



**Agenda for a meeting of the Keighley Area Committee to be held on Thursday, 19 July 2018 at 6.15 pm or at the rising of the earlier meeting of the Committee, whichever is the latter, in the Council Chamber - Keighley Town Hall**

**Members of the Committee – Councillors**

CONSERVATIVE	LABOUR	THE INDEPENDENTS
Brown Smith Herd Whitaker	M Slater Abid Hussain Firth Godwin	Hawkesworth

**Alternates:**

CONSERVATIVE	LABOUR	THE INDEPENDENTS
Ali Gibbons Poulsen Rickard	Bacon Farley Lee	Naylor

**Notes:**

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

***Decisions on items marked \* are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.***

**From:**

**To:**

Michael Bowness

Interim City Solicitor

Agenda Contact: Jane Lythgow

Phone: 01274 432270

E-Mail: [jane.lythgow@bradford.gov.uk](mailto:jane.lythgow@bradford.gov.uk)

## A. PROCEDURAL ITEMS

### 1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### 2. 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.*

### 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.

(Jane Lythgow - 01274 432270)

#### **4. PUBLIC QUESTION TIME**

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

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

**Questions must be received in writing by the City Solicitor in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on Tuesday 17 July 2018.**

(Jane Lythgow - 01274 432270)

### **B. BUSINESS ITEMS**

#### **5. NOMINATION TO LIST ASSETS AS ASSETS OF COMMUNITY VALUE - LAND AT JUNCTION OF DALE VIEW AND BEVERLEY RISE; LAND AT BACK GROVE ROAD AND WHEATLEY LANE FORMER PUBLIC CONVENIENCES**

1 - 46

The report of the Interim Strategic Director, Corporate Resources, (**Document “E”**) informs Members that the Council has received nominations to list land at the junction of Dale View and Beverley Rise; land at Back Grove Road and a form public convenience on Wheatley Lane, as Assets of Community Value under the Localism Act 2011.

The report considers whether the nomination and nominated asset meet the Asset of Community Value criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.



**Recommended –**

- 1) That in accordance with option 1, contained in Document “E” the nomination of land at the junction of Dale View and Beverley List be approved as an Asset of Community Value on the grounds that it does meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.
- 2) That in accordance with option 1, contained in Document “E” the nomination of land at Back Grove Road be approved as an Asset of Community Value on the grounds that it does meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.
- 3) That in accordance with option 2, contained in Document “E”, the nomination of the former public convenience at Wheatley Lane be rejected on the grounds that it does not meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.

(Corporate Overview and Scrutiny Area)

(Nigel Gillatt – 01274 434224)

6. **CALLED IN DECISION - HIGHWAY MAINTENANCE NON-CLASSIFIED ROADS AND SURFACE DRESSING ALLOCATION FOR KEIGHLEY CONSTITUENCY 2018/19**

47 - 66

At its meeting on 5 April 2018 Members of this Committee considered a report of the Strategic Director, Place (**Keighley Area Committee Document “W”**) which asked them to consider the Highway Maintenance Non-Classified Roads and Surface Dressing Allocation for the Keighley Constituency 2018-2019.

At that meeting it was resolved –

*That with the following substitution in Appendix 2 the proposed programme of works for 2018/19 as shown in Appendices 2 and 3 of Document “W” be approved.*

- *The proposed scheme at Wesley Place, Silsden be replaced with the scheme proposed at St Johns Street Silsden and Wesley Place be moved to the reserve list.*



The decision of the Committee was subsequently called in and considered by the Environment and Waste Overview and Scrutiny Committee on 17 April 2018. The report of the Strategic Director, Place, (**Document “F”**) advises Members of the discussions which took place at that meeting and that the Committee resolved to refer the matter back to Keighley Area Committee with a request that the original decision be considered in light of comments made at the meeting on 17 April 2018.

**Recommended –**

**That the proposed programme of works for 2018/19 as shown at Appendix 1 to Document “F” be approved.**

(Regeneration and Environment Overview and Scrutiny Committee)  
(Andy Fisher – 01535 618297)

## **7. SAFER ROADS DEVOLVED BUDGET**

67 - 84

The report of the Strategic Director, Place, (**Document “G”**) provides an update on changes to the apportionment of the Safer Roads Budget (recently approved by the Executive) and seeks approval for a programme of schemes in the Keighley area for 2018/19.

**Recommended –**

- 1) That the changes to the apportionment of the Safer Roads Budget (approved by the Executive on 12 June 2018) be noted.**
- 2) That the programme of Casualty Reduction schemes for 2018/19 listed in Appendices 1 and 2 of Document “G” be approved.**
- 3) That the proposed programme of Traffic Management schemes for 2018/19 listed in Appendix 3 of Document “G” be approved.**
- 4) That the progress of Traffic Regulation Order schemes for 2017/18 listed in Appendix 4 to Document “G” be noted.**
- 5) That the proposed programme of Traffic Regulation Order schemes for 2018/19 listed in Appendix 5 be approved.**



- 6) That any Traffic Regulation Orders, or any legal procedures linked to the processing of traffic calming measures or pedestrian crossing facilities, which are necessary to implement the chosen schemes be approved for processing and advertising subject to the scheme details being agreed with the local Ward Members.
- 7) That any valid objections to the advertised Traffic Regulation Orders, traffic calming or pedestrian facilities be submitted to this Committee for consideration or in the event of there being no valid objections the Traffic Regulation Orders be sealed and implemented and the traffic calming or pedestrian facilities be implemented as advertised.

(Regeneration and Environment Overview and Scrutiny Committee)  
(Simon D'Vali - -1274 431000)

#### 8. COMMUNITY LED LOCAL DEVELOPMENT

85 - 136

The report of the Strategic Director, Place, (**Document "H"**) provides an update on the European funded programme called Community Led Development.

**Recommended –**

**That the detail provided in Document "H" on the Keighley Community Led Local Development Programme and the investment that it will bring to the Keighley district be welcomed.**

(Corporate Overview and Scrutiny Committee)  
(Jonathan Hayes – 01535 618008)

#### 9. COMMUNITY ACTION BRADFORD AND DISTRICT (CABAD)

137 -  
158

The report of the Strategic Director, Place, (**Document "I"**) provides a summary of the work of Community Action Bradford and District (CABAD) in supporting communities and voluntary organisations in the Keighley area.



**Recommended –**

**That the wide range of activities undertaken by Community Action Bradford and District to support communities and voluntary organisations in the Keighley area be noted.**

(Corporate Overview and Scrutiny Committee)

(Paul Stephens – 01535 665258)

**10. UPDATE ON FAMILY HUBS PREVENTION AND EARLY HELP IMPLEMENTATION** 159 -  
188

On 3<sup>rd</sup> April 2018 the Council’s Executive Committee agreed to implement the Family Hubs model for delivering prevention and early help to babies, children and young people from October 2018.

The Director of Children’s Services will present a report, (**Document “J”**) which provides an update on implementation since April 2018 with a specific focus on area based planning and issues.

**Members are asked to note the report and progress to date and to provide support and guidance on the on-going co-production of the Family Hubs offer.**

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



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## **Report of the Strategic Director of Corporate Services to the meeting of Keighley Area Committee to be held on 19<sup>th</sup> July 2018 at 6.00pm at Keighley Town Hall.**

**E**

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### **Subject:**

#### **Nomination to list three assets as Assets of Community Value:**

- 1. Land at the junction of Dale View and Beverley Rise (as specified in Appendix 1a),**
- 2. Land at Back Grove Rd (as specified in Appendix 1b), and**
- 3. Wheatley Lane former Public Convenience (Appendix 1c).**

### **Summary statement:**

The Council has received nominations to list land at the junction of Dale View and Beverley Rise, land at Back Grove Rd and a former public convenience on Wheatley Lane, all three located in Ilkley, as Assets of Community Value under the Localism Act 2011.

This report considers whether the nomination and nominated asset meet the Asset of Community Value criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.

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Parveen Akhtar  
Interim Strategic Director of Corporate  
Resources

**Portfolio: Regeneration, Planning and  
Transport**

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**Overview & Scrutiny Area: Corporate**

## **1. SUMMARY**

1.1 The Council has received a nomination to list the following three assets, located in Ilkley, as Assets of Community Value under the Localism Act 2011:

- a. Land at the junction of Dale View and Beverley Rise (as specified in Appendix 1a),
- b. Land at Back Grove Rd (as specified in Appendix 1b), and
- c. Wheatley Lane former public convenience (as specified in Appendix 1c).

1.2 This report considers whether the nomination and nominated assets meet the Asset of Community Value criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.

## **2. BACKGROUND**

2.1 The Community Right to Bid provisions of the Localism Act 2011 came into effect on 21<sup>st</sup> September 2012. The purpose of the provisions is to allow communities time to prepare bids for land and property assessed as being of benefit to the community when those assets come up for disposal.

## **3. OTHER CONSIDERATIONS**

### **3.1 The Community Right to Bid**

3.1.1 Local community groups and parish councils are able to nominate privately and publicly owned land and property for inclusion on a list of assets of community value. The list is maintained by CBMDC which is also responsible for managing the process for determining whether a nomination of a property as an asset of community value is successful. At its meeting of 6<sup>th</sup> November 2012 the Executive resolved that the determination of nominations be devolved to Area Committee.

3.1.2 The listing of land or property as an Asset of Community Value has the effect of preventing owners from disposing of their listed property without first notifying the Council of their intention to sell. The notification of intention to sell triggers a six week moratorium on disposal during which local community groups and parish councils are able to express an interest in bidding for the property. If no expressions of interest are received the owner is free to dispose of his property at the end of the six week period. If an expression of interest is received the initial six week moratorium extends to six months to allow community groups and parish councils to prepare to bid for the property or to negotiate with the property owner. At the end of the six month period the owner is able to sell the property to whoever they want and by whatever means they wish. If the property is not sold within 18 months of the notification of intention to sell the disposal process must start again. Once sold the property is removed from the list.

### 3.1.3 The Community Right to Bid provisions **do not**:

- Give community groups or parish councils a right of first refusal when listed land and buildings come up for sale.
- Give community groups or a parish council the right to purchase land and property listed as assets of community value at a reduced price i.e. less than market value.
- Compel a property owner to sell to a community group or parish council. Once the procedures set out in the Act are complied with property owners are free to sell their property to whomever they wish.
- Restrict how a property owner can use their property.

## 3.2 Definition of an Asset of Community Value

3.2.1 The Act provides that land or property falls within the definition of asset of community value where its current primary use furthers the social wellbeing or social interests of the local community, **and** where it is realistic to think that this use will continue. Social interests include culture, recreation and sport. A property will also qualify when its main use in the recent past meets the definition, **and** it is realistic to think that its use may again fall within the definition within the next five years (whether or not in the same way as before).

3.2.2 Social interests include a) cultural interests; b) recreational interests; c) sporting interests. Wellbeing is the things that people value in their life that contributes to them reaching their potential (economic, social or environmental).

3.2.3 The Act sets out details of certain types of land and property which are exempt from the Community Right to Bid provisions.

## 3.3 Who can nominate an asset to be listed

3.3.1 Nominations to list an asset as being of community value can be made by:

- A local voluntary or community group that is [incorporated](#) – this means it has a separate legal status from its members.
- A local voluntary or community group that is [not incorporated](#) but has at least 21 members who appear on the electoral roll within CBMDC or a neighboring authority.
- A parish council.
- Neighboring parish councils – if a parish council borders an unparished area it may nominate asset within that area.
- Community interest groups with a local connection which has one of the following structures:
  - a) A charity.
  - b) A community interest company.
  - c) A company limited by guarantee that is non-profit distributing.
  - d) An industrial provident society that is non-profit distributing.

For a local group to be able to nominate it must be able to demonstrate that its activities are wholly or partly concerned with the local authority area within which the asset is located or with a neighbouring authority (which shares a boundary with Bradford).

### 3.4 The Nomination

3.4.1 The nomination applications are included at Appendices 3a,3b and 3c.

3.4.2 Officers have assessed all three nominations. Please see 3.4.2a, 3.4.2b and 3.4.2c below.

#### 3.4.2a Land at the junction of Dale View and Beverley Rise

Criteria	Finding	Comment	Criteria Met?
The nominator is eligible to nominate Assets of Community Value?	Yes	Ilkley Parish Council is an incorporated body.	Yes
Is the nominated asset exempt from listing?	No	N/a	Yes
The land and buildings are used (and in the past 5 years) to further the social wellbeing and social interests of the local community (as defined by the Localism Act 2011) and this use is not ancillary.	Yes	This asset forms essential green space within a built up residential area of Ilkley. All three sections of the green space are regularly used as children's play spaces and as dog walking areas.  Ilkley Town Council also wants to draw the Committee's attention to planning application 18/01209/FUL (Change of use from adopted highway to private curtilage   5 Dale View Ilkley West Yorkshire LS29 9BP). There are over 15 objection comments to this land being changed to private curtilage.	Yes
It is realistic to think that the building or land will continue to be used in a way which will further the social well-	Yes	This asset is intended to be retained as essential green space for the	Yes

being and social interests of the community within the next 5 years?		foreseeable future.	
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### 3.4.2b Land at Back Grove Rd

Criteria	Finding	Comment	Criteria Met?
The nominator is eligible to nominate Assets of Community Value?	Yes	Ilkley Parish Council is an incorporated body.	Yes
Is the nominated asset exempt from listing?	No	N/a	Yes
The land and buildings are used (and in the past 5 years) to further the social wellbeing and social interests of the local community (as defined by the Localism Act 2011) and this use is not ancillary.	Yes	This asset forms essential green space within the conservation area of Ilkley town centre. It is regularly used as children's play space and as dog walking area.	Yes
It is realistic to think that the building or land will continue to be used in a way which will further the social wellbeing and social interests of the community within the next 5 years?	Yes	The Council's Parking Service is currently conducting a review of this area and looking at resurfacing the whole car park, reducing borders and potentially increasing the amount of available spaces. This will include conversion of this grassed area to a parking space. This work is expected to be done this financial year, but it does not prevent the asset being listed.	Yes

### 3.4.2c Wheatley Lane former Public Convenience

Criteria	Finding	Comment	Criteria Met?
The nominator is eligible to nominate Assets of Community Value?	Yes	Ilkley Parish Council is an incorporated body.	Yes
Is the nominated asset exempt from listing?	No	N/a	Yes

The land and buildings are used (and in the past 5 years) to further the social wellbeing and social interests of the local community (as defined by the Localism Act 2011) and this use is not ancillary.	No	This asset has not been in use as a public convenience for 5 years, therefore, it does not qualify for an ACV, see section 3.2.1.	No
It is realistic to think that the building or land will continue to be used in a way which will further the social wellbeing and social interests of the community within the next 5 years?	No	This asset does not qualify – see above.	No

3.4.3 Accordingly, Council’s Officers have assessed that the criteria for listing have been met for **land at the junction of Dale View and Beverley Rise** and **land at Back Grove Rd.** These nominated assets are, therefore, recommended for listing as Assets of Community Value.

3.4.4 The criteria for listing have not been met for **Wheatley Lane former public convenience.** This nominated asset is, therefore, not recommended for listing as Asset of Community Value.

### 3.5 Appeals & Listing

3.5.1 Property owners (but not occupiers) may appeal against the Council’s decision to list their property as an asset of community value. In the first instance the property owner should ask the Council to review its decision. If the Council upholds its decision to list, the owner may appeal to the First Tier Tribunal.

3.5.2 There is no provision within the Act for nominators to challenge a decision not to list a property or decision to remove a property from the list following a review. However, the Council will be required to provide nominators with reasons why their application is unsuccessful or why a property has been removed from the list.

3.5.3 As mentioned at 3.1.3 above, the listing of land or property as an Asset of Community Value does not prevent a land owner from changing the use of the listed asset. The Act provides that a listed asset can be removed from the list if the nature of the asset changes so that it is unrealistic to expect it to be used for social, sporting, environmental benefits in the near future. An example of substantial change would be the progression of development works.

3.5.4 The listing of an asset is not retrospective and has no effect on binding agreements for sale already in place at the date of listing.

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

4.1 None.

4.2 A property owner has a right to compensation for losses incurred as a result of listing.

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

5.1 None

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

6.1 Land or property may only be listed as an Asset of Community Value where it meets the criteria and definitions set out in the Localism Act 2011.

6.2 Property owners may appeal against the decision to list their property as an Asset of Community Value. In the first instance the decision to list the property will be subject to internal review within the council. If the council upholds the decision to list, the owner may appeal to the First Tier Tribunal.

6.3 Legal appraisal of **land at the junction of Dale View and Beverley Rise** is attached at Appendix 2.

6.4 Please note that the expected change of use of **land at back Grove Rd** resulting from the Parking Services review in itself does not prevent the nomination of this asset as an ACV<sup>1</sup>.

#### **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

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<sup>1</sup> See ACV Guidance of 01.08.2013, section 2.2.

## 7.5 HUMAN RIGHTS ACT

None

## 7.6 TRADE UNION

None

## 7.7 WARD IMPLICATIONS

None

## 8. NOT FOR PUBLICATION DOCUMENTS

None.

## 9. OPTIONS

- 9.1 **Option 1:** Accept the nomination of none, some or all of the following: **Land at the junction of Dale View and Beverley Rise, land at Back Grove Rd and Wheatley Lane former public convenience** on the grounds that it does meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.
- 9.2 **Option 2:** Reject the nomination of none, some or all of the following: **Land at the junction of Dale View and Beverley Rise, land at Back Grove Rd and Wheatley Lane former public convenience** on the grounds that it does not meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.

## 10. RECOMMENDATIONS

The following are the recommendations for the listing based on the criteria set out in the Localism Act 2011:

1. **Land at the junction of Dale View and Beverley Rise – TO LIST**
2. **Land at Back Grove Rd – TO LIST**
3. **Wheatley Lane former public convenience – NOT TO LIST**

## 11. APPENDICES

Appendix 1 A, B and C – Plans

Appendix 2 – Legal appraisal of land at the junction of Dale View and Beverley Rise

Appendix 3 A, B and C – Nomination forms

## **12. BACKGROUND DOCUMENTS**

Report to the Executive meeting of 6th November 2012; The Localism Act 2011 – the Community Right to Bid.

**Appendix 1a**

**Land at the junction of Dale View and Beverley Rise**



Google street view – Land at the junction of Dale View and Beverley Rise



Appendix 1b

Back Grove Road Land

ACV 0067 - Back Grove Road Land



Scale at A4  
1:500

Date: 21/03/2018

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Google street view – **Back Grove Road Land**



Appendix 1c

Wheatley Lane former Public Convenience



Google street view – **Wheatley Lane** former public convenience



## Appendix 2

### Legal appraisal of land at the junction of Dale View and Beverley Rise

#### THREE AREAS OF GRASS AS ADOPTED HIGHWAY AT THE JUNCTION OF WOODLANDS RISE, BEVERLEY RISE AND DALE VIEW, ILKLEY.

#### ADVICE WHETHER THE NOMINATION OF THE ABOVE LAND IS REGISTRERABLE AS AN ASSET OF COMMUNITY VALUE UNDER SECTION 88 OF THE LOCALISM ACT 2011 (THE “2011 Act”) AND THE IDENTITY OF THE STATUTORY OWNERS.

#### 1. Background

From reading emails, checking documentation and obtaining background information from Katya Coldwell, Nigel Gillatt, Anisah Naz, Denise Mawbey and undertaking research, I understand that the Council has for some time adopted, under section 36 of the Highways 1980, the highway, footpaths and three significant grassed areas at the substantial junction of Woodland Rise, Beverley Rise and Dale View, Ilkley. Each of the grassed areas are abutted by footpaths and outside number 5 Dale View the grassed area has footpaths on all sides with a footpath also across it. Ilkley Parish Council has made an application to nominate all three grassed areas of the highway as an Asset of Community Value (ACV) under section 88 of the 2011 Act on the basis that the land forms essential green space within a built up residential area of Ilkley. As I understand it, all three grass areas are regularly used as children’s play spaces and dog walking areas. The present owners of no. 5 Dale View have made an application for first registration of that property, including the abutting grassed area, but the Land Registry has nevertheless excluded that land from registration and noted the Council’s interest as the relevant Highway Authority in respect of the surface. The owners of number 5 Dale view have also initiated an outstanding planning application 8/01209/FU in respect of that abutting grassed area (change of use from adopted highway to private curtilage) to which there are 15 objections.

#### 2. Community Value

Under section 88 of the 2011 Act the criteria for listing is that a relevant Local Authority must consider whether the relevant land has Community Value on the basis that:

#### **Either;**

- i) The primary current use of the land furthers the social well-being or social interests (including cultural, recreational and sporting interests) of the local community, and
- ii) it is realistic to think that the land can continue to be used in a way that will further the social well-being or social interests of the local community (whether or not in the same way as previously).

#### **Or**

the land has previously been so used in the recent past and it is realistic to think that it will be used for the same purpose again within the next five years.

Many of the phrases used in the 2011 Act are, deliberately, in general and vague terms leaving it to the relevant local authorities to decide what phrases mean although there is now a number of useful judicial review decisions which can assist them. Regarding the factual matrix of the present case my view is that the three grassed areas are furthering, and also in the recent past have furthered, the social well-being or social interests of the local community. Notwithstanding that the

areas are part of the adopted highway, the nominated land areas are nevertheless on the face of it self-contained green open spaces with access for the public with no obvious direct access to, or nexus with, any particular residence. This view is based on the **following grounds**:

a) An important exclusion to consider is Regulation 3 and Schedule 1 of the ACV Regulations 2012 which stipulates that “Operational Land” as defined in section 263 of the Town and Country Planning Act 1990 (TCPA 1990) is deemed **not** to be of Community Value and therefore must not be listed as an ACV. However, it appears that section 263, being in part 11 of the TCPA 1990, is relevant only to Statutory Undertakers as defined in section 262 (1) of the TCPA 1990 meaning “persons authorised by any enactment to carry on any railway, light railway, tramway, road transport, water transport, canal, inland navigation, dock, harbour, pier or lighthouse undertaking or any undertaking for the supply of hydraulic power and a relevant airport operator”. Highways are dealt with separately under part 10, and therefore this exclusion is not applicable in this case.

b) There is no comprehensive statutory definition of “furthering social well-being or social interest of the local community”. General factors which cause a use to be treated as a community use are not capable of scientific measurement and a more wide-ranging consideration of the circumstances is required. The case law confirms that there is a very low threshold applied and can include such factors as fostering community pride, stimulating daily conversations, forging friendships and where there are green spaces, additional benefits of air quality, visual amenity and contributions to biodiversity.

c) The case law (Firoka Limited) has also confirmed that the community use does not in fact have to be the primary use of the asset but instead must not be an “ancillary use” and that the approach that can be adopted by a local authority is to identify the community use and apply the following two-pronged test to determine whether that use is ancillary or non-ancillary:

- i) is the particular use significant (which does not require it to be the predominant use): and if it is then:
- ii) is it supportive of a non-community use of the asset?

A significant community use which is not supportive of a non-community use then will not be an ancillary use for these purposes. It seems clear, however, that in this case there is significant community use and it is arguable that it is on the face of it the only use of the land. The Council, as the Highway Authority, may have adopted the grassed areas for the purposes of securing visibility and safety for the public at a major junction and has a duty to maintain the grassed areas, but it does not “use” the land in the ordinary sense of that word. The land is essentially used by the public. Even if the original statutory function of the land could be considered a “use”, that use did not stop the community’s use being significant. The community’s use and enjoyment of the land could also not be supportive of the Council’s use of it since the Council’s statutory purpose of the land would be the same whether or not there was also any community use of it. In this case, therefore, the land appears to qualify for listing, particularly where the application relates to all three areas of grass at the junction. There would not necessarily be any community value generally for any other footpath, grass verge or highway and each case would need to be considered on its own particular factual matrix..

d) Regarding whether it is realistic to think that the land will be used for the same purpose again in the future, recent case law has considered the meaning of the word “realistic” as follows.

- i) The tribunal in Earl Percy’s case has held that any stated intention cannot be determinative of the question to be determined at 2.ii) above. “Realistic” does not mean that the event is more likely to happen than not, but rather it is only one of a number of possibilities. In the circumstances of the present case it is only a possibility that the

planning application relating to no. 5 would be successful. In any event even if that application were granted it could not be implemented unless a successful application was also made to the Highway Authority that the grassed area should become unadopted on the basis that it was no longer necessary to be adopted. In considering registering an ACV, the Council need not have to second guess the outcome of any pending application..

ii) In *Evenden Estates v Brighton and Hove CC (2015)*, a developer's planning application for a change of use had not yet been determined and it was held that the future of the relevant property was uncertain and the property could therefore qualify as an AVC application.

e). Section 4.2 and 5.1 of the ACV Guidance Notes and regulation 6 of the ACV Regulations 2012 confirms that a local authority should not refuse to accept a nomination on the grounds that a Community Body may be unable to acquire and manage the relevant asset in the future provided it is able to provide the following required information and whether it meets the definition of a "Voluntary Community Body" under section 89 of the 2011 Act and regulation 5 of the ACV Regulations 2012. For example, this will enable nominations by a local group formed to try and save an existing asset.

- a) a description of the nominated land.
  - b) any information the nominator has about the freeholders, leaseholders and current occupants of the land.
  - b) The reasons for nominating the asset, explaining why the nominator believes that the asset meets the definition in the 2011 Act.
  - c) The Nominator's eligibility to make the nomination.
- f) The fact of the adoption by the Council, as the Highway Authority, does not affect the subsoil and surface of the grassed areas being relevant Land under the 2011 Act in view of the definitions under section 108 of the 2011 Act and schedule 1 of the Interpretation Act 1978, which includes any interest or right in or over land.

### **3. Owners**

The position of ownership of the grassed areas for the purposes of administering the 2011 Act provisions is that the owners are the freeholders or leaseholders (when granted had 25 years left to run) on such residential estates who abut a road. Ownership invariably extends to the mid point of the road and so long as the roads remain adopted the owners retain formal ownership of the subsoil subject to the statutory rights of the Highway Authority over the surface. I know this to be the case at no 5 Dale View and it can be reasonably assumed that this applies to the other owners abutting the relevant highway, namely at numbers 5,6,8 and 13 on the plan. In this case the Council is not a Statutory Owner notwithstanding the Land is adopted since the Council does not have an estate in Land and only has a statutory interest in the surface.

### **4. Conclusion**

I conclude that the three grassed areas have a sufficient Community Value for the above reasons to be designated and registered as an ACV under the provisions of the 2011 Act and that, given the above legal authorities cited, the Council should at all times also be acting lawfully. If necessary this decision can be reviewed or appealed in the usual way.

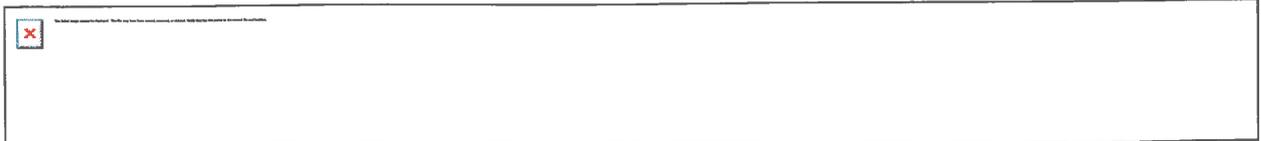
**Appendix 3**

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# The Localism Act 2011 Community Right to Bid

## Application to Nominate Assets of Community value

Asset Management	
No.....	.....
19 MAR 2018	
Passed to.....	.....
File.....	ACV0067



You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable the Council to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.



Before completing this application **please read** the information about the Assets of Community Value provisions available on the Council website at [http://www.bradford.gov.uk/bmdc/leisure\\_and\\_culture/parks\\_and\\_open\\_spaces/assets\\_of\\_community\\_value](http://www.bradford.gov.uk/bmdc/leisure_and_culture/parks_and_open_spaces/assets_of_community_value)

This information will help you to better understand whether the asset you propose to nominate meets with the definition of an 'asset of community value'. It also provides additional information about your rights to nominate and bid for assets as well as the rights of asset owners.

Your completed application should be sent to:

Assets of Community Value  
The Operational Estate Manager  
Estate Management  
City of Bradford Metropolitan District Council  
7<sup>th</sup> Floor Jacobs Well  
Bradford  
BD1 5RW

For information, the table below summarises the 'assets of community value' nominating and bidding process in four simple stages.

#### **Stage one: Identify an asset for nomination**

If an eligible community or voluntary group thinks that a local asset meets the definition of an 'asset of community value' they can fill in an application form and ask the Council to list the property as an 'asset of community value'. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the list. A list will also be compiled for any unsuccessful nominations that do not meet the criteria.

#### **Stage 2: The owner wants to sell their asset**

If the owner wants to sell their asset they must notify the Council, which will then notify the community group that nominated the asset and publicise the proposed sale to the wider community. If within six weeks of informing the Council of their intention to sell their asset an eligible community interest group does not come forward, the owner is free to sell their asset for a period of eighteen months from the date that they notified the Council of their intention to sell the asset.

#### **Step 3: A designated community group wants to bid for the asset**

If an eligible community interest group *does* express an interest in bidding for the asset, this group or groups will be granted extra time to prepare a business plan and gather the finance needed to purchase the asset. All in all, the time-frame for groups to put together their bids is six months starting from the time the asset owner informs the Council of their intention to sell the asset.

#### **Step 4: The point at which the asset is to be sold**

The six month window of opportunity is only for eligible community interest groups to put their business plans together and gather necessary funding. Once the six month window has expired, the asset owner is free to sell their property to who they want. They are under no obligation to sell the asset to any eligible community interest group or groups who bid to purchase the asset.

x

Please provide evidence that you are eligible to make a nomination. See the Appendix for information about who can nominate.

<b>2.1 Name of organisation</b>	Ilkley Parish Council	
<b>2.2 Organisation type</b>	<b>Place a cross against all those that apply</b>	<b>Registration number of charity and/or company (if applicable)</b>
Neighbourhood forum		
Parish Council	X	
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		



Industrial and provident society		
<p><b>2.3 Number of members registered to vote locally</b> (unincorporated bodies)          In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.</p> <p>N/A</p>		
<p><b>2.5 Local connection</b>          Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.</p> <p><b>Ilkley Parish Council's activities are completely confined within the parish boundary of Ilkley ward.</b></p>		
<p><b>2.6 Distribution of surplus funds</b> (<i>applicable to certain types of organisations only</i>)          If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Bradford or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.</p> <p>N/A</p>		
<p><b>2.7 More about your organisation</b>          What are the main aims and activities of your organisation?</p> <p><b>The main aims of Ilkley Parish Council are to provide effective, efficient and accountable local government for the parish, enabling residents to be involved in the life of the community and its future development and to be a strong voice for residents and local businesses, working to improve the overall parish area both built and natural, while preserving the uniqueness of heritage areas.</b></p> <p>If your organisation isn't a registered charity or company please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate.</p>		
<p><b>3. Details of the land or building(s) that you are nominating.</b></p>		

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

***If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.***

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

<b>Name of the asset</b>	<b>Land at Back Grove Road</b>
<b>Address or location of the asset</b>	<b>Please see attached plans.</b>
<b>Description of the asset and its boundaries</b>	<b>Green space to the immediate south of the central car park toilet block.</b>

#### **4. Owners and others with an interest in the building or land**

Please supply the following information. If any information is not known to you please say so.

<b>Current owner's name and address (if known)</b>	<b>City of Bradford MDC</b>
<b>Current leaseholder(s) name and address</b>	
<b>Names and addresses of all current occupants of the land</b>	

#### **5. Reasons for nomination ; Why you think the land or building is of community value**

Please note that the following are not able to be assets of community value:-

- A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.
- A caravan site.
- Operational land. This is generally land belonging to the former utilities and other statutory operators.

**5.1 Does the use of the asset currently further the social wellbeing or social interests\* of the local community, or has it done so in the recent past? If so, how?**

*\* These could be cultural, recreational and/or sporting interests – please say which one(s) apply.*

**The land forms essential green space within the conservation area of Ilkley town centre and must be retained.**

**5.2 How could the building or land be acquired and used in future?**

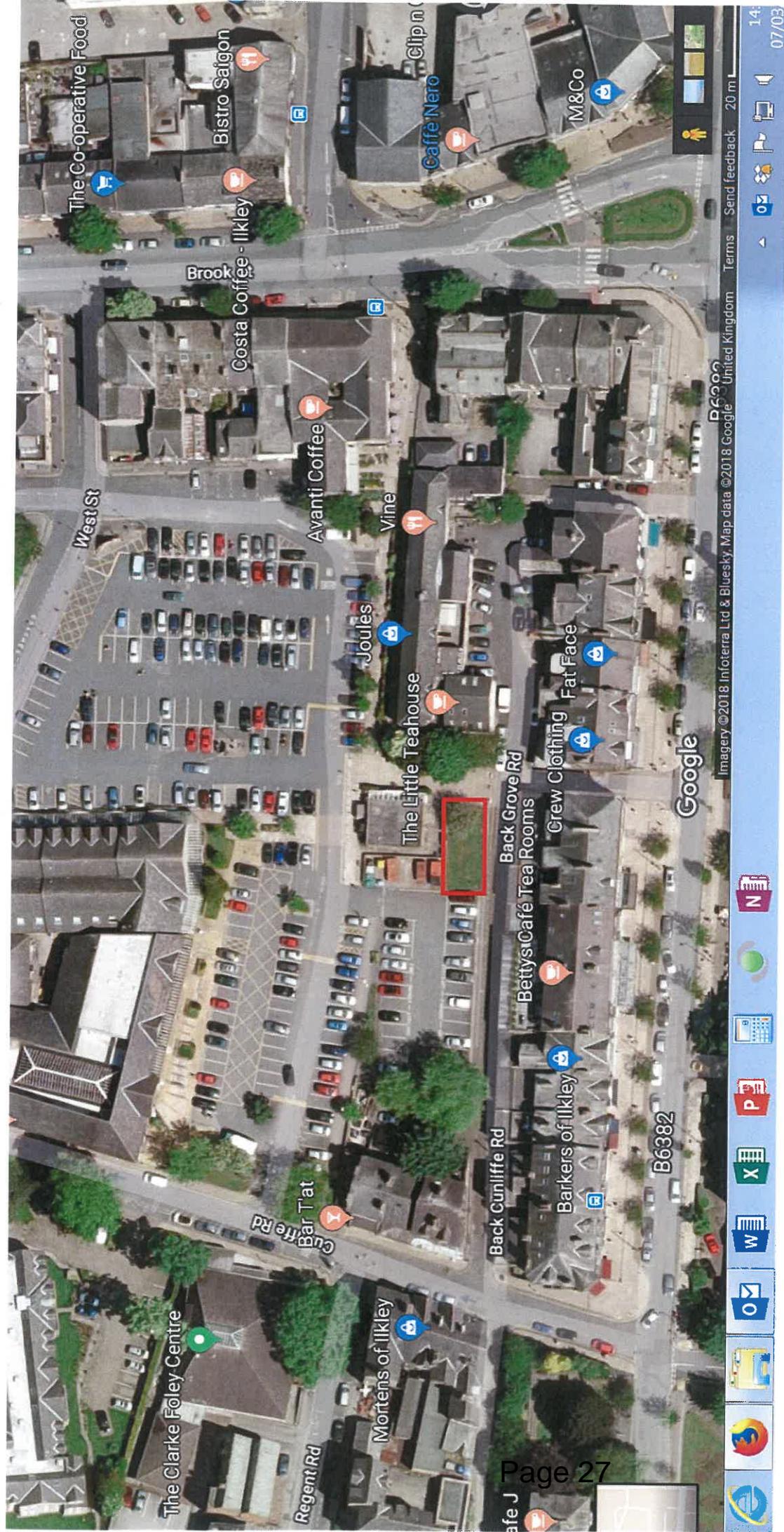
*If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.*

**The purchase of the land could, hypothetically, be funded through the Parish Precept, the use of Council reserves or through a loan to the Council.**

**The land would remain as green space within the Conservation Area.**

## **6. Submitting your nomination**

### **6.1 What to include**



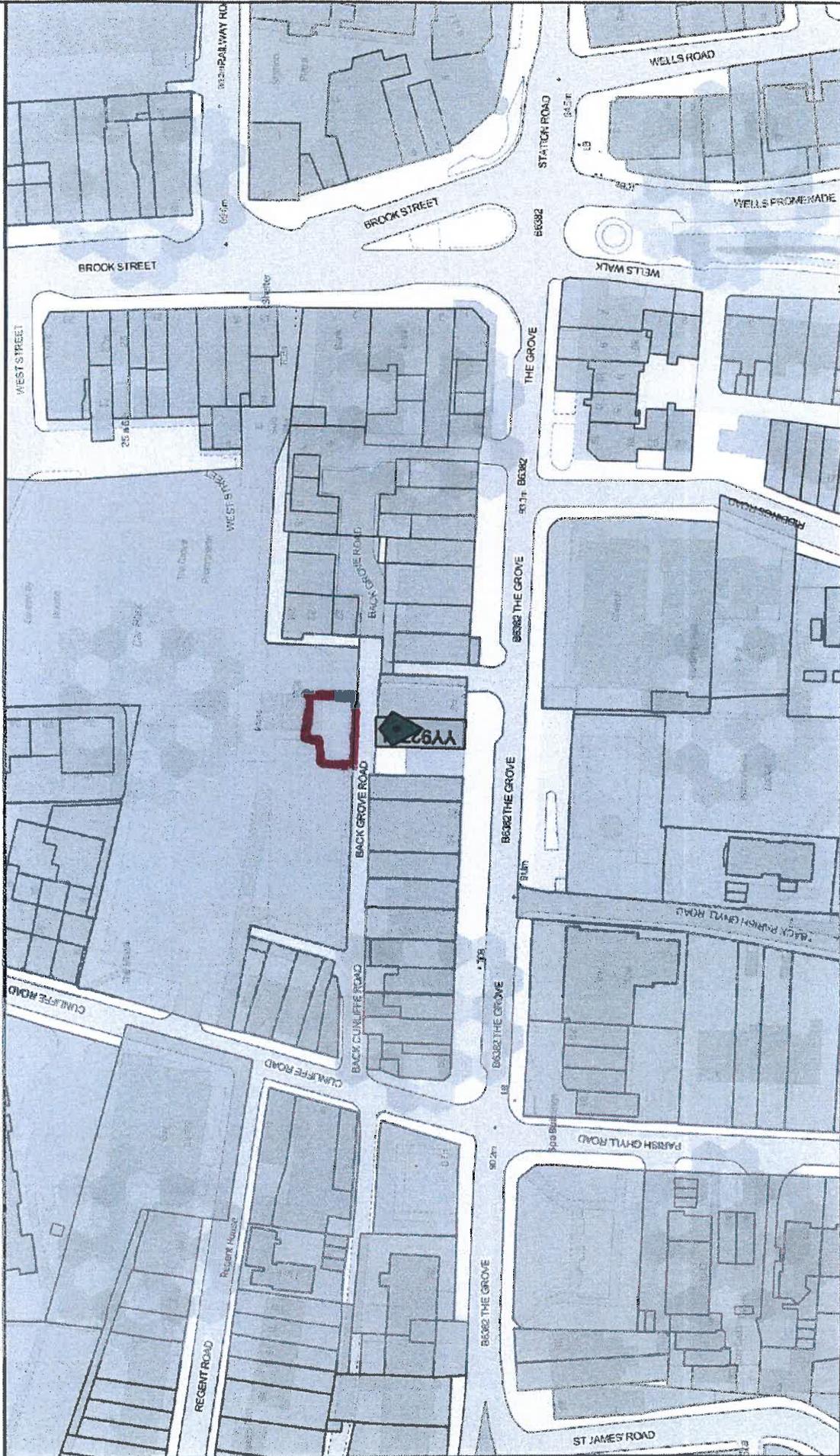


HM Land Registry

# MapSearch Snapshot

Page 1

BETA



0 5 10 15 20 25 30 35 40 50m

Map scale 1:1250

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Data last updated 10:00pm 23 FEBRUARY, 2018

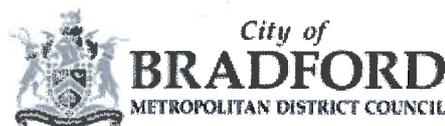
# The Localism Act 2011 Community Right to Bid

## Application to Nominate Assets of Community value

Asset Management	
No.....	
19 MAR 2018	
Passed to.....	
File.....	ACV0066

<input type="checkbox"/>	
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You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable the Council to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.



