in Neighbourhood Services (£1.1m).
- The overspends outlined above, are partly offset by underspends in Corporate Services (£2.2m), Non Service (£0.7m) and Central budgets and net transfers to reserves (£8.4m). The underspend in Centrally held budgets is mostly due to lower capital financing and redundancy costs than budgeted.
- Regarding the £46m³ budgeted savings programme, there are risks to the achievement of a number of plans, and it is forecast that £23.5m of savings will not be delivered as intended. The forecast underachievement is significantly higher than prior years reflecting the increased difficulty in delivering savings as the Council reduces in size, and lower priority areas have already been cut.
- One of the aims of this report is to highlight risks of under delivery, as any underachieved savings from 2017-18 and prior years will compound the difficulty of delivering future year savings and this is the main issue highlighted by this report.
- Given the level of forecast underachieved savings highlighted in prior reports, and the potential impact on 2018-19, the Leader of the Council determined that a formal group (“Star Chamber”) inclusive of the Leader, Deputy Leader, Chief Executive and Strategic Director of Corporate Services, should meet with the Portfolio Holders and Strategic Directors of Health and Wellbeing, Children’s Services and Place to suggest ways in which the budget proposals could be bought back on track or mitigated.
- The 2018-19 budget process has sought to address a number of underachieved savings. Of the £23.5m of savings that are forecast not to be delivered in year, £14.4m has been addressed through the 2018-19 budget setting process. Of this, £4.4m has been identified as not deliverable, with the remainder re-profiled to reflect a longer implementation period. Additionally, the £4.8m of travel assistance savings, will continue to be mitigated by Corporate contingencies until delivery plans are finalised.
- Regarding reserves, at 31st December 2017 reserves stand at £126.4m (Council £101.2m and Schools £25.2m). Net movements from reserves have led to a £26.6m reduction in total reserves from £153.0m at 1 April 2017. Section 6 details reserves.

² £10.5m of IBCF has been received in 2017-18. The additional money received will reduce to £6.2m in 2018-19, £3.5m in 2019-20 and £0 by 2020-21.

³ £37.5m of 2017-18 budget savings + £8.5m of budget savings not achieved in prior years

- Unallocated reserves required for contingency purposes, now stand at £14.5m. This is equivalent to just 1.7% of the Council's gross budget excluding schools.
- Regarding Capital Expenditure, the profiled resource position for 2017-18 for the Capital Investment Plan (CIP) stands at £90.4m with £51.7m incurred at 31st December.
- New schemes that are recommended to be added to the Capital Investment Plan include;
 - £0.25m for Customer Services to invest in new IT technology to improve self-serve, and reduce the number of face to face contacts and telephone calls requiring officer time.
 - £0.55m for the advanced acquisition and demolition of a property that is required for the Bradford to Shipley Corridor improvement project. The scheme is to be funded by short term borrowing prior to reimbursement from the West Yorkshire Transport Fund.
 - £0.55m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.
 - £0.11m to replace the Council's underground fuel tanks. The scheme will provide a flexible fuelling facility and minimise the risk to the Council of fuel loss.
 - £0.056m additional funding to complete essential repair works to Chellow Dene reservoir.
- Regarding Council Tax and Business Rates, the Council will receive the 2017-18 budgeted shares of Council Tax and Business Rates. Any variance from the budget to the outturn is carried forward into 2018-19, so only impacts on next financial year. It is currently forecast that Council Tax will be approximately £0.4m below budget; this will be carried forward into 2018-19 Council Tax Base.
- By 31 December 2017 the Council had collected £155.3m (75.5%) of the value of Council Tax bills for the year compared with £146.3m (75.2%) at the same stage last year. The collection of Business Rates also by 31 December was 78.93% compared to 78.35% at the same time last year.

2. COUNCIL REVENUE FORECAST

2.1 2017-18 Revenue Budget

The Council's approved net revenue budget of £375.2m is forecast to overspend by £0.6m.

- Table 1a shows the financial position of the Council by department to reflect that budgetary responsibility lies with the individual departmental management teams.

Table 1a – Revenue forecast by department

	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Health and Wellbeing	219.5	226.3	6.7	-106.0	-106.3	-0.4	113.6	119.9	6.4
Children's Services	477.1	481.7	4.5	-391.1	-391.7	-0.7	86.1	90.0	3.9
Department of Place	122.7	123.9	1.2	-56.6	-56.2	0.4	66.1	67.6	1.6
Corporate Services	267.9	263.7	-4.2	-223.5	-221.6	1.9	44.4	42.1	-2.2
Chief Executive	3.9	4.0	0.1	-0.1	-0.1	-0.0	3.8	3.8	0.1
Non Service Budgets	7.2	6.7	-0.6	-1.3	-1.4	-0.1	5.9	5.3	-0.7
Central Budgets & Net Transfers To Reserves	82.0	68.9	-13.1	-26.6	-21.8	4.8	55.4	47.1	-8.4
Total Council Spend	1,180.4	1,175.1	-5.3	-805.2	-799.2	6.0	375.2	375.8	0.6

- Table 1b shows the income and expenditure of the Council by priority outcome which reflect the alignment of resources with the priorities of the Council and the District as set out in the respective Council and District Plans. In essence the activities the Council undertake contribute to the delivery of the outcomes.

Table 1b – Revenue forecast by Council Plan Outcomes

	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Better Health Better Lives	445.8	458.0	12.2	-272.2	-272.9	-0.7	173.6	185.0	11.4
Better Skills, More Good Jobs And A Growing Economy	96.7	96.2	-0.5	-49.1	-48.5	0.5	47.6	47.6	0.0
Safe, Clean And Active Communities	61.8	61.7	-0.2	-23.1	-22.5	0.7	38.7	39.2	0.5
A Great Start And Good Schools For All Our Children	418.8	417.9	-0.9	-395.5	-395.8	-0.2	23.3	22.1	-1.2
Decent Homes That People Can Afford To Live In	5.5	5.5	0.0	-2.5	-2.5	0.0	2.9	2.9	0.0
A Well Run Council	87.6	84.9	-2.7	-32.6	-31.6	1.0	55.0	53.3	-1.7
Non Service, Fixed and Unallocated	64.2	51.0	-13.2	-30.2	-25.4	4.8	34.0	25.5	-8.5
Total Council Spend	1180.4	1175.1	-5.3	-805.2	-799.2	6.0	375.2	375.8	0.6

3.1 Delivery of Budgeted Savings proposals

- The combined budget savings of £36.5m in 2017-18⁴, and a further £1.1m Government cut to the Public Health Grant brings the total budget savings the Council has had to find in the seven years following the 2010 Comprehensive Spending Review (CSR) to £255.8m.

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
2017-18	37.5
Total savings	255.8

- The 2017-18 budget includes £37.5m of new budget reductions, however £8.5m of prior year savings were not delivered as planned in 2016-17, meaning that £46.0m of savings are budgeted to be delivered in 2017-18.
- In tracking progress made against each individual saving proposal, £22.6m (49%) of the £46m is forecast to be delivered, leaving £23.5m that is forecast not to be delivered. This is largely the same as reported at Qtr 2.

Table 3 Saving Tracker

	Prior year underachieved Savings outstanding at 31/3/17	2017-18 New Savings	Total Savings 2017-18	Qtr 3 Variance-Year
Health & Wellbeing	1.9	21.6	24.2	14.2
Children's Services	1.4	3.9	5.3	3.1
Place	0.4	6.0	6.3	1.4
Corporate	0.0	5.5	5.5	0.0
Corporate (CEO)	0.0	0.5	0.5	0.0
Non Service Budgets & Cross Cutting	0.0	0.0	0.0	0.0
Travel Assistance	4.8	0.0	4.8	4.8
Total	8.5⁵	37.5	46.0	23.5

- The forecast underachievement is higher than prior years reflecting the increased difficulty of delivering savings.

Table 4 Underachieved Savings £ms

2013-14	4.4
2014-15	2.3
2015-16	4.9
2016-17	7.9
2017-18	23.5 (forecast)

⁴ £24.3m of 2016-17 budget decisions to be delivered in 2017-18, less £1.1m amendments approved in Feb 2017, plus £13.3m of new budget savings approved in Feb 2017.

⁵ Underachieved savings from prior years include the value of underachieved savings from 2016-17 and 2015-16 that were not achieved by 31/3/2017.

- The planned savings that are at risk of not being delivered in full are outlined in greater detail in Section 4 - Service Commentaries, and are provided in full in Appendix 1.
- One of the aims of this report is to highlight risks of under delivery, as any underachieved savings from 2017-18 and prior years will compound the difficulty of delivering future year savings and this is the main issue highlighted by this report.
- The 2018-19 budget process has sought to address a number of underachieved savings. Of the £23.5m of savings that are forecast not to be delivered in year, £14.4m has been factored into the 2018-19 budget setting process. Of this, £4.4m has been identified as not deliverable, with the remainder re-profiled to reflect a longer implementation period. Additionally, the £4.8m of travel assistance savings, will continue to be mitigated by Corporate contingencies until delivery plans are finalised.
- The savings that are proposed to either be reprofiled or have been assessed to be undeliverable are outlined below. Alternate budget savings have been identified and these are outlined in the December 5th 2017 Executive Board report - 'Proposed Financial Plan updated 2018-19 to 2020-21'.

Ref	Description	Prior Year Savings	2018-19	2019-20	2020-21
		£'000	£'000	£'000	£'000
3A2	Changes to Home Care Services	-1,500	0	0	0
3A6	Changes to Learning Disability day care and procurement	-1,000	0	1,000	0
3A10	Changes to contracts for Learning Disability residential and nursing	-1,000	0	1,000	0
4A1	Adults Demand management	-8,000	0	0	8,000
3C7	Reducing the cost of high cost placements – Children's Social Care	-1,039	-250	0	0
3C8	Reducing the number of looked after children by 75	-815	0	0	0
4C4	Child Protection Management restructure	-60	-240	0	0
4C9	Disabled Children – reduce staffing on CAMHS and reduce budget by 1%	0	-34	0	0
4C10	Review Team – review budget and reduce by 2% in 2018/19	0	-24	0	0
4C14	Reducing agency spend in Childrens Social Care	-1,025	-36	0	0
4C15	Review of front door customer contact	0	-46	0	0
4R4	UTC Centralisation	0	-246	0	0
4H2	Revised terms and conditions	0	-280	-210	-210
4L1	Legal and Democratic Services – to reflect the reduced size and scope of the Council, reductions to Civic, Legal and Committee Services, including Overview and Scrutiny are proposed	0	-15	-15	0
Total		-14,439	-1,171	1,775	7,790

- = saving added back, + = saving reprofiled to future year.

3.2 Transformation Fund Progress

- In setting the 2017-18 and 2018 -19 budget in February 2017, the Council agreed to create a £5m Transformation Fund to support change and help deliver budget savings. The Council Plan Delivery Board has agreed the following allocations from the Transformation Fund.

Outcome	Number of Projects	2017-18 £000	2018-19 £000	2019-20 £000	Total Allocation £000	Total 2017-18 Spend Forecast £000
Better Health Better Lives	6	1,392	50	0	1,442	656
Better Skills, More Jobs	5	374	314	50	738	90
Safe , Clean and Active	2	40	20	0	60	10
A Great Start and Good Schools	3	245	120	20	385	87
Decent Homes	1	100	0	0	100	100
A Well Run Council	4	895	440	440	1,775	255
Total	21	3,046	944	510	4,500	1,198

- The remaining £0.5m is currently being held as a Challenge Fund for innovation projects.
- Lead in times of setting up projects and recruitment delays has resulted in the 2017-18 forecast spend of £1.198m being below the £3.046m allocated for the year. The unspent allocations from 2017-18 will be rolled forward into 2018-19.

4. SERVICE COMMENTARIES

4.1 Health and Wellbeing

Health & Wellbeing	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Operational Services	161.0	169.0	8.0	-59.4	-59.8	-0.3	101.6	109.2	7.7
Integration & Transition	12.1	12.1	-0.1	-1.9	-1.9	-0.0	10.2	10.2	-0.1
Strategic Director	0.8	-0.2	-1.0	-0.4	-0.4	-	0.4	-0.6	-1.0
Public Health	45.6	45.4	-0.2	-44.2	-44.3	-0.0	1.3	1.1	-0.2
Total	219.5	226.3	6.7	-106.0	-106.3	-0.4	113.6	119.9	6.4

- The Department of Health and Wellbeing is forecast to overspend the £113.6m net expenditure budget by £6.4m, all of which falls within Adult Services⁶. This is an increase of £1m from Qtr. 2 and is primarily due to higher activity and costs across Purchased Care budgets than previously forecast.
- The forecast overspend of £6.4m results from £14.2m of underachieved savings; further demand and cost pressures of £5m on the Purchased Care budget and other pressures across the department of £0.8m.
- These are partly offset by time limited Improved Better Care Fund (IBCF) money of £10.1m; the utilisation of £0.7m of one off reserves and £2.7m of compensating underspends across the department. The IBCF is being used as outlined in the Integration and Better Care Fund delivery plan this has been agreed by the Health and Wellbeing Board and NHS England.

4.1.1 Operational Services - Purchased Care

- At Qtr. 3 the Purchased Care budget within Operational Services is forecasting an overspend of £8.1m; this is after the allocation the £8m demand management saving (4A1) and the utilisation of £9.7m of the IBCF. The main areas of concern are detailed below:

4.1.2 Older People and Physical Disabilities (£1.4m overspend)

- Older People (OP) and Physical Disabilities (PD) Residential and Nursing care are forecast to overspend the £15m net expenditure budget by £1.5m, due to the unachievement of £2.5m of demand management savings, partly offset by £1m of time limited funding from the IBCF that has been allocated to this budget to enable the service to meet additional activity over the winter period.
- Despite this, the service is continuing previous year's trend and forecasting a significant reduction in the number of placements in line with the strategy.

	2014-15	2015-16	2016-17	2017-18
OP Residential	952	885	871	797
OP Nursing	383	346	333	328
PD Residential	87	88	72	68
PD Nursing	56	55	58	49
Total Services users	1,478	1,374	1,334	1,242*
Gross Costs	£41.9m	£40.9m	£39.2m	£38.4m (F)

⁶ Health and Wellbeing services areas excluding Public Health

(F) = Forecast *Service users at the end of Qtr 3.

- The service also has a £1m saving (3A13), linked to reducing long-term placements of Nursing and Residential Care which is forecast to be fully achieved at quarter 3.
- The reduction in residential and nursing placements has affected the Home Care budget, as more people are cared for in the community in line with the Home First strategy.
- The table below shows the increase in service users and hours of care delivered and increases in the overall costs of Home Care.

	2014-15	2015-16	2016-17	2017-18
Service users (at year end unless otherwise stated)	1,662	1,629	1,675	1,779*
Hours of Care 000s	869	865	887	1,047 (F)
Full Year Gross Costs	£11.4m	£11.2m	£12.0m	£15.1m (F)

(F) = Forecast (* at Qtr. 3)

- The increased costs have also been coupled with a budget reduction of £1.5m related to 2017-18 pre-agreed savings (3A2). This saving is forecast to be unachieved as the departments Home First strategy will result in increased Home Care expenditure as outlined above. The underachievement is also likely to recur in future years and it is proposed that this saving is reversed for the 2018-19 budget.
- However, funding of £5m has been applied to this budget from the iBCF to enable the service to increase homecare capacity which has resulted in the £15.2m Home Care gross expenditure budget to underspend by £0.2m. This funding, agreed in the Winter Plan, is to enable the service to increase homecare capacity, to increase fees paid to providers in order to stabilise the market and to pay a hospital retainers to providers to ensure people are transferred home quickly with support following discharge from hospital. Additional rapid response home support has also been commissioned from the market to support people in crisis to remain at home.
- The £1.5m pressure on Residential and Nursing, combined with increased expenditure on Direct Payments (£0.2m) is offset by underspends in Respite Care (£0.1m) and Home Care (£0.2m) which reduces the overspend on OP and PD to £1.4m.
- To help mitigate the overpend, work is on-going to reduce the overall demand pressure by supporting people to live in their own homes or in Extra Care supported housing, and using technology and equipment to increase independence. The department will work closely with health services to plan and deliver services.
- It should however be noted that Older Peoples care provision is already relatively low cost compared to other Councils. National ASCOF⁷ benchmarking data indicates that;
- Bradford has relatively low levels of admissions to costly Residential and Nursing Care compared to other Councils, indicating both low cost services, and a relatively limited ability to reduce further.

⁷ Source NHS Digital - 2015.16 ASCOF returns.

	Bradford	England Avg	Yorks & Humber
Long term support needs of older adults (65+) met by admission to residential and nursing care per 100,000	506	628	700

- Reablement Services which help keep people out of long term care are relatively effective.

	Bradford	England Avg	Yorks & Humber
Proportion of older people 65+ that are still at home 91 days after discharge from hospital into reablement and rehabilitation services	88%	83%	83%

- Delayed transfers of care from hospital are very low.

	Bradford	England Avg	Yorks & Humber
Delayed transfers of care per 100,000 population	3.2	12.1	10.2
Delayed transfers of care per 100,000 attributable to Adult Social Care	0.1	3.4	4.7

4.1.3 Learning Disabilities (£6.3m overspend)

- Learning Disabilities (LD) has a £41m net expenditure budget and continues to be a significant pressure for Adult Services with a forecast overspend of £6.3m after the utilisation of time limited IBCF funding of £3.2m.

Learning Disabilities Savings

- The service has 2017-18 savings totalling £6.9m of which £6m is forecast to be unachieved; there is also an additional savings pressure of £0.3m from 2016-17.
- LD Residential and Nursing Care has a saving target (3A10) of £1.3m relating to changes to block contracts arrangements. The service is working with providers to transform the models of care from Residential and Nursing Care to Supported Living in the community. It is however unlikely that the saving will be achieved this financial year, and the underachievement may recur in 2018-19. The 2018-19 budget proposals include deferring these savings to 2019-20.
- There is also a further £1m unachieved saving (3A6) linked to the Learning Disabilities block contract for day services; the service is working with the provider on the 're-imagining day services' agenda and the introduction of Individual Service Funds, to give more choice and support to clients, which should reduce costs over time. A pilot project has commenced, but it is unlikely that the saving will be delivered in 2017-18 and the underachievement may recur in 2018-19. The 2018-19 budget proposals include deferring these savings to 2019-20.

- Reviewing work is on-going to reduce packages of care where appropriate and achieve the combined Supported Living saving of £0.8m (3A2 and 4A2). To date, £0.4m has been achieved and the remaining £0.4m could reduce further as more support packages are reviewed and assistive technology is employed to manage risk and reduce costs.
- There is an additional high cost placement saving of £0.8m applied to LD budgets of which £0.5m is forecast to be unachieved. However, reviewing continues to be a priority and the department is working closely with the NHS to share costs where people have complex needs; this could result in further expenditure reductions.
- The service has been allocated £3m of the demand management saving (4A1), all of which is forecast to be unachieved in 2017-18

Learning Disability Further Pressures

- In addition to the unachieved savings above, the service has a further pressure of £3m which is mainly due to the rising costs of care (including care fee uplifts paid in 2017-18) and an increase in the number of clients supported to live in the community as indicated in the table below:

	2014-15	2015-16	2016-17	2017-18
Homecare/Supp. Living Clients (at year end unless otherwise stated)	445	501	459	502
Gross Costs	£6.3m	£7.7m	£8.7m	£10.8m

- The number of residential placements continues to decline in line with the plan as outlined below, the associated saving is however being offset by increasing costs of new placements for people with highly complex needs where the average unit cost per week has increased by £146 to £1,344 compared to 2016-17.

	2014-15	2015-16	2016-17	2017-18
Clients (at year end unless otherwise stated)	247	240	240	231 at Qtr 3
Gross Costs	£8.1m	£8.5m	£8.9m	£9.2m (F)

(F) = Forecast

- The department is in discussion with the Clinical Commissioning Groups to secure Continuing Health Care (CHC) contributions where appropriate.
- The allocation of £3.2m of IBCF to LD budgets has helped reduce the overspend on Learning Disability services in 2017-18 to £6.3m.

4.1.4 Mental Health (£0.5m overspend)

- Mental Health (MH) services are forecast to overspend the £8m net expenditure budget by £0.5m, due to pressures of £0.4m on Residential and Nursing Care fees and a further £0.1m pressure on Direct Payments.

- Although Residential and Nursing client numbers are generally lower than in prior years, the overspend is caused by a £36 increase in the average Residential and Nursing unit cost to £510 per week, and a recurrent overspend from 2016-17.

	2014-15	2015-16	2016-17	2017-18
Service users (at year end unless otherwise stated)	196	198	192	189 at Qtr 3
Gross Costs	£3.8m	£3.9m	£4.0m	£4.2m (F)

(F) = Forecast

- Home Care is also forecast to overspend the £1.6m net expenditure budget by £0.3m as client numbers are increasing.

	2014-15	2015-16	2016-17	2017-18
Service users (at year end unless otherwise stated)	141	108	138	150 at Qtr 3
Gross Costs	£1.3m	£1.4m	£1.6m	£1.9m(F)

(F) = Forecast

- The increase is partly due to the strategy of providing more care in the community and also due to the movement of clients from the MH block Supported Living contract to Home Care spot purchase packages of care. The overspend is mitigated by a compensating £0.3m underspend on the Supported Living block contract.

4.1.5 Drugs and Alcohol is underspending the £0.2m net expenditure budget by £0.1m as demand continues to reduce.

Demand Management and Other Savings.

In order to help deliver the £8m demand management saving (4A1) that has been allocated to Older People, Learning Disability and Physical Disability Purchased care as outlined previously, the department has 4 main work strands:

- First point of contact - savings will be achieved from streamlining and improving the 'Front Door' offer by focusing on self-help and prevention through to initial proportionate assessment and triage, with the aims of helping people remain independent and happy at home.
- Re-imagining day opportunities - savings will be achieved by implementing Direct Payments and Individual Service Funds. These will be in keeping with the Care Act Powers and Duties and Section 11 Care & Support Statutory Guidance. Work is also underway to review learning disability clients whose support plans include day care but are also receiving Direct Payments and living in Supported Living.
- Maximising Independence - The department will use evidenced based best practice on demand management in social care to establish a baseline of current performance and then agree a target to be achieved by implementing the agreed operating model approved earlier in the year by the Council Executive. The joint working with partners as part of the Better Care Fund delivery plan will include this demand management approach.

- Review of care packages: The department will look in detail at the funding status and continuing appropriateness of the 300 packages of care/placements costing in excess of £35k per year, and also review house by house people in supported living.
- A review of spending will seek to identify any further savings.

Further **savings pressures** across the department are as follows:

- The £0.6m saving linked to changes in the Contributions Policy (3A1) is forecast to be unachieved as the implementation of the new policy was initially delayed. The policy has now been agreed and the underachievement will not recur in 2018-19. As this underachievement is one-off in nature, the department will utilise £0.7m of reserves to mitigate this pressure in 2017-18.
- The saving linked to reviewing charging arrangements for people with a Mental Health (MH) need (3A12) of £0.2m is forecast to be unachieved, as well a recurrent pressure of £0.2m from 2016-17 savings. All people with a Mental Health need who are assessed as eligible to contribute to their care are now being charged; the shortfall relates to people who have Section 117 status who are entitled to free after-care following discharge from hospital. These people will continue to be reviewed to ensure they are receiving appropriate levels of care.
- There is also a shortfall of £0.3m on the changes to Housing Related Support saving of £1m (3A7) and £0.1m on the Review of LD Travel Support (3A8). Work is on-going in both areas to achieve the savings by the end of the financial year.

Other Departmental Pressures

In addition to the underachieved savings and pressures on Purchased Care budgets outlined above, Health and Wellbeing also have some other financial pressures;

- The No Recourse to Public Funds budget continues to overspend by £0.2m due to the increase in the number of families who are entitled to support. The increase is due to more people being entitled to this support for longer, due to the length of time it takes for their status to be clarified. Non-recurrent investment of £0.4m has been applied to this budget in 2017-18; therefore, if demand continues at the current level, this budget will overspend by £0.6m in 2018-19.
- The Safeguarding budget is forecast to overspend by £0.4m due to additional staffing costs incurred to address the backlog of Deprivation of Liberties assessments
- The department will address this budget shortfall in 2018-19.

4.2 Children's Services

- Children Services are forecast to overspend the £86.1m net expenditure budget (£477.2m Gross budget) by £3.9m.

Children's Services	Gross expenditure			Income			Net expenditure		
	Budget	Forecast	Variance	Budget	Forecast	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Directors Office	0.4	0.4	0.0	-	-	-	0.4	0.4	0.0
Learning Services	301.2	301.3	0.1	-305.5	-305.6	-0.1	-4.2	-4.3	-0.0
Children's Specialist Services	58.9	64.5	5.5	-3.9	-4.2	-0.3	55.0	60.2	5.2
Performance, Commissioning	14.0	14.1	0.1	-0.8	-0.8	-0.0	13.2	13.3	0.1
Deputy Director	102.6	101.4	-1.2	-80.9	-81.1	-0.2	21.7	20.3	-1.4
Total	477.1	481.7	4.5	-391.1	-391.7	-0.7	86.1	90.0	3.9

The forecast overspend is inclusive of a £3.1m shortfall in the budgeted savings for 2016-17 and 2017-18. The main variances are outlined below.

- (3C8) - The £0.8m savings plan from 2016-17 to reduce the numbers of Looked After Children by 75 to 800 is forecast to be unachieved as numbers have increased from 875 at the time of the plan, to 978 at the end of Qtr. 3.
- (3C7) - The £0.6m savings plan from 2016-17 to bring Children cared for outside the District back into Bradford is forecast to be unachieved as numbers are increasing. Consequently, the further savings of £0.5m for 2017-18 are also forecast to be unachieved. Problems have been encountered with the District being able to provide the specialised accommodation which is often required by some out of area children. The service is continuing to seek to address this situation.
- (4C14) - The £1m saving linked to reducing Agency spend in Children's Social Care Services is forecast to not be delivered. Agency expenditure has reduced but staff have been recruited into vacant Social Work posts. The service has been able to reduce the agency staff by 20 full time equivalents.
- (3C4) - £0.2m of savings in relation to Children's Social Care management is forecast to be under achieved, and is in the process of being reviewed.
- £2.9m of the current £3.1m shortfall in savings have been identified as unlikely to be delivered, and these are proposed to be addressed as part of the 2018-19 budget setting process. A further £0.6m of 2018-19 savings in relation to Children's Social Care agreed as part of the 2017-18 budget setting process have also been identified as unlikely to be delivered, and these are also proposed to be addressed through the 2018-19 budget setting process also.

In addition to savings directly linked to Children's services, the Travel Assistance saving is also forecast to be unachieved.

- The Council allocated £5.9m of budget savings in relation to Travel Assistance of which £1.2m has been delivered leaving £4.8m outstanding. The service will continue to look at options of making further savings in 2017-18. The forecast underachievement is covered by Corporate contingencies in 2017-18.
- The Travel Assistance service has come under the Assistant Director of Performance, Commissioning and Partnerships from the 1st of April. The School

Travel team and the Travel Training team have been moved from the Department of Place into Children's Services. The Travel Assistance Board has commissioned an external review of the current arrangements and will then be commissioning external support to achieve the savings identified which should be in place by April 2018. Delivery of some of the actions from the external review have already commenced.

4.2.1 Children Social Care Service

Children's Social Care are forecast to overspend the £55.0m net expenditure budget by £5.2m inclusive of the underachieved savings and demand pressures outlined below. The main variances include:

- 2016-17 undelivered savings of £1.4m linked to reducing the number of Looked after Children to 800 (3C7), and bringing children cared outside Bradford back into the district (3C8) as outlined above.
- A £1.8m overspend on the £7.6m external purchased placements budget due to higher demand.
- The fees and allowances budgets of £17.6m are also anticipated to overspend as follows:
 - Special Guardians Allowances £0.3m
 - Adoption Allowances £0.2m

The above overspends and underachieved savings result largely from increases in the numbers of Looked After Children and Children receiving support as demonstrated in the table below.

Type of Placement (Avg numbers)	2014-15	2015-16	2016-17	2017-18 Qtr3
Placed with Parents	84	86	119	116
Placed for Adoption	63	38	24	24
Friends and Families	218	206	232	230
Foster Parents	349	365	365	372
Fostering Agencies	32	32	38	54
Residential Care	68	63	58	52
Residential Care (Ext)	46	50	47	43
Other	37	34	48	63
Sub Total (Number of Looked After Children)	897	874	931	954
Residence Orders	65	69	59	51
Adoption Orders	270	271	260	244
Special Guardianship Orders	240	277	304	319
Sub Total (Chd in Permanent Arrangements)	575	617	623	614
Total Children Receiving Support	1,472	1,491	1,554	1,568

Since 2012-13 the numbers of Children receiving support has increased by 266 from 1,302 (a 20% increase). This is inclusive of a 65 increase in Looked After Children numbers (+7%),

whilst the number of children in permanent arrangements; which are both less disruptive for the child, and less costly, have increase by 201 (49%), indicating that the increase in demand is being efficiently managed.

In addition to overspends linked to Children receiving support, other Social Care forecast overspends include:

- A pressure in delivering 2017-18 budget savings in relation to Agency spend (£1.0m), Administration (£0.1m) and Children Social Care management (£0.2m).
- Internal residential provision is forecast to overspend the £4.7m net budget by £0.3m due mostly to staffing costs.
- Social Work services are forecasting an overspend of £0.4m on a £9.9m net budget.
- Through and After Care service is forecasting to overspend the net budget of £5.4m by £0.2m on salary and placement cost.
- The above pressures are partly offset by forecast underspends on the Legal/Court cost budget of £0.4m and Early Help services (£0.3m).

At a local level, the above budget overspends were experienced despite a local context of:

- Success in managing the proportion of children needing care. Bradford has 61 Looked after Children per 10,000 Children, compared with a statistical neighbour average of 74 per 10,000 Children. This figure is also significantly lower than the majority of core cites. Indicatively, if the numbers of Looked After Children in Bradford were the same as average statistical neighbour⁸ benchmarks, the cost of supporting Looked After Children would be approximately £6.8m higher per year.
- Early management of risk - Bradford has 38.2 children per 10,000 on a Child Protection Plan, which compares well to a national rate of 43.1 per 10,000 and a regional average of 41.7 per 10,000.
- Bradford has achieved strong performance for Children's Social Care despite a comparatively low cost base. Comparator information about per capita spending on children demonstrates that Bradford has the lowest cost base within West Yorkshire, a significantly lower cost than the average for both Metropolitan and national authorities.
- A 9% reduction since October 2016 in children who are on care orders as the child is now placed with parents. This saves the cost of providing support for the child through e.g. fostering or residential care.
- Increasing Social Worker workloads: Caseloads per Social Worker in Bradford (16.1) are now above the national (15) and regional averages (12).
- Improving value for money in respect of placements. Actual costs reduced marginally in 2016-17 while delivering a higher number of care nights.

⁸ A benchmarking group consisting of Councils most similar to Bradford socio-economically.

Mitigating Actions

- Children's services plan to mitigate the forecast overspend 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.
- The Journey to Excellence and Innovation ("B" Positive Pathways) programmes have been established to deliver change programmes across Children's Social Care.
- Robust control measures are in place and a review of spending will seek to identify any further savings. Plans are in place to address the shortfall in the remainder of the year which include;
 - Review of all budget areas with service managers, Finance, and Commissioning to identify any further compensatory savings.
 - Budget oversight delegated down to Team Manager level to ensure management grip of spending on the front line.
 - Make further use of the Innovation Fund and Rapid Response to reduce the numbers of children in particular teenagers coming into the care system and going to out of area placements.
 - Undertake a review of all young people coming into and leaving the care system to inform forward forecasting and identify areas where alternatives can be explored.
 - Internal change board continues to monitor and challenge spending.
 - Star Chamber process started in July 2017 challenging spending and savings delivery.
 - To increase our supply of in house foster carers through a refreshed recruitment process underway through the fostering review.
 - Work with other West Yorkshire authorities to review the White Rose agreement is underway to maximise joint purchasing powers and efficiencies.
 - Seeking more creative ways with Service Managers to put in place local care packages to reduce out of area placements. This has been enabled by very recent Ofsted changes to the requirements for regulated placements.
 - A cross system piece of work has started led by the Children's Transformation and Integration Group looking at the impact of children originally from outside of the district, and in particular Central and Eastern Europe on services, with the aim of identifying opportunities to deliver services differently and reducing the amount spent on specialist elements. This is being led by Children's Services senior staff, and will bring together colleagues from all key agencies including health, the Voluntary and Community Sector, education, the police and social care.

- Given the increases in Looked After Children numbers and other pressures on Childrens Social Care services it is also clear however that a number of budget plans will not be delivered and alternative savings plans have needed to be found as part of the 2018-19 budget setting process.

4.2.2 Performance Commissioning and Development

- Performance, Commissioning and Development are forecast to overspend the £13.2m net expenditure budget by £0.1m as a result of a salary overspend on Child Protection services.

4.2.3 Education, Employment and Skills

- Education, Employment and Skills is forecast to underspend the £21.7m net expenditure budget by £1.4m.
- The service is on target to deliver £1.7m of DSG savings/reductions in 2017-18.
- There are underspends on staffing budgets on Early Childhood Services £0.3m, Special Education Needs Services £0.2m, 14-19 Service £0.2m, Primary Achievement Service £0.1m and Education Liaison Team £0.1m.
- The Achievement/School Intervention budget is forecasting an underspend of £0.3m and the £5.6m budget for Pension payments to former teachers and lecturers is set to underspend by £0.1m.
- Play Service is set to generate surplus income of £0.1m and there is a £0.1m underspend on non staffing budgets across Early Childhood Services.
- There is also a current pressure related to income generation in the Curriculum ICT team of £0.1m, and £0.2m on the Connexions contract. The pressure is currently being addressed through additional income in other parts of Education, Employment and Skills.
- In 2018-19 Education, Employment and Skills are tasked with delivering major transformation in relation to the Special Education Needs and Disabilities(SEND) services and Early Help services that will generate Dedicated School Grant (DSG) and Council Base budget savings. Although £0.2m has been allocated as part of the Transformation Fund, the service has identified a budget shortfall of £0.5m to support the delivery of these transformation changes from 2018-19. The additional funding need is to help ensure that support services have the capacity to support the transformation programme plus resources are required for staff support and training.

4.3 Department of Place

The department is forecast to overspend the £66.1m net expenditure budget (£122.7m gross budget) by £1.6m.

	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	0.6	0.6	0.0	0.0	0.0	0.0	0.6	0.6	0.0
Fleet & Transport Services	12.8	12.5	-0.3	13.4	13.1	0.3	-0.6	-0.6	0.0
Waste Collection & Disposal	28.1	29.3	1.2	6.1	6.2	0.0	22.0	23.1	1.1
Neighbourhoods & Street Scene	18.4	17.5	-0.8	6.0	6.2	-0.3	12.4	11.3	-1.1
Sports & Culture Services	31.5	32.6	1.1	20.9	21.0	-0.1	10.6	11.6	0.9
Economy & Development Services	11.2	11.0	-0.2	3.7	3.7	0.0	7.6	7.3	-0.2
Planning, Transportation & Highways	20.2	20.4	0.2	6.7	6.1	0.6	13.5	14.3	0.8
Place	122.7	123.9	1.2	56.6	56.2	0.4	66.1	67.6	1.6

- The £1.6m forecast overspend position is due to pressures within Planning, Transportation & Highways (£0.8m) in conjunction with the continuing pressure within Sports Facilities (£0.8m) and Waste Services disposal costs (£1.1m), offset by forecast underspends in Neighbourhoods and Streetscene linked to lower expenditure, and higher revenues from parking and fines.
- Of the £6.1m planned savings, £1.4m is forecast not to be achieved, although £0.3m in offsetting mitigating savings have been found, reducing the balance to £1.1m. The forecast underachieved savings are as follows;
- (3E4) - The £1.0m saving linked to alternative weekly collections is forecast to be underachieved by £0.4m. The planned number of round reductions has been revised from 10 to 8. Furthermore, 2 of the 8 rounds have been retained for contingency reasons whilst the new collection rounds bed in following the introduction of AWC. This contingency will cease in February 2018.
- (3E2) – Introduction of Charges for Green Waste Collection, £0.1m of the £0.3m saving related to the loss of one collection round which has been delayed until the start of 2018-19.
- (R19) - The £0.2m saving linked to Highways cost reduction from 2016-17 was forecast at Qtr1 to be unachieved but since then progress has been made to reduce the energy load of street lighting thus delivering cashable benefits in full year of approximately £0.1m.
- (3E11) – The £0.1m saving linked to restructuring the Sports and Culture Management Staffing is also forecast to be unachieved.
- (3R18) – The £0.1m saving linked to restructuring Planning Transport & Highways and Transferring Functions to the West Yorkshire Combined Authority is forecast to be unachieved.
- (4R4) – The £0.1m saving linked to the Centralisation of Urban Traffic Control including reduced maintenance of street lighting asset is forecast to be unachieved. The saving has been mitigated in 2017-18 by utilising one off external funding.
- Other smaller scale underachieved savings totalling £0.4m in Sports and Culture

services which are not expected to recur in 2018-19.

4.3.1 Waste, Fleet & Transport

- Fleet & Transport Services are forecast to balance the £0.6m net income budget (£12.8m gross expenditure budget). Reduced income of £0.1m within Licensing and Land charges has been mitigated by savings within Passenger Transport Services and an overachievement of income from the training division.
- Waste Services are forecast to over spend the £22.0m net expenditure budget (£28.1m gross budget) by £1.1m, due to overspends in Waste Disposal.
- This over spend is largely comprised of the following;
- Unbudgeted increase in the interim disposal contract price (from 01/10/17) prior to the commencement of the newly signed 12-year Waste Disposal contract on 1st April 2018 (£0.4m).
- £0.5m costs at the Materials Recycling Facility (MRF), Bowling Back Lane; the MRF operation is unbudgeted, the service plan at the outset was that savings from reduced residual waste would off-set MRF costs. This has only been partly achieved as the full year effect of reduced residual waste (and thus reduced costs) will not be felt until 2018-19.
- Capacity issues at the MRF due in part to contamination of recyclable materials have resulted in additional costs (£0.4m) owing to the need to use third party recycling facilities including additional haulage costs (unbudgeted).
- Shortfall in income received from sale of recyclable materials (£0.3m) due to a combination of capacity issues at the MRF and reduced unit prices for recycle sales.
- Waste operating costs forecast to be £0.45m over budget; this includes running costs for the Bradford & Keighley transfer loading stations (TLSs) and additional haulage costs. The overspend is partly due to higher tonnes of waste going through transfer loading stations that requires haulage to disposal points, as fewer tonnes are direct delivered to our interim residual waste disposal contractor. Odour management issues at their site on Canal Road has meant that Waste services have had to transfer haul more tonnes to other disposal points since September 2017, and the associated costs were not budgeted for.
- The additional costs linked to the new Waste disposal contract including additional haulage costs have been factored into the 2018-19 budget setting process.
- The above overspends (totalling £2.0m) are however being partly offset by reductions in residual waste disposal tonnes and costs, as a result of the roll-out of alternate weekly collections. This is resulting in higher recycling tonnes, lower residual waste tonnes, and fewer tonnes going to costly landfill or alternative treatment than in previous years.
- The forecast at Q3 for disposal of residual waste to the main contractor or landfill is £0.8m lower than the £12.3m budget and highlights the success of AWC and the positive impact it is having on residual and recycling kerbside tonnages.

Mitigating Actions

- Waste Services have introduced a further shift at the MRF to boost capacity. This will ensure that benefits from sortation of recyclates are achieved both in terms of increased income from recyclate sales and reduced need to use third party recycling facilities. Waste services will continue to seek out the best price for recyclate sales in tough market conditions by tendering on a bi-monthly basis. Waste advisors are also following up on the issue of contaminated kerbside recyclates and are targeting specific identified areas of concern.

4.3.2 Neighbourhoods and Customer Services

- Neighbourhoods and Customer Services are forecast to under spend the £12.4m net expenditure budget (£18.4m gross budget) by £1.1m as a result of underspends in Uniformed Services (£0.6m) linked to lower expenditure, and higher revenues from car parking and fines than budgeted, and underspends totalling £0.5m in Neighbourhood Services, Customer Services, Youth Services and Street Cleansing.
- Budget savings of £1.4m are forecast to be delivered as planned.
- Within Uniformed Services, revenues from car parking tickets, parking fines and bus lanes fines are forecast to over achieve the budget by £0.3m. However, based on actual revenues to December, it is expected that bus lane fines and fixed penalty notices will be £0.2m lower than prior years, indicating that the cameras and fines regime is changing behaviour as intended.

Uniformed Services	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
9301 Tickets	(1,247)	(1,340)	(1,417)
9303 Contract Parking	(141)	(143)	(117)
9345 Parking Fines & Fixed Penalty Fines	(2,705)	(2,382)	(2,180)
Other Income	(24)	(75)	(65)
TOTAL Income	(4,117)	(3,940)	(3,779)

4.3.3 Sports and Culture

Sports & Culture	Gross Expenditure			Income			Net Expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
AD Leisure Services	0.3	0.5	0.2	0.0	0.0	0.0	0.3	0.5	0.2
Facilities	5.8	6.6	0.8	4.6	4.7	(0.0)	1.2	1.9	0.8
Sports Development	0.5	0.5	0.0	0.2	0.2	0.0	0.3	0.3	0.0
Swimming Development	0.4	0.4	0.0	0.2	0.2	0.0	0.2	0.2	0.0
Sports & Leisure - External	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Technical	0.5	0.5	0.0	0.2	0.1	0.1	0.3	0.4	0.1
Parks Services	3.2	3.2	(0.0)	0.6	0.5	0.2	2.5	2.7	0.2
Bereavement Services	1.8	1.9	0.0	3.2	3.3	(0.1)	(1.3)	(1.4)	(0.1)
Prudential Borrowing / Equip Purch	1.1	1.0	(0.1)	0.0	0.0	0.0	1.1	1.0	(0.1)
Parks & Landscapes - Ext Funding	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Assistant Director Culture	0.0	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0	(0.0)
Libraries	3.3	3.3	0.0	0.2	0.2	(0.0)	3.2	3.2	0.0
Museums	2.1	2.1	0.0	0.2	0.2	0.0	1.8	1.8	0.0
Community Halls	0.4	0.4	0.0	0.3	0.3	0.0	0.1	0.1	0.0
Theatres	7.6	7.5	(0.1)	7.1	7.0	0.1	0.4	0.4	(0.0)
Markets	1.7	1.6	(0.1)	2.9	2.8	0.0	(1.1)	(1.2)	(0.0)
Tourism	0.6	0.7	0.1	0.1	0.1	0.0	0.5	0.6	0.1
Culture Policy & Events	2.3	2.5	0.2	1.0	1.4	(0.4)	1.3	1.1	(0.2)
Sports & Culture	31.5	32.6	1.1	20.9	21.0	(0.1)	10.6	11.6	0.9

- Sports & Culture are forecast to overspend the £10.6m net expenditure budget (£31.5m gross budget) by £0.9m.
- Planned savings of £0.9m are forecast to be underachieved by £0.3m in year (Sports and Culture staffing - £0.1m, Museums staffing - £0.1m and the Review of Tourism - £0.1m). The full year effect of the saving will be delivered in 2018-19.
- Employee costs within Sports Facilities are forecast to overspend the £4.4m budget by £0.7m. This is in the main driven by pressures due to spend incurred on monthly allowances & casual staff as reported previously.
- Sports Facilities have had higher costs, lower income and lower attendances than in prior years, resulting in an increase in the subsidy per attendance at the 3rd quarter. Attendances have reduced in part due to the closure of Eccleshill pool for refurbishment.

	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Sports Facilities			
Gross Costs £000s	4,432	4,854	4,899
Income £000s	(3,009)	(3,068)	(3,022)
Direct Net Costs £000s	1,422	1,785	1,877
Total Attendances 000s	1,330	1,318	1,229*
Gross Managed Cost per attendance	£3.34	£3.68	£3.99
Income Per Attendance	-£2.27	-£2.33	-£2.46
Direct Subsidy per attendance	£1.07	£1.35	£1.52

(YTD = Year to Date)

- Parks services are forecast to overspend the the £2.5m net budget by £0.2m due to lower income than budgeted. This is due largely to reduced fee income from bowls & other activities, tree cutting, gritting and grounds maintenance.
- Bereavement Services are forecast to receive £0.1m more than the £1.3m net income budget linked to the numbers of burials and cremations administered being

higher than budgeted.

- Transitional funding for Libraries and Tourism ceased at the end of 2016-17. The timing of approval of the new destination management plan and tourism strategy has meant full year savings for Tourism will not be achieved resulting in an overspend of £0.1m. It is not expected that the underachievement will recur in 2018-19.
- Libraries, Museums, Community Halls, Theatres and Markets are all forecasting a breakeven position against net budgets of £3.2m, £1.8m, £0.1m, £0.4m & -£1.1m respectively. Markets are forecasting an under achievement of £0.2m against the net income target of £1.1m. However, this is expected to be balanced off at year end either through use of the Markets Reserve, or if the Department prioritises plans in relation to the new markets development through other means subject to available funds.
- Regarding performance, Museum visitor numbers have increased.

Museums	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Gross Costs £000s	1,644	1,690	1,760
Income £000s	(237)	(471)	(254)
Direct Net Costs £000s	1,408	1,219	1,506 ⁹
Number of visits	167,080	163,933	186,155
Net direct cost per visit	£8.43	£7.44	£8.09

(YTD = Year to Date)

- The increase is largely due to the opening of the Hockney Gallery at Cartwright Hall where visitor numbers increased from 31,000 visits to 53,000 in comparison to the same point in 2016-17.
- Library visitor number are continuing to decline, linked largely to reducing provision.

Libraries	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Gross Costs £000s	2,600	2,769	2,523
Income £000s	(123)	(81)	(124)
Direct Net Costs £000s	2,477	2,688	2,399
Books and Media Loans (Sitelib13)	820,621	814,418	755,472
Number of New Borrowers (Sitelib_08)	10,295	10,902	9,805
Number of Visits (Sitelib01)	1,074,238	1,016,892	943,426
Gross direct cost per visit	£2.42	£2.72	£2.67

(YTD = Year to Date)

- At the half year Theatre visits were significantly lower than prior years linked to the closure of St Georges for refurbishment, and 'Wicked' being a well attended show at the Alhambra in the first part of 2016-17. Overall ticket sales are expected to be lower in 2017-18 due to fewer big shows and shorter runs. The pantomime and 'Warhorse' are however expected to sell well in the remainder of the year.

⁹ Net costs have increased as a result of one off costs associated with the creation of the Hockney Gallery, and lower income than last year due to a grant being received in 2016-17.

Theatres	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Gross Costs £000s	7,599	9,421	6,505
Income £000s	(6,200)	(7,138)	(4,694)
Direct Net Costs £000s	1,399	2,284	1,812
Alhambra Ticket Sales	204,000	251,000	188,000
St Georges Hall Ticket Sales	53,000	0	0
Total Ticket Sales	257,000	251,000	188,000

- The Markets service is also seeing reductions in units occupied, due mainly to reductions at the Oastler Market linked to lower footfall following the closure of the adjoining Morrison's supermarket. The service is continuing to review its provision.

Markets	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Gross Costs £000s	969	853	1,225
Income £000s	(2,366)	(2,321)	(2,265)
Direct Net Costs £000s	(1,396)	(1,469)	(1,040)
Indoor Units Occupied	510	495	454
Wholesale Unit Occupied	21	21	19
Outdoor Units Occupied	94	86	62
Total Units Occupied	625	602	535
Visitor Numbers 000s	4,490	4,289	4,046

- Within Strategic Culture Policy & Events a £0.2m underspend is being forecast against a net budget of £1.3m, which is as a result of the success of this year's Bingley Music Live festival.
- The event was a sell-out, and the festival is forecast to have made an operating surplus of £0.2m. This is a significant improvement on last year's event which was loss making. The number of tickets sold and income from ticket sales was significantly improved on prior years reflecting a successful event.

Bingley Music Live	2015-16	2016-17	2017-18
Total Ticket Sales	37,054	26,874	45,000 sell out
Total Ticket Income £000s	654	555	1,050

- Other areas of Strategic Support & Projects are continuing to report a break even position.

Mitigating Actions

- Sports and Leisure have a well understood finance pressure within Sports Facilities operations. Department of Place are finalising a proposal that will introduce a broad plan for bringing the service back into line.

4.3.4 Economy and Development Services

- Economy & Development Services are forecast to underspend the £7.6m net expenditure budget (£11.2m gross budget) by £0.2m.
- Budgeted savings of £0.3m are forecast to be delivered during the year as planned.
- At Qtr. 3 there is a significant saving (£130k) being reported in the delivery side of Economic Development and some greater than planned spend (£39k) in Economic Development Programmes. However, some expenditure on programmes will be deferred to 2018-19 specifically;

£0.125m	for developing local business improvement district
£0.4m	in respect of Executive recommendation for European Structural Investment Fund match funding
£0.2m	relating to Executive's recommendation to commit funding for Enterprise Support
£0.1m	Economic Strategy development (marketing, communications, publications & project development)
£0.821m	TOTAL

- The Development Team continue to deliver the Baildon Business Park which is now reaching the final stage with construction of units on the last 2 plots about to begin. By the end of 2018 the scheme should be completed.
- The team are also working with the owners of the former Harold Town building in Keighley to bring to market up to 150,000 sq ft of much needed industrial space.
- Work has now started on developing projects on the three Enterprise Zone sites in the District. The team are working with land owners, internal colleagues and external agencies to bring forward developments which over the next 10 years could bring to market over 500,000 sq ft of new industrial property.
- The next phase of New Bolton Woods has been approved and house builder Keepmoat will deliver 140 new houses. In addition, Skipton Properties are on site at Crag Road to deliver circa 60 properties in the first phase of a redevelopment of a brownfield site. Further phases of the development should also see improvements to Shipley Station in the form of a new Park and Ride facility.
- One City Park - The site development opportunity was launched at MIPIM UK in mid-October. This initial market exposure is being used to undertake a formal Expression of Interest (EOI) process to decide on a short list of preferred developers. Alongside this, work has begun to identify potential occupiers. The EOI process will take place during the first quarter of 2018 with a view to securing a preferred development partner by the summer of 2018.
- Bradford has been successful in gaining an in principal funding agreement with the European Regional Development Funding Managing Authority (DCLG) and has signed funding agreements with the European Structural Fund Managing Authority

(Department for Work and Pensions) for support for a five year Community Led Local Development (CLLD) programmes for Bradford Central and Keighley. The Council, as Accountable Body, is working with delivery partners Action for Business Ltd and Cnet in Bradford and Airedale Enterprise Services, in Keighley. Subject to funding agreements in place, the planned programmes are Keighley CLLD a £4.8million Programme and Bradford Central a £6million Programme.

- The Programmes Team is looking to commission a three-year programme of support that complements, fills gaps, and provides referral routes into current business and enterprise delivery. The programme will assist businesses in sectors not eligible for European Structural Investment Fund support (i.e. retail, hospitality, etc.) – prioritising small independent visitor economy businesses and market traders in Bradford City Centre and the town centres in the Aire Valley. In addition, the Programme will deliver pre-start support in disadvantaged communities, assisting individuals who are not eligible for current provision or who need additional support to access it. It is proposed that the programme will commence from April 2018.
- Economic Development Programmes Team continues to deliver the City Centre Growth Zone extending the Rates Rebate Scheme to 31st March 2020 and increasing the Priority Streets area to include Darley Street, Kirkgate, Rawson Place, Rawson Square, Ivegate, Tyrrel Street, Bank Street, North Parade, Queens Gate, Piece Hall Yard, Upper Manor Row, New Market Place, Albion Court and Hustler Gate.
- Education Client Services are forecasting an underspend of £0.1m against their £1.6m net budget, which is the result of vacancy savings as well as a significant underspend on school security costs compared to previous years.
- Housing Operations is on track to balance its £1.1m net budget. The Housing Operations team administers the statutory licensing scheme for high risk houses in multiple occupation. Legislation dictates that income generated through this scheme must be used to deliver the scheme. The service has agreed a delivery plan to utilise the income over a 5 year period, but will need to retain the funding in a ring fenced reserve for this purpose.
- The Housing Development service is projecting a balanced budget at year end. Prudential borrowing charges for all the completed affordable housing schemes are now being met from the rental income. This will leave a surplus of approximately £120k which will need to be placed in the sinking fund reserve to fund future maintenance responsibilities.
- Housing Strategy is forecast to balance its £1.9m net budget.
- Bed & Breakfast projected expenditure for 2017-18 has been increased by continued pressure in complex homelessness cases, consisting of individuals and families whom the Council has a statutory duty to accommodate. Changes to the Government Housing Benefit scheme have both reduced Council income, and increased difficulties of client move on from this provision. During this quarter there has been a marked reduction in B&B usage compared to the last quarter. However, despite tight management of B&B, costs have increased and it may be necessary to rely on underspends in other parts of the service to pay for the additional costs incurred.

- The Flexible Homeless Support Grant of £535k is required to be used for homelessness prevention and related activity. The government has announced a 2-year allocation and will be announcing further allocations in due course. The funding has been confirmed as recurring. The expenditure plan aims to meet some of the pressures which will be placed by the Homelessness Reduction Act 2017 as well as the immediate and imminent pressures from welfare reform. Due to tight timescales it is unlikely that the current year allocation will be fully spent in the current year.
- The government has also announced New Burdens funding in relation to the Homeless Reduction Act 2017 and this will be used in line with government expectations and guidelines. The current year allocation will be used towards a new Housing Options and Allocations IT system which is currently out to tender. The New Burdens funding is limited to 3 years and is unlikely to continue beyond that.

4.3.5 Planning, Transportation and Highways

- The service is forecast to overspend the £13.5m net expenditure budget (£20.2m gross budget) by £0.8m, a £0.2m improvement since Qtr.2 due mostly to an increase in planning fees. The adverse forecast outturn position is due to the pressures with Street Lighting Energy and the continuing underachievement of Building Control Fees
- Street Lighting energy costs are forecast to be £0.7m higher than the £2.7m budget. This is partly due to increased energy charges, and the time taken to deliver savings of £0.32m (includes £0.15m (4R11 & 3R14) this year and £0.17m (R19) brought forward from last year. Invest to save investment into more efficient Street Lighting equipment will bring about savings, an initial investment of £0.8m was completed but the second phase of investment worth £1.6m is just getting underway. The issue remains that price increases are offsetting any savings made.
- The service budget action plan to reduce the projected overspends is progressing through a range of measures. Highways Services Finance Board has progressed opportunities for increased income and reduced expenditure, for example the Highways Delivery Unit has secured additional grant funded work which helped release some pressure off revenue funding activity but also is compensating for savings that are taking longer to deliver than expected (e.g. CCTV and Street Lighting). Better coordination in highways scheme delivery between operational and strategic functions has also helped to deliver efficiencies.
- Planning fees have performed above expectations to Qtr. 3 and it is forecasted there will be an overachievement of fees of approximately £130K.
- The favourable improvement in planning fees performance is down to higher fees per application rather than volumes. Performance regarding the speed of applications processed has also improved.

Development Management	Qtr. 3 YTD 2015-16	Qtr. 3 YTD 2016-17	Qtr. 3 YTD 2017-18
Gross Costs £000s	1,728	1,610	1,796
Income £000s	(1,107)	(1,313)	(1,709)
Direct Net Costs £000s	621	296	87
Major Planning applications processed	69	64	60
Minor Planning applications processed	713	737	725
Other Planning application processed	1,657	2,011	1,858
Total	2,439	2,812	2,643
Major Planning applications processed within 13 weeks	87%	85%	96%
Minor Planning applications processed within 8 weeks	91%	87%	95%
Other Planning application processed within 8 weeks	98%	94%	98%

- It should also be noted that the first planning fee increases for six years has been legislated for by government and will begin to take effect from January 17th 2018, however any additional income generated from this increase has to be reinvested within the Planning Service to improve service delivery.
- Building control is forecast to underachieve the £0.2m net income budget by £0.3m. It is anticipated that the Building Control fees will cover the costs associated with the fee paying Building Control Service, but will not be sufficient to cover the statutory part of the service. In terms of increasing overall fee income, the service is currently exploring other sources of income through increased partnership arrangements with the development sector.
- Progress with the Local Plan is being made, the core strategy was adopted in July 2017, supplementary elements remain a work in progress. As a result, the full budget allocation (£0.5m) this year will not be fully utilised. In addition, the requirement to produce a strategic transport model for the District is intended to be met from local plan funding although this will likely require adding to once the full cost of the model is known.

Mitigating Actions

- The service is seeking to mitigate the forecast overspends through cost efficient practice, strict vacancy management and improved productivity. Street lighting investment will bring a favourable reduction in energy loads and cost although this is being cancelled out by increased energy prices. Highways are adopting better commercial practices (enhanced Quantity Surveyor support for better cost management and pricing) as well as bringing in additional external funding. Planning services will explore further sources of income.

4.4 Corporate Services

- The department is forecast to underspend the £44.4m net expenditure budget (£267.9m gross budget) by £2.2m, a £0.45m increase from Qtr 2 primarily from within Revenues and Benefits and Estates and Property Services. The department is also on track to deliver £5.5m of savings as planned in 2017-18, and has made progress towards delivering further planned savings of £1.9m in 2018-19.

Corporate Services	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Director of Corporate Services	0.3	0.3	-0.0	-0.0	-	0.0	0.3	0.3	-0.0
Finance & Procurement	4.5	4.2	-0.4	-0.4	-0.5	-0.1	4.1	3.7	-0.4
Revenues & Benefits	182.3	182.0	-0.2	-178.5	-178.9	-0.4	3.8	3.2	-0.6
Information & Customer Services	13.8	13.3	-0.5	-1.0	-0.9	0.1	12.7	12.4	-0.3
Estates and Property Services	52.9	49.8	-3.0	-39.4	-37.1	2.4	13.5	12.8	-0.7
Human Resources	5.9	5.8	-0.1	-2.0	-2.1	-0.1	3.9	3.7	-0.2
Legal Services	8.2	8.3	0.1	-2.1	-2.2	-0.1	6.1	6.1	-0.0
Total	267.9	263.7	-4.2	-223.5	-221.6	1.9	44.4	42.1	-2.2

- Strategic Director of Corporate Services and Finance & Procurement are, between them, forecasting an under spend of £0.4m. Half is on savings on contract spend in Procurement with the remainder being primarily on salaries as posts remain vacant pending service reviews and future budget reductions.
- Revenues & Benefits are forecast to underspend by £0.6m, a £0.1m increase from Qtr 2. Pressures on traded areas such as payroll services, and on fines and summonses income totalling £0.3m, is expected to be offset by comparative reductions in contract costs. Additionally, cash handling & security service have undergone a restructuring which has delivered significant in year savings of £0.1m (which will contribute to the £0.16m saving target already agree for 2018-19) while additional income from one off grants amounts to £0.2m.
- Information Services are forecasting an under spend of £0.3m on contract costs as a result of efficiencies achieved, both to date and expected to be achieved in year, in advance of further planned for budgetary reductions in 2018-19. This also includes a pressure from reduced income from schools which is forecast to be £0.1m below budget. £1.3m of planned for savings in 2017-18 are expected to be achieved in full.
- Information services overall gross cost has reduced from £22.8m in 2014-15, the last full year of the Serco contract, to a forecast figure of £13.3m in 2017-18. Gross costs per user have also fallen considerably from £3,403 in 2014-15 to a forecast figure of £2,428 in 2017-18.
- Estates and Property Services are forecast to underspend the £13.2m net budget by £0.7m; an increase of £0.2m since Qtr. 2. £2.1m of planned for savings in 2017-18 are expected to be achieved in full.
- Within Building & Technical Services, Industrial Services Group (ISG) is expected to improve its bottom line position by £0.1m as a result of higher than expected pre-orders while the planned for restructuring is expected to deliver the budgeted savings in year. Building Services has seen a £2m fall in income & expenditure levels due to a reduction in capital works, with the reduced bottom line contribution being offset by Technical services who are expected to be £0.3m under budget due to higher levels of fee income for schools works.

