

## Minutes of a meeting of the Executive held on Tuesday, 7 July 2020 in Committee Room 1 - City Hall, Bradford

Commenced 10.40 am  
Concluded 12.25 pm

### Members of the Executive – Councillors

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

Observers: Councillors Pennington, Plooard and Winnard

Apologies: Councillor Abdul Jabar

### 129. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

### 130. MINUTES

#### Resolved –

**That the minutes of the meetings held on 30 April and 19 May 2020 be signed as a correct record (previously published).**

ACTION: City Solicitor

### 131. INSPECTION OF REPORTS AND BACKGROUND PAPERS

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

### 132. RECOMMENDATIONS TO THE EXECUTIVE

No recommendations to the Executive had been received.

## LEADER OF COUNCIL & CORPORATE

*(Councillor Hinchcliffe)*

### 133. FULL-YEAR PERFORMANCE REPORT

The report of the Chief Executive (**Document “BR”**) provided a summary of the high level achievements of the Authority as well as performance against Key Performance Indicators (KPIs) for 2019-20. As the final performance report for the Council Plan 2016-2020 period, this report also provided a summary of what has been achieved over the last four years.

The Council would be developing a new Council Plan later this year which would potentially require a new set of KPIs, based around the Council's revised priorities in light of the challenges presented by the COVID 19 pandemic. This report recommended that the Council continue to monitor the existing Key Performance Indicators based around its priorities and reset these at the point in time the new Council Plan is set.

Reference was made to the Council's commitment to support local spend and it was noted that in the last year £196m was spent with local suppliers which was an additional £9.1m on the previous year.

The Regeneration, Planning and Transport Portfolio Holder thanked officers working on homelessness and rough sleeping and noted that two housing partnerships led by the Council had been shortlisted for a nationally recognised UK Housing Award. He commended the team on their work during the Covid-19 pandemic in working to support those who were homeless and help to get them into more secure and long term accommodation

An opposition member attended the meeting and noted that 6 of the 7 KPS's Great Start Good Schools had reduced. He asked what could be done to deal with this issue of unauthorised absence?

He noted that the time taken to produce Education and Health Care Plans (EHCPs) was longer than the national average and acknowledged that progress had been made in reducing the time scale but stressed that parents needed reassurance that the timescale would be reduced further.

He asked what the criteria was for providing pupils with laptops.

He noted the high sickness levels among council employees and asked whether discussions had taken place with Unions to improve this.

The Leader responded that with regard to unauthorised absence Bradford was not unique and that innovative work was being undertaken to address the issue.

The Strategic Director of Children's Services added that unauthorised absence was a challenge and that tackling it was a priority for the coming year. With regard to EHCP plans he advised that the production of plans had been impacted by the backlog of cases and added that backlog of 600 cases 12 months ago had now been cleared and he was confident that improvements would be forthcoming. He noted that 600 laptops had been allocated through secondary schools and that a further 700 would be distributed that week. He added that the DfE criteria for allocation had been to those with a social worker. He further added that tablets for primary school children would be allocated next.

The Education, Employment and Skills portfolio Holder noted that the backlog of EHCP's had been cleared and that the compliance rate was on an upward trend with 90% completed in the last month compared to 70% in the previous month. He was confident that by the end of the year there would be a significant increase in the number of completed plans.

The Strategic Director of Corporate Resources reported that absence rates were reducing with a marked reduction during the Covid-19 pandemic and added that there was a need to work with unions to build on this with a focus on prevention and keeping staff well.

The Leader thanked staff on their work in difficult circumstances and praised them for their flexibility in working in new and unfamiliar roles.

The Leader of the Opposition group attended the meeting and asked the following questions:

Can funding be provided for the IT team supporting members?

West Yorkshire had been awarded £65m to develop brown field sites. Does Bradford have any "shovel ready" sites?

With reference to using local suppliers he asked why a local bakery in Saltaire was not able to supply schools and asked if the contract could be revisited?

He referred to staff sickness levels at 13% and noted that measures were needed to find out why staff were off sick and how they could be helped.

With reference to IT issues experienced by members the Leader urged them to check their own home IT connections as issues were not always related to the Council's IT system. She went on to thank the IT team for their support to members.

With reference to local bakery in Saltaire the Leader stressed that members did not make decisions on awarding contracts but noted that the Director of Procurement could speak to them about the process to follow to tender for contracts.

The Leader and the Regeneration, Planning and Transport Portfolio Holder welcomed the £67m investment in brown field sites for which the Council would bid.

The Assistant Director, Economy and Development noted that work was on going to identify sites that were "shovel ready" in the ownership of the Council and other public sector partners. However there were challenges with the sites and a lot of work would be required. She added that it was hoped to bring forward housing and employment sites soon and that this was very good news for Bradford with which the Council would be fully engaged.

**Resolved -**

- (1) That the progress against performance metrics outlined in Document “BR” be noted.
- (2) That the Key Performance Indicators (KPIs) continue to be monitored until new targets are set as part of our future planning activity.
- (3) That the Council will monitor at the public level a number of performance metrics related to employment for people with protected characteristics as outlined in section 6 of Document “BR.