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Estate Management  
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7<sup>th</sup> Floor Jacobs Well  
Bradford  
BD1 5RW

For information, the table below summarises the 'assets of community value' nominating and bidding process in four simple stages.

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#### **Step 3: A designated community group wants to bid for the asset**

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✖

**Section 2: About your Organisation**

Please provide evidence that you are eligible to make a nomination. See the Appendix for information about who can nominate.

<b>2.1 Name of organisation</b>	Ilkley Parish Council	
<b>2.2 Organisation type</b>	<b>Place a cross against all those that apply</b>	<b>Registration number of charity and/or company (if applicable)</b>
Neighbourhood forum		
Parish Council	X	
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		

Industrial and provident society		
<p><b>2.3 Number of members registered to vote locally</b> (unincorporated bodies)          In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.</p> <p>N/A</p>		
<p><b>2.5 Local connection</b>          Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.</p> <p><b>Ilkley Parish Council's activities are completely confined within the parish boundary of Ilkley ward.</b></p>		
<p><b>2.6 Distribution of surplus funds</b> (<i>applicable to certain types of organisations only</i>)          If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Bradford or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.</p> <p>N/A</p>		
<p><b>2.7 More about your organisation</b>          What are the main aims and activities of your organisation?</p> <p><b>The main aims of Ilkley Parish Council are to provide effective, efficient and accountable local government for the parish, enabling residents to be involved in the life of the community and its future development and to be a strong voice for residents and local businesses, working to improve the overall parish area both built and natural, while preserving the uniqueness of heritage areas.</b></p> <p>If your organisation isn't a registered charity or company please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate.</p>		
<p><b>3. Details of the land or building(s) that you are nominating.</b></p>		

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- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

***If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.***

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

<b>Name of the asset</b>	<b>Land at Dale View</b>
<b>Address or location of the asset</b>	<b>Please see attached plans.</b>
<b>Description of the asset and its boundaries</b>	<b>Three green spaces at Dale View.</b>

**4. Owners and others with an interest in the building or land**

Please supply the following information. If any information is not known to you please say so.

<b>Current owner's name and address (if known)</b>	<b>City of Bradford MDC</b>
<b>Current leaseholder(s) name and address</b>	
<b>Names and addresses of all current occupants of the land</b>	

**5. Reasons for nomination ; Why you think the land or building is of community value**

Please note that the following are not able to be assets of community value:-

- A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.
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- Operational land. This is generally land belonging to the former utilities and other statutory operators.

**5.1 Does the use of the asset currently further the social wellbeing or social interests\* of the local community, or has it done so in the recent past? If so, how?**

*\* These could be cultural, recreational and/or sporting interests – please say which one(s) apply.*

**The land forms essential green space within a built up residential area of Ilkley and must be retained as public green space.**

**5.2 How could the building or land be acquired and used in future?**

*If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.*

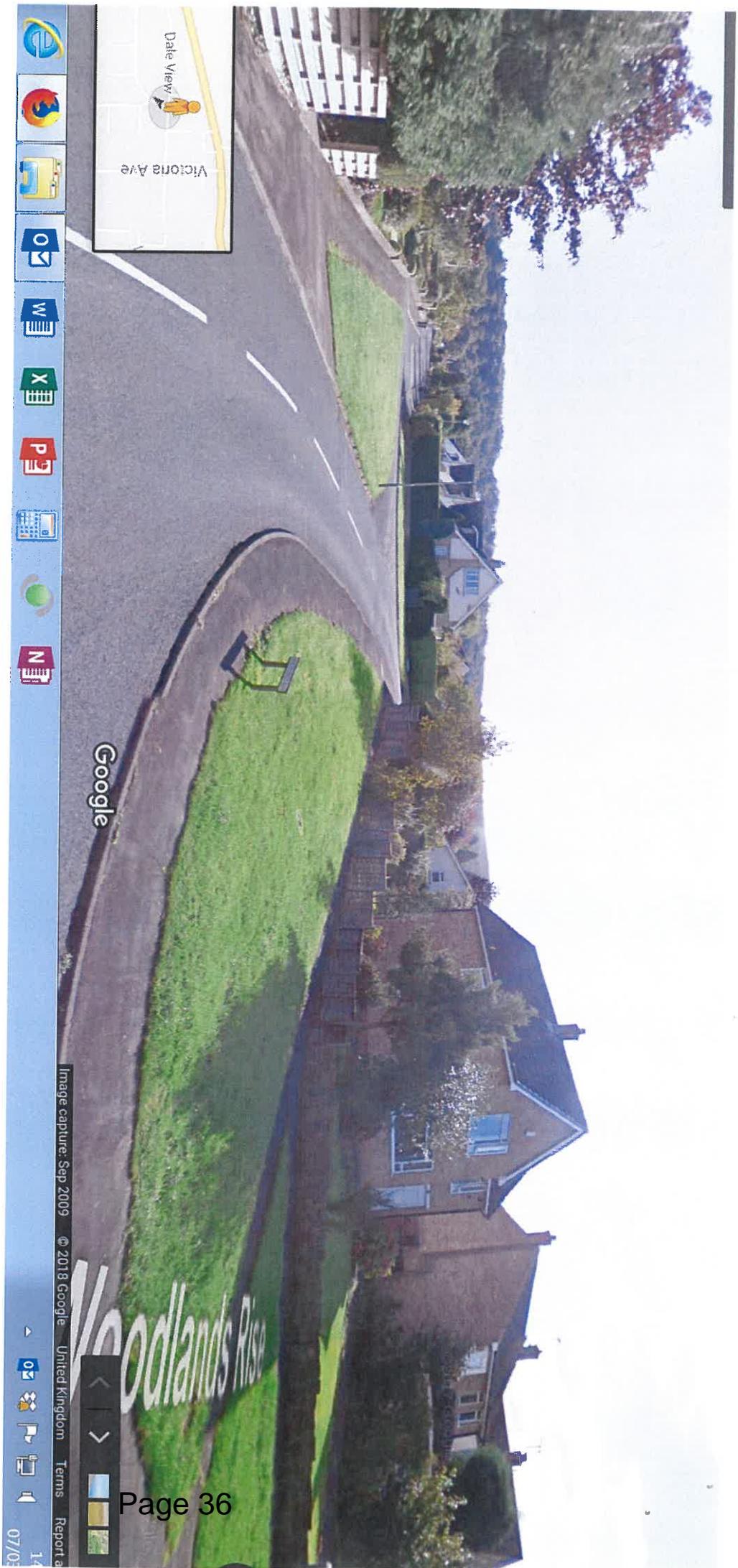
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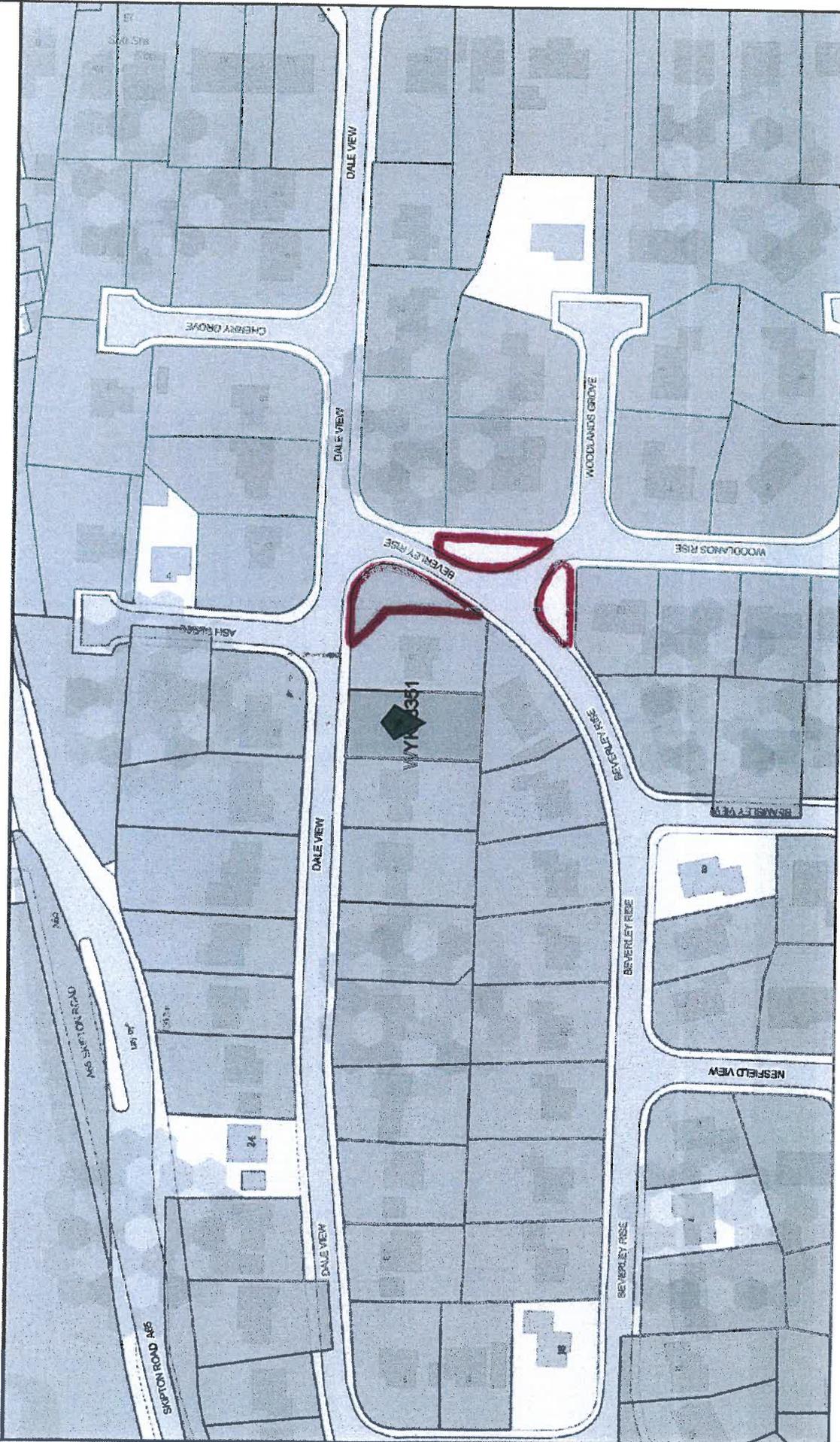
**The land would remain as public green space.**

## **6. Submitting your nomination**

### **6.1 What to include**







0 5 10 15 20 25 30 35 40 50m

Map scale 1:1250

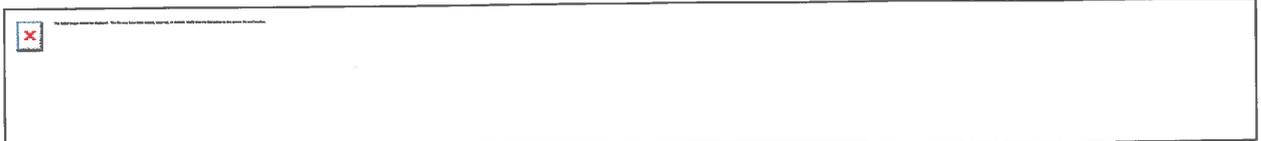
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 Data last updated 10:00pm 23 FEBRUARY, 2018

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# The Localism Act 2011 Community Right to Bid

## Application to Nominate Assets of Community value

Asset Management	
No.	20157
19 MAR 2018	
Passed to	ADH
File	ACV0065



You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable the Council to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.



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x

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<b>2.2 Organisation type</b>	<b>Place a cross against all those that apply</b>	<b>Registration number of charity and/or company (if applicable)</b>
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Parish Council	X	
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Community interest company		
Unincorporated body		
Company limited by guarantee		

Industrial and provident society		
<p><b>2.3 Number of members registered to vote locally</b> (unincorporated bodies)          In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.</p> <p>N/A</p>		
<p><b>2.5 Local connection</b>          Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.</p> <p><b>Ilkley Parish Council's activities are completely confined within the parish boundary of Ilkley ward.</b></p>		
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***If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.***

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

<b>Name of the asset</b>	<b>Land at Wheatley Lane, Ben Rhydding</b>
<b>Address or location of the asset</b>	<b>Please see attached plans.</b>
<b>Description of the asset and its boundaries</b>	<b>Former toilet block (now demolished).</b>

**4. Owners and others with an interest in the building or land**

Please supply the following information. If any information is not known to you please say so.

<b>Current owner's name and address (if known)</b>	<b>City of Bradford MDC</b>
<b>Current leaseholder(s) name and address</b>	
<b>Names and addresses of all current occupants of the land</b>	

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**5.1 Does the use of the asset currently further the social wellbeing or social interests\* of the local community, or has it done so in the recent past? If so, how?**

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A public toilet block once stood on this piece of land. The block has now closed and has been demolished. The Parish Council would like to see this land retained for public use. The Council is interested in re-instating some public toilet provision on this land near to this very well used train station which currently has no facilities at all.

**5.2 How could the building or land be acquired and used in future?**

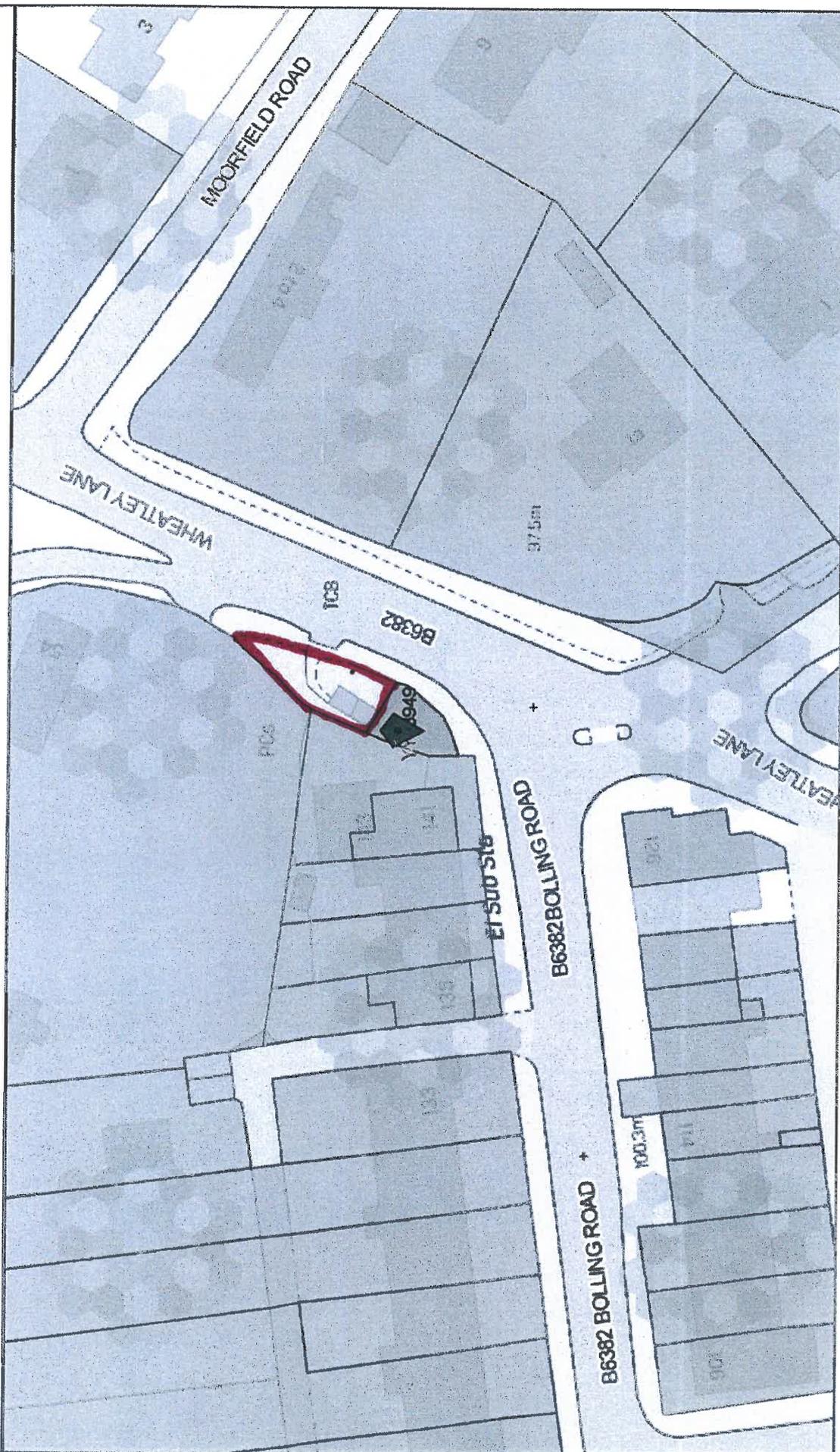
*If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.*

The purchase of the land could, hypothetically, be funded through the Parish Precept, the use of Council reserves or through a loan to the Council.

The land would potentially hold public toilet provision and green space.

**6. Submitting your nomination**





0 2 4 6 8 12 16 20m

Map scale 1:625

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Data last updated 10:00pm 23 FEBRUARY, 2018



## Report of the Strategic Director, Place, to the meeting of the Keighley Area Committee to be held on 19 July 2018.

**F**

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### Subject:

**CALLED IN DECISION OF KEIGHLEY AREA COMMITTEE –  
HIGHWAY MAINTENANCE NON-CLASSIFIED ROADS AND SURFACE DRESSING  
ALLOCATION FOR KEIGHLEY CONSTITUENCY - 2018/19**

### Summary statement:

This report relates to a called in decision of the Keighley Area Committee following its meeting on 5<sup>th</sup> April 2018 and subsequent referral to the Environment and Waste Management Overview & Scrutiny Committee meeting on 17<sup>th</sup> April 2018.

Wards: All Keighley Constituency

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Steve Hartley  
Strategic Director of Place

### Portfolio:

Regeneration, Planning & Transport

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### Overview & Scrutiny Area:

Regeneration, Planning and Transport

## 1.0. SUMMARY

- 1.1 This report relates to a called in decision of the Keighley Area Committee following its meeting on 5<sup>th</sup> April 2018 and subsequent referral to the Environment and Waste Management Overview & Scrutiny Committee meeting on 17<sup>th</sup> April 2018.

## 2.0. BACKGROUND

- 2.1 At its meeting on 5 April 2018 Members of this Committee considered a report of the Strategic Director, Place (**Keighley Area Committee Document "W"**) which asked them to consider the Highway Maintenance Non-Classified Roads and Surface Dressing Allocation for the Keighley Constituency 2018-2019.

At that time it had been resolved –

*That with the following substitution in Appendix 2 the proposed programme of works for 2018/19 as shown in Appendices 2 and 3 of Document "W" be approved.*

- *The proposed scheme at Wesley Place, Silsden be replaced with the scheme proposed at St John's Street Silsden and Wesley Place be moved to the reserve list.*

- 2.2 The decision of the Committee was subsequently called in. The reasons for the call-in are set out below:

*"I would like to call in the item about road resurfacing from the meeting on the 5th April of Keighley Area Committee.*

*There was a substitution of St John's Street for Wesley Place. I would like to reinstate the officer recommendation.*

*The reason for the call in is that the substituted road was almost at the bottom of the reserve list and is a cul-de-sac. The officers' technical recommendation is that Wesley Place is in far greater need of resurfacing.*

*Wesley Place is a busier road which provides access to a Bradford Council Car Park. Additional disabled parking places are being provided in the car park.*

*The pot holes in Wesley Place will put off people who would otherwise use the car park and potentially restrict the use of disabled Parking places as there are already too few in the town".*

- 2.3 The Strategic Director, Place, addressed the meeting of the Environment and Waste Management Overview and Scrutiny Committee on 17 April 2018 and confirmed that the schemes contained in Document "W" which had been considered on 5 April 2018 had been subject to a robust process to ensure they were appropriate and represented the best use of resources.

- 2.4 He explained that, with regard to Wesley Place, the scheme which had been transferred to the reserve list, approximately 40% of existing carriageway had already been potholed to some extent and it was expected that this would rise by at least another 20% during the course of this year which would result in regular visits by Street Scene to keep the street safe.

Areas which had not yet started pot holing were either badly crazed or ground away due to the breakdown of the binder and would have a limited life. There were large areas where water stood as a result of missing surface course, settlement and poor reinstatement by statutory undertakers which was expediting the failures. Wesley Place served two churches, residential properties and the Council's Car Park which provided the main parking for the village centre.

With regard to the scheme which had been transferred from the reserve to the priority list, St John's Street, Silsden, less than 10% of the road had received or needed the filling of small potholes. Input by Street Scene over the coming year would be minimal. The road had a bad ride mainly due to poor and failing statutory undertaker's reinstatements but also due to the poor vertical alignment of the kerbs to Airedale Factors private parking area and the poor reinstatement of the carriageway in front of the kerbs, this accounted for almost half the length on one side.

Members had queried if there were measures which could be taken against statutory undertakers to rectify the issues raised in regard to St John's Street and it was agreed to investigate the action being taken at that location.

- 2.5 Following the Strategic Director's presentation the Environment and Waste Management Overview and Scrutiny Committee resolved:-

*That the decision be referred back to the Keighley Area Committee with a request that they consider the original decision in light of the comments made to the Environment and Waste Management Overview and Scrutiny Committee by the Strategic Director, Place.*

- 2.6 Document "W" presented to Keighley Area Committee on 5<sup>th</sup> April 2018 is included as Appendix 2 of this report for reference.

### **3.0 OTHER CONSIDERATIONS**

- 3.1 There are no other considerations at this time.

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

- 4.1 The total value of schemes in Appendix 1 exceeds the allocated budget for Non-Classified roads for 2018/19. This is £1.25m for the whole of the Bradford Metropolitan District, which equates to £250,000 for the Keighley constituency.
- 4.2 Indicative funding has been identified for each scheme but the actual cost will be determined through the scheme development process. The identification of a

Report to the Keighley Area Committee  
reserve list of works is necessary in order to offset schemes that will inevitably be delayed as a consequence of unforeseen circumstances such as work by statutory bodies and conflicts with other major schemes, etc. There may also need to be further adjustment to the programme following the more detailed costing process. Any sites that are deferred for whatever reason will roll over to the following year's list.

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

- 5.1 A failure to prioritise highway maintenance schemes based upon condition and safety survey data will result in an increased requirement for reactive maintenance and lead to a reduction in road safety conditions and an associated increase in successful insurance claims against the Council.

## **6.0 LEGAL APPRAISAL**

- 6.1 There are no specific issues arising from this report. The course of action proposed is in general accordance with the Council's power as Highway Authority.
- 6.2 All works undertaken will be carried out within the requirements of the Highways Act 1980.

## **7.0 OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

- 7.1.1 In writing this report, due regard has been given of the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between different groups and to foster good relations between different groups under Section 149 of the Equality Act 2010.

### **7.2 SUSTAINABILITY IMPLICATIONS**

- 7.2.1 Proactive repairs, such as surface dressing, serve to extend carriageway life.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

- 7.3.1 There are no greenhouse gas implications arising from this report.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

- 7.4.1 Maintenance of the local highway network is essential to ensure the safe passage of all road users.

### **7.5 HUMAN RIGHTS ACT**

- 7.5.1 There are no human rights implications arising from this report.

### **7.6 TRADE UNION**

- 7.6.1 There are no trade union implications arising from this report.

## **7.7 WARD IMPLICATIONS**

The programmes have been determined on the basis of condition surveys, hence the proposed level of funding may differ from ward to ward for the programme year. However it is considered that, over a number of years, monies expended on maintenance works within each Area Constituency will even out (proportionate to the length, nature and condition of highways).

## **7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS**

The development and implementation of schemes included in this report support priorities within the Keighley Area Committee Ward Plans 2018-19.

## **7.9 IMPLICATIONS FOR CORPORATE PARENTING**

None.

## **7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT**

None.

## **8.0 NOT FOR PUBLICATION DOCUMENTS**

8.1 None.

## **9.0 OPTIONS**

9.1 That the Keighley Area Committee adopts the recommended schemes detailed in Appendix 1.

9.2 That the Keighley Area Committee adopts the recommended schemes detailed in Appendix 1, with any substitutions (to a similar value) from the reserve list in Appendix 1.

## **10.0 RECOMMENDATIONS**

10.1 That the Keighley Area Committee approves the proposed programme of works for 2018/19 as shown in Appendix 1.

## **11.0 APPENDICES**

11.1 Appendix 1 – Highway Maintenance Proposed Capital Programme for Non-PRN (Non-classified roads) 2018/19 – Keighley Constituency.

11.2 Appendix 2 – Document “W” (Report of the Strategic Director, Place, to the meeting of the Keighley Area Committee held on 5<sup>th</sup> April 2018).

11.3 Appendix 3 – Extract of the minutes of the Environment and Waste Management Overview & Scrutiny Committee held on 17<sup>th</sup> April 2018.

**12.0 BACKGROUND DOCUMENTS**

12.1 None.

**Appendix 1 - Highway Maintenance Proposed Capital Programme for Non-PRN (Non-classified roads) 2018/19 – Keighley Constituency**

Site	Ward	From	To	Length (m)	Budget
Slippery Ford Lane,	Worth Valley	Slitheroford Farm	Middle Slippery Ford Farm	180	£10,000
Broadhead Lane, Oakworth	Worth Valley	Central Section		300	£19,000
Greystones Lane / Coppy Lane, Laycock	Worth Valley	Full		1400	£58,000
Thwaites Brow Road, Keighley	Keighley East	Parkwood Road	Setts	110	£10,000
Fell Lane, Keighley	Keighley West	Prospect Mount	20m East Wheathead Lane	150	£13,000
Fell Lane, Keighley	Keighley West	Three Horses PH	Prospect Mount	320	£32,000
Chantry Drive, Ilkley	Ilkley	Wells Promenade	Chantry Close	140	£12,000
Grange Road, Riddlesden	Keighley East	Bradford Road	Grange Crescent	350	£20,000
Sawood Lane, Oxenhope	Worth Valley	Full		380	£22,000
Street Lane, Morton	Keighley East	Section at Highstead		100	£10,000
Haincliffe Road, Keighley	Keighley East	Full		180	£15,000
Walker Lane, Silsden Moor	Craven	Jowetts Lane	West for 100m	100	£5,000
<b>Wesley Place, Silsden</b>	<b>Craven</b>	<b>Full Length</b>		<b>65</b>	<b>£9,000</b>
Dawson Place, Keighley	Keighley East	Full Length		50	£4,000
Woodhouse Way, Keighley	Keighley East	Full Length		40	£3,500
Whinfield Close, Keighley	Keighley West	Full Length		100	£5,000
Shannon Close, Ilkley	Ilkley	Full Length	(Micro asphalt)	110	£3,500
			<b>Total</b>	<b>4075</b>	<b>£251,000</b>
<b>Reserve List</b>					
Heber Street, Keighley	Central	Adopted Length		90	£30,000
Crossbank Road, Addingham	Craven	Bend	End	1500	£75,000
Lister Street, Keighley	Central	Full Length		300	£37,500
Scott Lane West, Riddlesden	Keighley East	Dunkirk Rise	Coles Way	240	£15,000
Silsden Road, Riddlesden	Keighley East	Ilkley Road	West for 400m	400	£28,000
Grange Estate, Ilkley	Ilkley	Valley Drive	St Helens Way	100	£6,000
Morton Grove / Elm Crescent, East Morton	Keighley East	Full Length		200	£25,000
Taylor Avenue, Silsden	Craven	Full Length		160	£25,000
Weston Road, Ilkley	Ilkley	Full Length		125	£15,000
Wharfe View Road, Ilkley	Ilkley	Weston Street	Northern J/O A65	160	£15,000
Wheatley Rise, Ilkley	Ilkley	Full Length		150	£7,000
East Parade, Ilkley	Ilkley	Little Lane	for 120m plus patch	150	£18,000
Victoria Road, Haworth	Worth Valley	Full Length		330	£56,250
Simpson Street, Keighley	Keighley Central	Full Length		60	£10,000
Back Simpson Street, Keighley	Keighley Central	Full Length		80	£15,000
Lee Lane, Oxenhope	Worth Valley	Moorside Lane	Bodkin Lane	470	£60,000
Slaymaker Lane, Oakworth	Worth Valley	Mackingstone Lane	Bad bend	700	£70,000
Eaton Road, Ilkley	Ilkley	Full Length		200	£18,000
Wheatley Lane, Ilkley	Ilkley	Railway Bridge	Wheatley Close	200	£30,000
<b>St Johns Street, Silsden</b>	<b>Craven</b>	<b>Full Length</b>		<b>110</b>	<b>£10,000</b>
Royd House Grove, Long Lee	Keighley East	Full Length		45	£4,000

Banks Lane, Riddlesden	Keighley East	High Wood Head	Silsden Road	480	£31,000
Broomhill Avenue, Keighley	Keighley West	Oakworth Road	First Hump	150	£16,000
Shann Crescent, Keighley	Keighley Central	Full Length		180	£14,000
Pitt Street, Keighley	Keighley East	Full Length		280	£50,000
Ben Rhydding Road, Ilkley	Ilkley	School	Wheatley Road	240	£20,000
Highfield Court, Oakworth	Worth Valley	Full Length		90	£18,750
Stockinger Lane, Addingham	Craven	Main Street	Mount Pleasant (M)	200	£4,000
Tunncliffe Place, Silsden	Craven	Full Length		60	£10,000
Straight Lane, Addingham	Craven	Full Length		860	£55,000
Grange Road, Riddlesden	Keighley East	Grange Crescent	End	350	£50,000
Ben Rhydding Road, Ilkley	Ilkley	Old Lane	School	140	£15,000
Mornington Street, Keighley	Keighley Central	Full Length		200	£17,000
North Dean Road, Keighley	Keighley West	School Entrance	North Dean Avenue	400	£75,000
Ben Rhydding Road, Ilkley	Ilkley	Lower Constable	Wheatley Lane	430	£40,000
Main Street, Addingham	Craven	Silsden Road	Old Station Way	650	£65,000
Manor Road, Utley	Keighley Central	Full Length		160	£10,000
Royd Ings Avenue, Keighley	Keighley East	Cougars	Royd Way	200	£30,000
Langbar Rd / Denton Road, Ilkley	Ilkley	Roundabout		100	£18,750
Wells Walk, Ilkley	Ilkley	Full Length		250	£18,750
Kings Road, Ilkley	Ilkley	Easby Drive	Victoria Avenue	300	£37,500
Airedale Road, Keighley	Keighley East	Part		30	£6,000
Barrett Street, Silsden	Craven	Full Length		100	£20,000
Fieldway, Ilkley	Ilkley	Full Length	(Micro)	140	£5,000
Tufton Street, Silsden	Craven	Full Length		200	£45,000
North Street / Chapel Street, Silsden	Craven	Co-op	Pickard Lane	130	£9,000
Dradishaw Road / Woodside Road, Silsden	Craven	Vale Grove	Cornwall Avenue	380	£35,000

## Appendix 2



# Report of the Strategic Director, Place, to the meeting of the Keighley Area Committee to be held on 5 April 2018.

**W**

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### Subject:

**HIGHWAY MAINTENANCE NON-CLASSIFIED ROADS AND SURFACE DRESSING ALLOCATION FOR KEIGHLEY CONSTITUENCY - 2018/19**

### Summary statement:

This report provides information on the Capital Highway Maintenance funding element of the Local Transport Plan for 2018/19 and makes recommendations on the allocation for Non-Classified road resurfacing schemes and Surface Dressing sites in the Keighley constituency.

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Wards: All Keighley Constituency

Steve Hartley  
Strategic Director of Place

### Portfolio:

Regeneration, Planning & Transport

Report Contact: Andy Fisher  
Principal Engineer, Highway  
Maintenance North  
Phone: 01535 618297  
E-mail: [andy.fisher@bradford.gov.uk](mailto:andy.fisher@bradford.gov.uk)

### Overview & Scrutiny Area:

Environment and Waste Management

## **1.0. SUMMARY**

- 1.1 This report provides information on the Capital Highway Maintenance element of the Local Transport Plan for 2018/19 and makes recommendations on the allocation for Non-classified road resurfacing schemes and Surface Dressing sites in the Keighley constituency.

## **2.0. BACKGROUND**

- 2.1 The Capital Highway Maintenance element of the Local Transport Plan for all classifications of road in Bradford for 2018/19 is expected to be £5,379,193, as in 2017/18. This covers A, B, C Classified roads and Non-Classified roads. The figure includes an expected Department for Transport (DfT) Pothole Fund allocation of £428,000, as in 2017/18.
- 2.2 It is essential that local highway maintenance continues to be prioritised, reflecting the economic and social importance to communities and the need to safeguard the largest single local public asset. As such, the allocation is to be prioritised on those roads in most need of maintenance.
- 2.3 The varying types and classifications of roads are routinely monitored by standardised survey equipment. The sites chosen for inclusion are those that have been shown to be in the most need of repair on the most recent survey. This is supplemented by those roads that are known to have suffered increased deterioration due to the ageing process and recent winter weather.
- 2.4 For information purposes, Appendix 1 summarises the road surfacing schemes completed in the Keighley constituency during the 2017/18 financial year.
- 2.5 A recommended list of Non-Classified and Surface Dressing sites is included in Appendices 2 and 3 (respectively) attached.
- 2.6 The full list of Non-Classified resurfacing sites (Appendix 2) is detailed in priority order, based on road condition. The cut off between 'priority' and 'reserve' sites coincides with a value of circa £250,000 as described in paragraph 4.1. Members may seek to substitute schemes from the priority list with those from the reserve list as is deemed necessary to address local highway maintenance concerns. Also, if it transpires that it is not feasible to progress any of the originally selected schemes, these will be substituted with alternatives from the reserve list.
- 2.7 The suggested programme of Surface Dressing sites, totalling circa 10,190m (approx. £215,000) is attached as Appendix 3.
- 2.8 In order that programme delivery can be achieved within the 2018/19 financial year it is imperative that the committee approves a works programme at this stage.

### **3.0 OTHER CONSIDERATIONS**

3.1 There are no other considerations at this time.

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

4.1 The total value of schemes in Appendix 2 exceeds the allocated budget for Non-Classified roads for 2018/19. This is £1.25m for the whole of the Bradford Metropolitan District, which equates to £250,000 for the Keighley constituency.

4.2 Indicative funding has been identified for each scheme but the actual cost will be determined through the scheme development process. The identification of a reserve list of works is necessary in order to offset schemes that will inevitably be delayed as a consequence of unforeseen circumstances such as work by statutory bodies and conflicts with other major schemes, etc. There may also need to be further adjustment to the programme following the more detailed costing process. Any sites that are deferred for whatever reason will roll over to the following year's list.

4.3 The total value of the schemes identified in Appendix 3 does not exceed the capital allocation for 2018/19 for Surface Dressing. This is £1.6m for the whole of the Bradford Metropolitan District and includes A, B and C Classified roads. Consequently it is the intention that work will be completed on all of those sites listed, however it is possible that some of the schemes may need to be deferred, again likely due to conflicts with works by other bodies, statutory undertakers, etc. Any schemes that are deferred for whatever reason will roll over to the following year's programme.

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

5.1 A failure to prioritise highway maintenance schemes based upon condition and safety survey data will result in an increased requirement for reactive maintenance and lead to a reduction in road safety conditions and an associated increase in successful insurance claims against the Council.

### **6.0 LEGAL APPRAISAL**

6.1 There are no specific issues arising from this report. The course of action proposed is in general accordance with the Council's power as Highway Authority.

6.2 All works undertaken will be carried out within the requirements of the Highways Act 1980.

### **7.0 OTHER IMPLICATIONS**

#### **7.1 EQUALITY & DIVERSITY**

7.1.1 In writing this report, due regard has been given of the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between different groups and to foster good relations between different groups

under Section 149 of the Equality Act 2010.

## **7.2 SUSTAINABILITY IMPLICATIONS**

7.2.1 Proactive repairs, such as surface dressing, serve to extend carriageway life.

## **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

7.3.1 There are no greenhouse gas implications arising from this report.

## **7.4 COMMUNITY SAFETY IMPLICATIONS**

7.4.1 Maintenance of the local highway network is essential to ensure the safe passage of all road users.

## **7.5 HUMAN RIGHTS ACT**

7.5.1 There are no human rights implications arising from this report.

## **7.6 TRADE UNION**

7.6.1 There are no trade union implications arising from this report.

## **7.7 WARD IMPLICATIONS**

The programmes have been determined on the basis of condition surveys, hence the proposed level of funding may differ from ward to ward for the programme year. However it is considered that, over a number of years, monies expended on maintenance works within each Area Constituency will even out (proportionate to the length, nature and condition of highways).

## **7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS**

The development and implementation of schemes included in this report support priorities within the Keighley Area Committee Ward Plans 2018-19.

## **8.0 NOT FOR PUBLICATION DOCUMENTS**

8.1 None.

## **9.0 OPTIONS**

9.1 That the Keighley Area Committee adopts the recommended schemes detailed in Appendices 2 and 3.

9.2 That the Keighley Area Committee adopts the recommended schemes detailed in Appendices 2 and 3, with any substitutions (to a similar value) from the reserve list in Appendix 2.

## **10.0 RECOMMENDATIONS**

That the Keighley Area Committee approves the proposed programme of works for 2018/19 as shown in Appendices 2 and 3.

## **11.0 APPENDICES**

11.1 Appendix 1 – Highway Maintenance Capital Programme 2017/18 A, B, C Classified and Unclassified Roads Completed – Keighley Constituency.

11.2 Appendix 2 – Highway Maintenance Proposed Capital Programme for Non-PRN (Non-classified roads) 2018/19 – Keighley Constituency.