- The Energy Team is forecast to be £0.15m under budget based on projected consumption levels which have reduced significantly following the vacation of property and investment into energy efficiency. Architectural Services is however forecast to be £0.2m below its targeted contribution due to a reduction in workload over recent years.
- Catering & Office Services is seeing pressure on its traded services increase, notably in School Catering where 6 school contracts were lost in September. However, 2 new school contracts were obtained in November and as a result of further improvements in productivity levels and savings they are still anticipating a net underspend of £0.2m, £0.1m up from Qtr2. Improvements in profit margins within School Cleaning and an under spend on Residential Catering linked to reducing numbers have served to offset both the trading pressure on Other Catering and a small overspend on Building Cleaning.
- Estates Operational & the Property Programme are forecasting a £0.1m under spend and expect to achieve both planned for savings and increased rental income linked to the acquisition of investment properties and a review of rents. In 17/18 this has included the acquisition of the Hall Ings NCP car park, the ceasing of the lease and vacation of Kershaw House. Additionally the vacation of Bank House is due for completion at the end of March 2018.
- Estates new income is expected to boost the account by £0.4m is partially offset by additional costs required relating both to taking on such new leases; i.e. capital financing costs, and in undertaking other property related work associated with transitioning to a smaller estate; i.e. relocating staff from Kershaw & Bank House into Sir Henry Mitchell & Margaret McMillan Tower.
- Human Resources (HR) are forecast to underspend the £3.9m net expenditure budget by £0.15m. The service has been able to both maintain income levels from traded services and make savings against its salary budget as it restructures further to achieve both £0.9m of planned savings in 2017-18 and a further £0.2m in 2018-19. HR projections assume work on Council priority programmes such as Organisational Change & the Learner Management System is being funded in 2017-18 via previously established reserves of £0.6m respectively.
- Legal Services are forecast to balance the £6.1m net expenditure budget and achieve budgeted savings of £0.3m in 2017-18. The service has experienced significant demand pressures on its Legal teams partially offset by increasing income from charging for external services. However, a residual pressure exists which has been offset in year by under spends on members support and civic budgets. It should be noted that as 2017-18 is a fallow year the district elections budget of £0.2m has been transferred to the central reserve to be made available over the remaining years of the cycle.

4.5 Chief Executive

Chief Executive	Gross expenditure			Income			Net expenditure		
	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m	Budget £m	Forecast £m	Variance £m
Chief Executive Core Office	-0.1	0.2	0.3	-0.0	-0.0	-	-0.1	0.2	0.3
Political Offices	0.2	0.2	-0.0	-	-	-	0.2	0.2	-0.0
Public Affairs	1.4	1.4	0.0	-0.1	-0.1	-	1.3	1.3	0.0
Policy Programme	2.3	2.1	-0.2	-	-0.0	-0.0	2.3	2.1	-0.2
Total	3.9	4.0	0.1	-0.1	-0.1	-0.0	3.8	3.8	0.1

- The Chief Executive's Office is forecast to overspend the £3.8m net expenditure budget (£3.9m gross) by £0.1m. Half of this additional expenditure is on salaries where the service is absorbing the costs of staff subject to redeployment after completion of the restructure. Implementation of the new structure in the 3rd quarter is projected to deliver savings of £0.25m in 2017-18 while £0.2m of work is expected to be undertaken on transformation fund projects. Full year savings of £1m for 2018-19 are expected to be achieved subsequent to the completion of the service restructure in November 2017 and includes projected activity being carried out on transformation/Implementation projects funded from the reserve.

4.6.1 Non Service Budgets

- Non service budgets of £5.9m are forecast to underspend by £0.7m as a result of lower than budgeted spend on West Yorkshire Joint Committees, External Audit and higher than budgeted income from interest and investments.

4.7 Central Budgets & Contingencies

- Budgets held centrally include the revenue costs associated with capital investment, payment to the West Yorkshire Combined Authority, redundancy costs and contingencies.
- Central budgets are forecast to underspend by £8.4m largely as a result of a £5m underspend on the Capital Financing budget due to lower than planned capital expenditure and low interest rates, and £2.5m lower than budgeted redundancy costs. Fewer people have been made redundant than previously expected as services have managed to reduce posts by other means. Additionally, the average redundancy payment was also lower than estimated.
- A £6m reduction in the capital financing budget has been factored into the 2018-19 budget setting process so this underspend is unlikely to recur, and the budget for redundancy costs has also been funded from redesignation of reserves, and is one off in nature.
- The £4.8m of savings associated with Travel Assistance that are forecast to be undelivered, and will be mitigated by £4.8m of centrally held contingencies. Contingencies will continue to mitigate the underachievement, until the delivery plan is finalised.

5. BALANCE SHEET

5.1 Cash Reserves

- Net movements from reserves have led to a £26.6m reduction in total reserves from £153.0m at 1 April 2017 to £126.4m at 31st December (£101.2m Council and £25.2m schools). Unallocated reserves stand at £14.5m.

	Opening Balance 2015-16 £m	Opening Balance 2016-17 £m	Opening Balance 2017-18 £m	Net Movement	Reserve Balance at 31 st Dec 2017 £m
Council reserves	145.8	133.9	127.8	-26.6	101.2
Schools Delegated budget	38.4	33.8	25.2	-0.0	25.2
Total	184.2	167.8	153.0	-26.6	126.4

- The £26m net releases from reserves include the £22m of reserve movements outlined in the Qtr. 2 Finance report, and the following further movements in Qtr.3.

Releases from

- £3.2m Integrated Care
- £0.2m Regional Growth fund
- £0.2m Dilapidation & Demolitions
- £0.2m Markets
- £0.3m Child Exploitation

Appendices 2&3 outline Council and school's reserves.

- Since the last report Housing reserves have been re-profiled and renamed to better reflect the direction of support for Housing Services within the Bradford District.

5.2 School Balances

- The table below shows that School Reserves (including Schools Contingencies) forecast position as at 31st of March 2018. The forecast is based on information submitted by schools at the end of quarter two, schools do not report their quarter three financial position for 2017-18 until the end of January 2018.

	Balance 1 st April 2017		Balance 31 st March 2018		Movement	
	Nos	£000	Nos	£000	Nos	£000
Nursery	7	659	7	547	0	112
Primary	106	8,580	100	5,488	6	3,092
Secondary	7	(635)	7	(3,182)	0	2,547
Special	6	354	4	67	2	287
Pupil Referral Units (PRU)	7	666	7	330	0	336
Subtotal	133	9,624	125	3,250	8	6,374
School Contingency		14,650		8,000	0	6,650
Other Activities		943		943	0	0
Total	133	25,217	125	12,193	8	13,024

- The school balances reserve is currently forecast to reduce by £13.0m in 2017-18. There has been seven schools (High Park Special School, Phoenix Special School, Priesthorpe Primary, East Morton Primary, St John CoE Primary, Holybrook Primary and Clayton CoE Primary) that converted to academy status in 2017-18. Two primary Schools (Aire View Infants and Hothfield Junior) have merged to form the new Silsden Primary School.
- Thirteen schools (1 Nursery (£0.01m), 8 Primary (£0.23m), 3 Secondary (£3.74m) and 1 Special (£0.16m)) hold a combined deficit school balance of £4.14m.

6 CAPITAL

- The profiled resource position for 2017-18 for the Capital Investment Plan (CIP) stands at £90.4m. This is a reduction of £14.4m from the Quarter 2 monitor position. To the end of December there has been spend of £51.7m. A summary position by service is shown in the Table below and the detailed Capital Monitor in Appendix 4.

	Budget Exec Nov 2017	Changes	Re - profiled Budget for Year	Actual Spend to 31 Dec	2018- 19 Budget	2019-20 Budget	2020-21 Onwards
	£'m	£'m	£'m	£'m	£'m	£'m	£'m
Adult & Community Services	8.4	-4.1	4.3	2.3	10.4	10.7	0.9
Children's Services	16.0	-1.9	14.1	10.0	16.5	28.8	6.5
Department of Place - Economy & Development	24.2	-3.3	20.9	15.3	22.3	9.2	10.4
Department of Place - Planning, Transportation & Highways	20.3	-0.9	19.4	10.1	28.5	37.0	62.8
Department of Place - Other	15.6	-3.7	11.9	8.1	18.8	20.6	10.5
Corp Services – Estates & Property Services	8.0	0	8.0	5.9	3.6	0.9	0.1
Reserve Sch & Contingencies	12.3	-0.5	11.8	0.0	39.0	34.5	38.0
All Services	104.8	-14.4	90.4	51.7	139.1	141.7	129.2

The main reasons for the reduction in the profiled spend are:

- The re-profiling of £1.8m Affordable Housing Programme 2015-18 scheme into next year due to delays starting on two of the sites.
- The re-profiling of £4.2m Keighley Extra Care and Residential Care schemes into future years.
- Within Department of Place Other, £1.4m of spend for Sedburgh Sports Facilities have been moved into future years and £1.1m for King George V Playing Fields.

New Capital Schemes

The Project Appraisal Group (PAG) has considered the following capital bids and recommends their approval for inclusion in the CIP.

- £0.25m for Customer Services to invest in new IT technology to improve self-serve, and reduce the number of face to face contacts and telephone calls requiring officer time.
- £0.55m for the advanced acquisition and demolition of a property that is required for the Bradford to Shipley Corridor improvement project. The scheme is to be funded by short term borrowing prior to reimbursement from the West Yorkshire Transport Fund.
- £0.55m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.
- £0.11m to replace the Council's underground fuel tanks. The scheme will provide a flexible fuelling facility and minimise the risk to the Council of fuel loss.
- £0.056m additional funding to complete essential repair works to Chellow Dene reservoir.

Capital Resources

- The Council has already achieved the target of £3m in capital receipts. An additional £18.4m in capital grants and contributions has been received so far this year. The Council has £10m of debt due to mature in February at an interest rate of 4.5%.

7. COUNCIL TAX AND BUSINESS RATES COLLECTION

Council Tax

- In 2017-18 the Council will receive its budgeted Council Tax of £171.386m and its budgeted prior year surplus of £2m. Any in year variance against the budgeted Council Tax and surplus does not impact in 2017-18 but will be carried forward into 2018-19.
- A small in year pressure of £0.4m is forecast, which will be carried forward into 2018-19 Council Tax Base. This is because the cost of Council Tax Reduction is higher than expected due to the continuing identification of residents that qualify for full protection under the current scheme. Further, the provision for past years debt is likely to increase, reflecting the on-going challenge of collecting small amounts of Council Tax from low income households. These pressures are partially offset by a higher number of overall households than forecast. Also the 2016-17 prior year surplus was £0.2m lower than budgeted which is also carried forward into 2018-19.

Business Rates

- The Council in 2017-18 will receive its budgeted £63.5m share of Business Rates and pay back its budgeted prior year deficit of £5.9m. As with Council Tax, any in year variance between budgeted Business Rates and the deficit is carried forward into the 2018-19 financial year. However, the deficit that outturned in 2016-17 was as expected.

- To date, current year Business Rate income is nearly in line with the amount forecast, with a small £0.15m surplus forecast, which is carried forward into 2018-19. However, a challenge on forecasting Business Rates continues to be monitoring the impact on collection of backdated appeals. While a new appeal process started 1 April 2017, there is insufficient data to assess whether the current year's estimated provision is sufficient.

Collection Rates

- By 31 December 2017 the Council had collected £155.3m (75.5%) of the value of Council Tax bills for the year compared with £146.3m (75.2%) at the same stage last year.

Council Tax Collection	At 31 Dec 15/16	At 31 Dec 16/17	At 31 Dec 17/18
Council Tax - Dwellings administered	213,794	214,864	216,385
BV9 Council Tax collected in year	139,187	146,325	155,313
BV9 % of Council Tax Collected	75.17%	75.2%	75.5%
Council Tax Collection Target by Qtr 3	75%	75%	75%

- The collection figure for Business Rates at 31 Dec 2017 is 78.93% (compared to 78.35% at the same time last year). A direct comparison cannot be made due to the changes as a result of the revaluation of all businesses and the application of the new revaluation relief.

Business Rates Collection	At 31 Dec 15/16	At 31 Dec 16/17	At 31 Dec 17/18
Number of Business Rates bills issued plus the number of summonses	25,716	27,912	31,595
CIS_034 (BV10) - Business Rates collected in year to £000s	115,241	118,300	113,131
BV10 % Business Rates collected in year	79.21%	78.35%	78.93%
Business Rates Collection Target by Qtr 3.	80%	79%	79%

8.0 RISK MANAGEMENT

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

9.0 LEGAL APPRAISAL

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

10.0 NOT FOR PUBLICATION DOCUMENTS

None

11.0 RECOMMENDATIONS

That the Executive

11.1 Note the contents of this report and the actions taken to manage the forecast overspend.

11.2 Approve the following capital expenditure schemes.

- £0.25m for Customer Services to invest in new IT technology.
- £0.55m for the advanced acquisition and demolition of a property that is required for the Bradford to Shipley Corridor improvement project. The scheme is to be funded by short term borrowing prior to reimbursement from the West Yorkshire Transport Fund.
- £0.55m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.
- £0.11m to replace the Council's underground fuel tanks. The scheme will provide a flexible fuelling facility and minimise the risk to the Council of fuel loss.
- £0.056m additional funding to complete essential repair works to Chellow Dene reservoir.

12.0 APPENDICES

Appendix 1	Savings Tracker
Appendix 2	Reserves Statement as at 31 st December 2017
Appendix 3	Service Earmarked Reserves as at 31 st December 2017
Appendix 4	Capital Investment Plan

13.0 BACKGROUND DOCUMENTS

- Proposed Financial Plan updated 2018-19 to 2020-21 5th December 2017
- Mid Year Finance and Performance Statement 2017-18 Executive Report 7th November 2017
- Qtr 1 Finance Position Statement 2017-18 Executive Report 11th July 2017
- Annual Finance and Performance Outturn Report 2016-17 Executive Report 11th July 2017
- Medium Term Financial Strategy 2018-19 to 2020/21 and Beyond incorporating the Efficiency Plan - Executive Report 11th July 2017
- 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 2017
- 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

Savings Tracker

Appendix 1

Ref	Saving Narrative	Budgeted Saving £000s	Forecast Saving £000s	Variance £000s
Health & Wellbeing				
3A1	Changes to the Contributions Policy	611	0	611
3A2	Changes to Older People and PD Home Care Service	1,500	0	1,500
3A3	Changes to Supported Living for Learning Disabilities	500	165	335
3A6	Changes LD Day Care and Procurement	1,000	0	1,000
3A7	Changes to Housing Related Support	1,000	710	290
3A8	Continue to Review Learning Disabilities Travel Support	360	235	125
3A10	Changes to Contracts for LD Residential and Nursing	1,000	0	1,000
3A12	Review Charging Arrangements for People with MH – 17/18	250	0	250
4A1	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).	8,000	0	8,000
4A2	Demand management – further reductions in high cost packages, further reductions in Supported Living contracts/packages, various reductions in travel and fees.	2,000	1,450	550
Total 2017-18 new budget savings				13,661
3A1	Changes to the Contributions Policy	466	377	89
3A10	Changes to Contracts for LD Residential and Nursing	278	0	278
3A12	Review Charging Arrangements for People with MH	215	70	145
Unachieved savings from prior years				512
Health and Wellbeing Total				14,173
Children's Services				
3C7	Looked After Children - bring children cared for outside of Bradford back into the District.	500	85	415
4C4	Child Protection management restructure - reduction in teams by four to ten with potential reduction in team managers plus review other overall budgets	240	60	180
4C7	Looked After Team – Review of staffing and non-staffing budgets	19	0	19
4C14	Reducing agency spend in Children's Social Care Services	1,025	0	1,025
4C16	Administrative Support restructure – rationalisation of the supervision and management structure	100	35	65
Total 2017-18 new budget savings				1,704
3C7	Looked After Children - bring children cared for outside of Bradford back into the District.	624	0	624
3C8	Looked After Children - Reduce the Numbers of Looked After Children by 75 Over 2 Years.	815	0	815
Unachieved savings from prior years				1,439
Children's Services Total				3,143

Department of Place				
3E1	Support & Encourage Recycling	200	130	70
3E2	Introduction of Charges for Green Waste	310	190	120
3E4	Alternative Week Waste Collection	1,000	575	425
3E9	Sports Facilities – new online booking system	50	25	25
3E11	Restructure Sports & Culture Management Staffing	100	0	100
3E13	Transfer Ownership of Playing Pitches & Facilities to Sports Clubs, Parish Councils & Community Organisations	80	60	20
3E14	Parking Charges at Some Parks and Woodlands	40	10	30
3E19	Museums – restructure of the Service	80	0	80
3E22	Review of Tourism Budget	50	0	50
4R3	Commercialise HDU to increase the range of services provided	223	293	(70)
4R4	Centralisation of urban traffic control	119	0	119
3R13	CCTV – commercial income generation	100	50	50
3R14	Street Lighting - Partial Night Switch Off	100	50	50
3R18	Re-Structure Planning Transport & Highways and Transfer Some Functions to the West Yorkshire Combined Authority	125	0	125
Total 2017-18 new budget savings				1,194
R19	Reform services following on from highways delivery review. Reduce lighting costs and energy consumption through reduced and/or varied street lighting levels across the district's modern lighting stock. Securing a reduced highways insurance premium due to application of new legislation. Reduce the operational budgets for Urban Traffic Control, Street lighting and Highway Maintenance which represent a 10% reduction in operational budgets with a resultant pressure on maintaining assets across those areas. This would adversely affect: the efficiency of first time permanent repair of potholes; overall network condition; potential increase in insurance claims; risk of traffic disruption due to signal failure; increase in repair times for street lighting	170	0	170
Unachieved savings from prior years				170
Department of Place Total				1,364
Travel Assistance		4,774	0	4,774
Total Forecast underachievement				23,454

Reserves Statement as at 31 December 2017

Appendix 2

	Opening Balance £000	Movement in 2017-18 £000	Closing Balance £000	Comments
A. Reserves available to support the annual revenue budget				
Unallocated Corporate Reserves	14,497	0	14,497	
Total available Unallocated Corporate Reserves	14,497	0	14,497	
B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.				
ESIF - STEP	1,198	358	1,556	Funding to support young and disadvantaged people into employment
Managed severance	4,093	-4,093	0	Money to meet termination costs in the years beyond 2017-18. Used to support 2017-18 budget.
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	3,063	-2,285	778	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	343	-120	223	£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	104	0	104	To cover feasibility costs associated with the Sports Strategy.
Single Status	24	0	24	To cover any residual implementation of Single Status costs.
Transformation Programme	124	-124	0	To fund transformational activity
Better Use of Budgets	2,788	-2,787	1	To cover deferred spend on priority work from 2016-17.
Producer City Initiative	192	-34	158	To pump prime initiatives linked to the Council's Producer City programme
Regional Growth Fund	5,188	-520	4,668	The Council's revenue match funding for the Regional Growth Fund
Regional Revolving Investment Fund	3,956	-1,657	2,299	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.
Transitional and Risk Reserve	6,863	-235	6,628	To help fund Transitional work, and cover risks.

	Opening Balance £000	Movement in 2017-18 £000	Closing Balance £000	Comments
Dilapidation & Demolition	2,000	-200	1,800	At the end of a lease on a building, the Council will be liable for any dilapidations of the building. The Council also plans some demolition work.
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 Implementation Reserve	756	0	756	
	0	2,500	2,500	To fund Projects associated with delivering 2017-18 savings plans.
Sub Total	38,043	-9,197	28,846	
C. Reserves to support capital investment				
Renewal and replacement	13,283	-7,979	5,304	Funding used to support the capital investment programme.
Markets	1,148	-239	909	Cumulative Market trading surplus's to be re-invested in maintaining market buildings throughout the district.
Sub total	14,431	-8,218	6,213	
D. Service Earmarked Reserves	41,685	-8,657	33,028	See Appendix 2
E. Revenue Grant Reserves	8,366	-520	7,846	
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	25,217	0	25,217	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	36,020	0	36,020	
Grand total	153,042	-26,592	126,450	

Departmental Earmarked Reserves Statement as at 31 December 2017

	Opening Balance £000	Movement in 2017-18 £000	Latest Balance £000	Comments
Adult and Community Services				
Supporting People	1,416	0	1,416	Funding to support invest to save projects
Integrated Care	4,491	-3,200	1,291	NHS and Council monies used to support ring fenced projects and integration of health and social care
Great Places to Grow Old	436	-147	289	Funding to cover management and staffing costs linked to the transformation of services for older people.
Care Act Reserve	4,543	-3,000	1,543	To support the implementation of the Care Act
Public Health	59	0	59	
Total Adult and Community Services	10,945	-6,347	4,598	
Children Services				
BSF Unitary Charge	6,929	0	6,929	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	4,465	0	4,465	See above
Children's Service Program Support	52	0	52	
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.
Recruitment & Retention	105	0	105	
Routes to Work	348	-348	0	Employment and Skills funding that was carried forward from 2014-15 to complete initiatives that span more than twelve months.
Advanced Skills Fund	10	-10	0	
Retail Academy (Skills for Employment)	227	0	227	
Child Sexual Exploitation Prevention	300	-300	0	To support the continuation of CSE work in 2017-18.
Training Work Programme (Skills for Work)	927	0	927	
Total Children	13,453	-658	12,795	

	Opening Balance £000	Movement in 2017-18 £000	Latest Balance £000	Comments
Department of Place				
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	83	0	83	Set aside to meet Departmental costs associated with delivering a Waste Management solution
City centre regeneration	51	0	51	
Customer Service Strategy	835	-750	85	Non recurring investment to be used to fund the Customer Service Strategy.
Taxi Licensing	491	-20	471	Statutory requirement to set aside any taxi licensing surplus when setting future fees.
Theatres Box Office	446	0	446	
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	-12	0	To fund the purchase of works of Art.
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	173	-100	73	Help create a Culture Company
Gym Equipment	133	0	133	To fund replacement gym equipment in Sports Facilities
Museum Restoration	91	-15	76	
Tour De Britain	8	0	8	
Tour De Yorkshire	279	0	279	To help fund the Tour De Yorkshire
Lidget Moor YC	18	-9	9	To support Youth Services in Lidget Green Area
Empty Homes	125	-125	0	To support the on-going programme to bring empty homes back into use
Council Housing Reserve	455	0	455	To meet future costs associated with later stages of the affordable

	Opening Balance £000	Movement in 2017-18 £000	Latest Balance £000	Comments
				housing programme
Housing Development Programme	75	0	75	Fee income generated to be used to subsidise the delivery of projects in future years.
City Park Sinking Fund	784	0	784	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
Stock Condition	95	-95	0	Funding to procure Stock Condition Surveys.
Private Rented Lettings (was Social Lettings)	664	-364	300	To undertake a feasibility study for a Social lettings Agency.
Homelessness prevention	956	-673	283	To fund initiatives to prevent Homelessness.
District Tenants Federation	30	0	30	Funding committed to provide support to District Tenants Federation
Clergy House/Jermyn Court	0	50	50	
Fresh Start	0	441	441	
B&B Emergency Contingency	0	173	173	
Housing Options IT System	0	415	415	
Department of Place	7,942	-1,084	6,858	

Corporate Services

Schools Traded HR Reserves	106	0	106	To mitigate the risk of changes in customer base.
Business Support Centre	72	-72	0	To support organisational development
Workforce Development	549	0	549	Changing the organisation - vision & values, recruitment & selection, development of managers, performance management, leadership & succession planning.
Learner Management System	81	0	81	Software/system implementation etc in support of workforce development.
District Elections	192	19	211	To smooth the cost of District Elections over a four year period.
Non Council Events programme	10	0	10	To support events put on by non Council.

	Opening Balance £000	Movement in 2017-18 £000	Latest Balance £000	Comments
Community Support and Innovation Fund	352	0	352	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	6,212	0	6,212	To fund future ICT projects
UC Admin Reserve	545	0	545	To help cover the cost of the implementation of universal credit administration.
Facility Management Service Improvement	515	-515	0	To support investment in service improvements and cover against uncertainty in the client base
Total Corporate Services	9,345	-568	8,777	
Total Service Earmarked Reserves	41,685	-8,657	33,028	

Appendix 4

Capital Expenditure

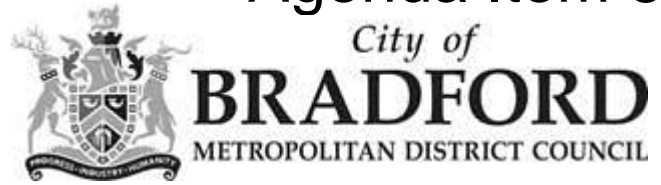
Scheme No	Scheme Description	Exec Report Mid Year		Re profile Budget 2017-18	Spend 31 Dec 17	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
		£'000	Changes £'000						
Health and Wellbeing									
CS0237	Great Places to Grow Old	0	0	0	0	0	9,138	0	0
CS0237	Keighley Rd Extra Care	4,950	-2,900	2,050	1,317	5,870	488	0	0
CS0237	Keighley Rd Residential Care	2,425	-1,325	1,100	711	2,645	89	0	0
CS0373	BACES DFG	667	0	667	20	443	443	443	443
CS0239	Community Capacity Grant	51	100	151	51	1,452	516	0	0
CS0348	Whiteoaks Respite Centre	86	67	153	153	0	0	0	0
CS0311	Autism Innovation Capital Grant	19	0	19	0	0	0	0	0
CS0312	Integrated IT system	131	0	131	41	0	0	0	0
CS0352	Electric vehicle charging infrastructure	30	0	30	29	0	0	0	0
Total - Health and Wellbeing		8,359	-4,058	4,301	2,322	10,410	10,674	443	443
Children's' Services									
CS0256	2yr old Nursery Educ Expansion	55	0	55	59	0	0	0	0
CS0278	Targeted Basic Needs	74	0	74	40	0	0	0	0
CS0286	Outdoor Learning Centres	33	0	33	4	0	0	0	0
CS0022	Devolved Formula Capital	1,751	-837	914	1,751	0	0	0	0
CS0030	Capital Improvement Work	200	-27	173	86	27	0	0	0
CS0240	Capital Maintenance Grant	6,300	-731	5,569	3,452	3,331	0	0	0
CS0244	Primary Schools Expansion Progr	4,094	0	4,094	2,630	1,409	6,919	0	0
CS0244	Silsden Sch £7.265m Exec 12/04/16	768	0	768	658	2,979	4,088	130	0
CS0244	SEN School Expansions	2,000	-391	1,609	1,010	2,391	0	0	0
CS0360	Early Yrs 30 hrs childcare	487	0	487	218	0	0	0	0
CS0314	Foster Homes Adaptation	16	0	16	4	0	0	0	0
CS0316	Tracks Educational provision	9	-1	8	7	0	0	0	0
CS0322	Horton Park Prim Open Spaces	21	0	21	15	0	0	0	0
CS0362	Secondary School Expansion	150	0	150	44	5,876	10,801	956	0
CS0377	LA SEN Free School	0	50	50	0	500	7,000	5,350	100
CS0343	Childrens Home Build Works	46	0	46	1	0	0	0	0
Total - Children's' Services		16,004	-1,937	14,067	9,979	16,513	28,808	6,436	100

Scheme No	Scheme Description	Exec Report		Re profile Budget 2017-18	Spend 31 Dec 17	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
		Mid Year	Changes						
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Place - Economy & Development Services									
CS0134	Computerisation of Records	0	0	0	0	10	0	0	0
CS0136	Disabled Housing Facilities Grant	3,858	0	3,858	2,756	2,028	2,028	5,753	2,028
CS0137	Development of Equity Loans	600	200	800	532	1,000	1,300	1,200	1,195
CS0144	Empty Private Sector Homes Strat	750	-150	600	200	662	0	0	0
CS0225	Afford Housing Prog 11-15	92	34	126	70	0	0	0	0
CS0308	Afford Housing Prog 15 -18	13,800	-1,800	12,000	9,874	8,600	1,383	0	0
CS0250	Goitside	5	0	5	4	0	0	177	0
CS0280	Temp Housing Clergy House	263	0	263	4	0	0	0	0
CS0335	Bfd Cyrenians 255-257 Mngm Ln	163	0	163	153	4	0	0	0
CS0084	City Park	50	-50	0	0	205	0	0	0
CS0085	City Centre Growth Zone	200	-200	0	-92	1,699	4,451	0	0
CS0189	Buck Lane	41	0	41	6	75	0	0	0
CS0228	Canal Road	0	0	0	0	100	0	0	0
CS0241	Re-use of Fmr College Builds Kghly	660	-508	152	144	506	60	0	0
CS0266	Superconnected Cities	300	-300	0	0	907	0	0	0
CS0291	Tyrils	0	0	0	11	4,800	0	0	0
CS0265	LCR Revolving Econ Invest Fund	2,299	0	2,299	1,148	0	0	0	0
CS0285	Strategic Development Fund	0	0	0	0	1,167	0	0	0
CS0345	Develop Land at Crag Rd, Shply	1,076	-573	503	441	573	0	0	0
Total - Place - Economy & Development Serv		24,157	-3,347	20,810	15,251	22,336	9,222	7,130	3,223
Place - Planning, Transport & Highways									
CS0131	Kghly Town Cntr Heritage Initi	397	0	397	179	0	0	0	0
CS0178	Ilkley Moor	18	0	18	0	0	0	0	0
CS0179	Landscape Environ Imp	23	0	23	0	0	0	0	0
CS0281	Saltaire - Public Realm imp	0	0	0	2	0	0	0	0
CS1000	Countances Way - Bridge grant	30	-30	0	0	0	30	0	0
CS0071	Highways S106 Projects	72	0	72	35	100	356	0	0
CS0091	Capital Highway Maint	4,968	0	4,968	4,518	0	0	0	0
CS0095	Bridges	806	0	806	496	0	0	0	0
CS0096	Street Lighting	203	0	203	122	0	0	0	0
CS0099	Integrated Transport	431	0	431	834	0	0	0	0
CS0103	WY Casualty Reduction Ptner	36	0	36	42	0	0	0	0
CS0164	Local Intgrtd Transp Area Com	660	0	660	610	0	0	0	0
CS0168	Connecting the City (Westfield)	57	0	57	40	0	0	0	0
CS0172	Saltaire R/about Cong& Safety Works	320	0	320	20	0	0	0	0
CS0252	Measures to Support Hubs	45	0	45	0	0	0	0	0
CS0264	Highway to Health	234	0	234	201	0	0	0	0
CS0282	Highways Strategic Acquisi	206	0	206	30	0	0	0	0
CS0289	Local Pinch Point Fund	502	0	502	7	0	0	0	0

Scheme No	Scheme Description	Exec Report		Re profile Budget 2017-18	Spend 31 Dec 17	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
		Mid Year	Changes						
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0293	West Yorks & York Transport Fund	1,844	0	1,844	270	19,383	26,145	34,062	27,014
CS0296	Pothole Fund	428	0	428	353	0	0	0	0
CS0306	Strategic Transp Infrastr Priorit	1,000	-1,000	0	0	1,260	2,600	0	0
CS0306	Connectivity Project	2	2	4	4	1,196	400	0	0
CS0302	Highways Prop Liab Redn Strat	110	0	110	12	0	0	0	0
CS0307	Bus Hot Spots	0	0	0	1	0	0	0	0
CS0310	Clean Vehicle Technology Fund	3	0	3	0	0	0	0	0
CS0317	VMS Signage	39	0	39	0	0	0	0	0
CS0319	Challenge Fund	2,465	0	2,465	238	0	0	0	0
CS0323	Flood Risk Mgmt	285	0	285	68	0	0	0	0
CS0325	Street Lighting Invest to Save	72	126	198	85	0	0	0	0
CS0329	Damens County Park	48	0	48	0	60	0	0	0
CS0332	Flood Funding	919	0	919	509	0	0	0	0
CS0334	Air Quality Monitoring Equip	9	0	9	0	0	0	0	0
CS0350	Street Lighting Invest to Save	825	0	825	0	825	0	0	0
CS0353	Strategic land purch Hard Ings Kghly	434	0	434	238	4,415	3,176	0	0
CS0355	Strat land purc Harrogate Rd/New Line Jct	492	0	492	416	154	3,557	1,733	0
CS0358	SE Bradford Link Road	83	0	83	12	0	0	0	0
CS0365	National Productivity Invest Fund	835	0	835	533	0	0	0	0
CS0370	LTP IP3 One System Public Transport	779	0	779	179	779	779	0	0
CS0371	LTP IP3 Places to Live and Work	629	0	629	51	300	0	0	0
CS0375	Sign Shop	82	0	82	0	0	0	0	0
Total - Place - Planning, Transport & Highways		20,391	-902	19,489	10,105	28,472	37,043	35,795	27,014
Dept of Place - Other									
CS0060	Replacement of Vehicles	3,000	0	3,000	2,880	3,000	3,000	3,000	3,000
CS0066	Ward Investment Fund	0	0	0	0	35	0	0	0
CS0151	Building Safer Commun	0	0	0	0	47	0	0	0
CS0063	Waste Infrastructure & Recycling	677	0	677	676	204	0	0	0
CS0132	Community Hubs	25	-25	0	0	25	0	0	0
CS0283	Above Ground Fuel Storage	60	50	110	0	0	0	0	0
CS0328	Cliffe Castle Various	35	0	35	0	0	0	0	0
CS0374	Cartwright Hall CCTV	45	0	45	0	0	0	0	0
CS0376	Recycling Bins	0	680	680	470	0	0	0	0
CS0340	St George's Hall	5,222	-2,222	3,000	1,437	5,139	0	0	0
CS0121	Roberts Park	65	0	65	64	0	0	0	0
CS0129	Scholemoor Project	0	0	0	0	0	0	83	0
CS0162	Capital Projects - Recreation	80	120	200	133	0	0	0	0
CS0187	Comm Sports Field & Facili	53	0	53	25	0	0	0	0
CS0229	Cliffe Castle Restoration	2,383	75	2,458	2,150	52	0	0	0

Scheme No	Scheme Description	Exec Report		Re profile Budget 2017-18	Spend 31 Dec 17	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
		Mid Year	Changes						
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0347	Park Ave Cricket Ground	125	37	162	161	20	0	0	0
CS0367	King George V Playing Fields	1,100	-1,096	4	4	1,096	0	0	0
CS0277	Wyke Manor Sports Dev - demolitn	150	110	260	0	0	0	0	0
CS0245	Doe Park	182	-139	43	6	0	0	0	0
CS0349	Chellow Dene	0	43	43	15	8	0	0	0
CS0356	Sedburgh SFIP	2,365	-1,365	1,000	37	8,865	7,035	49	0
CS0354	Squire Lane Sports Facility	0	0	0	1	0	5,000	4,400	0
CS0359	Community Resilience Grant	32	0	32	10	0	0	0	0
CS0107	Markets	50	2	52	27	35	0	0	0
CS0342	Westgate Carpark	0	0	0	14	0	0	0	0
CS0363	Markets Red'mnt - City Cntr	0	0	0	0	219	5,606	0	0
CS0247	Replace Box Office Equip	5	0	5	1	0	0	0	0
Total - Dept of Place - Other		15,654	-3,730	11,924	8,111	18,745	20,641	7,532	3,000
Corp Serv - Estates & Property Services									
CS0094	Property Programme (bworks)	0	0	0	0	609	0	0	0
CS0262	Margaret McMillan Towers	0	22	22	22	0	0	0	0
CS0318	Property Programme 15/16	30	0	30	25	0	0	0	0
CS0333	Argos Chambers / Britannia Hse	1,171	0	1,171	199	0	0	0	0
CS0344	Property Programme 16/17	544	0	544	937	0	0	0	0
CS0366	Property Programme 17/18	1,000	0	1,000	170	750	0	0	0
CS0368	Dishwasher	31	0	31	0	0	0	0	0
CS0230	Beechgrove Allotments	0	0	0	0	274	0	0	0
CS0269	Burley In Whrfedle Culvert repair	97	0	97	3	0	0	0	0
CS0050	Carbon Management	506	0	506	196	1,000	820	0	0
CS0305	Healthy Heating Scheme	90	0	90	0	77	0	0	0
CS2000	DDA	50	0	50	0	50	50	50	62
CS0378	Cust Serv Strategy	0	33	33	0	299	0	0	0
CS0361	Strategic Acquisitions	4,500	0	4,500	4,351	576	0	0	0
Total - Corp Serv – Estates & Property Services		8,019	55	8,074	5,903	3,635	870	50	62

Scheme No	Scheme Description	Exec Report		Re profile Budget 2017-18	Spend 31 Dec 17	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
		Mid Year	Changes						
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Reserve Schemes & Contingencies									
	General Contingency	577	-106	471	0	2,000	2,000	2,000	2,000
CS0376	Recycling Bins	680	-680	0	0	0	0	0	0
CS0277	Wyke Manor Ph2 Sports Dev	0	0	0	0	493	0	0	0
	Essential Maintenance Prov	0	0	0	0	2,000	2,000	2,000	2,000
	Bfd City Ctre Townscape Herit	750	0	750	0	2,000	0	0	0
	Strategic Acquisition	10,000	0	10,000	0	10,000	10,000	10,000	10,000
	Keighley One Public Sector Est	0	0	0	0	10,000	5,000	3,000	0
	Depots	0	0	0	0	3,000	0	0	0
CS0050	District Heating Scheme	0	0	0	0	0	7,000	7,000	0
CS0306	Strategic Acq - Highways	0	550	550	0	0	0	0	0
CS0306	Strategic Acq - Highways	0	0	0	0	550	0	0	0
CS0378	Cust Serv Strategy	250	-250	0	0	0	0	0	0
	Canal Road Land Assembly	0	0	0	0	450	0	0	0
	Bereavement Strategy	0	0	0	0	8,500	8,500	0	0
Total - Reserve Schemes & Contingencies		12,257	-486	11,771	0	38,993	34,500	24,000	14,000
TOTAL - All Services									
		104,841	-14,405	90,436	51,671	139,104	141,758	81,386	47,842



Report of the Assistant Director, Office of the Chief Executive to the meeting of Executive to be held on 6 February 2018.

AV

Subject:

Consultation feedback and equality assessment for the 2018-19 and 2019-20 Council budget proposals.

Summary statement:

On 5 December 2017 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 2018-19 and 2019-20. 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 2018-19 and 2019-20.

Alison Milner Assistant Director: Office of the Chief Executive	Portfolio: Corporate
Report Contact: Kathryn Jones, Policy Officer Phone: (01274) 433664 E-mail: k.jones@bradford.gov.uk	Overview & Scrutiny Area: Corporate

1. SUMMARY

- 1.1 On 5 December 2017 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 2018-19 and 2019-20. 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 2018-19 and 2019-20.

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. The Council's approach to equalities goes beyond this, by looking at equality more broadly and taking into account the impact of our decisions on people on low income or with a low wage.
- 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 2018-19 and 2019-20 Budget Setting Process

- 3.1 The public engagement and consultation programme in relation to the budget proposals for 2018-19 and 2019-20 was agreed by the Executive at its meeting on 5 December 2017. 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 2018-19 and 2019-20 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. This would also be extended to those on low income/low wage.
 - ensure that Trade Unions and staff are consulted 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 5 December 2017 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-2018-19/>
- 3.5 Following a review and assessment of the consultation feedback EIA forms will be updated then republished at the same time as the papers for the Executive meeting on 20 February 2018.

4. Cumulative Equality Impacts on the 2018-19 and 2019-20 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 5 December 2017 for consultation. 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 implemented and further consulted on.
- 4.3 Individual proposals that have more than one high level impact on different number of protected characteristic groups are listed below.
- A prepared and skilled workforce (4C3)
 - WYCA Transport Levy reduction – Percentage annual reduction (4R2)
 - Gullikson, drainage, pavements (4R6)
 - Accommodation, gateways, subway, signing, lining, winter (4R7)
 - Sustrans promotes young people travelling to school actively and/or sustainably (4R20)
 - Oral Health Improvement (4PH1 Pt a)
 - Sexual Health (4PH3)
 - Homestart (4PH5 Pt a)
 - Injury Minimisation Programme (IMPs) (4PH5 Pt b)
 - Worksafe (4PH5 Pt c)
 - Physical Activity, Food and Nutrition (Health Improvement) (4PH6)
 - Warm Homes Healthy People (4PH8)
 - Review of Respite Provision after the introduction of personalised budget (5C1)
- 4.4 The protected characteristic of age is very high for both young people and older people. This is seen primarily through the Better Health, Better Lives outcome 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. 37 of the total 81 proposals undergoing consultation show impact on age.

- 4.5 Likewise for disability, there are fewer proposals showing high impact, but still 32 showing impact across all proposals, with the areas of most concern being public realm management, respite provision and Public Health's funding of warm homes and accident prevention.
- 4.6 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.
- 4.7 Again across all proposals 35 show impacts on people with low income and low wage. Most high impacts will be felt through the range of Public Health proposals in the Better Health, Better Lives outcome, transportation and skills development support for young people.
- 4.8 Another protected characteristic being affected by a larger number of proposals, 26 in total, is race through a possible cessation of provision of early intervention measures from Public Health and skills development and support.
- 4.9 Pregnancy/maternity also features with proposals supporting the health and wellbeing of mothers of young children (e.g. Homestart and sexual health).
- 4.10 In summary the outcome area showing the most impacts across protected characteristic groups is principally Better Health, Better Lives, and to a lesser but still significant extent Better Skills, More Good Jobs and a Growing Economy.

5. Consultation Process

- 5.1 The consultation programme for the budget proposals for 2018-19 and 2019-20 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 consultation programme opened with the publication of the report the 'Proposed financial plan updated 2018-19 to 2020-21' on 28 November 2017 which the Executive approved for consultation on 5 December 2017.
- 5.3 The consultation and engagement programme has included the promotion of the open public consultation to groups, networks and individuals throughout the district. This has primarily been via the website with a supporting freepost address for those people wishing to write to us. There have also been regular posts promoting the consultation through the Council's corporate social media accounts and Stay Connected e-mail newsletters for residents. The consultation has been promoted to:
- Partners within the Bradford District Partnership – Producer City, Health and Wellbeing Board, Children's Trust, Safer and Stronger Communities Partnership
 - The Strategic Disability Partnership engagement network
 - Parish and Town Councils
 - Citizens Panel
 - Members of Parliament
 - Business community – via forums, networks and the Chamber

- Voluntary and Community Sector – through the full Bradford District Assembly and its networks. This included two VCS run events, one in Bradford and one in Keighley, and a Young Lives consultation.
- Communities of interest (covering protected characteristic groups)

5.4 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 2018-19 and 2019-20 at the Council meeting on 22 February 2018.

5.5 It is worth noting that a separate consultation has been taking place on the Children's Services Prevention and Early Help proposal for a new model to support families and communities for the future. This consultation closes on 12 February 2018 with full independently commissioned feedback due to be reported to Executive at its meeting on 3 April 2018. This report however includes a brief status on the Prevention and Early Help consultation as it impacts on the Council's budget. This separate consultation has so far included 25 public events, 25 sessions for affected teams, 12 partner sessions including two with Young Lives, 10 sessions for Elected Members (including Area Committee meetings), and 28 partnership meetings. Consultation material has been available through numerous online platforms, and leaflets, posters and flyers distributed extensively.

6. Consultation Feedback - Level of Responses

6.1 This report provides information on feedback received at the date of submitting this report for publication on 26 January 2018. Any feedback received after this date and before the consultation closes on 28 January 2018 be provided as an addendum to the Executive meeting on 6 February 2018.

6.2 A number of proposals for 2018-19 and 2019-20, were already consulted on in 2017/18, but have been included in this year's consultation due to further reductions being proposed. As such Appendix 3 of this report also includes some relevant feedback from last year, as those comments continue to be valid and helpful to decision makers in understanding the opinions of partner organisations, groups and individuals.

6.4 From the views shared since 28 November 2017 as part of the current consultation, as of 26 January 2018 the Council had received 1129 comments from people or groups. Of this, 1082 were in direct relation to the different budget proposals for 2018-19 and 2019-20, including the proposed increases to Council Tax. A further 47 comments are made that are not specific to particular proposals for the next two years. These comments were received from the online questionnaire, postal questionnaire, letters and emails.

6.6 Monitoring of the corporate social media accounts and Stay Connected newsletters on the budget consultation has shown over 1626 click-throughs to the online consultation pages. It is worth noting that overall activity on the corporate social media accounts around the consultation has however been 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.

6.7 Some proposals receive a very high number of comments, but it is noted that decisions

are not made based on volume. This is because some proposals have a big impact on a very small number of people and as such may lead to only a small number of consultation responses. It is the content of all the information received that influences decisions, not the level or volume of that response.

6.8 However the proposals generating most comments were:

- Children's Services Prevention and Early Help – 700 (as of 26 January, with consultation on this open until 12 February)
- Libraries (4E9) – 189 responses
- The raise in council tax – 116 responses
- Adults overall demand management strategy (4A1) – 29 responses
- Review of respite provision (5C1) – 16 responses
- Youth service (5E2) – 16 responses
- Home from hospital, integrated care (5PH1) – 12 responses
- Museums and galleries (5E1) – 12 responses
- Street cleansing (4E5) – 8 responses
- Reducing de-trunked road maintenance budget (5R1) – 7 responses

6.9 A further 26 proposals received six or fewer comments.

6.10 A session was held with disability groups and their representatives to gather views on 11 January 2018. 35 people were in attendance, with views captured as part of this report.

6.11 Two sessions were also held with representatives from the Voluntary and Community Sector on 24 and 25 January 2018, with approximately 35 organisations represented. There was also a dedicated session on 18 January 2018 with the Young Lives Forum focussing on the proposal for youth services (5E2) with representatives from 12 different organisations.

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. These comments have come through the online/postal questionnaire, social media, emails, letters, meetings and events.

7.2 Listed below are the feedback headlines on some of the budget proposals identified for the next two years (2018-19 and 2019-20). Further detail is presented in Appendix 2.

- Libraries (4E9) – the opportunities provided by libraries are very welcomed, though some people do accept that change is needed. The shared community space they provide is seen as very valuable along with the many services and educational opportunities that run from them. Some alternative models were suggested such as York Explore and charitable trusts. From an equality perspective it was felt that the more vulnerable people in the district would be affected the most by closure or reduced services, especially those on low incomes and older people.
- Council tax increases – it was felt by some that Council tax should not increase at any greater rate than cost of living. Many people don't have wages increasing at this same rate, so state that they will be worse off as a consequence. Suggestions

were made about increasing charges for empty homes and unused land, and also dealing with any fraud more effectively.

- Adults overall demand management strategy (4A1) – much concern was raised in relation to reducing or changing social care support. It was suggested that less funding will lead to poorly trained and paid staff, leading to worsening support for vulnerable people. It was felt those with multiple needs are going to suffer disproportionately. More lobbying of government and local MPs was suggested.
- Review of respite provision (5C1) – concern was raised over the health impacts (including mental health) on carers not getting any respite. Levels of current provision were seen as too low, without any further budget reductions.
- Youth service (5E2) – it was highlighted the role that the VCS plays in providing a service to particular groups of young people, and concern that young people would become disengaged with society. It was suggested that further analysis was needed on the impact of these proposals. Small grants to the VCS can leverage in a lot more money to the district.
- Home from hospital, integrated care (5PH1) – concern over the impacts this would have on hospital bed space. It was felt that the people this would affect most, are the least likely to have a voice in consultation activities.
- Museums and galleries (5E1) – It was suggested that museums could be operated as private enterprises, though there was concern about loss of artefacts and with its history and education. It was felt that more volunteers could be used, but that they would need appropriate training.
- Street cleansing (4E5) – it was suggested that a reduction in take away restaurants just outside of Bradford city centre, would alleviate litter, and allow a more focused resource of the city centre. It was felt that more work could be done with community groups to educate people about the impacts of littering.

7.3 Though the Children’s Services Prevention and Early Help consultation is on going, the following provides some early views and comments that have been shared. This doesn’t however represent the scale and breadth of comments that have been received, and is simply a few headlines at this stage of that consultation.

- There is broad level of agreement to the 0-19 and think family approach. There are some concerns to ensure that focus is maintained on specialisms, particularly early years and school readiness.
- The importance has been stressed of services such as ‘stay and play’ sessions which build people’s confidence. This has arisen though concerns about cutting out some of these programmes in an area and having to travel to access services. Have we proposed the right balance between prevention and early help?
- Details on the future offer have been sought. The broad proposed model and key outcomes have been outlined, but implementation of detailed pathways cannot be undertaken until after Executive meet on 3 April 2018.
- It is felt that the relationships and trust between the family, services and key workers is absolutely critical.
- It was suggested that less money, less resource, and higher caseloads means more families potentially falling through the gap and families feeling isolated.
- It was suggested that more buildings could be closed now to keep staff and resources.

7.4 Throughout the rest of the budget consultation there were also a number of general comments relating to the budget but not linked to a specific proposal. It was suggested

that more pressure should be put on central government to increase funding available locally to help reduce the potential increases in poverty. Comment was made around the disparity between the messages senior Council management and Elected Members are making around prevention and community led development, with the budget reductions being proposed. Other issues mentioned were the apparent increases in homeless people, geographic proportionality of the budget reductions, a suggested reduction in the number of Councillors and the future of small community organisations who are unable to measure impact and therefore maintain funding.

7.4 Consultation has also taken place with the Voluntary and Community Sector with two dedicated engagement sessions taking place on 24 and 25 January 2018. There was also a dedicated session on 18 January 2018 with the Young Lives Forum focusing on the proposal for youth services (5E2). All these comments are incorporated into the wider feedback but the headlines are presented below to ensure clarity on the VCS perspective.

- A whole systems approach was suggested, rather than looking at budget lines in isolation. This means looking across all sectors, investing locally and aligning procurement processes to allow for this. Sustainability and continuity needs building in. Local organisations keep more Bradford money in Bradford. This is also an opportunity to realise the ambition of co-production with communities at an early stage of developing services/ways of working. The conversation should be about making best use of remaining budgets, not an annual conversation about difficult cuts. VCS can also provide a different perspective and contribute to innovation.
- There should be a joint point in the year where the VCS and council can horizon scan for new opportunities and the potential to mobilise external resources strategically into the district.
- It was suggested that impact assessments, especially on equalities needs to be addressed cross sector as well across organisation so that impacts are better understood.
- It was strongly felt that the Bfunded investment (Economic Development Service, 4R13) should remain as through this support a very large amount of money is brought in to the district. The impact can be demonstrated through figures from West Yorkshire Community Accounting Service (WYCAS). This shows that in 2016/17 they supported 128 Bradford district organisations with their finances. This led to 402 separate grants and contracts being received in the district, with a value of £1.8m coming from the local authority and £4.1m coming from other sources. The need for more measures of impact from the VCS themselves was recognised.
- It is worth continuing to fund the VCS even if with just small amounts of money. The VCS can use this to match fund and bring a lot more money to the district that the public sector could not otherwise access. Some funds are needed to enable volunteers to be supported.
- It was felt that the impacts on different groups of people when taken in isolation were extensive across all proposals – be that young people, older people or disabled people.
- It was suggested that funding opportunities are being missed, and that the Council ought to identify resource for bringing in more investment to the district through funding streams.

- It was suggested that more work needs to be done to raise the profile of the changes to public services due budget reductions to the public.
- The reliance on the VCS finding alternative funding sources is not always realistic as many bids are not successful. Where activities are targeted, then evidencing the need is easier and funding easier to acquire. However these grants are used for match funding which would also no longer be an option.
- A cost benefit analysis should be done to realise the impacts of not supporting the VCS in running youth work. It is primarily preventative or early help activity which saves the whole 'system' money.
- The reliance on using volunteers as a solution is not fully realistic without support for them being in place.
- Suggestion of splitting the reduction over two years, rather than all in one year. There was concern that this meant that the Council wouldn't be meeting its statutory duties.
- Access to the National Citizens Service is limited, not all can engage, leaving a gap in support. Suggest a local version is developed with a wider reach.
- There needs to be a 'think local' approach and greater use of varied community assets. Centralising services doesn't mean stopping local delivery. The VCS often have empty space which could be used by others.
- Discussions about future provision needs to happen at early stage and to be issue based in order to generate interest and solutions from local communities. There are also opportunities to engage in different ways beyond events and meetings, such as web based platforms.
- The VCS acknowledged that they need to do more work on connecting up their sector, thereby making it easier for public services to work in partnership with them and communities.

8. FINANCIAL & RESOURCE APPRAISAL

- 8.1 The financial impact of decisions arising from the consultation will be considered at the Executive meeting on 6 February 2018 and will be evaluated and incorporated into the final budget proposals from Executive to Council on 22 February 2018.

9. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 9.1 Equality assessments have been carried out on the initial proposals and will continue to be updated alongside mitigations being considered.

10. LEGAL APPRAISAL

- 10.1 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.

- 10.2 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.
- 10.3 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.
- 10.4 There is also a duty on all Best Value authorities to consult when making changes to services or ending service provision.
- 10.5 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.

- 10.6 In summary it is necessary to ensure that Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2018-19 and 2019-20. 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](#).

11. OTHER IMPLICATIONS

11.1 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.

11.2 SUSTAINABILITY IMPLICATIONS

None

11.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

11.4 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.

11.5 HUMAN RIGHTS ACT

None

11.6 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.

11.7 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 22 February 2018, the detail of which wards will be affected will become apparent.

12. NOT FOR PUBLICATION DOCUMENTS

None

13. RECOMMENDATIONS

- 13.1 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 2018-19 and 2019-20 on 22 February 2018.

14. APPENDICES

Appendix 1 - Equality Impacts for budget proposals (2018-19 and 2019-20) as agreed on 5 December 2017 for consultation

Appendix 2 – New consultation feedback (service related and equalities)

Appendix 3 – Consultation feedback gathered in 2016/17 on proposals being consulted on again in 2017/18 due to further proposed reductions.

15. BACKGROUND DOCUMENTS

Report to Executive on 5 December 2017: Proposed Financial Plan 2018/19-2020/21 – document AJ with accompanying appendices

[Bradford Metropolitan District Council - Agenda for Executive on Tuesday, 5th December, 2017, 10.30 am](#)

Equality Impact Assessments (for budget proposals 2018-19 and 2019-20)

<https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2018-19/>

Appendix 1 - Equality impacts for budget proposals (2018-19 and 2019-20), as agreed on 5 December 2017 for consultation

1. Level of impact by outcome (priority)

Theme	High	Medium	Low	None
Better Skills, Jobs, Economy	13	17	27	113
Decent Homes	0	0	0	0
Better Health, Better Lives	25	18	47	49
Great Start, Good Schools for all Children	2	15	14	15
Safe, Clean & Active Communities	1	8	26	55
Well run Council	0	0	6	4

2. Total level of impacts across each protected characteristic group

Protected Characteristic	Impact Levels			
	High	Medium	Low	TOTAL
Age	12	11	14	37
Disability	7	12	13	32
Gender reassignment	0	2	11	13
Race	5	4	17	26
Religion/belief	0	6	12	18
Pregnancy/Maternity	3	7	13	23
Sexual Orientation	1	1	9	11
Sex	3	6	8	17
Marriage & Civil Partnership	0	0	7	7
Low Income/Low Wage	10	9	16	35

3. Proposals with multiple high impacts

Areas of 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	Gullikson, drainage, pavements	H	H					
	4R7	Accommodation, gateways, subway, signing, lining, winter	H	H					
	4R20	Sustrans promotes young people travelling to school actively and/or sustainably	H						H
Great Start, Good Schools for all Children	4PH1 Pt a	Oral Health Improvement	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
	5C1	Review of Respite Provision after the introduction of personalised budget	H	H					

Appendix 2 – Consultation feedback – service and equalities

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

Appendix 2: Budget Proposals 2018/19 & 2019/20 Consultation Feedback

NEW PROPOSALS FOR 2018/19 AND 2019/20					
Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
OUTCOME: Better Health Better Lives					
5PH1	A Home From Hospital Service – BRICCS Integrated Care & Support – review and redesign of the service.	This service is designed to support people who are homeless or in unsuitable accommodation, and who are at risk of staying longer than necessary in hospital. Homeless populations are more likely to have ill health and long term disabling conditions; some from age specific groups such as 16-25 year olds and 35 to 55 year olds. They are also more likely to be male.	Mitigation may be possible should the provider be able to secure alternative funding. This review and redesign will help identify other funding streams over the next two years as part of the bigger programme of out of hospital redesign.	It was felt that the funding should be maintained as a 'spend to save' initiative and in order to free up hospital bed spaces. The council should ensure other funding for appropriate support is secured before making a decision to withdraw this service. There is lack of clarity on what the remaining other funding might be and how effective it can be. Concern that the people this affects won't have a say on the proposal.	This could reduce the level of support available to some of the most vulnerable in society and in addition could put this group of people at risk of homelessness. This would also put pressure on housing providers to rehouse individuals where we do not have the resource or skills to meet their care and support needs. This would put the individual at risk of being rehoused into inadequately and potential returning to hospital or becoming homeless. It was suggested that this EIA needs more data to support the assessment.
5C1	Review Respite Provision after the introduction of personalised budgets	At this stage of the proposal development it is unclear what the impacts on protected characteristic groups would be. However as the proposal is developed the people it impacts upon will be considered as a means of helping to shape the proposal. However at this stage it is anticipated that the impacts could be high on age and disability.	Considerations to date include further developments of personalised budgets and to develop a process to buy services with personalised budgets from the Council and the Voluntary Sector.	There's a need to ensure sufficient help for people to understand and be supported through this change. It was felt there aren't enough existing places, even before any reductions. There is a risk that carers will be unable to continue to care because the impact upon their physical and mental health. More training is needed to help people manage their own budgets.	More data is needed on this EIA, such as how many people are currently managing their own budget? There is a clear impact upon many protected characteristics (age, disability, women more likely to be carers etc). Further assessment is needed to understand the impact on BME people. With reduced respite vulnerable people will end up in the Assessment and Treatment Unit/ Higher risk of abuse/Children taken into care.
OUTCOME: Better Skills, More Jobs and a Growing Economy					
5E1	Museums and Galleries – Review of service to include potential for income generation, service efficiency and integration and remodelling of operational delivery	No impacts identified	N/A	Particular concern for Red House. If museums close history and artefacts will be lost, along with education and knowledge for the next generation. Museums bring history alive. Alternative to closure would be to set up memberships (like National Trust) and run events which could be charged for (thematic evenings, weddings etc). Exhibitions and events should be charged for as an income generator to support other services. It is suggested that museums shouldn't be run by the Council, but by the private sector. The Council should stick to core services of social care, cleansing, road maintenance and education. There was agreement by some that health services should take priority over museums, if it has to come to down to a choice. Opportunity for more volunteer involvement, with the right	

NEW PROPOSALS FOR 2018/19 AND 2019/20

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
				training. People benefit from such venues for education, social stimulation or to counter social isolation.	
5R1	Reducing de-trunked (previously Highway Agency controlled) road maintenance budget	A reduction in the overall allocation of revenue maintenance would lead to a reduction in the numbers of maintenance cycles undertaken for each aspect of maintenance in any given year. (e.g. reducing litter picking activities from 4 times per year to 2 times). Any reduction in highway maintenance will impact most people the same, but will possibly have slightly greater impact on people who are more elderly, disabled or pregnant.	Priority would be given to any maintenance activities which have a 'life or death' consequence on users of the highways network. However as the scope, nature and therefore impact of specific maintenance requirements is not known, it is not possible to propose measures to fully mitigate or eliminate the possible disproportionate impacts.	Consideration needs giving to any long term impact (including injuries, legal claims, damage to highways and therefore more costly repairs later).	The impact on mobility of disabled and older people because of the state of the roads and pavements is massive.
Page 5R2	Increasing percentage level of staff capital recharges to external projects/ customers	No impacts identified	N/A	This was seen as a good idea, and that increases in charges for using council staff skills needs to be looked at in other areas.	