ACTION: Chief Executive  
All Strategic Directors

(Corporate Overview & Scrutiny Committee)

#### 134. FINANCE POSITION STATEMENT FOR 2019-20

The report of the Director of Finance (**Document “BS”**) provided Members with an overview of the financial position of the Council for 2019-20.

It examined the spend against revenue and capital budgets and what was received for that spend in terms of outputs and outcomes. It stated the Council’s current balances and reserves and school balances for the year.

The Director of Finance pointed out that the financial impacts in the statement were prior to the Covid-19 pandemic and that there had been an underspend of £1.4m on a budget of £360m so overall the Council had delivered on budget. He summarised the key messages contained in the report.

The Leader thanked the finance team on delivering below budget especially in a period of austerity.

**Resolved -**

**That the financial position of the Council reported for the year ended 31 March 2020 be noted.**

ACTION: Director of Finance

(Corporate Overview & Scrutiny Committee)

## 135. QTR. 1 FINANCE POSITION STATEMENT FOR 2020-21

The report of the Director of Finance (**Document “BT”**) provided Members with an overview of the forecast financial position of the Council for 2020-21.

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

The Leader noted that the report reflected the changed environment brought about by the Covid-19 pandemic. She expressed concern that the Government message to spend to support people in the current circumstances had not been backed up with the funding required by the Council in providing front line support. She added that the report had been prepared before the latest funding announcement by Government.

The Director of Finance noted that the Council was forecast to overspend by £5.4m due to non Covid-19 related reasons by 31 March 2020 and by up to £35m including the additional net costs of Covid-19. He added that due to the impacts of Covid-19 on businesses and individuals further priority investments of £6m would be made. He added that significant deficits were expected on Council Tax and Business Rates collection which would have to be repaid in the 2021-22 financial year. He added that the 2020-21 unbudgeted effect on the Council could be in the range of £25m- £66m depending on the length of time in which Covid-19 impacts. He added that the financial position was severe but that it was in line with other local authorities and that the financial reserves of the Council were relatively robust compared to other authorities. He added that the government had announced the previous week the following additional support for Councils, none of which had been factored into the report:

An emergency grant of £500m of which Bradford expected to receive £5m

Support for non tax income losses with the Council covering up to 5% of all sales fees and charges. Detail was awaited.

Council Tax and business rates collection fund deficits could be spread over 3 rather than 1 year.

The Leader commented that in February 2020 the Council was in a better financial position than it had been for the last 10 years of austerity and that due to Covid-19 the budget was now stretched and it had been necessary to dip into reserves. She added that the expected £5m additional funding announced by the Government was far short of the £25m - £66m unbudgeted effect of Covid-19 on the Council. She added that if the country went into a depression there would be a need for the Council to support residents and businesses so the Council was proposing to invest as it had a wider responsibility to the whole of the district and not just the Council.

The Education, Employment and Skills Portfolio Holder stated that as Bradford was the youngest city with 100,000 children in school it was important the Council ensured that children had access to meals during the summer. He added that the Council had topped up the government investment in laptops to ensure that

children were ready to go back to school in September and that investment had also been made in summer schools and 1:1 tutorials in September to provide wrap around support for English and maths. He stressed that employment was a key to coming out of poverty and noted the significant investment in Skills House of £3m per year for 2 years providing wrap around supports for 6 months after starting a new job.

The Regeneration, Planning and Transport Portfolio Holder commented that the Council was investing in a robust delivery plan to get the district out of recession as soon as possible and lay the foundations for maximum growth. He referred to the projects in the pipeline such as One City Park, Bradford Live and the Darley Street Market that would benefit from West Yorkshire Combined Authority devolution and also to the Keighley and Shipley Town Centre funds.

The Healthy People and Places Portfolio Holder noted that capacity had been increase to work with victims of domestic violence, perpetrators and their families. She referred to the increase need for welfare advice. She also noted the impact the Covid-19 had on an individual's mental health and the need to invest in services that provided support. She note that there were now a number of voids in care homes and recognised the need to support this essential service. She stressed the importance of the Government bringing forward the much delayed green paper on funding Adult Social Care. She went on to add that the poorest areas tended to be disproportionately affected by climate change and stressed the need to delver investment in climate change activities.

The Leader thanked care home workers for their personal sacrifices in supporting residents during Covid-19. She noted that investment was being made in additional wardens in communities to reinforce pubic health messages.

An opposition member attended the meeting and asked for clarification regarding capital and revenue funding for IT equipment. The Director of Finance responded that it was proposed to spend £3m of the £3.7m identified in the Capital Programme for IT upgrades to facilitate remote working. He noted that the Council could look to capitalise these costs which would allow them to be spread over 4-5 years.