11.3 Appendix 3 – Proposed Programme for Surface Dressing 2018/19 – Keighley Constituency.

## **12.0 BACKGROUND DOCUMENTS**

12.1 None.

**Appendix 1 - Highway Maintenance Capital Programme 2017/18  
A, B, C Classified and Unclassified Roads Completed – Keighley Constituency**

Highway Maintenance Capital Programme 2017/2018 - A, B, C Classified and Unclassified Roads Completed – Keighley Constituency						
Road Name	Ward	From	To	Length (m)	Budget Estimate	Cost
<b>Road Resurfacing (A,B and C)</b>						
A6033 Haworth Road, Cross Roads	Worth Valley	Halifax Road	Nares Street	200	£32,000	£22,500
B6142 Rawdon Road	Worth Valley	Main Street	School	300	£35,000	£33,000
B6382 Wheatley Lane, Ilkley	Ilkley	A65	Valley Drive	240	£30,000	£49,900
C200 West Lane, Keighley	West	North Dean Road	100m west	100	£12,000	£16,000
C502 New Laithe Road, Stanbury	Worth Valley	Throstles Nest	30m South Jnt Two Laws Road	670	£35,000	£33,400
C504 Park Lane, Keighley	East	Hainworth Wood Road	Glen Lee Lane	500	£50,000	£70,600
			<b>Total (A,B and C)</b>	<b>2010</b>	<b>£194,000</b>	<b>£225,400</b>
<b>Road Resurfacing (Unclassified)</b>						
Rutland Street, Keighley	Central	Victoria Road	Malsis Road	80	£6,000	£9,600
Leach Road, Riddlesden	East	100m adjacent to	canal bridge	100	£6,000	£7,300
Hainworth Wood Road, Keighley	East	Woodhouse Road	500m SW	500	£50,000	£54,600
Queens Drive, Ilkley	Ilkley	Queens Road	End of adopted section (25)	330	£25,000	£39,300
Coles Way, Riddlesden	East	Full Length		260	£25,000	£21,500
Victory Road, Ilkley	Ilkley	Full length		100	£13,000	£8,500
Stone Grove, Steeton	Craven	Full Length		160	£12,000	£10,000
Park Way, Steeton	Craven	Stone Grove	Halsteads Way	100	£8,000	£8,200
Goose Eye, Goose Eye	Worth Valley	Full Length	(Micro)	170	£6,000	£6,000
Florist Street, Keighley	East	Athol St	End of adopted section	70	£8,000	£12,400
The Crescent, Ben Rhydding	Ilkley	Full Length		170	£8,000	£11,600
Guard House Grove, Keighley	West	Full Length		100	£4,000	£11,400
Ashburn Place, Ilkley	Ilkley			80	£7,000	£10,500
Holden Lane, Silsden	Craven	Sections		200	£20,000	£16,600
Lower Wellington Road, Ilkley	Ilkley	Booths	Little Lane	80	£10,000	£6,300
Eagle Street, Keighley	Central			120	£18,000	£13,500
Florist Street, Keighley	East	Athol St	Aireworth Road	140	£20,000	£10,000
Springfield Gardens, Keighley	Central	Full Length		140	£8,000	£4,200
Hawksworth Street, Ilkley	Ilkley	Full Length	(Micro)	60	£3,000	£3,000
Cocking Lane, Addingham	Craven	Lumb Gill Area		200	£10,000	£18,300
Grange Road, Riddlesden (Kerbing)	East	Full Length		350	£20,000	£20,000
			<b>Total (Unclassified)</b>	<b>3510</b>	<b>£287,000</b>	<b>£302,800</b>
			<b>Total (Keighley Area)</b>	<b>5520</b>	<b>£481,000</b>	<b>£528,200</b>

**Appendix 2 - Highway Maintenance Proposed Capital Programme for  
Non-PRN (Non-classified roads) 2018/19 – Keighley Constituency**

Site	Ward	From	To	Length (m)	Budget
Slippery Ford Lane,	Worth Valley	Slitheroford Farm	Middle Slippery Ford Farm	180	£10,000
Broadhead Lane, Oakworth	Worth Valley	Central Section		300	£19,000
Greystones Lane / Coppy Lane, Laycock	Worth Valley	Full		1400	£58,000
Thwaites Brow Road, Keighley	Keighley East	Parkwood Road	Setts	110	£10,000
Fell Lane, Keighley	Keighley West	Prospect Mount	20m East Wheathead Lane	150	£13,000
Fell Lane, Keighley	Keighley West	Three Horses PH	Prospect Mount	320	£32,000
Chantry Drive, Ilkley	Ilkley	Wells Promenade	Chantry Close	140	£12,000
Grange Road, Riddlesden	Keighley East	Bradford Road	Grange Crescent	350	£20,000
Sawood Lane, Oxenhope	Worth Valley	Full		380	£22,000
Street Lane, Morton	Keighley East	Section at Highstead		100	£10,000
Haincliffe Road, Keighley	Keighley East	Full		180	£15,000
Walker Lane, Silsden Moor	Craven	Jowetts Lane	West for 100m	100	£5,000
Wesley Place, Silsden	Craven	Full Length		65	£9,000
Dawson Place, Keighley	Keighley East	Full Length		50	£4,000
Woodhouse Way, Keighley	Keighley East	Full Length		40	£3,500
Whinfield Close, Keighley	Keighley West	Full Length		100	£5,000
Shannon Close, Ilkley	Ilkley	Full Length	(Micro asphalt)	110	£3,500
			<b>Total</b>	<b>4075</b>	<b>£251,000</b>
<b>Reserve List</b>					
Heber Street, Keighley	Central	Adopted Length		90	£30,000
Crossbank Road, Addingham	Craven	Bend	End	1500	£75,000
Lister Street, Keighley	Central	Full Length		300	£37,500
Scott Lane West, Riddlesden	Keighley East	Dunkirk Rise	Coles Way	240	£15,000
Silsden Road, Riddlesden	Keighley East	Ilkley Road	West for 400m	400	£28,000
Grange Estate, Ilkley	Ilkley	Valley Drive	St Helens Way	100	£6,000
Morton Grove / Elm Crescent, East Morton	Keighley East	Full Length		200	£25,000
Taylor Avenue, Silsden	Craven	Full Length		160	£25,000
Weston Road, Ilkley	Ilkley	Full Length		125	£15,000
Wharfe View Road, Ilkley	Ilkley	Weston Street	Northern J/O A65	160	£15,000
Wheatley Rise, Ilkley	Ilkley	Full Length		150	£7,000
East Parade, Ilkley	Ilkley	Little Lane	for 120m plus patch	150	£18,000
Victoria Road, Haworth	Worth Valley	Full Length		330	£56,250
Simpson Street, Keighley	Keighley Central	Full Length		60	£10,000
Back Simpson Street, Keighley	Keighley Central	Full Length		80	£15,000
Lee Lane, Oxenhope	Worth Valley	Moorside Lane	Bodkin Lane	470	£60,000
Slaymaker Lane, Oakworth	Worth Valley	Mackingstone Lane	Bad bend	700	£70,000
Eaton Road, Ilkley	Ilkley	Full Length		200	£18,000
Wheatley Lane, Ilkley	Ilkley	Railway Bridge	Wheatley Close	200	£30,000
St Johns Street, Silsden	Craven	Full Length		110	£10,000
Royd House Grove, Long Lee	Keighley East	Full Length		45	£4,000

Banks Lane, Riddlesden	Keighley East	High Wood Head	Silsden Road	480	£31,000
Broomhill Avenue, Keighley	Keighley West	Oakworth Road	First Hump	150	£16,000
Shann Crescent, Keighley	Keighley Central	Full Length		180	£14,000
Pitt Street, Keighley	Keighley East	Full Length		280	£50,000
Ben Rhydding Road, Ilkley	Ilkley	School	Wheatley Road	240	£20,000
Highfield Court, Oakworth	Worth Valley	Full Length		90	£18,750
Stockinger Lane, Addingham	Craven	Main Street	Mount Pleasant (M)	200	£4,000
Tunncliffe Place, Silsden	Craven	Full Length		60	£10,000
Straight Lane, Addingham	Craven	Full Length		860	£55,000
Grange Road, Riddlesden	Keighley East	Grange Crescent	End	350	£50,000
Ben Rhydding Road, Ilkley	Ilkley	Old Lane	School	140	£15,000
Mornington Street, Keighley	Keighley Central	Full Length		200	£17,000
North Dean Road, Keighley	Keighley West	School Entrance	North Dean Avenue	400	£75,000
Ben Rhydding Road, Ilkley	Ilkley	Lower Constable	Wheatley Lane	430	£40,000
Main Street, Addingham	Craven	Silsden Road	Old Station Way	650	£65,000
Manor Road, Utley	Keighley Central	Full Length		160	£10,000
Royd Ings Avenue, Keighley	Keighley East	Cougars	Royd Way	200	£30,000
Langbar Rd / Denton Road, Ilkley	Ilkley	Roundabout		100	£18,750
Wells Walk, Ilkley	Ilkley	Full Length		250	£18,750
Kings Road, Ilkley	Ilkley	Easby Drive	Victoria Avenue	300	£37,500
Airedale Road, Keighley	Keighley East	Part		30	£6,000
Barrett Street, Silsden	Craven	Full Length		100	£20,000
Fieldway, Ilkley	Ilkley	Full Length	(Micro)	140	£5,000
Tufton Street, Silsden	Craven	Full Length		200	£45,000
North Street / Chapel Street, Silsden	Craven	Co-op	Pickard Lane	130	£9,000
Dradishaw Road / Woodside Road, Silsden	Craven	Vale Grove	Cornwall Avenue	380	£35,000

### Appendix 3 – Proposed Programme for Surface Dressing 2018/19 – Keighley Constituency

Site	Ward	Length (m)	From	To
Greenhead Drive, Keighley	Keighley Central	120	Full Length	
Silsden Road, Riddlesden	Keighley East	1260	J/O Banks Lane To	50m East Of Waterworks Building
Manor Road, Keighley	Keighley Central	160	Full Length	
Spring Gardens Mount, Keighley	Keighley Central	160	Full Length	
Cranleigh Mount, Keighley	Keighley West	60	Full Length	
Exley Grove, Keighley	Keighley West	110	Full Length	
Upper Hird Street, Keighley	Keighley Central	450	Full Length	
Bradford Street, Keighley	Keighley Central	320	J/O Brown Street	J/O Lawkholme Lane
A629 North Street, Keighley	Keighley Central	300	High Street	J/O Albert Street
Wenning Street, Keighley	Keighley East	140	Aire Valley Road Roundabout	8m before j/o Thwaites Bridge
Low Spring Road, Keighley	Keighley East	320	J/O Thwaites Brow Road	Ivy Terrace
Calton Road, Keighley	Keighley East	300	J/O Thwaites Brow Road	J/O Calton Grove
Vale Mill Lane / Mytholmes Lane, Oakworth	Worth Valley	560	Railway Crossing	50m Before J/O Longacres
Holme House Lane, Nr Oakworth	Worth Valley	1000	20m before J/O Wheathead Lane	30m Before The Quarry Entrance
Gamescar Lane, Nr Laycock	Kly West/Worth Valley	310	Lund Lane In Goose Eye Village	J/O Green Sykes Road
Braithwaite Drive, Keighley	Keighley West	250	Full Length	
Braithwaite Avenue, Keighley	Keighley West	470	J/O Coronation Mount	J/O Bankfield Drive
Braithwaite Way, Keighley	Keighley West	50	Full Length	
Braithwaite Grove, Keighley	Keighley West	90	Full Length	
Braithwaite Walk, Keighley	Keighley West	60	Full Length	
Lower Town, Oxenhope	Worth Valley	60	House No 16	J/O Best Lane
Langbar Road, Ilkley	Ilkley	450	J/O Old Lodge Hill	J/O Hardings Lane
C119 Denton Road, Ilkley	Ilkley	1140	15m West Of Iron Footbridge	40m East Of J/O Carters Lane
C111 Ilkley Road, Addingham (off Main Street)	Craven	145	J/O A65 Addingham Wharfedale Rd	10m West Of Street Light No 8
Cocking Lane, Addingham	Craven	670	J/O A65	J/O Lumb Gill Lane
Marlborough Grove, Ilkley	Ilkley	50	Full Length	
Hydro Close, Ilkley	Ilkley	60	Full Length	
Victoria Gardens, Ilkley	Ilkley	70	Full Length	
Stockeld Road, Ilkley	Ilkley	150	J/O Bridge Lane	J/O A65
St Margaret's Terrace, Ilkley	Ilkley	170	Full Length	
Parish Ghyll Road, Ilkley	Ilkley	390	Full Length	
Brown Street, Keighley	Keighley Central	50	Full Length	Both Sections
Cross Emily Street, Keighley	Keighley Central	30	Full Length	
Brunthwaite Lane, Silsden	Keighley Craven	135	24m west of Thornleigh House	Uphill for 111m
Greenhead Drive, Keighley	Keighley Central	130	Full Length	
	<b>Total</b>	<b>10,190</b>		



## Minutes of a meeting of the Environment and Waste Management Overview & Scrutiny Committee held on Tuesday, 17 April 2018 in Committee Room 1 - City Hall, Bradford

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Commenced 5.30 pm  
 Concluded 6.45 pm

### Present – Councillors

CONSERVATIVE	LABOUR	GREEN
Senior	A Ahmed Berry Mohammed Watson	Love

Observers: Councillor S Ferriby, Councillor A Ross-Shaw

Apologies: Councillor Kevin Warnes, Councillor Mike Gibbons, Councillor Brendan Stubbs and Julia Pearson

### Councillor Love in the Chair

#### 71. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

#### 72. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

#### 73. URGENT ITEM - CALLED IN DECISION OF KEIGHLEY AREA COMMITTEE - HIGHWAY MAINTENANCE NON-CLASSIFIED ROADS AND SURFACE DRESSING ALLOCATION FOR KEIGHLEY CONSTITUENCY 2018-2019

At its meeting on 5 April 2018 Keighley Area Committee had considered a report of the Strategic Director, Place (**Keighley Area Committee Document “W”**) which had asked Members to consider the Highway Maintenance Non-Classified Roads and Surface Dressing Allocation for the Keighley Constituency 2018-2019.

Keighley Area Committee had resolved –

**That with the following substitution in Appendix 2 the proposed programme**

of works for 2018/19 as shown in Appendices 2 and 3 of Document “W” be approved.

- **The proposed scheme at Wesley Place, Silsden be replaced with the scheme proposed at St Johns Street Silsden and Wesley Place be moved to the reserve list.**

The decision of the Committee was subsequently called in. The reasons for the Call-in were set out below:

*“I would like to call in the item about road resurfacing from the meeting on the 5th April of Keighley Area Committee.*

*There was a substitution of St Johns Street for Wesley Place. I would like to reinstate the officer recommendation.*

*The reason for the call in is that the substituted road was almost at the bottom of the reserve list and is a cul-de-sac. The officers’ technical recommendation is that Wesley Place is in far greater need of resurfacing.*

*Wesley Place is a busier road which provides access to a Bradford Council Car Park. Additional disabled parking places are being provided in the car park.*

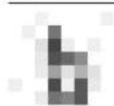
*The pot holes in Wesley Place will put off people who would otherwise use the car park and potentially restrict the use of disabled Parking places as there are already too few in the town”.*

In accordance with Paragraph 8.6.9 of Part 3E of the Constitution Members of the Overview and Scrutiny were reminded that they could, following consideration of the matter, resolve to:

1. Release the decision for implementation.
2. Refer all or part of the decision back to the Executive or area committee as appropriate, to reconsider it in the light of any representations the committee may make. The decision may not be implemented until the Executive or area committee, as appropriate, has met to reconsider its earlier decision.
3. Refer the decision to full Council for consideration, in which case the decision may not be implemented until the Council has met to consider the matter.

Alternatively, if the Committee made no resolution in accordance with paragraph 8.6.9 above, the decision may be implemented.

The Strategic Director, Place, addressed the meeting and confirmed that the schemes contained in Document “W” were subject to a robust process to ensure



they were appropriate and represented the best use of resources.

It was explained with regard to Wesley Place, the scheme which had been removed to the reserve list, that approximately 40% of existing carriageway had already been potholed to some extent and it was expected that this would rise by at least another 20% during the course of this year which would result in regular visits by streetscene to keep the street safe.

Areas which had not yet started pot holing were either badly crazed or grinding away due to the breakdown of the binder and have limited life. There were large areas where water stands as a result of missing surface course, settlement and poor reinstatement by statutory undertakers which was expediting the failures. Wesley Place served two churches, residential properties and the Council's Car Park which provided the main parking for the village centre.

With regard to the scheme which had been moved transferred from the reserve to the priority list, St Johns Street, Silsden, less than 10% of the road had received or needed the filling of small potholes. Input by streetscene over the coming year would be minimal. The road had a bad ride mainly due to poor and failing statutory undertakers reinstatements but also due to the poor vertical alignment of the kerbs to Airedale Factors private parking area and the poor reinstatement of the carriageway in front of the kerbs, this accounted for almost half the length on one side.

Members questioned if there were measures which could be taken against statutory undertakers to rectify the issues raised in regard to St Johns Street and it was agreed to investigate the action being taken at that location.

Following those reassurances it was agreed to refer the issue back to Keighley Area Committee with a request that the decision be considered taking account of the road conditions referred to by the Strategic Director, Place.

**Resolved –**

**That the decision be referred back to the Keighley Area Committee with a request that they consider the original decision in light of the comments made to the Environment and Waste Management Overview and Scrutiny Committee by the Strategic Director, Place.**

***ACTION: Strategic Director, Place***





## **Report of the Strategic Director, Place to the meeting of Keighley Area Committee to be held on 19 July 2018.**

**G**

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### **Subject:**

**SAFER ROADS DEVOLVED BUDGET**

### **Summary statement:**

**This report updates the Area Committee on changes to the apportionment of the Safer Roads budget (recently approved by Executive committee) and seeks approval for a programme of schemes in the Keighley Area for 2018/19.**

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Steve Hartley  
Strategic Director  
(Place)

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Principal Engineer

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### **Portfolio:**

**Regeneration, Planning and Transport**

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

**Regeneration & Environment**

## 1. SUMMARY

- 1.1. This report updates the Area Committee on changes to the apportionment of the Safer Roads budget (recently approved by Executive committee) and seeks approval for a programme of schemes in the Keighley Area for 2018/19.

## 2. BACKGROUND

- 2.1. The West Yorkshire Transport Strategy 2040 was approved by the West Yorkshire Combined Authority (WYCA) in August 2017. In conjunction with the Strategic Economic Plan, the overarching aim of the strategy is "...for Leeds City Region to be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone."

- 2.2 The key objectives of the strategy are:

**Economy:** Create a more reliable, less congested, better connected transport network.

**Environment:** Have a positive impact on our built and natural environment.

**People and place:** Put people first to create a strong sense of place.

- 2.3 In term of Safer Roads themes, the strategy includes a specific aim to reduce road accidents, aspiring to 'zero tolerance' of transport-related deaths. There are also aspirations to encourage walking and cycling by improving safety.
- 2.4 The Strategy retains the casualty reduction target first introduced by the Local Transport Plan, i.e. a 50% reduction in the number of people killed or seriously injured in road collisions (KSI) by 2026.
- 2.5 Historically there were specific budgets for the promotion of Casualty Reduction schemes and more general Traffic Management Measures. Following a significant reduction in the level of funding, this was combined into a single funding stream. Executive devolved the budget to the Area Committees on the basis of population split in October 2012, with a provision that 70% of the budget had to be allocated to Casualty Reduction schemes, the residual funding being available for projects prioritised by members.
- 2.6 The prioritisation of funding for Casualty Reduction schemes has been an important contributor to the continuing downward trend in casualty rates within the district. This has been achieved in partnership with other interventions including Police enforcement and Road Safety education, training and publicity activities. However, the current level of funding dictates that individual Area Committees are restricted in the scale of projects that can be prioritised. The current system also precludes the development of projects of more strategic significance or on a district-wide basis.
- 2.7 There has been a systematic addressing of locations with notable clusters of recorded traffic collisions. As such, the occurrence of collisions is becoming more sporadic and thus more difficult to target with specific area committee based interventions. Notwithstanding this it is acknowledged that there remains a safety benefit in delivering traffic management schemes in areas where casualty rates are

not necessarily high, but where there are concerns about vehicle speeds, severance or more general safety issues.

2.8 In order to address the issues highlighted in paragraphs 2.6 and 2.7 the following revisions to the Safer Roads budget allocation and scheme governance systems for 2018/19 onwards were approved by Executive committee on 12 June 2018:

- Establish a top-slice of the Safer Roads budget to enable the promotion of strategic or district-wide projects, with the approval to promote such projects and consideration of any resulting objections being an Executive Member function.
- Maintain the existing allocation for project development
- Residual funding to be distributed to the Area Committees for them to continue promoting Casualty Reduction schemes as a priority. Each Area Committee will retain an indicative sum of £50,000 (per area) for general traffic management measures, with this figure being flexible when all viable Casualty Reduction projects have been prioritised.

### **3. OTHER CONSIDERATIONS**

3.1. The Safer Roads budget forms part of a package of works known as implementation plans (IP). These have previously been 3yr plans, however the current plan (IP3) is for a 5yr period.

3.2. It is recommended that the Area Committee re-affirms its commitment to progressing Disabled Persons Parking Places and undertaking mobility access improvement works, by again including budgets for these within the 2018-19 programme. The cost of any traffic surveys required to assess requests for traffic management measures and assist in determining future schemes programmes will also need to be met from this budget, as will maintenance costs of Vehicle Activated Signs.

3.3. It is also proposed that promoting a constituency-wide Traffic Regulation Order, to include a number of sites where minor amendments to waiting restrictions have been requested, be trialled in Keighley for 2018/19. (Due to the more extensive processes involved, it would not be feasible to include any larger schemes or Residents Permit Parking Schemes within the constituency-wide Order). Appendix 5 shows the outstanding list of requests for Traffic Regulation Orders in Keighley with the recommended schemes for inclusion in the 2018/19 Area-Wide Traffic Regulation Order highlighted. The benefits to this approach include a reduction in costs due to removal of duplicate actions/advertisement.

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

4.1. The strategic schemes top-slice has been set at £120,000 for 2018/19 by Executive. Residual funding is allocated to the Area Committee's based on 2011 census population figures as follows:

Area	Population %
Bradford West	21.8
Bradford South	19.4
Bradford East	22.0
Shipley	18.2
Keighley	18.6

4.2 This apportionment results in a total budget of £103,900 for Keighley. The individual budgets are therefore £53,900 for Casualty Reduction schemes and £50,000 for other community priority schemes

4.3 The Council's allocation for IP2 has been fully expended. As such there is no residual funding to allocate from that period. The current indication is that the programme of schemes approved for implementation in Keighley in 2017/18 will require an additional £32,900 over and above the originally approved budget. This has been accounted for in a reduced provision for 2018/19.

## 5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1. A failure to follow an evidence-based approach and prioritise schemes on the basis of casualty reduction potential would not meet with the overarching aims of the Safer Roads allocation.

## 6. LEGAL APPRAISAL

6.1. There are no specific issues arising from this report. The course of action proposed is in general accordance with the Councils power as Highway Authority and Traffic Regulation Authority. The Council's commitment to taking into account the needs of all road users, including those with special mobility needs, has been considered when compiling the proposed schemes programmes.

## 7. OTHER IMPLICATIONS

### 7.1 EQUALITY & DIVERSITY

The prioritisation process has been undertaken, and approved schemes will be developed, with due regard to Section 149 of the Equality Act 2010.

### 7.2 SUSTAINABILITY IMPLICATIONS

Improvements to road safety conditions encourage a shift to sustainable transport modes.

### 7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The implementation of highway safety schemes and projects which encourage sustainable transport modes will potentially reduce harmful emissions.

### 7.4 COMMUNITY SAFETY IMPLICATIONS

The Safer Roads programme delivers a wide-range of projects including traffic calming, pedestrian crossing facilities, cycling and horse riding provision, speed limit reductions and junction improvements. Such measures, along with partnership activities, form an integral part of improving safety in local communities. Reduction of community severance and community cohesion are two positive outcomes of this programme.

**7.5 HUMAN RIGHTS ACT**

None.

**7.6 TRADE UNION**

None.

**7.7 WARD IMPLICATIONS**

Elected members will be fully consulted on the development of any schemes within their respective wards.

**7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS  
(for reports to Area Committees only)**

Safer Roads schemes support the Safer Communities priorities within the Keighley Area Committee Action Plan.

**7.9 IMPLICATIONS FOR CORPORATE PARENTING**

None

**7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT**

None

**8. NOT FOR PUBLICATION DOCUMENTS**

None.

**9. OPTIONS**

- 9.1. Members may nominate alternative schemes to those recommended in Appendices 3 and/or 5 (to the same total budget value). Officers will provide appropriate advice on any suggested substitutions. Any alternative sites suggested for inclusion in Appendix 2 will be subject to justification in terms of Casualty Reduction potential.

**10. RECOMMENDATIONS**

- 10.1. That the Keighley Area Committee notes the changes to the apportionment of the Safer Roads budget (approved by Executive committee on 12 June 2018).
- 10.2 That the Keighley Area Committee approves a programme of Casualty Reduction schemes for 2018/19 listed in Appendices 1 and 2.
- 10.3 That the Keighley Area Committee approves the proposed programme of Traffic Management schemes for 2018/19 listed in Appendix 3.
- 10.4 That the Keighley Area Committee notes the progression of Traffic Regulation Order schemes for 2017/18 listed in Appendix 4.
- 10.5 That the Keighley Area Committee approves the proposed programme of Traffic Regulation Order schemes for 2018/19 listed in Appendix 5.
- 10.6 That any Traffic Regulation Orders, or any legal procedures linked to the processing of traffic calming measures or pedestrian crossing facilities which are necessary to implement the chosen schemes be approved for processing and advertising subject to the scheme details being agreed with the local Ward Members.

- 10.7 That any valid objections to the advertised Traffic Regulation Orders, traffic calming or pedestrian facilities be submitted to this Area Committee for consideration or in the event of there being no valid objections the Traffic Regulation Orders be sealed and implemented and the traffic calming or pedestrian facilities be implemented as advertised.

## **11. APPENDICES**

- 11.1. Appendix 1 – Keighley Casualty Reduction Schemes – previous years Capital programme schemes.
- 11.2. Appendix 2 – Keighley Casualty Reduction Schemes – recommended 2018/19 programme.
- 11.3. Appendix 3 – Keighley Traffic Management Schemes – recommended 2018/19 programme.
- 11.4. Appendix 4 – On-going list of Traffic Regulation Orders in Keighley.
- 11.5. Appendix 5 – Outstanding list of Traffic Regulation Orders in Keighley including those recommended for inclusion in 2018/19 Area-Wide Traffic Regulation Order.

## **12. BACKGROUND DOCUMENTS**

- 12.1 Report of the Strategic Director Department of Environment and Sport to the meeting of Council Executive 9 October 2012 – Devolution to Area Committees.
- 12.2 Report of the Strategic Director Place to the meeting of Council Executive 12 June 2018 – Proposed changes to the Safer Roads budget allocation.

## APPENDIX 1

Keighley Area Casualty Reduction Schemes – previous years Capital programme. (£32,900)

LOCATION	SCHEME	CURRENT POSITION
<b><u>Ward 14 Ilkley</u></b>		
Leeds Road A65 near Ashlands Primary School	Possible reduction in speed limit and traffic measures	Awaiting construction*
Skipton Road, Ilkley	VAS and warning sign	85% complete*
A65 Skipton Road/ Church Street junction with B6382 Bolton Bridge Rd	Traffic Island/Pedestrian Refuge and signing and lining improvements	Complete
<b><u>Ward 15 Keighley Central</u></b>		
Lawholme Lane/Alice St	20mph speed limit extension, waiting restrictions	Complete
West Lane B6143, Keighley Road	Traffic Measures and signing and lining improvements	Awaiting construction*
Skipton Rd, Utley	Speed reduction	95% complete*
<b><u>Ward 16 Keighley East</u></b>		
Park Lane/Thwaites Brow	-	To be abandoned, no scheme of note could be determined.
<b><u>Ward 29 Worth Valley</u></b>		
Mill Hey, Haworth	Junction improvement	To be abandoned, private developer scheme has been constructed at this site.
<b><u>Wards 15 and 17</u></b>		
South St, Keighley	Formalise parking and waiting restrictions	Awaiting construction*

The schemes marked with a \* require an additional £32,900 of funding to complete, over and above the originally approved budget. This has been accounted for in a reduced provision for 2018/19.

Keighley Area Casualty Reduction Schemes – recommended 2018/19 programme. (£21,000)

<b>Ward</b>	<b>Scheme Location</b>	<b>Proposal</b>	<b>KSI</b>	<b>Slight</b>	<b>Any Existing / Proposed Schemes</b>	<b>Value / Estimate</b>
15 – Keighley Central	Mornington St	20mph zone	1	4	Existing 20mph	£7,000
9 – Craven	Bolton Road B6160, Addingham	50mph speed limit	3	3	National speed limit	£7,000
15 – Keighley Central	Luster St / Mount St	Traffic calming, one way system	0	2	No	£7,000

**Sub total    £21,000**

Keighley Area Traffic Management Schemes – recommended 2018/19 programme. (£50,000)

WARD	LOCATION	PROPOSED SCHEME	HOW IDENTIFIED					Injury Accidents in 5 years	Estimate £
			Members	N'Hood Forums	Public	Officers	Parish Council		
9,14, 15,16, 17,29  Page 75	Various	Maintenance of existing Vehicular Activated Signs (VAS)'s			Yes	Yes		N/A	5,000
	Various	Informal disabled person parking and mobility improvements			Yes	Yes		N/A	5,000
	Various	Speed and volumetric data collection using data logger units or survey enumerators				Yes		N/A	5,000
	Various	Contingency fund for emergency schemes	Yes		Yes	Yes	Yes	N/A	3,000
	Glen Lee Lane, Keighley	20mph zone	Yes		Yes			1	7,000
	Various	TROs/Lining schemes (see Appendices 4 & 5)	Yes	Yes	Yes	Yes	Yes	N/A	25,000
	<b>Sub Total</b>								<b>£50,000</b>



Dockroyd Lane	Oakworth (Ward 29 – Worth Valley)	Chapel Lane	Parking problems near the school	Parked vehicles causing visibility problems and road safety concerns and congestion	Formalise existing School Keep Clear with a TRO	School Officer Parking Services	Objections to Committee
New Brook Street	Ilkley (Ward 14 – Ilkley)	Church Street/ Leeds Road	Parking issues	Congestion and road safety issues, request to extend the waiting restrictions at the junction	NWAAT	Public UTC Officer	Complete
Oakworth Road	Keighley (Ward 15 & 17 – Keighley Central & Keighley West)	Gladstone Street	Parking problems	Parked vehicles causing visibility problems and congestion	NWAAT	Public Officer	Complete
Hebden Bridge Road	Oxenhope (Ward 29 – Worth Valley)	Cross Lane	Parking problems near the school	Parked vehicles causing visibility problems road safety concerns and congestion	NWAAT	Cllr Parish Council Public	Complete
Mill Lane	Oxenhope (Ward 29 – Worth Valley)	Station Road	Parking problems	Parked vehicles causing visibility problems road safety concerns and congestion	NWAAT	Cllr Parish Council Public	Objections to committee

### Outstanding list of Traffic Regulation Orders in Keighley\*

Suggested programme for 2018-19 highlighted

#### Craven – Ward 9

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Aire View	Silsden	Hothfield	Speeding traffic		20mph zone	Other	23/02/16
Aynholme Drive	Addingham	Back Beck Lane	Obstructive parking	Also affects The Acres and Bolton Road	NWAAT	Public	17/12/13
Craven Avenue	Silsden	Craven Drive	Parking on junction		NWAAT	Public	02/04/14
Grange Road	Eastburn		Parking		Residents only	Public	15/11/13
Main Street	Addingham	Cross End Fold	Parking	Access problems for residents due to parking at the co-op store	NWAAT	Public	4/02/2016
North Street	Silsden	Chapel Street	Speeding and rat-running	Request for traffic measures	20mph and one way	Public	06/02/15
Skipton Road	Steeton	By Airedale Hospital	Parking		Residents only	Public	2/12/13
Steeton Town Centre	Steeton	Various locations	Parking	Request for parking strategy	Various	Public	07/03/14
Old Station Way	Addingham		Parking	Request for extension to existing restriction to protect visibility	NWAAT	Public	18/05/18
Summerhill Lane	Steeton	Summerhill Drive	Parking	Obstruction and visibility	NWAAT	Public	25/02/16
Sutton Lane	Eastburn	Main Road	Parking	Junction visibility	NWAAT	Public	19/01/18

## Ilkley – Ward 14

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Ben Rhydding Drive	Ilkley	Wheatley Avenue	Parking	Request for waiting restrictions	NWAAT	Public	07/01/14
Bolling Road	Ilkley	Wheatley Avenue	HGV ban	Request to provide HGV ban to prevent lorries driving towards railway bridge	HGV ban	Public	05/02/12
Longcroft Road	Ben Rhydding		Visibility problems		NWAAT	Public	19/09/13
Valley Drive	Ben Rhydding	Cardan Drive	Parking	Obstruction and visibility	NWAAT	Public	1506/18

## Ilkley locations to be considered for inclusion in the separately funded Ilkley Town Centre parking review

P O S T O F F I C E	Swpasture Road	Ilkley	Station Road	Parking	Request from businesses for more parking	Limited waiting	Business	28/06/13
79	Denton Road	Ilkley	New Brook Street/ Middleton Avenue	Parking	Request for waiting restrictions	NWAAT	Public	08/09/15
	Fieldway	Ilkley	Valley Drive	Parking	Request for residents parking	Residents only	Public	11/08/13
	Keighley Road	Ilkley	Wells Road	Parking		Road Closure	Public	26/05/17
	Leamington Terrace	Ilkley	Leeds Road	Parking	Restricted Visibility	NWAAT	Public	06/03/13
	Little Lane	Ilkley	Leeds Road	Parking	Request for a loading bay	Loading bay	Business	27/03/14
	Riddings Road	Ilkley	The Grove	Parking	Request for residents parking	Residents only	Public	12/05/16
	St Mary's Close	Ilkley	Little Lane	Parking at junction	Request for double yellow lines	NWAAT	Public	26/03/14
	Victoria Avenue	Ilkley	Skipton Road	Parking at junction		NWAAT	Councillor	03/12/13

Wells Road	Ilkley	Queens Road	Parking	Parking/visibility problems	NWAAT	Councillor	18/11/14
Wharfeside Lane	Ilkley	Leeds Road	Site line obstruction	Restricted visibility	NWAAT	Public	12/03/13
Wharfe View Road	Ilkley	Leeds Road	Parking	Congestion problems	NWAAT	Public	08/04/14
Leeds Road	Ilkley	Wharfeside Lane	Parking	Restricted visibility at junction	NWAAT	Public	18/12/17
East Parade	Ilkley	Little Lane	Parking	Obstruction problems at junction and along East Parade	NWAAT	Business	15/11/17
Saddlers Croft	Ilkley	Middleton Road	Parking	Restricted visibility at junction	NWAAT	Business	04/01/18
Wells Road	Ilkley	College Drive	Parking	Obstruction	NWAAT	Public	01/03/18
Ben Rhydding Road	Ilkley	O/S Moorfield School	Parking	Obstruction and visibility	NWAAT	Public	12/01/18
Castle Road	Ilkley	New Brooke Street	Parking	Obstruction and visibility	NWAAT	Public	19/02/18

**Keighley Central  
– Ward 15**

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Devonshire Street	Keighley	Full Length	Parking		Residents Only	Public	19/01/11
Emily Street	Keighley	Bradford Road	Rat running	Concerns of potential rat running traffic	No entry/No right turn	Public	10/01/11
Gresley Road	Keighley	Access to Nelsons Builders	Parked vehicles	Parked vehicles causing difficulties for delivery vehicles to turn into site.	NWAAT	Public	21/03/12
Kendal Mellor Court	Keighley	Spencer Street	Parking	Request for residents parking	Residents Only	Housing Trust	11/06/12
Skipton Road (B6265)	Utley, Keighley	Stoneycroft Lane	Parking	Request for residents parking	Residents Only	Public	05/07/16
Starkie Street	Keighley	Goulbourne Street	Parking	Request for waiting restrictions	NWAAT	Business	28/06/16
Hartington Street	Keighley	Strawberry Street	Rat running	Request prohibited access	Prohibited access	Cllr	20/11/17
Dooke Street	Keighley	Lawholme Crescent	Parking	Removal of some disabled parking	Limited waiting	Cllr/ Business	08/04/18
Spring Gardens Lane	Keighley	Opposite The Cottage	Parking	Request for limited waiting restrictions	Limited waiting	Public	14/12/16
Skipton Road	Utley / Keighley	Green Head Lane	Parking	Relocation of disabled parking bay	Disabled parking	Public	26/03/18

**Keighley East –  
Ward 16**

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Airedale Road	Keighley	Full Length	Parking		Residents Only	Public	27/03/12
Bar Lane	Riddlesden	Bradford Road	Parking	Request for residents parking	Residents only	Public	17/05/17
Chatsworth Street Area	Keighley	Dalton Lane	Parking	Request for Residents Parking	Residents only	Public	12/04/12
Gas Works Road	Keighley	Outside Tarmac	Parking		NWAAT	Business	19/11/12

Heath Grove	East Morton	Main Road	Request residents only parking		Residents Only	Public	11/03/17
Ribble Street	Keighley		Request residents only parking	Parking associated with Strong Close Nursery	Residents Only	Public	04/03/13
Ripley Street	Riddlesden	Full Length	Access only		Access Only	Public	02/03/12
Studley Close	East Morton	Full Length	Parking		NWAAT	Public	15/11/12

**Keighley West –  
Ward 17**

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Braithwaite Avenue	Keighley	West Lane	Parking at junction	Restricted visibility	NWAAT	Public	12/02/12
Broomhill Avenue	Keighley	Queens Road	Parking	Parking causing sight line problems	NWAAT	Judge	30/04/13
South Street	Keighley	Foster Road	Parking	Request to provide limited waiting	Limited waiting	Business	12/02/15
South Street	Keighley	Ingrow Lane	Parking	Request to increase the limited waiting time	Limited Waiting	Business	08/04/14
South Street	Keighley	Rawling St	Parking	Request to introduce limited waiting time	Limited Waiting	Business	08/05/18

**Worth Valley –  
Ward 29**

Road Name	Location	Junction with	Concern/Complaint	Notes	Type of Order	Request From	Request Date
Best Lane	Oxenhope	Lower Town	Parking at the corner	Parking causing congestion problems	NWAAT	Parish Council	03/04/14
Changegate	Haworth	North Street	Parking	Request for residents only parking	Residents only	Public	27/06/14
Cold Street	Haworth	Sun Street	Parking	Request for residents only parking	Residents only	Public	12/05/17

Denholme Road	Oxenhope	Sykes Lane	Speeding traffic	Request for an extension to 20mph limit	SLO	Public Councillors	16/06/14
Holme House Lane	Oakworth		Speeding traffic	Request for a reduced speed limit	SLO	Public	22/06/12
Lord Lane	Haworth		Parking	Request for waiting restrictions	NWAAT	Public	02/10/13
**Main Street	Stanbury		Parking	Request for residents only parking, parking problems around school	NWAAT and Residents only	Public	17/09/13
Oldfield Lane	Oldfield		Speeding traffic	Request for a reduced speed limit	SLO	Public	04/04/12
Oakworth Road	Oakworth	Apsley Street	Visibility		NWAAT	Public	25/11/13
Station Road	Oxenhope	Waterside	Parking	Congestion adjacent to Co-op store	NWAAT / loading bay	Other	17/05/13
Sun Street	Haworth	Ivy Bank Lane	Speeding problems	Request for a reduced speed limit	SLO	Public	22/10/13
Wholmes Lane	Haworth	Victoria Avenue	Junction visibility	Sight lines obstructed	NWAAT	Public / Cllr	12/10/18

\* All remaining schemes not highlighted will be considered for progression should funds allow during 2018/19.