OUTCOME: Safe Clean Active

5E2	Youth Service – All commissioned grants will be reviewed during 2018, with grants to VCS groups providing youth work ceasing from April 2019.	There will be a disproportionate impact on young people in the district. Some of the grants made support a particular protected characteristic group. Whilst the grants are relatively small, and will not address the needs of the entire protected characteristic group, they do benefit a smaller number of people within it. There will be an impact on other protected characteristics but this would be proportionate to the overall youth population. It is not possible to predict how the loss of grants to the voluntary, community and faith sector would impact on youth work jobs within organisations currently funded under the grant scheme.	Last year the Youth Work Grant Scheme was reconfigured to give 2 streams to the grants, one was for sessional / week in week out youth work activity, the other was for developmental grants for groups to develop self sustaining youth work initiatives. As these will have been funded for the year, build sustainability into their plans for the work, these should now be at a stage of being able to operate without the renewal of the grant. Further consideration to mitigating the impact will be made in terms of sessional youth work by working with the local authority Youth Services to ensure they support local voluntary, community and faith sector groups in shared initiatives that develop and enhance skills, volunteering opportunities and People Can initiatives to respond to locally identified needs. The work of the Youth Offer	The VCS have an essential role in supporting the growing BME youth population. A reduction in support will be counterproductive, leaving youth disengaged from society. Ensure that there is sound analysis of the impact of the changes in funding, and that the outcomes from grant are evaluated to ensure the impact is maximised. The reliance on the VCS finding alternative funding sources is not always realistic as many bids are not successful. Where activities are targeted, then evidencing the need is easier and funding easier to acquire. However these grants are used for match funding which would also no longer be an option. A cost benefit analysis should be done to realise the impacts of not supporting this work. It is primarily preventative or early help activity which saves the whole "system" money. Innovation will be lost. The alternative of using volunteers is not realistic without support for them. Suggestion of splitting the reduction over two years, rather than all in one year. There was concern that this meant that the Council wouldn't be meeting its statutory duties. Access to the National Citizens Service is limited, not all can engage, leaving a gap in support. Suggest a local version is developed with a wider reach. Suggestion of redesigning the whole system of youth support and engagement.	The EIA states that the Youth Offer Working Group will continue to identify priorities and needs but they must also consider how reduced funding may affect communities. Any impacts need to take into consideration the wider cumulative impacts across the whole budget on young people. The VCS reach many young people who are not known to specialist services, more vulnerable young people such as Asian young women who can be marginalised (forced and coerced marriages). Concern was expressed for young disabled people if services are reduced/taken away. There was a suggestion that groups in more disadvantaged areas have less opportunity to access alternative sources of funding & support therefore increasing inequality.
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NEW PROPOSALS FOR 2018/19 AND 2019/20

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
			<p>Working Group will continue to identify priorities and needs in relation to the districts youth offer and explore ways of building capacity within the Voluntary, Community and Faith youth sector.</p> <p>As there is a 12 month lead in time to implementation, further work (and the grant funding) can be applied to building sustainable solutions and mitigating impacts.</p>	<p>The VCS contributed to a lot of youth work in the lead up to the EDL demonstrations. The ability to react to this sort of situation would be harder without that additional support.</p> <p>Bradford Youth Development Partnership can show that that for every £10 'granted' by the council, it has attracted an extra £30. This must be an extremely strong argument for the value of support by means of a grant?</p>	
OUTCOME: Well Run Council					
5FM2	School Catering and Cleaning – increased sales, price review and administrative efficiencies.	No impacts identified	N/A	There is a concern over increased costs for schools in areas with higher levels of deprivation	
5F2	Revenues and Benefits – General efficiency savings – combination of cost and staffing reductions	No impacts identified	N/A	There is concern with these efficiencies when the benefits system is so complex with people struggling to navigate through it. If people don't get the right support to access universal credit (and other funding they are entitled to) this creates more dependency and more cost to the Council.	
5F3	Procurement Supplies and Services Budget – overall net savings subsequent to a review of the Procurement function as a whole	No impacts identified	N/A	When reviewing procurement , consideration should be given to the impacts on the local community – social value and supporting and building relationships with local businesses.	
5X1	Reduce total cost of top management - the scope is the senior management (Strategic and Assistant Directors) and their PA structure	No impacts identified	N/A	It is felt that top management need to be able to undertake multiple roles, in some case both political and officer. There also needs to be general reduction in managers and a reduction in senior management salaries.	

PROPOSALS ALREADY CONSULTED ON IN 2016/17, FOR FURTHER CONSULTATION

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
OUTCOME: Better Health Better Lives					
4PH1	School Nursing and Health Visiting - service based efficiencies – primarily management, back office and vacancy control <i>Please note this proposals affects both Better Health, Better Lives and Great Start, Good Schools but for clarity is shown here</i>	The services will be re-commissioned as part of the proposed Prevention and Early Help which was outlined in the Executive paper in November 2017. There is potential to impact on children and families across some protected characteristics but these will be mitigated wherever possible by focusing on identifying children at risk and targeting services on more vulnerable families and their children. The consultation for this model completes in Feb 2018.	Using a phased approach will help to plan and prepare any emerging risks which can then be managed through the proposed Prevention and Early Help approach for a more integrated model for children and young people and the service will continue to provide statutory services.	It was suggested that local organisations would be able to better provide these services, keeping money in Bradford and providing a better quality service. One large local contract should be set up, with localised grants to smaller providers.	
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.	The option of community based services may neither be popular with users or others using centres. More details are needed on the type of centres to be used.	
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) 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.		One of the mitigation factors for this area is that it will be delivered through schools. However those most in need of this provision are the very young people who do not engage in school or who have poor relationships with them, therefore resulting in a lack of access to those who most need the service. As a result you will see more young people needing higher cost specialist services, for example and increase in teen pregnancy.
4PH6	Physical Activity, Food and Nutrition - cessation of grants to VCS organisations delivering range of activities including 'cook and eat', physical activity, food growing and breastfeeding support.	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.	The Health Improvement Team will support providers/organisations and service users proactively with advice and sign-posting as opportunities are identified		
4PH8	Warm Homes Healthy People – reduction in the	Service supports a range of vulnerable	In 2016/17 support to develop a new	The council has already explored	

	short term winter activity based programme	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.	approach to funding was granted to partners, which allowed the creation of a crowd funding website which plans to raise £25k this year. This will be built upon to enable core services such as fuel poverty and food poverty work streams to be maintained. Other independent fund raising by existing partners such as Ground Works/ Family Action will join in the programme each winter.	developing a new funding approach, however exploring options around voluntary organisations who offer similar support may be beneficial e.g. stepchange, CAB, CHAS St Vincents, foodbanks etc and having an effective signposting and partnership working will assist customers who benefit from the WHHP if funding needs to be reduced.	Housing Associations are able to offer some support similar to the WHHP scheme for tenants (e.g. food parcels, debt advice) however people living in the private rented sector do not get the same level of support. The number of households in the private rented sector is growing and cutting this service further is likely to put vulnerable households at risk.
4A1	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>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.</p> <p>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.</p> <p>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.</p> <p>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 disproportionately affected. We will further review the potential impact on protected characteristics as part of the development of the delivery programme.</p>	<p>Concern over the cuts with the increasing elderly population. We should embrace the private sector ideas and bring more in house as you don't see private care bankrupt. More cross council cooperation to share resources and skills. It is suggested that MPs should be lobbied regarding the issue with underfunded social care as well as Jeremy Hunt. Social care should be paid by government not local tax payers. Concern that lack of funding will have a detrimental affect on the NHS. There is concern that poorly funded social care, will lead to poorly trained staff and very poorly paid staff, which ultimately leads to a very poor service. It is suggested that all social care is run directly by the council. Children, Adults and Elderly are already the most vulnerable group in terms of support required. If these groups then have additional needs like any disabilities, disease, housing, transport, Medical Services then their vulnerability is further enhanced and compromised. More transparency is needed on this proposal. Invest in local VCS - keep the money within the district and be wary of larger organisations who have a notional presence but little local knowledge but are in a position to undercut local organisations where the skills/contacts/trust and knowledge has taken years to achieve. There was concern as to how much support people would get to allow them to be independent. With less care hours, people can do fewer activities which reduces their independence. More training and support for providers is needed. Clearer and simpler pathways are needed to help reduce waiting times. It was felt that the VCS could do a lot more to help mitigate especially around accountable care and mental health. Closer working with GPs for example.</p>	The cuts are taking us backwards in terms of the Social Model: Less choice & control and integration leading to more safeguarding issues.

				Concern that there is no clear plan or strategy to address the budget shortfalls in this area.	
4C3	Children's Services – 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 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	Some felt that this should remain within the Local Authority or with further education establishments, as these organisations are better connected and therefore can deliver a better service. Others felt this was an opportunity to have different partners engaged, therefore adding to the richness of any support services, and opportunities for additional funding. Services should not be centralised, as many people wont access them if they have to travel. Concern that this loss will impact the support for young people and the consequent future of the district. The EOF scheme has been extremely beneficial for many of the individuals on the scheme; supporting them off benefits and back into work, bringing in additional funding into the district as a result of them working and the payment of lower benefits and spending more money within our district. Without this fund it will impact on those who through it would be back in employment	
4C4	Child Protection management restructure – reduction in teams by four to ten with potential reduction in team managers plus review other overall budgets	No impacts identified	N/A	Concern that a reduction in numbers of staff will leave children even more vulnerable.	
OUTCOME: Better Skills More Jobs and a Growing Economy					
4E8	Events and Festivals – review to develop a more sustainable and balanced events programme	Potential for greater impact on people of low income / low wage. The events are primarily free to attend and any reduction in their delivery could reduce the opportunity for people to attend cultural activities.	Review of Events and Festivals framework is on going and will take into account the protected characteristics to mitigate any disproportionate impacts.	Council seems to fund activities in city park which have no bearing on the well being of the people and council does not get any revenue from this activity. There needs to be a critical examination of events held around the Mirror Pool. They are aesthetically pleasing but can no longer be a priority. The council festivals on offer throughout the year are wonderful family events where families from all cultures and backgrounds are able to integrate in a safe and friendly environment and learn about each others cultures and celebrations. It would be such a shame to lose these events and the impact on integration could be huge.	
4E9	Libraries – reduction in the number of libraries directly provided by CBMDC. Further investigation of potential for alternative delivery models	Potential reduction in the number of libraries directly managed by the Council may impact on those groups, young and old or low income/low wage that have no alternative access to information or educational/reading materials though other sources (eg on-line, purchased) or use libraries as social gathering points.	Consultation with and support for communities to help develop proposals and implementation of models of community management outside Council control.	More detail on the expected changes is needed. At the very least keep the larger libraries and improve these. Libraries are now running very low on professional input making it harder to develop and diversify. Libraries need to continue to provide management of Bookstart scheme (gifting books). Concern that community run libraries wont be able to meet the national plans set out	Elderly people will struggle to get to a central library and this will lose any village feel. Not all are able and this is limiting their ability to use this service. The most vulnerable in society that don't have a voice who use our libraries to access the internet to pay bills sort out job applications, those that need a quiet space to read and relax to help people with invisible disabilities. People are encouraged to read and write to help their mental

				<p>by Society of Chief Librarians. More information is needed on how existing community run libraries are doing. It was felt that consultation on libraries changes was hidden and not engaging people enough.</p> <p>There is an opportunity to make libraries shared community spaces, but they need to be run by professionals, as relying on volunteers is not effective enough – issues of confidentiality and knowledge for example.</p> <p>More work could be done on finding alternative funding streams, and alternative models such as York Explore, trusteeships, charitable trusts.</p> <p>It was felt that community run models work in affluent areas but not in areas of greater deprivation. It was also suggested that schools are struggling to purchase books, so limited lending will add a further burden. It was suggested that libraries could be run from community halls. This is already happening successfully in many areas.</p> <p>Concern that legislative duties to provide a service will not be met.</p> <p>Bring community facilities such as halls and libraries up to a modern standard and in good states of repair before transferring to community ownership.</p> <p>The service that libraries provide cuts across all the Council's priority areas as outlined in the Council Plan and should therefore continue to be supported.</p> <p>Most feedback related to libraries in general but some comments mentioned Bingley, Ilkley, Keighley, Wike and Wibsey in particular.</p>	<p>health. People on low incomes don't have easy internet or purchased materials access.</p> <p>There was concern that the home library service would be cut, effecting older more vulnerable people.</p> <p>There is concern that the cuts will impact on communal activities such as activities for children during school holidays, or societies such as family history societies that hold monthly meetings, short courses on historical research or classes in IT literacy.</p> <p>Disabled people are keen that the home delivery service continues for disabled people. This has a knock-on effect on the Home First agenda: People at home having nothing to do/isolation/depression. There is great value in the act of someone popping in with the library books – it may be their only visitors that day (social contact) and is a good check to spot if people need more help (every contact counts).</p>
4R2	West Yorkshire Combined Authority (WYCA) Transport Levy – proposed reduction in the levy	This proposal could have an adversely disproportionate impact on both the young (under 18's) and elderly sectors of the community as the funding which is being reduced is specifically used to fund schemes/programmes which are delivered for these groups.	<p>The negative impacts would need to be considered within the wider West Yorkshire context in consultation with WYCA with whom the ultimate decisions on which aspects of their budgets to reduce would rest.</p> <p>Some aspects of expenditure of the Transport Levy are protected by national regulation and hence are likely to remain largely unaffected by any reductions as a consequence of this proposal. It is therefore anticipated that those elements of expenditure which are discretionary are likely to bear the majority of any agreed levy reduction.</p>		There is concern that the provisions over and above that granted to ENCS holders will be lost or reduced eg the benefit that is afforded to the blind/VI community that allows them to use trains and buses at all times
4R6	Planning, Transportation and Highways - 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	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 impacts.	Cuts to traffic and road budgets will increase costs for motorists and cause damage to vehicles, potentially leading to a higher rate of accidents.	Failure to maintain footpaths, in particular, will present significant risk of injury to elderly, infirm and disabled. Consider low maintenance surfaces rather than traditional paving stones where possible.

		snickets are currently impassable due to lack of maintenance which is a consequence of the current reduced budget allocation	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).		
4R7	Planning, Transportation and Highways - reduction in Highways Services operational budgets associated with operational transport gateway and subway maintenance	Reduced maintenance of gateways and subways will lead to these assets deteriorating and over time potentially becoming impassable. This could therefore impact on some of the protected characteristics. This could therefore impact on some of the protected characteristics.	Replacement of any subway facility which is removed as a consequence of this proposal with a surface level controlled crossing could be considered to ensure that the negative impacts on severance are mitigated. However such works would lead to an increased maintenance liability on the Council's traffic signal infrastructure and such crossings are inherently more dangerous than segregated crossings on major arterial routes like Wakefield Road.	Traffic calming measures need to be applied to all parts of the district, not targeting particular neighbourhoods.	
4R11	Planning, Transportation and Highways - introduction of limited lighting hours / switch off of street lighting on non-principal road network	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.	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 consulted upon with the local community.	Despite the council stating they have developed a set of criteria that include criminal activity records, we are aware that a lot of crime goes unreported to the police which could potentially mean that the data on which decisions are based is not robust. If not already part of the criteria consultation with housing providers at an early stage regarding reports of anti-social behaviour in the area as Housing Associations operating in the district have a detailed knowledge of the problems faced by communities in the neighbourhoods they manage. There is concern about the continued reduction in street lighting and how that leads to people not feeling safe and not going out at night time. However it was also suggested that more street lighting could be reduced between midnight and 6am. Concern for late night worker's safety, and the increase in social isolation.	
4R13	Economic Development Service – reduction in City Park sinking fund (fund set aside to fund future expense), matched funding for European Strategic Investment Fund programmes. Remove support for B-funded community funding information website	The savings may have a low impact on low wage/low income people where job opportunities are impacted.	Targeting areas of economic under performance, and by prioritising target groups in service promotion and skills development.	It was strongly felt that the Bfunded investment should remain as through this support a very large amount of money is brought in to the district. The impact can be demonstrated through figures from West Yorkshire Community Accounting Service (WYCAS). This shows that in 2016/17 they supported 128 Bradford district organisations with their finances. This led to 402 separate grants and contracts being received in the district, with a value of £1.8m coming from the local authority and £4.1m coming from other sources.	
OUTCOME: Safe Clean and Active Communities					
4E1	Parks and Bereavement management	Impact on clubs with lower level of	There is a growing interest from local	There is concern over the use of the digital	

	<p>rationalisation; withdrawal from direct management of sport pitches and bowling greens; raise prices of bereavement services.</p>	<p>membership / players and/or financial resources at their disposal which could ultimately result in some clubs to merge or disband</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.</p> <p>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/faith communities that due to their beliefs have no choice between funeral types. The Muslim and East European communities fall in this latter group.</p> <p>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.</p>	<p>communities, residents, Parish/Town Councils and sports clubs to become more involved in the operation of public assets, particularly where the opportunity exists to develop community use. Such as having direct access to a range of grant funding bodies whilst 'ownership' allows increased sponsorship and fund raising opportunities.</p> <p>The Service would seek to support individuals/groups of clubs both directly and through the National Governing Bodies to take overall responsibility and would consider an incremental approach over a defined period. Prior investment in the assets to transfer together with elements of seed funding and appropriate rent will allow financially sustainable organisations to develop.</p> <p>The most deprived/low income communities receive support for the cost of funerals from the Council through Adult Services.</p> <p>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.</p> <p>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>body scanner for autopsies. It is felt not to be essential.</p> <p>In relation to sports pitches, there continues to be concern about the capacity and capabilities of volunteers and some groups to take on the responsibilities of maintaining grounds and facilities.</p> <p>Parks need to be seen as a community asset. A small amount of council maintenance leads to greater involvement by communities to keep the park in a good state and make use of the space.</p>	
4E2	<p>Waste Collection and Disposal Services – Full year effect of introduction of alternate weekly collection and associated round reduction, improved recycling, reduction in residual waste and improved efficiencies.</p>	<p>Alternate weekly collections fully implemented with the exception of rural rounds (in hand) with no adverse impacts identified.</p> <p>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.</p>	<p>The Council already provides assisted bin lifts for residents where mobility or accessibility issues arise. In this circumstance the resident can call the Contact Centre and a home visit will be arranged to assess how the Council can help.</p>	<p>Concern over fly tipping, over flowing bins (for families in particular) and the imposed difficulties to use recycling centres - we need passes but these are not automatically sent to residents. Menston residents can't use the nearby Ellar Ghyll site as it's in LCC jurisdiction, and Ilkley is 20 min drive away. So there is an exchange of weekly bin collections for car emissions, fly tipping and hassle.</p>	
4E5	<p>Street Cleansing and Public Conveniences – reduction to street cleansing resources for 2019/20</p>	<p>The street cleansing 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.</p> <p>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, and disabled people,</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.</p> <p>The department have approached relevant Parish Councils, Friends of Groups and other interested community groups whether they would be interested in taking over the running of toilets. The discussions surrounding takeover and Community Asset Transfers are progressing well</p>	<p>It was felt that all late night licensing of takeaways outside of the City Centre should cease, stopping the ribbon development of takeaways and fast food establishments in the inner city. The focus on cleansing can then be focused on the city centre with rigorous enforcement and expanded teams - warning letters are ineffective. Allow local community groups access to anti-litter posters for grot spots. CCTV should be put in areas with high levels of fly tipping (e.g. Thornton Road). Any proposal which increases the likelihood of litter on our streets and roads will have a</p>	<p>There was concern on the workforce profile as it was suggested that there are quite few disabled people who work in this service. If jobs are cut the Council must support these people to find alternative work.</p>

		particularly those with complex needs, and people who, because of their physical condition, may need to visit the toilet more regularly.		direct effect upon peoples health and safety. It was also felt that vermin has already increased due to increase fly tipping. There are more opportunities for community litter picks which happen successfully and community run around the district. Less clean environments lead to poorer health of residents including mental health. More enforcement is needed. Some continued concern over the future of public conveniences.	
4E6	Pest Control – cessation of the pest control 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.	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	There was concern that this proposal meant that the service was going to be outsourced, with increased costs as a consequence.	

Topic	General comments – not proposal specific
Council Tax	<p>Can't afford the increases. Wages and cost of living increases are far lower than the suggested CT increase.</p> <p>There is still an issue with fraud on single occupancy households.</p> <p>Owners of empty properties and unused land should be charged higher rates to force maintenance and if not lead to low level compulsory purchase for LA income generation.</p> <p>Reinvest CT in areas where it is generated from.</p> <p>It was suggested that some businesses could run some services more efficiently and should therefore be transferred which in turn would increase business rates received.</p> <p>The affordability of council tax needs addressing, so that people pay what they can afford according to their situation – families, or single income households should pay a bit less than those with double incomes for example.</p> <p>There was the suggestion of changing the CT system for something like a local income tax or a poll tax.</p> <p>Concern that those areas with parishes are being very hard hit due to increases in both precepts.</p> <p>The council tax reduction scheme helps the most vulnerable and economically disadvantaged in our community. This reduction will penalise these people beyond breaking point. There are vulnerable people with unmanageable debt who rely on budgets which are supported by CT.</p> <p>Look at keeping support for those who need it regarding their income or if they are vulnerable. By making it harder for them, the bills still wont get paid but it will push people into debt which creates far worse problems.</p>
General administration	<p>Reduce the number of Councillors.</p> <p>More pressure needs to be put on central government to provide the funding needed, with Yorkshire local authorities creating an alliance to strengthen the argument.</p> <p>The Council could look more to philanthropy to support what will be lost.</p> <p>Concern that the vulnerable are being affected by the proposal leading to more people being in poverty.</p>
Efficiencies	<p>There was a suggestion that the removal of Essential Lump sums for car users would cost more in the long run through use of taxis and public transport.</p> <p>It was suggested that communities could do their own garden/grit/cleaning. Also Renting council office spaces could be rented to other organisations.</p>
Revenues and Benefits	<p>With universal credit coming in, more staffing is needed in revenues and benefits.</p>
Health (general)	<p>It is felt that contracting and procurement arrangements are not in line with the pledges around prevention and community led development. VCS work is being hampered by this, especially as it is hard to demonstrate impact and scalability. Would like to see more co-design and joint working.</p> <p>It was suggested that patient groups should be used to help get the message out about changes in public health and the way services are delivered.</p>
Other	<p>There is concern that there aren't sufficient or appropriate jobs available for people with disabilities. Increases in costs of living, be it from Council Tax, transport costs etc just makes their situations worse.</p> <p>There are concerns over increases in homeless people and the lack of funding/investment for them. A bigger proportion of expenditure should be spent on them with a vision for housing and homelessness in Bradford.</p> <p>It is felt that service reductions haven't been proportionally applied, with outlying areas suffering (e.g. Queensbury).</p> <p>Recent FOI requests have shown that union officials receive funding and time, this should be stopped as union subs should pay union funding.</p> <p>In relation to VCS funding cuts - Often value of small community organisations is overlooked because of their historic inability to measure their impact and the scalability of their work, however, this is also at odds with the clear commitment from the Council's senior management to asset based community approaches.</p> <p>Expression of sympathy for the cuts that the Council have been forced to make, and the dismay at the inevitable deterioration of Social provision for those who most need it.</p> <p>There is concern that those who shout the loudest will have their voices heard when the final decisions are made.</p> <p>There is concern about the amount of cuts to advocacy services and how that is making it harder for disabled people to have a voice including for issues like housing and access to the criminal justice system.</p> <p>There needs to be more publicity and information sharing about the assisted bin service as it is felt many do not know about it.</p> <p>The council could be more proactive in finding people and groups who are willing to put their energies behind running services – promoting the opportunity for a conversation.</p> <p>There was suggestion that social impact bonds could be better used – such as the Sheffield model.</p> <p>Concern over the money the Council might be spending on the Odeon, when apparently more important services are being substantially cut.</p>
Overall equality impacts	<p>The proposals have a regressive impact upon disabled and older people.</p> <p>There is a feeling that the cuts are more likely to hit people who are unlikely to complain, vote, have a say. This doesn't necessarily fit with equality duties and the Brown Principles</p>

Appendix 3 – Consultation feedback from consultation undertaken in 2016/17, on proposals undergoing consultation again in 2017/18 due to further proposed reductions.

Ref	Budget Proposal or budget area:	Equality Assessment	Mitigation	Feedback on service and equality impacts
		As published in December 2016		
OUTCOME: Better health, better lives				
4A1	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).	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.	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 disproportionately affected. We will further review the potential impact on protected characteristics as part of the development of the delivery programme.	<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 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>
4A9	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.
OUTCOME: Better skills, more good jobs and a growing economy				
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.
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	<p>Some feel that greater cuts should be implemented, others feel more support should remain with arts programmes.</p> <p>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.</p> <p>Some felt that private enterprises should be responsible for events.</p>
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.
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 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.
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 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	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 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 proactive 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.	The existing and proposed reductions in gritting is causing problems especially in the Keighley area.
4R11	Introduction of limited lighting hours / switch off of street lighting on non-principal road network	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.	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 consulted upon with the local community.	Reduction in street lighting could encourage anti social behaviour and crime.
OUTCOME: Safe clean and active communities				
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.
4E4	Environment and Sport - Customer Services - redirect	The Council recognises that any move toward	To mitigate the potentially disproportionate impact the Council	It was felt that digital access is not suitable for many

	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.	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 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.	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.	gypsy and travellers.
4E5 Page 91	Street Cleansing and Public Conveniences - reduction in number of ward based clean teams and mechanical sweepers	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 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.	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.	There was 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.
OUTCOME: A well run council				
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.

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Addendum to the Report of the Assistant Director, Office of the Chief Executive to the meeting of the Executive to be held on 6 February 2018 (Document 'AV')

Subject:

Consultation feedback and equality assessment for the 2018-19 and 2019-20 Council budget proposals - report addendum.

1. Summary

- 1.1 The report (Document AV) of the Assistant Director, Office of the Chief Executive was published on 29 January 2018 to be presented to the Executive at the meeting to be held on 6 February 2018. The report includes information from the public engagement and consultation programme in relation to the budget proposals for the 2018-19 and 2019-20 budget.
- 1.2 The public consultation and engagement programme however continued until 28 January 2018 meaning that there is a requirement to provide details of further information and comments received from 26 January when the report was submitted to the end of the consultation. This addendum therefore provides an update on feedback received during these additional few days.

2. Updates to the feedback received through the consultation

- 2.1 By the end of the consultation on 28 January 2018, the Council has received comments from 1239 people or groups (an increase from 1129 as outlined in the report document AV). Of this, 1183 were in direct relation to the different budget proposals for 2018-19 and 2019-20, including the proposed increases to Council Tax. A further 53 comments were made that were not specific to particular proposals for the next two years.
- 2.2 Monitoring of the corporate social media accounts and Stay Connected newsletters on the budget consultation has shown over 1699 click-throughs to the online consultation pages. It is worth noting that overall activity on the corporate social media accounts around the consultation has however been 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.

2.2 The proposals generating most comments at the end of the consultation were:

- Children's Services Prevention and Early Help – 700 (consultation on this open until 12 February)
- Libraries (4E9) – 219 responses
- The raise in council tax – 116 responses
- Adults overall demand management strategy (4A1) – 30 responses
- Review of respite provision (5C1) – 16 responses
- Youth service (5E2) – 17 responses
- Home from hospital, integrated care (5PH1) – 12 responses
- Museums and galleries (5E1) – 12 responses
- Street cleansing (4E5) – 9 responses
- Reducing de-trunked road maintenance budget (5R1) – 8 responses

A further 37 proposals received seven or fewer comments.

2.3 Further correspondences have also been received from public and voluntary sector partner organisations which have been shared directly with decision makers and headline comments incorporated into the overall feedback.

2.4 Appendix 1 has been updated to include further comments received on each proposal over the last three days of the consultation, and include comments received through the online survey, postal questionnaires and emails from the general public and voluntary and public sector partner organisations.

Appendix 1 – Consultation feedback – service and equalities

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

Additional comments since publication of 6 February 2018 Executive report have been highlighted in bold below – these have been received through the online survey, postal questionnaires, emails and letters from the general public and public and voluntary sector partners.

NEW PROPOSALS FOR 2018/19 AND 2019/20					
Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
OUTCOME: Better Health Better Lives					
5PH1 Page 95	A Home From Hospital Service – BRICCS Integrated Care & Support – review and redesign of the service.	This service is designed to support people who are homeless or in unsuitable accommodation, and who are at risk of staying longer than necessary in hospital. Homeless populations are more likely to have ill health and long term disabling conditions; some from age specific groups such as 16-25 year olds and 35 to 55 year olds. They are also more likely to be male.	Mitigation may be possible should the provider be able to secure alternative funding. This review and redesign will help identify other funding streams over the next two years as part of the bigger programme of out of hospital redesign.	It was felt that the funding should be maintained as a 'spend to save' initiative and in order to free up hospital bed spaces. The council should ensure other funding for appropriate support is secured before making a decision to withdraw this service. There is lack of clarity on what the remaining other funding might be and how effective it can be. Concern that the people this affects won't have a say on the proposal.	This could reduce the level of support available to some of the most vulnerable in society and in addition could put this group of people at risk of homelessness. This would also put pressure on housing providers to rehouse individuals where we do not have the resource or skills to meet their care and support needs. This would put the individual at risk of being rehoused into inadequately and potential returning to hospital or becoming homeless. It was suggested that this EIA needs more data to support the assessment.
5C1	Review Respite Provision after the introduction of personalised budgets	At this stage of the proposal development it is unclear what the impacts on protected characteristic groups would be. However as the proposal is developed the people it impacts upon will be considered as a means of helping to shape the proposal. However at this stage it is anticipated that the impacts could be high on age and disability.	Considerations to date include further developments of personalised budgets and to develop a process to buy services with personalised budgets from the Council and the Voluntary Sector.	There's a need to ensure sufficient help for people to understand and be supported through this change. It was felt there aren't enough existing places, even before any reductions. There is a risk that carers will be unable to continue to care because the impact upon their physical and mental health. More training is needed to help people manage their own budgets. There is concern that this may lead to more hospital admissions. Concern that there may be impacts on Children's Centres and the support provided to new parents and vulnerable families.	More data is needed on this EIA, such as how many people are currently managing their own budget? There is a clear impact upon many protected characteristics (age, disability, women more likely to be carers etc). Further assessment is needed to understand the impact on BME people. With reduced respite vulnerable people will end up in the Assessment and Treatment Unit/ Higher risk of abuse/Children taken into care. Any additional hospital admissions are most likely to affect children and young people who have more complex conditions.
OUTCOME: Better Skills, More Jobs and a Growing Economy					
5E1	Museums and Galleries – Review of service to include potential for income generation, service efficiency and integration and remodelling of operational delivery	No impacts identified	N/A	Particular concern for Red House. If museums close history and artefacts will be lost, along with education and knowledge for the next generation. Museums bring history alive. Alternative to closure would be to set up memberships (like National Trust) and run events which could be charged for (thematic evenings, weddings etc). Exhibitions and events should be charged for as an income generator to support other services. It is suggested that museums shouldn't be run by the Council, but by the private sector. The Council should stick to core services of social care, cleansing, road maintenance and education. There was agreement by some that health services	

NEW PROPOSALS FOR 2018/19 AND 2019/20

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
				should take priority over museums, if it has to come to down to a choice. Opportunity for more volunteer involvement, with the right training. People benefit from such venues for education, social stimulation or to counter social isolation.	
5R1	Reducing de-trunked (previously Highway Agency controlled) road maintenance budget	A reduction in the overall allocation of revenue maintenance would lead to a reduction in the numbers of maintenance cycles undertaken for each aspect of maintenance in any given year. (e.g. reducing litter picking activities from 4 times per year to 2 times). Any reduction in highway maintenance will impact most people the same, but will possibly have slightly greater impact on people who are more elderly, disabled or pregnant.	Priority would be given to any maintenance activities which have a 'life or death' consequence on users of the highways network. However as the scope, nature and therefore impact of specific maintenance requirements is not known, it is not possible to propose measures to fully mitigate or eliminate the possible disproportionate impacts.	Consideration needs giving to any long term impact (including injuries, legal claims, damage to highways and therefore more costly repairs later).	The impact on mobility of disabled and older people because of the state of the roads and pavements is massive.
5R2	Increasing percentage level of staff capital recharges to external projects/ customers	No impacts identified	N/A	This was seen as a good idea, and that increases in charges for using council staff skills needs to be looked at in other areas.	

OUTCOME: Safe Clean Active

5E2	Youth Service – All commissioned grants will be reviewed during 2018, with grants to VCS groups providing youth work ceasing from April 2019.	There will be a disproportionate impact on young people in the district. Some of the grants made support a particular protected characteristic group. Whilst the grants are relatively small, and will not address the needs of the entire protected characteristic group, they do benefit a smaller number of people within it. There will be an impact on other protected characteristics but this would be proportionate to the overall youth population. It is not possible to predict how the loss of grants to the voluntary, community and faith sector would impact on youth work jobs within organisations currently funded under the grant scheme.	Last year the Youth Work Grant Scheme was reconfigured to give 2 streams to the grants, one was for sessional / week in week out youth work activity, the other was for developmental grants for groups to develop self sustaining youth work initiatives. As these will have been funded for the year, build sustainability into their plans for the work, these should now be at a stage of being able to operate without the renewal of the grant. Further consideration to mitigating the impact will be made in terms of sessional youth work by working with the local authority Youth Services to ensure they support local voluntary, community and faith sector groups in shared initiatives that develop and enhance skills, volunteering opportunities and People Can initiatives to respond	The VCS have an essential role in supporting the growing BME youth population. A reduction in support will be counterproductive, leaving youth disengaged from society. Ensure that there is sound analysis of the impact of the changes in funding, and that the outcomes from grant are evaluated to ensure the impact is maximised. The reliance on the VCS finding alternative funding sources is not always realistic as many bids are not successful. Where activities are targeted, then evidencing the need is easier and funding easier to acquire. However these grants are used for match funding which would also no longer be an option. A cost benefit analysis should be done to realise the impacts of not supporting this work. It is primarily preventative or early help activity which saves the whole 'system' money. Innovation will be lost. The alternative of using volunteers is not realistic without support for them. Suggestion of splitting the reduction over two years, rather than all in one year. There was concern that this meant that the Council wouldn't be meeting its statutory duties. Access to the National Citizens Service is limited, not all can engage, leaving a gap in support. Suggest a local	The EIA states that the Youth Offer Working Group will continue to identify priorities and needs but they must also consider how reduced funding may affect communities. Any impacts need to take into consideration the wider cumulative impacts across the whole budget on young people. The VCS reach many young people who are not known to specialist services, more vulnerable young people such as Asian young women who can be marginalised (forced and coerced marriages). Concern was expressed for young disabled people if services are reduced/taken away. There was a suggestion that groups in more disadvantaged areas have less opportunity to access alternative sources of funding & support therefore increasing inequality. The mitigation suggests that the youth service can support and encourage VCS activity. It is unclear whether the youth service has capacity to do this. Furthermore some of the activity that they have currently stimulated is in existence because of the youth grant funding, so it may be more difficult to stimulate such activity without such funding existing.
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NEW PROPOSALS FOR 2018/19 AND 2019/20

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
Page 97			<p>to locally identified needs.</p> <p>The work of the Youth Offer Working Group will continue to identify priorities and needs in relation to the districts youth offer and explore ways of building capacity within the Voluntary, Community and Faith youth sector.</p> <p>As there is a 12 month lead in time to implementation, further work (and the grant funding) can be applied to building sustainable solutions and mitigating impacts.</p>	<p>version is developed with a wider reach. Suggestion of redesigning the whole system of youth support and engagement. The VCS contributed to a lot of youth work in the lead up to the EDL demonstrations. The ability to react to this sort of situation would be harder without that additional support. Bradford Youth Development Partnership can show that that for every £10 'granted' by the council, it has attracted an extra £30. This must be an extremely strong argument for the value of support by means of a grant?</p> <p>The youth offer model was based on a co-delivery model with the voluntary sector and youth service approved by the Council's Executive. This budget proposal seems to significantly change this strategic direction. This proposal seems to go against broader activity to involve the voluntary sector more in delivery and co design. There appears to have been no analysis of alternative models of supporting young people.</p> <p>The proposal to remove youth grants undermines existing activity and will reduce preventative provision just when it will become more important with the reduction in the children's Early Help offer.</p>	

OUTCOME: Well Run Council

5FM2	School Catering and Cleaning – increased sales, price review and administrative efficiencies.	No impacts identified	N/A	There is a concern over increased costs for schools in areas with higher levels of deprivation	
5F2	Revenues and Benefits – General efficiency savings – combination of cost and staffing reductions	No impacts identified	N/A	There is concern with these efficiencies when the benefits system is so complex with people struggling to navigate through it. If people don't get the right support to access universal credit (and other funding they are entitled to) this creates more dependency and more cost to the Council.	
5F3	Procurement Supplies and Services Budget – overall net savings subsequent to a review of the Procurement function as a whole	No impacts identified	N/A	When reviewing procurement , consideration should be given to the impacts on the local community – social value and supporting and building relationships with local businesses.	
5X1	Reduce total cost of top management - the scope is the senior management (Strategic and Assistant Directors) and their PA structure	No impacts identified	N/A	It is felt that top management need to be able to undertake multiple roles, in some case both political and officer. There also needs to be general reduction in managers and a reduction in senior management salaries.	

PROPOSALS ALREADY CONSULTED ON IN 2016/17, FOR FURTHER CONSULTATION

Ref	Proposal for Change	Equalities impact	Mitigation	Feedback on service impacts	Feedback on equality impacts
		As published in December 2017			
OUTCOME: Better Health Better Lives					
4PH1	<p>School Nursing and Health Visiting - service based efficiencies – primarily management, back office and vacancy control</p> <p><i>Please note this proposals affects both Better Health, Better Lives and Great Start, Good Schools but for clarity is shown here</i></p>	The services will be re-commissioned as part of the proposed Prevention and Early Help which was outlined in the Executive paper in November 2017. There is potential to impact on children and families across some protected characteristics but these will be mitigated wherever possible by focusing on identifying children at risk and targeting services on more vulnerable families and their children. The consultation for this model completes in Feb 2018.	Using a phased approach will help to plan and prepare any emerging risks which can then be managed through the proposed Prevention and Early Help approach for a more integrated model for children and young people and the service will continue to provide statutory services.	It was suggested that local organisations would be able to better provide these services, keeping money in Bradford and providing a better quality service. One large local contract should be set up, with localised grants to smaller providers. There is a strong economic case for investing heavily in prevention, particularly for children as economic benefits continue to accrue over a lifetime. Health visitors are often the only health professionals in contact with families when children are very young. Any cuts to this budget will put further pressure on the service that health visitors deliver and will have a devastating impact on health outcomes for our young people. http://www.1001criticaldays.co.uk This invaluable preventative work keeps hospital attendances and admissions down. There is also concern on the impact of safeguarding.	
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.	The option of community based services may neither be popular with users or others using centres. More details are needed on the type of centres to be used.	
4PH3	Sexual Health - combination of redesign, review and ceasing services Health development with young people, sex and relationship education in	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	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.	There was concern that there will be no specialist services for people with combined substance misuse and mental health problems once this reduction is made. Mainstream health professionals aren't trained to support such complex cases. This could lead to increases in hospitalisation and homelessness. This may lead to an increase in unwanted	One of the mitigation factors for this area is that it will be delivered through schools. However those most in need of this provision are the very young people who do not engage in school or who have poor relationships with them, therefore resulting in a lack of access to those who most need the service. As a result you will see more young people needing higher cost specialist services, for example and increase in teen pregnancy.

	schools, emergency hormonal contraception	will reflect this.	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.	pregnancies impacting other services.	
4PH5	Homestart, Worksafe, Injury Minimisation Programme - phase out of these services providing support for vulnerable parents and children age 0-5 years.	Potential to Impact on children and families across the range of protected characteristics particularly age, disability, race and low income families.	Some of the key activities will be mainstreamed into the wider proposed Prevention and Early Help approach for children and young people and families in the District. This is currently under separate consultation until February 2018. In order to manage any negative affects a phased approach will be adopted in the first year.	Concern over increases to hospital admissions and attendances as a consequence of reduced education and support to families.	
4PH6	Physical Activity, Food and Nutrition - cessation of grants to VCS organisations delivering range of activities including 'cook and eat', physical activity, food growing and breastfeeding support.	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.	The Health Improvement Team will support providers/organisations and service users proactively with advice and sign-posting as opportunities are identified	As public services withdraw from delivering this sort of service, it is felt that the VCS will have to pick it up. However without any funding this is going to prove difficult.	
4PH8	Warm Homes Healthy People – reduction in the short term winter activity based programme	Service supports 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.	In 2016/17 support to develop a new approach to funding was granted to partners, which allowed the creation of a crowd funding website which plans to raise £25k this year. This will be built upon to enable core services such as fuel poverty and food poverty work streams to be maintained. Other independent fund raising by existing partners such as Ground Works/ Family Action will join in the programme each winter.	The council has already explored developing a new funding approach, however exploring options around voluntary organisations who offer similar support may be beneficial e.g. stepchange, CAB, CHAS St Vincents, foodbanks etc and having an effective signposting and partnership working will assist customers who benefit from the WHHP if funding needs to be reduced.	Housing Associations are able to offer some support similar to the WHHP scheme for tenants (e.g. food parcels, debt advice) however people living in the private rented sector do not get the same level of support. The number of households in the private rented sector is growing and cutting this service further is likely to put vulnerable households at risk.
4A1	Adults - Overall Demand Management Strategy - moving from a dependency model to	Older people and people with Mental Health & Learning Disabilities will predominantly be affected by this proposal but the focus will be on personalised	Our approach will seek to focus on people's strengths and enabling people to manage properly understood, proportionate and positive risks in	Concern over the cuts with the increasing elderly population. We should embrace the private sector ideas and bring more in house as you don't see private care bankrupt. More cross council cooperation to share resources and	The cuts are taking us backwards in terms of the Social Model: Less choice & control and integration leading to more safeguarding issues.

	<p>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>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.</p> <p>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>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.</p> <p>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 disproportionately affected. We will further review the potential impact on protected characteristics as part of the development of the delivery programme.</p>	<p>skills. It is suggested that MPs should be lobbied regarding the issue with underfunded social care as well as Jeremy Hunt. Social care should be paid by government not local tax payers. Concern that lack of funding will have a detrimental affect on the NHS. There is concern that poorly funded social care, will lead to poorly trained staff and very poorly paid staff, which ultimately leads to a very poor service. It is suggested that all social care is run directly by the council. Children, Adults and Elderly are already the most vulnerable group in terms of support required . If these groups then have additional needs like any disabilities, disease, housing, transport, Medical Services then their vulnerability is further enhanced and compromised. More transparency is needed on this proposal. Invest in local VCS - keep the money within the district and be wary of larger organisations who have a notional presence but little local knowledge but are in a position to undercut local organisations where the skills/contacts/trust and knowledge has taken years to achieve. There was concern as to how much support people would get to allow them to be independent. With less care hours, people can do fewer activities which reduces their independence. More training and support for providers is needed. Clearer and simpler pathways are needed to help reduce waiting times. It was felt that the VCS could do a lot more to help mitigate especially around accountable care and mental health. Closer working with GPs for example. Concern that there is no clear plan or strategy to address the budget shortfalls in this area.</p> <p>There was concern over the current assessment process for people needing care, and the approach to carers themselves.</p> <p>There are potential additional pressures from these cuts to District Nurses and them needing to deal with personal care.</p>	
4C3	<p>Children's Services – 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).</p>	<p>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</p>	<p>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 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</p>	<p>Some felt that this should remain within the Local Authority or with further education establishments, as these organisations are better connected and therefore can delivery a better service. Others felt this was an opportunity to have different partners engaged, therefore adding to the richness of any support services, and opportunities for additional funding. Services should not be centralised, as many people wont access them if they have to travel. Concern that this loss will impact the support for young people and the consequent future of the district. The EOF scheme has been extremely beneficial for many of the individuals on the scheme; supporting them off benefits and back into work, bringing in additional funding into the district as a result of them working and the payment of lower benefits and spending more money within our district. Without this fund it will impact on those who through it would be back in employment</p>	
4C4	<p>Child Protection management</p>	<p>No impacts identified</p>	<p>N/A</p>	<p>Concern that a reduction in numbers of staff will leave</p>	

	restructure – reduction in teams by four to ten with potential reduction in team managers plus review other overall budgets			children even more vulnerable.	
4C13	Drugs and Alcohol Team – review of the work of the team and all other services that support young people with alcohol and drug issues	No impacts identified	N/A	This proposal could adversely impact on A&E departments and other hospital services.	

OUTCOME: Better Skills More Jobs and a Growing Economy

Page 101	4E8	Events and Festivals – review to develop a more sustainable and balanced events programme	Potential for greater impact on people of low income / low wage. The events are primarily free to attend and any reduction in their delivery could reduce the opportunity for people to attend cultural activities.	Review of Events and Festivals framework is on going and will take into account the protected characteristics to mitigate any disproportionate impacts.	<p>Council seems to fund activities in city park which have no bearing on the well being of the people and council does not get any revenue from this activity.</p> <p>There needs to be a critical examination of events held around the Mirror Pool. They are aesthetically pleasing but can no longer be a priority.</p> <p>The council festivals on offer throughout the year are wonderful family events where families from all cultures and backgrounds are able to integrate in a safe and friendly environment and learn about each others cultures and celebrations. It would be such a shame to lose these events and the impact on integration could be huge.</p>	
	4E9	Libraries – reduction in the number of libraries directly provided by CBMDC. Further investigation of potential for alternative delivery models	Potential reduction in the number of libraries directly managed by the Council may impact on those groups, young and old or low income/low wage that have no alternative access to information or educational/reading materials though other sources (eg on-line, purchased) or use libraries as social gathering points.	Consultation with and support for communities to help develop proposals and implementation of models of community management outside Council control.	<p>More detail on the expected changes is needed. At the very least keep the larger libraries and improve these. Libraries are now running very low on professional input making it harder to develop and diversify. Libraries need to continue to provide management of Bookstart scheme (gifting books). Concern that community run libraries wont be able to meet the national plans set out by Society of Chief Librarians.</p> <p>More information is needed on how existing community run libraries are doing. It was felt that consultation on libraries changes was hidden and not engaging people enough.</p> <p>There is an opportunity to make libraries shared community spaces, but they need to be run by professionals, as relying on volunteers is not effective enough – issues of confidentiality and knowledge for example.</p> <p>More work could be done on finding alternative funding streams, and alternative models such as York Explore, trusteeships, charitable trusts.</p> <p>It was felt that community run models work in affluent areas but not in areas of greater deprivation. It was also suggested that schools are struggling to purchase books, so limited lending will add a further burden.</p> <p>It was suggested that libraries could be run from community halls. This is already happening successfully</p>	<p>Elderly people will struggle to get to a central library and this will lose any village feel. Not all are able and this is limiting their ability to use this service.</p> <p>The most vulnerable in society that don't have a voice who use our libraries to access the internet to pay bills sort out job applications, those that need a quiet space to read and relax to help people with invisible disabilities. People are encouraged to read and write to help their mental health. People on low incomes don't have easy internet or purchased materials access.</p> <p>There was concern that the home library service would be cut, effecting older more vulnerable people.</p> <p>There is concern that the cuts will impact on communal activities such as activities for children during school holidays, or societies such as family history societies that hold monthly meetings, short courses on historical research or classes in IT literacy.</p> <p>Disabled people are keen that the home delivery service continues for disabled people. This has a knock-on effect on the Home First agenda: People at home having nothing to do/isolation/depression. There is great value in the act of someone popping in with the library books – it may be their only visitors that day (social contact) and is a good check to spot if people need more help (every contact counts).</p>

				<p>in many areas. Concern that legislative duties to provide a service will not be met. Bring community facilities such as halls and libraries up to a modern standard and in good states of repair before transferring to community ownership. The service that libraries provide cuts across all the Council's priority areas as outlined in the Council Plan and should therefore continue to be supported. Most feedback related to libraries in general but some comments mentioned Bingley, Ilkley, Keighley, Wike and Wibsey in particular.</p>	
4R2	<p>West Yorkshire Combined Authority (WYCA) Transport Levy – proposed reduction in the levy</p>	<p>This proposal could have an adversely disproportionate impact on both the young (under 18's) and elderly sectors of the community as the funding which is being reduced is specifically used to fund schemes/programmes which are delivered for these groups.</p>	<p>The negative impacts would need to be considered within the wider West Yorkshire context in consultation with WYCA with whom the ultimate decisions on which aspects of their budgets to reduce would rest.</p> <p>Some aspects of expenditure of the Transport Levy are protected by national regulation and hence are likely to remain largely unaffected by any reductions as a consequence of this proposal. It is therefore anticipated that those elements of expenditure which are discretionary are likely to bear the majority of any agreed levy reduction.</p>		<p>There is concern that the provisions over and above that granted to ENCS holders will be lost or reduced eg the benefit that is afforded to the blind/VI community that allows them to use trains and buses at all times</p>
4R6	<p>Planning, Transportation and Highways - options related to discretionary budgets for highway maintenance works including minor drainage improvements, pavement repairs and footpath and snicket maintenance</p>	<p>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</p>	<p>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 impacts.</p> <p>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).</p>	<p>Cuts to traffic and road budgets will increase costs for motorists and cause damage to vehicles, potentially leading to a higher rate of accidents.</p>	<p>Failure to maintain footpaths, in particular, will present significant risk of injury to elderly, infirm and disabled. Consider low maintenance surfaces rather than traditional paving stones where possible.</p>
4R7	<p>Planning, Transportation and Highways - reduction in Highways Services</p>	<p>Reduced maintenance of gateways and subways will lead to these assets deteriorating and over time potentially becoming impassable.</p>	<p>Replacement of any subway facility which is removed as a consequence of this proposal with a surface level controlled crossing could be considered to</p>	<p>Traffic calming measures need to be applied to all parts of the district, not targeting particular neighbourhoods.</p>	

	operational budgets associated with operational transport gateway and subway maintenance	This could therefore impact on some of the protected characteristics. This could therefore impact on some of the protected characteristics.	ensure that the negative impacts on severance are mitigated. However such works would lead to an increased maintenance liability on the Council's traffic signal infrastructure and such crossings are inherently more dangerous than segregated crossings on major arterial routes like Wakefield Road.		
4R11	Planning, Transportation and Highways - introduction of limited lighting hours / switch off of street lighting on non-principal road network	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.	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 consulted upon with the local community.	Despite the council stating they have developed a set of criteria that include criminal activity records, we are aware that a lot of crime goes unreported to the police which could potentially mean that the data on which decisions are based is not robust. If not already part of the criteria consultation with housing providers at an early stage regarding reports of anti-social behaviour in the area as Housing Associations operating in the district have a detailed knowledge of the problems faced by communities in the neighbourhoods they manage. There is concern about the continued reduction in street lighting and how that leads to people not feeling safe and not going out at night time. However it was also suggested that more street lighting could be reduced between midnight and 6am. Concern for late night worker's safety, and the increase in social isolation.	
4R13	Economic Development Service – reduction in City Park sinking fund (fund set aside to fund future expense), matched funding for European Strategic Investment Fund programmes. Remove support for B-funded community funding information website	The savings may have a low impact on low wage/low income people where job opportunities are impacted.	Targeting areas of economic under performance, and by prioritising target groups in service promotion and skills development.	It was strongly felt that the Bfunded investment should remain as through this support a very large amount of money is brought in to the district. The impact can be demonstrated through figures from West Yorkshire Community Accounting Service (WYCAS). This shows that in 2016/17 they supported 128 Bradford district organisations with their finances. This led to 402 separate grants and contracts being received in the district, with a value of £1.8m coming from the local authority and £4.1m coming from other sources.	
OUTCOME: Safe Clean and Active Communities					
4E1	Parks and Bereavement management	Impact on clubs with lower level of membership / players and/or	There is a growing interest from local communities, residents,	There is concern over the use of the digital body scanner	

	<p>rationalisation; withdrawal from direct management of sport pitches and bowling greens; raise prices of bereavement services.</p>	<p>financial resources at their disposal which could ultimately result in some clubs to merge or disband 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/faith communities that due to their beliefs have no choice between funeral types. The Muslim and East European communities fall in this latter group. 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.</p>	<p>Parish/Town Councils and sports clubs to become more involved in the operation of public assets, particularly where the opportunity exists to develop community use. Such as having direct access to a range of grant funding bodies whilst 'ownership' allows increased sponsorship and fund raising opportunities. The Service would seek to support individuals/groups of clubs both directly and through the National Governing Bodies to take overall responsibility and would consider an incremental approach over a defined period. Prior investment in the assets to transfer together with elements of seed funding and appropriate rent will allow financially sustainable organisations to develop. 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. 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>for autopsies. It is felt not to be essential. In relation to sports pitches, there continues to be concern about the capacity and capabilities of volunteers and some groups to take on the responsibilities of maintaining grounds and facilities. Parks need to be seen as a community asset. A small amount of council maintenance leads to greater involvement by communities to keep the park in a good state and make use of the space.</p>	
4E2	<p>Waste Collection and Disposal Services – Full year effect of introduction of alternate weekly collection and associated round reduction, improved recycling, reduction in residual waste and improved efficiencies.</p>	<p>Alternate weekly collections fully implemented with the exception of rural rounds (in hand) with no adverse impacts identified. 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.</p>	<p>The Council already provides assisted bin lifts for residents where mobility or accessibility issues arise. In this circumstance the resident can call the Contact Centre and a home visit will be arranged to assess how the Council can help.</p>	<p>Concern over fly tipping, over flowing bins (for families in particular) and the imposed difficulties to use recycling centres - we need passes but these are not automatically sent to residents. Menston residents can't use the nearby Ellar Ghyll site as it's in LCC jurisdiction, and Ilkley is 20 min drive away. So there is an exchange of weekly bin collections for car emissions, fly tipping and hassle.</p>	

4E5	Street Cleansing and Public Conveniences – reduction to street cleansing resources for 2019/20	The street cleansing 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, and disabled people, particularly those with complex needs, and people who, because of their physical condition, may need to visit the toilet more regularly.	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 department have approached relevant Parish Councils, Friends of Groups and other interested community groups whether they would be interested in taking over the running of toilets. The discussions surrounding takeover and Community Asset Transfers are progressing well	It was felt that all late night licensing of takeaways outside of the City Centre should cease, stopping the ribbon development of takeaways and fast food establishments in the inner city. The focus on cleansing can then be focused on the city centre with rigorous enforcement and expanded teams - warning letters are ineffective. Allow local community groups access to anti-litter posters for grot spots. CCTV should be put in areas with high levels of fly tipping (e.g. Thornton Road). Any proposal which increases the likelihood of litter on our streets and roads will have a direct effect upon peoples health and safety. It was also felt that vermin has already increased due to increase fly tipping. There are more opportunities for community litter picks which happen successfully and community run around the district. Less clean environments lead to poorer health of residents including mental health. More enforcement is needed. Some continued concern over the future of public conveniences.	There was concern on the workforce profile as it was suggested that there are quite few disabled people who work in this service. If jobs are cut the Council must support these people to find alternative work.
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4E6 Page 105	Pest Control – cessation of the pest control 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.	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	There was concern that this proposal meant that the service was going to be outsourced, with increased costs as a consequence.	
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Topic	General Comments
Council Tax	<p>Can't afford the increases. Wages and cost of living increases are far lower than the suggested CT increase. There is still an issue with fraud on single occupancy households. Owners of empty properties and unused land should be charged higher rates to force maintenance and if not lead to low level compulsory purchase for LA income generation. Reinvest CT in areas where it is generated from. It was suggested that some businesses could run some services more efficiently and should therefore be transferred which in turn would increase business rates received. The affordability of council tax needs addressing, so that people pay what they can afford according to their situation – families, or single income households should pay a bit less than those with double incomes for example.</p> <p>2.3 There was the suggestion of changing the CT system for something like a local income tax or a poll tax. Concern that those areas with parishes are being very hard hit due to increases in both precepts. The council tax reduction scheme helps the most vulnerable and economically disadvantaged in our community. This reduction will penalise these people beyond breaking point. There are vulnerable people with unmanageable debt who rely on budgets which are supported by CT. Look at keeping support for those who need it regarding their income or if they are vulnerable. By making it harder for them, the bills still wont get paid but it will push people into debt which creates far worse problems.</p> <p>A rise in CT could harm the local economy. Bradford is a low income city, with little disposable funds. Further increases, whilst seeing continued inflation will lead to even less disposable funds which would also impact businesses.</p>
General administration	<p>Reduce the number of Councillors. More pressure needs to be put on central government to provide the funding needed, with Yorkshire local authorities creating an alliance to strengthen the argument. The Council could look more to philanthropy to support what will be lost. Concern that the vulnerable are being affected by the proposal leading to more people being in poverty.</p>

Efficiencies	There was a suggestion that the removal of Essential Lump sums for car users would cost more in the long run through use of taxis and public transport. It was suggested that communities could do their own garden/grit/cleaning. Also Renting council office spaces could be rented to other organisations.
Revenues and Benefits	With universal credit coming in, more staffing is needed in revenues and benefits
Health (general)	It is felt that contracting and procurement arrangements are not in line with the pledges around prevention and community led development. VCS work is being hampered by this, especially as it is hard to demonstrate impact and scalability. Would like to see more co-design and joint working. It was suggested that patient groups should be used to help get the message out about changes in public health and the way services are delivered.
Other	There is concern that there aren't sufficient or appropriate jobs available for people with disabilities. Increases in costs of living, be it from Council Tax, transport costs etc just makes their situations worse. There are concerns over increases in homeless people and the lack of funding/investment for them. A bigger proportion of expenditure should be spent on them with a vision for housing and homelessness in Bradford. It is felt that service reductions haven't been proportionally applied, with outlying areas suffering (e.g. Queensbury). Recent FOI requests have shown that union officials receive funding and time, this should be stopped as union subs should pay union funding. In relation to VCS funding cuts - Often value of small community organisations is overlooked because of their historic inability to measure their impact and the scalability of their work, however, this is also at odds with the clear commitment from the Council's senior management to asset based community approaches. Expression of sympathy for the cuts that the Council have been forced to make, and the dismay at the inevitable deterioration of Social provision for those who most need it. There is concern that those who shout the loudest will have their voices heard when the final decisions are made. There is concern about the amount of cuts to advocacy services and how that is making it harder for disabled people to have a voice including for issues like housing and access to the criminal justice system. There needs to be more publicity and information sharing about the assisted bin service as it is felt many do not know about it. The council could be more proactive in finding people and groups who are willing to put their energies behind running services – promoting the opportunity for a conversation. There was suggestion that social impact bonds could be better used – such as the Sheffield model. Concern over the money the Council might be spending on the Odeon, when apparently more important services are being substantially cut.
Overall equality impacts	The proposals have a regressive impact upon disabled and older people. There is a feeling that the cuts are more likely to hit people who are unlikely to complain, vote, have a say. This doesn't necessarily fit with equality duties and the Brown Principles



Report of the Interim Director of Human Resources to the meeting of Executive to be held on 06 February 2018

AW

Subject:

Interim Trade Union feedback on the Council's budget proposals for the 2018/19 and 2019/20 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 2018/19 and 2019/20 Council Budget for consideration by Executive.

Michelle Moverley
Interim Director of HR

Portfolio Holder:

Leader of Council and Corporate

Report Contact: Michelle Moverley
Interim Director of HR
Phone: (01274) 437883
E-mail: michelle.moverley@bradford.gov.uk

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 2018/19 and 2019/20 Council budget for consideration by Executive.

2. BACKGROUND

- 2.1 On 28 November 2016 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 2017/18 and 2018/19 from those approved by Budget Council in February 2016. This potential impact also included staffing reduction proposals for 2018/19. This commenced a period of consultation under TULRCA. Consultation on these proposals is ongoing.
- 2.2 On 27 November 2017 the Council issued a further letter under Section 188 TULRCA notifying the Trade unions about the potential impact on the workforce in 2018/19 and 2019/20 because of the need to achieve additional savings in those years. The issuing of the Section 188 letter on 27 November 2017 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 27 November 2017 on the proposals, in order for final proposals to be prepared for Budget Council on 22 February 2018.
- 2.4 The Trade Unions were notified of the following key issues within the S188 letter on 27 November 2017:
- The Report of the Strategic Director Corporate Services to the meeting of the Executive on the 5 December 2017 provided the financial plan for the Council for the financial years 2018/19 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 27 November 2017 is 85 Full Time Equivalents (FTE's) in 2018/19 and 68 FTE's in 2019/20.
 - These proposed reductions of 85 Full Time Equivalents (FTE's) in 2018/19 and 68 FTE's in 2019/20 are in addition to those proposals currently subject to separate consultation processes under Section 188 TULRCA 1992 which commenced on 28 November 2016 relating to the proposed 107 FTE reductions for 2018/19.
 - These proposed reductions are also in addition to those proposals currently subject to separate consultation processes under section 188 TULRCA 1992 about which the Council commenced consultation on 30th October 2017 by its letter " proposed

Council changes in Prevention and Early Help and the potential impact on staff employed by the Council Section 188 Trade Union and Labour Relations (Consolidation) Act 1992

- 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.

3. THE PROCESS

- 3.1** Following the issuing of the S188 letter on 27 November 2017 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,
- 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 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 7 December 2017. Consultation will continue up to the Full Council meeting on 22 February 2018 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 is 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

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 2018/19 and 2019/20

4.1 Feedback on the Departmental Budget Proposals

The Trade Unions' feedback received to date in relation to the Council's budget proposals for 2018/19 and 2019/20 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 7 December, the following general summary issues were raised by the trade unions in relation to:

- The need for a recruitment freeze
- All secondments to end
- All Fixed term contracts to end
- All use of agency staff to cease
- Focus on revenue raising

Management have responded that all the above matters will be addressed within Departmental consultation process and provision of the workforce information. The impact on continuation of delivery of the service during the consultation has to be considered.

5. FINANCIAL & RESOURCE APPRAISAL

- 5.1 The Strategic Director of Corporate Services reports to the Executive meetings on 05 December 2017 and the report of the Assistant Director Finance and Procurement to the Executive meeting on 06 February 2018 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) is being produced 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 2018/19 and 2019/20 is ongoing.

The issues raised by the Trade Unions at the Corporate Consultation meeting on 7th December 2017 and Departmental consultation are reflected in the attached spreadsheets, which are continuing to be updated as consultation continues.

The Trade Unions have provided the following statements:

Unison and GMB

In response to the latest section 188 proposals, UNISON and GMB recognise the immense financial difficulties that Local Authorities such as Bradford are facing and that these are being driven by deeply unfair central government cuts.

Council employees are having to work harder than ever before to keep the services running that the people of Bradford rely upon, but there is only so much that anyone can do. The government's austerity programme is wrecking communities and the huge job cuts that the Council are proposing over the next few years will undoubtedly have a negative impact on the range and quality of services that it is able to offer.

However, whilst it would be unfair to lay the blame at the door of Bradford Council for the financial difficulties it is facing, UNISON and GMB have a duty to challenge the Council where we believe it is not doing all it possibly can to mitigate the consequences of the government funding cuts. In this respect, we have particularly serious concerns about the proposals relating to Prevention and Early Help in Children's Services where 240 full time posts are at risk – not least because we have yet to be provided with full details about the proposals without which we cannot engage in meaningful consultation.

We also believe that the Council needs to do more to ensure that, where jobs are at risk, workers are offered alternative posts and/or retraining to ensure that their skills are retained and that they do not face the awful prospect of compulsory redundancy. This is something that the unions can never be in agreement with. We have raised this issue a number of times with the Council and we are hopeful that we will be able to make some progress on getting a more robust redeployment procedure in the near future.

Finally, whilst both unions recognise that the Council needs good management in order to function properly, we have lately seen a move towards the creation of additional upper layers of management – including the return of some posts that had already been deleted in previous years. We have aired our concerns about this and will continue to challenge the Council where there appears to be any drift towards the creation of new highly paid management posts at the expense of other workers and the

services they deliver.

Unite

Consultation with the Trade Unions on the Council's initial Budget proposals have not been very constructive. It has become a process of management indicating a way forward and there is no other alternative.

The proposed budget cuts put forward attack the most vulnerable members of our society who need our support the most. The continuous attack on the young within Bradford places lives at risk in our view.

The cuts put forward attack the very core of the Council's Plan.

The Council have attempted to choose who can or cannot attend consultation meetings that is unacceptable to Unite. Our elected S188 Officer for SEND and Early Years has not been allowed to attend the consultation meetings. The Council have also chose to implement changes to SEND and Early Years without the full scrutiny of full council despite the consultation being flawed and Unite will challenge this in the necessary arena.

In the last financial year Unite took part in a 2 year budget setting process and 12months on are required to consider further cuts resulting in a funding gap this despite some services failing to deliver cuts from previous years totalling over £20 million. The external Peer Review highlighted this issue of accountability for this area of decision making yet next year the same situation will arise. Management are quite quick to carry out the staffing cuts but reluctant to deliver the difficult decisions.

It is also becoming a trend that Councillors, Strategic Directors and Assistant Directors who have chosen to leave the authority are allowed to put forward cuts that affect the very existence of people in the district without any accountability as they ride off into the sunset. That appears to be immoral to our Union.

Whilst understanding the current financial climate we vigorously oppose any attack on our employees terms and conditions and any compulsory redundancies. It's with regret we see cuts to both services provided by the Council and the transfer of public services to the private sector or transferred to a voluntary sector that may not have the necessary skills or resources to deliver.

The impact on the local economy, service users and staff affected is immeasurable. The continued decimation of Local Authority funding and consequential cuts to services to the most vulnerable in society cannot be described as good. Austerity is not solely to blame, we have a choice on how we spend the money given to us and we should do that wisely and fairly.

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	Department of Children's Services proposals
Appendix 2	Department of Place proposals
Appendix 3	Department of Health and Wellbeing proposals
Appendix 4	Department of Corporate Services
	(a) Human Resources
	(b) Estates and Property
	(c) IT Services
	(d) Legal Services and Committee Secretariat
	(e) Financial Services, Revenues Benefits and Payroll and Estates and Property

12. BACKGROUND DOCUMENTS

- Section 188 TULCRA 1992 Letter to Trade Unions - 27 November 2017.
- Strategic Director – Corporate Services Budget Update Report for Executive – 05 December 2017 – Document “AJ”

Appendix 1 - Department of Children's Services

Appendix 1 - Department of Children's Services														
							Employees							
							Current		Likely FTE Reductions					
Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	Reducti on %	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C1	Education Services	Education Services – From 2017 part of the Dedicated Schools Grant will be passed directly to schools. There will therefore be a reduction in Council spending but no reduction in base budget. The proposal is included here as there could be staffing implications.	0.0	0.0	0.0		202.0	244.0	27.0	0.0	31.0	1	Level 1 - 7.12.17 - no questions.	Level 1 - 7.12.17 - continuation of this proposal. SEND review - going to Exec on 9 Jan - was out to public consultation during the summer - further consultation required with further work to revise proposal and back to Exec in Jan 18. High increase in need for SEN services - working on a locality model which is also driving the proposal in addition to achieving budget savings.
													Level 2 - 21/12/17 NEU asked for a list of affected staff.	Management to respond
													NEU noted the likely FTE reduction of 27 – were TU's aware of this.	Management confirmed this and that it was part of the SEND proposals. The Chair confirmed that there were no proposed cuts in Children's which had not already been announced. There will be some savings in the Complex Health and Disabilities Team but no detail is available yet.
Page 115													Joint Level 3 - 04/01/18 A further request was made from Union colleagues for the list of SEND affected staff to be issued ASAP.	Management noted the requested and JK advised that the list of staff will be issued.
													Level 2 - 11/01/18 As above NASUWT advised list of staff not received.	Chair asked that this is provided by close of play Friday 12 January. Circulated on 12/01/18.
													Unison noted a SEND report was going to Council next week. Have any dates been set up to brief affected staff.	Staff were briefed on 13 December 2018, prior to the publication of the Council Executive Report on the 0-25 SEND Transformation on 29 December 2017. A report was presented at Council Executive on 9 January 2018 seeking approval for an extended period of formal consultation and this was approved to run from 17 January - 28 February 2018. A presentation on the 0-25 Consultation was also shared at Schools Forum on 10 January 2018. A manager briefing was held on 16 January prior to the formal consultation re-commencing. The O-25 Transformation will be presented for comment at Overview and Scrutiny on 14 February 2018.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													NEU asked if the Complex Health and Disabilities Team was the same as the Physical and Medical Team.	The Complex Health and Disabilities Team are part of Children's Social Care. The Physical and Medical Team are a teaching support service and are part of the education teams within Education Employment and Skills.
4C2	Education Services	Prevention and Early Help – detailed proposals form part of the Executive report Doc AC -7th November 2017 Early Years - From 2017 part of the Dedicated Schools Grant will be removed. Plans are being formulated to develop a coherent and targeted suite of early years' services including early help, family centres and early years' including Children's Centres. The proposal is included here as there could be staffing implications.	0.0	3,000.0	3,000.0		430.8	553.0	240.0	0.0	42.6	14	7.12.17 - Level 1 Unite - need to update figures on spreadsheet to avoid confusion	7.12.17 - Level 1 - Separate S188 declared for this proposal in Nov 17 - detail of this to be discussed at Level 2 in afternoon of 7.12.17. Need to cross reference with Health & Wellbeing due to link with budget lines. Management will update.
Page 116													Trade Unions asked for details on the structure and implications for staff; clarity on the budget (£3m on the attached) – what is the budget reduction (including the Public Health element). They also commented on the comms and consultation around the proposals; people are finding it difficult to log on – can we make this easier for people to access?	Management have provided further detail on the structure and staff numbers at the Level 2 Meeting held on the 7 December and the Level 3 Meeting held on the 14 December. However, we agreed with Unions this would go to staff after Christmas; week commencing of 2 January 2018. Clarity on the budget is available in the report presented to Executive on the 7 November. Action has been taken to make sure the website is accessible and an easy read version of the booklet has been produced.
													Joint Level 3 - 14/12/17 A query was raised in relation to the caseloads of workers at present and whether this will increase/decrease.	It was agreed that current caseload information will be shared with Union colleagues.
													A query was raised in relation to assimilation rights for staff	HR advised that this would be looked at nearer the time but it would be in line with managing workforce change but due to the vast number of varying posts; it would be done in conjunction with Union colleagues
														Management asked for views from Union colleagues on the forthcoming meeting with staff and it was felt that Unions had not received enough detail and therefore they were not in a position to be able to answer queries from staff or support them sufficiently. It was agreed that the meeting would be postponed and re-arranged for the New Year.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													<p>Level 2 - 21/12/17</p> <p>NEU had requested the JD's in draft form; for the 0-25 Key Worker role specifically and asked if these were available.</p>	Management confirmed these were being worked on and would be available shortly.
													<p>Unison noted a general concern about whether the target would be met in terms of the savings. For example, the 50% reduction in referrals and whether that would happen and if not, would the Early Help referrals transfer to Children's Social Care, who are already struggling with workloads. This is also impacted by whether the Council is receiving the right funding.</p>	Management noted the concern.
													<p>Joint Level 3 - 04/01/18</p> <p>Unison asked when the consultation would be closing and whether questions from staff are being monitored and responded to promptly.</p>	<p>Management advised that the consultation would close on 12 February and that colleagues were monitoring and responding to questions from staff through the 'questions' mailbox. Management also advised that FAQ document is constantly being updated and this will be shared with Unions.</p>
													<p>NASUWT asked whether there would be a change to the dates for the SEND consultation and whether this would be being extended.</p>	<p>JK advised that the SEND Transformation report is due to go to Executive on 09 January, there will be 5 days for call in and the consultation period will commence from 17 January 2018.</p>
													<p>TB asked whether the consultation period would be extended to ensure that staff feedback and engagement was adequate and that full discussions could take place regarding roles/responsibilities.</p>	<p>HR advised that it is currently due to on 12 February but due to the extent of the proposals; this may be reviewed depending on staff feedback. The consultation is about the proposed structure and not about individual posts. There needs to be a balance on moving forward on the proposals but maintaining good working relationships with staff.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													Joint Level 3 - 18.01.18 Unison sought response to request for caseload information. Unison asked if this information could be expanded to include Family and Children's Centres.	Management are progressing this and information will be shared. Management will look into.
													Unison asked if a preliminary grade could be given.	HR advised a clear grade would need to be given following initial comments on profiles by the 12 February.
													Unison had been asked by a member of the range of grades so staff can see what they may have rights to.	If comments received back on job profiles can set up a grading panel quickly including the 3 outstanding but dependent on comments they may need looking at again.
													Unison queried the business case; where the teams in scope and number of occupied and proposed posts are listed – what are the proportion of staff to grades (raised in Level 2 on 11 January). Could we have post numbers by name.	Management advised could put posts in there.
Page 118													Chair asked if there had been many questions about the job profiles.	Management advised that there had been little that required any change to job profiles.
													Unison requested that if the staff consultation was to be extended could a new date be set today.	Management advised the proposal would go to Executive in April and we are asking People Too to analyse feedback and do a report so that it is independent. We would have to look at timescales for going to Executive. Mark Anslow advised that this linked to the SEND consultation too and we would have to close the consultation with the public and staff on the model but that we can continue to consult with staff on proposed structures and job profiles. Chair noted there was some confusion with both consultations and staff not sure which consultation they were in scope for. Management agreed to provide an overview of information given to date to go to teams and TUs.
													NASUWT noted in the last set of minutes the SEND consultation was due to finish on 12 February but 2 events have been arranged after that.	Management advised that following Executive the two consultations were brought into alignment. Public consultation on P & EH will end on 12 February. SEND will run until 28 February. Both SEND & P & EH will be reported back to Executive on the 3 April 2018.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													Unison asked in terms of the public consultation, how many sessions had been attended. There seem to be 2/3 different processes mixed up; the Prevention and Early Help model, LAC numbers going up, CP numbers going up and referrals increasing. Management are trying to save £13m but there is a £200m shortfall in social care and we don't have enough information.	<p>Management took on board the comments. Simultaneous processes have caused confusion and recognised the need to make it clear there were 2 consultations. Staff in scope for both consultations had been provided but it was noted Management needed to clarify matters for staff misinformed.</p> <p>It was agreed to send individual e-mails may cause more concern so agreed to send a briefing using the two slides from the staff briefing presentation which clearly state which teams are in scope along with a note sharing when the consultation close, when structures would be shared and if anyone is unsure of their position to speak to their line manager.</p> <p>Management agreed to provide an overview of information given to date to go to teams and TUs.</p>
													Unison felt that a lot of time and money had been given to advertise the Early Help proposals but for SEND there didn't appear to be the same input.	HR noted SEND did have staff briefings before Christmas which were well attended and it was clear about which staff were in scope. Structures were not available for today. SEND proposed structure and job profiles will be presented by 1 February for comment by the end of February.
Page 119													Unison asked when the structure would be shared.	<p>Management advised this would be shared at the Level 3 meeting on the 1 February.</p> <p>Management will present the following draft structures and profiles by the 1 February for comments by the end of February:</p> <ul style="list-style-type: none"> • Learning Environments including traded service teams and targets • Service support across EES • SEND
													Unison asked when the SEND consultation would close.	Management confirmed 28 February.
													Unison noted some education staff want to know if they have a future role, e.g. Education Safeguarding reduction in staff. Which posts will be going?	<p>Management felt staff should be able to recognise their post. HR noted TU's were taking about people but Management are talking about structures and functions. If staff have a document to say the Family Information Service they would know there were in scope.</p> <p>Management agreed to provide an overview of information given to date to go to teams and TUs.</p>
													NAHT asked if the title on the job profiles would make it clear.	Management advised there are some singular job profiles which may not be clear and some staff think their service is indispensable so will not affect them, e.g. Employment/Licensing roles are a statutory responsibility and staff may not think this is scope but it is.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													Unison advised they could not access the shared drive and it was easier to e-mail.	Management noted that all TU's should have been given passwords to access SharePoint. Will follow this up to ensure all can access.
													NASUWT raised the issue of Faith Tutors and what will happen to them as they are on teachers terms and conditions. NEU also added Teaching and Learning Consultants as they are not a traded service but it is expected they will be and they are worried.	Management advised that posts for accessing education such as those mentioned are proposed to go to the traded learning environment. Management will present the following draft structures and profiles by the 1 February for comments by the end of February: Learning Environments including traded service teams and targets
													Unison asked if that meant that they will still be employed by the Council on teachers terms and conditions.	Management will present the following draft structures and profiles by the 1 February for comments by the end of February: Learning Environments including traded service teams and targets.
													NEU noted the Teaching and Learning Consultants were expected to be 100% traded from a position on 0% traded. How much income is needed.	Management advised an officer had worked with teams and structures to be tabled on 1 February will have the detail.
Page 120													NEU asked if the trading amount was not met who would bridge the gap – the Council or would we lose staff.	Management advised that teams were not spinning out into separate organisations; they will still be Council staff.
													NASUWT asked how many Teaching and Learning Consultants were on the structure. NEU thought there were 2 part time and NASUWT noted there were 7 Faith Tutors.	Management to confirm.
													Unison asked how the public consultations had gone.	Management advised these had picked up with really good turnouts at some sessions; 35 at Carlisle Business Centre and 23 at Shipley Library. The survey had 560 responses to date.
													Unison asked if these had been done in different languages and how we were communicating with communities with different languages.	Management advised translators had been at some sessions and if we are aware of a need for this, translators will be made available. BSL, audio and easy read have been published on-line.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													Unison asked if the survey had been done in other languages.	Management advised it hadn't but hard copies were available and staff could complete with the public on a 1:1 basis if needed. The Youth Service were also doing this with young people.
													Unison asked about the independent report. Unison asked if they were local.	Management confirmed this would be done by People Too and will look at how staff work, what they feel works, how we could improve services, etc. Management advised they were and that they had undertaken the BDP Review into Early Help.
													Unison noted the consultation focussed on Early Help and Prevention but in terms of future work what was the direction with, e.g. mental health, dental health.	Management advised there would be 1 plan for 1 person and would include early years but also talk about access to other services, e.g. domestic violence. There would be a good range in conversations.
													Unison asked where the Community Play and Development Team would sit and there role.	Management advised this would be in the Learning Environment but would go into the traded service section. Judith Kirk will be sending a communication to all traded services teams.
													Unison asked about the Prevention Co-ordinators – at Level 3 which is the same level as the Prevention Worker – should it be higher.	Management will look at this but not always as it depends on their experience and this will need to be considered as part of the grading process.
													Unison noted that the post sits alongside these at Level 3 but says a professional qualification is needed. Some staff will not have a qualification but will have been doing the role for 20 years.	HR noted that during the assimilation process Management would look at qualifications but also experience and if staff have been doing the job for a considerable period this will be considered. Staff will not be disadvantaged. The usual assimilation principles will apply.
													Unison asked for the rationale for the Access and Take Up Workers (8 posts).	Management advised this had been received as a FAQ and information would be provided.

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Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													<p>Unison noted that Management were going to the Early Help model and there will be a cost to run some of the programmes with, for example, the VCS. Have these costs been taken into consideration. Has this been thought through and what programmes will be in place.</p> <p>Unison noted that every pound spent can save money in referrals but is that cost effective and will you deliver this. What are the training needs.</p>	<p>Management advised a multi-agency group has been mapping all programmes across the 7 clusters and evidence and the next step will be to look at what has been delivered well. Management noted there are a large array of programmes and we will look at what works. We don't think we will put new programmes in place but would have a pool of staff trained to go and staff assimilated would be able to deliver.</p>
													<p>Unison asked about thresholds and how Management would decide which families to target. There has to be a corporate responsibility for what will happen.</p>	<p>Management advised if there were less programmes then less families would be targeted. This isn't something we want to do but we believe it is the least worst option. This takes out the money but we will mitigate the impact.</p>
													<p>Unison noted that Bradford has a young population and are referrals going up because of the young population growth.</p>	<p>Management noted this was because of growth but also because of the increase in poverty. We have to do this because of the money we have and we believe this is the best way to do this. There are question about the impact on the front door but we understand this and it is really difficult.</p>
													<p>Unison queried the 3 Nursery Schools which staff were TUPE'd to in August 2015 and this will finish in August 2018. What will happen to those staff; are they in scope.</p>	<p>HR advised that these staff were not TUPE'd to the three clusters, they are still Council employees – the management of the staff was devolved to the Governing Body of those schools. In August 2018 they will come back into scope as the funding comes from the Children's Centre budget and staff have been included in the figures.</p> <p>Chair noted that staff spoke at Overview and Scrutiny and were confused about their status so this needs to be clarified and included in the briefing to staff in scope.</p> <p>Management agreed to provide an overview of information given to date to go to teams and TUs.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													<p>Unison asked if they could engage with these staff or would it have to wait until August 2018.</p> <p>Unison asked if they could have names of staff in scope.</p>	<p>Management advised this could be done now but through the leadership of the school.</p> <p>Staff briefings have been done for nursery school clusters. What we need to be clear about is that posts are funded through the Children's Centres budget.</p> <p>Management will provide when we have identified who we are paying for from the affected budget</p>
													<p>Unison asked if the consultation can be extended to end of February.</p>	<p>Management advised the 3 job profiles would be sent on Monday and the public Prevention and Early Help consultation would close on the 12 February but we can continue discussions regarding proposed structures and draft profiles. The remaining structures will be brought to the meeting on 1 February.</p> <p>Management will present the remaining draft structures and profiles by the 1 February for comments by the end of February:</p> <ul style="list-style-type: none"> • Learning Environments including traded service teams and targets • Service support across EES • SEND
Page 123													<p>Unison asked for more detail on what we will and will not be providing.</p>	<p>Management to respond.</p>
													<p>Level 2 - 11/01/18</p> <p>NEU asked for a copy of the outstanding JD for the Sufficiency Officer following the presentation last week.</p>	<p>Management to follow up. UPDATE - draft profile released on 23.01.18</p>
													<p>UNISON asked if current workload information has been shared.</p> <p>UNISON expanded that if staff want to consider where they would want to work they would need to know what is there in the first place and consider issues such as case loads, etc.</p>	<p>Management advised this hadn't and would feed into the consultation. Any actions from Joint Level 3 will also be picked up too.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
Page 124													NEU requested that staff have their contracts checked to make sure their start date or continuous service and pensions information is correct. It is also important to ensure that current JD's reflect accurately the staff are doing during the consultation period. We are asking managers to check with their staff. Unison agreed that some staff are picking up extra work and have been doing this a long time and it is not in their JD. Noted that a lot of JD's are out of date and it is unfair to staff if they are doing a job to help the service. NASUWT agreed the pension contributions need to be checked whilst in the employment of the Council as it is more difficult to do this after they have left the Council.	Management to log with Mark Anslow to ensure Managers confident this is in order. Managers would be unable to check every current JD but if staff feel there is a genuine issue then they need to take this up with their manager to look into. UPDATE - managers were asked before Christmas to ensure ESS/MSS information was updated. Mark Anslow to reinforce.
													Unison requested clarity on what will no longer be happening in the proposed model so they can consult with members.	Management to respond.
													Unison asked for clarity on when the rest of the structure will be circulated on Central Services and for more information on the proposed learning environment.	Management to check when this will be released and update. UPDATE - agreed at Joint L3 that these would be available by the 1 February. Central Services Manager draft profile was released on 23.01.18
													NASUWT asked about Faith Tutors who are on Teachers Terms and Conditions and are a traded service. How will the proposals affect them; it has not been explained what this will mean.	Management to respond. UPDATE - this will be confirmed as part of draft structures for Learning Environments to be shared by 1 February 2018.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													UNISON had a query on the 'Key Elements from Proposed Area Based Model – Structure Report to OJC Level 3'. On page 3 and 4 it lists the posts in present teams in scope and gives the number of occupied and proposed posts, e.g. Practitioners - 72 FTE (band 4 – SO1) to 28 FTE. Asked for a breakdown of how many Band 4, SO1, etc. are being kept..	Management to respond. UPDATE - this was provided to TU's and uploaded to SharePoint on 23.01.18
													UNISON concerned around Education Safeguarding element; what will not be done and what has to be done as a statutory duty.	Management noted concern and will respond. UPDATE - it is proposed that oversight for both educational safeguarding and attendance will be incorporated within the early help gateway. This will include oversight of children missing education, home education and fixed penalty. the overview of data etc. will then inform targeting of work by the area teams.
Page 125													UNISON had Admin staff asking lots of questions about what it means from them but there is no detail.	Management to respond. UPDATE - given scale of savings we need a collective review of service support. This has been clarified in consultation update across P&EH and SEND. A draft Service Support structure and job profiles will be provided by the 1 February 2018.
													UNISON had a general observation; having looked at the work of North Yorkshire, some of the areas identified the priority of families. What will the priorities be in families that we will target, e.g. issues like poverty, numbers of disadvantaged children, number of children in trouble with the Police, number of NEET's, number of children with mental health issues. North Yorkshire do have figures and it would be good to have those for Bradford.	Management noted the comments and will respond. UPDATE - the Executive report refers to the Families Needs Assessment - detailed data is provided and analysed in this document - 10 wards for highlights for larger groups with poorer outcomes. The report also outlines the elements of services to be delivered by the proposed teams. they will continue to prioritise workless families, school attendance and those affected by DV, substance misuse and parental mental health. The recommissioned public health service and new proposed team would focus together on delivery of the High Impact Areas as outlined in the report. we will continue to deliver the mandated HV checks.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													UNISON noted in the Child Death Overview Panel report that 69 children had died in Bradford and had gone to Panel. These figures will include cot death, smoking cessation, etc. but this figure could go higher.	Management noted the comments.
													UNISON noted conversations were happening with Barnardos and Action for Children but asked if these staff would be TUPE'd back into the Council and if so, would that affect the 54% figure of potential job cuts.	Management's understanding was that the figures had been factored into calculations but will check. UPDATE - yes, both were included in the FTE/headcount of affected teams.
4C3	Childrens/Regen	Children's Services – 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).	150.0	50.0	200.0		80.0	95.0	12.8	0.0	22.0	1	<p><u>Level 1 - 07/12/17</u></p> <p>TU's asked for more information on the proposals.</p>	Management responded that although they are for a new financial year, these are not new savings and the changes to the structure and the service to secure the £150k saving in FY 18/19 have already been put into place as part of the process to reduce the FY 17/18 value (also by £150k). As a result no further reductions in FTE are expected at this time. Although the FTE working on the contract has reduced not all the reduction relates to staff having left the organisation delivering the Connexions Service (Prospects), as they hold multiple contracts across the region and some staff have been re-deployed to work on other contracts. The remainder of the staff reduction has been achieved through natural wastage and not backfilling vacant posts and voluntary redundancy - no member of staff working on this contract has been made compulsorily redundant as a result of the reduction to our budget.
													<p><u>Level 2 - 21/12/17</u></p> <p>NEU asked for paperwork in relation to this.</p>	There is no specific paperwork relating to proposal. Management would refer back to the public budget consultation last year as this is where the changes were raised. The reduction in Connexions value has been via a contract variation with the service provider. We are unable to provide this documentation as it is commercially sensitive. What was EOF is now being delivered as part of the ESF funded STEP programme which runs until December 2019.
													<p><u>Level 2 - 11/01/18</u></p> <p>See matters arising above.</p>	

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C5	Social Care - Management savings	Children's Social Care management restructure – review of management structure leading to proposed reduction of two service manager posts and one team manager	85.0	0.0	85.0		30.0	30.0	1.0	0.0	0.0	1	<u>Level 2 - 21/12/17</u> Unison noted this fit with the current restructuring and the Early Help proposals.	Management advised this was separate but will have to fit with any realignment.
													<u>Level 2 - 11/01/18</u> UNISON asked who the service manager was.	Management advised this was tied into taking out on of the Team Managers going into locality teams.
													UNISON did recall Gani Martins saying that she would reduce service mangers some time ago and unclear what happened to that. It would be useful to have s structure of where Service Managers are at the moment.	Management to circulate new structure.
4C6	Social Care - Early Help	Early Help –review structures in early help for children and families commissioned from VCS, youth offending team, crime prevention, family centres, families first	120.0	660.0	780.0		0.0	0.0	0.0	0.0	0.0	0	<u>Level 2 - 21/12/17</u> No matters raised.	
													<u>Level 2 - 11/01/18</u> No issues raised.	
4C7	Social Care - Looked After Children	Looked After Team – review of staffing and non staffing budgets	19.0	19.0	38.0		0.0	0.0	0.0	0.0	0.0	0	<u>Level 2 - 21/12/17</u> Unison asked how staffing would fit with reduced LAC.	Management advised that LAC would not reduce – there is an increase across the country. The £19k savings to be made now will be made on transport. It is predicted children in care numbers will grow. The other make or break will be whether there are enough foster care places in-house and through family and friends rather than external placements but for every 20 foster carers we need 1 new member of staff.
													NEU noted that this would take out the £19k saving.	Management confirmed this but would be better to pay them than independent foster agency fees; although there is a need for a mixed market.
													NEU asked if we were benchmarked against other LA's.	Management advised that Bradford does well and 50 new family and friends foster carers have been recruited since April and 22 are new foster carers. There may be opportunities for staff affected by the Early Help proposals to consider fostering.
													Unison asked if this was being discussed with affected staff.	Management noted this was difficult but if staff are motivated and don't go into it with rose tinted glasses it might be something they have not considered before. We could also look to see if applications could be fast tracked.

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Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													NEU advised schools are restructuring and losing support staff so that might also be a fertile recruitment source.	The Chair felt most foster carers enjoyed what they do and they can earn the national average wage. It is how do we spread that message without being insensitive.
													<u>Level 2 - 11/01/18</u> UNISON noted that Jim Hopkinson had sent an e-mail to Social Workers today and can understand what Management are trying to do about reducing LAC but what to acknowledge the big impact this will have. The central point is that you have to look at thresholds when looking at EH or Managers and the Council will be taking bigger risk in not accommodating children. Within that people need to be inventive and innovative with these children by using families. This is a corporate responsibility and the risk will have to be taken rather than removing child. There is research available.	Management noted comments and would say that it is anticipated the reductions coming from the Be Positive Pathways and teenagers going back home and UNISON are right re evidence. Management will ensure any return home is safe.
4C8	Social Care - Fostering and Adoption	Fostering and Adoption – review team manager structure with potential reduction of one team manager post	50.0	0.0	50.0		51.0	62.0	1.0	0.0	2.0	0	<u>Level 2 - 21/12/17</u> Unison asked if this would tie in with the increase of foster carers.	Management advised if foster carers increased it will be an issue but there are a number of teams and some short term could move to long term.
													<u>Level 2 - 11/01/18</u> UNISON asked if there was any movement on this yet or timescale.	Management advised not at moment.
4C11	Social Care- Leaving Care Service	Leaving Care – to review staffing and non staffing budgets to achieve a saving of 2% in yr 1 and a further 1% in yr 2	34.0	0.0	34.0		0.0	0.0	0.0	0.0	0.0	0	<u>Level 2 - 21/12/17</u> No matters raised.	
													<u>Level 2 - 11/01/18</u> UNISON asked if the rationale of reducing children coming into the care system would reduce this.	Management noted this proposal was looking at reducing costs with care providers for accommodation.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4C12	Education Employment & Skills	Early Years and School Readiness –reduction in grants to small providers undertaking community based activity to help prepare children for school.	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0	<u>Level 2 - 21/12/17</u> No matters raised.	
													<u>Level 2 - 11/01/18</u> UNISON acknowledged how this affects the Prevention and Early Help programme and will target families and communities so there are links and want to make sure this is not lost within the EH proposals.	Management noted.
4C13	Social Care - Drug and Alcohol Team	Drugs and Alcohol Team – review of the work of the team and all other services that support young people with alcohol and drug issues	50.0	0.0	50.0		0.0	0.0	0.0	0.0	0.0	0	<u>Level 2 - 21/12/17</u> Unison asked who managed the Team	Management advised they are managed by the Problem Solving Court Team.
													Unison asked how many staff were in the Team.	Management advised there were 2 at the moment and an advert was out – 6 staff at the most.
													NEU asked if there were any people suitable in redeployment.	Management advised the Problem Solving Court is a hybrid adaptation of a licensed programme which was expensive and at the end of the funded period it was agreed that it was a great programme but we could not afford it so we are taking aspects of the model and continuing the work. Staff work intensively on the ground with people and the Court can be a motivating factor and keep families together. This work is done across West Yorkshire and we think we can achieve the saving.
													<u>Level 2 - 11/01/18</u> No issues raised.	
5C1	Social Care	Review of respite provision after the introduction of personalised budgets	0.0	400.0	400.0		84.0	94.0	0.0	10.0	10.0	0		<u>7.12.17 - Level 1</u> - Further £400k reductions to be achieved - project team looking at efficiencies - longer lead in time .
													<u>Level 2 - 21/12/17</u> NEU asked how close we were to marketing this.	Management advised that we already are and 2 beds are currently commissioned to Calderdale and we are trying to expand that and sell at full cost. We have also bought one bed from Leeds and part of our solution is also to try to buy beds from other LA's.
													Unison asked if the number of children with complex health needs were increasing.	Management advised that we have more children with a disability than the national average. Health care improvements mean children are surviving longer with complicated health needs. They need our respite as and when parents can't cope. Some beds can cost up to £9k per week for 1 child.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018-19	2019-20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													Unison asked if Bradford had any families displaced from other communities and whether this had a knock on.	Management advised that Bradford does have a problem with families displaced to cheaper housing. The Chair highlighted a case of a family from London being placed here in cheaper accommodation but once they have been here 3 months they become our responsibility.
													NEU asked if cases such as this were centrally funded.	Management advised that if they arrived in the district on a child protection plan the other LA would pay but if they become children in need whilst here it would be our responsibility.
													Level 2 - 11/01/18 NEU queried the use of wording, i.e. marketing.	Management agreed it was 'promoting'.
													Unison noted respite provision stops at age 19. In North Yorkshire this was a 0-25 service.	Management advised this would be one of the things they will look at as part of the review.
Total			508.0	4,129.0	4,637.0		877.8	1078.0	281.8	10.0	107.6	17		

Appendix 2 - Department of Place

Appendix 2 - Department of Place													Issue 4 - 25.1.18	
Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	Employees		Potential FTE Reductions		Vac.	VR Req.	TU Feedback	Management Information/Response
							Current	Head count	2018/19	2019/20				
4E1	Sport & Culture	Parks and Bereavement - management rationalisation; withdrawal from direct management of sport pitches and bowling greens; raise prices of bereavement services.	160.0	60.0	220.0		72.0	74.0	2.0	0.0	2.0	0		<p>OJC Level 1 - 7.12.17 The £60K is a further continuation of this proposal</p> <p>Level 2 - 14.12.17 ID said that work relating to sports pitches and bowling greens is on-going. Some savings will be achieved by increased income with bereavement service changes rising above inflation, and addressing the management structure.</p> <p>Level 2 - 11.1.18 Unite asked what the position is in relation to the 3 posts identified as being at potential risk.</p> <p>Level 2 - 11.1.18 ID said that the figure is predicated on the transfer of sports pitches and bowling greens but may be mitigated by turnover or vacancies elsewhere.</p> <p>Note: Following the meeting management confirmed that the number of posts is 2, not 3.</p>
4E2	Waste & Transport Services	Waste Collection and Disposal Services - Full year effect of introduction of alternate weekly collection and associated round reduction, improved recycling, reduction in residual waste and improved efficiencies.	807.0	-84.0	723.0		199.0	170.0	12.0	0.0	4.0	10		<p>OJC Level 1 - 7.12.17 Alternate weekly collections now in place, 19/20 figure some funding coming back in as result re-routing which is settling down</p> <p>Unison - Are agency staff still being used in this area? Management to check current position on agency staff in this area.</p> <p>Level 2 - 14.12.17 JM said that the savings will be achieved through a continuation of the savings from AWC. Additional monies have been allocated to cover increased costs in waste disposal. JM confirmed that the service will not be reducing the number of domestic rounds by a further 3. The Service will be looking to take out a trade, transit and rural round to compensate.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
					0.0								<p>Level 2 - 14.12.17 GMB asked about the number of agency staff being used in Waste Services.</p> <p>Level 2 - 14.12.17 GMB asked whether the expectation was to reduce the FTE by 12 and what the position was regarding a reduction in the number of managers in the structure.</p>	<p>Level 2 - 14.12.17 JM confirmed that there are currently 19 agency staff working on refuse collection – 6 contingency; 5 covering staff seconded as waste advisors; 1 for management support; 1 rural; 4 vacancies and 2 covering long term sick. It is anticipated that the majority of these will not be employed in the new financial year. 15 agency staff are working on disposal – 9 at the MRF; 2 covering long term sick and 4 walking contaminated waste. Again this number will reduce by the end of the financial year. It has proved difficult to get permanent staff to work at the MRF; currently looking at redeployment opportunities for other staff displaced within the Department. JM said that the FTE establishment is 174 but currently operating with 4 vacancies which will be recruited to.</p> <p>Level 2 - 14.12.17 JM said that he will backfill to the establishment. The position of the number of managers will be addressed through re-structure proposals which will be discussed with the Unions in the near future.</p>
													<p>Level 2 - 11.1.18 GMB asked what the position is in relation to the VR requests received.</p>	<p>Level 2 - 11.1.18 JM said that the service is recruiting to vacant posts and may have to delete up to 6 posts which would be done through natural wastage or VR. He said that he understood the sensitivities around this issue.</p>
4E3	Waste & Transport Services	Trade Waste – process and service improvements including back office, round efficiencies and business development opportunities.	0.0	43.0	43.0		199.0	170.0	0.0	2.0	0.0	0	<p>Unite - Is it possible to have a breakdown of proposals</p>	<p>OJC Level 1 - 7.12.17 - Need to check the figure of "2.0" in the 19/20 reduction column. Management - any future proposals will come to Level 2</p> <p>Level 2 - 14.12.17 JM said that the additional savings will be achieved through a process review and increased income through business development.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4E4	Neighbourhoods & Customer Services	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	50.0	50.0	100.0		120.0	102.0	2.0	0.0	12.0	0	<p>Level 2 - 14.12.17 GMB asked whether Neighbourhood and Customer Services would be off-setting their vacancies.</p>	<p>OJC Level 7.12.17 - continuation of moving from face to face services to online/automated services</p> <p>Level 2 - 14.12.17 ID said that the saving was the equivalent of 2 members of staff which he anticipated would be managed through staff turnover. There are a number of changes which will affect the way the service is delivered including the impact of the introduction of Universal Credit, reduced number of contacts and risk based verification. Will look at alternative ways of working which will reduce the number of staff required.</p> <p>Level 2 - 14.12.17 ID said that would not be the case; management will work with Trade Unions and staff to identify the best way of achieving the required savings.</p> <p>Level 2 - 11.1.18 ID said that it was anticipated that the required staff reductions would be achieved through vacancy management.</p>
4E5	Neighbourhoods & Customer Services	Street Cleansing and Public Conveniences - reduction street cleansing resources for 2019/20	336.3	1004.5	1340.8		129.7	137.0	28.0	0.0	8.0	0	<p>Unison - raised concerns about street cleanliness specifically around Neal Street area - locals dumping rubbish and neighbourhood deteriorating.</p> <p>Unite - Confirmed their position that they will not accept any proposals where there is a reduction of jobs</p> <p>Level 2 - 14.12.17 GMB said that again this budget proposal will hit the lowest paid the hardest and suggested redefining management posts and keeping front line staff.</p> <p>Level 2 - 14.12.17 GMB said the Unions would support management on the positivity of this approach.</p>	<p>OJC Level 1 - 7.12.17 - £1m in 19/20 large reduction will need to look at restructuring cleansing teams to be completed by 31/3/19</p> <p>Level 2 - 14.12.17 ID said that this budget proposal will have a significant impact on staff and cannot be achieved without reducing the number of staff in the service. Management will work with the Trade Unions to look at how to mitigate the impact and support as many staff as possible through retraining and moving to other vacancies where the opportunities are available.</p> <p>Level 2 - 14.12.17 ID said that management and the Trade Unions need to think and work together to find a way of making the savings, looking at opportunities for staff where possible.</p> <p>Level 2 - 14.12.17 SH said management know this is a difficult budget saving and that management will use vacancy control to re-configure the service.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													<p>Level 2 - 21.12.17 Unite asked if the toilet attendant posts were included in this budget proposal.</p> <p>Level 2 - 11.1.18 Unite asked for more meaningful consultation on the proposal as it affects street cleansing.</p> <p>Level 2 - 11.1.18 Unite said that the cleansing service is already understaffed and said that they did not believe that the proposal fits with the objectives of the Safe, Clean and Active programme board.</p>	<p>Level 2 - 21.12.17 ID said that they were not.</p> <p>Level 2 - 11.1.18 ID said that the Council is near to reaching agreement on the transfer of public toilet facilities to Town and Parish Councils. One member of staff has asked, and been accepted for, VR.</p> <p>Level 2 - 11.1.18 ID said that management are aware of the impact this proposal will have on the cleansing teams. He is working with Damian Fisher to look at proposals for achieving a saving of 25% of the total budget which will then be discussed at level 3.</p> <p>Level 2 - 11.1.18 SH said it was a very difficult decision and management are aware of the impact it will have on the cleansing service and individual staff members.</p>
4E6	Neighbourhoods & Customer Services	Pest Control – cessation of the pest control service	36.2	0.0	36.2		3.0	3.0	4.0	0.0	0.0	0		<p>OJC Level 1 - 7.12.17 - this proposal has already been completed and nothing new to add to this.</p> <p>Level 2 - 14.12.17 ID said that opportunities had been offered to the two remaining staff which were not taken up. One has left on VR and management believe the other is considering this option.</p>
4E7	Sport & Culture	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.	50.0	50.0	100.0		11.1	13.0	8.5	0.0	5.0	0	<p>Level 2 - 21.12.17 GMB asked whether staff meetings were being arranged with VIC staff.</p>	<p>OJC Level 1 - 7.12.17 - this is work in progress - looking at other options of delivering VIC services to be consulted on further due to staffing imptions. Further details to be brought to future Level 2/3's</p> <p>Level 2 - 14.12.17 SH introduced PM as the Interim AD covering Culture. PM said that this budget saving is being addressed through the Destination Management Plan. Management have had positive discussion with other providers for the out of Bradford offices and the Bradford VIC will remain open until 2019. A revised structure and job descriptions will be consulted on shortly.</p> <p>Level 2 - 21.12.17 Management to confirm these arrangements.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
														<p>Level 2 - 11.1.18 TT gave an update on consultation with Ilkley Parish Council and the Bronte Society. Ilkley Parish Council has agreed to fund the VIC in Ilkley for 2 years. The Council is still in negotiation with the Bronte Society in relation to Haworth VIC; this may involve TUPE transfers. A new structure and proposed job profiles were issued on 18 December, 2017 and staff briefed. No comments have been received to date. The structure cannot be implemented until discussions with the Bronte Society are complete.</p>
4E8	Sport & Culture	Events and Festivals – review to develop a more sustainable and balanced events programme	150.0	150.0	300.0		0.0	0.0	0.0	0.0	0.0	0		<p>OJC Level 1 - 7.12.17 - now have less money available to spend on events, looking at how we buy in. BML generated £200K this year to run again in 2018</p> <p>Level 2 - 14.12.17 PM confirmed that the savings will be found from within the budget and have no staffing implications.</p>
4E9	Sport & Culture	Libraries – reduction in the number of libraries directly provided by CBMDC. Further investigation of potential for alternative delivery models	100.0	950.0	1050.0		73.8	107.0	8.5	17.0	6.0	0		<p>OJC Level 1 7.12.17 - Already been through a period of change - Volunteers now run some resource - further work to do over the next 6 months which will be a major piece of work</p> <p>Level 2 - 14.12.17 PM said that this proposal may have significant impact on staff numbers. Management are looking at how to deliver the service differently while still complying with the Libraries Act.</p> <p>Level 2 - 14.12.17 PM said he would provide this information.</p> <p>Level 2 - 11.1.18 PM said he believed that there was some confusion among Libraries staff about the proposals. He confirmed that they are for the 2019/20 financial year and that management are working on proposals which will then be consulted on with staff.</p> <p>Level 2 - 14.12.17 Unison asked how many casual staff are being used in Libraries.</p>
4E10	Sport & Culture	Theatres and Community Halls – Halls to be transferred through Community Asset Transfer. Theatres to generate greater income	130.0	130.0	260.0		3.0	4.0	2.0	0.0	0.0	0		<p>OJC Level 1 - 7.12.17 - work in progress on Halls (CATS). Once St Georges Hall comes back on line should generate income.</p> <p>Level 2 - 14.12.17 PM confirmed that management anticipate mitigating any job losses through increased income.</p> <p>Level 2 - 14.12.17 SH said that it is proposed that the Odeon will be leased to the NEC and Bradford Live and that it will not be run by the Council.</p> <p>Level 2 - 14.12.17 Unison asked whether the Odeon will be included in this budget proposal.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4E11	Sport & Culture	Sport and Physical Activity – investigate all methods of future operational service delivery	150.0	50.0	200.0		147.0	206.0	4.0	0.0	0.0	0	<p>Level 2 - 14.12.17 Unison asked whether the Odeon will be included in this budget proposal.</p>	<p>OJC Level 1 - 7.12.17 - increased income/commercial deals - review of sports provision - opening of Sedbergh facility coming on line.</p> <p>Level 2 - 14.12.17 SH said that there will be a review of the whole service to look at reducing the cost base, increasing income and addressing historical budget issues where costs have been higher than budget.</p>
4E12	Sport & Culture	Ministry of Food – cessation of the service teaching people how to cook, eat and improve their long term health	96.0	0.0	96.0		1.0	1.0	2.0	0.0	0.5	0		<p>OJC Level 7.12.17 - this item now completed.</p> <p>Level 2 - 14.12.17 SON confirmed that a redundancy dismissal hearing has been held and one member of staff is now on the redeployment register.</p> <p>Level 2 - 11.1.18 SON confirmed that this proposal affects one member of staff who is currently in the redeployment process.</p>
4E13	Neighbourhoods & Customer Services	Car Parking - remove xmas carparking concessions, amend tariffs in little Germany & other car park changes.	108.0	0.0	108.0		0.0	0.0	0.0	0.0	0.0	0		<p>OJC Level 1 - 7.12.17 - this item now completed</p> <p>Level 2 - 14.12.17 There are no new budget savings. Parking in the Bradford District remains competitive compared to other Cities.</p>
5E1	Sport & Culture	Museums & Galleries - Review of service to include potential for income generation, service efficiency and integration and remodelling of operational delivery.	0.0	260.0	260.0		48.8	55.0	0.0	3.0	1.0	0	<p>Unite - Request for a breakdown of costs/staffing for this service</p> <p>Level 2 - 14.12.17 GMB asked what the costs for this work would be.</p> <p>Level 2 - 14.12.17 Unison asked how the Rugby Museum would fit and the staffing of it.</p>	<p>OJC Level 1 - 7.12.17 - Review of the whole provision to look at possible income generation - significant piece of work to be undertaken</p> <p>Level 2 - 14.12.17 PM said that these were not yet known. SH confirmed that funding would be available from the Implementation Fund set up for projects like this.</p> <p>Level 2 - 14.12.17 PM said that the Council has pledged to open a Rugby Museum by 2021. The plans will open the ground floor of City Hall to the public and incorporate the Police Museum and become a Bradford Museum. The Council is looking for external grants to fund the capital works. Running costs are already in the budget through the current use of City Hall. It is anticipated that the museum will be staffed heavily by volunteers.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													<p>Level 2 - 21.12.17 GMB asked how much would be spent on bringing in consultants to advise on the commercialisation of photography sales.</p> <p>Level 2 - 21.12.17 GMB asked whether resources were available within the Council to undertake the review of the Museums and Galleries service in order to save the costs of consultants.</p> <p>Level 2 - 11.1.18 GMB asked what the anticipated cost of the consultants would be.</p>	<p>Level 2 - 21.12.17 ID said that this may relate to the specialist nature of the proposition, that it is unlikely that costs would be known at present and this would be referred to Pete Massey for response at a future meeting.</p> <p>Level 2 - 21.12.17 Management to respond to these issues.</p> <p>Level 2 - 11.1.18 PM said that the commercialisation of museums and galleries was much more than the selling of photographs and would include catering and retail offers. There is no in-house expertise to lead on this. He anticipated that an initial investment would lead to increased income and saving posts.</p> <p>Level 2 - 11.1.18 PM said that he believed it would be in the region of £30,000 and similar advice in other authorities had lead to significantly increased income.</p>
5E2	Neighbourhoods & Customer Services	Youth Service - All commissioned grants will be reviewed during 2018, with grants to VCS groups providing youth work ceasing from April 2019.	0.0	311.0	311.0		0.0	0.0	0.0	0.0	0.0	0	<p>OJC Level 1 - 7.12.17 - Commissioned grants in this area will cease - Heather Wilson in childrens services is already working on this item.</p> <p>Level 2 - 14.12.17 ID confirmed that there are no staff implications for this proposal. The voluntary sector is being helped to build capacity to operate without grant funding from the Council. It is not anticipated to have significant staffing implications for the voluntary groups as the largest grant given this year is £10,000 and the majority are much smaller.</p> <p>Level 2 - 21.12.17 ID said the budget for this proposal sits within Childrens Services. JC confirmed that it was not a saving that was being considered by Childrens Level 2.</p> <p>Level 2 - 11.1.8 ID confirmed that this proposal has not staffing implications.</p>	

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R2	Planning Transportation & Highways	West Yorkshire Combined Authority (WYCA) Transport Levy – proposed reduction in the levy	1234.1	750.0	1,984.1		0.0	0.0	0.0	0.0	0.0			OJC Level 1 - 7.12.17 - continuing work ongoing on this issue. Level 2 - 14.12.17 JJ confirmed that transport levy negotiations are on-going. Level 2 - 11.1.18 JJ confirmed that this proposal has no staffing implications. The WYCA levy will be discussed at the Transport Committee and then consulted on at member and officer level from April 2018.
4R3	Planning Transportation & Highways	Commercialise Highway Delivery Unit (HDU) – to increase the range of services provided by the HDU through increasing involvement in existing capital works programmes and delivery of services which are externally funded	223.0	0.0	223.0		0.0	0.0	0.0	0.0	0.0			OJC level 1 - 7.12.17 - no further info - no staffing implications Level 2 - 14.12.17 JJ confirmed that there no further savings required and no staffing implications from these budget savings.
4R5	Planning Transportation & Highways	Planning, Transportation and Highways – increase in discretionary charges	44.1	0.0	44.1		0.0	0.0	0.0	0.0	0.0			OJC level 1 - 7.12.17 - no further info - no staffing implications Level 2 - 14.12.17 JJ confirmed that there no further savings required and no staffing implications from these budget savings. Level 2 - 21.12.17 JJ said that management are reviewing current charges and looking at the possibility of introducing new ones. He confirmed that charges are reviewed annually.
4R6	Planning Transportation & Highways	Planning, Transportation and Highways - options related to discretionary budgets for highway maintenance works including minor drainage improvements, pavement repairs and footpath and snicket maintenance	(6.4)	0.0	(6.4)		29.0	29.0	1.0	0.0	0.0	0		OJC Level 1 7.12 17 - no further info Level 2 - 14.12.17 JJ confirmed that there no further savings required and no staffing implications from these budget savings.
4R7	Planning Transportation & Highways	Planning, Transportation and Highways - reduction in Highways Services operational budgets associated with operational transport gateway and subway maintenance	2.5	0.0	2.5		0.0	0.0	0.0	0.0	0.0			OJC level 1 - 7.12.17 - no further info - no staffing implications Level 2 - 14.12.17 JJ confirmed that there no further savings required and no staffing implications from these budget savings.
4R8	Planning Transportation & Highways	Planning, Transportation and Highways - Robust administration of the Yorkshire Common Permit Scheme on the Highways	70.0	0.0	70.0		0.0	0.0	0.0	0.0	0.0			OJC level 1 - 7.12.17 - no further info - no staffing implications Level 2 - 14.12.17 JJ confirmed that there no further savings required and no staffing implications from these budget savings.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R9	Planning Transportation & Highways	Planning, Transportation and Highways - reduce area committee support and stop processing/charge for all requests for service delivery for non casualty led projects	124.0	0.0	124.0		13.0	14.0	4.0	0.0	10.0	0		<p>OJC Level 1 - 7.12.17 - the reduction for 19/20 has been reduced to 0 - the 10 figure originally shown was the vacancy number within this service area.</p> <p>Level 2 - 14.12.17 JJ confirmed that the staffing impact will be managed through vacancy control.</p> <p>Level 2 - 21.12.17 GMB asked whether the vacancies showing against this budget proposal were going to be filled. If not could they be used to allow for bumped redundancies in other areas.</p> <p>Level 2 - 21.12.17 JJ said he was currently reviewing the vacancies and felt that some would be filled, and that it may be by apprentices. Management confirmed that VRs and bumps would be looked at across the Department. Management will work to minimise the number of job losses.</p>
													<p>Level 2 - 11.1.18 GMB asked about the vacancies in this area.</p>	<p>Level 2 - 11.1.18 JJ said that there would be recruitment to the areas which need resourcing. This will be dealt with through the restructure currently being considered.</p>
4R10	Economy & Development	Education Capital Team – combination of vacancy control, reduction in facilities management and other charges	50.0	0.0	50.0		0.0	0.0	0.0	0.0	0.0			<p>OJC level 1 - 7.12.17 - no further info - no staffing implications</p> <p>Level 2 - 14.12.17 SON confirmed that this budget saving is being dealt with through the Legacy Budget.</p> <p>Level 2 - 11.1.18 SON confirmed that the notes should read legacy budgets, not the Legacy Budget.</p>
4R11	Planning Transportation & Highways	Planning, Transportation and Highways - introduction of limited lighting hours / switch off of street lighting on non-principal road network	60.0	60.0	120.0		0.0	0.0	0.0	0.0	0.0			<p>OJC Level 1 - 7.12.17 - continuation of this approach.</p> <p>Level 2 - 14.12.17 JJ confirmed that work is on-going to reduce the street lighting hours across the District.</p>
4R13	Economy & Development	Economic Development Service – reduction in City Park sinking fund, matched funding for European Strategic Investment Fund programmes. Remove support for B-funded community funding information website	0.0	26.0	26.0		0.0	0.0	0.0	0.0	0.0			<p>OJC level 1 - 7.12.17 - no further info - no staffing implications</p> <p>Level 2 - 14.12.17 SON confirmed that neither of these budget proposals have staff implications.</p>
4R19	Economy & Development	Housing Operations – increase income generation from agency fees	44.0	0.0	44.0		0.0	0.0	0.0	0.0	0.0			<p>OJC Level 1 7.12.17 - no further info - no staffing implications</p> <p>Level 2 - 14.12.17 SON confirmed that neither of these budget proposals have staff implications.</p>

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R20	Planning Transportation & Highways	Regeneration – no longer accept new schools onto the Active School Travel programme with existing provision being phased out over the following years of this budget process	28.0	28.0	56.0		0.0	0.0	0.0	0.0	0.0			OJC Level 1 - 7.12.17 - continuation of this approach. Level 2 - 14.12.17 JJ confirmed that the Active School Travel programme is being phased out and that this saving has no staff implications.
4R21	Planning Transportation & Highways	Regeneration – reduction in the funding for the Road Safety Team	62.5	62.5	125.0		6.2	9.0	1.0	7.0	0.0	0		OJC Level 1 - 7.12.17 - funding for this programme came from Public Health - to cease completely. Level 2 - 14.12.17 JJ confirmed that the staff implications of this proposal are being looked at. Level 2 - 21.12.17 JJ confirmed that this is already being considered. Level 2 - 21.12.17 Unison asked whether it would be possible to sell our Road Safety service to other Local Authorities.
5R1	Planning Transportation & Highways	Reducing (previously Highway Agency controlled) de-trunked road maintenance budget.	224.8	0.0	224.8		0.0	0.0	0.0	0.0	0.0			OJC Level 1 - 7.12.17 - to reduce budget for these highways e.g. Bingley by-pass Level 2 - 14.12.17 JJ said that this saving is a reduction in the maintenance budget for trunk roads. There are no staff implications.
5R2	Planning Transportation & Highways	Increased charges for activities on the highway – review of charging schedule.	25.0	0.0	25.0		0.0	0.0	0.0	0.0	0.0			OJC Level 1 - 7.12.17 - continue to review this activity Level 2 - 14.12.17 JJ said that this proposal would be achieved through increased income. There are no staff implications.
5R3	Planning Transportation & Highways	Increasing percentage level of staff capital recharges to external projects/ customers	250.0	0.0	250.0		0.0	0.0	0.0	0.0	0.0			OJC level 1 - 7.12.17 - no further info - no staffing implications Level 2 - 14.12.17 JJ said that this proposal would be achieved through increased income. There are no staff implications.
		TOTAL	4609.1	3901.0	8510.1		0.0	1055.7	1094.0	79.0	29.0	48.5	10	

Appendix 3 - Department of Health & Wellbeing

Ref	Service	Proposal Definition	Saving			Reduction	Employees					VR Req.	TU Feedback	Management Information/Response
			2018-19	2019-20	Total		Current		Likely FTE		Vacs.			
			£'000	£'000	£'000		% FTE's	Head count	2018/19	2019/20				
4A1	Adult and Community services	Adults - Overall Demand Management Strategy - moving from a dependency model to one that promotes independence and resilience (e.g. reducing numbers coming into care, care system culture change, speeding up integration, redesign enablement, reviewing financial needs, continued personalisation)	8000.0	8000.0	16000.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 - Unions requested more clarity on the details of the savings,	Management advised that a whole system remodel is required. We need more frontline input in order that savings are made to care packages and a more person centred approach taken.
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH1	Public Health - School Nursing & health Visitors	School Nursing & Health Visiting - service based efficiencies- primarily management, back office and vacancy control. Please note this proposal is split between better health better lives and Great Start, Good Schools	1390.0	1959.0	3349.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	Management explained these are primarily management, back office and vacancy control.
													11.01.18 - Cancelled by Unions no issues to discuss	
													1.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH2	Public health - Substance Misuse	Substance Misuse Service – combination of redesign, re-commissioning and ceasing recovery service, dual diagnosis service, supervised medication programme, inpatient detoxification services.	1634.0	625.0	2259.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions queries on-going changes and contractors changes.	Management explained the re-commissioning process and ceasing recovery service, as well as dual diagnosis service and supervised medication.
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH3	Public health - Sexual Health	Sexual Health - combination of redesign, review and ceasing services Health development with young people, sex and relationship education in schools, emergency hormonal contraception	25.0	0.0	25.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18	
4PH4	Public Health - Tobacco	Tobacco – combination of redesign, review and ceasing services	59.2	2.0	61.2		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	

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4PH5	Public Health - Homestart, Worksafe and Injury Minimisation Programme	Homestart, Worksafe, Injury Minimisation Programme - phase out of these services providing support for vulnerable parents and children age 0-5 years.	93.0	0.0	93.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH6	Public Health - Physical Activity, Food and Nutrition	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.	250.0	0.0	250.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH8	Public Health - Warm Homes Healthy People Programme	Warm Homes Healthy People – reduction in the short term winter activity based programme	40.0	20.0	60.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH9	Public Health - Back office CCG funding transfer	CCG Rebased – to redesign services as part of an accountable care system, involving health, social care and other providers	499.0	0.0	499.0		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH10	Public Health - Staffing and operational cost reductions	Public Health – reduction in staffing in line with redirecting investment profile towards reducing demand and maintaining health and wellbeing	350.0	310.0	660.0		87.0	98.0	9.0	7.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
4PH11	Public Health - Environmental Health Restructure	Environmental Health – management restructure	40.0	0.0	40.0		44.0	48.0	2.0	0.0	0.0			
													14.12.17 Unions raised no issues.	
													11.01.18 - Cancelled by Unions no issues to discuss	
													18.01.18 - Cancelled as key attendees unable to attend (Unions and HR)	
5PH1	A Home From Hospital Service - BRICCS Integrated Care & Support - review and redesign of the service.	This service is designed to support people who are homeless or in unsuitable accommodation, and who are at risk of staying longer than necessary in hospital. Homeless populations are more likely to have ill health and long term disabling conditions; come from age specific groups such as 16-25's year olds and 35 to 55 year olds and are more likely to be male.	0.0	170.1	170.1		0.0	0.0	0.0	0.0	0.0			
													14.12.17 Unions raised no issues.	