\*\* TRO to be progressed outside the Constituency-wide Traffic Regulation Order due to being a Residents Parking scheme.





## **Report of the Strategic Director – Place to the meeting of Keighley Area Committee to be held on 19 July 2018**

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### **Subject:**

Community Led Local Development

### **Summary statement:**

This report updates the Area Committee on the European funded programme called Community Led Local Development.

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Steve Hartley  
Strategic Director  
Place

**Portfolio:**  
**Neighbourhoods & Community  
Safety**

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**Overview & Scrutiny Committee:**  
**Corporate**

## 1. SUMMARY

This report updates the Area Committee on the European funded programme called Community Led Local Development.

## 2. BACKGROUND

- 2.1 Community Led Local Development (CLLD) is a new way of supporting local development projects using European Structural Investment funds. It aims to increase employment, self-employment, skills, & business growth and ensures that local people are involved in developing projects, and using resources in the area to address local challenges.
- 2.2 Keighley CLLD area (which covers the 20% most deprived lower super outputs (LSOAs) areas in Keighley East, West & Central wards) has been successful in securing European Structural & Investment Funds totalling £2.4m to deliver a £4.8m programme. The funding relates to 50% of the full programme costs. This will be match funded by delivery partners and commissioned activity deliverers.
- 2.3 Bradford Council is the Accountable Body for the full programme and Airedale Enterprise Services have been chosen as the Local Action Group support team. Keighley Area Co-ordinator's Office attends meetings of the Local Action Group in an advisory capacity and is conducting the Appraisals of the funding bids. The Chair of Keighley Area Committee represents Bradford Council as a voting member on the Local Action Group.
- 2.4 The CLLD programme is based on four principles:
- It is a bottom-up approach and targeted at local areas of greatest need
  - It is about finding innovative ways of addressing local challenges and opportunities
  - It is based on Keighley Local Development Strategies and led by a Local Action Group
  - It brings together different types of activity in different sectors into a co-ordinated Strategy.
- 2.5 During the last 2 years a Local Action Group comprising of public, private & third sector organisations together with residents have developed a strategy and vision for the 3 identified wards of Keighley CLLD. The LAG has agreed the overall vision for the CLLD area as:  
Keighley CLLD area, by 2022, will be an enterprising, aspirational and positive place, where:
- our people are personally accountable and able to develop resilience and self-esteem, increasing well-being;
  - our businesses are innovative and productive, and supported to set up and grow;
  - diversity is respected, understood and appreciated;
  - there is connectivity, integration, networking, amongst businesses and residents;
  - pathways are put into place to help us to upskill and 'grow our own'; and encourage and support sustainable career progression; and
  - the environment is clean, green and attractive.

- 2.6 By the end of the programme, Keighley CLLD will have:
- Created more jobs locally;
  - Helped businesses stay viable;
  - Helped businesses to grow;
  - Helped people to start a business;
  - Supported people to get the skills they need to access jobs;
  - Helped build confidence to get people into training, employment or self-employment;
  - Created opportunities for young people to find training and work locally;
  - Helped develop skills and qualifications once employed.
- 2.7 The CLLD programme is comprised of 12 Activities split into 2 themes - one funded by ESF (European Social Fund) & the other funded by ERDF (European Regional Development Fund). Under the ESF strand support will be given to 600 local people including 377 unemployed (including long-term unemployed), 223 economically inactive, 200 over 50 years of age, 200 from ethnic minorities & 118 with disabilities (including mental health issues). 155 people will be assisted into education or training, 85 people into employment (including self-employment) and at least 120 inactive people into employment or job search. Under the ERDF strand 100 enterprises will receive support (of which 75 will be new enterprises), 100 new jobs will be created (including start-ups) and 75 potential entrepreneurs will be assisted to be enterprise ready.
- 2..1 The 12 activities/projects are:
- i) Improving low level skills amongst young people and adults in the CLLD area, including basic skills, language and communication, personal development, employability, and ICT/digital.
  - ii) Providing pathways for integration and re-entry into employment for unemployed/ economically inactive CLLD residents, through employer engagement for a range of activities including short work tasters, training facilities, training equipment rental, job clubs, work experience, job/career pathways information and awareness.
  - iii) Holistic family-focused support provision addressing core /employability skills and barriers to learning and employment.
  - iv) Small scale business grants/voucher scheme to support start-up, growth, and accessing business space and equipment.
  - v) Activities to promote entrepreneurship and self-employment in the CLLD area.
  - vi) Support for federation/cluster development for small businesses to collaborate for a range of outcomes including progression and retention of skilled people within the key sectors and businesses.
  - vii) Tailored business support for start-ups and existing SMEs, including mentoring, coaching, information, advice and guidance, business planning, and signposting and information on skills, productivity and quality improvement support.

- viii) Support for new forms of enterprise including social economy and social enterprises.
  - ix) Practical & advisory support for employers to overcome barriers to recruiting people with disabilities.
  - x) Work buddy programme for micro businesses and unemployed residents.
  - xi) CLLD area wide strategies to build resilience in families and communities and support social and community integration.
  - xii) Stimulating local level collaboration amongst residents, small businesses and other local economic bodies, to support social inclusion and environmental improvements.
- CLLD Commissioning will be carried out over two separate Calls released between July and October 2018 utilising only the YORtender Portal, [www.yortender.co.uk](http://www.yortender.co.uk). Call 1 Will be issued in July 2018 and covers eight Specifications:
    - Improving low level skills amongst young people and adults in the CLLD area, including basic skills, language and communication, personal development, employability and ICT and digital
    - Providing pathways for integration and re-entry into employment for unemployed/economically inactive CLLD residents, through employer engagement for a range of activities including short work tasters, training facilities, training equipment rental, job clubs, work experience job/career pathways information and awareness
    - Small scale business grants /voucher scheme to support start-up, growth, and accessing business space and equipment.
    - Activities to promote entrepreneurship and self-employment in the CLLD area
    - Support for federation/cluster development for small businesses to collaborate for a range of outcomes including progression and retention of skilled people within the key sectors and businesses
    - Tailored business support for start-ups and existing SME's including mentoring, coaching, information, advice and guidance, business planning and signposting and information on skills, productivity and quality improvement support
    - Support for new forms of enterprise including social economy and social enterprises
    - Practical & advisory support for employers to overcome barriers to recruiting people with disabilities

Call 2 will be issued in October 2018.

2.11 The timescales for each Call are as follows:

- Call Specification launched - week 1
- Submission deadline and gateway check – end of week 4
- Appraisal panel meet – week 5
- Recommendations to Accountable Body – week 5 for eligibility checks
- Summary papers produced - end of week 5 and circulated to LAG members who have no conflict of interest
- Decision at LAG meeting – week 6
- Applicants informed of outcome – week 7

### **3. OTHER CONSIDERATIONS**

3.1 There are no other considerations arising directly from this report.

### **4. FINANCIAL AND RESOURCE APPRAISAL**

4.1 See Para 2.2 above.

4.2 Bradford Council's Economic Development service has identified from its Enterprise support reserves a total of £250k of match funding for the Keighley CLLD project. This will enable the project delivery calls to attract a good level of interest.

4.3 The match funding identified must clearly contribute to the delivery objective of the Economic Growth Strategy. Economic Development is working with the delivery partner AES to identify the calls that strategically fit the Strategy.

4.4 In addition to the match funding above Bradford Council has also submitted a bid to the West Yorkshire Combined Authority Businesses Rate Pool, requesting funding of £250k. A decision is expected in mid-July.

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

5.1 There are no significant risk management or governance issues arising out of the recommendations of this report.

### **6. LEGAL APPRAISAL**

6.1 There are no significant legal issues arising out of the recommendations of this report.

### **7. OTHER IMPLICATIONS**

#### **7.1 Equality & Diversity**

Applications will be dealt with in accordance with the Council's Equality & Diversity Policy.

#### **7.2 Sustainability Implications**

Applicants have to be able to match fund the cost of the projects that they bid for.

#### **7.3 Greenhouse Gas Emissions Impacts**

There are no significant gas emission impacts arising from the recommendations in this report.

#### **7.4 Community Safety Implications**

Many of the projects supported may indirectly contribute to the enhancement of the provision of safer environments in local communities.

#### **7.5 Human Rights Act**

There are no direct Human Rights implications arising from the recommendations below.

#### **7.6 Trade Union Implications**

There are no Trade Union implications.

#### **7.7 Ward Implications**

The beneficiaries of the CLLD Programme must reside in the three Wards of Keighley East, Keighley West or Keighley Central.

#### **7.8 Implications for Corporate Parenting**

No implications.

#### **7.9 Issues arising from Privacy Impact Assessment**

The contact details and information relating to CLLD are held and managed by Airedale Enterprise Services.

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

None.

### **9. OPTIONS**

9.1 That members note the report. The purpose of this report is to inform Members of the details of the CLLD Programme for Keighley.

### **10. RECOMMENDATIONS**

10.1 Keighley Area Committee welcomes the details given in this report of the Keighley CLLD Programme and the investment that it brings into Keighley.

### **11. APPENDICES**

Appendix A: Keighley Community Led Local Development Strategy 2017-2022

### **12. BACKGROUND DOCUMENTS**

None.

**Appendix A**

**Keighley Community Led Local Development Strategy 2017-2022**

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## KEIGHLEY COMMUNITY LED LOCAL DEVELOPMENT STRATEGY 2017-2022

### 1. INTRODUCTION

This Local Development Strategy (LDS) has been developed by the Keighley Community Led Local Development (CLLD) Local Action Group (LAG), and validated by businesses, residents and other stakeholders within the CLLD area.

The LAG has agreed the overall vision for the CLLD area as:

Keighley CLLD area, by 2022, will be an enterprising, aspirational and positive place, where:

- our people are personally accountable and able to develop resilience and self-esteem, increasing well-being;
- our businesses are innovative and productive, and supported to set up and grow;
- diversity is respected, understood and appreciated;
- there is connectivity, integration, networking, amongst businesses and residents;
- pathways are put into place to help us to upskill and 'grow our own'; and encourage and support sustainable career progression; and
- the environment is clean, green and attractive.

This strategy sets out the needs of the Keighley CLLD area and our proposed approach to investing £6m (£1.5m ESF, £1.5m ERDF, £2.1m Public resources and £0.9m private resources) to address these needs, capitalising on the strengths and opportunities in the area, whilst reducing the weaknesses and threats impacting on the economy, businesses and local population, thereby contributing to the achievement of the vision.

### 2. KEIGHLEY CLLD AREA

The Keighley CLLD area is nine miles from Bradford City Centre and falls in the Bradford Metropolitan District Council local authority area, within Leeds City Region. Keighley is Bradford District's largest town after the city centre. It became part of Bradford Metropolitan District in 1974. A Town Council was established in 2002. The town is largely urban with a retail centre that is larger than might be expected from the immediate population. It draws on a wider network of settlements for custom. Keighley has a history based largely on manufacturing and has retained a larger portion of its manufacturing base than many other similar towns. A large proportion of Bradford District's manufacturing capacity is within Airedale.

The CLLD area is based around the Keighley Town Centre and is within a priority area for regeneration for both the District and the Leeds City Region, and the strategy will focus on the 20% most deprived Local Super Output Areas (LSOAs) within the Keighley East, West and Central wards. This area has been identified from the top 20% IMD.

It comprises the following 20% most deprived LSOAs:

<u>Ward</u>	<u>LSOA</u>	<u>20% most deprived</u>	<u>Population</u>	<u>Adjacent to</u>
Keighley East	E01010700	Aireworth	1591	701, 702, 710
	E01010713	Woodhouse	<u>1379</u>	711
			<b>2970</b>	
Keighley West	E01010715	Bracken Bank (North)	1192	718
	E01010718	Bracken Bank (South)	1475	715
	E01010721	Braithwaite	1470	722, 720
		Laycock/Braithwaite	1438	720, 721, 724
	E01010722	(West)		
	E01010724	Keighley Central	<u>1437</u>	720, 722
			<b>7012</b>	
Keighley Central	E01010701	Eastwood	1482	700, 702
	E01010702	Lawkholme	2132	701, 710, 728
		Keighley Town Centre	1859	700, 702, 728,
	E01010710			719, 723, 711
	E01010711	Greengate	1453	710, 712, 713
	E01010712	Lund Park	1498	711
	E01010719	Highfield	1590	720, 723, 710, 728
	E01010720	Black Hill (South)	1520	719, 721, 722, 724
		Keighley Central	1574	710, 719, 720,
	E01010723			724
	E01010728	Beechcliffe/Woodville	<u>1677</u>	702, 710, 719
			<b>14785</b>	
		<b>Population total</b>	<b><u>24767</u></b>	

In addition to the above LSOAs within the 20% most deprived wards, the LSOA E010725, with a population of **2428** has been added to the CLLD area, as it is surrounded by LSOAs which are in within the 20% most deprived areas of Keighley. It is adjacent to 710, 711, 712, 715 and 724.

These LSOAs together form a coherent unit in geographical, economic and social terms, with the LSOAs all adjacent to at least one other LSOA that falls within the most deprived 20%. The map of the area is attached at annex A.

The total area covers a total population of **27,195** residents, which are ethnically mixed, predominantly of white and Pakistani origin, with recent settlement in the Keighley West and Central wards of Eastern European migrants.

The area has higher than average unemployment, higher levels of deprivation and lower levels of attainment and qualifications than much of the surrounding areas and compared to District, Sub-regional and national comparators. More details about this are set out in the next section.

### 3. DEVELOPMENT NEEDS AND POTENTIAL OF THE CLLD AREA

#### 3.1 The Local Social and Economic Context

The total population living in the CLLD area is 27,195. The demographic make-up of this population and key factors are summarised as follows:

Characteristic	Keighley CLLD area%	UK average %
<b><i>Ethnicity (2011 Census):</i></b>		
White British	53.3	79.8
BME	4.3	20.2
White Non-British	3.7	5.7
Pakistanis and Bangladeshi make up 37% of the population		
<b><i>Language (2011 Census):</i></b>		
Households with no members speaking English as main language	9.4	4.4
<b><i>Households (2011 Census):</i></b>		
One person households aged under 65	23.6	17.9
Lone parent families with dependent children	33.8	24.5
25% of children in the Keighley CLLD area live in families whose reported income is less than 60% of the UK median.		
<b><i>Age (2011 Census):</i></b>		<b><i>England Average</i></b>
0-15	27.3	18.9
16-24	13.1	11.9
Working age (16 – 64)	61.3	63.5
<b><i>Economic Activity (2011 Census):</i></b>		<b><i>Bradford Average</i></b>
Economically active – in employment total	49.6	57.3
Economically active – Part-time	14.3	14.4
Economically active – full-time	27.9	34.3
Economically active – self-employed	7.4	8.6
Economically active but unemployed	8.6	5.8
Economically active – full-time student	3.6	3.4
Economically inactive: Carer	10.2	6.7
Economically inactive: long-term sick/disabled	6.9	5.0
Economically inactive – males	26.9	25.7
Economically inactive – females	49.7	41.1

Unemployed – aged 16-24	2.6	1.7
Males	3.3	2.1
Females	1.8	1.3
Unemployed – never worked	1.9	1.4
Long-term unemployed	3.8	2.3
Males	4.8	2.9
Females	2.9	1.7
<b>Qualification Levels (Census 2011):</b>		<b>England average</b>
No qualifications	37.7	22.5
Levels 1 & 2	29.6	28.5
Apprenticeship	3.6	3.6
Level 3	9.8	12.4
Levels 4 and above	11.8	27.4
Other qualifications	7.6	5.7

**Unemployment** (Source: DWP including February 2016 LSOA level figures – providing more up to date figures at CLLD area level)

- There were 3880 working age claimants in the CLLD area in February 2016.
- 17% were Job Seeker Allowance claimants, but significantly higher numbers (47%) were ESA/IB claimants.
- 54% of all claimants were female.
- Almost 6% of Job Seekers Allowance claimants in the Keighley CLLD area are over 50 years of age and this age group accounts for 32.6% of all working age claimant figures.

### Employment by Sector:

The following figures indicate a concentration and significantly higher than England and Bradford average of employment in both manufacturing and retail within the CLLD area; and significantly lower levels of employment in business and public administration.

### Industry

	England	Bradford District	Keighley CLLD
1 : Agriculture, forestry & fishing (A)	0.6	0.1	0.0
2 : Mining, quarrying & utilities (B,D and E)	1.1	1.6	0.5
3 : Manufacturing (C)	8.3	12.8	17.0
4 : Construction (F)	4.3	3.2	3.6
5 : Motor trades (Part G)	1.8	2.0	2.3
6 : Wholesale (Part G)	4.2	4.8	4.5
7 : Retail (Part G)	9.9	9.9	20.9
8 : Transport & storage (inc postal) (H)	4.6	3.6	3.9
9 : Accommodation & food services (I)	7.0	4.8	4.3
10 : Information & communication (J)	4.3	3.1	2.2
11 : Financial & insurance (K)	3.8	4.0	1.9

12 : Property (L)	1.7	1.7	1.3
13 : Professional, scientific & technical (M)	8.4	5.8	7.8
14 : Business administration & support services (N)	8.9	5.4	2.2
15 : Public administration & defence (O)	4.3	5.0	1.2
16 : Education (P)	9.3	12.1	10.5
17 : Health (Q)	12.9	16.6	12.1
18 : Arts, entertainment, recreation & other services (R,S,T and U)	4.4	3.5	3.9
Column Total	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Source: Business Register and Employment Survey (2015)

**Employment by Gender:**

9472 residents within the CLLD area were employed at the time of the 2011 census, broken down in the following broad sectors, and compared to the England average:

Source: Census 2011 Industry	Keighley CLLD Area			England		
	All persons	Male	Female	All persons	Males	Females
All categories: Industry	9472	5561	3911	100.0	100.0	100.0
A,B,D,E Agriculture, energy and water	1.0	1.6	0.2	2.3	3.3	1.2
C Manufacturing	13.9	17.6	8.7	8.8	12.5	4.7
F Construction	6.3	9.6	1.6	7.7	12.7	2.0
G , I Distributions, hotels & restaurants	28.5	29.9	26.6	21.5	20.8	22.3
H, J Transport and communication	9.8	15.0	2.6	9.1	12.8	4.9
K,L,M,N Financial, real estate, professional & admin activities	12.3	11.5	13.3	17.5	17.6	17.3
O,P,Q Public administration, education & health	24.6	12.2	42.3	28.2	16.2	41.6
R, S, T, U Other				5.0	4.1	6.0

**Business Base**

There are 1500 business units in Keighley CLLD area, with the retail and manufacturing dominating the economy accounting for 18 and 12%, respectively. Professional, scientific & technical and health organisations each account for 7% of the total.

Industry	Keighley CLLD MLSOAs
1 : Agriculture, forestry & fishing (A)	15
2 : Mining, quarrying & utilities (B,D and E)	10
3 : Manufacturing (C)	180
4 : Construction (F)	110
5 : Motor trades (Part G)	70
6 : Wholesale (Part G)	105
7 : Retail (Part G)	270
8 : Transport & storage (inc postal) (H)	55
9 : Accommodation & food services (I)	105
10 : Information & communication (J)	45

11 : Financial & insurance (K)	35
12 : Property (L)	35
13 : Professional, scientific & technical (M)	130
14 : Business administration & support services (N)	80
15 : Public administration & defence (O)	5
16 : Education (P)	35
17 : Health (Q)	120
18 : Arts, entertainment, recreation & other services (R,S,T &U)	95
Column Total	<b>1,500</b>

**Business Size:**

The following table (Nomis 2015) shows a higher than average proportion of small businesses within the CLLD area.

Employment Sizeband	England	%	Bradford	%	Keighley CLLD	%
Micro (0 to 9)	2,088,100	84%	13,985	82%	1,180	79%
Small (10 to 49)	324,650	13%	2,400	14%	270	18%
Medium-sized (50 to 249)	66,950	3%	575	3%	45	3%
Large (250+)	10,130	0%	90	1%	5	0%
Total	2,489,825		17,050		1,500	

**Business Growth:**

Data on jobs growth in the businesses by sector is only available on the wider District basis, as follows:

Bradford District - Skills Demand by Priority Sectors to 2022

Priority Sector	2012 Total	Expansion Demand	Replacement Demand	Total Requirement	% of 2012 total
Manufacturing	25,089	-2,586	6,998	4,412	17.6
Energy & Low Carbon	2,623	310	1,042	1,352	51.6
Construction	6,295	1,101	3,292	4,393	69.8
Logistics and Transport	7,429	919	3,676	4,595	61.8
Hospitality	13,138	453	5,982	6,435	49.0

Digital, Creative & IT	5,565	1,110	2,368	3,478	62.5
Finance & Business Services	19,936	1,691	8,944	10,635	53.3
Health and Social Care	31,582	3,541	13,333	16,874	53.4
Total	111,657	6,539	45,635	52,174	46.7

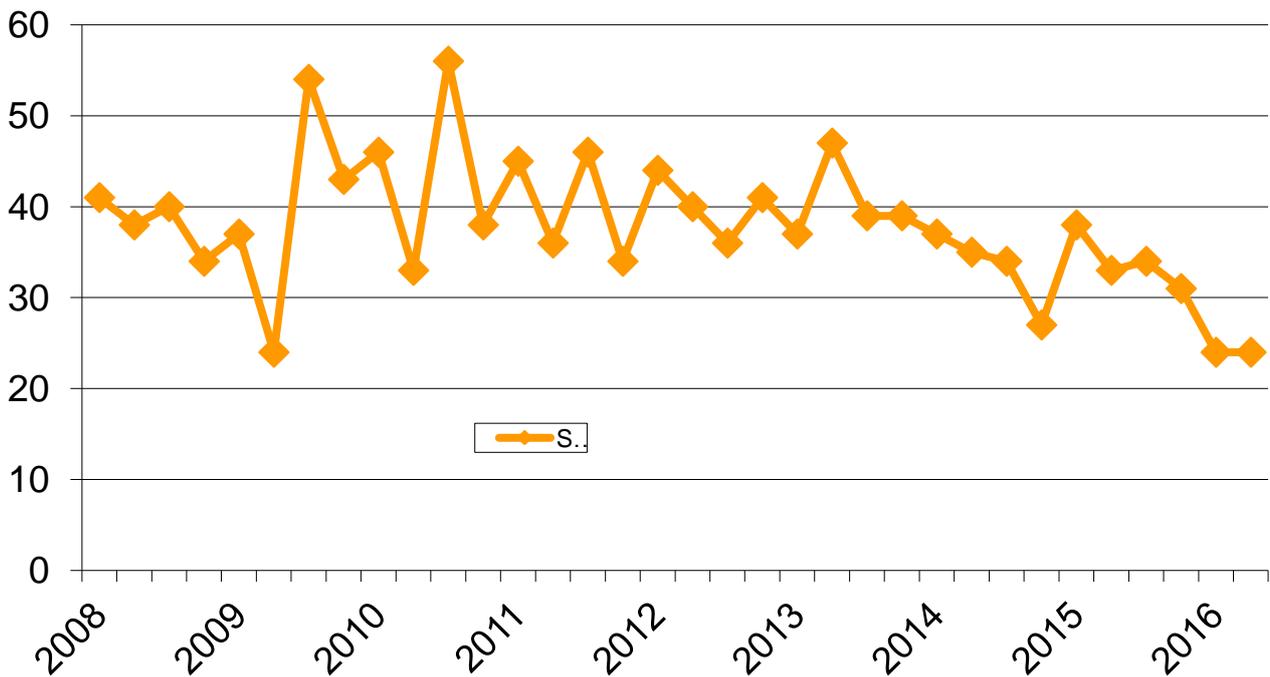
Source: UKCES Working Futures/BRES 2015/CBMDC

**Business Start-ups**

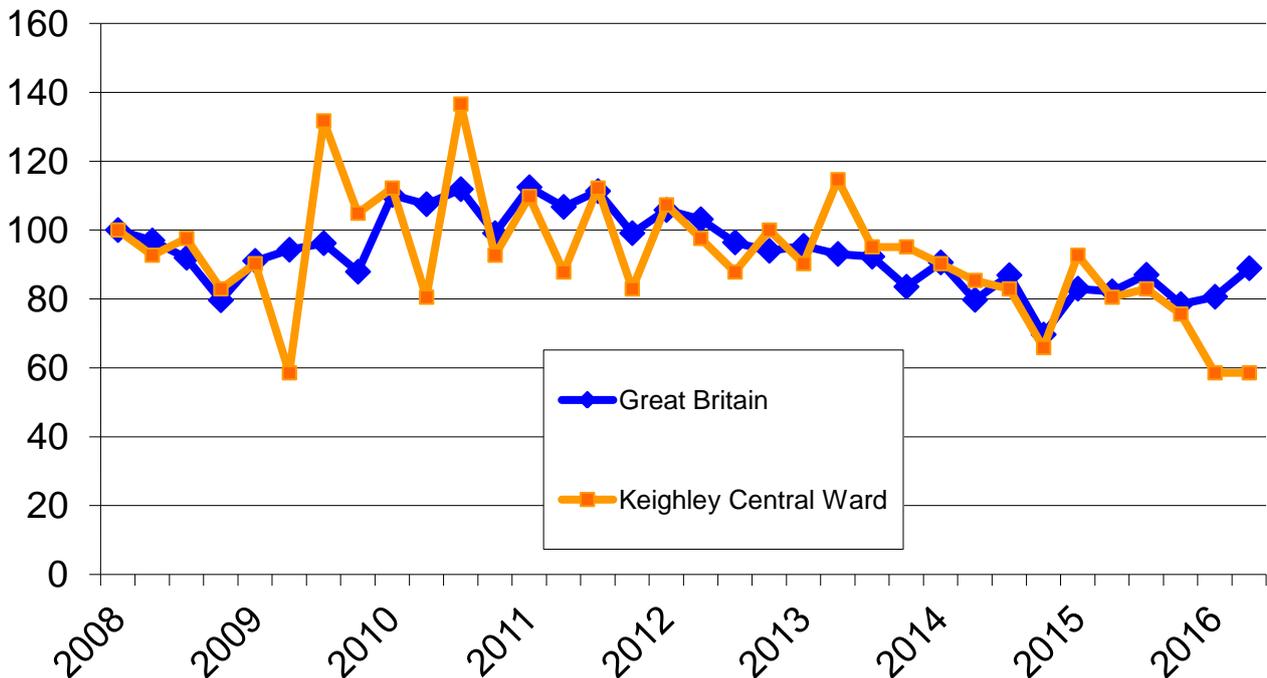
The first chart shows a decline in business start-ups in across the Keighley Central ward (statistics are not available at CLLD area level) – this is in direct contrast to the UK average figures over the last 9 months, which are increasing, as can be seen in the second chart.

**Keighley Quarterly Business Starts Ups 2008-2016**

Source: Banksearch, Business Start-Up Systems, Data and Information



**Business Start Ups**



**Local Infrastructure**

The Keighley CLLD area has significant numbers of existing community and private sector assets and infrastructure. As is evidenced by the following:

- Additional economic assets are located within the boundaries (Colleges, railway and bus station, indoor market, shopping centre with another that has planning permission etc.).
- Keighley both within and adjacent to/close to the CLLD area has:
  - A reasonably healthy manufacturing base (3,400 jobs), with employers that are keen to work with schools and the college to support skills development and future recruitment pipelines.
  - The Airedale Fab Lab (a small scale workshop focused on digital fabrication).
  - A purpose built campus for the Leeds City College, Keighley site, working with significant numbers of employers and offering 59 courses directly to individuals from entry level learning through to NVQ Level 4.
  - National Careers Service provision by Careers Yorkshire and Humber.
  - Jobcentre Plus office offering support to claimants.
  - A successful Enterprise Agency supporting new start-up and business development.
  - A vibrant voluntary and community sector, providing opportunities to link the CLLD programme to enterprise and business development, entrepreneurship and higher level skills programmes.
  - A large NHS Foundation Trust.
  - Tourist attractions like Keighley Worth Valley Railway and nearby Bronte country.

**Deprivation** in the CLLD area is evidenced through the following points:

- Nearly 40% of households in the Keighley Central ward do not own a car or van, which impacts on ability to travel to work by public transport.
- Keighley East was identified by the Local Trust as an area of deprivation and was chosen as a “Big Local” area. A £1m fund was allocated to the area over a 10 - year period to help the big local area be a better place to live, work & play.

And also the deprivation statistics from the Index of Multiple Deprivation 2015:

**Number of people living in Keighley CLLD, by level of deprivation (by IMD domain)**

Domain	most deprived 10% of LSOAs		most deprived 20% of LSOAs	
	nos.	% of population Keighley CLLD	nos.	% of population Keighley CLLD
IMD	18,100	66.7	25,606	94.4
Income	12,412	45.7	23,817	87.7
Employment	14,176	52.2	25,615	94.4
Education, skills & training	23,077	85.0	24,496	90.2
Adult skills sub domain	18,597	68.5	25,553	94.1
Children & young people sub domain	13,518	49.8	24,496	90.2
Health deprivation & disability	13,855	51.0	27,144	100.0
Barriers to housing & services	-		-	0.0
Living environment	17,087	62.9	17,087	62.9

These figures show significant health deprivation and disability, adult skills and employment within the CLLD area.

***Local Research and Consultation***

Local research and consultation has provided additional information to support the strategy development.

The Council has been actively consulting with Keighley businesses in particular since January 2016, focusing on business and connectivity related issues. An event attended by (33 businesses) and an on-line business survey have identified the following strengths and issues across Keighley, which also impact on the CLLD area:

Business environment:

- Regeneration:
  - The Airedale masterplan is progressing despite the recession.
  - Town centre progress through the recently agreed Business Improvement District.

- Potential opportunities for economic, business and jobs growth through development plans for Former Keighley College site and new developer interest in the Stainsby Grange Site.
- **Business Growth:**
  - Half of businesses responding to the on-line survey have increased their workforces over the last 12 months (none had reduced it).
  - Most were looking to recruit new employees over the next 12 months.
  - Most said that they were looking to expand over the next 5 years but would need more land/space.
  - Most were planning on making a capital investment in the next 12 months.
- **Business Engagement:**
  - There is strong engagement by the College with business through initiatives such as the Advanced Manufacturing and Engineering Industrial Centre of Excellence. This has also led to skills improvements meeting local employer needs.
  - There are lots of good businesses in Keighley but they are not known as widely as they should be.
  - Success of the Keighley Business Awards due to business engagement and sponsorship.
- **Business Support:**
  - There are conflicting business support aims of increasing productivity and increasing jobs: Higher productivity means producing more with less but businesses can only get funding to improve productivity if they are creating new jobs. The introduction of living wage will increase pressure on businesses to increase productivity and this could lead to job losses.
  - Specific issue regarding existing business support funding available through the Local Enterprise Agency. There is a significant barrier of insisting on £50k minimum grant which is difficult for SMEs – example of a business that only required £23k to buy a new machine that would have improved productivity but were not able to get match support.
  - There is a need to look at demand from smaller businesses for capital grant support which falls below the minimum currently available.
  - Also need to speed up the process to enable SMEs to take advantage of opportunities that require a quick response.
  - Business support for local schools is undermined by high prices schools pay for equipment and services.
- **Skills:**
  - 3 out of 4 businesses responding to the on-line survey stated that they struggle to recruit the staff that they need.
  - Growing textile company, suppliers to major retailers had machinist skills shortages that meant outsourcing work to Eastern Europe.
  - Requirement from buyers to reduce ‘carbon footprint’ making it harder to outsource and a business imperative to produce products locally – but skills issue is making this hard to do.
  - Now reluctantly looking at setting up a dedicated training facility to train machinists.
  - Businesses are losing young employees and apprentices to other industries.
  - Skills shortage of skilled engineers and small companies struggle to retain apprentices as bigger firms can offer better terms and conditions.

- Increasing need to train staff to gain qualifications demanded by mainstream skills funding puts SMEs at a disadvantage.
- Land and Property:
  - Lack of land for Business expansion – there is no more land currently available – and this is a problem along the whole of the Aire Valley.
  - Shortage of land and property is pushing up prices for the small amount of available property.
  - Opportunity for Keighley to make a case for City Region funds for land acquisition and access schemes to open up land for development based on the potential for job creation and productivity gains.
  - Need to look at new employment sites in relation to population growth and need for new homes and other facilities such as schools and health.

### Connectivity:

- Future investment plans:
  - Hard Ings Road Duelling
  - Rail Station Improvements
  - Public Sector Hub (Former Keighley College site)
  - Town Centre Improvements
- Road Congestion in Keighley:
  - There is a need to start on town centre congestion plans through the Gyrotory Scheme to give company the confidence to invest.
  - Most of the businesses consulted on the on-line survey say that the road infrastructure is poor or very poor, particularly picking up the congestion around Keighley - and that this was constraining their business.
  - Estimated 20% of fuel costs are spent in traffic congestion and increases harmful emissions.
- Wider transport infrastructure
  - Connections to motorway network are important – schemes such as Canal Road, Tong Street improvements will help Keighley
  - Saltaire bottleneck is still the key issue for Airedale
  - Need to look at re-instating the rail line between Colne and Skipton
  - Links to Leeds Bradford International Airport - road links improvements are not enough. Need a dedicated rail spur from the Aire Valley line.
  - Solutions are to develop local supply chains to reduce transport costs

As part of the CLLD Stage 1 project consultation amongst businesses, residents and local organisations has identified, a number of elements that impact on the strategy. The key points from this consultation reinforced many of the points made through the wider Keighley consultation, but also added the resident perspective. As can be seen below:

- Barriers for business start-up, growth and successful recruitment:
  - Access to low cost funding/finance/grants
  - Start Ups - Access to funded business support schemes/help with business planning/understanding HMRC/VAT etc. (Bradford Kickstart)
  - Recruitment – lack of skills/ struggle to recruit / Engineering most affected sector/ employers recruiting from Europe rather than home grown/ HGV licences/
  - Lack of careers advice in schools / low levels of education/attainment
  - Lack of “understanding” people apply for jobs not sure what they have applied for (JCP) cannot understand job descriptions /job specs etc.
  - Premises – Expensive (business parks) not enough land/space in Keighley to expand
  - Poor transport links / poor infrastructure (congestion around Keighley)
  - Accessing LEP skills service – application is onerous for a small business – too much red tape
  - Digital Connectivity (some areas have limited broadband download/upload speeds)
  - Barriers to legislation
  - Access to strategic business advice
  - Leadership & management skills (High number of family owned businesses – not much progression)
  
- Community Feedback – the positives:
  - Keighley East identified as a “Big Local Area”
  - Community/voluntary sector support in place, e.g. KIVCA, Project 6, Airedale Enterprise, Clockhouse, Incommunities, Youth council etc.
  - Community spirit – People will pull together in hour of need e.g. Floods
  
- Barriers to employment:
  - Long term unemployed / families long term unemployed/ cannot break cycle
  - Poor Educational attainment
  - No work history, lack of work experience and also lack of opportunities
  - Lack of self-confidence & low self-esteem, not made better by constant rejections
  - Lack of basic/soft skills – view that mainstream provision only interested in outputs not in helping the individual achieve.
  - Access to computers / Lack of ICT skills
  - Health problems (Physical & mental health, Addiction problems)
  - Child care /Carer responsibilities
  - Criminal record
  - Referrals from one organisation to another
  - Modern recruitment practices
  - Lack of funding to support higher level qualifications
  - Support for CSCS card SIA badge

Additional consultation with schools with specific reference to employer engagement with schools as this is seen as key to raising aspirations and ensuring that new entrants to the labour market have the relevant knowledge and skills, also flagged up the following points:

- Local businesses are generally very supportive of in many (often small) ways.
- It is true (anecdotally) that contacts with Business are weakening, probably for two reasons. Finance is tight for businesses so they have less inclination to release staff to do something in or with schools. Schools are now very focussed on the league tables and disruption to the timetable is not as easy as it was.
- Work Experience is of debatable value. Some companies take students and nurture/protect them to the extent that a day at work is easier than a day in school and it gives the wrong impression. We regularly get criticised because students are not “Work ready.” Changing the Work Experience approach might be of benefit. Even just doing a full working day on WE instead of school hours would underline that there is a difference.

This consultation also identified some solutions to the issues that residents and businesses faced, and these have informed the strategy and action planning process.

### 3.2 SWOT Analysis

The Strengths, Weaknesses, Opportunities and Threats for the CLLD area have been identified through the following:

- Socio-economic data provided by key stakeholders including LAG members and the Accountable Body.
- Consultation with residents, businesses and other stakeholders, as outlined above.
- Discussions in the LAG meeting. The SWOT analysis was an agenda item on 2 meetings of the Lag. The LAG members were actively involved in defining the strengths, weaknesses, opportunities and threats based on their own knowledge and understanding of the area, the feedback from the consultation and from key socio-economic data.

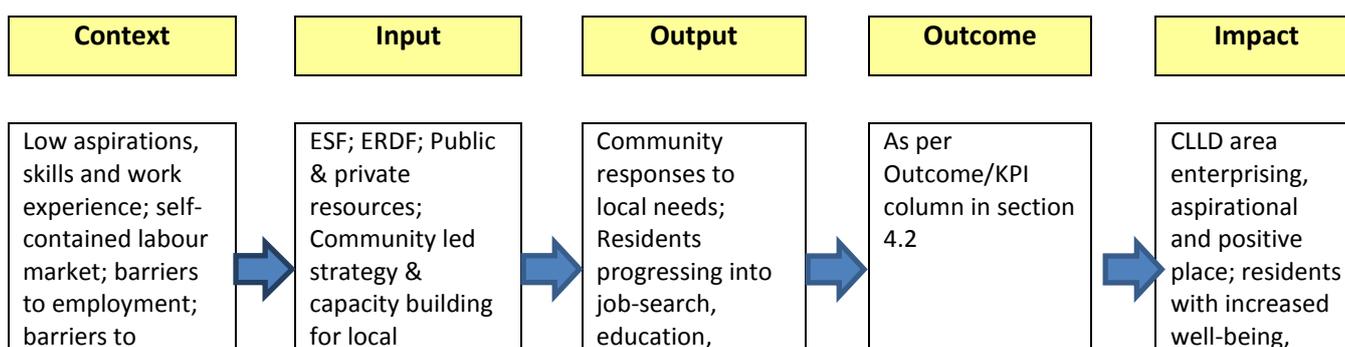
The following have been prioritised by the LAG, on which to develop this strategy. All factors are evidenced to some extent in the earlier section of this strategy.

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Good size and sector diversity of businesses, including global companies</li> <li>• Manufacturing /engineering sector</li> <li>• Good rail links to access major towns and cities</li> <li>• Enterprise Agency supporting business starts and development</li> <li>• Skills support through initiatives such as Industrial Centre of Excellence</li> <li>• Strong business engagement</li> <li>• Community Spirit</li> <li>• Community development infrastructure</li> <li>• A range of development and support initiatives including Airedale</li> </ul>	<ul style="list-style-type: none"> <li>• Low aspirations</li> <li>• Low educational attainment</li> <li>• Lack of work experience</li> <li>• Self-esteem and confidence</li> <li>• Lack of motivation &amp; careers advice</li> <li>• Basic skills and English language needs</li> <li>• Health issues and caring responsibilities</li> <li>• Higher than average levels of mental health issues amongst working age population</li> <li>• Poor signposting and information about upskilling /employment opportunities</li> <li>• Lack of skills availability locally leading to recruitment from abroad</li> </ul>

<p>Masterplan, Business Improvement District and Big Local.</p> <ul style="list-style-type: none"> <li>• Location with proximity to areas of natural beauty.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainstream support via DWP/LEP etc. not addressing local needs</li> <li>• Lack of progression plans in smaller/family businesses</li> <li>• Access to finance/funding</li> <li>• Access to computers/IT skills</li> <li>• Poor road infrastructure resulting in congestion</li> </ul>
<p><b>Opportunities</b></p>	<p><b>Threats</b></p>
<ul style="list-style-type: none"> <li>• Parenting skills to empower children and address self-esteem and confidence</li> <li>• Growth sectors and businesses in adjacent and easily accessible areas</li> <li>• Sector specialisms (engineering) and opportunities for upskilling to address skills/recruitment needs from within the area</li> <li>• Increase in health and social care needs, offering employment opportunities from entry level through to professional</li> <li>• Business development to address local gaps in services (including social enterprises)</li> <li>• Access to high speed broadband infrastructure, addressing mobility issues, whilst enabling linkages to employment /business opportunities</li> <li>• Development of visitor economy and investment linked to attractive surrounding areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Modern recruitment practices</li> <li>• Competition from neighbouring districts</li> <li>• People from outside of the area accessing jobs in the CLLD area</li> <li>• Attractiveness of other areas for shopping, investment etc.</li> <li>• Uncertainties due to political changes, impacting on investment in businesses and skills</li> </ul>

#### 4. THE STRATEGY

##### 4.1 Intervention Logic



<p>business start-up and growth; Skills &amp; recruitment issues in businesses; limited access to of finance; mainstream support not fit for purpose, or not accessible.</p>	<p>solutions; residents accessing holistic/tailored employment &amp; skills support; employer engagement; connections between business and residents; business start-up &amp; development interventions - tailored and intensive advice, information &amp; support including funding, sign-posting, mentoring etc.; community-led &amp; collaborative projects.</p>	<p>training, employment &amp; self-employment. More people setting up businesses; New &amp; existing Businesses supported to grow; Employment increases within the CLLD area from businesses supported to grow.</p>		<p>self-esteem, resilience and accountability; businesses innovative and productive; diversity respected; connectivity, integration, networking between businesses &amp; residents; pathways in place for upskilling and growing our own; cleaner, greener and more attractive area.</p>
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The intervention logic is further explained through the following sections.

## 4.2 Objectives

The LAG has agreed the following strategic and operational objectives to achieve the overall vision for the CLLD area, and to set the framework for interventions to address the local needs:

Strategic Objectives	Operational Objectives	Outcomes/KPIs
<p>1. To provide support, education and skills to 250 unemployed, and 250 economically inactive CLLD <b>residents</b> by 2022, to raise aspirations, attainment, and lift barriers to entry and progression into quality employment.</p>	<p>1.1 To provide targeted support to vulnerable groups and those furthest from the labour market to help them overcome barriers to participation in skills and employment.</p> <p>1.2 To work with employers and schools, colleges and the University, to increase aspirations and employability and support effective transition from education to further learning and employment for young people.</p> <p>1.3 To improve access to information and support for all residents enabling them to raise their skill levels and enter into and progress in jobs.</p>	<ul style="list-style-type: none"> <li>• Higher educational attainment</li> <li>• Increased skill levels, including basic skills and English language</li> <li>• Increased motivation, self-confidence, self-esteem and resilience</li> <li>• Raised aspirations</li> <li>• Employers able to recruit locally</li> <li>• Increased access to improved mainstream support</li> <li>• Increased entry into</li> </ul>

Strategic Objectives	Operational Objectives	Outcomes/KPIs
		employment <ul style="list-style-type: none"> <li>Increased progression</li> </ul>
<p>2. To encourage and support 75 <b>new business start-ups</b> and 100 <b>existing small and medium sized enterprises</b> to help them to grow to and become sustainable, addressing market gaps and opportunities, thus creating 100 jobs, and boosting the local economy, by 2022.</p>	<p>2.1 To support the development of an entrepreneurial culture, encouraging people from all walks of life to consider the enterprise option, resulting in an increase in sustainable business start-ups.</p> <p>2.2 To enable potential entrepreneurs to access relevant and targeted support to develop sustainable businesses from lifestyle to social enterprises.</p> <p>2.3 To enable existing businesses to address barriers to growth and sustainability, through access to support from within the CLLD and the wider LEP area.</p> <p>2.4 To work with businesses in key growth sectors to develop interventions and support to sustain their growth.</p>	<ul style="list-style-type: none"> <li>Increased levels of business start-up</li> <li>Sustainability of businesses</li> <li>Growth of businesses</li> <li>Increased access and take-up of wider business support offer</li> <li>Raised aspirations in smaller businesses</li> <li>Retention and growth of businesses in key sectors.</li> <li>Creation of new job opportunities</li> </ul>
<p>3. To develop capacity and capability within the <b>CLLD communities</b> of residents, businesses and local organisations, empowering them increase social capital and build on opportunities and strengths.</p>	<p>3.1 To develop and maintain skills and knowledge within community organisations that contribute to long-term local economic and social inclusion, and increase human, social, financial, political and physical assets within the CLLD area.</p> <p>3.2 To support collaborative working between employers and local resident groups, for mutual benefit and to overcome barriers to sustainable employment, business and economic growth.</p>	<ul style="list-style-type: none"> <li>Reduced social exclusion</li> <li>Increased community cohesion</li> <li>Increased linkages between residents and businesses</li> <li>Higher levels of community engagement and participation</li> <li>Increased community resilience and self-reliance</li> <li>Increased diversity within the workforce</li> </ul>
<p>4. To engage with local businesses, organisations and communities to increase the attractiveness of the CLLD area as a place where people want to live, work, play, spend their money, and invest</p>	<p>4.1 To work with key stakeholders within the CLLD and LEP areas to highlight needs and improve the infrastructure, including digital and transport.</p> <p>4.2 To promote the strengths of the areas, improving the image and contributing to the development of a vibrant visitor economy.</p> <p>4.3 To work with key stakeholders to collaboratively address environmental</p>	<ul style="list-style-type: none"> <li>Increased investment by public and private organisations</li> <li>Increased retention of skilled people</li> <li>Increased retention of quality businesses</li> <li>Improved environmental efficiencies and</li> </ul>

Strategic Objectives	Operational Objectives	Outcomes/KPIs
and grow their businesses.	sustainability issues within the CLLD area. 4.4 To encourage people within the CLLD area to take pride in and develop their local areas.	sustainability. <ul style="list-style-type: none"> <li>Increased community engagement.</li> </ul>

Outcomes have been set against each of the objectives. These will form the basis for Key Performance Indicators alongside the achievement of the ERDF and ESF outputs and results. Baseline information, in addition to data already set out in section 3 of this Strategy, will be collected at the start of each intervention. On-going monitoring, annual reviews and end of programme evaluation, by the LAG, will assess the impact of the interventions against these outcomes, and thereby the progress and achievement of the objectives. Full details of this approach is set out in section 7.4.

### 4.3 ESI Fund Outputs and Results

The details of the outputs and results that the Strategy and specific activities supporting each of the objectives will achieve are set out in the Action Plan (Annex B).

The target outputs and results are as follows:

Output /Result	Number
Number of Participants	600
Participants that are unemployed including long-term unemployed	250
Participants that are inactive	250
Participants that are aged over 50	200
Participants that are from ethnic minorities	300
Participants that have disabilities	75
Participants in education or training on leaving	75
Unemployed participants in employment, including self-employment on leaving	60
Inactive participants into employment or job search on leaving	75
Number of enterprises receiving support	100
Number of new enterprises receiving support	75
Employment increase in supported enterprises	100
Number of potential entrepreneurs assisted to be enterprise ready	75

All the outputs will be delivered mainly within the 20% most deprived LSOAs to residents or businesses that are based there. Outputs may also be delivered within the one LSOA that is not within the 20% most deprived wards. All the outputs are within the More Developed category. Target numbers of outputs and results were originally developed through discussions by local key stakeholders, including the Leeds City region. The proposed outputs were based on the potential beneficiaries of support for both ESF and ERDF interventions – i.e. resident numbers, numbers of claimants (both economically active and inactive), numbers of SMEs and business start-up activities, within the CLLD area.

Following the original calculation, the area and size of population was redefined, and as a result, the target outputs and results have been reviewed, to ensure that the strategy is achievable, even though it might be challenging. The review has taken into account the size of the resident population i.e. 27,195; claimant count 3880 (February 2016); and numbers of SMEs within the CLLD area – 1495.

Discussions have taken into account the intensive nature and length of support needed to enable those that are not benefiting from existing /mainstream support (i.e. those that are furthest from the labour market, or businesses that have significant barriers to growth) to get to a level so that they can be referred to it.

#### **4.4 Consistency, Complementarity and Synergy**

The overall rationale for the strategy and the proposed activities are to fill gaps, enhance existing provision and support and delivery of interventions that are not taking place on a wider basis in the mainstream or otherwise (i.e. innovative activities to address the needs and opportunities). The LAG membership includes stakeholders that are involved in delivery of mainstream and other publicly-funded provision for businesses and individuals. This ensures that activities that are proposed are not duplicating existing provision, and will link with it.

The key linkages per objective and activities are set out below, in addition the table identifies the gaps within the CLLD area:

<b>Objective and Focus</b>	<b>Existing /planned infrastructure</b>	<b>Gaps /Enhancements</b>
1. Skills and employment for CLLD residents	Department for Work and Pensions -funded provision Adult Skills Budget provision National Careers Service	Intensive, holistic and community-based employability support for those furthest from the labour market, including language, personal development and ICT/Digital Work experience for all ages Graduate employment support Community-based career/job pathway information and support Employer engagement & existing equipment use to support training/upskilling for residents

<p>2. Enterprise culture, start up and SME development</p>	<p>New Enterprise Allowance Planned ERDF-funded delivery for:</p> <ul style="list-style-type: none"> <li>• Potential high growth start-ups</li> <li>• Leadership &amp; management</li> <li>• Business support ICT</li> </ul> <p>LEP business Growth funding LEP Skills Service LEP Apprenticeship Grants</p>	<p>Enterprise culture development Community-based pre-business support Community-based business start-up and development support including those not in the LEP key sectors, and are not deemed high growth Start-up grants for those not eligible for NEA Lower levels of development grants. Federation /cluster development support for businesses to support recruitment and market development</p>
<p>3. Community development and connectivity between employers and residents</p>	<p>LEP Social Impact Accelerator UnLtd awards for social enterprises DWP's Access to work programme</p>	<p>Work buddy programme Practical support for employers to recruit disabled people, enhancing existing programmes Community cohesion and integration activities</p>
<p>4. Community led actions to promote and enhance area conditions</p>	<p>Big Local Local volunteering opportunities</p>	<p>Collaborative community projects</p>

#### 4.5 Equal Opportunities

In line with the Equality Act 2010, and the Public Sector Equality Duty the LAG and key stakeholders involved in delivery of this strategy will not tolerate discrimination because of a protected characteristic; these are Age, Race, Sex, Gender Reassignment, Disability, Sexual Orientation, Religion or Belief Pregnancy or Maternity and Civil Partnership or Marriage. We will also not discriminate because of working patterns or trade union membership nor will we tolerate harassment or bullying on these or any other grounds. We will:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in other activities where their participation is disproportionately low.

There will be no exclusion on the grounds of protected characteristics:

- the Action Plan and specific projects resulting from implementing it will be designed to meet the needs of all potential participants;
- services will be responsive to the needs of all communities and under-represented groups;
- support will be targeted towards under-represented communities where relevant;
- we will be responsive to, and inclusiveness of, under-represented groups in delivery and management.

The CLLD Strategy is intended to enable the equality of opportunity, entry into employment and start-up, survival and growth of businesses, for residents and businesses, in the most deprived areas.

Support through this strategy and the work of the LAG and LAG Support Team will ensure that Gender and Equal Opportunities are integrated into all aspects of project planning, development, implementation, monitoring and evaluation. It will be embedded within the strategy and principles cascaded through all projects developed and delivered as a result of the implementation of the overall strategy for CLLD.

In delivering this strategy all organisational stakeholders and participants, will be required to demonstrate how they will help to embed due regard to the Public Sector Equality Duty/Equality Act 2010 in their activities, including how they will promote gender equality and equal opportunity and:

- Engage with diverse people, including those with multiple barriers, to encourage them to participate in learning activities;
- Respond to individual needs to address specific barriers to participation;
- Provide support in a way that suits their preferences and takes into account specific equality and diversity issues and circumstances.
- Involve target group representatives in design and management of the delivery.

In addition, Project Deliverers will also be required to detail how they will address the elements which are often issues in delivery:

- Physical access to services can often prove a barrier to target client groups because operational bases are not accessible
- The delivery model is not flexible enough: e.g. times support available, start dates, intensity of attendance.
- The workers are not determined and skilled enough to engage people in services.
- Documentation and the need for IT skills is often a barrier, but on-going recording of needs and activity is integral to support provision.

The LAG, Accountable Body and LAG Support Team will take positive steps to challenge disadvantage and discrimination and promote diversity and full access to opportunity in all of its

work, embedding the following in Strategy implementation and through all contracting for the implementation of the strategy:

***Delivery of service to users:***

- Treat everyone who has contact with the CLLD strategy and projects with dignity and respect.
- Plan delivery of services in a way that will not negatively affect how someone accesses them because of protected characteristics. This will include involving representatives from the communities in any project Steering Groups.
- Take steps to establish what services are required by different sections of the community as part of the project development, building on the consultation undertaken to develop the overall CLLD strategy.
- Maximise the flow of information and support to groups and organisations based in communities which experience discrimination and social exclusion. This will include the LAG Support Team working with those organisations who are engaging with these target groups to develop proposal that address the strategy objectives, enabling ERDF/ESF investment to reach these and thereby address social exclusion.
- Ensure meetings, literature, website, publicity, training events and all other forms of communications are accessible to the widest possible range of individuals and communities.

***Use of buildings and venues:***

- Ensure that all visitors to LAG and delivery partner offices and events are not discriminated against, harassed or victimised when accessing our premises or venues.
- Selecting venues for events and training with a consideration of:
  - How people enter
  - How they find their way around
  - Signage
  - How information is provided
  - How tables and counters are laid out and designed
  - Accessible toilet facilities.

***Monitoring and Evaluation:***

As part of the monitoring and evaluation of each of the projects implementing the strategy, along with the outputs and results the following information will be captured through feedback and information gathering, reported on, and will inform improvements to the service delivery to ensure prevention of discrimination:

- Accessibility of the services provided
- Characteristics of beneficiaries
- Reasonable adjustments made.

***Accessibility:***

All persons with disabilities will receive support as outlined above, with specific additional consideration taken into account regarding their characteristics, including:

- In planning and designing a service, we will consider what disabled people with a range of impairments might reasonably need, and make reasonable adjustments. This will include

marketing and communication tools and support literature developed in formats to suit a range of impairments.

- Ensure reasonable adjustments are made to enable easy access to our offices and venues where our events are held. Venues will be selected to take into account this accessibility (as listed above).
- Delivery of services in outreach locations and through using technology (email, skype, webinars) to ensure accessibility for those less mobile.

#### **4.6 Environmental Sustainability**

The CLLD strategy implementation will be underpinned by Environmental Sustainability principles. A CLLD/LAG Sustainable Development policy and implementation plan will be developed to comply with relevant environmental legislation, in the way that the LAG and the LAG Support Team work.

This will include: staff induction and development to include awareness of sustainability; delivery from venues accessible by public and green transport where use of travel is unavoidable; recycling, reducing and minimising waste and energy consumption; on-line delivery (where possible) and electronic record-keeping etc. These will be monitored and reported on.

All projects delivered as part of the implementation of the Strategy will be required to commit to promoting sustainable development and have policies in place. Monitoring of these will be undertaken as part of the project compliance checks.

Furthermore, sustainability has been incorporated into the strategy particularly as part of objective 4, incorporating community-based and led activities.

#### **4.7 Innovation**

In discussions in the LAG meetings, the LAG members have agreed the importance of involving the community development and design of local solutions to the issues, and to capitalise on opportunities. This approach will be embedded in project development support from the LAG Support Team, and will cover all activities that are commissioned.

This approach has already been adopted as part of the consultation activity, in that those consulted were asked what solutions they would like to see included in the strategy. A number of these are activities that are innovative in that they are addressing the issue in a different way. For example, the Work Buddy idea, linking unemployed residents with the small businesses in the CLLD area for work experience. This type of intervention is normally focused on young people and larger businesses. The community led project development activity will help to shape, and brings together stakeholders that would not normally be brought together to address the local needs.

LAG members will also be instrumental in identifying potential innovation that could be incorporated into the strategy and delivery. Already they have contributed innovative ideas – learning from other sectors – into the development of the Action Plan. For example, the activity of support for federation /cluster development for small businesses. This builds on examples of similar successful activities undertaken within the Health and Education sectors, leading to successful workforce development and staff recruitment and retention strategies.

The LAG members will identify and share innovation at the regular LAG meetings, particularly in discussing and developing the activity specifications for commissioning. They will also initiate and support innovation as part of the project development activities in the community.

## **5. COMMUNITY INVOLVEMENT**

The definition of the CLLD area started in 2013 with involvement of a wide range of locally based stakeholders. These included:

- Neighbourhoods Service, BMDC – Jonathan Hayes; Mick Charlton
- Regeneration, BMDC – Paul North; Philip Smith; Dave Melling
- InCommunities – Steve Short
- Airedale FabLab – Mark
- AES – Wendy Spencer
- KIVCA – Caroline Schwaller; Julie Lintern
- Pam Essler
- Keighley Big Local – Sam Keighley
- Keyhouse – Graham Mynott
- Leeds City College – Debbie Fletcher
- Airedale Shopping Centre – Steve Seymour
- Project 6 – Mike Cadger

These organisations and community representatives met to agree the focus for the CLLD activities, originally agreeing on the full three wards. These were then reduced to the 20% most deprived SOAs within these wards, following feedback from the Leeds City Region LEP.

The starting point for the strategy development has been to consult with the organisations and communities in within the CLLD area. To this effect the following Business and Community Engagement Events and consultations took place between April and July 2016 to inform the strategy:

- 5 x Business Engagement events - 115 attendees
- 6 x Community Engagement events – 26 attendees
- Also carried out 9 individual one to one business consultations
- Stakeholder/ local organisation representation: Job Centre, Keighley Big Local, Project 6, NHS, Hainworth Wood Community Association, other CLLD areas, E5 Keighley Women & Girls Empowerment Project, Bradford Council & South Pennines Leader programme.
- AWWesome Business Club members making up businesses in an around the CLLD area.

In addition, the LAG, made up of residents, local businesses and local organisations, have driven the development of the strategy.

The consultations have helped to identify the specific issues that are facing the communities and businesses within the CLLD area. There have also been a number of solutions suggested to address the issues. These have fed into the LAG meetings and specific discussions by the LAG members.

From this feedback, and from the local knowledge that the LAG members themselves have, the Strengths, Weaknesses, Opportunities and Threats have been identified and prioritised. These have formed the basis for the development of the Strategic Objectives, which have been discussed and refined by the LAG members. The SWOT and consultations also helped the LAG members to identify the required outcomes for any activities that would be supported. These will form the basis for monitoring the successful achievement of the strategy, and have informed the types of activities that have been agreed in the Action Plan. This involvement in this decision-making is evidenced through the minutes of the LAG meetings and are kept on the project file.

The specific activities that have been included in the action plan have also been prioritised through the allocation for resources. Where significant needs and gaps have been identified, more funds have been allocated to address these needs, bearing in mind the likely costs of interventions.

## **6. ACTION PLAN**

The following table sets out the key actions against the objectives, outputs and allocations. It is summarised in the Summary Action Plan at Annex B:

## Keighley Community Led Local Development

Strategic Objectives	Operational Objectives	Proposed Activities	Target Beneficiary	Rationale	Outcomes/KPIs	Outputs /Results per objective	Links to wider infrastructure	Links to other LDS activities	Proposed Funding £,000
1. To provide support, education and skills to 250 unemployed, and 250 economically inactive CLLD residents by 2022, to raise aspirations, and lift barriers to entry and progression into quality employment.	1.1 To provide targeted support to vulnerable groups and those furthest from the labour market to help them overcome barriers to participation in skills and employment.	1. Improving low level skills amongst young people and adults in the CLLD area, including basic skills, language and communication, personal development, employability, and ICT and digital.	Economically inactive, including vulnerable and socially excluded groups; Unemployed; under-employed graduates	Limited community-based support for those furthest from the labour market, including language, personal development and ICT/Digital; lack of work experience is a barrier; lack of graduate level jobs in this self-contained labour market; need for holistic approaches at community level to address barriers within families and change the culture to work.	<ul style="list-style-type: none"> <li>Higher educational attainment</li> <li>Increased skill levels, including basic skills and English language</li> <li>Increased motivation, self-confidence, self-esteem and resilience</li> <li>Raised aspirations</li> <li>Employers able to recruit locally</li> <li>Increased access to improved mainstream support</li> <li>Increased entry into employment</li> </ul>	01 – 432 CO01 – 195 CO03 – 201 O4 – 155 O5 – 240 CO16 – 37 CR02 – 68 R1 – 37 R2 – 53	DWP provision; Adult Skills Budget supported provision; National Careers Service; Apprenticeships; Widening participation activities; Talent Match.	Activity 2.	600 total: 300 ESF, 300 public match
	1.2 To work with employers and schools, colleges and the University, to increase aspirations and employability and support effective transition from education to further learning and employment for young people.	2. Providing pathways for integration and re-entry into employment for unemployed/ economically inactive CLLD residents, through employer engagement for a range of activities including short work tasters, training facilities, Training equipment rental, job clubs, work						Activity 1	900 total: 450 ESF plus mainly public match
	1.3 To improve access to								

## Keighley Community Led Local Development

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	information and support for all residents enabling them to raise their skill levels and enter into and progress in jobs.	<p>experience, job/career pathways information and awareness.</p> <p>3. Graduate Employment Scheme</p> <p>4. Holistic family-focused support provision addressing core /employability skills and barriers to learning and employment.</p>			<ul style="list-style-type: none"> <li>Increased progression</li> </ul>			<p>Activity 2</p> <p>Activity 1 &amp; 3</p>	<p>150 total; 75 ESF + mainly public sector match</p> <p>600 total: 300 ESF + mainly public sector match</p>
2. To encourage and support 75 <b>new business start-ups</b> and 100 <b>existing small and medium sized enterprises</b> to help them to grow to and become sustainable, addressing market gaps and opportunities, thus creating	<p>2.1 To support the development of an entrepreneurial culture, encouraging people from all walks of life to consider the enterprise option, resulting in an increase in sustainable business start-ups.</p> <p>2.2 To enable</p>	<p>5. Small scale business grants /voucher scheme to support start-up, growth, and accessing business space and equipment.</p> <p>6. Activities to promote entrepreneurship and self-employment in the CLLD area.</p> <p>7. Support for</p>	New start-ups; existing SMEs; potential entrepreneurs	Drop in business start-up rates; lack of lower levels of funding available; limited community-based business support available; recruitment & retention difficulties particularly within smaller businesses.	<ul style="list-style-type: none"> <li>Increased levels of business start-up</li> <li>Sustainability of businesses</li> <li>Growth of businesses</li> <li>Increased access and take-up of wider business support offer</li> <li>Raised aspirations in</li> </ul>	C1 – 100 C5 – 70 C8 – 100 P11 - 65	<p>New Enterprise Allowance</p> <p>Planned ERDF-funded delivery for:</p> <ul style="list-style-type: none"> <li>Potential high growth start-ups</li> <li>Leadership &amp; management</li> <li>Business support ICT</li> </ul> <p>LEP business</p>	<p>Activity 8</p> <p>Activities 1 &amp; 9</p> <p>Activities</p>	<p>644 total: 322 ERDF + mainly private sector match</p> <p>92 total: 46 ERDF + public sector match</p> <p>368 total:</p>





## Keighley Community Led Local Development

<p>organisations and communities to increase the attractiveness of the CLLD area as a place where people want to live, work, play, spend their money, and invest and grow their businesses.</p>	<p>and LEP areas to highlight needs and improve the infrastructure, including digital and transport.</p> <p>4.2 To promote the strengths of the areas, improving the image and contributing to the development of a vibrant visitor economy.</p> <p>4.3 To work with key stakeholders to collaboratively address environmental sustainability issues within the CLLD area.</p> <p>4.4 To encourage people within the CLLD area to take pride in and develop their local areas.</p>	<p>small businesses and other local economic bodies, to support social inclusion and environmental improvements.</p>		<p>promote the area, whilst also providing opportunities for residents to lead on improvements, gaining skills to support sustainable development.</p>	<p>private organisations</p> <ul style="list-style-type: none"> <li>• Increased retention of skilled people</li> <li>• Increased retention of quality businesses</li> <li>• Improved environmental efficiencies and sustainability.</li> <li>• Increased community engagement.</li> </ul>	<p>04 – 10 05 – 15 CR02 - 3</p>	<p>opportunities</p>		<p>private match</p>
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## 2 MANAGEMENT AND MONITORING ARRANGEMENTS

### 2.2 The Local Action Group

The Local Action Group that has been established to develop this strategy and take forward its implementation has come together as a voluntary partnership, which will adhere to clear terms of reference (Annex C) and a code of conduct (Annex D).

#### *Role of the LAG*

- To develop and deliver a Local Development Strategy (LDS) for the Keighley CLLD area, by bringing together a group of private, public, voluntary and community sector representatives that is broadly reflective of the make-up of the area to form a Local Action Group.
- To oversee the preparation of a 5-year strategy including an Action Plan that sets out the interventions and main targets for each year of the Programme to achieve the LDS aims and objectives.
- To actively engage the community in the development and the implementation of the strategy, building capacity to enable sustainability of activities, including fostering project management capabilities.
- To make effective links and encourage partnership working between the area's statutory, community and voluntary organisations, within and outside the LAG area to maximise benefits for all in the Keighley CLLD area.
- To act as a forum for identification and discussion of major issues and development needs affecting the environmental, economic and social character of the area, alongside development potential. Where appropriate, make recommendations or coordinate activities.
- To draw up a non-discriminatory and transparent selection procedure and objective criteria for the selection of projects and interventions, which avoid conflicts of interest, ensure that at least 50% of the votes in selection decisions are cast by partners which are not public authorities, and allow selection by written procedure.
- To promote bidding opportunities, with clear selection criteria, to all potential applicants in the LAG area.
- To receive and assess applications for support.
- To select and prioritise projects according to their contribution to the LDS objectives and targets, specifying funding levels, outputs, timescales and any conditions.
- To monitor the implementation of the LDS, and review, suggesting changes in the strategy and implementation, as necessary.
- To promote innovation and best practice across the CLLD area.
- To conduct its business in a compliant manner, acting on the advice of the Accountable Body on legal and technical issues as necessary.
- To share experience with other relevant groups and networks locally and wider, as appropriate.
- To promote equality of opportunity within the area, irrespective of gender, race, colour, ethnic or national origin, marital status, disability, sexual orientation, religious beliefs or age.

### **Membership**

The is made up of 16-18 voting members, which are residents and public, business, community and voluntary sector representatives that reflect a broad range of interests and the Keighley CLLD area. The LAG will comprise:

- Residents from across the 3 wards: Mohammed Ajaib, Pam Essler, Michael Birdsall
- Businesses from across the 3 wards: Sharon Thomas and Gavin Milligan (3<sup>rd</sup> place is a vacancy)
- Locally based public and /or voluntary organisations working with the target groups, from across the 3 wards: Holy Family School (Tim Garthwaite), Project 6 (Lynn Lawson), (the LAG has accepted a request for place on the board from Merlin Top school for the vacancy for the 3<sup>rd</sup> place).
- Representation from:
  - Airedale Enterprise Services – representing small start-up businesses: Wendy Spencer
  - Incommunities – housing many residents from the hard to reach target groups: Tracy Tough
  - Keighley College – working with many young people entering into the labour market, and businesses requiring skills development: Heather Whitehead
  - Big Local: Sean O’Hare
  - Keighley Business Improvement District: Steve Seymour
  - KIVCA – representing the third sector in the area: Paul Stephens
  - Councillor from City of Bradford Metropolitan District Council (tbc)
  - Keighley Town Council (tbc)

More than 50% of members are from the private/voluntary / community sectors.

At the time of submitting the strategy a total of 14 of the voting places on the LAG were filled and work was underway in filling the 3 remaining vacancies on the board. It is anticipated that the LAG will be fully in place by the time the ERDF and ESF contracts are in place.

The LAG will be supported by non-voting partners in an advisory capacity. These include:

- Bradford Council – Keighley Area Office
- West Yorkshire Police
- Jobcentre Plus
- Airedale, Wharfedale and Craven CCG
- The Airedale Partnership
- Prospects

The initial chair and vice-chair of the LAG are Paul Stephens of KIVCA and Wendy Spencer of Airedale Enterprise Services, respectively. The LAG has agreed these appointments as interim until the ESF and ERDF contracts are in place.

Details of the project selection process by the LAG are outlined in section 7.3.

**Conflicts of interest** will be managed as follows:

All LAG meeting agendas will have a standard item for conflict of interest. Any declared conflicts will be minuted and then included on the register of declared interests, maintained by the LAG

Support Team. This register will detail the nature and extent of the conflict and will be open to all Members of the LAG.

Any LAG Member who has a financial interest, whether direct or indirect in matters to be discussed, must promptly declare such interest and the remaining LAG Members at the meeting will decide whether the member shall:

- Withdraw from the meeting
- Remain in the meeting and take part in the discussion but not participate in any vote

LAG Members who are directly involved or have a direct interest in any application submitted must declare an interest and take no part in the consideration of the application unless invited by the Chair to respond to questions relating to the application.

LAG Members representing an organisation which has an involvement in an application, but that will not receive any financial benefit, should declare an interest but can take part fully in the discussion and decision making.

Any LAG Member who has a personal interest (which is not a pecuniary / financial interest) in any matter must promptly disclose that interest but may remain, speak and vote unless the chair decides the interest is substantial.

### **2.3 The Accountable Body**

Bradford Council's Regeneration Department has agreed to undertake the Accountable Body role. (Acceptance letter at Annex E). This organisation has substantial experience and knowledge of European and other public funding and has undertaken the role of Accountable Body for a range of funding streams including European Regional Development Fund, European Social Fund and Heritage Lottery Funding The Council team is currently undertaking Accountable Body functions for the South Pennine Leader Programme, working in partnership with Pennine Prospects under a formal Partnership Agreement to deliver the programme on behalf of the LAG.

The specific role undertaken by this team is detailed below:

1. The Accountable Body has contractual responsibility for the delivery of the programme on behalf of the LAG. It is responsible for the successful and effective conclusion of the programme delivering the LDS, and undertakes to ensure that financial propriety and compliance is observed in its management of the programme. The Accountable Body is also responsible for personnel, accountancy and administrative services to the LAG and the programme, and ensuring sufficient staffing capacity is in place in its own organisation, or as agreed by the LAG, to an appropriate organisation based within the CLLD, as a LAG Support Team.
2. The purpose and duties of the Accountable Body are:
  - I. To be applicant for stage 2 European Social Fund (ESF) and European Regional Development Fund (ERDF) applications.
  - II. To enter into Funding Agreement with DWP and DCLG as Managing Agents of the CLLD project funding, ESF and ERDF respectively, on successful award.
  - III. To prepare and submit annual Delivery Plans and Progress Reports as required by the Managing Agents.

- IV. To provide advice and technical support to the LAG on LCR ESIF/EU policies and processes. In particular, to advise the LAG on issues of eligibility and compliance, including conflicts of interest.
- V. To support project selection process by providing gate-way checks on projects submitted to ensure that projects selected for support:
  - a. Meet eligibility criteria
  - b. Fit with the priorities of the LDS
  - c. Undergo a transparent and compliant application and selection process
- VI. To enter into Grant Funding Agreements with approved projects, incorporating appropriate conditions in accordance with decisions made by the LAG.
- VII. To pay project grant claims in accordance with Grant Funding Agreements and actual expenditure incurred by projects, in advance of submission of collated claims to DWP and DCLG.
- VIII. To process collated project grant claims and present these to DWP and DCLG for authorisation and payment.
- IX. To undertake overall contract management, ensuring compliant delivery of the ESF and ERDF contracts.
- X. To undertake annual visits to all projects, ensuring compliance and eligibility.
- XI. To maintain project and programme records to audit standards, and make these available for audit as required.
- XII. To prepare regular progress and financial reports to the LAG, DWP and DCLG.
- XIII. To incur eligible expenditure for running costs ensuring match-funding is in place to meet these costs, and submit quarterly claims in arrears.
- XIV. To undertake overall risk management and maintaining a risk assessment register with regards to delivery of the contracts.

The LAG has agreed that the overall Accountable Body functions should be divided and will be a separation of duties between the Accountable Body and a LAG Support Team, with the Accountable Body focusing on contract management; compliance; and funding and claims management.

The LAG Support Team role will ensure that the delivery of the CLLD strategy is fully embedded within the community and supports the capacity building and empowerment of organisations based within the CLLD area itself. The LAG has agreed that this part of the Accountable Body role will be undertaken by Airedale Enterprise Services (AES).

Keighley CLLD local action group have agreed to appoint Airedale Enterprise Services (AES) as the Local Action Group support team. Airedale Enterprise Services is the local enterprise agency based in Keighley for over 33 years. AES has delivered on numerous funded programmes including in the last 10 years Bradford Kickstart (ERDF) and New Enterprise Allowance (ESF). AES is ideally placed within the CLLD area to fully operate the LAG Support team function.

The roles and responsibilities of the LAG Support team are:

1. The LAG Support Team will provide support the LAG to carry out its role. The LAG Support Team being based an organisation within the CLLD area (AES) will ensure that capacity and

knowledge of programme development and delivery is retained within Keighley supporting long-term sustainability of activities that contribute to the area's economic and social well-being.

2. The purpose and duties of the LAG Support Team are:
  - I. To provide the secretariat for LAG meetings, including provision of information and papers that will raise awareness of opportunities, issues and challenges and support decision-making.
  - II. To ensure the LAG operates within its Terms of Reference.
  - III. To attend LAG meetings to provide information to allow informed decisions to be made.
  - IV. To engage and build capacity and knowledge to ensure that as many sectors of the community as possible can contribute to the delivery of the Local Development Strategy (LDS) over the 5-year programme.
  - V. To provide advice and support to project applicants to enable them to submit eligible applications for funding which meet the LDS priorities and objectives.
  - VI. To oversee the commissioning process for projects that will implement the strategy and address priorities and actions agreed by the LAG.
  - VII. To process applications for funding, following gateway eligibility and compliance checks by the Accountable Body, and participate in appraisals of them following project selection processes agreed by the LAG.
  - VIII. As agreed with the Accountable Body, and as required, to undertake on-going contract management with each individual project against their funding agreements, ensuring that they meet performance targets and reporting back to the LAG for advice and direction where there is under-performance.
  - IX. As agreed with the Accountable Body, and as required, to undertake project visits to verify progress and ensure compliance and eligible expenditure and activities.
  - X. As agreed with the Accountable Body, and as required, to gateway-check claims for funding from each project prior to submission to Accountable Body for collation.
  - XI. To communicate with and promote the activities supported through ESIF to all relevant stakeholders within and outside of the CLLD area.

## **2.4 Project Development and Selection**

The processes that the Keighley LAG will use for project commissioning, development and selection, are as follows:

### ***Project Commissioning:***

This stage focuses on developing and agreeing the specification for the activities that will be commissioned and that are intended to implement the Local Development Strategy and contribute to the achievement of the objectives, outputs and results. The following process will be undertaken:

- a) A selected LAG support team member (who will not be involved in developing proposals) to work with relevant stakeholders (who will not be submitting proposals themselves) to develop

commissioning specification for each of the activity areas agreed by the LAG in the Local Development Strategy.

- b) All commissioning specification will include a weighting for local community involvement in the development and delivery of proposals. This will encourage active community participation and ownership of the interventions.
- c) All commissioning specification will set out the following:
  - a. That the commissioning is not restricted to selective organisations. Any legally constituted organisation that has the track record, expertise, capacity and knowledge to deliver what is needed, can submit proposals.
  - b. The agreed selection criteria and scoring methodology, which will be applicable to all applicants.
  - c. The commissioning timescales and decision-making processes – enabling sufficient time for any applicant and not disadvantaging any potential applicant.
- d) Specifications to be checked for eligibility by the Accountable Body. Amendments will be made to specifications, where required to ensure eligibility and compliance with funding requirements.
- e) Specifications to be signed off by the LAG, excluding any representatives of organisations which might be involved in submitting proposals.
- f) Bids will be required to be submitted on uniform documentation, which will enable checking of compliance and eligibility of bidders and activities.
- g) The LAG and LAG support team will promote the commissioning opportunity through the CLLD and partner websites, and where relevant other tender portals. This will ensure that the process is open so that any organisation can apply and meet EU procurement rules.

***Project Development:***

This stage focuses on the development of projects to support the implementation of the strategy. The LAG is required to actively engage the community in the implementation of the strategy, in addition to its development. At the same time, the opportunity to bid and develop proposals must be open, so that any organisation can apply.

The LAG support team will have a key role in this element as part of their community engagement and capacity building activities. A selected member of the LAG support team (different to any involved in project specification development) will work with and bring together relevant local community groups /organisations and those with expertise and interest from outside the CLLD area, to develop proposals to deliver the specifications.

***Project Selection:***

- a) LAG support team member (not involved in project development activities) undertakes gateway checks on all submissions, putting all those meeting initial eligibility and completeness criteria, through for appraisal.
- b) Appraisal undertaken by those involved in original specification development (i.e. external and wider stakeholders), under delegated authority from the LAG.
- c) Decisions and recommendations will be recorded on the appraisal templates and signed by all panel members.
- d) Recommended projects put forward to Accountable Body for funding eligibility checking.
- e) Summaries of all projects submitted with recommendations to LAG.