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Appendix 4a - Department of Corporate Services - Human Resources

Ref	Service	Proposal Definition	Saving				Reduction %	Employees					TU Feedback	Management Information/Response
			2018-19 £'000	2019-20 £'000	Total £'000	Current		Likely FTE Reductions		Vacs.	VR Req.			
						FTE's		Head count	2018/19			2019/20		
4H1	Human Resources	Human Resources – reduce HR transactional support, to reduce volume of service specific training	204.0	0.0	204.0		43.0	52	7.0	0.0	2	3	11.10.18 - See below	11.10.18 - See below
5H1	Human Resources	Workforce Development reprioritised to focus on use of more specialist ad-hoc external delivery. Review of Occupational Safety.	250.0	0.0	250.0		25.1	28	7.0	0.0	2	3	11.01.18 - AR raised the following: <ul style="list-style-type: none"> • Questioned the role of the Corporate Support Officer • Questioned the proposal for the new apprenticeship post – did this take on work of the posts that were being deleted • Concerns that the structure is too top heavy • Concerns around whether the service could function without an admin team • Job vacancies being held 	11.01.18 - Feedback from staff regarding alternative proposals and a proposal for income generation. These will be considered by management. SD responded that all feedback and alternative proposals will be considered. SD confirmed that where possible suitable alternative vacancies were identified elsewhere in the council, requests were being made for these to be held where possible for affected staff. SD confirmed that the new apprenticeship post does not replace an existing job. Consultation will continue led by the Head of Workforce Development, due to the HR Director leaving the organisation on 19 January.
TOTAL			454.0	0.0	454.0		68.1	80.0	14.0	0.0	4.0			

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Cross Cutting Consultation

Ref	Service	Proposal Definition	Saving				Reduction %	Employees					TU Feedback	Management Information/Response
			2018-19 £'000	2019-20 £'000	Total £'000	Current		Likely FTE Reductions		Vacs.	VR Req.			
						FTE's		Head count	2018/19			2019/20		
4H2	Human Resources	Terms and Conditions – removal of non contractual overtime payments and removal of essential car allowance lump sum payments	120.0	90.0	210.0		0.00	0.0	0	0	0.0	0	11.01.18 - No Comment	11.01.18 - No Comment
TOTAL			120.0	90.0	210.0		0.00	0.00	0.00	0.00	0.00	0.00		

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Appendix 4b - Estates & Property

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	Employees		Likely FTE Reductions		Vacs.	VR Req.	TU Feedback	Management Information/Response
							Current FTE's	Head count	2018/19	2019/20				
4R1	Estates & Property	Industrial Services Group (ISG) – reduce the staffing structure to suit the present workloads	43.3	0.0	43.3		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that there would be no further reductions in the workforce if the workload continues. ISG will break even this year and have been successful in winning a number of new contracts for delivering fire doors, especially around Newcastle
													100118. TU's asked that Management clarify point "no further reductions in the workforce if the workload continues".	100117. Management confirmed that there will be no further reductions of staff. The £43.3K is to come off next year but cuts have been taken this year because ISG have seen an improvement in trade and will break even
4R12	Estates & Property	School Catering and Cleaning – increased sales and price reviews	35.0	0.0	35.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that this has been dealt with through increased prices, there are no staffing implications
4R14	Estates & Property	Asset Management – make the best use of the Council's and public sector partners' estate working with the Voluntary and Community Sector Also seek to invest in non-operational property to generate surplus income	360.0	200.0	560.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that the challenge is to continue to acquire and create investments that generate a surplus revenue and to maximise the existing investment portfolio. This year is well ahead of target. The NCP will generate 165k per year surplus income.
Page 147													100118. TU's stated that they need to see some proposals.	100118. Management stated that they are sharing accommodation but have not identified with the third parties yet.
													100118 TU's asked what the contribution will be from the third parties who we end up sharing with, how much will they be paying.	100118. Management agreed to provide the information
													100118. TU's asked that management provide a list of organisations who are using Council accommodation and are not paying for it. This includes the Police Museum and Ghost Trips	100118. Management agreed to provide the information.
4R15	Estates & Property	Facilities Management – operational cost reductions reflecting the continued contraction of the organisation	100.0	200.0	300.0		75.0	191.0	1.0	2.0	8.0	0		131217. Management stated that they are looking at savings in 2018/19 of £100k and a further £200k in 19/20 by reducing the number of buildings occupied and managed. Part of that is Jacobs well. There is likely to be a staff reduction of 1FTE in the first year and 2FTEs the year after but this would be managed
													100118. TU's asked if "reducing the number of buildings occupied" is a capital scheme and if asked for a breakdown of operational costs including maintenance and utilities.	100118. Management stated that they have been tasked to save money through the reduction of the estate and will provide the TU's with details of buildings which have been closed and are to be closed.

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													100118. TU's stated that Jacobs Well was vacated around July 2017.	100118. Management stated that staff moved out at the end of 2017 but the majority moved out in July. The building is still being used for storage but the intention is to demolish it to get the rates saving as we are still paying a big chunk in utilities. Any demolition costs will be offset by savings.
4R16	Estates & Property	Facilities Management – reduction in the maintenance budget as the size of the operational estate shrinks	100.0	780.0	880.0		259.0	267.0	3.0	6.0	39.0	2		131217. Management reported that there would be a reduction of 3FTE's next year through natural wastage/retirement. More savings would be made through closing buildings and Community Asset Transfers of which Richard Dunn is included.
4R17	Estates & Property	Facilities Management – reduction in the size of the estate together with energy efficiency measures	147.5	0.0	147.5		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that there would be no staff a risk, there would be a reduction in the amount of money spent on utilities through the closure of buildings.
5FM1	Estates & Property	Residential Catering - budget reduced in line with current requirement and cost, no change in service levels	80.0	0.0	80.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that they had had a surplus for the last 2 years and would be reducing the budget in line with operating costs
5FM	Estates & Property	School Catering and Cleaning – increased sales, price review and administrative efficiencies.	200.0	0.0	200.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that they had introduced Parent Pay in 80 out of the 150 schools and removed the school meal administrator which achieved a saving of 450 man hours per week (term time) with the balance to be found in April. It is
		TOTAL	1,065.8	1,180.0	2245.8		334.0	458.0	4.0	8.0	47.0	2.0		

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Appendix 4c - Department of Corporate Services - IT Services

Ref	Service	Proposal Definition	Saving		Total £'000	Reduction %	Employees		Likely FTE Reductions		Vacs.	VR Req.	TU Feedback	Management Information/Response
			2018-19 £'000	2019-20 £'000			Current		2018/19	2019/20				
			FTE's	Head count										
4S1	ICT	Information Technology Services – reduction in costs associated with device support, licences and infrastructure. Switching technology solutions where better value can be achieved and rationalising the number of existing IT applications to simplify the technology in use	700.0	690.0	1,390		143.0	148.0	2.0	10.0	11.0	6	20.12.17 - UNITE requested further, more detailed information on the proposals. UNITE also stated that although any questions and queries, views and concerns can be discussed at level III, only UNITE Representatives at Level II meetings will make decisions regarding proposals. No decisions will be made at Level III by UNITE.	20.12.17 - Wording and further details on the proposal 4S1 will be provided at the next meeting. Further, more detailed current workforce information will be sent to TU's by 22.12.17 by 12.00.
													03.01.18 - Meeting cancelled at TU request	03.01.18 - Management agreed as no further information will be available at this date.
												7	10.01.18 - UNISON asked that management reassure staff that compulsory redundancy will be avoided wherever possible.	10.01.18 - Management stated that it will always avoid compulsory redundancy when there is an alternative. However, no guarantees can be made. All staff across the Authority were given the same message at the initial briefing on 27 November 2017.
													10.01.18 - UNITE asked for a timeline on more detailed proposals being made available.	10.01.18 - Management stated that proposals are being worked on now and the proposed reductions for 2018/19 being prioritised. As soon as further details are available they will be shared with Trade Unions.
													10.01.18 - UNITE asked if requests for voluntary redundancy can be brought forward and approved.	10.01.18 - Management will consider these at management team and feedback as soon as possible.
													10.01.18 - UNISON asked whether £1.04m of income for 2017/18 has been considered against the savings in the proposals.	10.01.18 - Management stated that the assumption is that it has and the savings are additional to the generated income. If the generated income falls, further savings may be required, or if generated income is higher than predicted, savings may be reduced. The savings amounts have been provided by Finance.
													17.01.18 - Meeting cancelled at TU request	17.01.18 - Meeting cancelled at TU request
		TOTAL	700.0	690.0	1,390.0	0.0	143.0	148.0	2.0	10.0	11.0	0		

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Appendix 4d - Department of Corporate Services - Legal Services & Committee Secretariat

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	Reduction %	Employees					VR Req.	TU Feedback	Management Information/Response
							Current		Likely FTE Reductions		Vacs.			
							FTE's	Head count	2018/19	2019/20				
4L1	Legal & Democratic Services	Legal and Democratic Services – to reflect the reduced size and scope of the Council, reductions to Civic, Legal and Committee Services, including Overview and Scrutiny are proposed	40.0	75.0	115.0		108.0	124.0	1.5	2.5	18.0	1.0	15.12.17 - UNITE stated that they do not agree with the use of agency staff and it feels that the problem with attracting permanent staff is that the salaries offered in some posts are not competitive. All TU's agreed that the next meeting would be on 26.01.18.	15.12.17 - Proposal to combine two scrutiny committees into one. A proposal to delete the post of Deputy Lord Mayor has now been rejected, so will not now go ahead. No further details will be available for consultation until after 25.01.18.
5L1	Legal & Democratic Services	Register Office - Net additional contribution from increased fees	15.0	0.0	15.0		0.0	0.0	0	0	0.0	0.0	15.12.17 - No comment on this at present.	15.12.17 - Plans have been made to decommission the Marriage Room. The Priestley Suite, which can be hired at additional cost for marriages will be made available to generate additional income. Marriages will also continue to take place in the Marriage Room which is now been created in the old Waiting Room.
5L2	Legal & Democratic Services	Reduction of member support budget following pension changes - specific budget contribution no longer required.	149.2	0.0	149.2		0.0	0.0	0	0	0.0	0.0	15.12.17 - No comment on this at present.	15.12.17 - No details of proposals available to be shared at this stage.
		TOTAL	204.2	75.0	279.2		108.0	124.0	1.5	2.5	18.0	1.0		

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Appendix 4e - Department of Corporate Services - Financial Services, Revenues Benefits and Payroll, Estates and Property

Ref	Service	Proposal Definition	Saving		Reduction		Employees		Likely FTE Reductions		Vacs.	VR Req.	TU Feedback	Management Information/Response
			2018-19 £'000	2019-20 £'000	Total	%	Current		2018/19	2019/20				
			FTE's	Head count										
4F1	Financial Services	Financial Services – reduction in function reflecting reduced emphasis on retrospective reporting, more self service by budget managers and targeting staffing resources at highest risk, most complex issues	130.0	0.0	130.0		42.6	45.0	3.0	0.0	1.0	1		
4F2	Financial Services	Insurance – reduce the total cost of insurance, including premiums paid to the Council's insurer, the cost of maintaining and internal insurance fund for self-insured risks and the cost of meeting claims	300.0	300.0	600.0		0.0	0.0	0.0	0.0	0.0	0		
4F3	Revs & Bens	Revenues and Benefits – reduce significantly the amount of cash used by and within the organisation and reduce the cost of cash management functions through the increased digitalisation of customer payment options. Also consider if transactional functions across the Department will be more efficient and sustainable by bringing them together	160.0	0.0	160.0		329.8	371.0	4.0	0.0	36.0	2		
4F4	Financial Services	West Yorkshire Joint Committees – cap contribution to Joint Committees at £1.1m which will require concerted action with other Councils	35.0	35.0	70.0		0.0	0.0	0.0	0.0	0.0	0		
4R1	Estates & Property	Management reported that there would be no further reductions in the workforce if the workload continues. ISG will break even this year and have been successful in winning a number of new contracts for delivering fire doors, especially around Newcastle.											13.12.17 - TU's asked if the workforce could have some input with regards to suggestions for raising/saving money	Management stated they would welcome this.
4R12	Estates & Property	Management reported that this has been dealt with through increased prices, there are no staffing implications											13.12.17 - TU's wanted to minute the fact that they would not agree to any staff being made redundant	Management noted this.
4R14	Estates & Property	Management reported that the challenge is to continue to acquire and create investments that generate a surplus revenue and to maximise the existing investment portfolio. This year is well ahead of target. The NCP will generate 165k per year surplus income.											13.12.17 - TU's asked if the casual workers were doing more hours than full time workers	Management agreed to look into this.

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Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
4R15	Estates & Property	Management stated that they are looking at savings in 2018/19 of £100k and a further £200k in 19/20 by reducing the number of buildings occupied and managed. Part of that is Jacobs well. There is likely to be a staff reduction of 1FTE in the first year and 2FTEs the year after but this would be managed through natural wastage.											13.12.17 - TU's asked where the casual workers had been working	Management responded saying that this was possibly City Hall Catering
4R16	Estates & Property	Management reported that there would be a reduction of 3FTE's next year through natural wastage/retirement. More savings would be made through closing buildings and Community Asset Transfers of which Richard Dunn is included.												
4R17	Estates & Property	Management reported that there would be no staff a risk, there would be a reduction in the amount of money spent on utilities through the closure of buildings.												
5FM1	Estates & Property	Management reported that they had had a surplus for the last 2 years and would be reducing the budget in line with operating costs												
5FM2	Estates & Property	Management reported that they had introduced Parent Pay in 80 out of the 150 schools and removed the school meal administrator which achieved a saving of 450 man hours per week (term time) with the balance to be found in April. It is proposed that there would be a 5p increase on paid people from January 2019.												
5F1	Financial Services	Revenues and Benefits – Review and release of budget relating to external contractor system,	200.0	0.0	200.0		0.0	0.0	0.0	0.0	0.0	0		
5F2	Financial Services	Revenues and Benefits - General efficiency savings – combination of cost and staffing reductions	100.0	0.0	100.0		329.8	371.0	3.0	0.0	36.0	2		
5F3	Financial Services	Procurement Supplies and Services Budget – overall net savings subsequent to a review of the Procurement function as a whole	100.0	0.0	100.0		0.0	0.0	0.0	0.0	0.0	0		
		TOTAL	1025.0	335.0	1,360.0		702.2	787.0	10.0	0.0	73.0	0		

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
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Addendum 1 as at 5 February 2018 to DOCUMENT “AW”

Department of Childrens Services:

	<u>Service Area</u>	<u>Budget line detail</u>	<u>Trade Union Feedback</u>	<u>Management response</u>
4C2	Education Services	Prevention and Early Help – detailed proposals form part of the Executive report Doc AC -7th November 2017 Early Years - From 2017 part of the Dedicated Schools Grant will be removed. Plans are being formulated to develop a coherent and targeted suite of early years’ services including early help, family centres and early years’ including Children’s Centres. The proposal is included here as there could be staffing implications.	<u>Level 2 - 25/01/18</u> Re 4C2 – NEU raised the issue of Faith Tutors and Teaching and Learning Consultants and the proposal they move to a traded service and they don’t know what this means for them.	Management advised that the funding streams had been looked at. Diversity and Cohesion as a function is not fully traded but is moving in that direction."
Page 157			NASUWT according to figures there at 6 FTE Faith Tutors and 1.5 FTE Teaching and Learning Consultations – are they being grouped together.	Management to look at this and advise.
			NEU asked what would happen if the funding target was not met.	As they move to a traded service there will be income generation targets (full cost recovery). If the service is on a trajectory to meet the target then that is positive and we will support the service to meet the target. If they don’t start to make progress to achieving the target the matter will be brought back here for a discussion along with HR.
			NEU asked how far down the road will it be for that to happen. Do Management have a figure for how much schools will pay.	Costs will include the cost of running the service. Management will review progress and if service are not far enough along the journey or there is no interest in the service it will be discussed further.
			NASUWT noted the Faith Tutors and Teaching and Learning Consultants were on teachers terms and conditions and previous discussions held agreed to keep them on these conditions but staff feel that it is being raised again and they don’t know what is happening.	"Management were not aware of any proposals to change their terms and conditions. It is worth noting that if staff move to a traded service it will be a different way of working and we will look at providing training and support for marketing/sales, etc. Staff will not be expected to go into this model without the necessary support. "

			Unison advised staff were not aware of the proposed changes and thought this was new in the restructure and that it had not been brought here. Surprised by the shortfall and potential job losses.	Management felt that wasn't the case but will look at next week in Level 3. Will be looking at skills moving forward. We do not envisage job losses as it is not part of the process.
			NASUWT asked if any work had been done with schools to see if they were prepared to buy in as they also have to do more with their money.	Management advised there have been conversations with schools re the SEND work. Would need to check re other services but would have thought this had happened to make sure that they can cover the costs. Management believed the service was marketable.
			ATL felt schools would buy in for Faith Tutors but why would schools buy into EHE and travel.	Management advised that some of these services offer best practice and a centre of excellence for travellers. EHE and education safeguarding are a part of that core function. There is guidance on EHE but there is no statutory function but the bottom line is that we have to safeguard children.
Page 158			Unison asked for information on what are statutory functions and what is not so can identify what functions are being removed. Are services for travellers statutory.	"Management advised that there are no statutory rights for the LA regarding EHE and the only reason the Council can intervene is if there is a safeguarding issue. It would be irresponsible if we did not have this on the agenda though; if there is a peak in EHE we need to follow up and we wouldn't say we would do because it's not statutory. Statutory services are Admissions and making sure every child has a school place. When it comes to other strands like the Traveller Service and Diversity and Cohesion they are not statutory but it is good practice so are included in the mix. The Play Service is traded and not statutory but again is valued. It is a fine balance between what we need to do and also good practice. "
			Unison noted their concerns that some families may slip through the net and there needs to be corporate responsibility.	Management met with the VCS yesterday and they have looked at the cumulative budget cut including the Youth Service. The savings to be made are £13.3m but the actual figures is greater given other proposals in the system. The depths we are going to are more than we would choose to do but getting the right frontline workers in is the challenge we have. One partner has submitted an alternative proposal as part of the consultation and we will be considering that.

			Unison noted that an alternative proposal had been received; have the unions had sight of this.	"Management advised this had only just been received and when the consultation closes on the 12 February it will be looked at then. This will come through in the feedback and will be shared with you to aid decision making going forward. A session is taking place tomorrow to look at where we are up to, including what is emerging and can update at Level 3 next week. "
			NASUWT advised that although it had been agreed no permanent appointments would be made during this period it had been noted that a permanent Visual Impairment Teacher had been appointed permanent and remainder of team were on temporary contracts. Unison also noted that 5 permanent appointments had been made in the Gateway (3 started in post and 2 starting in February).	"Management to clarify and advise. HR noted that any recruitment across the Council should only be advertised on a temporary basis. "

Department of PLACE

4E2	Waste & Transport Services	Waste Collection and Disposal Services - Full year effect of introduction of alternate weekly collection and associated round reduction, improved recycling, reduction in residual waste and improved efficiencies.		<u>Level 2 - 25.1.18</u> JM confirmed that management will present proposals for a restructure of Waste Services at Level 3 today. The proposal include a reduction in the number of management posts.
4E5	Neighbourhoods & Customer Services	Street Cleansing and Public Conveniences - reduction street cleansing resources for 2019/20		<u>Level 2 - 25.1.18</u> ID said that some VR requests are being received and acknowledged. He asked Union reps to assure members that the requests would be considered post budget Council.
5E2	Neighbourhoods & Customer Services	Youth Service - All commissioned grants will be reviewed during 2018, with grants to VCS groups providing youth work ceasing from April 2019.		<u>Level 2 - 25.1.18</u> This proposal affects commissioning of youth service provision rather than Council staff. Two consultation events are being held with the Voluntary and Community Sector to engage with them regarding the impact on the sector of the budget proposals.
4R2	Planning Transportation & Highways	West Yorkshire Combined Authority (WYCA) Transport Levy – proposed reduction in the levy		<u>Level 2 - 25.1.18</u> SH said that the proposed savings would not now be at the level of £1.2m in 2018/19. Colleagues in Finance are working to establish the reporting of a more realistic saving.

Department of Health & Wellbeing

Trade Unions requested to cancel future weekly meetings and have requested that these revert to monthly meetings to address any issues within Health & Wellbeing. The next Level 2 meeting is scheduled for the 27 February 2018.

Department of Corporate Resources – Human Resources

Page 160	5H1 Human Resources	Workforce Development reprioritised to focus on use of more specialist ad-hoc external delivery. Review of Occupational Safety.	31.01.18 - Feedback from UNITE to management; a request that the proposed restructure of the HR Service is put on hold until the appointment of a new HR Director. Concerns were raised about the diversion of resources from other areas of HR into the Workforce Development Area. UNITE expressed concern whether sufficient resources are available within HR to deliver the plans and objectives in the future. UNITE stated that it wishes to work with HR management to achieve this.	
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Department of Corporate Resources – Estates & Property

4R14	Estates & Property	"Asset Management – make the best use of the Council's and public sector partners' estate working with the Voluntary and Community Sector Also seek to invest in non-operational property to generate surplus income"	24.1.18. – Level 3 At the previous meeting TU's asked what the contribution will be from the third parties who we end up sharing with, and also a list of organisations who are using Council accommodation and are not paying for it	24.1.18. Level 3 - Management are still putting this information together and will send out to TU's once completed.
4R15	Estates & Property	Facilities Management – operational cost reductions reflecting the continued contraction of the organisation	24.1.18 – Level 3. At the previous meeting TU's asked if "reducing the number of buildings occupied" is a capital scheme and asked for a breakdown of operational	24.1.18 Level 3. Management are currently producing this list and will send out to TU's once completed.

			costs including maintenance and utilities	
				24.1.18 – Level 3 Management stated that Jacobs Well will be demolished after some Fibre Optic Cables have been moved, the area will then be landscaped over (car park will remain). It is currently been used for storage, any fixtures and fittings from Jacobs Well that can be re-used are been recycled into other buildings.
4R16	Estates & Property	Facilities Management – reduction in the maintenance budget as the size of the operational estate shrinks		24.1.18 – Level 3. Management stated that Richard Dunn leisure centre is anticipating to be closed in July / August 2019, subject to the current construction programme for Sedbergh Fields being achieved and the intention is to demolish the property following its closure to deliver Utilities and Back-log maintenance savings.

Department of Corporate Resources – ICT

4S1	ICT	Information Technology Services – reduction in costs associated with device support, licences and infrastructure. Switching technology solutions where better value can be achieved and rationalising the number of existing IT applications to simplify the technology in use	24.01.18 - UNITE advised that they are having a branch meeting before the next Level III so will be in a better position to feedback their position and any comments then.	24.01.18 - Management proposed to meet the budget savings for 2018/19 via the deletion of one vacant post of ISP Data Analyst and as an alternative to one further reduction in headcount will make the remaining budget savings via cost savings in the service/supplies budget. Management are continuing to review how the budget savings for 2019/20 can be achieved and will feedback as soon as possible.
			24.01.18 - UNITE asked whether VR requests could be brought forward and agreed at this point.	24.01.18 - Management said this wouldn't be possible until a firm proposal is made to the staff and Trade Unions, which identifies which area the headcount reductions can be made.
			31.01.18 - No representation from Trade Unions in attendance.	31.01.18 - Management present at meeting.

Department of Corporate Resources – Legal & Democratic Services

No further consultations meetings held after 15 December 2017.

Department of Corporate Resources – Financial services, Revenues & Benefits and Payroll

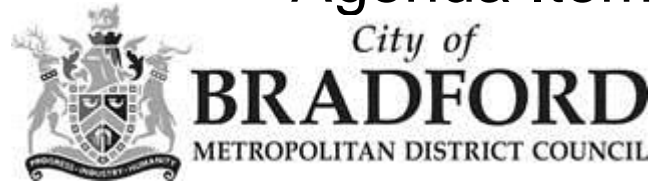
4F1	Financial Services	Financial Services – reduction in function reflecting reduced emphasis on retrospective reporting, more self service by budget managers and targeting staffing resources at highest risk, most complex issues	22.01.18 - No comment in response.	22.01.18 - No proposals for headcount reductions.
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4F2	Financial Services	Insurance – reduce the total cost of insurance, including premiums paid to the Council's insurer, the cost of maintaining and internal insurance fund for self-insured risks and the cost of meeting claims	22.01.18 -No comment in response.	22.01.18 -No proposals for headcount reductions.
4F3	Revs & Bens	"Revenues and Benefits – reduce significantly the amount of cash used by and within the organisation and reduce the cost of cash management functions through the increased digitalisation of customer payment options. Also consider if transactional functions across the Department will be more efficient and sustainable by bringing them together"	<p>19.12.17 - TU asked if the saving made by merging the posts together would be covered by VR</p> <p>19.12.17 - TU asked if Management were confident that they would retain sufficient expertise to ensure subsidy claim is correct</p> <p>19.12.17 - TU raised the point that at Level 1 it had been agreed that there would be a recruitment freeze.</p> <p>19.12.17 - TU asked if the saving made by merging the posts together would be covered by VR</p> <p>19.12.17 - TU asked if there was a formal mechanism to inform new starters about the S188 notices</p> <p>19.12.17 - TU asked that whilst looking at people who are displaced, can management hold posts back as there may be people in the redeployment pool after the S188 process is complete.</p>	<p>Management responded stating that they were confident that VR would be accepted and that it does fit within the financial envelope.</p> <p>Management responded stating that they were confident as a lot of the processes are automated and we have a lot of expertise particularly in the Benefits area. About 40% of the caseload represent 90% of the risk.</p> <p>Management confirmed that the Director of HR, S Dunkley stated that there is not a recruitment freeze as such, recruitment to go ahead in normal way. All vacancies need to go to M Moverley every week.</p> <p>Management responded stating that they were confident that VR would be accepted and that it does fit within the financial envelope.</p> <p>HR were unsure but agreed to obtain a response for the next meeting.</p> <p>Management stated that they would have thought there will be a Corporate Line to be followed in which case then it would be followed, the challenge that brings is that if there are any critical posts then management may be asking for agency staff to bridge the gap. Management to find out what the Corporate steer is and report back next week.</p> <p>Management also need to be more explicit as to where the vacancies are and what position they are at, i.e. interviewed, offered etc.</p>
			19.12.17 - TU's asked if there were any honoraria within the service.	<p>Management reported that there were 27 vacant posts which equates to 24 ¼ FTE's.</p> <p>Management stated that there were currently two honorariums being paid to two people who are covering for a member of staff in Service Support who is due to be returning to work shortly.</p>
4F4	Financial Services	West Yorkshire Joint Committees – cap contribution to Joint Committees at £1.1m which will require concerted action with other Councils	22.01.18 -No comment in response.	22.01.18 -No proposals for headcount reductions.

Office of the Chief Executive

4X1	Office of the Chief Exec	Office of the Chief Executive – restructure of the Office of the Chief Executive to improve coherence and integration of core corporate functions		Restructure completed and implemented in relation to this proposal. No further comments on this at this time.
5X1	Office of the Chief Exec	Reduce total cost of top management - the scope is the senior management (strategic & Assistant Directors) and their PA structure.		This proposal will be subject to further discussion once proposal is available.

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Report of the Strategic Director Place to the meeting of Executive to be held on 6th February 2018.

AX

Subject: Burley in Wharfedale Neighbourhood Development Plan

Summary statement:

The first part of this report concerns the Burley in Wharfedale Neighbourhood Development Plan which has been prepared by the Parish Council. The Plan and has now been subject to an examination by Andrew S Freeman and his report confirms that the Plan, subject to the incorporation of a number of modifications, meets the Government's Basic Conditions. He has therefore recommended that the Plan proceeds to local referendum. The report recommends that the Council agree to all barring one of the proposed modifications and that the resultant modified plan proceeds to referendum which would take place on the 3rd May in conjunction with the local council elections.

The second part of the Plan relates the Council's Governance arrangements for decision making on Neighbourhood Plans. It proposes that the requirement to consult the relevant Area Committee on the examiner's report and the decision to move to referendum is removed.

Julian Jackson
Assistant Director (Planning,
Transportation & Highways)

Report Contact: Andrew Marshall,
Planning & Transport Strategy
Manager
Phone: (01274) 434050
E-mail: Andrew.marshall@bradford.gov.uk

Portfolio:

Regeneration, Planning and Transport

Overview & Scrutiny Area:

Regeneration & Economy

1. SUMMARY

- 1.1. The first part of this report concerns the Burley in Wharfedale Neighbourhood Development Plan which has been prepared by the Parish Council. The Plan has been in development for several years and has been subject to extensive community consultation. The Parish Council have received input and assistance from officers of the Planning Service. The Plan and its preparation has also now been subject to an examination by Andrew S Freeman and his report confirms that the Plan has met all relevant legal requirements and that, subject to the incorporation of a number of modifications, it meets the Government's Basic Conditions (one of which is that it is in general conformity with the strategic policies of the development plan for the area). He has therefore recommended that the Plan proceeds to local referendum.
- 1.2. This report recommends that the Council agree to all barring one of the proposed modifications and that the resultant modified plan proceeds to referendum which would take place on the 3rd May in conjunction with the local council elections. Subject to the achievement of a simple majority in favour, the Plan would then be 'made' which would mean that it would become part of the statutory development plan for the District alongside the Local Plan being prepared by this Council. It would then be used to inform the decisions which the Council makes when determining planning applications within the area covered by the Neighbourhood Plan.
- 1.3. The second part of the report relates to the Council's Governance arrangements for decision making on Neighbourhood Plans. It proposes that the requirement to consult the relevant Area Committee on the examiner's report and the decision to move to referendum is removed. This requirement was part of the governance arrangements agreed by the Executive in the report of October 9th 2012 when Neighbourhood Planning was in its infancy and before any plans had been produced in the District.
- 1.4. The suggested change is proposed partly because practical experience and of how the Government regulations and guidance have been interpreted by examiners and the courts since the introduction of Neighbourhood Planning has shown that once an examiner has issued a report there is little scope for Councils to pursue alternative options i.e. the point at which the content of the Plan can be influenced is much earlier at Regulation 14 and 15 stages. The change also reflects the fact that those earlier regulation consultations already involve extensive community engagement carried out at Regulation 14 by the qualifying body (the Parish Council) and at Regulation 16 by the Council.

2. BACKGROUND

- 2.1. Burley in Wharfedale Parish Council have prepared a Neighbourhood Plan following the process and requirements as set out in the Town and Country Planning Act 1990 (as amended by the Localism Act 2011), and the Neighbourhood Planning (General) Regulations 2012, as amended in 2015 and 2016.
- 2.2. The Localism Act 2011 devolves planning powers to Town and Parish Councils or designated Neighbourhood Forums to lead on the preparation of Neighbourhood

Development Plans (NDPs) for their area. These powers provide local communities with the opportunity to take responsibility and accountability to shape development and growth in their areas.

- 2.3. Neighbourhood planning tools can only be used by relevant qualifying bodies authorised to act in relation to a neighbourhood area. Burley Parish Council submitted a formal Neighbourhood Area application to the Council on 29th November 2012 for the purpose of producing a Neighbourhood Development Plan that covered the whole parish area. The application was approved by the Executive Committee on 5th November 2013, following a period of public consultation.
- 2.4. Neighbourhood Plans cannot be used to stop development and should not promote less development than set out in the Council's Local Plan or undermine its strategic policies. Neighbourhood Plans cannot deal with strategic planning matters and cannot make changes to green belt boundaries.
- 2.5. The content of such plans will be decided by the local community, as will the decision to prepare the plan. The plan can be a means of setting out more detailed policies for their community over and above the Local Plan, to start to shape the choices over the use of land and the designation of land for housing, employment, community uses. Neighbourhood Development Plans should only cover land use planning issues.
- 2.6. The Burley in Wharfedale Neighbourhood Plan sets out the key issues and vision for the local area which are then incorporated into a set of objectives. These objectives concern the conservation of the area's character and identity, supporting local needs for homes and for local businesses, promoting sustainable car parking in accessible locations, protecting and enhancing open spaces, increasing access by foot and by cycle, and supporting education, health and community facilities. Policies are then included to meet the objectives including the identification and protection of important local greenspaces. The Parish Council decided not to seek to allocate sites for development within the Neighbourhood Plan. Any new sites for housing, employment, or community facilities / infrastructure (either within the current settlement boundary or via changes to the green belt) will therefore be considered within the Council's Allocations Development Plan Document.
- 2.7. As indicated above the process for preparing the Neighbourhood Plan is following the requirements set out in legislation, associated regulations and Government guidance. This involves informal development and evidence gathering followed by two extensive stages of engagement and consultation. The first consultation stage under Regulation 14 is carried out by the qualifying body itself, the plan is then amended as appropriate in the light of those representations and submitted to the Council who then publish the revised plan for formal consultation under Regulation 16.
- 2.8. As can be seen above, although a Neighbourhood Plan is produced by the local Parish / qualifying body there is also a significant role for the Council. In addition to a general legal duty to support qualifying bodies (usually by the provision of advice and feedback, sharing of information and evidence etc), this Council is required to issue the draft plan for regulation 16 consultation, organise and fund an independent examination of the plan, organise and fund a referendum (assuming the examination finds that the plan meets legal requirements and a number of

Government defined 'basic conditions').

- 2.9. In the case of the Burley Neighbourhood Development Plan, it's preparation and development took place throughout 2014 and 2015 with consultation events held by the Parish Council in March and October of 2014. Council officers were given the opportunity to comment on a number of working drafts. The Regulation 14 Draft was subject to consultation for 6 weeks in September 2016. A revised plan was then submitted to the Council who issued it for Regulation 16 consultation in June 2017. 36 representations were received. The submission plan is included at Appendix 1 to this report.
- 2.10. Given the importance of a Neighbourhood Plan, both to local communities in achieving their goals and aspirations and it's importance to the Council as that plan becomes part of the statutory development plan for the area, officers have worked extensively with the Parish Council in order to remove or amend elements which were considered to be in conflict with the Core Strategy (adopted July 2017) and to improve the clarity and wording of policies to ensure that they can be interpreted and used effectively by the Council when considering planning applications. Policies and text which reflected earlier versions of the Core Strategy i.e. before the Core Strategy upgraded Burley to a Local Growth Centre and increased the number of homes to be provided have been removed or amended and the examiner has suggested further modifications to achieve full consistency with the Core Strategy. The Parish Council has worked constructively with the Council during this process.
- 2.11. The Council engaged Andrew Freeman to carry out the examination of the Neighbourhood Plan in line with Regulation 17 of the Neighbourhood Planning (General) Regulations 2012. The Independent Examination of the Plan took place in October 2017 and the final report was issued at the end of November 2017. It is the role of the Examiner to ensure that the Plan meets the basic conditions and complies with the relevant legislation. In order to meet those conditions the Neighbourhood Plan must:
- have regard to national policies and advice contained in guidance issued by the Secretary of State;
 - contribute to the achievement of sustainable development;
 - be in general conformity with the strategic policies of the development plan for the area;
 - be compatible with and not breach European Union (EU) obligations;
 - meet prescribed conditions and comply with prescribed matters; and
 - should not be likely to have a significant effect on a European Site (as defined in the Conservation of Habitats and Species Regulations 2017) or a European Offshore Marine Site (as defined in the Offshore Marine Conservation (Natural Habitats etc.) Regulations 2007), either alone or in combination with other plans or projects.
- 2.12. The Examiner recommended that, subject to a number of modifications, the Plan should proceed to Local Referendum. The Examiner's report is included at Appendix 2 and this includes 2 schedules of amendments, the first being 15 changes required to ensure that the Plan meets the basic conditions and a further 17 changes to correct errors and improve clarity and accuracy.

- 2.13. As the significant issues and problems identified by the Council had previously been resolved the Council did not make any formal objections to the Plan at Regulation 16 stage. It did however make a number of observations on how different parts of the text of the Plan could be amended and clarified and many of these suggestions have been reflected in the Examiner's report.
- 2.14. The Council's officers have considered the Examiner's report and consider that it is a thorough and professional assessment of the Plan and the issues raised by respondents. The conclusions made are reasonable and justified and officers consider that all but one of the suggested amendments should be made.
- 2.15. The amendment which officers recommend should not be made is PM8 which relates to Neighbourhood Plan Policy BW5 which concerns the mix and type of housing. The policy is among other things seeking to ensure that housing schemes provide a range of housing types and sizes so that new supply meets need and demand and the supporting text explains that this reflects the Core Strategy Policy HO8 and the Strategic Housing Market Assessment (SHMA). The amendment proposed by the Examiner is to increase the site size threshold at which the policy would apply to 11 units from 10 units. During the examination the reasons given by the Examiner for the change related to a lack of evidence provided by the Parish Council and the need for general conformity with the development plan and the achievement of sustainable development. However, these reasons are not valid. Firstly the Core Strategy itself sets the site size threshold at 10 dwellings, not 11, and this was justified by the evidence collected by the Council in its preparation of the Core Strategy including the SHMA. The Examiner's change is therefore not needed to ensure conformity and would itself if implemented result in the Policy being in conflict with Core Strategy Policy HO8. Moreover the suggested change makes no sense in sustainability terms. It would reduce the number of schemes for which the requirement to secure a mix of housing would be required and would thus reduce the impact of the Policy and the underlying goals being sought by the Parish Council. By reducing the number of schemes where a mix of housing is required it would also be reducing the Neighbourhood Plan effectiveness in securing sustainable development.
- 2.16. It is therefore suggested that the Neighbourhood Plan proceeds to referendum on the 3rd May in line with the changes set out in the Examiner's Report except in respect to his recommended change PM8. The referendum would be organised by the Council's elections unit and would apply to the area covered by the Neighbourhood Plan which is the whole of the Burley in Wharfedale Parish. The Examiner has confirmed and recommended that the referendum should cover this area and that there are no reasons to extend the referendum to areas beyond that covered by the Neighbourhood Plan.
- 2.17. If members accept this recommendation a decision statement would be issued to that effect and preparations for the referendum would commence. Assuming a yes vote the agreed Governance arrangements would mean that the Assistant Director in consultation with the Portfolio Holder would decide whether to make the Plan. In the event of a yes vote the Council are required in law to make the Plan unless it considers that this would breach or be incompatible with any EU obligation or any Convention Rights. Therefore subject to a simple majority in favour of the Plan, the Plan would become 'made' which means it would become a part of the statutory development plan for the Neighbourhood Plan area.

- 2.18. The second matter which this report concerns relates to the Council's Governance arrangements for decision making on Neighbourhood Plans. It proposes that the requirement to consult the relevant Area Committee on the Examiner's Report and the decision to move to referendum is removed. This requirement was part of the governance arrangements first agreed by the Executive in the report of 9th October 2012 when Neighbourhood Planning was in its infancy and before any plans had been produced in the District.
- 2.19. The suggested change is proposed because of practical experience of how the Government regulations and guidance have been interpreted by examiners and the courts since the introduction of Neighbourhood Planning, which has shown that once an examiner has issued a report there is little scope for Council's to pursue alternative options i.e. the point at which the content of the Plan can be influenced is much earlier at Regulation 14 and 15 stages. The change also reflects the fact that those earlier regulation consultations already involve extensive community engagement carried out at regulation 14 by the qualifying body (the Parish Council) and at Regulation 16 by the Council. Recent guidance and Regulations have also sought to speed up neighbourhood plan process especially at the later stages including examination and referendum and limit discretion.

3. OTHER CONSIDERATIONS

- 3.1. Once 'made' the Burley in Wharfedale Neighbourhood Plan will ensure that planning decisions which are taken more fully reflect the priorities and aspirations of the local community. It will contribute to the achievement of well-designed quality developments. The making of the Plan will allow the Parish Council to secure 25% of any Community Infrastructure Levy payments for qualifying developments such as new homes and this money will be able to be spent on local priorities and infrastructure by the Parish.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1. There are potentially significant financial and resource implications from the discharge of the duties under the Localism Act and these have been outlined in earlier reports to the Council's Executive including that of the 9th October 2012.
- 4.2. With regards to the current Burley Neighbourhood Plan the Council would be required to pay for the holding of the local referendum, however the carrying out of the referendum in conjunction with the Local Council elections on the 3rd of May appears the most efficient use of resources. The Government have made funding in the form of payments available to Council's were Neighbourhood Plans reach specified stages. Should the Neighbourhood Plan be approved at referendum and be subsequently 'made' the Council would be able to claim for a payment of £20,000 later in the year.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1. The report sets out the implications of the recommendations being approved including the associated costs of holding a referendum.

- 5.2. The main risks are that the Plan may not receive more than 50% yes votes in the referendum and that the plan is subject to a legal challenge / review.
- 5.3. The Neighbourhood Plan has been prepared in line with the legal and regulatory framework and in line with the governance arrangements agreed in the 9 October 2012 Executive Report as revised in this report in Appendix 3.

6. LEGAL APPRAISAL

- 6.1. The legal requirements associated with neighbourhood Planning as they apply to both the Local Planning Authority and the qualifying body are set out in the report above. The Neighbourhood Plan has been prepared in line with Town and Country Planning Act 1990 (as amended by the Localism Act 2011), and the Neighbourhood Planning (General) Regulations 2012, as amended in 2015 and 2016.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Both the qualifying body and Bradford Council have carried out extensive consultation and engagement with the local community and followed all legal procedures and Government regulations in preparing the plan. The Qualifying body have carried out an equality impact assessment of the Plan and have produced policies and proposals which will improve the quality of development for the local community. The Plan's policies reflect National Planning Policy and the Core Strategy which have themselves been subject to equalities impact assessments.

7.2 SUSTAINABILITY IMPLICATIONS

The basic conditions to which the Neighbourhood Plan must comply with have been met and this includes a requirement that the plan is in general conformity with the Core Strategy (which itself is subject to sustainability appraisal) and that it contributes to the achievement of sustainable development.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

All Neighbourhood Plans have to reflect national and local policies which promote sustainable development and seek to minimise the impacts of climate change. The plan includes policies to protect and improve green infrastructure, open spaces and allotments. Objective 7 of the Neighbourhood Plan is 'to improve quality of life and adapt to a changing climate by increasing access to the natural environment.'

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications.

7.5 HUMAN RIGHTS ACT

The Neighbourhood Plan has been prepared and consulted upon in accordance with relevant planning legislation and Government regulations. The Neighbourhood Plan has been subject to extensive consultation over an extended period and at multiple stages. Those who had concerns about the content of the Plan had the right to make representations and those were fully considered by the Examiner.

7.6 TRADE UNION

There are no trade union implications

7.7 WARD IMPLICATIONS

The Neighbourhood Plan related specifically to the Burley in Wharfedale Parish and the policies and proposals are described in the report above and set out in the plan which is attached as an appendix.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

The Executive is requested to consider the recommendations of the Examiner Report. The Options are:

- Option 1 – in accordance with the guidance in this report to approve the modifications recommended by the examiner with the exception of modification PM8 and approve the amended plan to be subject to a local referendum;
- Option 2 – to approve all the modifications that the Examiner has suggested and submit the resulting amended plan to a local referendum; however there are sound reasons not to follow this option as modification PM8 would result in a policy which would conflict with both the Core Strategy and the sustainable development goals of the Council and the qualifying body;

The Executive are recommended to follow Option 1 for the reasons set out above.

The Executive is requested to agree to an amendment to the Governance arrangements for Neighbourhood Plan decision making.

- Option 1 – remove the requirement to consult the relevant area committee at this stage in the process (considerations of Examiner's Report and submission to Referendum). This is recommended as there is very limited scope for change at this stage in the plan preparation process;
- Option 2 – maintain the current arrangements however this is not recommended as it would imply a level of influence over the content of plans and an ability to change them which in reality does not exist once a plan has been endorsed in an Examiner's Report. **Page 172** also potentially delay consideration of

Examiners Report and submission to referendum.

The Executive are recommended to follow Option 1 for the reasons set out above.

10. RECOMMENDATIONS

- 10.1 It is **recommended** that the Executive agree that the submitted Burley in Wharfedale Neighbourhood Plan (Appendix 1) is subject to modifications numbers PM1 to PM7 and PM9 to PM32 as set out in the Examiner's Report (Appendix 2) and that it is then subject to a local referendum on the 3rd May 2018 again in line with the Examiner's Report.
- 10.2 It is **recommended** that the Governance arrangements for decision making for Neighbourhood plans are amended as set out in this report removing the requirement to consult the relevant Area Committee on the Examiner's Report.

11. APPENDICES

- Appendix 1 – The Burley in Wharfedale Neighbourhood Plan – Submission Draft
- Appendix 2 – Burley in Wharfedale Neighbourhood Plan – Examiners Report
- Appendix 3 – Revised Governance Arrangements

12. BACKGROUND DOCUMENTS

None

**APPENDIX 2 – BURLEY IN WHARFEDALE NEIGHBOURHOOD PLAN – EXAMINERS
REPORT**

-

Appendix 3 – REVISED GOVERNANCE ARRANGEMENTS

The proposed revised governance arrangements are as below

	Stage	Consultation	Decision
Neighbourhood Plan	Draft received by Council, and published for	Portfolio Holder	Assistant Director PTH
	Submit for independent examination	Portfolio Holder	Assistant Director PTH
	Receipt of independent persons report and decision on plan and move to referendum		Executive
	Make the plan	Portfolio Holder	Assistant Director PTH



Burley-in-Wharfedale Neighbourhood Plan

Submission Version

January 2017



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OUR VISION FOR BURLEY –IN-WHARFEDALE

Our vision is to ensure that over future decades, the village of Burley-in-Wharfedale will retain the attractive conservation area centre, and green belt surrounding border, which includes Ilkley Moor and its link down to the River Wharfe.

Whilst the village will grow, this must be proportionate to its infrastructure and Burley will remain separated from neighbouring communities by green spaces.

New developments will be designed to conserve and enhance the character of Burley-in-Wharfedale, such developments will be integrated into the community, benefiting both existing and new residents while enhancing the Wharfe Valley.

Open spaces and community services will be improved and new ones created when needed – so that the village and its facilities work well for all its residents and visitors.



1.0 Introduction and Background

- 1.1 The Localism Act 2011 gives parish councils and other relevant bodies new powers to prepare statutory neighbourhood plans to help guide development in their local area. These powers give local people the opportunity to shape new development as planning applications are determined in accordance with national planning policy and the local development plan. A Neighbourhood Plan forms parts of this local planning framework.
- 1.2 Once made (adopted), Neighbourhood Development Plans have statutory weight, because they become part of the development plan for the area. Decision makers have to take what the Burley-in-Wharfedale Neighbourhood Development Plan (BWNDP) says into account when making decisions on planning applications.

How this plan is organised

- 1.3 This document forms the Submission Neighbourhood Development Plan for Burley-in-Wharfedale. It is divided into 5 main sections:

Section 1 is the introduction and background to the Plan

Section 2 gives a profile of Burley-in-Wharfedale

Section 3 sets out the key issues facing the parish, the vision for the Burley of the future and details the objectives that will help deliver the vision

Section 4 contains the Plan's detailed policies and proposals:

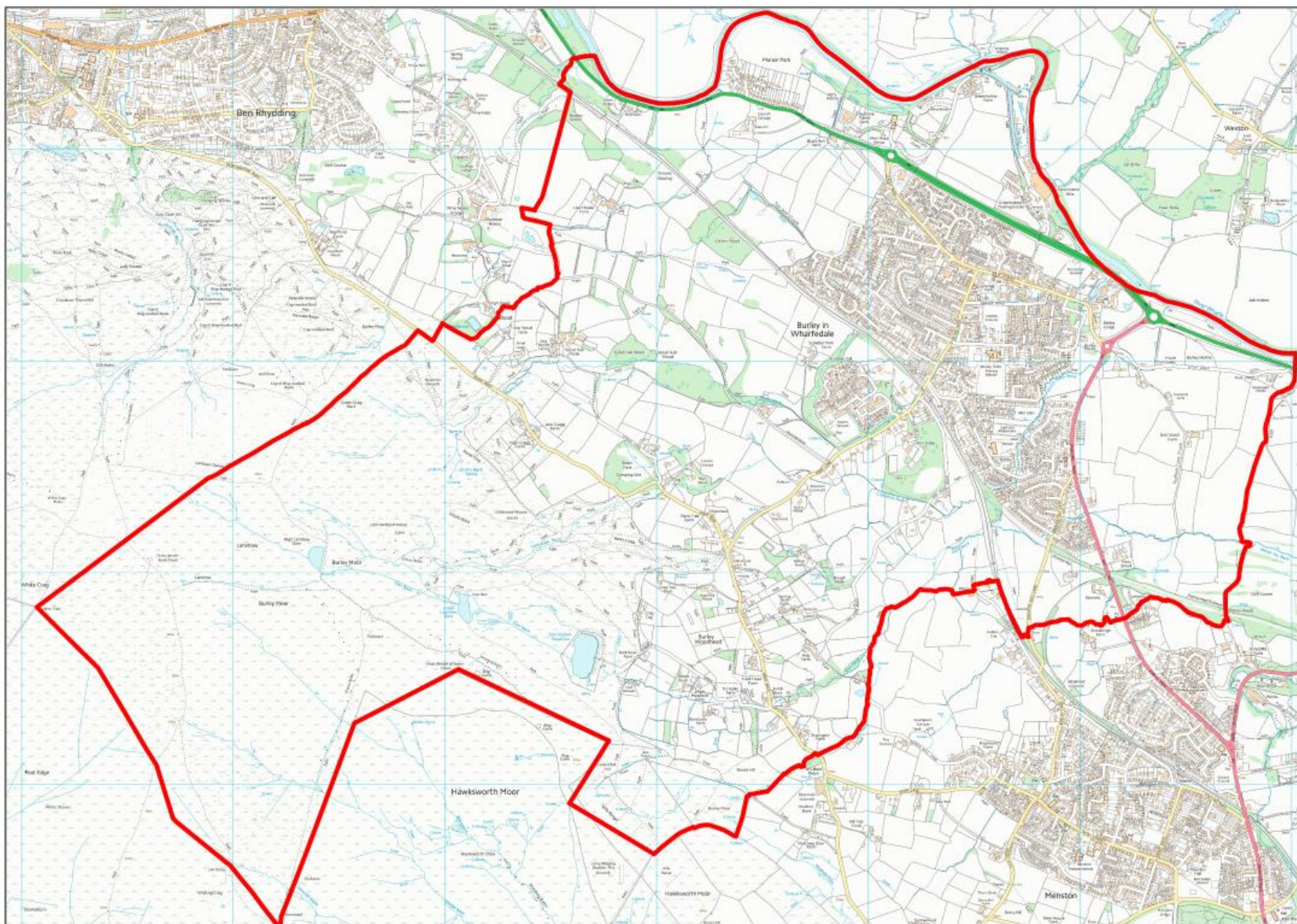
- Each objective is set out as a heading
- Background information is provided for each objective, explaining why the objective is relevant to Burley
- Each objective is supported by a number of policies and these policies are highlighted in text boxes
- The policies are supported by an explanation as to how and why the policy is needed and why its requirements should be met

Section 5 outlines the next steps in the Plan's preparation

Designation

- 1.4 The Parish Council decided to use the new neighbourhood planning powers in November 2013 by seeking designation as a neighbourhood planning body for the whole parish (see Map 1). The Parish Council wanted residents to have a say in all aspects of the future planning of Burley, especially in terms of where new development should be located.
- 1.5 The Burley in Wharfedale Neighbourhood Plan area covers the whole of the Parish, including Burley Woodhead and Stead (see Map 1).

Map 1 – Burley-in-Wharfedale Neighbourhood Plan Area



- 1.6 Throughout the document references to Burley refer to the whole Parish, unless indicated otherwise e.g. “Burley village”.

Planning Context

- 1.7 Although neighbourhood planning gives more power to local communities to say what goes on in their area, there are limitations. Neighbourhood plans must:
- a) take account of national planning policy; and
 - b) be in “general conformity with the strategic planning policy set out in the City of Bradford’s development plan.

National Planning Policy

- 1.8 National planning policy is set out in the National Planning Policy Framework (NPPF) and this means that the Burley-in-Wharfedale Neighbourhood Plan must:
- ✓ Contribute to the achievement of sustainable development
 - ✓ Support the strategic development needs, including those for housing and economic development, set out in Bradford’s planning policies. At the moment, this is the ‘saved’ policies of the adopted Replacement Unitary Development Plan. However, the emerging Core Strategy also needs to be taken into account
 - ✓ Neighbourhood Development Plans should not promote less development than that set out in these strategic policies
 - ✓ The Neighbourhood Plan should plan positively to support, shape and direct local development
- 1.9 The NPPF also details the power that the Neighbourhood Plan provides for local people to get the right types of development for our community, including:
- ✓ The power to develop a shared view for our parish that will deliver the sustainable development we need.
 - ✓ The ability to set planning policies that will be used to help determine decisions on planning applications.
 - ✓ If we want to, the ability to grant planning permission through a Neighbourhood Development or Community Right to Build Order
- 1.10 In preparing the BWNDP full account has also been taken of government guidance contained in the National Planning Practice Guidance (NPPG).

City of Bradford Strategic Planning Policy

- 1.11 The BWNDP must be in “general conformity” with Bradford’s planning policy. This is currently set out in the ‘saved’ policies of the **2005 Replacement Unitary Development Plan (RUDP)**. The Burley-in-Wharfedale Neighbourhood Plan is in general conformity with these policies.
- 1.12 Bradford Council is working to replace the RUDP with a new plan for Bradford. This new development plan, sometimes called a Local Plan, will comprise a number of documents:
- ✓ A Core Strategy that will set out strategic planning policies
 - ✓ A Land Allocations Document that will include detailed policies and proposals for specific areas and cover a variety of uses, including housing and employment
 - ✓ A Proposals Map illustrating the geographical extent of the policies and proposals
- 1.13 Work is currently under way on the Core Strategy document. This document, when adopted, will set out the strategic planning framework for our neighbourhood plan. The Core Strategy has been through examination, and the Inspectors Report was received in 2016. However, the Core Strategy cannot currently proceed to adoption as the Secretary of State has issued a Holding Direction.
- 1.14 In preparing our Plan, we have taken into account this emerging planning policy and will continue to do this as Bradford’s plans progress towards adoption. This is consistent with the guidance set out by Government in the NPPG.
- 1.15 The Burley Neighbourhood Plan covers the period up to 2030. Bradford’s Core Strategy proposes significant change for Burley-in-Wharfedale in the period up to 2030, particularly in terms of the number of new homes in Burley and the impact that this could have on the Green Belt (see Figure 1). It is important to note that a number of potential housing sites in Bradford District are within the existing Green Belt. Consequently, there will be a requirement for a Green Belt review in order to ascertain logically which areas of the district are best released from the Green Belt.

Figure 1 Bradford Core Strategy Key Diagram



Note: It should be noted that a number of changes were brought forward in the Proposed Modifications to the Bradford Core Strategy, including the identification of Burley-in-Wharfedale as a Local Growth Centre.