- f) Decisions will be made by a vote by the LAG members, following declarations of interest.
- g) The LAG will need to be quorate to formalise a decision, excluding those that have declared an interest – i.e. 6 LAG members (based on full membership being in place).
- h) The decision will only be valid if at least 50% of the votes have come from the non-public sector representatives.
- i) Discussions and decisions will be minuted.
- j) One of following recommendations/decisions will be made on each application:
  - a. To be supported in full
  - b. To be supported in part – specifying which part (this may apply if there is duplication or ineligibility of some elements of the proposed delivery).
  - c. To be supported subject to specific stated conditions
  - d. Not to be supported – stating the reasons
- k) Bi-monthly/ Quarterly commissioning and decision-making cycle to fit in with LAG meetings i.e. as follows if bi-monthly meetings:
  - a. Commissioning specification launched week 1
  - b. Submission deadline and gateway check – end of week 6
  - c. Appraisal panel meet – week 7
  - d. Recommendations to AB – week 7 for eligibility checks
  - e. Summary papers produced end of week 7 and circulated to LAG members (without an interest).
  - f. Decision at LAG meeting – week 8
  - g. Applicants informed of outcome – week 9

## 2.5 Monitoring and Evaluation

The LAG will oversee the monitoring and evaluation activity. Specific responsibilities are set out below.

### Monitoring

This element will comprise both individual project monitoring and the overall monitoring of the delivery of the Local Development Strategy.

#### *Individual Project Monitoring*

The Accountable Body will enter into contractual agreements with each of the Project Leads for the projects selected by the LAG, following confirmation of project eligibility. The contracts will include:

- Named contract manager with overall responsibility for delivery.
- Clear performance indicators (KPIs).
- Timescale and delivery profile for milestones and outputs.
- A requirement for details of all activities to be recorded electronically and in hard copies, this will include details of participants in the project.
- Output evidence requirements – i.e. outputs to be traced back to the individual output level for example qualifications achieved, or 12 hours of support provision to businesses.
- Record-keeping and monitoring formats.

- A requirement for feedback to be collected from all activities as part of the evaluation activities, to enable continuous improvements to be made, ensuring appropriateness of support delivery.
- A payment profile including dates / periods of payment.

Each Project Lead will undertake an induction and training at the start of the contract. This will ensure full understanding of the administrative and contractual requirements.

Performance monitoring of these contracts will be undertaken using the following approaches:

- On site monthly/quarterly monitoring visits undertaken by a LAG Support Team member, focusing on checking evidence, records and also compliance with EU funding requirements for publicity, procurement, sustainability etc. (As part of the contracting, risk assessment will be undertaken on each Project Lead to identify monitoring requirements, whereby those that need it will be monitored more frequently i.e. monthly, rather than quarterly).
- Monthly/quarterly progress reports. Project progress narratives will be provided as part of the claims process to evidence individual project progress, outcome and outputs achieved. These will be assessed against agreed targets and profiles as stated in contracts.
- Regular communication between the LAG Support Team and project deliverers, including through Delivery Group meetings that are set up to share information and experience.
- Random audits / assessments will also be completed on all projects.
- Annual audits undertaken by the Accountable Body.

Where projects are not achieving the required progress, outputs and expenditure, and there is a variance of 10% or more, a formal review will be undertaken with the Accountable Body Contract Manager to discuss and resolve problems.

Where projects have weaknesses in achieving compliance, the LAG Support Team will work with the Project Lead to address any issues.

### ***Monitoring Against the European Social Fund (ESF) and European Regional Development Fund (ERDF) Contracts***

The Accountable Body will have responsibility for ensuring the ESF and ERDF contracts are achieved and within the timescales agreed. The Accountable Body will report and submit claims, as required, directly to the Department for Work and Pensions (for ESF) and Department for Culture and Local Government (for ERDF).

A comprehensive IT system will be used by the Accountable Body for monitoring, reporting, recording and tracking of data and expenditure of all the projects being delivered against both the ESF and ERDF contracts.

- Monitoring and reporting will be organised largely on a monthly/quarterly (dependant on the risk assessment of the Project Lead) cycle requiring all Project Leads to submit claims to demonstrate achievement against project outputs and outcomes in line with cost-efficient expenditure (as set out in the contract) backed by supporting evidence.

- Performance monitoring and reporting data will be gathered monthly/quarterly, along with all hard-copy documentary evidence as required for audit purposes.
- All data will be collated to form contract level reports which will be assessed against the ESF and ERDF contract targets and profiles.

### ***Local Development Strategy (LDS) Monitoring***

Reports on progress of the achievement of the LDS will be a standing item at each LAG meeting (monthly initially and then quarterly). The reports will cover all elements of implementation of the strategy, from initial processes of project commissioning, project development, and project selection; the work of the LAG support Team in the CLLD area; compliance elements including publicity, any procurement; sustainability; and equality and diversity; and the progress on the delivery of the Action Plan and activities against each of the objectives.

The LAG Support team will provide on-going progress reports, to the LAG Bi-monthly/quarterly, on overall delivery of the strategy, whilst the Accountable Body's Contract Manager will report on all financial aspects of the delivery of activities against the action plan and provide monthly/quarterly reports on performance against target and profile.

The monitoring reports will contribute to and inform the on-going commissioning of activities to implement the strategy.

Where there are overall performance issues the LAG will provide direction to the LAG Support Team, supported by the Accountable Body, and agree how best to address them. This may also include that decision to terminate projects where on-going monitoring and evaluation indicates that the support is not delivering to plan, or achieving the required outcomes. These and actions undertaken to mitigate against risks will be reported on until fully addressed.

### **Evaluation**

This section sets out the approach to evaluation that will be undertaken for the CLLD programme.

#### ***Evaluation Factors***

The overall evaluation approach is intended to identify how effectively and to what extent the following elements have been addressed through the implementation of the LDS:

- Activities contributing to and achieving the strategic objectives.
- Community involvement in project design and development.
- Appropriateness of specific interventions supported to meet the objectives.
- Project performance against targeted outputs, results and project delivery milestones.
- Impact on CLLD beneficiaries of the support provided.
- Cross-cutting themes – delivery to support sustainability and equality.
- Processes efficiency– looking at management, accessibility (engagement of those hardest to reach), delivery systems and monitoring.
- Marketing and communications strategies and community awareness of CLLD programme.
- ERDF /ESF compliance – processes, obligations etc.
- Finance and claims processes - efficiency and achievement of expenditure.

- LAG role, expectations and involvement in decision-making.
- Management of key relationships, such as those with LEP and other local stakeholder and delivery organisations.
- Relationships management with Accountable Body, LAG Support Team and Lead Partners.
- Satisfaction from both the Deliverers and end beneficiaries (CLLD businesses and residents).
- Sustainability of the delivery mechanisms.
- Strategic impact – has the project influenced wider policy, led to greater synergy/collaborative working etc.?
- Additionality.
- What lessons can be learned (what worked and what didn't? What would have made it better?)

### ***Key Performance Indicators***

Specific outcomes have been identified against each of the objectives and set out in section 4.2 of this strategy. These will form the basis of the Key Performance Indicators. They include:

- Increased level of business start-up
- Creation of new job opportunities
- Increased skill levels
- Increased entry into employment
- Higher levels of community engagement and participation
- Increased diversity within the workforce
- Increased investment by public and private organisations.

The Framework below outlines the processes to be used to review and assess the CLLD Programme against the above elements and the Key Performance Indicators.

### ***Evaluation Approach***

It is proposed that the evaluation is undertaken on the following basis:

- On-going
- Annual reviews
- End of Programme

#### On-going:

The on-going evaluation will be undertaken primarily through working through each of the agreed projects.

It will comprise the following:

- Individual beneficiary (residents and businesses) feedback on support received, including customer satisfaction.
- End of support evaluation on each type of intervention (i.e. what type of support works best?)
  - It will be a contract requirement of Deliverers to undertake an assessment of their provision/activity with the beneficiaries and submit these to the LAG Support Team.
- Identification of good practice and positive impact, including case studies.

- Individual partner progress reports and monitoring meetings.

Feedback mechanisms will be put into place to collect, analyse and report the relevant data/findings on a regular basis and feed into the LAG meetings – this will support further planning for support. This on-going evaluation will also feed into promotion and marketing of the CLLD activities and strategy implementation.

#### Annual Reviews:

These will be undertaken by the LAG Support team, working with the Accountable Body, annually, and will focus on the following:

- Review of progress against the latest Funding Agreements (or variations) objectives and delivery mechanisms;
- Review of progress against Funding Agreement outputs, results and milestones (including cross-cutting themes), together with narrative regarding variation of achievement against these agreed outputs, results and milestones;
- Early 'wins';
- Assessment of delivery against the agreed KPIs, e.g. Community involvement and empowerment;
- Review of processes/delivery model efficiency and compliance;
- Views of stakeholders on: delivery model/processes; management and relationships; types of activities supported;
- Details of challenges or issues encountered, steps taken to resolve these and recommendations or suggestions for any changes required to delivery and processes;
- Case studies of successes.

Consultation and data collection will be undertaken using the following methodologies:

- Beneficiary surveys – including both individuals and businesses supported – in particular focusing on identifying the impact of the support, and what works and what could be done better to improve the support provision.
- Delivery partner survey (lead manager), identifying strengths, weaknesses, lessons learned and future recommendations.
- Analysis of MIS, progress reports and financial and claims information.

These reviews will support the on-going planning for the strategy implementation and enable the LAG to make decisions about activities that need additional resources, or to reduce support for activities that are not delivering the required outputs and outcomes.

#### End of Programme:

A final evaluation of the programme will cover all of the elements identified in Evaluation Factors section of this report.

It will be undertaken using external consultants that will be procured.

Consultation and data collection will be undertaken using the following methodologies:

- Beneficiary surveys – including both individuals and businesses supported – in particular focusing on identifying the impact of the support.
- LAG members and Stakeholder surveys, identifying strengths, weaknesses, lessons learned and future recommendations.
- Delivery partner survey (lead manager), identifying strengths, weaknesses, lessons learned and future recommendations.
- Analysis of MIS and financial, progress reports and claims information.
- Analysis of monitoring and evaluation data collected throughout the project on an on-going basis.
- Social Impact Assessment.

The evaluation report will include the following:

- Details of the aims and objectives of the evaluation;
- Methodologies undertaken to gather evidence for the reports;
- Impact and achievement of the programme against the CLLD vision and objectives;
- Case studies of successful project delivery;
- Key findings and recommendations/ Exit Strategy; and
- An Executive Summary highlighting key findings and recommendations, which can be issued as a ‘stand-alone document’.

The Annual Reviews and End of Programme evaluation, after signing off by the LAG, will be available on the CLLD website and circulated to key stakeholders.

The overall cost for this activity over the 5- year strategy period will be £295,400, comprising the costs of the end of programme evaluation which will be commissioned; the Council’s Contract Manager, whose role will be monitoring the ESF and ERDF contract delivery; 0.6FTE of the LAG Support Team Manager, who will be undertaking individual project and claims monitoring, supported by the Finance Officer.

## **2.6 Communications and Publicity**

The LAG will develop a communications and publicity plan to promote the CLLD Strategy, the commissioning activities that will support its implementation, overall programme progress and successes. LAG members and the LAG Support team will actively promote these and the fact that they are supported through ERDF and ESF, at the community level.

Key strands of activity will include:

- Launch of the strategy implementation
- Promotional literature about the Strategy.
- Keighley CLLD Website
- Promotional events for the commissioning rounds
- Online newsletters promoting progress and successes.
- Dissemination and promotion of the evaluation reports.

- Annual report to the Community.

The project promotion and publicity activity, as a minimum, will adhere to ERDF/ESF requirements as follows:

- All procurement documentation will include reference to ERDF/ESF and carry the correct version of the logo.
- All promotional material produced and promotional tools (website, events etc.) to promote the support will carry the reference to ERDF/ESF support and the logo.
- The launch of the project will reference ERDF/ ESF support.
- Recruitment for any staff will reference ERDF/ESF support in the advertisement and in the job specifications.
- Stationery used by the project will include the logo.
- Reports developed as part of the project, including for the Project Partners Group, the LAG and claims will reference ERDF/ESF support and include the logo.
- A file will be kept as evidence of implementation of promotional and publicity activities. This will include all press-releases, press-cuttings, photographs, copies of promotional material and any reports specifically on this subject.

## **2.7 Training and Development**

The LAG is made up of a range of stakeholders with varying degrees of knowledge and experience in working on such strategic and decision-making groups as the LAG. Whilst they all bring their own knowledge, experience and perspectives of the CLLD area, support and potential solutions, some will have gaps in knowledge that will enable them to make effective contributions to the LAG and the CLLD strategy implementation. The LAG Support Team will therefore undertake an audit of the LAG members, to identify any particular skills and knowledge needs to enable them to do their work on the LAG effectively.

The LAG support team working with other key stakeholders will then develop and deliver training support to address these needs. Some of the training may be procured from external sources.

Where possible and appropriate joint training provision may be arranged with other neighbouring CLLD areas and the Big Local training and development support for their Board Members. In this way, the LAG members are able to network and share experience, widening their knowledge about the broader economic and social context and good practice that may contribute to local delivery.

In addition, on-going LAG meetings will also encourage networking and sharing experiences and knowledge between the members.

## **3 FINANCIAL PLAN**

The financial plan is summarised and profiled in Annex B. This was agreed by the LAG in the meeting on Wednesday 24<sup>th</sup> August 2016, following discussions about allocations in previous meetings.

The total cost for delivering the Action Plan is £6m, made up as follows:

- Delivery of interventions against the strategy - £ 4,839,068
- Managing the delivery of the strategy and coordinating the LAG - £1,160,932

The management and LAG support costs will be supported by European Regional Development Funds (ERDF).

The sources of the match funding for these management costs are as follows:

- Bradford Council (Public) - £203,085
- Airedale Enterprise Services (Private/Public) - £ 226429 private and £150923 public

The total amounts of ERDF that will be used to fund projects is: £ 919,534.

The total amounts of European Social Fund that will be used to fund projects is: £1,500,000.

The total match funding required to support projects will be £2,419,534. It will primarily be sought through commissioning the activities with the requirement for projects leads to bring forward eligible match. However, it is anticipated that match will include the following:

- Private sector match from SMEs accessing the development grants.
- Private sector match from Virgin Start-up loans.
- Big Local covering Keighley East (public).
- Skills Funding Agency's Adult Skills Budget (public).
- DWP's New Enterprise Allowance Scheme (public).

The LAG wished to maximise the amount of funding coming into the CLLD area over the 5-year period and has opted to bid for the full amount available, making the assumption that enough eligible match-funding will be levered in during the strategy commissioning and delivery. The assumptions have been based on previous discussions with key stakeholders.

All funding will be spent in the More Developed category of the region – but primarily within the 20% most deprived LSOAs. It is anticipated that no more than 5% of the overall funding will be spent within the single LSOA which is not within the 20% most deprived LSOAs.

Mechanisms will be put into place during the commissioning and the delivery of the programmes to ensure that only those within the CLLD area benefit from the investments, and to monitor the eligibility of the beneficiaries. Promotion of the activities will highlight the targeting of the funding within the CLLD area, and the LAG Support Team will be instrumental in engaging with those organisations working with these potential beneficiaries to encourage projects coming forward to support them.

**This strategy was endorsed by the Keighley CLLD LAG at its meeting on 24<sup>th</sup> August 2016 (Annex F).**

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## Report of the Strategic Director – Place to the meeting of Keighley Area Committee to be held on 19 July 2018

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### Subject:

Community Action Bradford and District (CABAD)

### Summary statement:

This report summarises the work of CABAD in supporting communities and voluntary organisations in the Keighley Area.

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Steve Hartley  
Interim Strategic Director  
Environment & Sport

Report Contact: Paul Stephens  
Phone: (01535) 665258  
E-mail: [paul.stephens@kivca.org.uk](mailto:paul.stephens@kivca.org.uk)

### Portfolio:

Neighbourhoods and Community Safety

### Overview & Scrutiny Area:

Corporate

## **1. SUMMARY**

- 1.1 This report summarises the work of CABAD in supporting communities and voluntary organisations in the Keighley Area.

## **2. BACKGROUND**

- 2.1 Community Action Bradford and District was formed in 2017 as the merger of Bradford Community and Voluntary Services, Keighley and Ilkley Voluntary and Community Association and Shipley and Bingley Voluntary Services, to support and develop the voluntary and community sector.
- 2.2 Pre-merger, these organisations had a long history and CABAD has retained these values rooted in its experience of the sector and local communities. These values have always been listening to local communities in order to empower them, and it will continue as Community Action to do this; by building on these firm foundations, but with a mind to the future, Community Action will ensure the sector remains sustainable.
- 2.3 Appendix A gives a summary of activities undertaken by CABAD across the Bradford District during 2017-18 and Appendix B gives a summary of the work undertaken by CABAD during 2017/18 to support communities and voluntary organisations in the Keighley Area.

## **3. OTHER CONSIDERATIONS**

- 3.1 No other considerations.

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

- 4.1 CABAD is funded from a number of sources including commissions from Bradford Council.

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

- 5.1 The reduction in funding available in the public sector and wider grant-making bodies creates a risk to services provided by the voluntary and community sector.

## **6. LEGAL APPRAISAL**

- 6.1 There are no legal implications arising from this report.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

Voluntary and community organisations meet the needs of all sections of the community, particularly those in need of additional support. Active and well-managed voluntary and community groups can play a significant contribution to tackling deprivation and disadvantage in our communities.

## **7.2 SUSTAINABILITY IMPLICATIONS**

CABAD provides advice, guidance, and training that helps the work of voluntary and community organisations to be sustainable.

## **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

No implications.

## **7.4 COMMUNITY SAFETY IMPLICATIONS**

No implications.

## **7.5 HUMAN RIGHTS ACT**

No implications.

## **7.6 TRADE UNION**

There are no Trade Union issues arising from this report.

## **7.7 WARD IMPLICATIONS**

The information in this report is relevant to all Wards in the Keighley Area.

## **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

No implications.

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

The contact details and information relating to the work undertaken by CABAD are held and managed by CABAD.

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

None.

## **9. OPTIONS**

9.1 This report is presented primarily for information and in order to provide information that might assist Keighley Area Committee in addressing issues in its Ward Plans.

## **10. RECOMMENDATIONS**

10.1 Keighley Area Committee notes the wide range of activities undertaken by Community Action to support communities and voluntary organisations in the Keighley Area.

## **11. APPENDICES**

11.1 Appendix A: Community Action Bradford & District – a summary of activities 2017-18

11.2 Appendix B: Development and support activities for voluntary and community groups in the Keighley Area 2017/18

**12. BACKGROUND DOCUMENTS**

12.1 Keighley and Ilkley Voluntary and Community Action, Document "M", Keighley Area Committee, 15 September 2

## Appendix A

### Community Action Bradford & District – a summary of activities 2017-18

#### **1. Community Action Bradford & District**

Community Action Bradford and District was formed in 2017 as the merger of BCVS, KIVCA and SBVS, to support and develop the voluntary and community sector. We have a long history pre-merger and we retain values rooted in our experience of the sector and our communities. Our values have always been listening to our communities in order to empower them, we will continue as Community Action to do this; by building on these firm foundations, but with a mind to the future, we will ensure the sector remains sustainable. However, we understand the sector is ever-progressing and know we must listen, evolve and adapt to the changing needs in order to work towards our vision – to make a positive change.

#### **2. Voluntary and Community Sector Infrastructure Support 2017-18**

CAB&D lead and manage this grant. They also deliver strands 1 and 3, with the other strands delivered by a range of partners: CNet, CoEMO, Equity Partnership and Equality Together (strand 2); Volunteering Keighley (strand 4) and Volunteering Bradford (strands 4 and 5).

1. VCS Information
2. VCS Voice and Influence
3. VCS Engagement, Support and Development
4. Volunteering
5. Active Giving

**VCS Information** - provides reliable and accessible information to groups in the most effective way possible. This includes:

- supporting the DIVA Bradford database, making core contact details available to other relevant partners, including the Council itself
- maintaining the bfunded website which provides important information on funding available to groups
- maximising self-serve for groups, an important aspect of delivering support with a reduced budget

**VCS Voice and Influence** - representation for local voluntary organisations and community groups - developing relationships between the public sector and the VCS - engaging with diverse organisations and groups – developing opportunities with Public and private bodies. This includes:

- supporting the Assembly and Forum structure

- supporting equalities work, an important element of the Assembly and Forum structure.

**VCS Engagement, Support and Development** - This supports general advice related to funding, governance, marketing, dissemination and gathering of information, good practice, evaluation and tendering. This includes:

- provision of training to include the development of skills, effective use of resources and community accountancy
- strong generalist offer of support to groups – particularly new and emerging groups
- a named Voluntary Organisation Support Officer worker within each constituency area who can provide support to groups

We now offer charged for services for both more specialist areas of support and for larger established groups. Any charges are re-invested into the organisation so that smaller and start-up groups can still receive support free of charge.

**Volunteering** focuses on encouragement and promotion of volunteering, recruitment and co-ordination.

**Active Giving** includes support for Bradford District Community Fund, Local giving and Corporate giving. This includes:

- building a stronger relationship between local business and voluntary and community organisations to develop a new resource for the sector

### 3. Support to groups in Keighley

Appendix B details the development and support activities provided to groups in the Keighley constituency this year by staff at Community Action, funded through the Infrastructure Commission.

We have been able to support 65 groups working in the Keighley constituency with a good geographical spread across different wards. We supported a further 46 groups who work across the whole of Bradford and will have delivered some activities in Keighley over the year.

### 4. Ilkley

The Ilkley office remains a focal point for the VCS services in the area and provides vital opportunities for community engagement and development. We provide access to information and advice as well as a photocopier and other shared resources.

This office has minimal paid staff and relies on the generosity of our volunteers to provide a service across the week. We also support Ilkley Good Neighbours and Ilkley Community Transport with this volunteer workforce as we are co-located.

Specialist support required in this area is provided by our VOSOs.

## 5. Healthwatch

Healthwatch is here to give you a stronger voice to influence health and social care.

- We ask you about your experience of health and social care, going out to talk with communities across our district
- We listen to your experiences and look for the patterns that show us where change needs to happen
- We tell organisations in charge of health and social care what you think works well and what needs to change
- We check that these organisations are listening to your views and using this to improve services
- We involve children, young people, and adults from a range of backgrounds and communities - to make sure everyone has a voice
- We help you find information and make choices about local services
- We share information with organisations like NHS England and the Care Quality Commission, so local issues can influence national policy.
- Listening to local voices can help create services that really meet the needs of local communities.

To gain further understanding of our achievements this year please visit

[http://www.healthwatchbradford.co.uk/sites/default/files/hw\\_annual\\_review\\_powerpoint\\_template\\_2017\\_8.pdf](http://www.healthwatchbradford.co.uk/sites/default/files/hw_annual_review_powerpoint_template_2017_8.pdf)

## 6. Support given to older people in Bingley and district

### **Day care**

We provide social day care for older people at Cardigan House (Mondays and Thursdays) and Thornton (Mondays).

### **Luncheon club**

A coffee morning and luncheon club run each Thursday at Little House.

### **Sunday Lunch**

Local company, Feature Radiators sponsors the monthly Cardigan House Sunday Lunch, which attracts up to 20 older people.

### **Bingley wellbeing project**

Funded by City of Bradford Metropolitan District Council (Public Health), this project aims to help older people improve their physical health and gives nutritional information to older people in Bingley. Funding stopped for this project on 30<sup>th</sup> June 2017.

### **ShIPLEY Area Links**

This Lottery-funded befriending project is a partnership between SBVS and the HALE Project. ShIPLEY Area Links recruits volunteers to visit older people in ShIPLEY and Bingley central neighbourhoods and Cottingley, who are suffering from loneliness and isolation. The aim is to improve mental health and overall wellbeing and to connect older people into activities wherever possible. The Citizen Advocacy service, launched in August 2013 as an expansion of the ShIPLEY Area Links befriending scheme.

## **7. Resources we share with the people of Bradford and district**

### **Central Hall**

CAB&D continues to work on the development of Central Hall as a Community Resource, and as well as being home to several local enterprise organisations is building a reputation for hosting both public events and private celebrations, including weddings, mehndis and birthday parties.

A wide range of groups use the building, often supported by the CAB&D development team who, as a result of their outreach work, help groups to raise funds and start new activities, as well as encouraging people to use the building.

### **Community transport**

Our three minibuses (two with disabled access) support our services for older people and are hired out to local voluntary groups. We support Age UK with one of the vehicles, with the others being used by our own projects and other organisations for a range of services and trips.

Our community transport has been used to support CBMDC funded services that we deliver, primarily social day care at Cardigan House and Thornton community centre. 30 volunteers drive the minibuses and act as escorts.

We have now received a new minibus from the Department of Transport as well as receiving sufficient funding to replace our oldest minibus.

### **Community centres in Bingley**

We run two community centres at Cardigan House and Little House which are well used by many local community groups.

## **8. Community Development**

### **E5 Project**

Last year we reported that KIVCA and 4 other organisations were awarded Big Lottery funding to develop a women and girls empowerment project and secured £500,000 for the 4 year project to be delivered in Keighley. The project started in August 2016 will provide direct and indirect work with women and girls to develop their confidence, self-esteem, self-worth, assertiveness and empowerment through work with secondary schools and within community settings.

We completed the first year of delivery with a celebration event at Keighley College and more recently have been celebrating successful women in the centenary year since women were allowed to vote.

### **CD Worker Keighley East Ward**

In April 2017 we were successful in our grant application for the Keighley Town Council Community Development Worker for the Keighley East Ward. We are working closely with Local District and Town Councillors, Keighley Area Office and Big Local to support the needs identified in the Ward Plan.

## **9. Young Lives Bradford**

Young Lives Bradford is a network of voluntary and community sector (VCS) groups and organisations that work with or deliver services to children, young people & families. It has over 350 members and is recognised by the local authority, the Children's Trust partners and the Local Safeguarding Children Board partners as the co-ordinating body for this sector.

It works to empower the network to achieve better outcomes for children and young people in the Bradford District.

We provide:

- A voice for the voluntary and community sector at all levels of Bradford's strategic children's trust body - the Children's Trust
- Regular up-to-date information on issues relating to children and young people's services within the Bradford District.
- Advice and guidance on a range of issues resulting from changes to service delivery and updates on local and national policy. We also provide signposting information and resources on Safeguarding children and young people.
- Regular network forums on topics of general interest to our registered groups and organisations e.g. Funding, Safeguarding, Early Help, CCGs etc.

## **10. Other deliverables**

Bfunded: This resource was under threat due to removal of funding. This was continued by CAB&D using reserves and we will be reviewing during the year if we need to apply a small charge for this service to make it sustainable in the long term. Funding applications generated through bfunded bring a minimum of £125k into Bradford each quarter.

DIVA – the council has stopped its support of DIVA so CAB&D have taken this site and fully integrated it with our own monitoring database. This will allow for a better record of VCS organisations across the district as well as enabling groups to list themselves in the DIVA directory if they are unaware of its existence. In 2018 we will be linking DIVA more fully to Connect to Support (CBMDC health and social care directory) and Healthmaps.

Social Media and newsletters: we provide information about our activities and training programmes through a variety of methods. We are active on Twitter and provide 3 newsletters from our various projects. In 2018 we will be streamlining our newsletter service and relaunching Briefing Bradford (albeit in a different format).

[www.mylocalcommunity.org.uk](http://www.mylocalcommunity.org.uk) We launched this website last year after the merger and it holds information about CAB&D and our infrastructure partners. We will be revising the site this year and looking to place resources for the VCS within it.

Representation and work outside Bradford: We work closely with colleagues from across the Leeds City Region and the West Yorkshire and Harrogate Health and Care Partnership. Our CEO is the VCS rep on the WY&H HCP System Leadership Executive and we are working closely with Health Education England to develop a workforce development framework for the VCS. We are an active member in the Leeds City Region Infrastructure Consortium (LCRIC) and have developed several pieces of work together in the past year.

Dr Soo Nevison  
Chief Executive Officer  
Community Action Bradford & District  
July 2018

### **Community Action projects**

Community Action support, enable, develop, represent and inform the community in a wide variety of ways. We offer operational support in setting up and sustaining a voluntary or community group; we manage Bfunded to offer support in finding and applying for funding; we offer a payroll and accounts service through Bradford CPA; we manage DIVA Bradford to advertise job vacancies, events and room hire; we offer a range of training opportunities for organisations, staff and volunteers; and we can provide 1:1 marketing and communications support to promote services. We also run a Community Transport scheme from which minibuses can be hired to facilitate events; and we facilitate a host of projects relating to engaging younger and older people in their communities. Some of these are our Befriending, Daycare and Advocacy services supporting and nurturing elderly people when they need it; our e5 project which aims to empower women and girls in the Keighley area and Young Lives which work to support and develop organisations working with children and young people in the district.

### **Support to groups in the Keighley area**

Appendix B details the development and support activities provided to groups in the Keighley constituency by staff at Community Action, funded through the Infrastructure Commission. District-wide services also benefit the Keighley area:

### **Transformation Programme, Chris Barker**

The Transformation Programme is devised by Bradford Council in partnership with the voluntary sector in Bradford. Partners in the programme are Bradford Council, Arise Yorkshire, Participate and Community Action Bradford & District. The programme is developed from the Community Building Grants process that took place during 2016/17. The premise is that there are a number of community buildings and other hub organisation in the voluntary sector across the Bradford District that have a sustainable future but need an injection of advice, expertise or finance to help them increase their sustainability. The rationale is to be strategic in identifying groups that could benefit from a transformative input rather than an open grant process to subsidise the groups' ongoing activity. For example a group could register as a charity where it has not previously done so and consequently receive mandatory 80% rate relief.

For the first round of the programme groups are being referred through intelligence rather than an open call for applications. After the first panel meeting this will be reviewed and a more formal call for participation in the programme may be made through the bfunded website and other communication services.

The VOSOs are visiting identified groups and assessing them with a health check to identify the kind of inputs the group could benefit from. This is similar to the way in which the Community Building Grants operated. These assessments are then taken to a panel meeting every two months

where the panel decide what action and support can be offered to the group. Support can be offered through the VOSO team and other voluntary sector support agencies.

### **Bradford Episcopal Area project, Lincoln Oakley**

Over the past six months we have been working with members of the (CoE) Urban Renewal Team to bring several church premises back into community use.

Case study: We have managed to establish a community pre-school at St. Margaret's church hall for 20 children aged 2 to 4 years old, also running various courses for parents. These courses range from sewing for beginners, basic ICT and ESOL for new migrants. The project has created 6 part-time jobs and several volunteering opportunities and has given a semi-derelict building a new lease of life. The church is able to generate revenues and support small community groups and contribute to local economies across the district.

Future work: There are several similar projects in the pipeline that we are currently looking to bring into operation in the coming year. Some of these planned projects are for the church to re-connect with the needs of the local communities across Bradford and surrounding district. For example, we have drawings in place to convert East Morton Church hall into recreational space for parents and children's after school activities and create job-club for local residents. (Awaiting funding applications results in order to proceed).

### **Community Asset transfer, Clive Whittaker**

Community asset transfer for the voluntary and community sector has been a challenge. Several groups have expressed an interest and some have progressed through the 4-stage process. Groups who have progressed to later stages and are negotiating leases have had to call upon legal advisers with the inevitable costs associated.

Locality (a national organisation), who has helped advise the process, have recommended no break clause in the leases being negotiated whilst the asset management department would prefer break clauses. The priority of the asset management department has also been on completing the village community halls in the suburban areas of the district. The department is also holding an event in June. For the voluntary and community groups themselves the asset department requires groups to have a viable business plan and this has often been a sticking point in getting groups to progress.

### **bfunded, Sarah Moss**

Despite withdrawal of funding from CBMDC, CAB&D continues to run the bfunded funding information service (currently funded from reserves) for the district reaching hundreds of organisations every year.

bfunded annual summary 2017/18 [www.bfunded.org.uk](http://www.bfunded.org.uk)

- 153 news items researched/ distributed. 43 funding events promoted.
- The email community funding news email list remained stable at 693.
- 154 additional people followed bfunded on Twitter (from 824 to 978 followers in 12 months).

## **Appendix B**

### **Development and support activities for voluntary and community groups in the Keighley area 2017/18**

#### **1. Annual Report – 2017/18**

Community Action helps voluntary and community groups to start up, grow and develop. As the needs of groups change over time, we also help groups change, reduce activities or close when needed. The voluntary organisation support officer role involves helping groups with good governance, carrying out organisational health checks and explaining how to raise funding including, but not limited to, applying for grants. Typical enquiries also include questions about employment/ volunteer issues, financial management, marketing and business planning.

There are four voluntary organisation support officers working district-wide with staff working together as a team. In Keighley constituency, Chris Barker, based at Central Hall provides help through one-to-one support (phone, email, and outreach), events and network meetings to staff, volunteers and management committee members. Groups are referred to other support and training where appropriate.

For the Ilkley area, our office provides an ideal drop-in point for local groups to get practical help and access support.

#### **2. Organisations supported in Keighley Constituency 2017/18**

<b>Groups supported</b>	<b>Number</b>
Constituency-wide	8
Craven	6
Ilkley	7
Keighley Central	34
Keighley East	4
Keighley West	2
Worth Valley	10
TOTAL groups that work in the Keighley area	65
Groups that work district-wide	46
TOTAL groups supported by whole team across Bradford district.	270



**SUPPORT**  
**DEVELOP**  
**ENABLE**  
**REPRESENT**  
**INFORM**

**Community Action Bradford & District**

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No: 4283003 Registered Charity No: 1090036

## 2.1 Constituency-wide

Organisation/ project or individual	Support provided
Aire Wharfe & Craven Counselling	Company secretary training
Airedale Enterprise Services	Transformation programme
Champions Show the Way	New Year Networking Meeting Keighley and Ilkley
Community Cougars Foundation	Meeting with chair and development worker
Craven Trust	Funding and networking
Dementia Friendly Keighley	Safeguarding, employment advice, photography policy
FOOD BANK - Keighley Salvation Army	Funding
Haworth Riding for the Disabled	New Year Networking Meeting Keighley and Ilkley

## 2.2 Craven

Organisation/ project or individual	Support provided
AWARE - Airedale and Wharfedale Autism Resource	Funding, inc. Lottery bid
Brightbird coaching	Room hire
Friends of Silsden Town Hall	Constitution advice, CIO application, funding
Silsden Sports Club	Small business rates, charity registration
Steeton autism girls group	New group
The Meri Yaadain Dementia Outreach Support Service	Community Health Maps

## 2.3 Ilkley

Organisation/ project or individual	Support provided
Big Heart Project	Charity advice, CIC set up
Churches Together In Ilkley	Funding
Clarke Foley Centre	Funding
Dans Den @ Christchurch	Funding
Ilkley and District Good Neighbours	Charity and trading
Ilkley Real food CIC	CIC governance, financial reporting
LS29 Mutual Support Network	Employment advice, summer play scheme

## 2.4 Keighley Central

<b>Organisation/ project or individual</b>	<b>Support provided</b>
Bangladeshi Community Association - Keighley	Funding- Public health tender
Cliffe Castle Park Conservation Group	Future operation / structure of group, CIO
Drake and tonson foundation	Revision of constitution
E5 project	Terms of reference
Echo group	CIC set up
Ellen Dimuantes	Setting up a debt advice service
Fresh Waters Christian Charity Shop	Charity registration
Friends of Central Hall	New group
Friends of Devonshire Park	Funding
Friends of St Andrews School	New group
Friends of Utley cemetery	Insurance, Dispute resolution
Good Shepherd Centre	Trustees annual report and accounts
Grouse St Gardening Group	Funding advice, project development, grant management
Highfield Community Association - Keighley	Business Planning for Power to Change funding
Highfield Food Co-op	Funding and Networking
House of Cottingham	Legal structures, funding advice
John Finnerty	Advice on Fundraising
Keighley & District Disabled People's Centre	Community buildings grant assessment visit
Keighley Community Support	New group set up, policies and procedures, CIO
Keighley Furniture Project (Springfield Project)	Meeting to assess support needs
Keighley Healthy Living	Community buildings grant assessment visit
Keighley Table Tennis and Recreation Centre	Meeting re charity registration
Keighley Valley Big Local	Community action presentation
Missing peace	Constitution advice, policies, safeguarding, tax
Moving Forward	Funding
Pass on preloved items (Keighley)	Constitution advice, funding
People First Keighley and Craven	Community café, employment advice
Poors estate for the ancient parish of Keighley	Closing the charity
Project 6	Funding
Roshni Ghar	Workshop with staff, GDPR
Sangat Community Association [Sangat Centre]	Board meeting, funding

Sight Airedale	Conversion to CIO, employment advice
streetsupport.net/bradford	Promotion
Welcome Project Wellbeing Cafe (Oxenhope)	Charity registration / budgeting / policies

## 2.5 Keighley East

Organisation/ project or individual	Support provided
East Morton Community Shop Limited	Policies , volunteering, networks
Hainworth Wood Community Centre	Future planning and redundancy
Keighley Valley Big Local	Community action presentation
Star Youth Project	Health check and funding advice

## 2.6 Keighley West

Organisation/ project or individual	Support provided
Our Friends of Our lady	Constitution advice
Worth Valley Primary	New group

## 2.7 Worth Valley

Organisation/ project or individual	Support provided
Haworth Village Trust	Better together event
Haworth, Cross Roads and Stanbury Parish Council	Public Toilets - Community asset transfer
Men of Worth Project CIC	Funding
Oakworth community child care CIC	New group, CIC formation
Oakworth Community Trust	Funding support, Locality support
Oakworth Juniors Football Club	Community buildings contingency, volunteer recruitment,
Oxenhope Youth Club	Development of group, funding
Thornwood alpaca trekking	Social enterprise support
Welcome Project Wellbeing Cafe (Oxenhope)	Charity registration / budgeting / policies
Worth & Aire Valley Mags	Haworth Tourism Forum, networking

### 3. Organisations supported district wide

As well as supporting groups within each ward, as a team we also support groups that work across the district. These groups are listed below.

<b>Organisation/ project or individual</b>	<b>Support provided</b>
1. Anah Project	Windrush
2. Arakan Rohingya Organisation UK	Draft governing document.
3. Bame Voices Uk Ltd	Governance structure
4. BASE	Public liability insurance
5. Beyond Adversity	Funding
6. Black Health Forum	Business planning project design. Planning a project for grant bid. Windrush.
7. Bradford East African Community	Setting up a group
8. Bradford and District Live at Home Scheme	Marketing and network day. Funding and Networking
9. Bradford Autism Support	Closing down
10. Bradford Community Broadcasting (BCB)	Governance
11. Bradford Hate Crime Alliance	Lottery funding advice
12. Bradford Sands	Meeting re memorial garden in Shipley
13. Bradford Youth Development Partnership	Looking at development of BYDP
14. Brickbox	Developing social enterprise
15. CHAS @ St Vincent's	In-house training re updating website. Reviewed & edited website code.
16. Church of England Bradford	Support to church groups
17. City of Bradford Metropolitan District Council (CBMDC)	Windrush Planning
18. CNet (Bradford & District Community Empowerment Network)	Attended AGM, general catch up. GDPR advice initial meeting
19. Coeliac UK Bradford group	Help updating website page
20. Community Advice Network (Bradford District) [DEFUNCT]	Closing down
21. Congolese Group (Kinshasa)	Setting up new group
22. Cruse Bereavement Care Craven & Bradford Area	Information Governance
23. Cycle re Cycle	Closing down
24. Equality Together	Transformation programme: pre-assessment research
25. Equity Partnership	Funding and planning for the future
26. Get Out More CIC	Big Advice Day: Demonstrated bfunded funding search

27. Healthwatch Bradford and District	Enquiry re Healthwatch & GDPR
28. Hidden Voices	Change of name and developing the SMART project
29. Inn Churches	Meeting about funding and future strategy
30. Me Myself and I, Yorkshire	Business planning
31. Participate Projects	Big Advice Day planning
32. Pennine Prospects	Policies support and advice
33. Pickthall Foundation	Initial meeting about what they are want they want to do. Charity registration
34. Racial Justice Network	Bank accounts, annual returns and accounts
35. Royal National Lifeboat Institute	Wanting to carry out a campaign in the district
36. Sewa Day	Fundraising
37. SMA Trust	Big Advice Day: Social media one-to-one meeting
38. Sudanese Community in Bradford Community	Forming a registered charity
39. Syrian Association Yorkshire	Applying to be a registered charity. Checking the CC registration. Catch up being a new charity.
40. The Peer Project	CIC set up
41. Upendo Women Group	Finding a view and the purpose of what they are trying to do. Building and office space
42. Wellsprings Together Bradford	Attended Closing the Holiday Gap event & facilitated funding discussion
43. West Yorkshire Iraqi Community Group	Governance and fundraising
44. Words for Wellbeing	Big Advice Day: Social media one-to-one meeting
45. Yorkshire & Humber Regional Access Forum	Presentation on how to set up a community group & look for funding
46. Yorkshire Wildlife Trust	Statistics

#### 4. Feedback and outcomes

The team has distributed a survey to organisations supported in 2017/18, has had 55 responses and is still collecting feedback.

Feedback for Keighley Office: 12 organisations have responded so far. All agreed that they were satisfied with the quality of support.

#### Outcomes

- **Improved sustainability:** 50% (6) said that support helped them move towards achieving sustainability. 50% (6) said that it was too early to say.

- **Improved knowledge:** All respondents agreed that as a result of support they had improved knowledge.
- **Improved skills:** The majority (11) also agreed that as a result of support they had improved skills. Four organisations had also attended training.

**Improved governance:** The majority (11) requested help with governance. All of these groups said that the support had helped their group. We asked them to identify what difference our help had made:

- 9 said that the support had helped them to clarify their aims and objectives.
- 6 are now more clear about how to write a constitution.
- 4 are now updating their constitution or have updated it.
- 7 said that the support made them better informed of management committee roles and responsibilities.
- 8 said that the support helped them to improve the way their management committee functions.

#### Comments

- “With the support we’ve been able to make sense of what seemed a confusing minefield of information”
- “We have worked with all four of your officers over the last year eight years. This has enabled us to still be here.”
- “Chris is extremely warm, knowledgeable and patient. He has been available to support myself and trustees and does not complain even when I am confused with all the CC language.”
- “Without the support our two groups would have folded and left nothing in their place; to the great detriment of Cliffe Castle Museum and its park.”
- “Chris was most helpful in assisting us through the Charitable Incorporated Organisation application process with the Charities Commission. He shared a lot of information that helped us draft our constitution. In addition, he also offered insights into the Community Asset Transfer process.”

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## **Report of the Strategic Director to the meeting of Keighley Area Committee to be held on 19 July 2018**

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**Subject:**  
**Update on Family Hubs Prevention and Early Help implementation.**

### **Summary statement:**

**On the 3 April 2018, the Council's Executive agreed to implement the Family Hubs model for delivering prevention and early help to babies, children and young people from October 2018.**

**This report provides an update on implementation since April 2018 with a specific focus on area based planning and issues.**

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Michael Jameson  
Director of Children's Services

**Portfolio:**  
**Health & Social Care**  
**Education, Employment & Skills**

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

## 1. SUMMARY

- 1.1 On the 3 April 2018, the Council's Executive agreed to implement the Family Hubs model for delivering prevention and early help to babies, children and young people from October 2018.
- 1.2 This report provides an update on implementation since April 2018 with a specific focus on area based outcomes, planning and issues.

## 2. BACKGROUND

- 2.1 Keighley Area Committee received a report dated 14 December 2017 during the public consultation on proposed changes to prevention and early help.
- 2.2 At the meeting dated 3 April 2018, the Council's Executive received and agreed a report which summarised the messages from public consultation, arising changes to the model and a proposed timeline for implementing a new Family Hubs model by October 2018. The outline Family Hubs offer is set out at **Appendix One**.
- 2.3 This report does not seek to repeat the detail set out in the above reports.
- 2.4 Following Executive agreement to implement the changes, Officers and key partners are now focused on implementation.
- 2.5 The new Family Hubs model, to be led by Family Hubs Area Advisory Networks and four 0-19 area teams, will provide:
  - Co-ordination and an information network across universal and targeted support in a cluster area;
  - Focused work which builds family relationships and improves children's outcomes;
  - Reduced family poverty and support social mobility;
  - Co-location of key teams, particularly with the 0-19 children's public health service.
- 2.6 Collectively, we work under the following agreed vision:



2.7 As we co-produce and implement a detailed Family Hubs service offer, we will adopt a strength based approach. This approach is based on the assumption that even the poorest neighbourhoods are places where individuals, families and organisations represent resources upon which to build. It is defined by three main characteristics:

- ***‘How do people already connect, support each other and help each other in this area? Who is presently delivering support and services which contribute to the Family Hub offer – strengths first before gaps?’***
- ***‘What is it like to live in this area and what are the important things for us to work together on? What are the best ways of delivering a Family Hubs offer in this area?’***
- ***‘Who else can help you and us work on these issues? What are the naturally occurring networks we can foster and which can support families in this area?’***

2.8 The full structure for Family Hubs prevention and early help is at **Appendix Two**.

2.9 Under the Family Hubs model we will continue to provide the following services district-wide:

- Early Help Gateway (including Families Information Service and SEND Local Offer) which will be a single point of contact for advice on prevention and early help linking together on-line and phone based advice, information and referral routes;
- Oversight of educational support, including children missing from education (Education Safeguarding service);
- Specialist behaviour support and inclusion for children and young people with special education needs and disabilities;
- Short breaks for disabled children and young people;
- Intensive Family support/Family Group Conferences to prevent children and young people coming into care.

2.10 Each of the four area Family Hubs prevention and early help team will be made up of:

- 1 x FTE Family Hubs team manager
- 2 x FTE Senior Family Key Workers each supervising 7 x FTE Family Key Workers (14 x FTE in total).
- 1 x FTE Senior Prevention Worker supervising 7 x FTE Prevention Workers and 1 X FTE Access & Take Up Worker
- Business Support Officers

2.11 Each area will also be supported by key workers ('one worker, one family, one plan') provided under the Families First and Stronger Families projects lead by Barnardos. Bradford Council has commissioned a keyworker service for vulnerable families across the Bradford district that meet the national 'Troubled Families' criteria (named Families First in Bradford) and locally set criteria. Barnardos lead the service in partnership with Brathay, J.A.M.E.S and YMCA.

2.12 Stronger Families is a two-year project supporting people across Bradford and Leeds who are facing challenges in being able to develop their skills, move towards the world of work and secure employment. Alongside partners from across Leeds and Bradford we have been given £3.5 million of funding from the Big Lottery Fund and the European Social Fund to deliver the programme until September 2019. It aims to work with families before they start to cause anti-social behaviour problems, risk criminal records, come to the attention of police or have their children excluded from school, all of which may result in major barriers to gaining and sustaining employment. This is a district wide service working across all Bradford areas with an open referral route via [StrongerFamiliesBradford@barnardos.org.uk](mailto:StrongerFamiliesBradford@barnardos.org.uk).

2.13 The section below outlines the key work streams and progress to date.

#### **2.14 Prevention & Early Help Strategic Board.**

2.15 Michael Jameson (Director of Children's Services) and Helen Hirst (CCGs, Chief Officer) chair this group. The group reports to the Health and Wellbeing Board and

will develop a plan to respond to the recommendations from the Peopletoo report on prevention and early help agreed at Health and Wellbeing Board. This group will take an all ages focus and seek to maximise opportunities from pre-birth through to older age.

### **2.16 0-19 Family Hubs Implementation Group.**

2.17 Jim Hopkinson (Deputy Director, Children's Social Care) chairs the main partnership overseeing the Family Hubs programme. This will include oversight of the district's Families First (payment by results) and Stronger Families delivery.

### **2.18 Public Health 0-19 Children's Service Commissioning Board (commissioners only).**

2.19 This group, led by Public Health, of lead commissioners is developing the detailed service specification for the Public Health 0-19 Children's Service and leading the retender process. The Service will include SEND children and young people 0-25 years. The group has already provided three stakeholder events to ensure market engagement with high attendance from stakeholders. Officers have provided feedback to stakeholders on the questions asked at the events. In addition, a further stakeholder event is being held in July and events with GPs and Primary care staff are also being held. The feedback from all these events is feeding into the development of the service specification and tender process. All the presentations from the events and feedback on questions are available via YORTender. The service will be commissioned with a view to integration and co-location with the wider Family Hub teams.

*Progress - The service specification will be finalised by July 2018 with a view to publication of the tender in late July 2018 and the retendered Public Health 0-19 Children's Service will commence in July 2019.*

### **2.21 Outcomes, Performance and Intelligence Group.**

2.22 This group, chaired by Born in Bradford, has developed outcome dashboards showing how babies, children and young people are doing against agreed outcomes for prevention and early help at ward, areas, district and national levels. This approach will ensure our plans and services are targeted well and are able to track impact over time. Where available we are also able to identify smaller pockets of need by using information at the Super Output Area level.

*PROGRESS - Family Hubs prevention & early help outcomes framework and dashboard are in place with final work to be completed on adding up-to-date national comparator data in readiness for area based events in July 2018.*

*By end of June 2018 – shadow Area Advisory Networks will be in place. Programme Director has engaged with the existing chairs of Children's Centre Cluster Advisory Boards and meetings are planned with the Early Help Panels. The new Family Hubs Area Advisory Networks will be formed from membership of these two groups.*

*Area based co-production of the Family Hubs offers will be steered by the area profile of key outcomes for babies, children and young people in the wards/areas.*

*Please see appendix 3 which outlines the profile for key outcomes.*

*An event will be held on the 12 July 2018 (9.30-12.30pm at Central Hall, Alice Street, Keighley) to continue area based planning with key stakeholders in Keighley.*

## **2.23 Integrated Care Pathway Group.**

- 2.24 Programme Director and Care Trust chair this group which is revising the existing Integrated Care Pathway to cover the wider 0-19 age range and whole family approach. The group is ensuring practice tools and policies are updated to reflect Family Hubs model of delivery. The group is also ensuring protocols are in place to meet duties towards Families Information Services, SEND Local Offer under the Early Help Gateway and that we respond to requests for support at right time and right level. This group is also overseeing the development of the Family Hub workforce passport. Teams and workers will be able to use this passport to assess and develop their skills in 0-19 whole family working.

*PROGRESS – multi-agency work is underway to revise key practice tools, core roles and responsibilities and guidance by the end of June 2018. By end of July 2018 the Family Hubs Implementation Board will have signed off revised pathways and tools.*

*By end August 2018 – sign off protocol to ensure duties are met regarding Families Information and SEND Local Offer and that requests for support and information is provided at the right time and right level.*

*By September 2018 - designing and test an on-line workforce passport for teams and workers to assess and develop their skills in Family Hub whole family working.*

## **2.25 Family Hubs Building Assets Group.**

- 2.26 This group chaired by the Assistant Director for Performance, Commissioning and Partnership will consult interested parties to develop options for the collective best use of buildings in areas. They will make recommendations on best use of building resources and lead Family Hub sites, including children's centre sites.

*PROGRESS – a dedicated Estates Officer is mapping and profiling all Children's Centre sites and other key sites with a view to forming options with partners, Council departments and communities.*

*From January 2019 – undertake consultations on sites and changes as required.*

## **2.27 Transitional Planning Meetings across key teams, Nursery Schools, Barnardos and Action for Children.**

- 2.28 These fortnightly meetings ensure oversight of services to families over this transitional period. The meetings are focusing on:

- Contractual, lease and associated issues related to moving from the present providers to the new Family Hubs;
- Oversight of allocation of family key work. There are no families presently waiting to receive a key worker service;
- Planning of summer activities;
- Ensuring delivery of parenting groups over the period to October;
- Maintaining oversight of children missing from childcare and education.

## **2.29 Engagement and Communications Group.**

- 2.30 This group oversees engagement and communications regarding implementation of Family Hubs. The group is overseeing the area based planning activities as we co-produce the detailed Family Hubs offer up to October 2018.

*By end of June 2018 - briefings on links across Signs of Safety (with families) and asset based approaches (with communities).*

*By end of July 2018 – undertake area based mapping events in each area to coproduce the Family Hub offer. This will signal our clear intention that we will build upon what is already working well.*

*By the end of August 2018 – undertake strength based conversations with families living in the priority wards. Map existing approaches to communication across affected teams and services. Build up the Family Hub brand and communications.*

*By October – the first family Hubs offer will be published and promoted.*

## **2.31 Early Help Module Implementation Group.**

- 2.32 This group will ensure readiness of the Early Help Module for October 2018 so that work with groups (for example, stay and play sessions and parenting group) and case work and reporting systems are in place. This will include design, testing and training. This will become the main IT recording and information portal for the Family Hubs teams and we are considering ways to ensure that this system and key NHS systems are able to share appropriate and agreed information.

**By October 2018 – design, test and go live.**

**From October to end December 2018 – train the trainers and superusers.**

## **3. OTHER CONSIDERATIONS**

None.

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

- 4.1 The Council is facing unprecedented pressure and cuts on its budgets whilst the demand and costs for services are rising. Funding cuts will mean that the resources we will have to spend on Prevention and Early Help for children and young people will reduce by £13.3m or more than one third, from £37.1m in 2016/17 to £23.8m in

2020. At the date of this report implementation remains on track to deliver the savings by 2020/21.

- 4.2 At the meeting on the 20 February 2018, Executive agreed an additional 500K per year for 2018/19 and 2019/20 to support transition into the proposed new model. This additional funding has all gone into increasing the number of Prevention Workers and Key Workers. This increased the proposed workforce from 197 FTE to 246.5 FTE by 49.5 FTE.
- 4.3 The revised model also retained a dedicated service within Education Services focused on safeguarding and improving the education of vulnerable pupils, including New Communities and Travellers.
- 4.4 Officers are working with key partners to produce a detailed plan on the best collective use of buildings across the Council, key partners and communities so we can sustain as much funding into frontline workers by 2020/21 which would be subject to further consultation as required.

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

- 5.1 If there are no significant risks arising out of the implementation of the proposed recommendations it should be stated but only on advice of the Assistant Director Finance and Procurement and the City Solicitor.

## **6. LEGAL APPRAISAL**

- 6.1 The report dated 7 November 2017, set out the Local Authority's duty to consult or requirements set down in legislation or statutory guidance. For example, the Department for Education Sure Start children's centre statutory guidance April 2013 provides that the Local Authority must ensure there is consultation with interested parties before any significant changes are made to children's centre provision in their area.
- 6.2 The SEND Code of Practice 0-25 years January 2015 provides that when considering any reorganisation of special educational needs provision the Local Authority must make clear how they are satisfied that the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for children with SEN.
- 6.3 The Local Authority must have regard to its public sector equality duties under section 149 of the Equality Act 2010 when exercising its functions and making any decisions. The Local Authority must carry out an Equalities Impact Assessment to enable intelligent consideration of the proposals. The Local Authority must have due regard to the information in the Equalities Impact Assessment in making the decision to commence consultation on these proposals.
- 6.4 The Children Act 1989 sets out the provision of services for children and their families. Section 17 places a duty on every local authority to safeguard and promote the welfare of children who are in need within their area and to promote the upbringing of such children by their families.

- 6.5 The Children Act 2004 as amended by the Apprenticeships, Skills, Children and Learning Act 2009 set statutory targets for children's services authorities for improving the effectiveness of safeguarding and promoting the welfare of children through promoting better inter-agency co-operation and improved information sharing. The 2009 Act also established Children's Trust Boards.
- 6.6 The Council has duties under the Childcare Act 2016:
- Section 1 – duty to improve well-being of young children & reduce inequalities between them;
  - Section 3 – to make arrangements so that early childhood services are integrated, accessible and benefit young children and their parents;
  - Section 5A – make arrangements for sufficient children's centres, so far as reasonably practicable to meet local need;
  - Section 6 - duty to secure sufficient childcare for working parents;
  - Section 12 - duty to provide information, advice and assistance to parents and prospective parents;
  - Section 13 - duty to provide information, advice and training to childcare providers.
- 6.7 Early years providers have specific statutory requirements under the Childcare Act 2006 to contribute to the safeguarding of children and to comply with welfare requirements to promote good health and maintain records, policies and procedures.
- 6.8 Working Together to Safeguard Children (DfE, 2015) sets out the responsibilities that everyone including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers has to safeguard and promote the welfare of children, provide early help and for keeping them safe.
- 6.9 The Education Act 1996 as amended requires all local authorities to make arrangements to enable them to establish the identities of children in their area who are not receiving a suitable education. The duty applies in relation to children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise than being at school.
- 6.10 The Children and Families Act 2014 has further influenced and shaped service delivery. It aims to improve services for vulnerable children, children in need of care and support, children with special educational needs and disabilities and support families in balancing home and work life particularly where children are particularly very young. It underpins wider reforms to ensure that all children and young people succeed, no matter what their background.
- 6.11 In the case of those staff working in the children's clusters run by Barnardos and Action for Children, those staff who fall within the ambit of the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE"), will transfer to the Council's employment on their existing terms and conditions. Those staff who work in community nursery schools are in law employees of the Council and therefore TUPE will not apply, as there is no change of employer. Accordingly it will be necessary to discuss appropriate arrangements with the governing bodies

concerned. Appropriate employment procedures will be followed in relation to proposed reductions in the workforce.

- 6.12 Local authorities have duties outlined in the Health and Social Care Act (2012), which came into force in April 2013 when Public Health transferred to the Council, and this includes delivering public health children's services for 0-19 year olds and specific mandated and statutory functions including 5 health checks for young children, the National Child Measurement Programme and district wide Oral Health surveys.
- 6.13 Local Authorities statutory Public Health responsibilities also include a duty to improve Public Health, Section 31 of the 2012 Act requires local authorities to have regard to guidance from the Secretary of State when exercising their public health functions; in particular this power requires local authorities to have regard to the Department of Health's Public Health Outcomes Framework (PHOF).
- 6.14 *A Public Health outcomes framework for England* sets out the Government's overarching vision for public health, the desired outcomes and the indicators that will be used to measure improvements to and protection of health. *Improving outcomes and supporting transparency*, provides a summary technical specifications of public health indicators.
- 6.15 Section 237 of the 2012 Act also requires local authorities to comply with National Institute for Health and Care Excellence (NICE) recommendations to fund treatments under their public health functions.
- 6.16 Local Authorities also have responsibilities under this Act to set up a statutory Health and Wellbeing Board to oversee a Health and Wellbeing Strategy to improve health and wellbeing outcomes and reduce inequalities for the population across the district.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

- 7.1 The Local Authority must not discriminate directly or indirectly against any group or individual and is required to foster good relations.
- 7.2 An extensive public consultation was undertaken. Officers continue to work through key teams, partnerships and networks to ensure all interested parties are aware of the multiple opportunities to contribute to the co-production of the Family Hubs offer in readiness for implementation in October 2018.
- 7.3 An updated Equalities Impact Assessment and SEN Improvement Test for the proposed model were attached to the report to Executive on 3 April 2018. An updated Workforce Equalities Impact Assessment is also in place.

### **7.2 SUSTAINABILITY IMPLICATIONS**

- 7.2.1 There are no direct sustainability implications arising from this report.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

None.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

7.4.1 Through working differently across services, such as Police, Fire and Rescue Service and Neighbourhood Services we would seek to reduce crime and anti-social behaviour and its impact on individual families and communities. This is a priority outcome area.

### **7.5 HUMAN RIGHTS ACT**

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

### **7.6 TRADE UNION**

7.6.1 On 30 October 2017, 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 in relation to the proposals outlined in this report.

7.6.2 The trade unions were fully consulted on the proposals and fortnightly meetings continue to be undertaken with the Trade Unions through all stages of implementation.

7.6.3 Consultation regarding TUPE with Barnardos and Action for Children has now commenced and proposed measures have been issued for consultation.

### **7.7 WARD IMPLICATIONS**

7.7.1 Please see prevention and early area/ward outcome data at **Appendix Three**. Officers will use up-to-date national outcome data to shape the Family Hub offer and approach to targeting those neighbourhoods and families for whom we aim to reduce inequalities.

7.7.2 As we develop the detailed offer and form recommendations regarding the Building Assets we will ensure that appropriate consultation with interested parties is undertaken.

### **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

7.8.1 Family Hub services play a key role in safely reducing the numbers of children and child protection and plans and looked after children. The partnerships and new teams will continue to adopt a Signs of Safety approach. These are also part of the agreed outcome framework so we can track and target areas and schools with a higher incidence of such children. A core element of the offer will be Family key workers for families with higher support needs and Intensive Family Support/Family Group Conferences to prevent the above. We will also continue to provide Early Help Gateway and panels so needs for any children, regardless of neighbourhood, can be addressed.

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

- 7.9.1 The Integrated Care Pathway Group is leading the work on revising key policies and protocol which includes information sharing, single referrals processes across key organisations and includes Privacy Notices.

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

None.

## **9. OPTIONS**

Not applicable.

## **10. RECOMMENDATIONS**

- 10.1 Bradford Keighley Area Committee is asked to note the report, progress to date and provide support and guidance on the on-going co-production of the Family Hubs offer.

## **11. APPENDICES**

Appendix One – Family Hubs outline offer

Appendix Two – Family Hubs prevention and early help structure

Appendix Three – Area/ward prevention and early help outcome dashboard

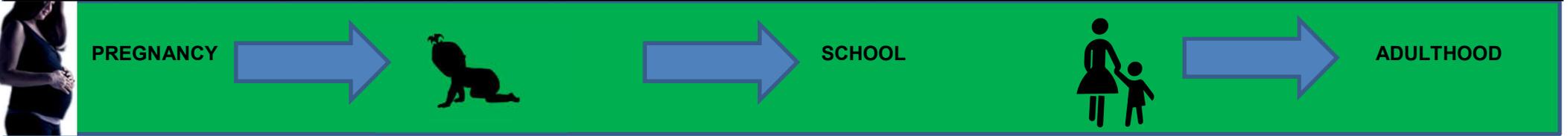
## **12. BACKGROUND DOCUMENTS**

- Report of Strategic Director to Executive dated 7 November 2017
- Report of Strategic Director to Executive dated 3 April 2017

## APPENDIX ONE - Family Hubs core service offer – Signs of Safety assessment and plans

**LEVEL 4 - Specialist Services** -Timely step up and step down – Signs of Safety - Intensive Family Support/Family Group Conference – children close to care – preventing repeat removals

<b>LEVEL 3</b> <b>Targeted &amp; Family Key Work</b>	<ul style="list-style-type: none"> <li>Families First outcomes through <b>Family Key Work</b></li> <li><b>Advice and consultation</b> to Lead Workers in universal services</li> <li>Domestic Abuse Recovery Together &amp; Freedom</li> <li>Parents in treatment for substance misuse (pilot)</li> <li>Intensive support to build attachment (at risk of entry to care)</li> </ul>	<ul style="list-style-type: none"> <li>Families First outcomes through <b>Family Key Work</b></li> <li><b>Advice and consultation</b> to Lead Workers in universal services</li> <li>Youth in Mind, Young People’s (CAMHS) buddies &amp; substance misuse prevention</li> <li>Domestic Abuse Recovery Together &amp; Freedom</li> <li>Parents in treatment for substance misuse</li> <li>Programme reducing child to parent violence</li> </ul>
<b>LEVEL 2</b> <b>Prevention &amp; parenting programmes</b>	<ul style="list-style-type: none"> <li><b>HAPPY</b> focused on overweight women during and after pregnancy)</li> <li><b>Incredible Years</b> (Better Start) &amp; Ante-Natal and <b>Welcome to the World</b> Family Links – work across Better Start &amp; Family Links (parenting). <b>Baby Steps</b> (Better Start).</li> <li>Bonding and attachment/language/social emotional – <b>pre-birth to 2 home learning</b></li> <li>Awareness and signpost and facilitate <b>access to early education</b></li> <li><b>HENRY</b> (parenting programme – Champions, group or 1to1)</li> <li><b>Breastfeeding</b> – UNICEF accreditation, breastfeeding champions and peer support</li> <li><b>Home Safety checks</b> (linked to 6-8 week visit)</li> <li>1:1 support for mothers/parents – <b>open access groups (e.g Stays &amp; Plays) in targeted areas</b> – mix of providers</li> <li>Community-based <b>welfare/benefits advice and parenting workshops</b></li> <li>Stronger Families outcomes through <b>Family Key Work</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Positive activities</b> for young people/National Citizenship/Duke of Edinburgh</li> <li>Youth in Mind – <b>Wellness Recovery Action Plans</b></li> <li>Positive behaviour and <b>social emotional education</b> in schools</li> <li>Supporting <b>targeted transitions projects</b></li> <li>Primary <b>Mental Health Link Work</b></li> <li>School-based <b>welfare/benefits and parenting workshops.</b></li> <li>Stronger Families outcomes through <b>Family Key Work</b></li> <li><b>Family Links/Speakeasy/Time to Talk/CYGNET/Time Out for Dads</b> parenting groups if needed</li> <li>Personal Advisors</li> <li><b>DICE</b> (at risk of sexual exploitation)</li> <li><b>PREVENT awareness</b>, On-line safety and self-care</li> <li><b>Safer Schools</b> Police Officers</li> </ul>
<b>LEVEL 1</b> <b>universal health checks &amp; early education</b>	<ul style="list-style-type: none"> <li><b>Ante-natal</b> face-to-face visit during pregnancy</li> <li><b>New birth</b> face-to-face visit focused on breastfeeding, immunisations, healthy start. Assessment of child and family needs, including attachment.</li> <li><b>6-8 week</b> face-to-face continued assessment – weigh/measure/maternal mood, breastfeeding and family well-being.</li> <li><b>3-4 month</b> face-to-face visit maternal mood, family well-being &amp; safety, immunisations, attachment.</li> <li><b>1-year</b> face-to-face assessment of growth/development, social and emotional needs. Monitoring growth, attachment, vaccination and imms check. Health promotion and Oral health advice.</li> <li><b>2-2.25 year</b> integrated assessment using Ages &amp; Stages (social, emotional and language). Link with childcare setting. Parenting, sleep and toilet training and behaviour management. Physical growth, development hearing, vision. Signpost to early education. Support Book Start</li> </ul>	<ul style="list-style-type: none"> <li><b>4-5 Year olds</b> - handover to school nurse and health needs assessment in reception. Identify looked-after and complex health needs and signpost.</li> <li><b>Year 7 (11 years)</b> - National Child Measurement Programme (identify and support obese children). Identify health concerns and issues and support for long-term conditions and vulnerable children</li> <li><b>YEAR 10</b> - HEALTH NEEDS ASSESSMENT Identify and support vulnerable children. Health promotion and support CYP with additional needs and signpost to specialist services</li> <li><b>Post-16</b> - transition to adulthood review vulnerable children. Health promotion advice Health surveillance and assessment of need</li> </ul>

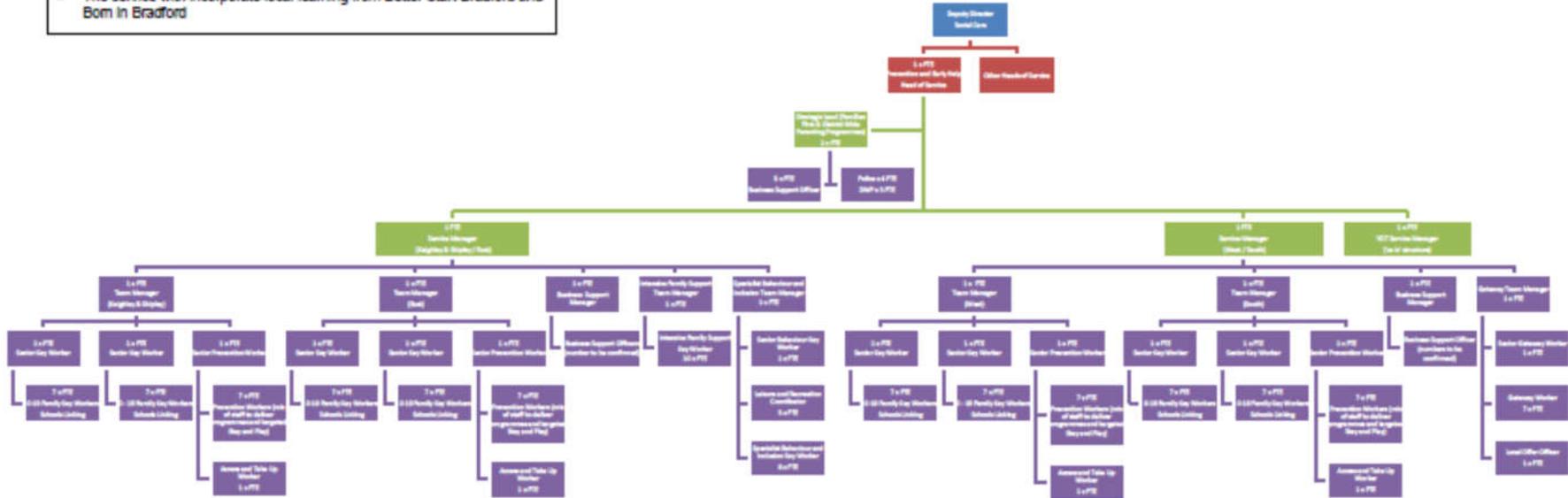


# APPENDIX TWO – Family Hubs prevention and early help structure

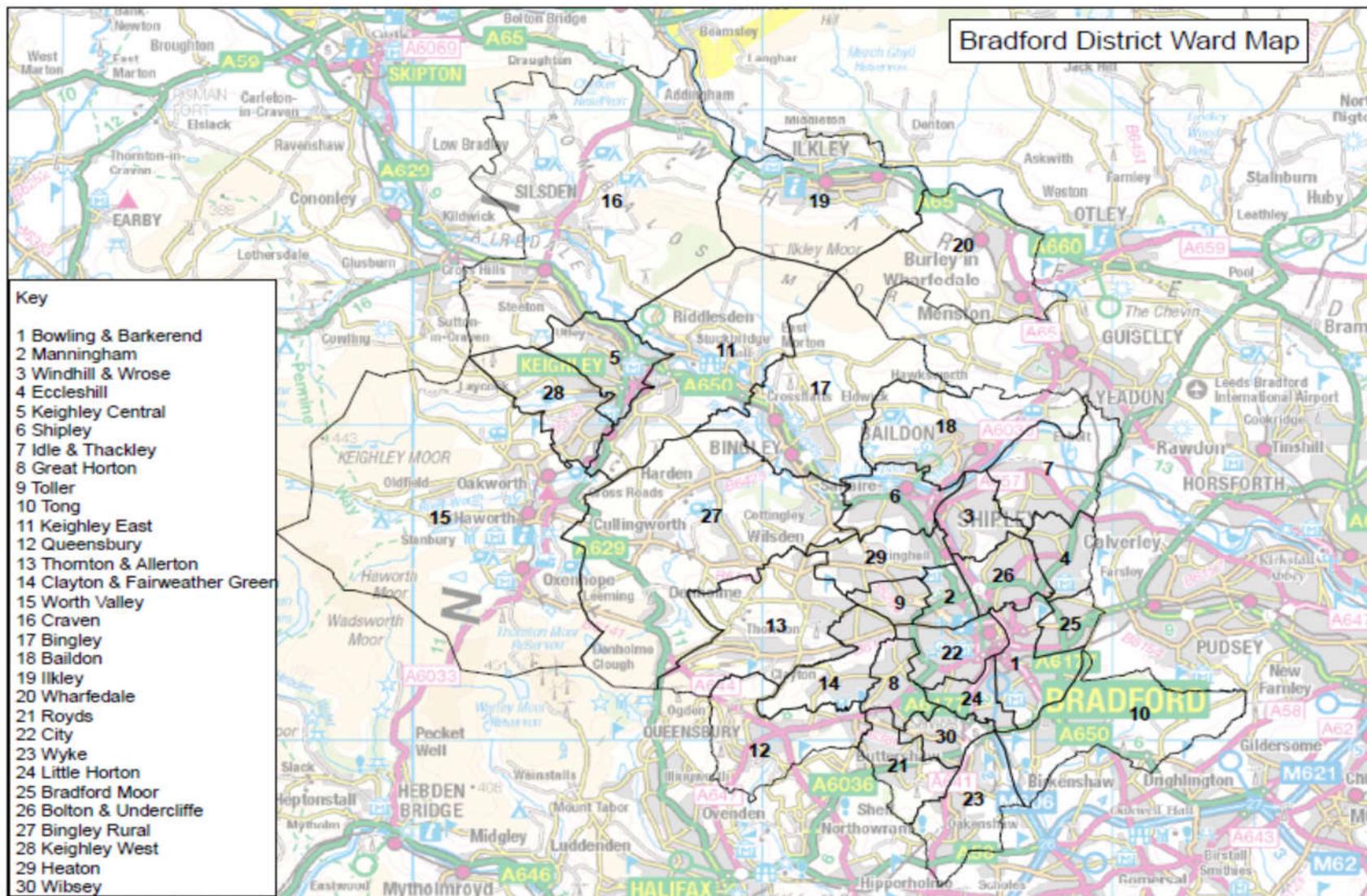
## DRAFT Proposed Prevention and Early Help Service Presented in APRIL 2018

- The Public Health 0-19 Children's Service will be integrated with Prevention and Early Help (PEH) teams based on the 4 locality model
- The mandated visits will be delivered universally to all pregnant mothers and families with young children identifying risks and issues at an early stage
- Public Health nurses will be part of the service (qualified Health Visitors and School Nurses) working with an appropriate skill mix of staff within the service
- There will be a clinical leadership team which leads in all 4 localities for all children 0-19 and 0-25 for SEND children working with the PEH teams
- This approach will provide Champions for the high impact areas -There will be targeted interventions to those who need it most with clear pathways to the Prevention and Early Help teams, social care, NHS services including Maternity, Mental Health, CAMHS services and Primary Care, Voluntary and Community Sector, Youth services, Police and other key partners
- The service will incorporate local learning from Better Start Bradford and Born In Bradford

- Service/Team Champions/ Specialism to be agreed
- Additional Family Key Workers also commissioned from VCS (presently provide approx. 20 FTE Key Workers)



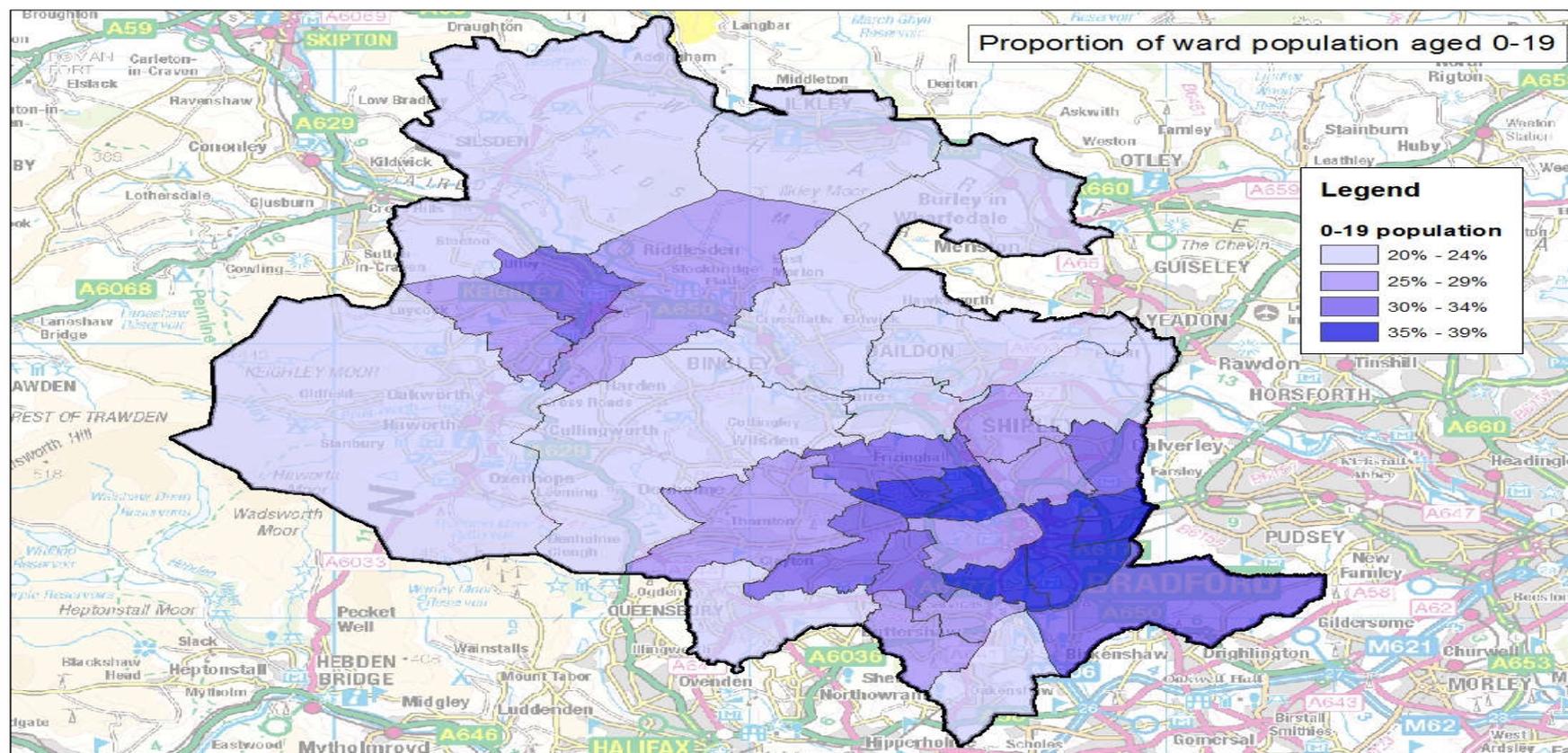
## APPENDIX THREE – Area/ward prevention and early help outcomes