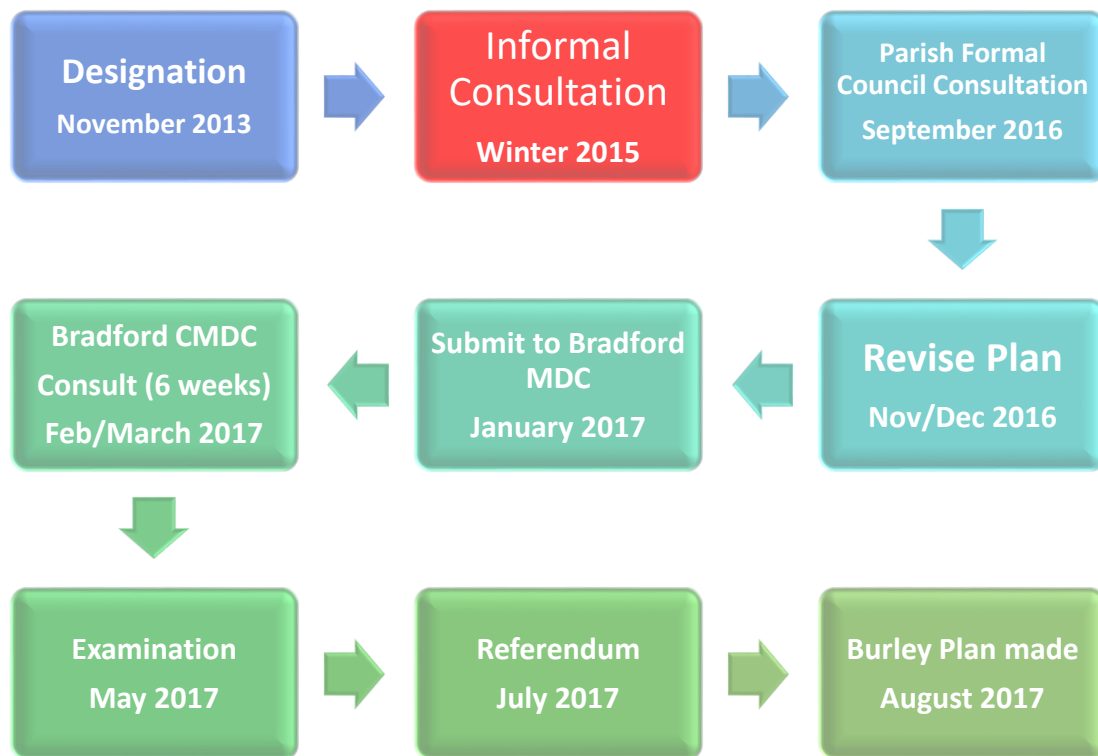
Figure 1 Core Strategy Key Diagram Key



Engaging Residents, Businesses and Stakeholders

- 1.16 All Neighbourhood Development Plans have to be prepared following the procedure set out by government and shown in Figure 2. Central to this procedure is the community engagement which is necessary to a) ensure the key community issues are identified and b) ensure that the plan has been prepared by taking in to account the views of those who live, work and carry out business in the area.
- 1.17 These key engagement steps are highlighted in green.

Figure 2 – Procedure for Preparing the Plan



1.18 Data and information has been gathered from several local organisations such as the Burley Community Trust, Burley and District Chamber of Trade, Wharfedale Greenway, Burley Community Council, Greenholme Mills Developments, landowners and developers and BMDC. Following the collection of data from local organisations, focus groups, individuals, voluntary and charity groups, a two-day public engagement was held on 7th and 8th of March 2014 complemented by an exhibition that was held in the library during the following week. Over 500 people attended the exhibition and over 400 written comments were received.



1.19 This Draft Neighbourhood Plan has taken into account all the comments from these consultation exercises, including the 400 plus written responses.

1.20 A second public consultation exercise was held on Saturday 11th October 2014, with over 400 attending and returning 170 in depth questionnaires. This consultation event reinforced the majority view from previous consultation activity that:

- ❑ The countryside separating Burley from other settlements is an essential characteristic of the Parish;
- ❑ People feel there is an overall balance of population and facilities
- ❑ Building styles, the conservation area and overall settlement size are seen as essential characteristics.
- ❑ No large-scale developments which would distort the existing balance of existing life

1.21 In addition to the display boards, a questionnaire was available in hard copy, and on-line, to ask what matters to 'you' in Burley. There were eight sections within the questionnaire and 170 responses were returned with the strong views that:

- The village identity and separation from other villages should be maintained
- Development at Greenholme Mills and at the Malt Shovel was the most preferred option
- The most popular village facilities were Grange Park, Village Green and local shops
- Traffic calming and the bus service needed improving
- There were worries about child places at secondary school
- There were concerns about youth provision and adult learning opportunities in the village
- A proposed commercial zone should be located at Greenholme Mills
- Free and easy parking to compete with Ilkley and Otley was required
- The Parish Council should provide all weather play facility, assist community groups
- The Parish Council should actively contribute to the Wharfedale Greenway

1.22 Analysis of the questionnaire data is at Appendix 1 of this Plan.

1.23 The Draft Neighbourhood Plan was published for public consultation for 6 weeks from 5th September to 17th October 2016. The Draft Plan was available for viewing and downloading from the Parish Council website (<http://www.burleyparishcouncil.co.uk/Burley-Wharfedale-PC/Default.aspx>). Hard copies were available for viewing at the Parish Council Offices and Burley Library during normal opening hours. Hard copies were also available on request from the Parish Clerk.

1.24 A newsletter promoting the public consultation was distributed to all households in Burley-in-Wharfedale. Open Drop-In events were held at the Parish Offices in

Queens Hall on 31st August, 7th September, 14th September, 17th September and 5th October 2016.

- 1.25 The consultation Statement and accompanying Responses Table provide detailed information about the representations submitted and how these have been carefully considered to revise and update the Submission Plan.

2.0 Burley in Wharfedale Profile

Location and Historical Background

- 2.1 Burley-in-Wharfedale parish comprises the village of Burley and the hamlets of Burley Woodhead and Stead. Located within Lower Wharfedale between Otley and Ilkley the parish is surrounded by Green Belt and has views of the moors on both sides of the dale. Originally a small agricultural community, Burley developed in the late 18th and 19th centuries into an industrial village with many residents employed at the cotton mills known as Greenholme Mills. It is during the 19th century that many of the buildings along Main Street were constructed and are now within the conservation area. The arrival of the railway in the 19th century made Burley Parish an attractive location for people to reside while working elsewhere.



Greenholme Mills, 1910

- 2.2 The decline of employment in textile mills during the 20th century turned the village into a dormitory settlement, with residents living in the village but commuting into Leeds and Bradford for employment. An increase in house building, in such a pleasant and popular place to live, saw the population more than double from 1971 (2,925) to 7,041 in 2011 (see Figure 3). This increase was in line with two significant periods of expansion 1981 to 1991, when the population rose by 71%; and 2001 to 2011 when the population rose by over 20%. The June 2015 estimated population is 8,300. This represents a further 17.8% rise. The village has a high percentage of elderly and retired people, as well as many young families attracted by job opportunities, local schools and new housing developments and family housing is considered to be a fundamental aspect that contributes to the unique character of the area.

Population Growth and Travel to Work

2.3 Burley village, along with Addingham, Ilkley and Menston are the four main settlements in the Wharfe Valley. They are predominantly residential with some limited, but important, local employment opportunities. As Figure 4 illustrates, most of the working population commute to Leeds and Bradford to work, with only 7% of the population travelling locally. During the Neighbourhood Planning Consultation event in October 2014, the average distance to work was recorded as being 19 miles, Figure 4 shows this is mirrored in the 2011 Census.

Figure 3 – Burley Parish Population Growth, 1971-2011

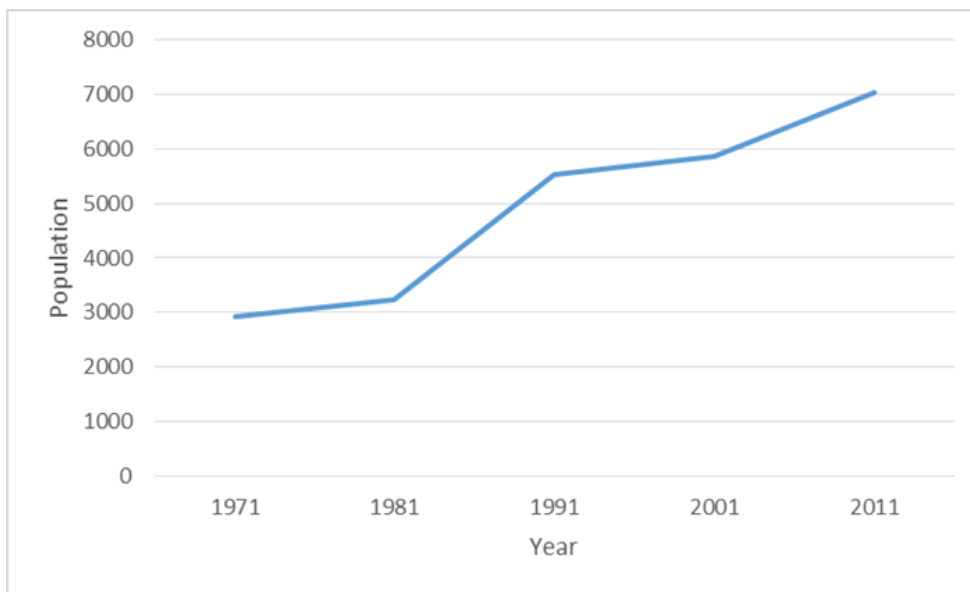


Figure 4 – Distance Travelled to Work (2011 Census)

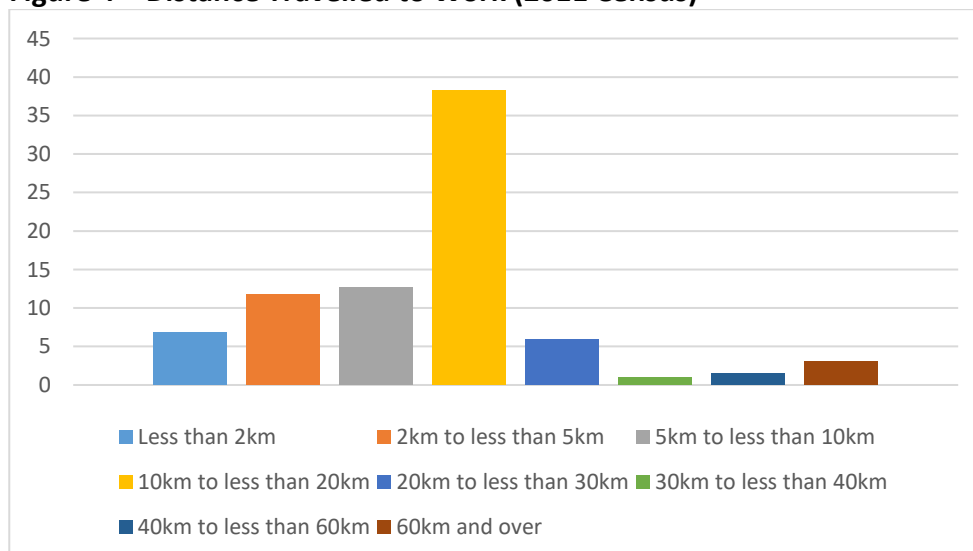
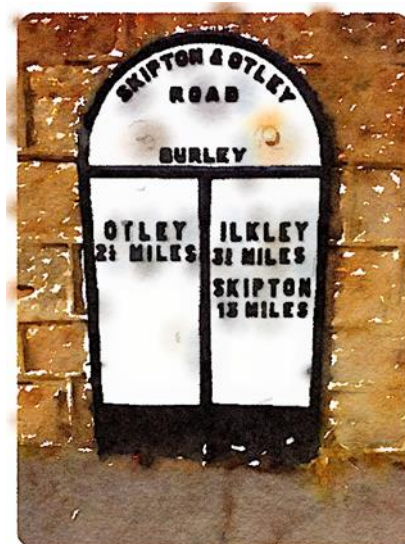
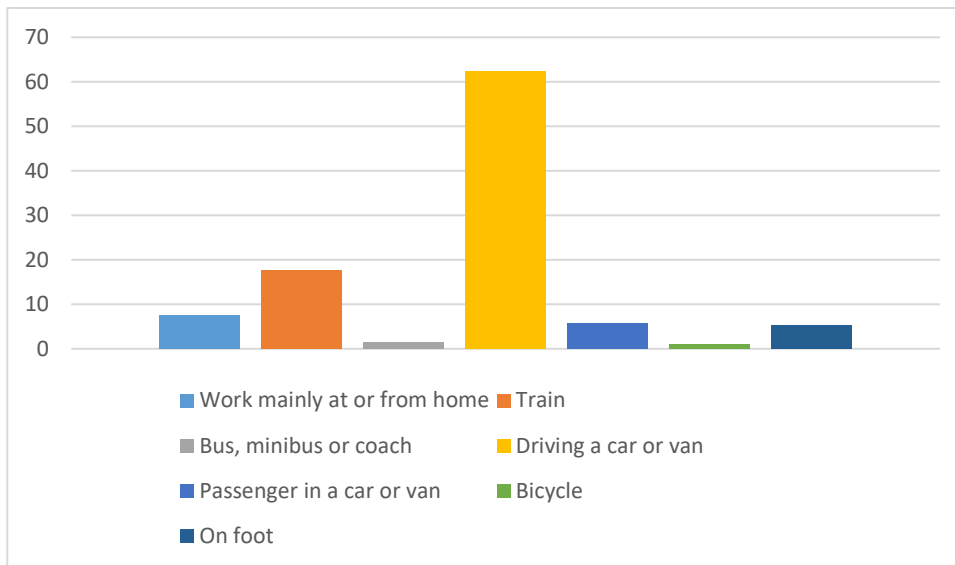


Figure 5 – Mode of Travel to Work (2011 Census)



Transport

- 2.4 The A65 and A660 are the primary trunk roads linking Burley with Ilkley to the west and Otley to the east. Both of these have localised traffic management issues. Most people use the car to travel to work, some 60% of journeys (see Figure 5). Therefore, given the frequency of travel and the preferred mode of travel, any new development in Burley will need to be considered in terms of the road infrastructure both within the Wharfe valley, and also along the main commuting routes to Leeds and Bradford.
- 2.5 Despite Burley’s good rail connections only 17% of journeys to work are made by rail. The line along the Wharfe Valley provides fast and convenient services to the employment and services in the key regional centres of Leeds and Bradford. At peak times these services already run at capacity and with new development and increased population upgrading should be considered.

Natural Heritage

- 2.6 The local landscape with dry stone walls, hedges, mature trees and views of open moorland is one of the area's outstanding features and this distinctive landscape setting will be conserved and enhanced through the Plan. It lies within the Wharfedale Landscape Character Area which describes the land surrounding the settlement as being 'enclosed pasture' to the south, with 'floodplain pasture' to the north and east.
- 2.7 There are a number of biodiversity designations within the parish which include the designation of the River Wharfe as a site of wildlife importance. Additionally, there are two other sites of wildlife importance to the west along the rail line and to the south alongside the rail track between the dismantled rail lines.

Employment

- 2.8 Local employment opportunities have not grown in the same way that new housing has grown in the area. In some instances, manufacturing local employment has declined significantly. As a result, local employment opportunities are limited and 80% of businesses have fewer than 4 employees. The largest employers in Burley are the primary schools and the village Co-op.

Green Belt

- 2.9 The Green Belt around Burley is tightly drawn. The setting of Green Belt boundaries is a strategic planning policy matter and as such resides with BDMC. The Neighbourhood Plan cannot change Green Belt boundaries.



The Malt Shovel an example of a former hotel within Burley adapted for new residential use.

3.0 The Key Issues, Vision and Objectives

KEY ISSUES

- 3.1 The key planning issues for the Neighbourhood Plan to address have been drawn from the Burley-in-Wharfedale profile set out in Section 2 and the results of public consultation undertaken to date. These key issues are:

Protecting the Distinctive Character of Burley-in-Wharfedale

- 3.2 As with all of the settlements along the Wharfe Valley, each of the villages within the Parish has its own individual character and this is reinforced by the large areas of open land and green spaces that separate them. Preserving this distinctive character and settlement pattern is a key issue for the area.

Minimising the Impact of New Development, Particularly on the Surrounding Countryside

- 3.3 Too much recent housing development has been poorly landscaped. The neighbourhood plan seeks to ensure that new development makes a positive contribution to the character of the parish and minimises its impact on the surrounding countryside.

Dealing with Existing Traffic Problems and Accommodating Future Traffic Growth

- 3.4 Historic traffic modes in the eighteenth and nineteenth centuries shaped the main roads within Burley, and although Main Road and Station Road are reasonably wide by modern standards, there are many narrower roads leading off in a grid-like format which now present parking and congestion problems within the village. As in many commuter communities, station car parking is also an ongoing challenge
- 3.5 Clearly, traffic patterns change over time, and this neighbourhood plan seeks to find ways to respond to the demands for rural transport and the growing volume of traffic.

Supporting and Growing the Local Economy

- 3.6 The lack of employment opportunities is a key issue for the parish and there is a need to build on the existing local economy and to support businesses based in the parish in order to maintain the village's future as a sustainable and thriving settlement. There may be opportunities to achieve this through the reuse of buildings and the promotion of rural diversification.

Protecting Open Spaces and Preserving Burley's Built and Natural Heritage

- 3.7 Whilst we want to plan for more new homes and jobs, we also want to protect open spaces and preserve the natural and built heritage of the area. Although redevelopment may be acceptable on some sites with the village, the neighbourhood plan does not want to see the loss of the things that make the village special, such as key open spaces. This means that, beyond the villages, any significant new development would have to be in the Green Belt. The actual location of new sites within the Green Belt rests with Bradford Council through the undertaking of a Green Belt review as part of their work on the Allocations DPD.

VISION FOR THE NEIGHBOURHOOD PLAN

- 3.8 The vision and objectives have been prepared taking into account the results of public consultation set out earlier in the plan.

VISION FOR BURLEY-IN-WHARFEDALE

Our vision is to ensure that over future decades, the village of Burley-in-Wharfedale will retain the attractive conservation area centre, and green belt surrounding border, which includes Ilkley Moor and its link down to the River Wharfe.

Whilst the village will grow, this must be proportionate to its infrastructure and Burley will remain separated from neighbouring communities by green spaces.

New developments will be designed to conserve and enhance the character of Burley-in-Wharfedale, such developments will be integrated into the community, benefiting both existing and new residents while enhancing the Wharfe Valley.

Open spaces and community services will be improved and new ones created when needed – so that the village and its facilities work well for all its residents and visitors.

OBJECTIVES

- 3.9 In order to address the main issues identified through public consultation and to achieve the vision, a number of core objectives have been developed:

OBJECTIVE 1 - To conserve the character of Burley parish

- 3.10 Burley has a high quality natural and built heritage providing the Parish with a distinct character and identity. This includes the surrounding open countryside, the river valley, and the many fine stone buildings centred on the Conservation Area, but also found elsewhere in the parish. The neighbourhood plan seeks to protect and enhance this character.

OBJECTIVE 2 - To meet housing needs

- 3.11 Meeting future housing needs and planning for sustainable growth is a key issue facing Burley. The Core Strategy identifies a housing growth target of 700 new homes within Burley by 2030.

OBJECTIVE 3 - To provide the right environment for flourishing employment, retail, business and tourist environment



Burley is 3 miles from the tourist town of Ilkley

- 3.12 The Neighbourhood Plan seeks to identify ways to diversify and increase the number of local employment opportunities for all the community.

- 3.13 A key site for future employment use is Greenholme Mills. This site should be developed for a mix of uses including housing. This mix of uses should incorporate a range of businesses and provide additional employment space. The overall objective is to increase the number of people employed on this strategic site.
- 3.14 The area lacks sufficient space to encourage start-up businesses and a key target of the Neighbourhood Plan is to encourage this type of development and entrepreneurship within the local community.
- 3.15 To further promote the development of business, locally, the parish council will seek to work with Bradford Council and the Local Chamber of Trade to produce a package of measures to reduce the costs for start-up businesses and provide professional and business expertise where required.
- 3.16 The BWNDP also seeks to protect and enhance the retail, business and community facilities within Burley.
- 3.17 In order to protect, expand and enhance retail facilities this plan seeks to identify a retail and commercial core or zone. By protecting and enhancing this area we will maintain the vitality and viability of Burley as a Local Service Centre. Retail development will only be allowed outside this zone in certain circumstances so as not to threaten the vitality and vibrancy of the centre.

OBJECTIVE 4 - To promote a suitable level of car parking in accessible locations

- 3.18 Car parking is a major issue. The loss of off-street car parking e.g. at The Grange, in Station Road; and at The Lawn on Main Street coupled with a lack of enforcement where there are existing restrictions has added to existing on-street car parking problems.

OBJECTIVE 5 - To protect and enhance leisure and open space opportunities

- 3.19 Burley has a reasonable range of recreation and leisure facilities within easy travelling distance but there are some issues that need to be addressed. For example, the Scout/Guide group accommodation is over-subscribed and does not meet modern standards and the future of the public library is in question.
- 3.20 There is considerable increased interest locally in the production of food. To support this, further allotment provision is needed in the parish. The Allotment Waiting List has now grown to over 100 individuals and this is despite other initiatives, such as the “Garden Share” programme. This programme was sponsored by the Parish Council and allows residents with larger gardens to share these with other local people, who may not have a garden, or small garden, but who are interested in growing their own food.
- 3.21 The Parish Council have proposed that up to sixty additional allotments could go on the disused recreation field site on Iron Row.



Creative use of space has produced some imaginative allotments within Burley

OBJECTIVE 6 - To increase access by foot and cycle throughout the Parish and into adjoining areas

- 3.22 The Neighbourhood Plan will be used to identify a network of foot and cycle routes and support the concept of a Burley Bridge to increase access throughout the Parish for local residents and visitors. These will link residential areas with key facilities and the open countryside.
- 3.23 The Parish Council has supported the Wharfedale Greenway to open the old Pool to Burley rail line for recreational walking, commuting and cycling. Details of how this will enhance walking and cycling are included in the Neighbourhood Plan.



Launch of the Wharfedale Greenway, March 2014 – community representatives from Burley, Menston and Pool Parish Councils and Otley Town Council

OBJECTIVE 7 – To improve quality of life and adapt to a changing climate by increasing access to the natural environment

- 3.24 Improving the quality of life and adapting to climate change are core planning principles set out in the NPPF. One way of achieving these at the local level through the neighbourhood planning process is to protect and enhance the intrinsic and practical value of the natural environment while responding to specific challenges posed by climate change.
- 3.25 Green Infrastructure provides opportunities to protect and enhance the natural environment and is fundamental to safeguarding the natural environment for future generations. It adds tangible value to communities in economic, social and environmental terms and creates places that are more resilient to climate change, that have distinct local character, and in which people want to live, work, and visit; places that promote well-being, productivity, educational benefits and crime reduction.
- 3.26 Rushby Beck, Woodhead Beck, Middle Ings Beck, River Wharfe (Main River) flow through the Neighbourhood Plan area. The areas within and surrounding Woodhead Beck and the River Wharfe are within Flood Zones 2 and 3.

OBJECTIVE 8 – To support education, health and community facilities

- 3.27 It is important that education, health and community facilities meet not only the needs of the existing community but also those of future residents. Such facilities should be well located and easily accessed by all residents, including those who are reliant on means other than the car.
- 3.28 The Neighbourhood Plan will seek to protect existing facilities and support the provision of new facilities to ensure that the need for such essential infrastructure is met.



The village green in autumnal splendour

4.0 Policies and Proposals

4.1 This section of the Neighbourhood Plan sets out the policies and proposals that will be used to achieve our overall Vision. These policies and proposals must be in general conformity with national and local planning policies. The following policies have been prepared taking into account the NPPF and the 'saved' policies of Bradford's RUDP. They have also taken into consideration the emerging Bradford Core Strategy.

4.2 A Planning Policy Assessment has been prepared as a separate document and this sets out the relevant national and local planning policy framework that has been used in the preparation of this Plan.

OBJECTIVE 1 – To conserve the character of Burley parish

4.3 This section of the Neighbourhood Plan sets out the policies and proposals that will be used to conserve the character of Burley.

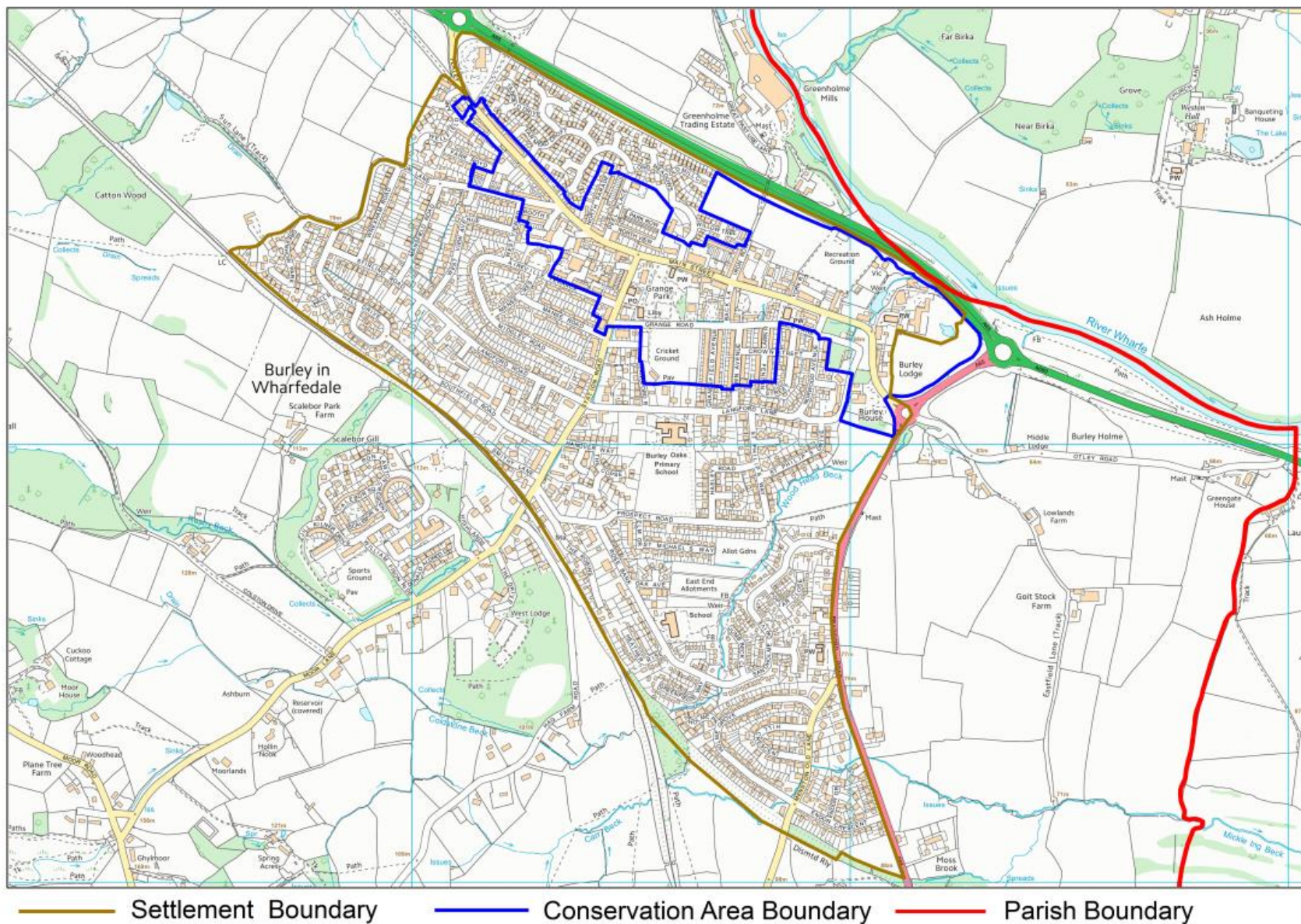
Background

4.4 Originally a small agricultural community, with likely Roman and Anglo-Saxon roots, Burley remains surrounded by farmland and rising moorland and was developed in the late 18th and 19th centuries into an industrial village with many residents employed at the cotton mills known as Greenholme Mills. The development of the nearby industrial cities of Leeds and Bradford, combined with rail and bus links, prompted major changes to the village in the 20th Century. The textile industry suffered from a reduction in markets and investment and by the mid-1960s, local mills had been closed down. Greenholme Mills was later sub-divided and reconfigured to house several small businesses. The decline of employment in the mills turned the village into a dormitory settlement. Developments in the second half of the twentieth century have seen Burley become a prosperous and socially diverse village.



71-79 Main Street (Grade II) – Late eighteenth / early nineteenth century cottages and shops that are irregular in form yet constructed in the vernacular style of the region. (Source of Sketch: Burley-in-Wharfedale and Burley Woodhead Village Design Statement)

Map 2: Burley in Wharfedale Settlement Boundary and Conservation Area



- 4.5 Burley’s heritage reflects that of a former Georgian and Victorian village, set against the rural backdrop of the Wharfe Valley and surrounding moorland. The village is focussed around a core centre with most through traffic now diverted around the village on the A65. Consequently, it has a generally pleasant bustling nature. The settlement is fairly contained with distinctive boundaries and the area retains a rural, leafy feel although its industrial history is still evident.
- 4.6 The following elements are integral to the character, image and atmosphere of Burley as a place and should be conserved and enhanced:

Local stone has been used for construction throughout the village centre. The colour and texture of this material is the unifying influence that ties the diverse elements of the centre of the village together to form an attractive whole.

The eclectic mix of style, age and building orientation that testifies to different 18th and 19th century fashions is reflective of the piecemeal development of Burley. On some parts of Main Street, while some buildings have front gardens, others front directly onto the street and there is no common building line. However, at the western entrance to the village, it is the regularity of the workers’ cottages that front on to the street that is an important gateway feature in this part of the village. The width and orientation of many of the larger roads, including Main Street, mean that extensive vistas are permitted. Narrower roads lead off these main routes, most of which are grid-like, typical of 19th century development.

- 4.7 Many footpaths link one area of the village to another. This results in ease of movement which in turn adds to the attractiveness of Burley. There is an abundance of green areas within Burley which helps retain the village’s connection to the countryside. They are also often of historic interest, being laid out at the same time as the large houses (Grange Park, Lawn Walk) or a philanthropic gesture (Recreation Ground). Stone boundary walls are the traditional boundary treatment of the area and complement the colour and texture of the buildings. The height of the walls tends to reflect the status of the buildings – for example the high walls that surround Burley House and Burley Hall. They contribute to the rural image of parts of the area, particularly those that flank the winding Corn Mill Lane.

- 4.8 Three clear areas of distinctive character can be identified within the village.

- Civic zone – to the east of Main Street and characterised by large buildings in their grounds, interspersed with smaller cottages. These buildings include churches, public houses and residences. The area is generally grand, leafy and has an open aspect, with most of the village’s open spaces.
- Commercial/retail zone – centre of the area, around the junction of Main Street and Station Road. This is characterised by buildings that are situated directly on to the street and terraces of a variety of heights and styles with an eclectic mix of shop fronts. This is one of the most bustling areas of the village.
- Residential zones – to the far west of Main Street and side roads, characterised by terraced nineteenth/early twentieth century buildings,

some with small front gardens and others without. These are generally quieter and more domestic in feel, particularly those that sit off Main Street

- 4.9 Burley has continued to thrive by adapting and evolving over the years. Necessary development to provide new homes, businesses and community facilities for Burley will continue to come forward but it is considered important to protect the character of the predominantly eighteenth and nineteenth century core of the village. The Neighbourhood Plan is looking to ensure that development needed to sustain the Parish is well located and designed to respond to the distinctive local character.



89 Main Street – the carriage entrance remains a prominent feature of the street and alludes to an early form of building. (Source of Sketch: Burley-in-Wharfedale and Burley Woodhead Village Design Statement

The Built Environment

Policy BW1 – New Development Within the Settlement Boundary

Burley in Wharfedale has a distinctive character which is derived from its historic core and setting within the Wharfe Valley. To conserve and enhance this, all new development proposals will be expected to reinforce the existing character of the settlement and to integrate with their surroundings. To achieve this, proposals for new development within the settlement boundary as shown on Map 2, will be required to demonstrate consideration of the following:

- a. **Appropriate use of materials.** The use of traditional natural materials, where possible and appropriate in terms of the design and quality of the development proposal, taking into account the character of the site and the surrounding area.
- b. **New building should be well related to accessible open spaces** in order to contribute towards healthy lifestyles.

- c. **Proposals should take account of, and be well integrated with, the existing settlement pattern and surrounding uses;**
- d. **New development within the settlement boundary but on the edge of the settlement should respect the character of the surrounding landscape, provide views out to the landscape where possible and appropriate, and, where possible, avoid the formation of a hard edge to the village boundary. (See also Policy BW3)**
- e. **The height, shape and layout of buildings should be planned so as to retain views to the countryside from street level wherever possible (See also Policy BW3).**
- f. **Road designs in new developments should seek to reduce traffic speeds by unobtrusive methods, and via the enhancement of the pedestrian environment.**
- g. **Cycle routes and footpaths should be incorporated in new developments and link into the wider network (see also Policy BW15):**
- h. **External lighting should protect residential amenity, local character and biodiversity from light pollution by ensuring that it is of an appropriate scale, especially in the Conservation Area, where wall mounted lights should be given preference and light intensity reduced without compromising safety. Appropriate measures should be taken to minimise the level of light spillage and glare.**
- i. **Where possible, existing mature trees should be retained, and where appropriate, new planting should be incorporated in development proposals. Native species should be used.**



107 –121 Main Street: Nineteenth century streetscape of shops, licensed premises and houses. In many cases nineteenth century shop fronts have been added to older structures. (Source of Sketch: Burley-in-Wharfedale and Burley Woodhead Village Design Statement)

Justification

- 4.10 This policy seeks to promote high quality design in Burley. It has been developed after assessing the key characteristics of what makes the village distinctive and developed from work undertaken previously on the Village Design Statement. It also reflects the feedback from our community engagement work and local focus groups. The policy has taken account of national planning policy and is in general conformity with existing and emerging strategic planning policy.
- 4.11 The National Planning Policy Framework (NPPF)¹ highlights the importance of neighbourhood plans developing robust and comprehensive policies that set out the quality of development that will be expected for the area, they should aim to establish a strong sense of place, responding to local character and history, and reflecting the identity of local surroundings and materials, whilst not preventing or discouraging appropriate innovation (paragraph 58).
- 4.12 External lighting can increase light pollution and light nuisance if poorly designed and installed. New development has the potential to change the character of the local environment by adding lights such as security lights, floodlights and street-lights which may reduce the darkness of the night skies. This policy supports the implementation of the NPPF which aims to limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation (Paragraph 125 NPPF). As a reference, the Institute of Lighting Professionals has produced *Guidance Notes for the Reduction of Obtrusive Light (2011)*, including sky glow.
- 4.13 ‘Saved’ Policy D1 of the adopted Bradford RUDP indicates that all development proposals should make a positive contribution to the environment and quality of life through high quality design, layout and landscaping. This has been carried forward in the design policies of the emerging Local Plan Core Strategy, notably Policies DS1, DS3 and DS4.

Bradford RUDP ‘Saved’ Policies

UDP3, UR3, TM2, TM8, D1, D5, BH7

Emerging Bradford Core Strategy

SC1, SC4, SC9, TR3, HO9, DS1, DS3, DS4

National Planning Policy Framework (NPPF)

Section 7 Requiring good design

Section 12 Conserving and enhancing the historic environment

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

Development outside the Settlement Boundary and Local Landscape

Policy BW2 – Development Outside the Settlement Boundary

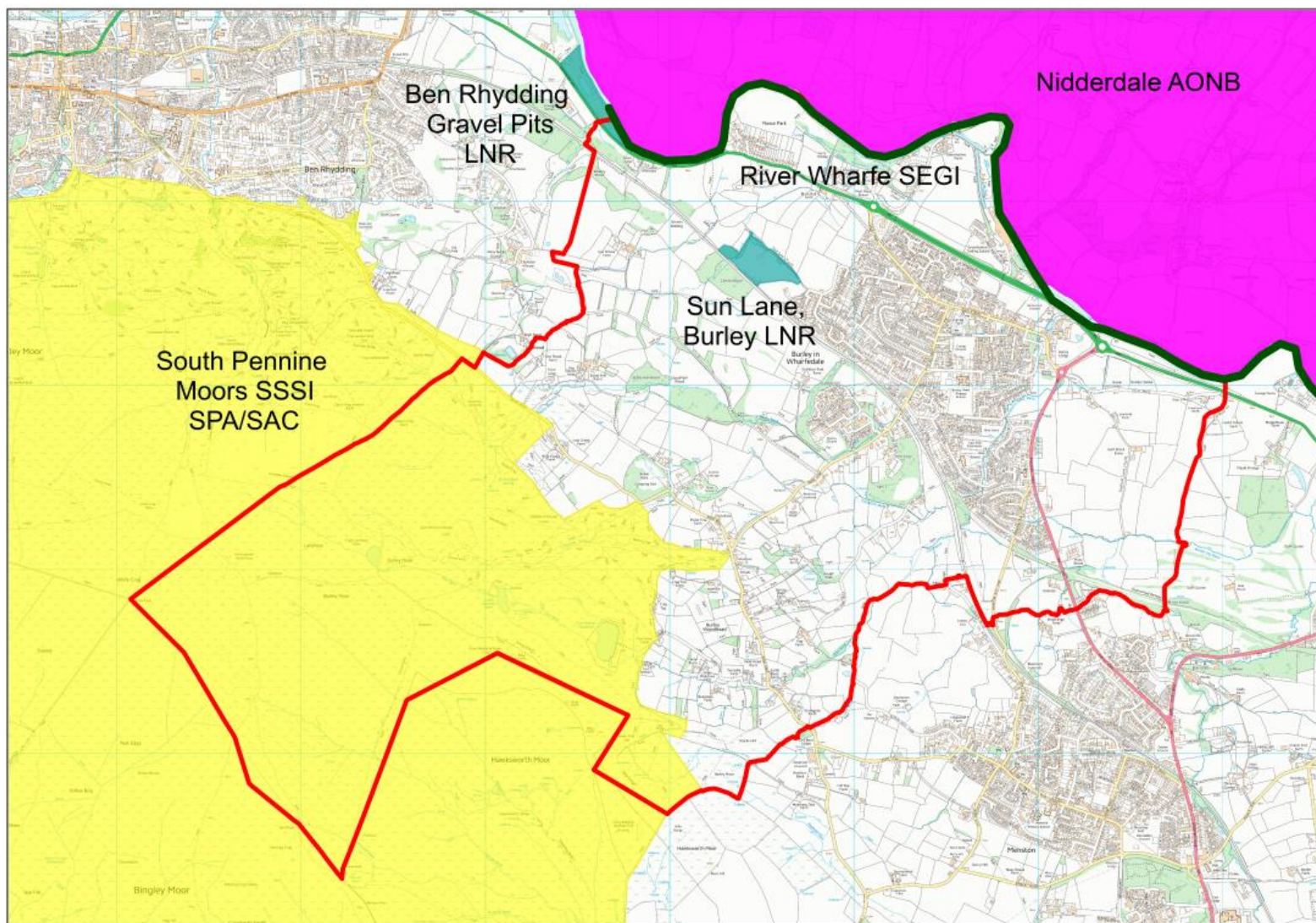
Development proposals outside the settlement boundary as shown on Map 2 need to satisfy national and local policies relating to development within the Green Belt and will be supported when they, where appropriate:

- a) do not have an adverse impact on the cultural, ecological and archaeological importance of key features of Wharfedale; and**
- b) protect moorland habitats; and**
- c) protect and enhance the role of the River Wharfe for green infrastructure (see also Policy BW15); and**
- d) where appropriate, preserve field patterns, tree cover and “the wider context of moorland, river and woodland; and**
- e) do not have an adverse impact on natural and built heritage assets.**

Justification

- 4.14 Paragraph 109 of the NPPF indicates that the planning system should contribute to and enhance the natural and local environment by: protecting and enhancing valued landscapes, geological conservation interests and soils; recognising the wider benefits of ecosystem services; and minimising impacts on biodiversity where possible, contributing to the Government’s commitment to halt the overall decline in biodiversity, including by establishing coherent ecological networks that are more realistic to current and future pressures.
- 4.15 Part of the South Pennine Moors Special Protection Area (SPA), South Pennine Moors Phase 2 Special Area of Conservation (SAC), South Pennine Moors Site of Special Scientific Interest (SSSI), lies within the Neighbourhood Plan area. (See Map 3). The NPPF indicates that planning policies should promote the preservation, restoration and recreation of priority habitats, ecological networks and the protection and recovery of priority species populations. It is important that any new development outside the settlement boundary protects and enhances these important habitats. In the emerging Core Strategy, Strategic Core Policy SC8: Protecting the South Pennine Moors SPA and the South Pennine Moors SAC and their Zone of Influence is clearly critical to the assessment of the impact of risks to the South Pennine Moors SPA/SAC.

Map 3: Natural England Designations



- 4.16 Burley falls within in Natural England’s National Landscape Character Area (NCA) 36: The Southern Pennines. The area has a varied and mixed landscape dominated by the Wharfe Valley and surrounding moorland uplands. Burley is the dominant settlement with characteristic stone built buildings. Smaller settlements also stone built are scattered across the parish.
- 4.17 The Bradford Landscape Character Supplementary Planning Document (SPD) sets out the distinctive attributes and features of the different landscape character areas in Bradford District. Burley-in-Wharfedale lies mainly within the Wharfedale character area. This is described as having a strongly wooded character which should be conserved. It identifies the following key landscape elements:
- Meandering River Wharfe, tree-lined banks
 - Stone walls, network of hedgerows and fenced field boundaries
 - Medium to large sized fields dominated by boundary trees
 - Well-spaced settlements along the valley bottom
 - Tree dominated landscape
- 4.18 Bordering the Neighbourhood Plan area to the north and east is the Nidderdale Area of Outstanding Natural Beauty a nationally designated landscape.
- 4.19 Where possible, opportunities should be sought to encourage planting and enhance field boundaries, whether they are walls, fencing or hedgerows. It is also important to preserve the sharp edges of the existing settlements.
- 4.20 This policy will be used to ensure that new development is appropriate within the landscape and enhances it in accordance with the assessment set out in the Bradford Landscape Character SPD.
- 4.21 The rural area outside Burley’s settlement boundary contains a number of natural, cultural and archaeological features. These include the Ben Rhydding Gravel Pits Local Nature Reserve/Site of Ecological or Geological Importance (SEGI) (part), the River Wharfe, the Otley and Mid Wharfedale/Wetherby SEGI (part), the Sun Lane Local Nature Reserve and disused Burley railway line which is a wildlife corridor (see Map 3). There are numerous Scheduled Monuments that are set out in Appendix 2 and other features of archaeological importance, details of which are held by the West Yorkshire Archaeology Advisory Services (Historic Environment Record). Although most Listed Buildings are located within Burnley Village, some are situated in the open countryside beyond Burley. Listed Buildings are set out in Appendix 2.

Bradford RUDP ‘Saved’ Policies

UDP3, D1, D5, NE3A

Emerging Bradford Core Strategy

SC1, SC8, WD1, EN4, DS2

National Planning Policy Framework (NPPF)

Section 11 Conserving and enhancing the natural environment

Views

Policy BW3 – Views

Development should not adversely affect important views out of and into the village. Where appropriate, development proposals should take into account any adverse impacts on the views listed below and identified on Map 4, through landscape appraisals and impact studies.

- a. View from Burley Moor to village
- b. View from Sun Lane bridleway to Burley Moor
- c. View to the Chevin
- d. View to the northern slopes of the valley to Askwith and Clifton from Burley Woodhead School

Where development proposals are in close proximity to open areas of countryside, they should take into account any adverse impacts on visual links to the countryside from within the development and from public roads and open spaces.

- 4.22 The Plan identifies a number of special views which are considered to be particularly significant and which residents wish to see preserved in order to maintain the rural character of the village. These views are important to the setting and landscape character of Burley-in-Wharfedale. These are shown in the following photographs and identified on Map 4:

View a. View from Burley Moor to the village

An iconic view from Burley/Ilkley Moor looking north east towards the Wharfe Valley, showing the green corridor between settlements and historic field patterns, hedgerows and mature trees.



View b. View from Sun Lane bridleway to Burley Moor

An important view from south west Burley to Burley/Ilkley Moor showing the moor to river green corridor which constitutes a natural highway for the migration of flora and fauna and provides a village nature reserve.



View c. View to Otley and the Chevin

The view to the north of Burley provides a natural green backcloth to the village formed by the close proximity of the steep escarpment.

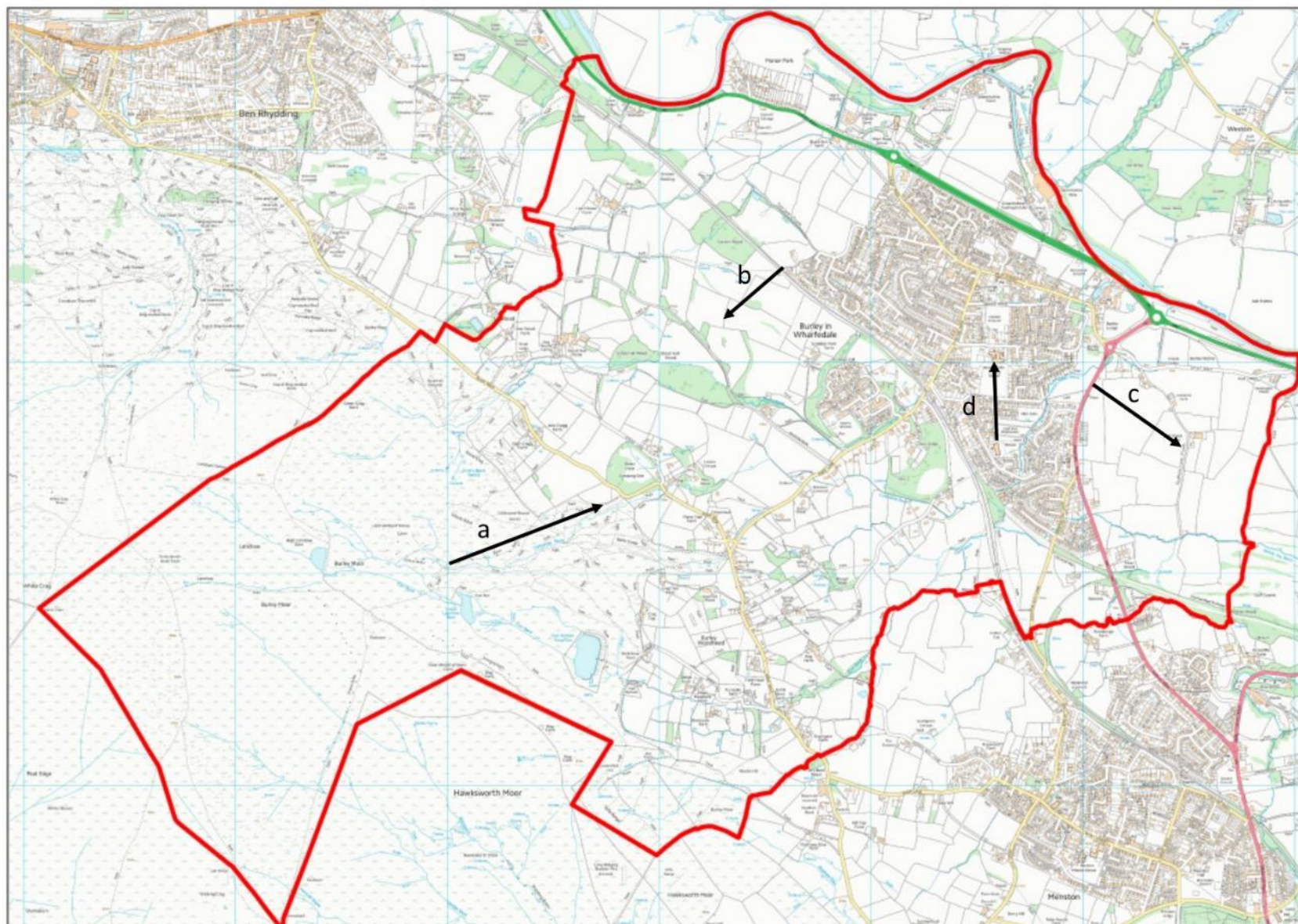


View d. View to the Northern slopes of the valley of Askwith and Clifton from Burley Woodhead School

This highlights the typical rural nature of the village and the countryside that separates the settlements of the Wharfe Valley



Map 4 – Important Views to be Protected



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Bradford RUDP ‘Saved’ Policies

UDP3, D1

Emerging Bradford Core Strategy

EN4

National Planning Policy Framework (NPPF)

Section 7 Requiring good design

Section 12 Conserving and enhancing the historic environment

OBJECTIVE 2 – To meet housing needs

This section of the Neighbourhood Plan sets out the policies and proposals that will be used to help meet future housing needs and to manage the development of future housing proposals.

Background

- 4.23 Consultation with local people has revealed concerns about the affordability of housing in Burley, particularly for young people and families. Residents are also concerned about there being a range of housing types available - the perception is that many new developments are skewed towards larger dwellings.
- 4.24 The main issues raised by local people during the consultation were:
- the need for new homes to be spread over several sites, not in one big estate-type development; and
 - the lack of affordable homes to buy or rent.
 - provision for a growing percentage of elderly residents
- 4.25 The vision for Burley is to ensure that the village continues to feel focussed around a village centre and avoids sprawl along the main commuter routes to Menston, Otley or Ilkley. This means that new housing should be well integrated into the village, avoiding a single large development that is perceived as a separate place. This will ensure that residents in the new homes feel integrated with the existing community. Dispersing new housing development across a range of sites will help to ensure that these sites are of a size that avoids dominating the local area.
- 4.26 The Proposed Main Modifications to Strategic Core Policy 4 (SC4) of the Bradford Core Strategy (November 2015) identify Burley-in-Wharfedale as a Local Growth Centre on the basis that it is a sustainable local centre which is accessible to higher order settlements such as Bradford, Keighley and Ilkley. As it is located along a key road and public transport corridor, it should make a significant contribution towards meeting the District’s needs for housing and employment, and providing for supporting community facilities. Consequently, Sub Area Policy WD1, as modified, indicates that Burley-in-Wharfedale will see the creation of 700 new homes through redevelopment of sites within the settlement and with a significant contribution from Green Belt changes.

- 4.27 As the Neighbourhood Plan, cannot review the boundary of the Green Belt, the final allocation of housing sites to meet the requirement set out under Policy WD1 rests with Bradford Council following a Green Belt Review. However, the neighbourhood plan provides the opportunity for local people to influence the quality, type and mix of new housing to ensure that it is appropriate to Burley-in-Wharfedale and provides for the changing needs of the local community.
- 4.28 Feedback following the public consultation surveys has indicated that residents want new housing to be well designed. Good quality design is not just about what buildings look like, it is also about how streets are designed; how buildings relate to the street and how new development is designed to relate to nearby buildings and spaces.

Housing on Sites Within the Settlement Boundary

Policy BW4 – Housing on Sites Within Burley Settlement Boundary

Proposals for housing development on sites within the settlement boundary for Burley village (see Map 2) will be supported when they:

- a) re-use previously developed land or existing buildings;**
- b) would not lead to the loss of a community facility (see Policy BW17) or source of local employment (see Policy BW9); and**
- c) they would not result in the loss of an open space identified as being important to the community (see Policies BW11 and BW12), or**
- d) they would not lead to the loss of a residential garden which is important to the distinctive, spacious character of a particular area.**

Justification

- 4.29 Whilst it is important to support housing growth, this needs to be managed in such a way that priority is given to the use of previously developed land whilst ensuring that such proposals do not lead to the loss of open spaces, community facilities and local sources of employment. Over the years, a number of residential gardens have been built on and this policy seeks to prevent such development in those parts of the village where buildings in large grounds are a feature of its distinctive character, mindful of density, openness and landscaping. Typically, these are found on Station Road for example.

Bradford RUDP ‘Saved’ Policies

UDP1, BH10

Emerging Bradford Core Strategy

SC1, SC4, HO1, HO2, HO3, HO6

National Planning Policy Framework (NPPF)

Section 3 Supporting a prosperous rural economy

Section 6 Delivering a wide choice of high quality homes

Section 8 Promoting healthy communities

Mix and Type of Housing

Policy BW5 – Mix and Type of Housing

All new housing proposals for 10 units or more, or on sites of 0.4ha and above, will be expected to provide range of housing types and/or sizes. In providing these homes developers should also have regard to the surrounding area, avoiding unsympathetic house types in sensitive locations and seeking to use mix as a means of offering a housing choice to the whole community and adding variety to the street scene.

Justification

- 4.30 The Burley-in-Wharfedale Village Design Statement, adopted as Supplementary Planning Guidance in August 2003, sets out the particular characteristics of the parish’s buildings and setting. Its purpose is to ensure that Burley’s unique environment is not lost, whilst sensitively planning for the needs of a growing number of residents.
- 4.31 It concludes that schemes should be integrated with the existing pattern of settlement and surrounding land uses; that the character of the particular settlement should be respected, in terms of densities as well as scale and environmental quality and that new developments should incorporate a mix of housing types such as single person housing or flats, affordable homes, and sheltered housing.
- 4.32 The Bradford Strategic Housing Market Assessment (SHMA) Update, 2013² identifies the need and demand for housing and the needs of different groups in the district. On the basis of a range of evidence the SHMA concluded that Bradford District can be considered as a self-contained housing market area and that overall, the housing market in the district is generally balanced with some market pressures in particular areas. It concludes that, in Wharfedale, demand generally matches supply but

² <https://www.bradford.gov.uk/NR/rdonlyres/8786E87B-4C7D-49A9-A620-65D379D8E829/0/BradfordSHMAUpdateFinalReport2013.pdf>

demand exceeds supply for private rented accommodation and properties with three or more bedrooms. There are shortfalls in the supply of detached dwellings.

4.33 Nevertheless, it is important to maintain the delivery of a variety of dwelling types and sizes to ensure that a better balance between demand and supply is achieved across the district. Policy HO8 in the emerging Core Strategy sets out a number of priorities in terms of the type and size of new housing to be provided, including the following:

- delivering more family housing
- increasing the supply of larger homes
- increasing the supply of accessible housing which is able to meet people's needs throughout their lives
- increasing the supply of high quality flats
- supporting the provision of specialist accommodation for older people in suitable locations and areas of greatest demand.

This policy also indicates that Neighbourhood Plans should set out specific guidance on housing mix, as necessary.

Bradford RUDP 'Saved' Policies

UR3, D1

Emerging Bradford Core Strategy

HO8, HO9

National Planning Policy Framework (NPPF)

Section 7 Requiring good design

Affordable Housing

Policy BW6 – Provision of Affordable Housing

All proposals for new housing on developments of eleven units or more should provide up to 15% affordable housing, taking into account site viability.

Affordable housing should generally be provided on-site and must be fully integrated with the market housing throughout the development. Affordable housing must be visually indistinguishable from the market housing.

Affordable housing must be of a type, size and tenure that meets local needs.

Justification

- 4.34 Paragraph 50 of the National Planning Policy Framework indicates that, where a need for affordable housing has been identified, plans should set policies for meeting this need on-site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified and the agreed approach contributes towards the objective of creating mixed and balanced communities.
- 4.35 Affordable housing need is defined as ‘the quantity of housing required for households who are unable to access suitable housing without financial assistance’. A key element of the Bradford Strategic Housing Market Assessment (SHMA) was to explore the extent to which additional affordable housing is needed. It calculated that, across Wharfedale as a whole, there was a net shortfall of 11 units per year with a particular need for one-bedroomed accommodation.
- 4.36 There is also a need to provide for expanding families and to keep young people in the village where their support network exists. This is a particular issue in Burley-in-Wharfedale which is a high value area and access to affordable housing is a problem for existing and newly forming households.
- 4.37 Local need will be determined by evidence from the most up-to-date Strategic Housing Market Assessment or Local Needs Assessment.

Bradford RUDP ‘Saved’ Policies

H9, H10

Emerging Bradford Core Strategy

SC4, HO11

National Planning Policy Framework (NPPF)

Section 6 Delivering a wide choice of high quality homes

OBJECTIVE 3 – To provide the right environment for flourishing employment, retail, business and tourist environment

- 4.38 This section of the Neighbourhood Plan sets out the policies and proposals that will help to deliver the employment and commercial needs of the village.

Background

- 4.39 A high-level overview of the commercial activity currently in Burley can be summarised as follows:
- 324 businesses are registered with Companies House with a Burley address (source: Companies House, January 2014).

- 91% of businesses do not have a visible presence on Main Street or Station Road (source: Companies House, January 2014).
- 80% of businesses have less than 4 employees

4.40 These figures show that there are already a good many businesses registered in Burley providing employment. The majority of these are quite small, with some being based in the retail hub along Station Road and Main Street.