Current mapping of key ward level outcomes and deprivation statistics show that it is consistently the same wards that have the poorest outcomes and the most need for support:

Ward	Deprivation (IMD 2015)	NEET (%)	EYSFP 2016 (%)	LAC	CIN	CPP	16+ unemployment	18-24 unemployment
Manningham	61.373	3.8%	65.0%	15	52	26	735	180
Little Horton	53.896	4.6%	58.7%	16	55	21	675	155
Bradford Moor	51.232	3.3%	61.8%	15	81	27	510	130
Tong	50.668	4.5%	61.2%	23	77	34	540	120
Great Horton	43.947	3.5%	54.0%	19	44	25	370	90
Eccleshill	41.957	5.0%	64.9%	16	75	31	365	80
Bowling and Barkerend	53.917	3.6%	55.8%	20	35	29	645	140
Keighley Central	48.889	4.1%	61.5%	11	52	14	410	95
City	44.167	3.4%	53.6%	27	37	21	785	185
Toller	45.285	2.1%	59.0%	8	58	20	485	135
Heaton	32.293	4.3%	67.3%	14	47	15	340	95
Royds	37.457	2.8%	59.9%	12	73	15	345	80
Wibsey	34.525	3.6%	66.2%	14	43	24	230	40
Keighley West	34.781	5.2%	72.1%	15	50	26	255	50
Clayton and Fairweather Green	33.924	4.4%	64.9%	12	29	14	280	70
Thornton and Allerton	31.109	3.3%	67.8%	16	32	24	245	50
Keighley East	24.607	3.5%	65.3%	11	43	15	165	45
Windhill and Wrose	32.386	3.2%	71.1%	7	50	9	290	65
Bolton and Undercliffe	38.112	2.4%	69.6%	7	35	9	290	70
Wyke	25.224	4.5%	78.7%	10	31	14	225	65
Shipley	21.097	3.3%	74.9%	5	21	6	215	45
Idle and Thackley	18.61	3.1%	83.5%	5	21	9	175	35
Queensbury	19.403	0.9%	72.0%	1	17	5	175	40
Bingley	15.116	1.3%	76.0%	2	24	7	175	45
Bingley Rural	14.602	1.5%	80.9%	4	29	2	115	30
Worth Valley	14.425	0.7%	72.1%	2	6	8	85	20
Baildon	13.672	1.6%	82.1%	3	13	2	95	20
Craven	10.505	0.5%	75.4%	2	17	10	75	20
Ilkley	5.971	1.1%	83.2%	4	15	2	50	10
Wharfedale	5.31	0.3%	82.2%	-	7	-	20	5

**Proportion of ward population aged 0-19 years in Bradford**

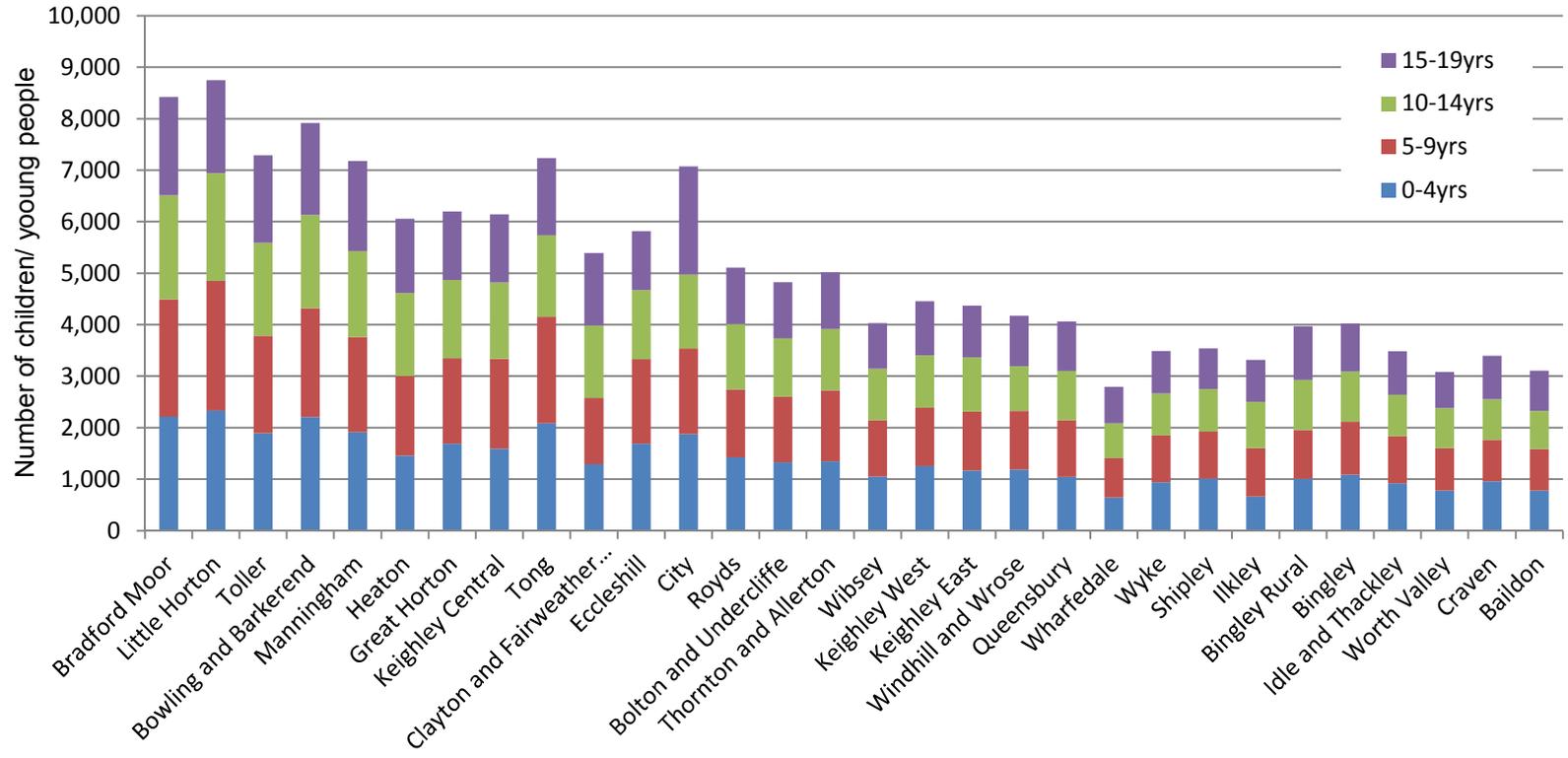


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Public Health Analysis Team, Bradford

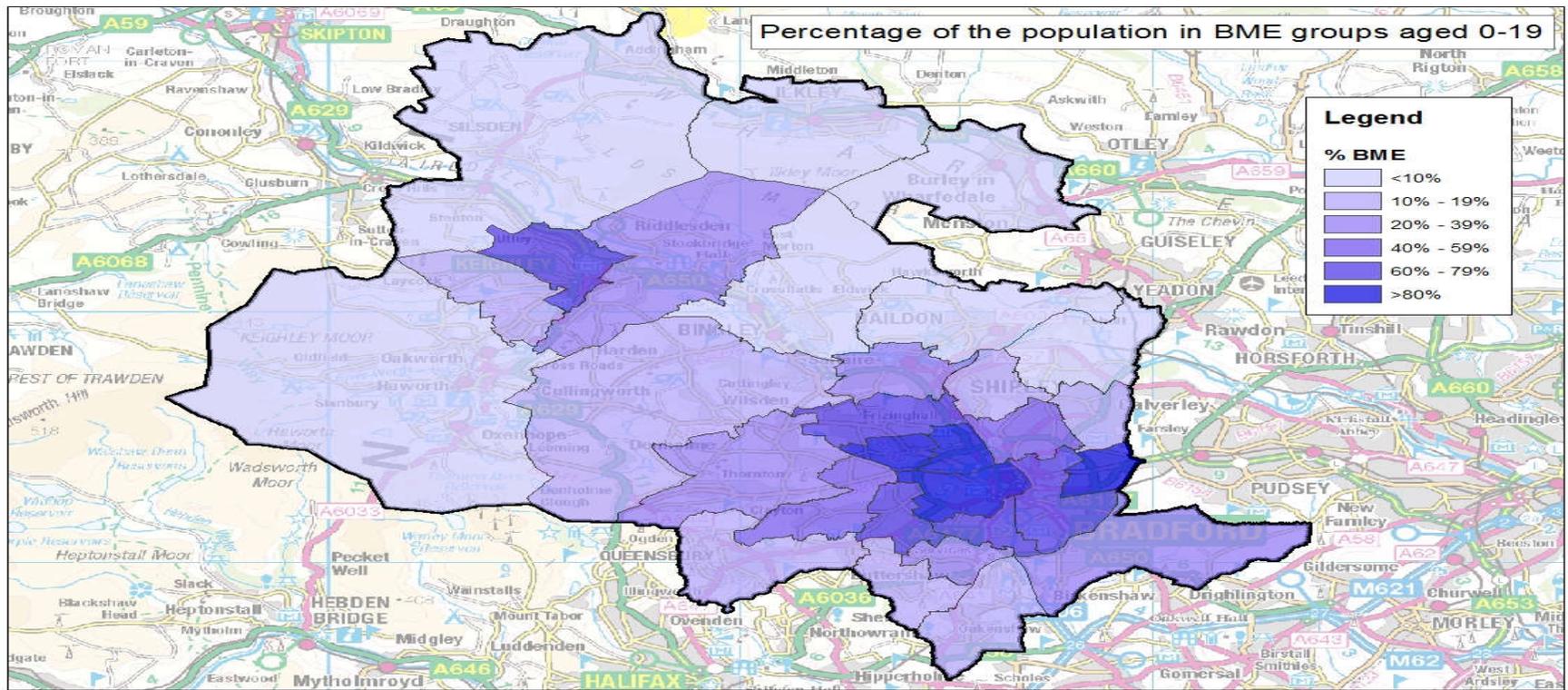
The highest proportions of children and young people are found in Bradford Moor, Little Horton, Toller, Bowling and Barkerend, and Manningham. Due to larger total populations, these five wards do not necessarily contain the largest number of children and young people aged 0-19: Tong contains more young people aged 0-19 than Manningham.

**Number of children and young people in each ward of Bradford Districts, by 5-year age band, ordered by the proportion of children and young people per ward (high to low)**



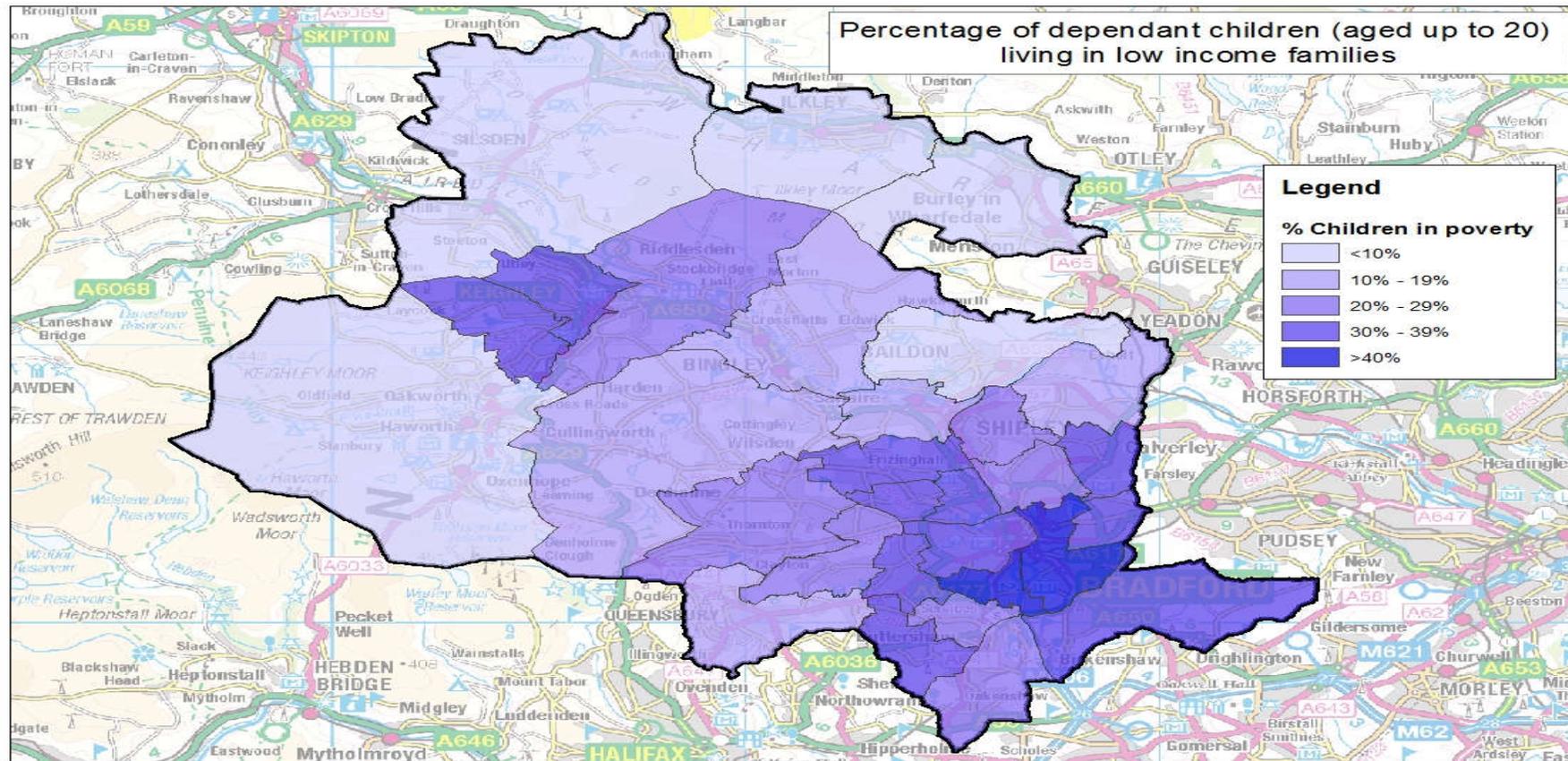
**Ethnicity.** The ward with the highest proportion of children and young people from BME groups is Manningham, at 97% of the 0-19 years population. Toller (96%), Bradford Moor (91%), Bradford City (90%) and Little Horton (85%) are the wards with the next highest proportions. One group of people who may be underrepresented by current ethnicity data are those, as the 2011 census did not have CEE as an option. People from Central and Eastern Europe (CEE) would be most likely to identify as “White Other” in the census. An evaluation of the “White Other” population in Bradford shows that at the time of the 2011 census, this group represented 2.5% of the Bradford 0-19 population. 50% were residing in five Bradford wards: City; Little Horton; Heaton; Tong; Bowling and Barkerend; and Manningham.

*Percentage of the 0-19 years population in BME groups*

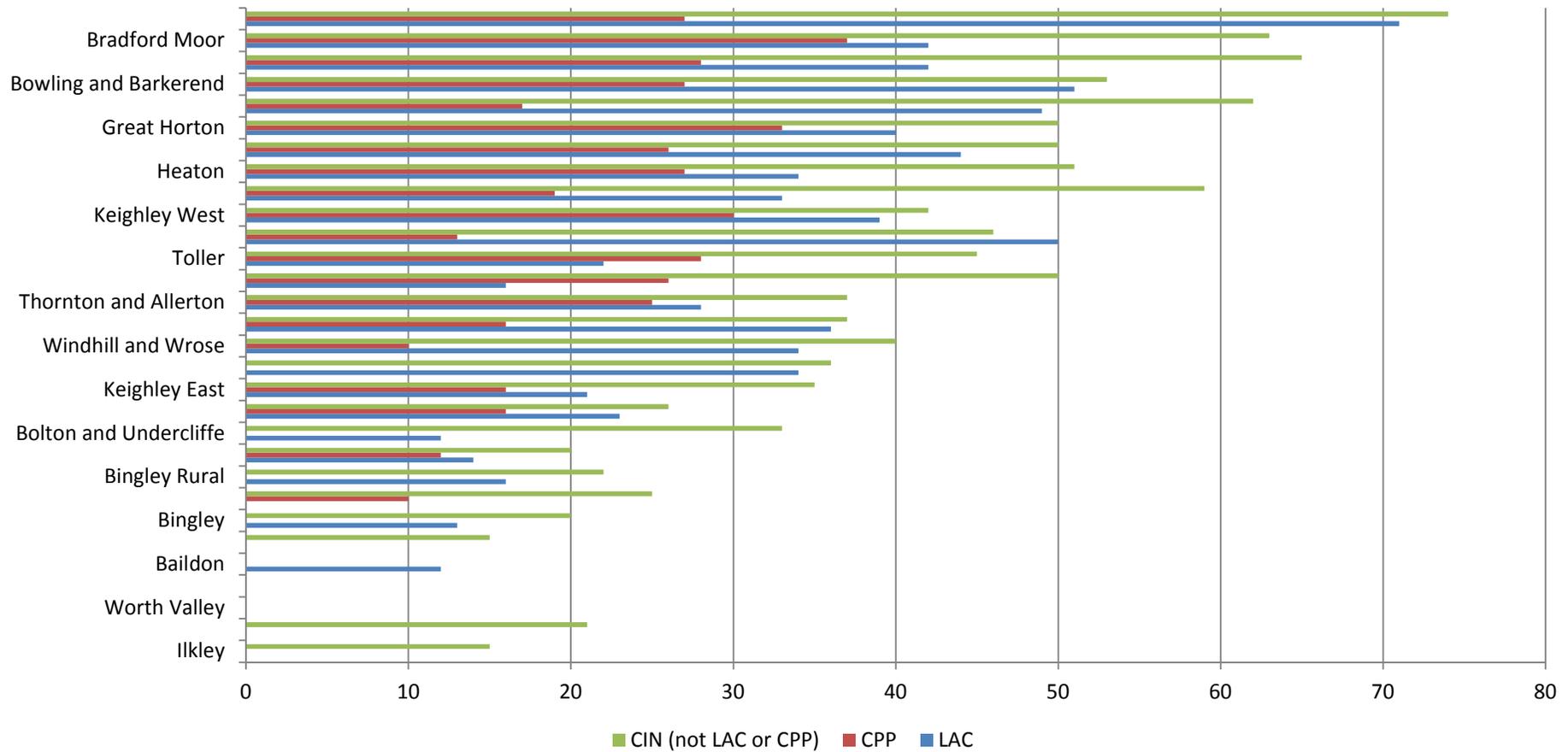


**Poverty.** The rate varies by ward, from 40.6% of children living in poverty in Little Horton at its highest to 4.2% in Wharfedale at its lowest. Other wards with very high levels of children living in poverty include: Bowling and Barkerend (40.3%); Bradford Moor (39.9%); Manningham (38.1%); City (37.9%); Tong (36.9%); Great Horton (36.2%); Eccleshill (34.5%) and Keighley Central (35.4%). This equates to over 41,000 children across Bradford District living in poverty in 2014.

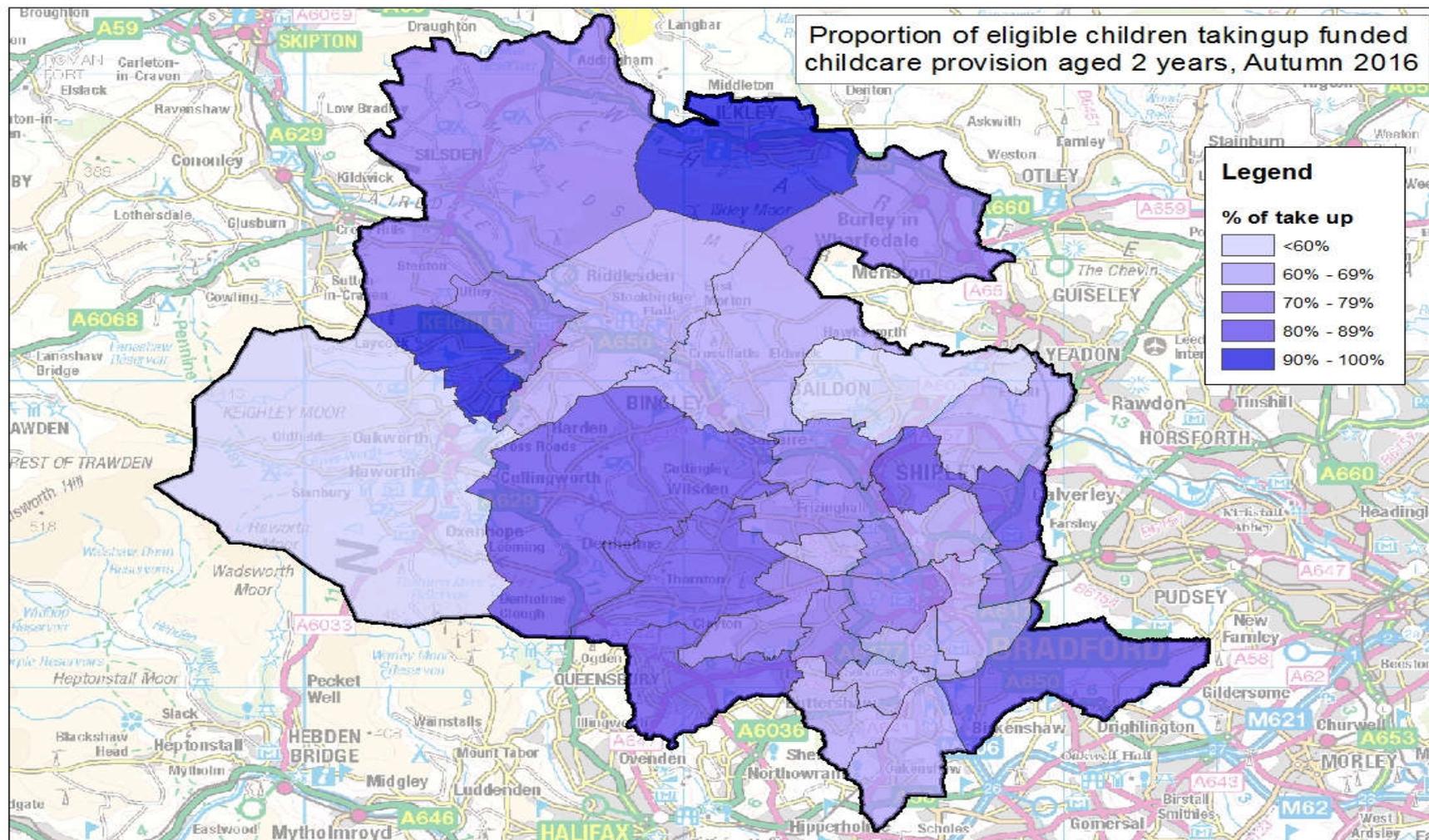
*Percentage of dependant children aged up to 20 living in low income families, 2014*



**Over 2500 children in Bradford were known to social services at 31/12/2016.** Of all children known to social services for whom the location is known and not out of area, 29% reside within 5 of the district's wards – Tong, Bradford Moor, Eccleshill, Bowling and Barkerend, and Little Horton. *Figure 6: Numbers of children in Bradford known to social services as of 31/12/2016, by ward of residence, ordered by highest to lowest number of children known to social services.*



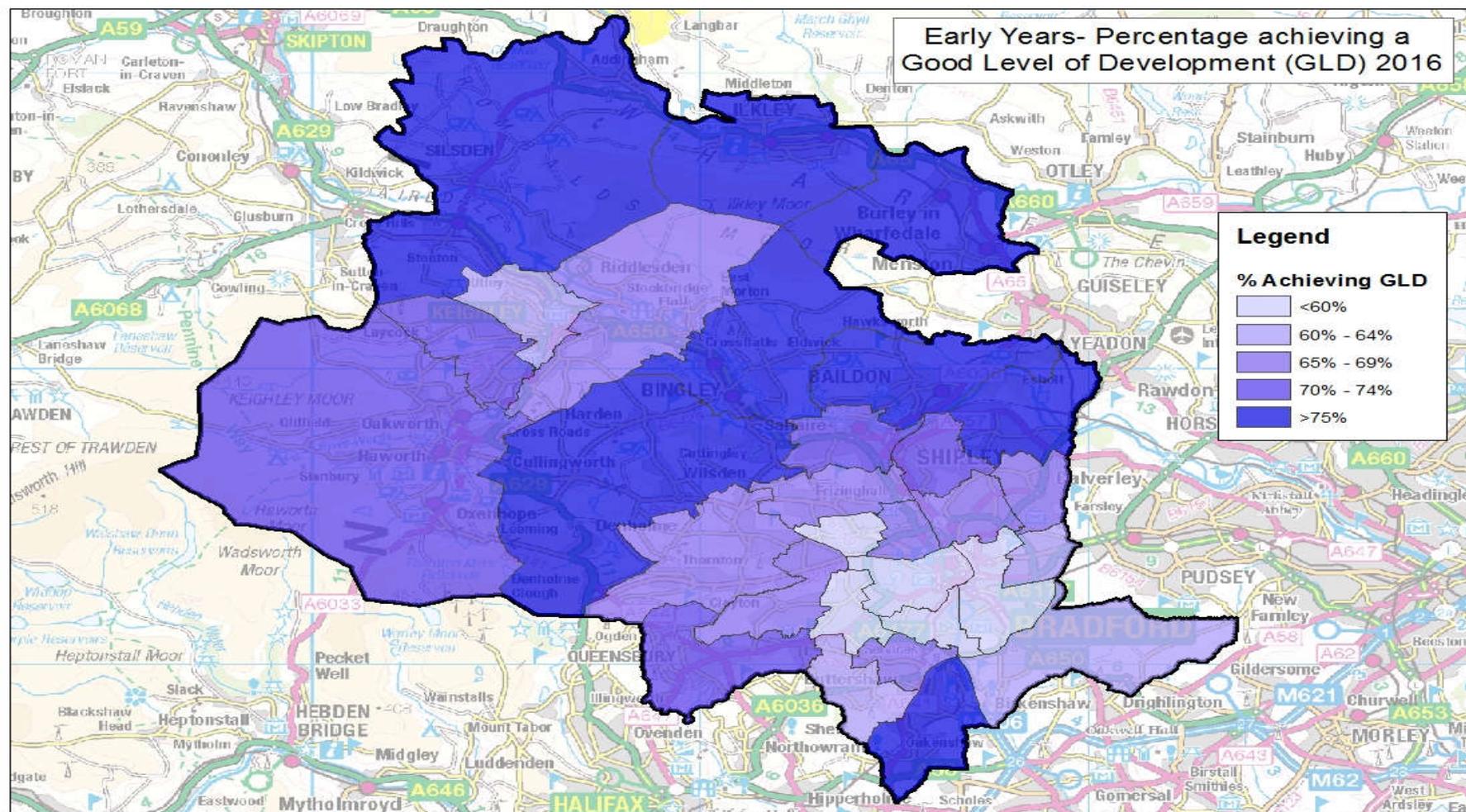
**Proportion of eligible children taking up funded childcare provision aged 2 years, Autumn 2016**



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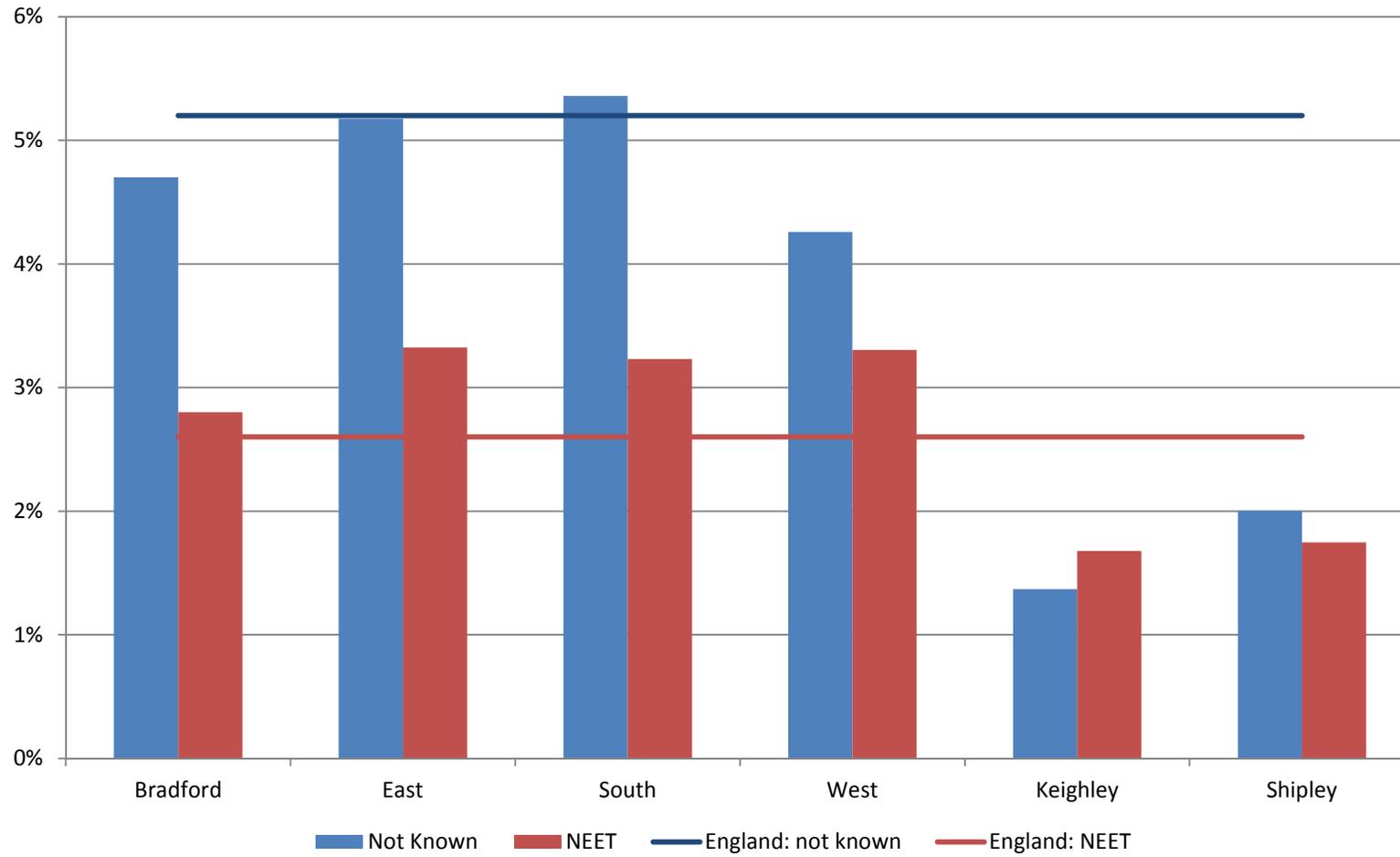
## Early Years Foundation Stage Profile (how we measure school readiness)



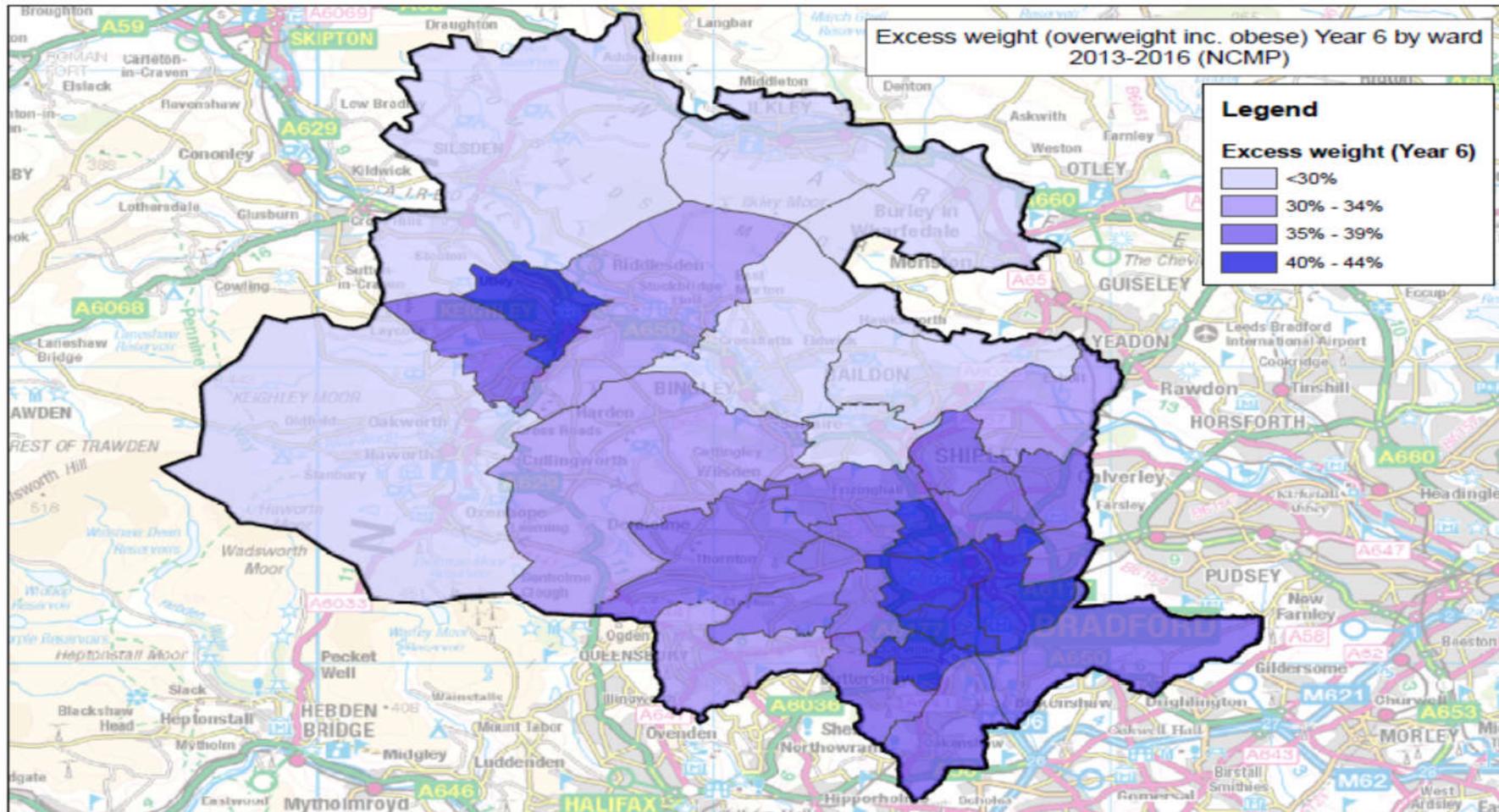
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Public Health Analysis Team, Bradford

**Young people NEET Academic age 16/17 year olds in Bradford Not in Education, Employment or Training, December 2016**



**Healthy Weight** Excess weight (overweight including obese) year 6, 2013-2016





### Prevention and Early Help Outcome Framework

Area profile - shows where the outturn for an area is better or worse than the District

Outcome: Multiple Selected

Outcome	Indicator	Latest Data	England	District	Bradford East	Bradford South	Bradford West	Keighley/Shipley
1.1.1	Number of children who became LAC	2016/17	32,810.00	333.00	93.00	92.00	82.00	66.00
1.1.1	Number of section 47 enquiries carried out	2016/17		3,126.00	915.00	718.00	817.00	676.00
1.1.2	First time entrants to the Youth Justice System	2016	327.10	384.80				
1.1.2	Number of missing non (Number of section 47 enquiries carried out)			727.00	192.00	198.00	158.00	179.00
1.1.2	Number of incidents of Youth Anti Social Beh...	2016-17		5,509.00	1,677.00	1,438.00	1,075.00	1,319.00
1.2.3	% Households with an income between £15k ...	2017	7.94	8.48	9.41	8.98	9.31	7.35
1.2.3	% Households with an income <£15k	2017	20.43	22.63	25.96	26.11	24.47	18.33
1.3.2	Number of Children Accesing Short Breaks	2016-2017		1,071.00	187.00	187.00	173.00	524.00
2.1.1	% achieving GLD at EYFSP	2016-17	70.70	67.60	65.34	65.54	63.79	73.60
2.1.2	% Disadvantaged KS5 pupils going on to HE	2015/16	47.00	52.00				
2.1.2	% KS5 pupils going on to HE	2015/16	51.00	58.00	64.00	64.00	49.00	63.00
2.1.3	% NEET	Dec 17		2.26	2.89	2.43	2.53	1.36
2.3.1	Primary Absence	2017	4.00	4.30				
2.3.1	Secondary Absence	2017	5.40	6.00				
2.3.2	% 16 and 17 year olds participating	Dec 17		92.00				
2.3.3	% 2 year olds take up	2017/18 3 Pri...			67.82	72.76	71.59	77.09
2.3.3	% 3 year olds take up	2017/18 3 Pri...			87.93	87.84	91.11	95.87
2.3.3	% 4 year olds take up	2017/18 3 Pri...			90.79	90.17	92.38	97.56

Please see the 'Indicator' report tab to identify contact details and metadata for each indicator

### Prevention and Early Help Outcome Framework

Area profile - shows where the outturn for an area is better or worse than the District

Outcome

Multiple Selected

Outcome	Indicator	Latest Data	England	District	Bradford East	Bradford South	Bradford West	Keighley/Shipley
2.3.1	Secondary Absence	2017	5.40	6.00				
2.3.2	% 16 and 17 year olds participating	Dec 17		92.00				
2.3.3	% 2 year olds take up	2017/18 3 Spri...			67.82	72.76	71.59	77.09
2.3.3	% 3 year olds take up	2017/18 3 Spri...			87.93	87.84	91.11	95.87
2.3.3	% 4 year olds take up	2017/18 3 Spri...			90.79	90.17	92.38	97.56
3.1.1	% of women who smoke at time of delivery	2016/17	10.70	13.80				
3.1.1	Infant Mortality	2014-16	3.90	5.88	6.17	4.64	8.08	4.47
3.1.2	% of all infants due a 6-8 week check that are ...	2016/17	44.40	41.90				
3.1.2	% of all mothers who breastfeed their babies i...	2016/17	74.50	71.50				
3.1.2	Excess weight - overweight or obese. Reception	2016-17	22.63	22.50	22.80	27.13	20.31	20.72
3.1.2	Excess weight - overweight or obese. Year 6	2016-17	34.25	37.90	40.41	38.53	41.56	32.54
3.1.3	Admissions in 0-5 yrs olds with a primary diag...	2014/15 - 201...	234.70	387.40				
3.1.4	Teenage conceptions	2014 to 2016	20.80	23.20				
3.1.4	Admissions due to self harm	2016-17	404.60	419.30				
3.1.5	Admissions due to injuries in children aged 0...	2016-17	101.46	116.54				
3.1.5	Admissions due to injuries in children aged 1...	2016-17	129.20	145.10				
3.1.5	A&E attendances 0-4yrs	2016-17	601.80	466.30				
3.1.5	Number of children KSI	2017		36.00	9.00	5.00	11.00	11.00

Please see the 'Indicator' report tab to identify contact details and metadata for each indicator



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