4.41 The retail offer within Burley needs to change to keep up with our ever-changing shopping habits and building on its existing strengths in order to offer a viable and worthwhile alternative to other local shopping centres and internet shopping. Within Burley, Station Road and Main Street are often the place where residents come together to meet friends and join in community activities. It can provide a setting for shared experiences, and be a focal point of local identity, community pride, and common heritage and values. The following long-term objectives are considered key to providing a basis for employment and progressive business environment:

- Encourage new businesses
- Support home working
- Encourage local jobs
- Develop a sense of community (shared resources and mutually beneficial interests)

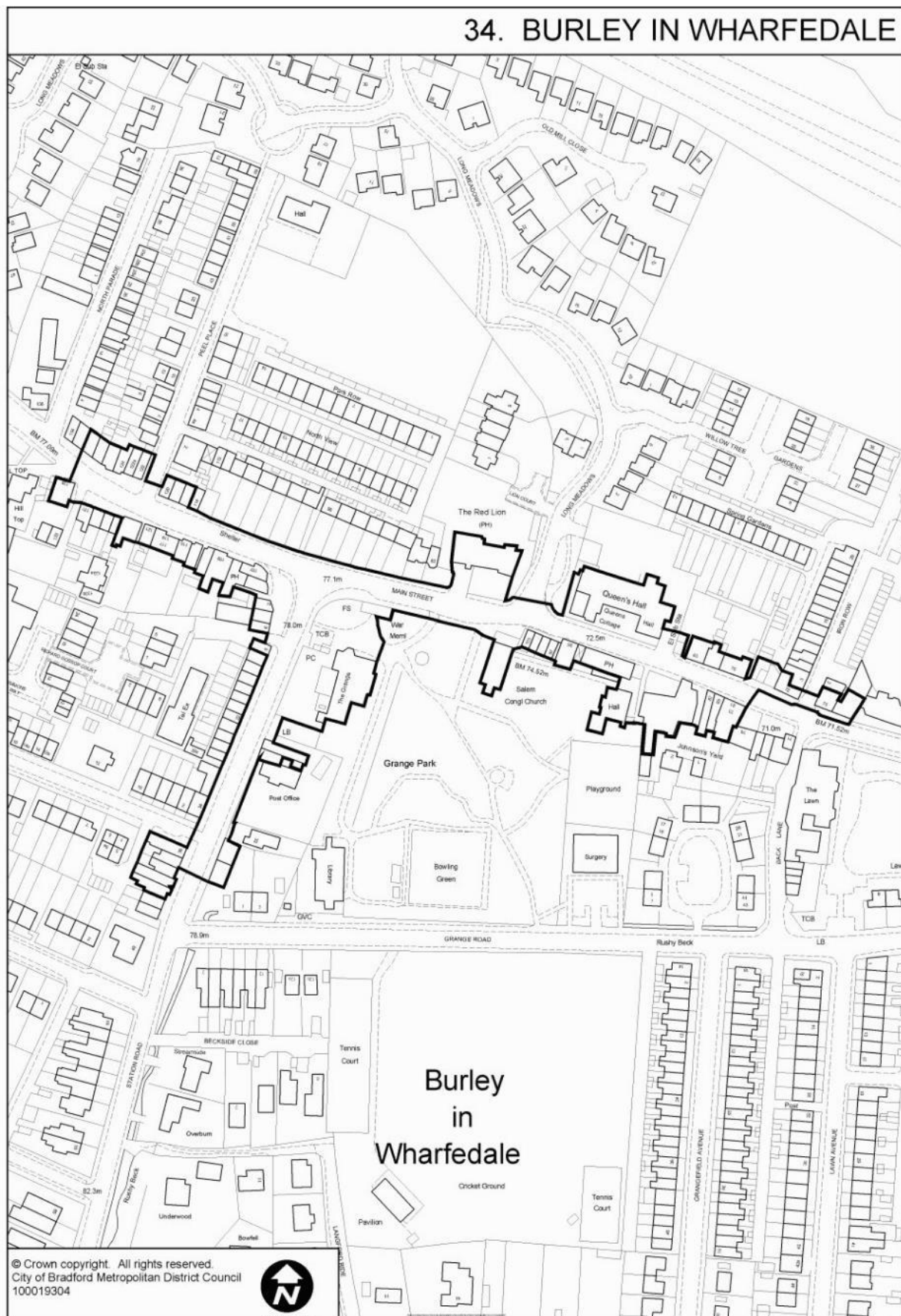
Protecting and Enhancing Burley Local Centre

Policy BW7 – Burley Local Centre

Within the defined local centre, (see Map 5), a range of uses will be considered appropriate, including the following:

- a) A1 retail uses, excluding units of 150 square metres gross or more;**
- b) Financial and professional services and places to eat and drink (A2, A3, A4 and A5 uses)**
- c) Community Facilities;**
- d) Residential uses on upper floors; and**
- e) Office uses (B1).**

Map 5 – Defined Burley-in-Wharfedale Retail Centre



Extract from Bradford Replacement Unitary Development Plan

Policy BW8 – Development outside the Defined Local Centre

Outside of the defined local centre (Map 5), retail and service development proposals (use Class A2 – Financial and professional services) will be supported when:

- a) They are under 150 square metres gross floorspace; or**
- b) There are no suitable sites available within, or adjacent to, the local centre; and**
- c) They are within walking distance of most residential properties and will not lead to the creation of a shop or group of small shops which collectively would have a significant adverse impact on the type and range of uses within the defined Burley local centre or the vitality and viability of nearby centres; and**
- d) There is adequate capacity for servicing and they do not adversely impact on traffic flows or parking or increases traffic congestion.**

Justification

- 4.42 The Bradford Replacement UDP defines the boundary of the Burley-in-Wharfedale Local Centre (Policy CR1A) and, in accordance with Policy CR1A and Policy EC5 in the emerging Bradford Core Strategy, the purpose of this policy is to direct future shops, workshops and offices to appropriate locations in the village with a focus on the village centre. The availability, accessibility and quality of shops, offices and community services and facilities are vital to the quality of life and future sustainability of the parish. Policy EC5 in the emerging Core Strategy seeks to ensure that local centres should be the focus for appropriately sized local supermarkets and small local shops to meet people's day to day needs and minimise their need to travel.
- 4.43 They are also central to the concept of social inclusion and self-sufficiency, and play an important role in ensuring a sense of community.
- 4.44 Many village shops and amenities are required on a daily or frequent basis and so it is important that they are located close to where people live. For this reason, Burley's retail centre has grown up along the predominantly residential roads of Station Road and Main Street. Although the shopping along these routes should be strengthened, the village centre viability also depends on retaining and developing a wide range of other activities including recreation, offices, community facilities (such as libraries, meeting halls, community centres), restaurants, cafes, drinking establishments and hot food takeaways as well as residential dwellings. Typically, existing businesses in the village centre are small independent traders, occupying fairly small units, and will take a very low proportion of all the retail expenditure available within Burley. The leakage

of expenditure to centres such as Ilkley, Otley and Guiseley, which have a range of convenience retail supermarkets, detracts from the role of Burley as a significant shopping centre.

- 4.45 Due to their importance, village centre shops, community buildings and amenities need to be protected, wherever possible, unless the local demand has dropped to such an extent as to make the facility economically unviable in the long term. At the same time, this Plan seeks to ensure that established shops, facilities and services are able to develop and modernise in a way that is sustainable, and retained for the benefit of the community.

Bradford RUDP ‘Saved’ Policies

UDP6, CR1A, CR3A, TM2, D1

Emerging Bradford Core Strategy

SC4, WD1, EC5

National Planning Policy Framework (NPPF)

Section 3 Supporting a prosperous rural economy

Section 8 Promoting healthy communities

Vacant Retail Space

Justification

- 4.46 There is vacant retail space in the village following the closure or relocation of businesses. This unused retail space reduces the reason for people to shop in Burley. Closed shops with a derelict appearance, also look unsightly and set the expectation that there is not much to see or reason to buy in the village if some shops are being forced to close.

Action for the Parish Council - Action 1

Burley Parish Council will support local groups or associations who wish to make use of temporary vacant retail space for public and community purposes, subject to the need for any planning permission that may be required

Protecting Local Employment Opportunities

Policy BW9 - Protecting Existing Employment Premises – Business and Industrial Developments Falling Within Use Classes B1, B2, B8³

The retention of existing employment land and buildings will be supported. Where planning permission is required, re-development for non-employment uses or change of use of existing employment premises will only be permitted when:

- a) The employment premises have been empty for at least two years and during that time actively marketed for employment use at the current local market rate without securing a viable alternative employment use**

Justification

- 4.47 Permitted development rights currently apply in respect of the change of use from retail uses, other town centre uses and B1(a) office use, to C3 residential use. This is subject to Prior Approval being sought. For a property to benefit from C3 use (see SI 2016 No. 332 in relation to change of use of offices to dwelling houses), development must be completed within three years starting with the prior approval date.
- 4.48 However, it should be noted that permitted development rights currently apply in respect of the change of use of premises from a B8 storage and distribution use under 500 m² to C3 residential use. This is subject to a number of criteria being met and subject to Prior Approval being sought and impact on the sustainability of adjoining uses. For a property to benefit from C3Use, the use must begin within three years of the Prior Approval date.
- 4.49 The NPPF stresses that planning policies should support economic growth in rural areas in order to create jobs and prosperity (paragraph 28). This is reflected in the results of the consultation exercises which showed support for commercial activity in the parish. This policy approach is currently supported by ‘saved’ Policy E4 of the Replacement Bradford UDP, and by Policy EC4 of the emerging Core Strategy.

³ Town and Country Planning (Use Classes) Order 1987 (as amended)

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse/>

B1 Business - Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.

B2 General industrial - Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).

B8 Storage or distribution - This class includes open air storage.

Action for the Parish Council - Action 2

Burley Parish Council will:

- Increase the visibility of local business promotions on the Burley website
- Create a list of available business meeting space/or temporary office space for home workers to meets customers/suppliers, conduct interviews, etc.

OBJECTIVE 4 – To promote a suitable level of car parking in accessible locations

Background

- 4.50 This section of the Neighbourhood Plan sets out the policy that will be used to deliver an appropriate level of car parking, support enhanced public transport and minimise the impact of additional traffic. As a result of the expansion of the village in recent years, car parking and road safety have become major issues.
- 4.51 Cars and lorries are part of everyday life. Maintaining and protecting the quality of life against a background of growing traffic volumes is a challenge facing most rural communities, and in this Burley, is no exception. Burley depends on road transport for connections and communication. Modern travel patterns and transport place pressure on the historic form of Burley and the rural landscape in which it sits.
- 4.52 This has often resulted in standardised road layouts, signage and lighting which has eroded local distinctiveness. Understanding what makes a successful street has changed in recent years as more has been learnt about speed, safety and driver behaviour. In summary, current thinking is that if drivers should behave as though they were in a village, then it should feel like a village. Good village street design is all about context. Traffic speeds tend to be lower in villages where drivers can easily identify the centre. The heart of a village may be obvious to those who live there but conventional highway engineering can easily ignore or erode the subtle clues that help to define the core, making it harder to communicate a sense of place to passing drivers. The more each feature of a place can be emphasised, the easier it is for drivers to recognise and respond to the village context.
- 4.53 Historic traffic patterns created through the 18th and 19th centuries moulded and explain Burley's shape and form along Main Street and Station Road. Such patterns change over time. This Plan seeks to find ways to respond to the demands for rural transport and the growing volume of traffic, whilst at the same time protecting and promoting the attractiveness and viability of the village. It outlines ways in which local residents can become more closely engaged with ideas and initiatives to improve the relationship between people, places and traffic.



This photograph shows mid-week parking. Pressure is much greater in the evenings and at weekends.

- 4.54 Parking in Burley is free, and is seen by local people as vital to supporting its shops. However, local people are concerned about the impact of traffic on the village centre and the availability of parking spaces. During the public consultations, car parking problems in several parts of the village were raised as modern needs require sufficient parking spaces. Demand for parking is likely to increase, and there will be a need for Burley Parish Council to liaise with those bodies responsible for parking in order to ensure that it continues to support the village centre.

Action for the Parish Council - Action 3

Burley Parish Council will liaise with bodies responsible for the provision of car parking to deliver improvements to:

- Reduce congestion along Main Street
- Reduce congestion along Langford Lane
- Continue working with Bradford Council on their Parking Review and implementation of parking controls near the station
- Increase parking at the station, in discussion with Railtrack

New Car Parking in Residential Development

Policy BW10 – Design of New Car Parking in Residential Development

New housing development will need to address the car parking needs it generates as set out in the Bradford Core Strategy DPD.

Wherever possible, car parking should be accommodated within the curtilage of the dwelling in the form of garages, undercroft parking and/or car parking spaces and designed to minimise their visual impact and complement the development that they serve.

Justification

- 4.55 The Village Design Statement sets out what is special about the settlements in the parish and highlights considerations that should be taken into account in planning for new developments, including the need for new development to retain views of the open countryside from street level. Within the Conservation Area, the quality of the environment, sense of place and aesthetic appeal is emphasised (Burley-in-Wharfedale Conservation Area Assessment, 2004).
- 4.56 The way in which car parking is designed into new residential development can have a major effect on the quality of that development and its setting. Cars parked on the street and in front of dwellings can seriously detract from the character and quality of a place.
- 4.57 Minimising the visual impact of parked cars can allow the buildings and landscape to dominate instead. Residents must be provided with safe and convenient access to their cars. Hiding cars away in rear courtyards can lead to problems of crime and lack of personal security due to a lack of natural surveillance. There is also a need to include some on-street parking for visitors and deliveries.
- 4.58 For in curtilage parking, the following principles should be considered:
- Garages must be large enough to be useable (internal dimensions of 6.0m x 3.0m are required);
 - Garages should be designed to reflect the architectural style of the house they serve;
 - Garages should be set back from the street scene;
 - Parking should be located so that it does not dominate the street scene; and
 - Where parking is located in front of houses, the street and landscaping should be designed to minimise their visual impact e.g. by incorporating planting between front gardens
- 4.59 In the case of parking that cannot be provided in-curtilage, the following principles should be considered:

- Rear parking areas should be kept small and serve no more than six homes so that there is a clear sense of ownership;
- Large parking courts to the rear of dwellings should be avoided; and
- Parking should be designed into courts and mews to the fronts of dwellings, where the spaces can form not only a functional space for cars but an attractive setting for the buildings

Bradford RUDP ‘Saved’ Policies

TM12, TM19A, D1

Emerging Bradford Core Strategy

SC4, TR2, DS1, DS4

National Planning Policy Framework (NPPF)

Section 7 Requiring good design

OBJECTIVE 5 - To protect and enhance leisure and open space opportunities

- 4.60 This section of the Neighbourhood Plan sets out the policies and proposals that will be used to deliver improved leisure and open space. In so doing it sets out how the social infrastructure requirements arising from new development in terms of open space, sport and recreation will be assessed when planning applications are determined.

Background



- 4.61 All of Burley’s green spaces, including parks, allotments, front gardens and private and publicly accessible spaces, contribute towards the character of the village, providing resources of nature conservation, recreation and community value. The village appreciates these spaces, and the BWNDP seeks to ensure that they are protected and enhanced.

- 4.62 At the October 2014, public participation event, over 90% of respondents stated that the characteristics they liked most about Burley were the rural atmosphere, and the easy access to the country side. Indeed, 82% also stated that they considered the village activities and community groups the most important feature of living in Burley. The Neighbourhood Plan therefore reflects this sentiment and sets out specific polices for Burley’s open space, recreation and community facilities.
- 4.63 This public participation event also sought to identify how important residents considered specific village facilities. Responses showed that, whilst all village facilities are considered important, Grange Park and local shopping stood out as the most significant with around 9/10 respondents considering them highly important.



Water Feature Village Green

How important to you, individually or as a family, are the following village facilities?

Burley House Field
The Village Green
Grange Park and the Bowling Green
Recreation Ground
Grange Park play equipment
Scalebor football field and pavilion
Proposed Greenway
Riverside footpath and bridge over the River Wharfe
Allotments
Local Shops

Not important	Highly important
14%	65%
6%	71%
1%	89%
8%	76%
16%	73%
23%	57%
13%	66%
17%	65%
29%	48%
2%	90%

4.64 Everyone in Burley should be able to enjoy open spaces, sport and active recreation as an integral part of everyday life. Given the requirements to meet expanding housing needs, we need to prevent any over burden of existing services arising from new development. Extra people using, for example, play, recreation or social facilities can cause an unacceptable strain on the existing residents. Adequate social infrastructure provision needs to be in place to accommodate the needs created by new development.

4.65 The precise demand for social infrastructure changes in the future is difficult to predict accurately. Although the BWNDP makes several specific recommendations, it also outlines the principles by which future change will be assessed and prioritised.

4.66 Providing for a better heritage and improving and protecting the natural environment for future generations will be achieved by:

- Supporting the allotments in the village
- Protecting Burley’s green spaces
- Providing additional allotments to reduce the 104 on the waiting list

4.67 Our community engagement work during the development of the neighbourhood plan revealed the following:

How important to you, individually or as a family, are the following village facilities?	Not important at all				Highly important
<i>(Please tick)</i>	1	2	3	4	5
Burley House Field	9	4	26	23	59
The Village Green	1	4	29	22	66
Grange Park and the Bowling Green	0	1	11	21	90
Recreation Ground	4	8	18	20	69
Grange Park play equipment	6	14	14	22	62
Scalebor football field and pavilion	11	19	26	20	42
Proposed Greenway	7	6	24	29	48
Riverside footpath and bridge over the River Wharfe	15	9	22	24	50
Allotments	16	18	25	17	42
Local shops	2	0	11	21	87

Local Green Spaces

Policy BW11 – Protecting Local Greenspaces

The area of land listed below and identified on Map 6 are designated as Local Green Spaces. New development will not be permitted other than in very special circumstances.

- a) Grange Park;
- b) Recreation Ground;
- c) Cricket Ground
- d) Sun Lane Nature Reserve
- e) Manse Crescent Wildflower Garden
- f) Victoria Park
- g) Village Green
- h) Burley House Field
- i) The Lawn/Main Street

Justification

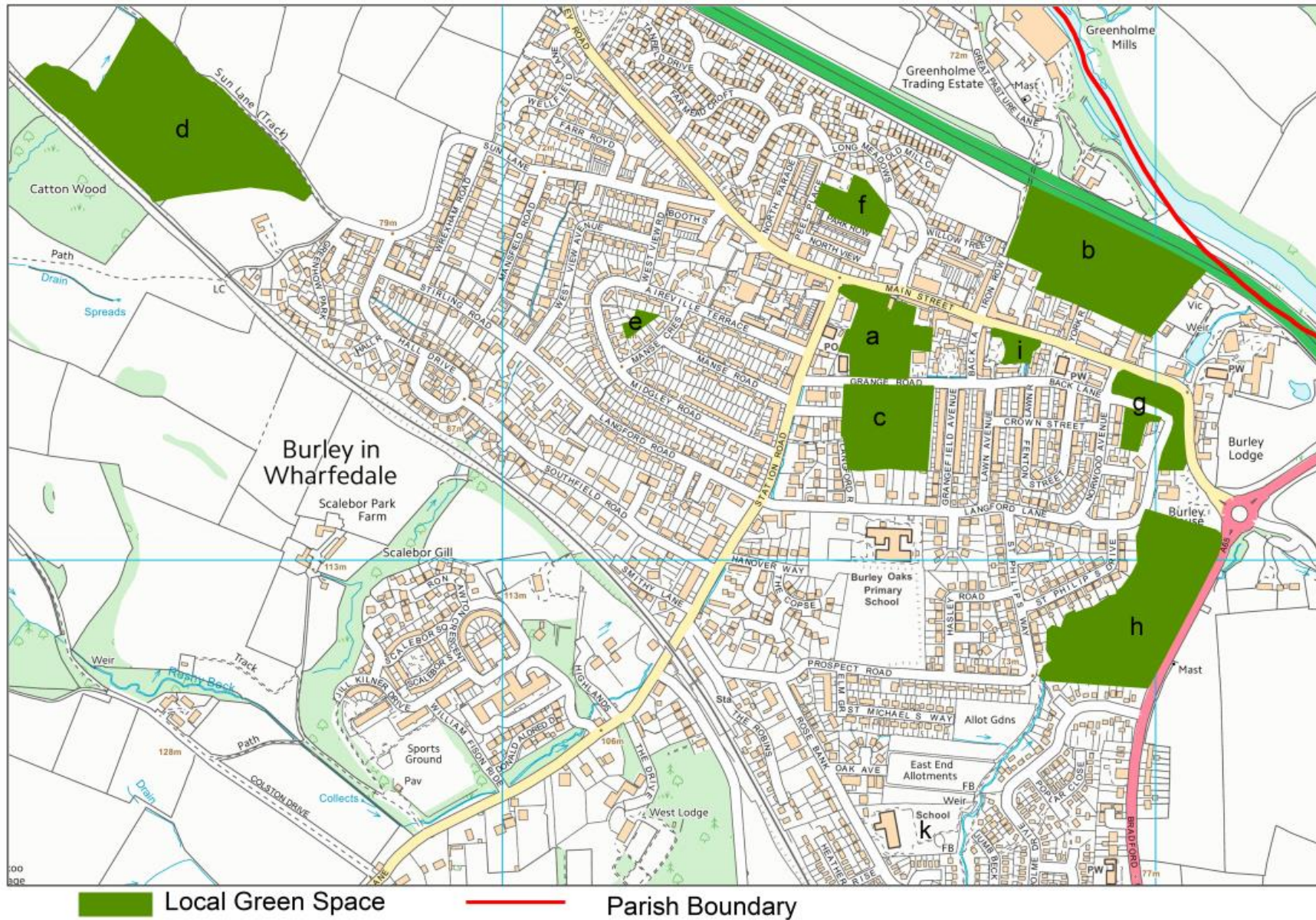
- 4.68 In a rural setting, such as Burley, green spaces like local beauty spots, wildlife habitats or playing fields are important for healthy activities and village life. The National Planning Policy Framework (NPPF) published by the Department for Communities and Local Government in March 2012 provides communities with a means of protecting local green areas as a Local Green Space. Local Green Space designation is a way of providing special protection against development for green areas of particular importance to local communities. Although much of the countryside around Burley is protected by Green Belt policy, Local Green Space designation serves to identify areas that are of particular importance to the local community within the settlement. Designating a green area as Local Green Space would give it protection consistent with that in respect of Green Belt. Management of land designated as Local Green Space will remain the responsibility of its owner.
- 4.69 The National Planning Policy Framework (NPPF) states that a Local Green Space must be:
- in reasonably close proximity to the community it serves
 - demonstrably special to a local community and hold a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - local in character and is not an extensive tract of land

The loss of such spaces should only be allowed in very special circumstances.

Local Green Space Assessment –

	Open Space	Proximity to the Community	Demonstration of Special Value to Local Community	Local Character
a.	Grange Park	Located in the heart of the village	Public amenity and green lung in the centre of the village with bowling green. The park has mature trees, flower beds and seating. It provides an informal space due to be refurbished for children to play, families to meet and gentle strolls. The Youth Shelter is actively used. It is used for local events including the Summer Festival. The Bowling Club is in use throughout the season with numerous visiting teams A footpath surrounds the site which is accessible to all. Identified as a key open space with important trees in the Burley-in-Wharfedale Conservation Area Appraisal, 2007	Area: 1.28ha Area of mown grass and trees which makes an important contribution to the character of the Conservation Area. Bowling Green
b.	Recreation Ground	A green lung in the middle of Burley between Main Street and the A65	The recreation ground has an abundance of deciduous and coniferous trees and is bounded by hedges, all of which contribute to the green feel of the area. It acts as a buffer between the village and the A65. Identified as a key open space with important trees in the Burley-in-Wharfedale Conservation Area Appraisal, 2007. Used by local football teams and for skate boarding and other activities. Multi Use Games Area. Summer activities, Summer Festival and dog show.	Area: 3.45ha Area of grass and trees important to the setting of the village from the north and provides recreational facilities for the local population Football pitches

Map 6 – Local Green Spaces



Local Green Space Assessment –

	Open Space	Proximity to the Community	Demonstration of Special Value to Local Community	Local Character
c.	Cricket Ground	Located in the heart of the village close to Grange Park	Sports facility for local groups, including women's and under 14s teams. Offers opportunity for recreation and provides an area of tranquillity in the centre of the village Identified as a key open space with important trees in the Burley-in-Wharfedale Conservation Area Appraisal, 2007. Annual vintage car rally.	Area: 1.66ha Area of mown grass with large sports pavilion which makes an important contribution to the character of the Conservation Area. It helps to retain the connection of the settlement with the countryside and is important to its amenity
d.	Sun Lane Nature Reserve	Situated on the western edge of the village	A local nature reserve of importance for its biodiversity value which is open to the public Used by Scouts and Guides/Duke of Edinburgh Award.	Area: 5.58ha Former village tip which is now a wildlife area incorporating reed beds and watercourses. Managed by the Burley Village Wildlife Group
e.	Manse Crescent Wildflower Garden	Located in a residential area on the western edge of the village	Local open wildlife and orchard area and habitat. Local residents support the wildlife garden through maintenance and use. Rainbows and Brownies look after the garden throughout the year.	Area: 0.08ha
f.	Victoria Park	Located within a residential area	Green lung Designated local play area Includes the HQ for the Scouts and Guides Provides an area of tranquillity with low levels of artificial noise from vehicles or industry Used by Scouts and local football teams for training and exercise. Firework Displays.	Area: 0.55ha Area of mown grass
g.	Village Green	Close to residential areas in the eastern part of Burley	An area of tranquillity in the centre of the village that is used for informal recreation and community events including sports days. A local habitat and important feature in the Conservation Area	Area: 0.77ha Area of mown grass with trees and garden area Important to the setting of the Listed St Mary's Church and The Malt Shovel

	Open Space	Proximity to the Community	Demonstration of Special Value to Local Community	Local Character
h.	Burley House Fields	In the eastern part of the village close to residential areas	Local habitat dating back to 1847. Important in maintaining the open aspect of this part of the village and provides the setting for Burley House (a Grade I Listed Building) and other buildings within the Conservation Area	Area: 3.43ha Open area with trees and recently planted fruit trees
i.	The Lawn/Main Street	In the centre of the village	A feeling of escape from the hubbub of the village and providing quiet contemplation	Area: 0.22ha

Bradford RUDP ‘Saved’ Policies

UDP2, BH10, OS8

Emerging Bradford Core Strategy

SC6, EN1

National Planning Policy Framework (NPPF)

Section 8 Promoting healthy communities

Existing Allotments

Policy BW12 – Protecting Existing Allotments

The following sites, shown on Map 7, are protected for allotment use:

- a) East End Allotments, off Prospect Road
- b) Aireville Terrace Allotments
- c) Prospect Road Allotments

The redevelopment of allotments for other uses will not be permitted unless:

- a) replacement provision is made, of at least equivalent quality, where it will be located at reasonable convenience for the existing plot holders; or
- b) where clear and significant social, economic and environmental community benefits can be derived from the proposal; or
- c) community support for the allotments is demonstrably negligible; and
- d) The loss of open space does not lead to a deficiency in the area, taking into account the most recent assessments of existing provision and future proposals for growth; and

- e) **The site is not suitable to meet any identified deficiency in other types of open space.**

New Allotments

Action for the Parish Council - Action 4

Burley Parish Council will support proposals for new allotments, including in the Green Belt, when:

- a) They are within reasonable walking distance of residential areas and local schools;
- b) The siting would not impact on existing residential amenity; and
- c) Any impact on the Conservation Area is mitigated

Proposals within the Green Belt will be required to preserve the openness of the Green Belt and not conflict with the purposes of including land within it. Where buildings are proposed that are acceptable in principle, they will be required to be sited adjacent to the built-up area, where this is possible.

In order to provide a better geographic spread across the Parish opportunities to develop new allotments will be sought in the following locations:

- Bradford Road
- Menston Old Lane
- East end of village
- West end of village
- Moor Lane
- Iron Row



The Parish Council are in discussions with Bradford MDC to use part of the above Recreation Field on Iron Row for up to 60 additional allotments.

Justification

- 4.70 Allotments are recognised as a catalyst for encouraging sustainability, healthier living and social interaction as well as a resource for local food growing. Indeed, gardening is an activity that is increasing in popularity and is accessible regardless of income, education, ethnic background and age. They have an important role to play in meeting the Government’s aim of promoting healthy communities (section 8 of the NPPF). Some allotments in the village are protected under ‘saved’ Policy OS6 of the Replacement UDP and there is protection for existing recreation open space, including allotments in the emerging Core Strategy (Policy EN1).
- 4.71 Allotment schemes themselves are typically low-cost compared to the benefits they bring, and they provide a broad range of benefits to the community and the environment. Contact with the natural environment and green space promotes better physical and mental health, and self-esteem. The Parish Council recognises the unique role of allotments as places which bring all sections of the community together. However, it is important that, where new allotments are proposed, these do not have an adverse impact on sustainable travel patterns and the need to reduce journeys by car, or on valued environments, such as the Conservation Area. New allotment provision within walking distance of homes, typically around 400 metres, is therefore encouraged. Where there may be an impact on elements of the village that give it its distinctive character, e.g. the Conservation Area, mitigation measures, such as appropriate landscaping and sympathetic boundary treatment may be required.
- 4.72 Although once sited on the outskirts of the village, given the growth in housing in Burley in recent years, existing allotments are now situated centrally within the village, which makes their locations a prime target for housing development. The BWNDP includes policies to protect existing allotments within Burley, along with investigating opportunities to create new allotments where this can be achieved without spending public money. It is recognised that it may be possible to replace existing provision in a different location in instances where this replacement provision is equally accessible to existing plot holders or where benefits to the community may be secured through re-provision e.g. an increase in quality or quantity.

Bradford RUDP ‘Saved’ Policies

OS6

Emerging Bradford Core Strategy

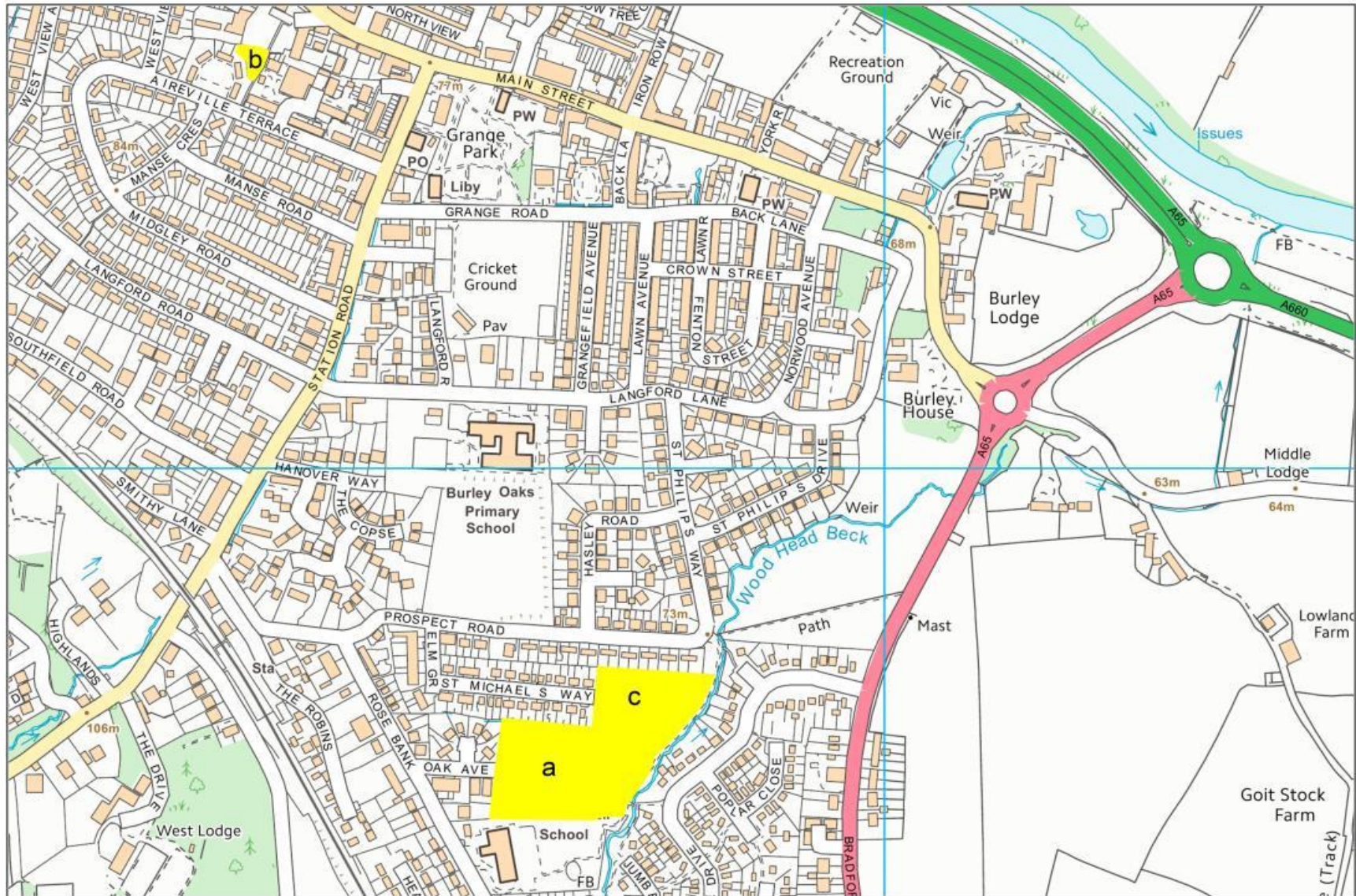
EN1

National Planning Policy Framework (NPPF)

Section 8 Promoting healthy communities

Section 9 Protecting Green Belt land

Map 7 – Existing Allotments



 Existing allotments

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OBJECTIVE 6 - To increase access by foot and cycle throughout the Parish and into adjoining areas

- 4.73 This section of the Neighbourhood Plan sets out the policies and proposals that will be used to increase the level of walking and cycling both within Burley and to surrounding areas.

Background

- 4.74 Burley is enjoyable for many reasons, not least of which is its proximity to open countryside and a network of footpaths and bridleways. There are several benefits of footpath, bridleway and cycleway networks since they support sustainable transport, recreation, tourism, the local economy, health and general well-being. These features are an important consideration for linking communities and social facilities, and an essential transport mechanism if Burley is to manage the impact of the limited car parking that is available in the village. They also play a major part in the development of the recreational potential of Burley. Indeed, Burley is well placed for those wanting to undertake longer distance routes for exercise or pursuing treks as a hobby, bringing additional visitors into Burley and in so doing supporting the local economy



To celebrate Le Tour de France in July 2014 the Scouts and Guides built a model of the Eiffel Tower in a garden on Main Street the site of which soon became a European Tourist attraction

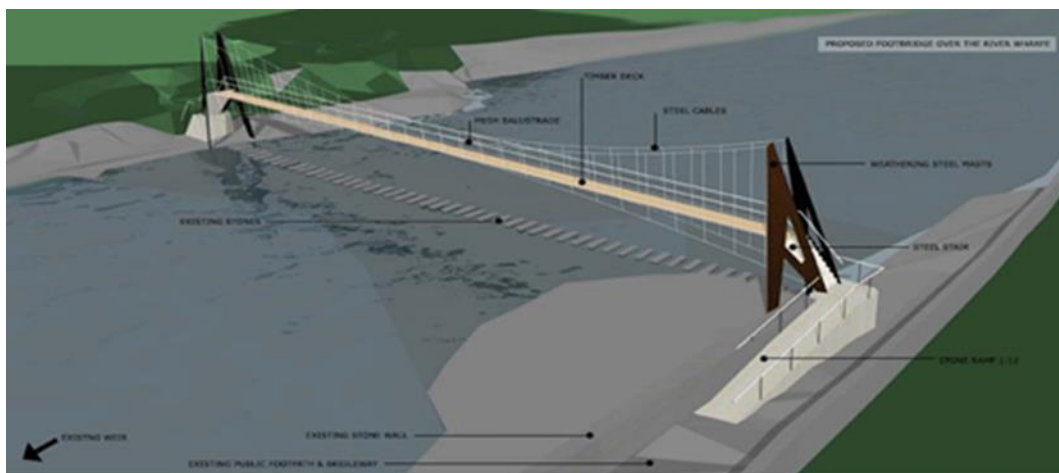
Walking and Cycling and Bridlepaths

Policy BW13 – Walking and Cycling Routes and Bridlepaths

Development proposals should, where appropriate, protect and enhance the existing pedestrian and cycling network and bridlepaths. In particular, enhancing the inter-connectedness of the network of foot, cycle and bridlepaths should be incorporated in designs. Every opportunity should be taken to improve the inter-linking of the network so that it becomes more useful to the public.

Justification

- 4.75 Footpath and cycles ways are important for both commuting and recreation. For short distance commuters (e.g. school children and those travelling to Otley and Ilkley) users require direct routes from A to B. Such routes should also provide safe and pleasant access to and from public transport, and local facilities. For recreation, families look for attractive circular routes. Recreational routes are preferred where they are away from traffic, offer open space on one side and, whenever possible, have a good surface for pram-pushing, walking and cycling). In both instances, they are most popular when free from stiles and gates. The neighbourhood plan seeks to protect and enhance the existing network of routes and support the development of new routes. The existing public rights of way network record is held by Bradford Metropolitan District Council.
- 4.76 The Burley Village Design Statement which was published in 1999 and adopted as a Supplementary Planning Document by Bradford Council in 2003, recommends that any future development in and around Burley should maintain and enhance the footpath and snicket system which provides traffic-free movement and links to the countryside. Cycle routes and footpaths should be incorporated in new developments and link into the wider network.
- 4.77 In the October 2014, public participation events, 65% of respondents said they were in favour of a new riverside footpath and a bridge over the River Wharfe. The Burley Bridge Association campaigns to build a pedestrian bridge across the River Wharfe at Burley in Wharfedale. Given the access to a new range of footpaths in North Yorkshire that this will bring, Burley Parish Council supports the principles which underpin this campaign. Planning permission has been received for the bridge and the principle of long term maintenance agreed. The Parish Council supported planning submission for the bridge and working with The Burley Bridge Association with fund raising initiatives.



Drawing of the proposed Burley Bridge

- 4.78 The Wharfedale Greenway is a proposed green route for everyday journeys by bike or on foot and horse to stations, schools and shops; linking Pool-in-Wharfedale, Otley, Burley-in-Wharfedale and Menston. The Parish Council supports the vision to create a traffic free walking and cycling route along the remains of the former railway. The greenway will provide a direct route to Menston and Burley railway stations, link Pool-in-Wharfedale to Otley and make a safer route to school for children travelling to St Mary's in Menston and Prince Henry's in Otley.

Action for the Parish Council - Action 5

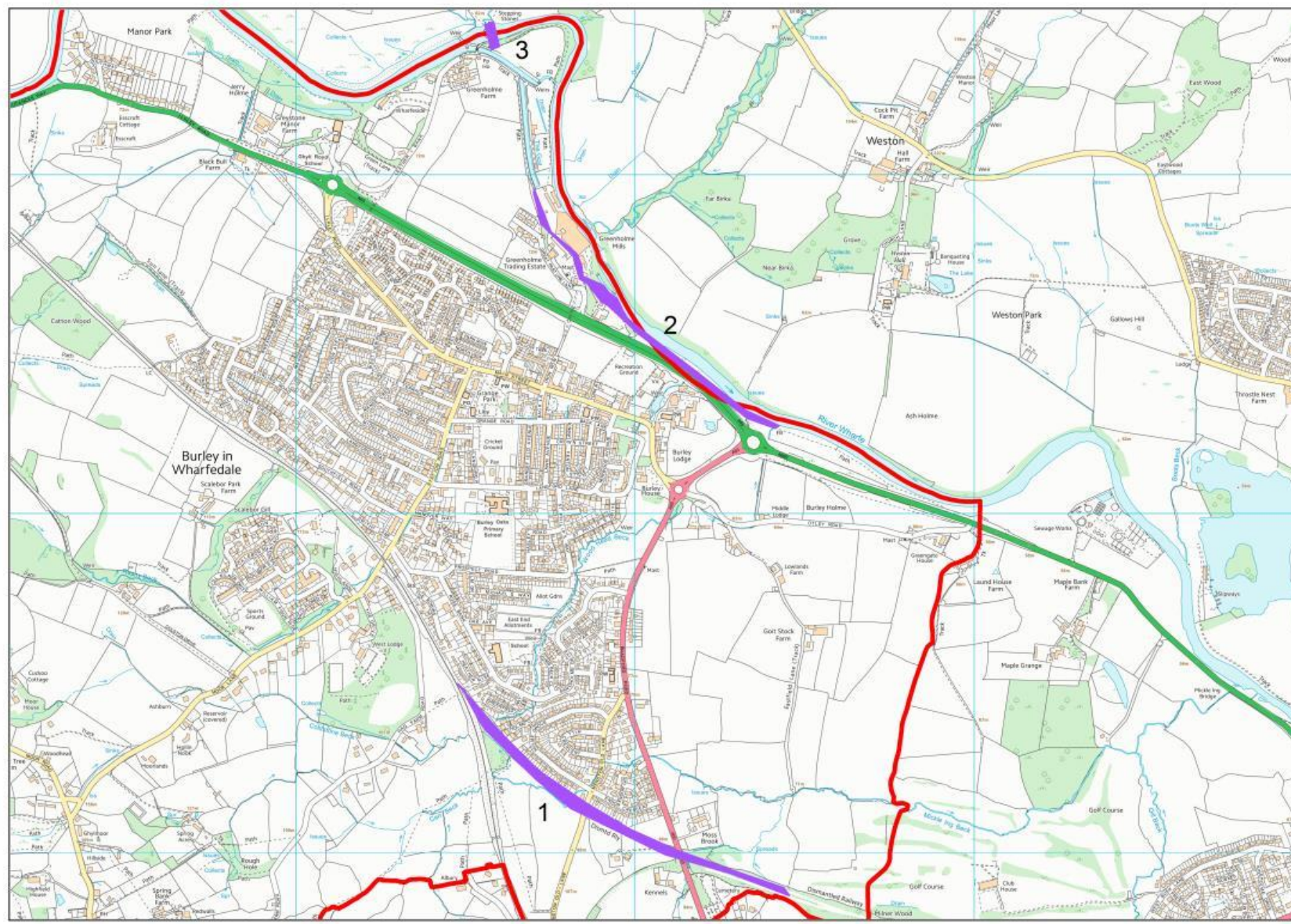
The following new routes shown on Map 8, will be safeguarded, supported and where appropriate, developer contributions will be sought to assist in their implementation.

- 1) A walking/cycling route along the disused railway line, the Wharfedale Greenway.
- 2) A riverside walk through Greenholme Mills, connecting to the Goit and existing footpath to the east end of the village adjacent to road islands.
- 3) Pedestrian bridge over River Wharfe.

The construction of the pedestrian bridge over the River Wharfe should ensure that there is no increase in flood risk. Under the terms of the Water Resources Act 1991 and the Yorkshire Land Drainage Byelaws 1980, the prior written consent of the Environment Agency will be required.

Where appropriate the Parish Council will expect new development proposals to protect, enhance and provide links to the above proposed routes.

Map 8 – Walking and Cycling Routes and Bridlepaths



Bradford RUDP 'Saved' Policies

UDP7, TM8, TM10A, D1

Emerging Bradford Core Strategy

SC6, WD1, TR1, TR3

National Planning Policy Framework (NPPF)

Section 4 Promoting sustainable transport

Section 7 Requiring good design

Section 8 Promoting healthy communities

Design of New Foot, Cycle and Bridlepaths

Policy BW14 – Design of New Foot, Cycle and Bridlepaths

When new development is proposed, improvements to the foot, cycle and bridlepath network should be incorporated where appropriate. In incorporating such improvements, the following should be considered:

- a) Where significant mixed pedestrian, horse and cyclist traffic is expected, the way needs to be of appropriate width to allow all traffic to pass easily and, where practical, different classes of user should be provided with their own space.**
- b) The surfaces of the foot/bridle/cycle paths should be appropriate for their use and the amount of traffic expected;**
- c) In order to assist the less able and those pushing buggies, etc. gates, gaps and stiles should be as easy to use as possible. On bridlepaths, gates should allow operation by riders without the need to dismount;**
- d) When a development fronts an existing road, 'behind the hedge' routes should be considered to take walkers, cyclists and horse riders off the road.**
- e) New foot, cycle and bridle paths can often usefully be combined with 'green wedges' and 'wildlife corridors' thus also fulfilling the need to protect and enhance both the ecology and landscape (see also Policy BW15). Every opportunity should be taken to create new routes and to link up with any existing routes, although care needs to be exercised in planning where users can re-access the highway.**

Justification

- 4.79 In terms of promoting healthy communities, achieving social inclusion and encouraging sustainable travel patterns, it is important that the pedestrian/cycle/bridlepath network is as accessible as possible to all users. The surfacing of these routes should be appropriate for their use and the amount of traffic expected. For example, cycleways need an all-weather surface, otherwise they soon become too muddy for general use, and some bridlepaths can be so cut up by horses that the surfaces become difficult for use by pedestrians.
- 4.80 Where a cycle track runs alongside a footpath, best practice⁴ is to segregate the two. If this is not possible, appropriate tactile surfaces should be used to identify the cycle and pedestrian paths. All accessible path surfaces should be compact, firm, stable, non-slip and as obstacle free as possible.

Bradford RUDP 'Saved' Policies

TM8, TM10A

Emerging Bradford Core Strategy

SC6, WD1, TR1, TR3, DS4

National Planning Policy Framework (NPPF)

Section 4 Promoting sustainable transport

Section 7 Requiring good design

Section 8 Promoting healthy communities

Objective 7 – To improve quality of life and adapt to a changing climate by increasing access to the natural environment

- 4.81 This section of the Neighbourhood Plan sets out the policy that will be used to promote access to nature, thereby helping to improve the quality of life in the Parish.

Background

- 4.82 The NPPF highlights the importance of planning to support the transition to a low carbon future in a changing climate. It also indicates that the planning system can play an important role in creating healthy, inclusive communities. Green infrastructure can be effective in meeting both of these objectives.

Green Infrastructure

- 4.83 Green infrastructure is the network of green spaces, natural elements and pathways that intersperse towns and villages. It includes watercourses and wetlands, sometimes called 'blue infrastructure'.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3695/inclusive-mobility.pdf⁴



Policy BW15 – Green Infrastructure

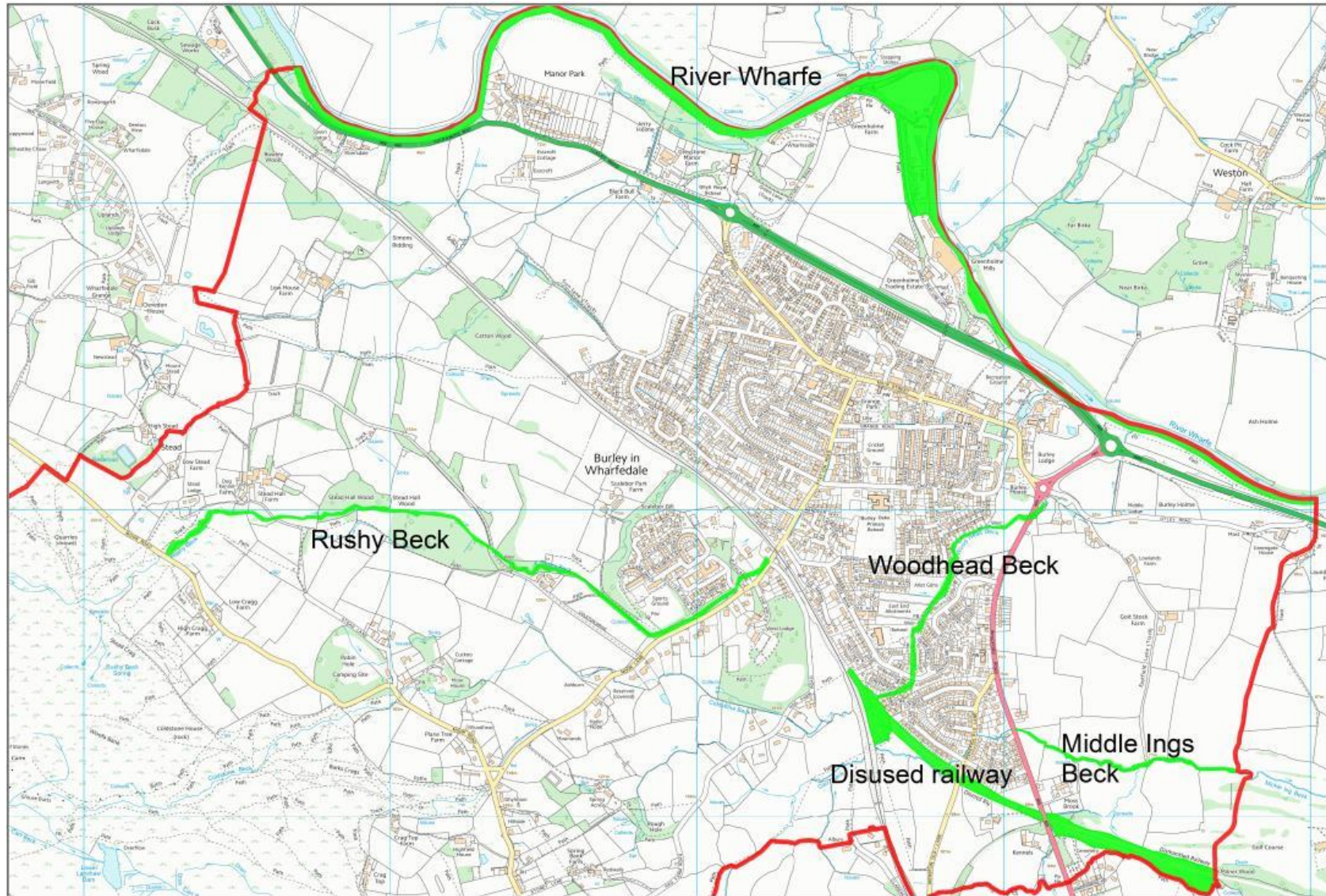
Where appropriate, development proposals will be expected to protect and enhance existing Green Infrastructure by:

- a) Retaining and enhancing the River Wharfe, beck valleys and disused Burley Railway green links and corridors (see Map 9); and**
- b) Improving walking, cycling and horse riding along and to and from these green links and corridors (see also Policies BW13 and BW14); and**
- c) Protecting greenspaces and improving access to greenspaces along these links and corridors (see also Policy BW11); and**
- d) Retaining, creating and enhancing habitat, biodiversity and ecological networks along these links and corridors.**

Justification

- 4.84 Burley's green infrastructure assets include its landscape, its river valley, its wildlife sites, its woodland areas, and its network of green corridors. These assets provide a range of important benefits. They help attract economic growth and investment, encourage tourism, promote health and well-being, provide for recreation and leisure, support biodiversity and play a vital role in climate change adaptation and mitigation.
- 4.85 The emerging Bradford Core Strategy does not identify the District's Green Infrastructure although Strategic Core Policy 6 (SC6) indicates that plans and policies should support and encourage the maintenance, enhancement and extension of networks of multi-functional spaces, routes and key areas of Green Infrastructure and identifies the Wharfe river corridor as a strategic Green Infrastructure asset. Green Infrastructure is considered to be land which already contributes towards, or has the potential to contribute towards the following:

Map 9 – Green Infrastructure



 Green Infrastructure

- retention, creation and enhancement of important habitats and ecological networks;
- resilience to climate change and sustainable design;
- important attributes of natural greenspace, connectivity to other green spaces and a local need for open space;
- valued landscapes and local distinctiveness and amenity;
- historic parks and landscapes and the setting for heritage assets;
- improving opportunities for walking, cycling and horse riding, establishing strategic green links and enhancing the rights of way network.

4.86 In the Burley-in-Wharfedale context, Green Infrastructure can therefore be said to include the village’s landscape setting, the river valley and water features, including becks and ponds, local greenspaces, gardens and existing and proposed walking and cycling routes and the neighbourhood plan provides an opportunity to enhance the wider green infrastructure network at the local level.

4.87 It is important that the benefits of green infrastructure are maximised and that opportunities to enhance and link green infrastructure assets are not lost when development takes place.

Bradford RUDP ‘Saved’ Policies

UDP7, TM8, D1

Emerging Bradford Core Strategy

SC1, SC6, EN1

National Planning Policy Framework (NPPF)

Section 4 Promoting sustainable transport

Section 7 Requiring good design

Section 8 Promoting healthy communities

Section 11 Conserving and enhancing the natural environment

OBJECTIVE 8 - To support education, health and community facilities

4.88 This section sets out policies to maintain and support the provision of new community facilities.

Background

4.89 Bradford MBC acknowledges that existing education services in Burley are, in many instances, already operating at full capacity. For example, the Parish Council is aware that Burley Oaks and Burley Woodhead Primary Schools are at near capacity but are well positioned within the village to serve the local community. Ghyll Royd, a private school with 25% Burley pupils, also plays a community role, such as strong support for Le Tour in 2015.

- 4.90 The Parish Council is aware that both state schools have room for expansion and this is the appropriate way to deal with any future growth of the settlement. This would support any future development and minimise the need to travel to and from the sites.
- 4.91 Bradford MBC points out that senior school provision affects an area much greater than that of the parish. The Parish Council is aware that the scale of development proposed for the whole of the Wharfe Valley is some 5,900 homes but the senior schools within the catchment of the Wharfe are already at near capacity.
- 4.92 Wharfedale Action for School Places states that within the three Valley’s Confederation there are 6 secondary schools that have total admissions of 1355 year 7s per year. Based on existing population figures, there will be more Year 7s than places from September 2017. In an attempt to overcome this problem and accommodate the current population, Ilkley Grammar School is proposing to increase their Pupil Admissions Number to enable all the pupils within their priority one catchment area to attend the school. They are currently undergoing the public consultation process for this proposal. The Parish Council is concerned that the priority one catchment area does not include Menston or parts of Addingham. They have also stated that the increased PAN cannot allow for additional capacity from new housing, due to their inability to expand on a land locked site. With no spare capacity from September 2017 and 405 Bradford State Education district pupils already being educated outside Bradford, there is a strong case for either expansion of the 6 existing secondary schools or a new school.
- 4.93 The preceding paragraphs set out the views and concerns that emerged through the extensive community consultation on education undertaken by the Parish Council.
- 4.94 Generally, the community engagement returns expressed concerns about education with the exception of pre-school.

How well do you think the village is served with educational facilities? (Please tick)

	Don't Know	Poor	Satisfactory	Good	Very Good
	1	2	3	4	5
Pre-School					
Play groups	24	1	28	35	37
Day Nursery provision / child minding	23	1	29	36	39
Parent & toddler groups	31	1	27	37	29
Nursery places	31	4	26	33	29
Primary school					
Child places available	26	24	41	23	10
Breakfast Clubs	37	6	32	27	18
After School Clubs	35	9	32	27	20
Holiday Clubs	36	40	25	12	7
Secondary School					

Child Places available	26	52	36	8	3
Youth Services					
General Provision	32	43	37	8	1
Adult learning					
General opportunities	29	50	33	11	1

Maintaining Adequate Health Facilities

Action for the Parish Council – Action 6

The Primary Care Trust have confirmed that maintaining adequate health facilities is kept under constant review

Burley Parish Council will:

- Work with the Primary Care Trust to ensure that any proposed increase in housing in Burley will be included in this review process

New or Extended Community and Health Facilities

Policy BW16 – Supporting the Development of New or Extended Community and Health Facilities

The development of new and extended community and health facilities such as village halls, community halls, library, indoor sports facilities, schools and doctors / dentists’ surgeries will be supported provided that:

- It meets the demonstrable needs of the local community; and**
- It does not have an unacceptable traffic impact or exacerbate parking problems; and**
- It has good links to residential areas; and**
- It is easily accessible by walking, cycling and public transport; and**
- It meets the requirements set out in Policy BW11**

Existing Community Facilities

Policy BW17 – Protecting Existing Community Facilities

The following community facilities will be protected for community use:

- a) Queen's Hall
- b) St Mary's Church and Parish Church Centre, Station Road
- c) Methodist Church
- d) Salem Church
- e) St John Fisher and St Thomas Church
- f) Surgery
- g) The Red Lion
- h) Burley Social Club
- i) Scout and Guide HQ

The change of use of these existing facilities to other uses will not be permitted unless the following can be demonstrated:

- 1. The proposal includes alternative provision, on a site within the locality, of equivalent or enhanced facilities. Such sites should be accessible by public transport, walking and cycling and have adequate car parking; or**
- 2. There is no longer a demonstrable need for the facility.**

Justification

- 4.95 Government planning policy indicates that, in order to deliver the social, recreational and cultural facilities and services the community needs, planning policies should plan positively for the provision and use of shared space, community facilities (such as meeting places, sports venues, cultural buildings, public houses and places of worship and other local services to enhance the sustainability of communities and residential environments. They should also guard against the unnecessary loss of valued facilities and services where this would reduce the community's ability to meet its day-to-day needs (paragraph 70 of the NPPF).
- 4.96 It is recognised that opportunities for new community facilities are generally limited, as they are unable to compete financially on equal terms with the higher land value uses offered through commercial and residential development. However, the development of new community facilities looks beyond just the economic value and the physical design, and should be assessed against the vibrancy of village life that they can bring. For that reason, new community facilities need to be considered in terms of the many non-financial benefits that they bring to Burley.



Youth Shelter in Grange Park

- 4.97 The planning process for new development should involve Burley residents, organisations and businesses as active participants in helping to develop community facilities successfully over the long-term. The future success of community facilities relies on good planning practice set within a context of supporting the growth of active local collaboration and engagement. Community ownership can be a powerful contributor to achieving these goals and the BWNDP supports this principle.
- 4.98 Ensuring the long-term success of new community facilities, beyond just the initial build, will mean that the need for sustainable income streams is fully addressed from the start. The process of planning should be used to maximise income potential through services sharing location, flexible approaches to facility design, energy production and ongoing management and maintenance mechanisms.
- 4.99 Government policy encourages the transfer of public assets to community-based organisations. Where appropriate, and where a clear benefit to the community can be demonstrated, the Parish Council will seek to directly manage community facilities for the benefit of the village.
- 4.100 The BWNDP aims to promote the type and extent of community infrastructure that residents feel they need. At the October 2014 public participation, respondents were asked whether they agreed with the proposals for several specific new community facilities, specifically:

	Disagree	Agree
All weather playing surface added to recreation field	26%	53%
Contribution to Greenway project	12%	67%
Footpath improvement	8%	63%
Assist the provision of community use buildings including the Scout and Guides	6%	76%

- 4.101 Overall, support for recreational activities was seen as a good idea, strongest of which were the positive feelings about a community use building for the Scouts and Guides.
- 4.102 If community facilities are lost, they are often difficult to replace. Community and cultural facilities add value to village life, and support wider community engagement. Consequently, the Parish Council is keen to protect these facilities to engender community cohesion and civic pride. The BWNDP seeks to ensure an adequate provision and mix of community facilities to support the diverse range of users that exists in Burley.

Bradford RUDP ‘Saved’ Policies

UR2, TM2, TM10A, D1, CF2, CF3, CF5

Emerging Bradford Core Strategy

SC4, TR1

National Planning Policy Framework (NPPF)

Section 3 Supporting a prosperous rural economy

Section 8 Promoting healthy communities

5.0 Next Steps

- 5.1 This Burley-in-Wharfedale Neighbourhood Plan has been published for both informal consultation and formal consultation in accordance with Regulation 14 of the Neighbourhood Planning Regulations (2012). It has been informed by the results of previous consultations, including questionnaires, drop-in consultation events, focus groups and research.
- 5.2 Following analysis of the Regulation 14 consultation responses, changes have been made to the Neighbourhood Plan. This Plan will be submitted, together with supporting documentation, to the City of Bradford Metropolitan District Council in early 2017. Following this, the Plan will be checked by Bradford Council and published for a further six weeks' consultation. The Plan will then be subjected to an Independent Examination by a jointly appointed Examiner, who will consider whether the Plan meets the basic conditions, and also any outstanding objections.
- 5.3 It is likely that the Examiner will recommend further changes before the Plan is subjected to a local referendum. A straight majority vote (50% of turnout + 1) of those on the Electoral Register will be required before Bradford Council may "make" the Plan. Once "made", the Neighbourhood Plan will then be used to help determine planning applications in the Parish, alongside district and national planning policies.

Monitoring and Review

- 5.4 Neighbourhood plans are only valuable when kept up to date. The Parish Council will monitor the policies and proposals within the Neighbourhood Plan on an annual basis.
- 5.5 Where the need for change is identified the Parish Council will work with Bradford Council to produce updates and amendments where necessary.

Appendix 1 – ANALYSIS OF QUESTIONNAIRES

Section One – Village Statement

Which of the following describe the essential characteristics of Burley in Wharfedale? *(Please tick)*

	Not important 1	2	3	4	Highly important 5
Separation from other surrounding villages by fields, countryside and green open space	0	0	11	16	135
Overall balance of population and facilities	1	1	15	48	92
Varied building styles throughout the village	5	24	46	32	44
Conservation area and its listed buildings	2	8	25	37	85
Overall size of settlement	2	3	13	41	100

What do you enjoy/love about living in Burley in Wharfedale

(Please tick)

	Not important 1	2	3	4	Highly important 5
Village identity/ feeling part of a community	1	2	14	27	119
Village activities/community groups	3	3	25	43	86
Quiet village	1	3	33	39	82
Easy access to the country side	0	1	11	34	115
Familiar service in local shops and businesses	4	5	27	51	72
Rural atmosphere	3	0	11	41	105

Section Two – Building Development

In your opinion where would you like to see any development taking place?

Site name	Not suitable at all	2	3	4	Highly suitable
	1				5
Land off Sun Lane	44	27	27	23	23
Moor Lane Centre	15	12	22	29	52
Hag Farm Road	60	22	31	17	18
Land off Weston View	38	19	40	10	10
Greenholme Mills	3	2	15	25	109
Malt Shovel Inn	6	4	12	18	86
Scalebor House	14	8	24	31	62
Burley House	16	10	22	23	68
Land off Otley Old Road	50	20	24	22	27

Section Three - Village Facilities

How important to you, individually or as a family, are the following village facilities?

(Please tick)

	Not important at all	2	3	4	Highly important
	1				5
Burley House Field	13	9	33	30	78
The Village Green	4	5	37	33	85
Grange Park and the Bowling Green	1	1	16	29	118
Recreation Ground	4	9	24	27	94
Grange Park play equipment	11	17	18	34	80
Scalebor football field and pavilion	14	24	30	28	63
Proposed Greenway	11	8	33	34	67
Riverside footpath and bridge over the river Wharfe	18	9	27	36	70
Allotments	22	26	35	25	52
Local shops	3	1	14	31	114

Section Four – Transport

In your opinion are any changes needed with regards to the following transport issues?

	No change needed 1	2	3	4	Change needed 5
Bus services	41	17	27	15	34
Road maintenance	23	19	51	26	29
Traffic calming	42	11	25	20	54
HGV traffic	31	25	44	16	25
Train Services	55	16	30	21	24
More help to cyclists	24	18	29	24	53

Section Five - Education

How well do you think the village is served with educational facilities? *(Please tick)*

	Don't know 1	Poor 2	Satisfactory 3	Good 4	Very Good 5
Pre-school					
Play groups	24	1	28	35	37
Day Nursery provision / child minding	23	1	29	36	39
Parent & toddler groups	31	1	27	37	29
Nursery Places	31	4	26	33	29

Primary school					
Child places available	26	24	41	23	10
Breakfast clubs	37	6	32	27	18
After school clubs	35	9	32	27	20
Holiday clubs	36	40	25	12	7
Secondary School					
Child places available	26	52	36	8	3
Youth Services					
General provision	32	43	37	8	1
Adult learning					
General opportunities	29	50	33	11	1

Section Six – Employment / Commercial Zone

If a commercial Zone was introduced into the village where would you prefer it to be introduced? (See Map 3)	Not important				Highly important
	1	2	3	4	5
Land at West end of Village	50	15	27	8	11
Land adjacent to by-pass / Greenholme Mills	7	3	20	33	88
Land off Otley Old Road	49	14	21	11	14

Section Seven – Businesses and Retail

Burley-in-Wharfedale Neighbourhood Development Plan - Jan 2017 – revised March 2017

What ideas would ensure a flourishing commercial and retail business? <i>(Please tick)</i>	Strongly disagree 1	Disagree 2	Don't mind 3	Agree 4	Strongly Agree 5
Private shops create a sense of individuality and should be encouraged	0	0	8	74	77
Provide specialist design advice to create inventive signage and window displays (possibly provide grants for this)	13	19	71	39	15
Hanging baskets in the summer/Burley in bloom should be encouraged	1	5	21	78	56
Provide free and easy parking to compete with Ilkley, Otley and Guiseley	7	23	36	49	44
Make the village centre a place where people want to be by providing free Wi-Fi	16	17	67	31	26
Increase the visibility of local business promotions on the Burley website	3	3	53	68	27
Make the station entrance colourful and welcoming	3	10	52	65	27
Provide cycle stands near cafes and shops	4	12	34	72	38
Provide brown tourist information signs to indicate the presence of shops in the village	10	21	51	55	20
Preserve / promote the public toilets	2	4	35	53	60
Create a list of available business meeting space or temporary office space for home workers to meet customers / suppliers, interviews etc.	3	11	69	51	18
Raise awareness of businesses not in the village centre to allow local businesses to buy from each other	6	4	71	48	25
Support a 'Buy Burley' campaign	4	8	44	56	41

Section Eight – Parish Council Spending

In your opinion where would you like to see this money spent?



	1	2	3	4	5
All weather playing surface added to recreation field	17	24	30	40	39
Contribution to Greenway project	10	9	30	53	45
Footpath improvement	5	8	43	59	34
Purchase of additional land for allotments	26	33	40	30	24
Assist the provision of community use buildings including the Scout and Guides	1	9	27	43	74
Free Wi-Fi	47	26	46	22	15
Grants for retail signage	43	43	48	8	9

Section Nine – Demographics (optional section)

To which age group do you belong?

	Under 20	21 - 30	31 - 40	41 - 50	51 - 60
1		2	3	4	5
2		2	27	45	23

What is your gender?

2	2	27	45	23
---	---	----	----	----

Male	Female
m	f

74	86
----	----

If you commute to work, how many miles do you travel (one way)?

18.4167

Appendix 2 – Listed Buildings and Scheduled Monuments in Burley in Wharfedale


There are 82 statutory Listed Buildings and Ancient Monuments in Burley-in-Wharfedale Parish⁵. These are:

Name	Location	Grade
Burley House	Bradford Road, Burley-in-Wharfedale	I
Former Stables of Burley House	Bradford Road, Burley-in-Wharfedale	II
Former Coach House North of Burley House	Bradford Road, Burley-in-Wharfedale	II
Burley Hall	Corn Mill Lane, Burley-in-Wharfedale	II
Former Orchard Walls to South of Burley Hall	Corn Mill Lane, Burley-in-Wharfedale	II
Piers and Gates at Entrance to Burley Hall from Corn Mill Lane	Corn Mill Lane, Burley-in-Wharfedale	II
Garden Wall to North of Burley Hall	Corn Mill Lane, Burley-in-Wharfedale	II
Viaduct and Bridge South of Mill Pond	Corn Mill Lane, Burley-in-Wharfedale	II
Corn Mill Cottage	Corn Mill Lane, Burley-in-Wharfedale	II
Corn Mill Cottage Barn abutting Cottage on South Side	Corn Mill Lane, Burley-in-Wharfedale	II
Corn Mill	Corn Mill Lane, Burley-in-Wharfedale	II
Gate Piers at Entrance to Greenholme Estate	Iron Row, Burley-in-Wharfedale	II
Burley Lodge	1 Main Street, Burley-in-Wharfedale	II
Chevin House and Highway Cottage	2 Main Street, Burley-in-Wharfedale	II
4, 6, and 8 Main Street	Main Street, Burley-in-Wharfedale	II
10 and 12 Main Street	Main Street, Burley-in-Wharfedale	II
2 Post Office Yard, 24 – 30 (even) Main Street	Main Street, Burley-in-Wharfedale	II
The Malt Shovel Hotel	Main Street, Burley-in-Wharfedale	II
Parish Church of St Mary	Main Street, Burley-in-Wharfedale	II
Wall around ground south of Mill Pond along Main Street east of Malt Shovel	Main Street, Burley-in-Wharfedale	II
Dial House	40 Main Street, Burley-in-Wharfedale	II
1,3, and 5 York Road, 48 Main Street	Main Street, Burley-in-Wharfedale	II
50 and 52 Main Street	Main Street, Burley-in-Wharfedale	II
54, 56, and 58 Main Street	Main Street, Burley-in-Wharfedale	II
86 to 112 (even) Main Street	Main Street, Burley-in-Wharfedale	II
1 – 3 (consec) Stoney Royd	Main Street, Burley-in-Wharfedale	II
Former Wesleyan Chapel	Main Street, Burley-in-Wharfedale	II
Burley-in-Wharfedale Methodist Church	Main Street, Burley-in-Wharfedale	II
71 Main Street	Main Street, Burley-in-Wharfedale	II
73 to 77 (odd) Main Street	Main Street, Burley-in-Wharfedale	II
79 Main Street	Main Street, Burley-in-Wharfedale	II

⁵ <http://historicengland.org.uk/listing/the-list/results?searchtype=nhle>

Name	Location	Grade
81, 83, 85 and 87 Main Street	Main Street, Burley-in-Wharfedale	II
Burley-in-Wharfedale United Reform Church	Burley-in-Wharfedale	II
The Grange	Main Street, Burley-in-Wharfedale	II
Gazebo to the East of the Grange	Main Street, Burley-in-Wharfedale	II
Hill Top House	Main Street, Burley-in-Wharfedale	II
West Lodge	Moor Lane, Burley-in-Wharfedale	II
Old Grammar School	Station Road, Burley-in-Wharfedale	II
Goit Stock Farm House	Otley Road, Burley-in-Wharfedale	II
Turnpike Farm House	Green Lane, Burley-in-Wharfedale	II
Saxon Lodge	Ilkley Road, Burley-in-Wharfedale	II
Barn Abutting Carr Bottom Farmhouse	Green Lane, Burley-in-Wharfedale	II
Outbuilding West of Black Bull Farmhouse	Ilkley Road, Burley-in-Wharfedale	II
Gate Piers alongside Saxon Lodge	Ilkley Road, Burley-in-Wharfedale	II
Kennels Farmhouse	Burley Woodhead	II
Plane Tree Farmhouse	Burley Woodhead	II
Stead Hall Farmhouse	Burley Woodhead	II
Stead Farm	Burley Woodhead	II
Barn to south of Goit Stock Farmhouse	Otley Road, Burley-in-Wharfedale	II
Barn Abutting Green Gate Farmhouse	Otley Road, Burley-in-Wharfedale	II
Former Barn Abutting Turnpike Farmhouse	Green Lane, Burley-in-Wharfedale	II
School Hall	Burley Woodhead	II
Green Gate Farmhouse	Otley Road, Burley-in-Wharfedale	II
Carr Bottom Farmhouse	Green Lane, Burley-in-Wharfedale	II
Black Bull Farmhouse	Ilkley Road, Burley-in-Wharfedale	II
Scheduled Monuments		
Ring cairn 90m ESE of the Great Skirtful of Stones		
Cairn known as the Great Skirtful of Stones		
Cup-marked rock in Stone Quarry on Stocks Hill		
Carved rock at east end of disused rifle range		
Cup and ring marked rock at Lanshaw, 1km WSW of High Crag Farm		
Cup and ring marked rock at Lanshaw, easternmost of Lanshaw Group		
Grooved rock on slope at Lanshaw		
Rock with two large cup marks on slope west of enclosure on Woofa Bank		
Striated cup marked rock 20m west of enclosure on Woofa Bank		
Large flat rock with single cup mark 20m north west of enclosure on Woofa Bank		
Carved rock with rounded triangular profile 48m NNW of enclosure on Woofa Bank		
Small cup marked rock at eastern edge of a hollow 125m south east of the enclosure on Woofa Bank		
Cup marked rock with triangular groove 75m east of the enclosure on Woofa Bank		
Cup and groove marked rock 32m south west of wall near Stead Crag		
Rock with single cup near wall at Stead Crag		
Westernmost of two carved rocks under Green Crag west of gas pipeline		
Cup marked rock in field south of Stead Hall Farm		
Carved rock in strip of trees on north side of track from Stead to Burley-in-Wharfedale		

Name	Location	Grade
Two carved rocks on northern slope of ridge at Lanshaw overlooking Woofa Bank		
Small cairn and carved rock on ridge at Lanshaw overlooking Woofa Bank		
Cairnfield with rubble banks and carved rocks above Stead Crag		
Cairnfield with linear banks and carved rocks stretching from Woofa Bank to Green Crag		
Enclosure on Woofa Bank with 11 carved rocks and one upright stone		
Grubstones stone circle		
Cairn known as the Little Skirtful of Stones		
Twelve Apostles stone circle, Burley Moor		
Two adjacent carved rocks and associated rubble bank at top of ridge at Lanshaw overlooking Woofa Bank		



**To find out more about the Burley-in
Wharfedale Neighbourhood Plan contact the
Parish Council:**

Email: clerk@burleyparishcouncil.co.uk

Telephone: 01943 864728

**Or write to: The Parish Council, Queen's Hall,
Main Street, Burley in Wharfedale, LS29 7EN**

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Intelligent Plans
and examinations

Report on Burley-in-Wharfedale Neighbourhood Plan 2017 - 2030

**An Examination undertaken for Bradford Council with the support of
Burley Parish Council on the March 2017 submission version of the Plan.**

Independent Examiner: Andrew S Freeman BSc(Hons) DipTP DipEM FRTPI

Date of Report: 30 November 2017

Intelligent Plans and Examinations (IPE) Ltd, Regency Offices, 37 Gay Street, Bath BA1 2NT

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Main Findings - Executive Summary

From my examination of the Burley-in-Wharfedale Neighbourhood Plan (the Plan) and its supporting documentation including the representations made, I have concluded that subject to the policy modifications set out in this report, the Plan meets the Basic Conditions.

I have also concluded that:

- the Plan has been prepared and submitted for examination by a qualifying body – Burley Parish Council;
- the Plan has been prepared for an area properly designated – the Burley-in-Wharfedale Neighbourhood Area as shown on Map 1 of the Neighbourhood Plan;
- the Plan (as proposed to be modified) specifies the period to which it is to take effect: 2017 - 2030; and
- the policies relate to the development and use of land for a designated neighbourhood area.

I recommend that the Plan, once modified, proceeds to Referendum on the basis that it has met all the relevant legal requirements.

I have considered whether the referendum area should extend beyond the designated area to which the Plan relates and have concluded that it should not.

1. Introduction and Background

Burley-in-Wharfedale Neighbourhood Plan 2017 - 2030

- 1.1 The parish of Burley is located in the north of the Metropolitan District of Bradford some 13 km (Burley in Wharfedale Station) north of Bradford city centre. Burley-in-Wharfedale itself is the main settlement and lies between Ilkley to the west and Otley to the east, both of which adjoin but are outside the neighbourhood area. There are two hamlets within the parish, Burley Woodhead and Stead, as well as a number of more isolated houses and farms spread across the rural countryside.
- 1.2 The north-northeastern boundary of the area is formed by the River Wharfe and the A65/A660 trunk road which runs along the valley bottom. A limb of the A65 heads in a general southerly direction towards the major conurbations of Bradford and Leeds. A branch railway line, with its terminus in Ilkley, also connects the area with Bradford and Leeds.

- 1.3 The main built-up area of Burley-in-Wharfedale occupies the low-lying land between the A65 and the railway. From here, the land rises and gives way to the moorland which characterises the southern part of the area and reaches heights of some 400m. The moors in the west form part of the South Pennine Moors Site of Special Scientific Interest, Special Protection Area and Special Area of Conservation. In addition, most of the open land is designated as Green Belt.
- 1.4 As indicated below, initial work towards the preparation of the Plan started in 2012. Designation in November 2013 was followed by many meetings, drop-in sessions, exhibitions and surveys. The submitted Plan represents more than four years of detailed work by those involved. There is a vision covering the period to 2030; also, eight broad objectives. Under each of the objectives, the background is set out followed by relevant policies and justification for the policies.

The Independent Examiner

- 1.5 As the Plan has now reached the examination stage, I have been appointed as the examiner of the Burley-in-Wharfedale Neighbourhood Plan by Bradford Council, with the agreement of Burley Parish Council.
- 1.6 I am a chartered town planner and former government Planning Inspector with over forty years' experience. I have worked in both the public and the private sectors. I am an independent examiner and do not have an interest in any of the land that may be affected by the draft plan.

The Scope of the Examination

- 1.7 As the independent examiner, I am required to produce this report and recommend:
- (a) that the neighbourhood plan is submitted to a referendum without changes; or
 - (b) that modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
 - (c) that the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.
- 1.8 The scope of the examination is set out in Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) ("the 1990 Act"). The examiner must consider:
- whether the Plan meets the Basic Conditions;

- whether the Plan complies with provisions under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004 (as amended)(“the 2004 Act”). These are:
 - it has been prepared and submitted for examination by a qualifying body, for an area that has been properly designated by the local planning authority;
 - it sets out policies in relation to the development and use of land;
 - it specifies the period during which it has effect;
 - it does not include provisions and policies for “excluded development”;
 - it is the only neighbourhood plan for the area and does not relate to land outside the designated neighbourhood area;
 - whether the referendum boundary should be extended beyond the designated area, should the Plan proceed to referendum; and
- such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended)(“the 2012 Regulations”).

1.9 I have considered only matters that fall within Paragraph 8(1) of Schedule 4B to the 1990 Act, with one exception. That is the requirement that the Plan is compatible with the Human Rights Convention.

The Basic Conditions

1.10 The “Basic Conditions” are set out in Paragraph 8(2) of Schedule 4B to the 1990 Act. In order to meet the Basic Conditions, the neighbourhood plan must:

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan for the area;
- be compatible with and not breach European Union (EU) obligations; and
- meet prescribed conditions and comply with prescribed matters.

- 1.11 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the neighbourhood plan should not be likely to have a significant effect on a European Site (as defined in the Conservation of Habitats and Species Regulations 2017) or a European Offshore Marine Site (as defined in the Offshore Marine Conservation (Natural Habitats etc.) Regulations 2007), either alone or in combination with other plans or projects.

2. Approach to the Examination

Planning Policy Context

- 2.1 The Development Plan for this part of Bradford Council, not including documents relating to excluded minerals and waste development, includes the Bradford Core Strategy Development Plan Document (adopted July 2017) and the saved policies from the Replacement Unitary Development Plan (update statement July 2017).
- 2.2 The planning policy for England is set out principally in the National Planning Policy Framework (NPPF). Planning Practice Guidance (PPG) offers guidance on how this policy should be implemented.

Submitted Documents

- 2.3 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise:
- the Burley-in-Wharfedale Neighbourhood Plan Submission Version January 2017 – revised March 2017;
 - a map which identifies the area to which the proposed neighbourhood development plan relates (Map 1 within the draft neighbourhood plan);
 - a Revised Consultation Statement – February 2017;
 - a Basic Conditions Statement (undated);
 - all the representations that have been made in accordance with the Regulation 16 consultation;
 - a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment Screening Report (HRA) Update, January 2017; and

- the Parish Council's responses to my questions set out in my letter of 25 September 2017.¹

Site Visit

- 2.4 I made an unaccompanied site visit to the Neighbourhood Plan Area on 3 October 2017 to familiarise myself with it and to visit relevant sites and areas referenced in the Plan and evidential documents.

Written Representations with or without Public Hearing

- 2.5 This examination has been dealt with by written representations. I considered hearing sessions to be unnecessary as the consultation responses clearly articulated the objections to the plan and presented arguments for and against the Plan's suitability to proceed to a referendum.

Modifications

- 2.6 Where necessary, I have recommended modifications to the Plan (**PMs**) in this report in order that it meets the Basic Conditions and other legal requirements. For ease of reference, I have listed these modifications separately in Schedule 1 of the Appendix. Whilst not required to meet the Basic Conditions, modifications to correct errors², if made, would improve the clarity³ and accuracy of the document. These are listed in Schedule 2 of the Appendix.

3. Procedural Compliance and Human Rights

Qualifying Body and Neighbourhood Plan Area

- 3.1 The Plan has been prepared and submitted for examination by Burley Parish Council which is a qualifying body for an area that was designated by Bradford Council on 5 November 2013.
- 3.2 The Plan is the only neighbourhood plan for the plan area. It does not relate to land outside the designated neighbourhood area.

¹ View at:

<https://www.bradford.gov.uk/Documents/DesignatedNeighbourhoodAreas/Burley-in-Wharfedale/Regulation%2017/Letter%20of%20procedural%20matters%20and%20questions%20to%20Burley%20in%20Wharfedale%20QB.pdf>

² Modifications for the purpose of correcting errors is provided for in Paragraph 10(3)(e) of Schedule 4B to the 1990 Act.

³ Regard should be had to advice in PPG Reference ID: 41-041-20140306.

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Plan Period

- 3.3 Paragraph 38B(1)(c) of the Planning and Compulsory Purchase Act 2004 indicates that a neighbourhood development plan must specify the period for which it is to have effect. In this regard, paragraph 1.15 of the Plan states that the Plan covers the period up to 2030. No start date is given. The Parish Council has since confirmed⁴ that the Plan period would be 2017 to 2030. This period would be specified in paragraph 1.15 and, in the interests of clarity, on the front cover of the Plan through proposed modification **PM1**.

Neighbourhood Plan Preparation and Consultation

- 3.4 Details of Plan preparation and consultation are set out in the Parish Council's Revised Consultation Statement – February 2017. Application for designation of a neighbourhood area was made in November 2012. Following statutory publicity, the neighbourhood area was approved by Bradford Council on 5 November 2013.

Key Plan preparation and consultation activities, carried out after formal designation, include:

- Initial meeting of the Neighbourhood Plan Task and Finish Group (November 2013).
 - Two-day drop-in session and following exhibition (March 2014).
 - Further exhibition and questionnaire completion (October 2014).
 - Consideration of the results of the questionnaire survey by the Parish Council's Planning Committee (November 2014).
 - Revision of the Plan to address concerns (during 2015).
 - Informal public consultation including a further exhibition (January 2016).
 - Formal consultation under Regulation 14 (5 September 2016 – 17 October 2016).
 - Publicising of plan proposals under Regulation 16 (12 June 2017 – 24 July 2017).
- 3.5 At the Regulation 14 stage, representations were submitted by 11 different consultation bodies, organisations or individuals. Several changes to the Plan were made to address the representations, all as documented in the Consultation Statement. At the Regulation 16 stage,

⁴ See Examiner's questions and the response thereto both as posted on the Parish Council's web-site (link provided at footnote 1).

representations were received from 36 different parties. I am satisfied that, at both stages, the consultation process met the legal requirements and there has been procedural compliance.

Development and Use of Land

3.6 The Plan sets out policies in relation to the development and use of land in accordance with Section 38A of the 2004 Act.

Excluded Development

3.7 The Plan does not include provisions and policies for “excluded development”.

Human Rights

3.8 I have found no evidence to suggest that the Plan would breach Human Rights (within the meaning of the Human Rights Act 1998).

4. Compliance with the Basic Conditions

EU Obligations

4.1 The Plan was screened for SEA by Kirkwells acting on behalf of the Parish Council. It is concluded that SEA will not be required. Having read the Strategic Environmental Assessment Screening Opinion, I support this conclusion.

4.2 The neighbourhood plan was further screened for HRA. In this regard, Burley-in-Wharfedale parish contains part of the South Pennine Moors Special Protection Area / Special Area of Conservation Phase 2. However, the HRA for the Core Strategy concludes that there would be no adverse effect on the ecological integrity of these sites. Given that the Plan is in general conformity with the (then) emerging Core Strategy, the Burley-in-Wharfedale Screening Update Report concludes that no further work is necessary in terms of the requirements of the Habitats Regulations Assessment. In its Regulation 16 response, Natural England noted that the Core Strategy had not been adopted. However, this position has now changed. I am satisfied from my independent consideration that there is no likelihood of significant effects on any European site either alone or in combination with other plans or projects.

Main Issues

4.3 Having considered whether the Plan complies with the various legal and procedural requirements, it is now necessary to deal with the question of whether it complies with the remaining Basic Conditions (see paragraph 1.10 of this report), particularly the regard it pays to national policy and guidance, the contribution it makes to sustainable development and whether it is in general conformity with strategic development plan policies.

Flowing from my appraisal of the Burley-in-Wharfedale Neighbourhood Plan, the consultation responses and other evidence, and the site visit, I consider that there are nine main issues relating to the Basic Conditions for this examination. These are:

- Issue 1: Whether reference to the strategic planning context is accurate;
- Issue 2: Whether there is a clear basis for determining development proposals outside the settlement boundary;
- Issue 3: Whether the policy on protecting important views is clear and unambiguous;
- Issue 4: Whether the housing policies are clear, supported by appropriate evidence and capable of being applied consistently and with confidence; also, whether they are in general conformity with the strategic policies of the development plan;
- Issue 5: Whether the policies concerning development within and outside Burley Local Centre are clear and supported by appropriate evidence;
- Issue 6: Whether wider non-land use community aspirations, included in the Plan, are clearly identifiable;
- Issue 7: Whether the policy of protecting local green spaces pays appropriate regard to national policies and advice;
- Issue 8: Whether the policy on protecting existing allotments (BW12) has been drafted with sufficient clarity; and
- Issue 9: Whether the policies on community and health facilities pay appropriate regard to national policies and advice.

Issue 1 - Whether reference to the strategic planning context is accurate

- 4.4 Paragraphs 1.11 to 1.15 of the Plan address the strategic planning policy of the City of Bradford. This is stated to include the 2005 Replacement Unitary Development Plan (RUDP) and the emerging Core Strategy. Whilst this was the position at the time the Plan was submitted under Regulation 15 (4 April 2017), circumstances have changed. As indicated above, the Bradford Core Strategy Development Plan Document was adopted in July 2017. The development plan now includes the newly adopted core strategy and the saved policies from the RUDP (update statement July 2017). Therefore, it is the new Core Strategy policies (plus any relevant strategic saved RUDP policies) against which I must now test the Plan for general conformity.
- 4.5 Several modifications are needed to reflect the changed situation. These modifications include:
- changes to the text in paragraphs 1.11 to 1.15 and elsewhere throughout the Plan where reference is made to the *emerging* Core Strategy, planning policy or strategic planning policy;
 - changes to the text boxes at the end of most of the policy sections to refer to the Bradford Core Strategy and to delete reference to saved RUDP policies that have now been superseded; and
 - amending the note accompanying Figure 1 to recognise changes in the adopted version of the Core Strategy Key Diagram.

These changes are collectively dealt with under proposed modification **PM2**.

Issue 2: Whether there is a clear basis for determining development proposals outside the settlement boundary

- 4.6 Policy BW2 is concerned with development outside the settlement boundary and sets out the circumstances under which this would be appropriate. One of the considerations is the preservation of field patterns, tree cover and the wider context of moorland, river and woodland. This is lacking in clarity and would be better expressed as “the wider landscape of the Wharfedale Valley and the hills and moorland that surround the area”.
- 4.7 Other changes that would allow the policy to be applied with confidence are reference to the feasibility of meeting the criteria in the policy; and not having *significant* adverse effects. All the necessary changes required to ensure that the policy meets the Basic Conditions, especially attaining general conformity with Core Strategy Policy WD1, are addressed in proposed modification **PM4**.

Issue 3: Whether the policy on protecting important views is clear and unambiguous

- 4.8 The protection of important views is dealt with under Policy BW3. As drafted, development should not adversely affect important views. However, I consider that a very minor effect, albeit adverse, could be acceptable. What matters is whether the effect would be material (see proposed modification **PM5**).
- 4.9 A further requirement is that development proposals *should take into account* any adverse impacts as identified in Map 4 or through landscape appraisals and impact studies. This is lacking in precision. A developer could show that account had been taken without that leading to a satisfactory outcome. Any adverse effects need to be addressed satisfactorily as set out in proposed modification **PM5**.

Issue 4: Whether the housing policies are clear, supported by appropriate evidence and capable of being applied consistently and with confidence; also, whether they are in general conformity with the strategic policies of the development plan

- 4.10 There are a number of housing policies under the heading of Objective 2 – To meet housing needs. These are BW4 – Housing on Sites Within Burley Settlement Boundary; BW5 – Mix and Type of Housing; and BW6 – Provision of Affordable Housing.
- 4.11 The background to the section, in paragraph 4.25, effectively expresses a wish for smaller settlements. This is reflective of the outcome of the 2015 consultation exercises carried out by the Parish Council.⁵ However, it is not in general conformity with the Bradford Core Strategy requirement for 700 housing units over the period to 2030 (Policy WD1). To achieve general conformity with Core Strategy Policy WD1 and thus meet the Basic Conditions, the paragraph should be deleted (proposed modification **PM6**).

Other points of concern are:

- confusion over the use of “and / or” in Policy BW4;
- incorrect reference to the size of site or development where a range of housing types and/or sizes would be expected; and
- reference, in Policy BW6, to provision of up to 15% affordable housing where the Core Strategy requirement (Policy HO11) is 30%.

⁵ See Examiner’s questions and the response thereto both as posted on the Parish Council’s web-site (link provided at footnote 1).

These various points would be addressed through main modifications **PM7 to PM9**, which are required for general conformity with the development plan and the achievement of sustainable development.

Issue 5: Whether the policies concerning development within and outside Burley Local Centre are clear and supported by appropriate evidence

- 4.12 The policies concerning development within and outside Burley Local Centre are dealt with, in the Plan, under Objective 3: To provide the right environment for flourishing employment, retail, business and tourist environment. On a preliminary point, I note that earlier discussion in the Plan (paragraph 3.13) refers to Greenholme Mills as a key site for future employment use. Greenholme Mills was included as a policy in previous drafts of the Plan⁶ but not in the submission version. The reference should be deleted as in proposed modification **PM3**.
- 4.13 As to development within Burley Local Centre, a range of uses will be considered appropriate including A1 retail uses, excluding units of 150 sq m or more (Policy BW7 a)). However, the size limit is not supported by appropriate evidence.⁷ In addition, there is potential conflict with the objectives behind the policy as expressed in paragraph 4.41. I recommend deletion of the size limit (proposed modification **PM10**).
- 4.14 In Policy BW8 (Development outside the Defined Local Centre), there are a number of matters concerning clarity and the availability of appropriate evidence:
- As drafted, the policy would apply to anywhere in the designated area outside the defined local centre. However, the clear intention⁸ is for the policy to be applied to those parts of the *built settlement* that are outside the defined local centre.
 - There is unsupported reference to a size limit of 150 sq m gross floorspace.
 - There is confusion over the use of “and” and “or” such that the provisions of the policy are unclear.
 - There is imprecise reference to being “within walking distance of most residential properties”.

⁶ See Examiner’s questions and the response thereto both as posted on the Parish Council’s web-site (link provided at footnote 1).

⁷ Regard should be had to advice in PPG Reference ID: 41-041-20140306.

⁸ See Examiner’s questions and the response thereto both as posted on the Parish Council’s web-site (link provided at footnote 1).

These matters would be dealt with collectively under proposed modification **PM11**, so that the policy meets the Basic Conditions, notably supporting sustainable development.

Issue 6: Whether wider non-land use community aspirations, included in the Plan, are clearly identifiable

- 4.15 The discussion on vacant retail space (Page 45, paragraph 4.46) concludes with an "Action for the Parish Council". This is the first of a number of such actions that are to be found in the Plan. However, they relate to non-land use matters and are outside the statutory purpose of the Plan.
- 4.16 Whilst it is appropriate to set out wider community aspirations of a non-land use nature⁹, they need to be clearly distinguished and identifiable. As included in the Plan, they could be confused with the statutory provisions. All such Actions should be separately identifiable as set out in proposed modification **PM12**.

Issue 7: Whether the policy of protecting local green spaces pays appropriate regard to national policies and advice

- 4.17 Policy BW11 identifies nine areas that would be designated as local green spaces. Following my site visit, and having regard to the considerations set out in the NPPF, I am satisfied that designation would be appropriate.
- 4.18 Other sites have been put forward as candidates for designation by representors which, from my assessment, do not satisfactorily meet the NPPF criteria. In particular, land located at Main Street/A65 (land at Burley Lodge) has been the subject of representations at Regulations 14 and 16. As required by paragraph 77 of the NPPF, this land is reasonably close to the community it serves. It is also local in character and not an extensive tract of land. The central question is whether the land is demonstrably special to the local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife.
- 4.19 I appreciate that designation as local green space would effectively protect the site from future development and also assist in safeguarding the setting and character of the Conservation Area and listed buildings. However, there is no material evidence to show that the land is demonstrably special to the local community and holds a particular local significance. Designation would not be appropriate.

⁹ See PPG Reference ID: 41-004-20170728.

Issue 8: Whether the policy on protecting existing allotments (BW12) has been drafted with sufficient clarity

4.20 In common with certain other policies, there is confusion in Policy BW12 – Protecting Existing Allotments over the use of “and” and “or” such that the provisions of the policy are unclear. In this regard, all provisos are intended to apply.¹⁰ Clarity would be effected through proposed modification **PM13**.

Issue 9: Whether the policies on community and health facilities pay appropriate regard to national policies and advice

4.21 Policy BW16 has the title “Supporting the Development of New or Extended Community and Health Facilities”. However, proviso e) mistakenly refers to meeting the requirements of Policy BW11 (Local Greenspace). This is an error and would be corrected under proposed modification **PM14**.

4.22 Also in regard to community facilities, protection is afforded under Policy BW17. One of the exceptions is where there is no longer a demonstrable need for the facility. However, this is weak provision that does not take into account matters such as viability. The policy could not be applied with confidence. The policy should be amended as set out in proposed modification **PM15**.

Other Policies

4.23 In respect of all other policies, no modifications are necessary. Specifically, the policies discussed below are in my assessment compliant with the Basic Conditions.

4.24 Character of Burley – Of the remaining policies, Policy BW1 is directed at conserving and enhancing the distinctive character of Burley by setting out the considerations that will apply to the design of new development proposals. The importance of design is stressed in many parts of the NPPF. For example, seeking to secure high quality design and a good standard of amenity is one of the core planning principles set out in paragraph 17 of the document.

4.25 Housing Need – Policy BW5 addresses the mix and type of housing that is needed in Burley. These provisions are consistent with the NPPF section on delivering a wide choice of high quality homes (Section 6) and

¹⁰ See Examiner’s questions and the response thereto both as posted on the Parish Council’s web-site (link provided at footnote 1).

reference to planning for a mix of housing and identifying the size of housing that is required (paragraph 50).

- 4.26 Flourishing Employment, Retail, Business and Tourist Environment – Policy BW9 is concerned with the retention of existing employment land and buildings. In this regard, the Parish Council notes the losses that can result as a result of changes of use through the exercise of permitted development rights. The policy would allow for alternative uses in appropriate circumstances and, in common with NPPF policy on land allocated for employment use, would avoid long term protection without justification (paragraph 22).
- 4.27 Suitable Levels of Car Parking – The design of new car parking in residential development is dealt with in Policy BW10. The policy seeks to meet the needs set out in the Core Strategy. Wherever possible, parking should be accommodated within the curtilage of the dwelling, designed to minimise visual impact and complement the development served. In this regard, I find no conflict with the Basic Conditions.
- 4.28 Increasing Access by Foot and Cycle – There are two remaining policies under this objective. Policy BW13 concerns walking and cycling routes and bridlepaths whilst Policy BW14 addresses the design of new foot, cycle and bridlepaths. The policies are in harmony with NPPF policies on promoting sustainable transport (Section 4) and giving priority to pedestrian and cycle movements (paragraph 35).
- 4.29 Improving Quality of Life – Finally, I turn to Policy BW15 which seeks to protect and enhance existing green infrastructure. This is a topic where the provisions of Policy BW15 have regard to national policies and advice (NPPF paragraphs 99 and 114) and thus meet the Basic Conditions.

5. Conclusions

Summary

- 5.1 The Burley-in-Wharfedale Neighbourhood Plan has been duly prepared in compliance with the procedural requirements. My examination has investigated whether the Plan meets the Basic Conditions and other legal requirements for neighbourhood plans. I have had regard for all the responses made following consultation on the Plan and the evidence documents submitted with it.
- 5.2 I have made recommendations to modify a number of policies and text to ensure the Plan meets the Basic Conditions and other legal requirements. I recommend that the Plan, once modified, proceeds to referendum.

The Referendum and its Area

- 5.3 I have considered whether or not the referendum area should be extended beyond the designated area to which the Plan relates. The Plan as modified has no policy or proposals which I consider significant enough to have an impact beyond the designated neighbourhood plan boundary, requiring the referendum to extend to areas beyond the plan boundary. I recommend that the boundary for the purposes of any future referendum on the Plan should be the boundary of the designated neighbourhood plan area.
- 5.4 It is evident that a considerable amount of time and effort has been devoted to the development and production of this Plan and I congratulate all those who have been involved. The Plan should prove to be a useful tool for future planning and change in Burley-in-Wharfedale over the coming years.

Andrew S Freeman

Examiner

Appendix: Modifications

Schedule 1: Modifications to meet the Basic Conditions (and other legal requirements)

Proposed modification number (PM)	Page no/ other reference	Modification
PM1	Front Cover Page 8	Add plan period "2017 – 2030". Amend first sentence of paragraph 1.15 to read "The Burley Neighbourhood Plan covers the period 2017 to 2030."
PM2	Various	<p>Paragraph 1.11, second and third sentences: Replace with "The Burley-in-Wharfedale Neighbourhood Plan was prepared taking into account the policies of the 2005 Replacement Unitary Development Plan (RUDP) and the then emerging policies of the now adopted Bradford Local Plan Core Strategy (BCSLP). The plan was, therefore, examined to assess its general conformity with the BCSLP and any parts of the RUDP that remain part of the development plan."</p> <p>Delete paragraphs 1.12, 1.13 and 1.14.</p> <p>Delete "emerging" in paragraphs 1.8, 4.1, 4.13, 4.15, 4.33, 4.42, 4.49, 4.70 and 4.85; and "and emerging" in paragraph 4.10.</p> <p>In paragraph 3.17, replace "Service" with "Growth".</p> <p>In the first sentence of paragraph 4.26, delete "The Proposed Main Modification to".</p> <p>In the final sentence of paragraph 4.26, delete ", as modified,".</p> <p>In the final sentence of Para 4.42, delete "emerging" before "Core Strategy".</p> <p>Delete "Emerging" in all policy boxes where there is reference to the Bradford Core Strategy.</p>

		<p>In the policy boxes after paragraphs 4.21, 4.22, 4.29, 4.33, 4.37, 4.59, 4.72 and 4.102, delete "Bradford RUDP 'Saved' Policies" and all the related listed policies.</p> <p>In the policy boxes after paragraphs 4.13, 4.78, 4.80 and 4.87, delete the reference to all policies except TM8.</p> <p>In the policy box after paragraph 4.45, delete the reference to all policies except CR1A.</p> <p>In the policy box after paragraph 4.69, add reference to D1 but delete reference to all other policies.</p> <p>Replace Figure 1 with the amended map from the adopted Core Strategy. Delete the note that follows Figure 1.</p> <p>In paragraph 4.49, delete "'saved' Policy E4 of the Replacement Bradford UDP, and by".</p>
PM3	Page 21	Delete Para 3.13.
PM4	Page 30	<p>In Policy BW2, replace criterion d) with the following: "preserve field patterns, tree cover and the wider landscape of the Wharfedale Valley and the hills and moorland that surround the area; and".</p> <p>At the end of the first paragraph, add "feasible and" before "appropriate".</p> <p>In BW2 e), add "significant" before "adverse".</p>
PM5	Page 33	<p>In Policy BW3, amend the opening sentence to read "Development should not have a material adverse effect on...".</p> <p>Amend the second sentence to read "development proposals should address satisfactorily any adverse impacts...".</p>
PM6	Page 37	Delete paragraph 4.25.
PM7	Page 38	<p>In Policy BW4, add "and" at the end of criterion a).</p> <p>At the end of criterion c), substitute "and"</p>

		for "or".
PM8	Page 39	In the opening sentence of Policy BW5, substitute "11 units" for "10 units".
PM9	Page 40	In the first paragraph of Policy BW6, delete "15%" and insert "30%".
PM10	Page 42	In Policy BW7 a), delete "excluding units of 150 square metres gross or more;".
PM11	Page 44	In Policy BW8, amend the opening sentence so that it reads "Outside the defined local centre and within the built settlement..." Remove criterion a) (This modification would also address the "and/or" confusion). In criterion c), remove "are within walking distance of most residential properties and".
PM12	Page 45	Action for the Parish Council – Action 1: After the word "Action", add a footnote saying "This is the first of a number of non-land use actions proposed by the Parish Council. They are not formally part of the Neighbourhood Plan but are included here for convenience." For all such Actions boxes, highlight the background in a different colour.
PM13	Page 57	In Policy BW12, and at the end of criteria a), b), c) and d), remove respectively "or", "or", "and" and "and".
PM14	Page 72	Delete proviso e).
PM15	Pages 72 and 73	In the first sentence of Policy BW17, add "where appropriate" after "protected". In Policy BW17 2., insert "viable use or" before "demonstrable".

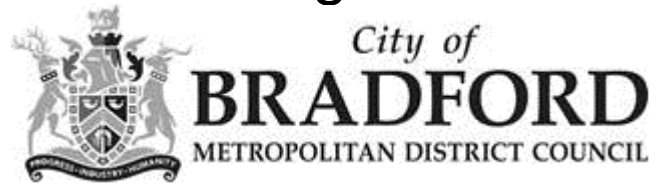
Schedule 2: Further Modifications to Correct Errors and to Improve Clarity and Accuracy

Proposed modification number (PM)	Page no/ other reference	Modification
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PM16	Page 3	Contents: Correct page numbering (Next Steps; Appendix 1; Appendix 2; Map 8; Map 9).
PM17	Page 7	In paragraph 1.7 b), close inverted commas after "general conformity".
PM18	Page 11	Update the dates in Figure 2.
PM19	Page 12	In paragraph 1.21, insert a hyphen before "Development at Greenholme Mills...".
PM20	Page 15	Paragraph 2.3: Amend the text to reflect the fact that Figure 4 just shows distances travelled and does not illustrate that most of the working population commutes to Leeds and Bradford to work.
PM21	Page 29	Re paragraph 4.11, give the reference to the NPPF where it first occurs (Para 1.8).
PM22	Page 29	In the text box following paragraph 4.13, add Policy DS2 to the list under Bradford Core Strategy.
PM23	Page 32	In paragraph 4.16, delete the superfluous "in" (fourth word).
PM24	Page 32	In the text box following paragraph 4.21, add Policy EN3 to the list under Bradford Core Strategy.
PM25	Page 39	Amend Policy BW5 to read "a range of house types".
PM26	Page 46	In the second sentence of paragraph 4.48, correct the grammar, as appropriate.
PM27	Page 57	In Policy BW12 b), delete "where".
PM28	Page 61	To the title to Map 7, add "- See Policy BW12".
PM29	Page 68	Add a caption to the photograph.
PM30	Page 72	Move Action 6 to a position before Policy BW17 and its heading.
PM31	Page 83	Under age group, delete the second row

		of results.
PM32	Page 83	Under the travel to work distance, add a note to indicate that this is the average distance travelled in miles.

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Report of the Strategic Director of Place to the meeting of Executive to be held on 6 February 2018

AY

Subject:

Petition in relation to the operation of Oastler Road Car Park, Saltaire

Summary Statement:

This report provides Executive with an update on the actions taken by the Council in resolving the situation of the illegally operated car park at Oastler Road, Saltaire together with updates on the discussions with the land owner (Saltire Investments Ltd) and the options available to the Council in supporting the recommendations contained within the petition which was formally received by Council regarding the operation of Smart Parking Limited.

Steve Hartley
Strategic Director, Place

Report Contact: Richard Gelder
Highways Services Manager
Phone (01274) 437603
Email: Richard.Gelder@bradford.gov.uk

Portfolio:

Regeneration, Planning & Transport

Overview & Scrutiny Area:

Environment & Waste Management

1. SUMMARY

- 1.1 This report provides Executive with an update on the actions taken by the Council in resolving the situation of the illegally operated car park at Oastler Road, Saltaire together with updates on the discussions with the land owner (Saltaire Investments Ltd) and the options available to the Council in supporting the recommendations contained within the petition which was formally received by Council regarding the operation of Smart Parking Limited.
- 1.2 *The report seeks Executive's endorsement of the actions taken to date and invites comments as to the preferred solution of the reintroduction of a pay and display car park at this location.*

2. BACKGROUND

- 2.1 The land on which the former Oastler Road Car Park is situated is currently owned by a private company (Saltaire Investments Limited and Saltaire Investments (No.2) Limited). Following the surrender of the Council's tenancy in April 2017 under which it operated a pay and display car park the land owner appointed a management company, Smart Parking Limited, to set up and operate a private pay and display car park.
- 2.2 The terms and conditions of the operation of this car park permitted the first 20 minutes parking to be free with charges becoming payable thereafter. However in a departure from the previous Council approach users of the car park were required to enter their registration details and obtain a ticket for parking, even for the 'free' 20 minute period. This change in operation led to a significant number of car park users receiving parking charge notices from Smart Parking for £100 and promoted the issue being raised with local ward members and the local MP.
- 2.3 Investigations into this matter by officers revealed that Oastler Road was adopted highway (being dedicated in two phases dated July 1990 and May 1992) and therefore the private car park was actually operating illegally. These investigations also revealed that the Council had failed to implement an appropriate traffic regulation order for on-street parking places during its tenure of the site.
- 2.4 Given the above situation the Council arranged for the immediate refund of any fines which had been charged during its tenure and to address the repayment of parking income made a contribution to the local Saltaire festival. Officers also contacted the land owner and management company to advise them to cease operations until this matter could be regularised.
- 2.5 Unfortunately, despite a number of attempts at communication with the landowner and his agents to cease operations compliance was not forthcoming. Therefore, in an attempt to resolve this issue highways officers resolved to serve notice of enforcement action under Section 143 of the Highways Act 1980 in October 2017 requiring removal of all items of pay and display infrastructure (ANPR cameras, signs and machines) from the adopted highway within 28 days of the notice. All such equipment was removed within the prescribed period prior to the end of November 2017.

- 2.6 Since this time the car park has effectively operated as an un-controlled parking area.
- 2.7 A petition containing 250 signatures in relation to the operation of Oastler Car Park in Saltaire was formally received by Full Council on 12 December 2017 and referred to Executive for consideration. The issues presented in the petition were:
- a) A call for Smart Parking to remove their fines for parking less than 20 minutes, reduce their fines for other offences and adhere to industry grace periods.
 - b) Bradford Council to publicise the company's disrespect of the District's residents and businesses, warn other Councils, and offer the land-owner to run the car park again.
 - c) Government to remove access to DVLA from companies who make indecent profit out of a public service.

3. OTHER CONSIDERATIONS

- 3.1 The following paragraphs outline the Council's response as well as describe the scope of the powers and options available to the Council to assist or achieve the action requested:

Smart Parking to Remove their Fines for Parking less than 20 Minutes

- 3.2 Smart Parking Limited are a member of the British Parking Association's Approved Operator Scheme (AOS) which applies to people and organisation that carry out parking control and enforcement on private land. As such Smart Parking have agreed to comply with the Association's Code of Practice in terms of the operation of any car parks it manages.
- 3.3 The British Parking Association's Code of Practice does not specifically dictate the charging regimes for sites but does require operators to allow appropriate grace periods for users entering sites and perhaps deciding not to park either due to lack of space or for any other reason. On the basis of some of the complaints which have been received from residents it appears that Smart Parking have not been granting appropriate grace periods at this site which is contrary to the Code of Practice recommendations.
- 3.4 As described above the previous arrangement of the first 20 minutes parking being free was retained in Smart Parking's charging policy. However, as enforcement was undertaken by way of ANPR cameras the operation of this policy required drivers to obtain a ticket from the pay and display machine by entering their registration details. Those drivers doing so and leaving within the 20 minute period were not charged for parking. Those drivers who failed to first provide their registration details upon parking, or overstayed this 20 minute period without paying the appropriate fee became liable for the parking charge notice of £100. Nationally there are examples of such schemes operating by other management companies where by the initial period of free parking still requires users to obtain a parking ticket.

- 3.5 These terms and conditions of operation were appropriately detailed on the signs located around the car park and therefore in legal terms the approach of Smart Parking in enforcing these requirement, however given the apparent inconsistent approach to grace periods the practices of this company towards providing a fair and equitably operated car park appear doubtful.

Bradford Council to publicise the company's disrespect, warn other Councils, and offer the land-owner to run the car park again.

- 3.6 Since the initial story of complaints from residents receiving fines broke in the local press there have been a number of articles about the practices of Smart Parking Limited in the press including calls from councillors for a resolution to this matter. As Highway Authority the Council has written to Saltaire Investments to seek a resolution to this situation (operation of an illegal P&D car park on adopted highway). A meeting has subsequently been arranged on 23 January 2018 with the land owners to try to resolve this issue and return the car park to operational status.
- 3.7 The complaints about the operating practices of Smart Parking Ltd raised by local residents / car park users is of sufficient concern and volume that positive action by the Council to support local residents is being taken within the limits of its powers. The Council's concerns have been raised with the landowner directly.
- 3.8 Fundamentally, the legal status of Oastler Road will require resolution before either a Council or management company car park can be operated at this location. The choice of which operator (Council or Management Company) ultimately takes responsibility for the site will be a matter for discussion with the landowner and will influence the legal approach necessary to regularise the situation. However, it is worth reminding members that the Council decided to surrender its operation of the car park following a request to regularise the tenancy by the new land owners in July 2016 and receipt of a claim for mesne profits (loss of income through unlawful occupation). This claim continues to be resisted by the Council together with a claim from the landowner for terminal dilapidations costs of £116,878.
- 3.9 On the basis of these facts the Council is reluctant to recommence parking operations at this site.

Removal of Access to DVLA information for Companies Making Indecent Profit.

- 3.10 Regulation 27(1)(e) of the Road Vehicles (Registration and Licensing) Regulations 2002 provides the power for the Secretary of State to allow access to information relating to vehicle ownerships *"by any persons who can show to the satisfaction of the Secretary of State that he has reasonable cause for wanting particulars to be made available to him"*. It is under such powers that companies, such as Smart Parking Limited, are able to access information held by the DVLA on payment of a fee. There are currently two methods of accessing this information:
- a) Through paper application using form V888/3; and
 - b) Electronically in the form of the being given Approved Conditional Access (ACA) to the Register Keeper database at the DVLA.

- 3.11 To be granted ACA rights a company must first serve a six month probationary period using manual enquiry forms which require each access request to demonstrate by way of evidence why the data is required and ultimately what the data will be used for. During this period all complaints are logged and closely monitored by the DVLA. On satisfactory completion of this period an electronic link can be established. All companies or organisations that do not have a statutory regulator are required to be a current member of a DVLA Accredited Trade Association (ATA); the sole ATA for private parking companies is the British Parking Association. Therefore so long as a private company becomes a member of the British Parking Association Approved Operator Scheme and agrees to comply with the requirements of their Code of Practice there is a presumption that the company will benefit from demonstrating the necessary 'reasonable cause'.
- 3.12 The BPA's Code of Practice does contain provisions for an audit of operations to be undertaken of any AOS member however the BPA is not set up to deal with disputes from members of the public about parking or control and neither is it a regulatory body. Under the BPA's annual audit scheme of AOS members where non-compliance with any aspect of the Code is found companies are issued with non-compliance points. Where these points exceed twelve in any assessment period an operator may be referred to the BPA Council for disciplinary action which could lead to suspension or revocation of AOS membership. Beyond this though, the Code does not provide a way for drivers or other bodies to challenge how a landowner or operator has applied parking control and enforcement on private land. Any challenge or appeal is a matter for the landowner's or operator's own procedures.
- 3.13 Regretfully whilst the issue of access to DVLA information by third parties has been the subject of parliamentary debate there has been no change in this process despite concerns being raised about the ability of unscrupulous companies to use such access for financial gain.
- 3.14 In spite of the above, the operation of Smart Parking Limited at this location has raised such concerns in sufficiently large numbers that the full compliance of Smart Parking with the BPA's Code of Practice appears to be doubtful. As such the Council's concerns will be raised with the BPA calling on this national body to undertake a detailed audit of the company's practices. Sanctions which may be called for by the Council were the findings of this audit show deviation from the Code of Practice standards could include calling on the BPA to remove the company's AOS membership and by virtue of doing so their access to DVLA records.

4. FINANCE & RESOURCE APPRAISAL

- 4.1 The Council has refunded all fines which it received as a result of its enforcement action on the former Oastler Car Park which was found to be operating without the requisite Traffic Regulation Order being in place. A contribution has been made to the Saltaire Festival by way of mitigation for payments made by local residents equivalent to the income from parking charges which were received during this time.

4.2 Until such time as the adopted highway status is revoked from this location the Council remain responsible for the maintenance of the site under its general duties as Highway Authority.

4.3 There are no HR issues arising from this report.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1 The enforcement action taken by the Council as Highway Authority to remove illegal structures from the Oastler Road car park is consistent with its powers and duties under the Highways Act 1980 to protect the right of the public to unhindered access to the highway.

5.2 Until such time as the adopted highway status of Oastler Road is resolved the Council as Highway Authority remains responsible for the maintenance of the highway at this location as well as being responsible for protecting the public's right to pass and re-pass.

6. LEGAL APPRAISAL

6.1 All the actions proposed are within the Council's powers and/or duties as Highway Authority under the Highways Act 1980, Section 6 of the Road Traffic Regulation Act 1984 and Section 247 of the Town and Country Planning Act 1990.

7. OTHER IMPLICATIONS

7.1 Equality & Diversity

None.

7.2 Sustainability Implications

None.

7.3 Greenhouse Gas Emissions Impacts

None.

7.4 Community Safety Implications

None.

7.5 Human Rights Act

None.

7.6 Trade Union

None.

7.7 Ward Implications

None.

7. NOT FOR PUBLICATION DOCUMENTS

7.1 None.

8. OPTIONS

8.1 There are limited options available to Executive in relation to the contents of this report. However, one issue which does need to be considered is whether the Council wishes to pursue a return to its operation of the pay and display car park at this location, rather than that of a management company.

- a) Were the Council minded to again take on this responsibility the land owner would need to cease its claims against the Council for dilapidation costs and mesne profits as an initial pre-requisite to a future operation agreement. A formal agreement in relation to the disbursement parking income would similarly need to be reached, although as the Council would anticipate the full receipts to be received into Council funds this may be fundamentally unacceptable to the land owner. Legally, the Council would then need to ensure that the appropriate traffic regulation order was secured to permit pay and display operations on-street at this location.
- b) If the site is again to be handed to a management company to operate a private pay and display car park the adopted highway status of Oastler Road would first need to be revoked through the powers in Section 247 of the Town & Country Planning Act. This process would be subject to the landowner securing planning permission for change of use to private land. Such a planning application would be subject to the usual level of public consultation as would the subsequent application to the Secretary of State for permission to extinguish the highway. It is important to stress that there is no guarantee that either the planning permission or extinguishment will be granted by the respective regulatory bodies. Once the removal of this status had been secured it would be a matter for the landowner alone to appoint a management company and agree the terms of operation of the car park with that company; the Council would not have a role in this process.

9. RECOMMENDATIONS

9.1 That Executive note the actions taken to date to address the illegal operation of a pay and display car park on Oastler Road, Saltaire and the potential approaches available to it to regularise the legal situation in relation to the adopted highway status of Oastler Road.

9.2 That officers continue negotiations with the landowner about the future operation of the car park to reach a satisfactory resolution and that based on these negotiations implementation of the appropriate legal mechanism be delegated to the Strategic Director: Place in consultation with the Portfolio Holder.

- 9.3 That the Executive call upon the British Parking Association to audit Smart Parking Limited's practices both at this location and nationally. That appropriate action is taken on the findings of the audit including but not limited to revocation of their membership of the Approved Operator Scheme where infringements of the Code are identified.
- 9.4 That the lead petitioner be advised accordingly.

10. APPENDICES

- 10.1 Appendix A – Copy of petition speech in relation to operation of Oastler Road car park.

11. BACKGROUND DOCUMENTS

- 11.1 None

OASTLER ROAD CAR PARK PETITION, presentation to Bradford Council December 13th 2017

In September this year during the popular Saltaire Festival a group of Shipley residents spent only 6 hours collecting the signatures on the petition we are submitting. Many residents in Saltaire and Shipley we spoke to were angry about the fact that Smart Parking has been able to make profit from extortionate fines by using the public DVLA database of number plates.

Most of the businesses along Bingley Road, Saltaire who are served by Oastler Road car park signed our petition, in fact four businesses kept the petition for their customers to sign. They have been incensed that customers have been stung by unfair fines and are keeping away, damaging their livelihoods.

Smart Parking Ltd were engaged by the land owners Saltaire Investments to run the car park on Oastler Road, after the Council withdrew from running it earlier this year. They gave the money collected at machines to the landowner. This left Smart Parking to pay for the machines and signs and seek their profit entirely through the issuing of fines, called charges.

We believe the incentive to fine in order to recover costs and make profits is why rules were intended to be infringed. An example is the necessity of taking a ticket for a period that was supposedly free. The idea that something is free but you will be charged £100 if you don't jump through an unnecessary hoop which is set there to catch you out, is immoral. But it is legal. The incentive to fine in order to make profit has led to no grace periods before issuing fines: – a few seconds over time resulted in a fine. Driving through from one end to the other and out again led to a fine. Again, this is immoral yet legal.

The fines were administrated through use of an automatic number plate recognition system, linked to the DVLA database to trace the addresses of car owners. This is use of a public service to make an indecent income out of victims who are innocent of any real infringement. Smart Parking uses the same system at its other car parks in the south of England and Scotland.



This Saturday we canvassed the 35 shopowners closest to Oastler Road. They are clear that a car park is needed. They are also clear that Smart Parking should be given no opportunity or support to legitimise their operations in Saltaire or to begin them again.

We want to thank the Council for taking the opportunity to quickly dismantle the carpark operation on Oastler Road, after finding earlier this autumn that the road had never been approved for use as a car park. However we want to ensure that whatever replaces it is fit for purpose and will be fair on people parking and the businesses and other services in the area. This need not be a party political issue – all residents and parties have declared their disgust with Smart Parking's operation.

What to do? We ask the Council to find a way of restoring the car park without a system of fines which puts people off visiting local shops and damage local businesses.

The immediate need is to clarify the use of Oastler Road now. The Council must declare that no-one parking on Oastler Road will be pursued by traffic wardens.

The Council must then apply for Oastler Road to be legally designated a car park with the following restrictions, either stated within the designation or legally agreed with the landowner:

- A free 30 minute period not requiring ticketing.
- Rules for fining, that allow for grace periods in line with industry standards.
- No use of automatic number plate recognition unless the rules of pricing and pursuit of infringements is agreed by a majority of shop owners and the Council.

The Council should also:

- Put public and private pressure on Smart Parking to refund their unfair fines, and not give any support to their running a car park in future.
- Discuss the future of the car park with the local business owners, who are happy to host such a meeting.
- Explore the possibility of the Council or the Co-op running a car park in Oastler Road.

Thank you for your time.

Vick Jenkins on behalf of the signatories to the petition.

Car park rip-off at Oastler Road behind the Co-op

We call on

- **Smart Parking to remove their fines for parking less than 20 minutes, reduce their fines for other 'offences', and adhere to the industry 'grace' periods.**
- **Bradford Council to publicise this company's disrespect of the District's**

residents and businesses, warn other Councils, and offer the land-owner to run the carpark again.

- Government to remove access to DVLA from companies who make indecent profit out of a public service.