#### **Resolved -**

- (1) That the contents of Document "BT" and the actions taken to manage the forecast overspend be noted.**
- (2) That the new initiatives required to respond to Covid-19 as outlined in paragraphs 4.13 to 4.32 of Document "BT" be approved. Funding for the schemes of up to £5.978m to derive from Council reserves unless additional Government support or partner support is received, with a further £1m to derive from Public Health grant.**
- (3) That the following capital expenditure schemes be approved.**
  - **£0.9m for the purchase of two Children's Residential Homes. They will be funded by a mixture of corporate borrowing and capital receipts.**
  - **£3m for IT Core Infrastructure projects of connectivity and network**

infrastructure, server investment and mobile enhancements. The scheme to be funded by using £3m of the previously agreed £3.7m budget in February 2020 from the previously approved Reserve schemes for IT Capital Projects.

- £5.5m for the development of an Advance Fuel Centre and the replacement of vehicles with compressed gas variants. To be funded by fuel cost savings and additional income from sales.
- Create a £2m reserve as a contingency against future overspends within the Capital Investment Plan.

That it be noted the following have been approved under Section 1.7 of the Financial Regulations:

- £0.05m additional funding to replace the pool filters as part of the works to refurbish Bowling Pool. To be funded from the general contingency budget.
- £0.6m for the extension of the burial ground at Scholemoor Cemetery.

- (4) That the continuation of the contract with Impower be approved as outlined in paragraph 12.15 and Appendix 3 to Document “BT”, to support the delivery of transformation, using the £1m investment which was approved as part of the 2020-21 Council budget. The objective being to continue to;
- Improve outcomes in the services where significant changes to service delivery are being undertaken
  - Provide a Return on Investment on the work undertaken and a sustained improvement in performance and value for money
  - Increase the skills within the Council so that more capacity exists to re-modelling services in the future.
- That the continuation of the contract with Impower be approved to support the delivery of key transformation programmes within a reset Council Transformation Plan.
  - That authority be delegated to the Strategic Director of Corporate Resources to enter into a contractual arrangement with Impower.
  - That the Strategic Director Corporate Resources presents a revised Council Transformation Programme to a future Executive meeting.

(Corporate Overview & Scrutiny Committee)

## **REGENERATION, PLANNING & TRANSPORT PORTFOLIO**

*(Councillor Ross-Shaw)*

### **136. BRADFORD COMMUNITY INFRASTRUCTURE LEVY (CIL) - INVESTMENT OF THE STRATEGIC FUND**

The Council had adopted the Bradford Community Infrastructure Levy (CIL), which had now been in place and applied to new development since July 2017. The report of the Strategic Director of Place (**Document “BU”**) related to the investment of the strategic CIL fund. The purpose of the report was to seek Executive approval for the investment of the CIL Strategic Fund for monies collected 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

The Strategic Director of Place introduced the report and noted that 15% of CIL income would pass directly to those Parish and Town Councils where development had taken place. He added that the total amount of CIL monies collected in 2019/20 was £554,729.59. He went on to say that as the intention of CIL was to fund infrastructure to support the Local Plan and a percentage of CIL receipts was set aside into a Strategic CIL pot to support the delivery of future infrastructure projects.

The Regeneration, Planning and Transport Portfolio holder was pleased to note the investment in parks and green spaces, biodiversity, habitat mitigation and electric charging points.

The Leader of the Opposition group was of the opinion that electric vehicle charging points should receive 15% of the Strategic CIL pot rather than 10% and habitat mitigation should be allocated 10% rather than 15%. The Regeneration, Planning and Transport Portfolio holder responded that the difference would only be £18,000 which was equivalent to 1 or 2 charging points and stressed that habitat diversity was an important element of the sustainability agenda.

#### **Resolved –**

- (1) That it be agreed that the allocation of the CIL Strategic Fund as set out in Tables 1 and 2 of Document “BU” (up to March 2020) be used to contribute to Education. Green infrastructure, recreation and open space, Habitats Mitigation and electric vehicle charging points.**
- (2) That the decision on the spend of the Strategic CIL Pot in Table 1 of Document “BU” be delegated to the Strategic Director (Place) in consultation with the Regeneration, Planning and Transport Portfolio holder.**

ACTION: Strategic Director of Place

(Regeneration and Environment Overview & Scrutiny)

#### **137. FUTURE DELIVERY OF HR ADVISORY PROVISION**

The report of the Director of Human Resources (**Document “BY” that contained NFP Appendix 1**) asked the Executive to consider the future of Human Resources advice to managers and agree on how this should be provided in the future.

She advised members that a project team had assessed options such as bringing the service back in house, contracting the service out or a hybrid of both and it

had been recommended to bring the service back in house.

The Leader welcomed the recommendation to bring the service back in house which would strengthen the HR function and support staff.

**Resolved -**

- (1) That approval be given to bringing in-house the HR advice and support service as set out in Document “BY.**
- (2) That approval be given that service metrics be maintained and reported through Corporate Management Team and for these metrics to include compliance with processes by managers.**

ACTION: Director of Human Resources  
(Corporate Overview & Scrutiny Committee)

**138. KEIGHLEY BUSINESS IMPROVEMENT DISTRICT**

The report of the Strategic Director of Place (**Document “BV”**) dealt with the proposed Council arrangements to enable the achievement, by Keighley Business Improvement District, of a second five year term.

The Regeneration, Planning and Transport Portfolio Holder commended the success of the Keighley BID which was one of the first BID’s in West Yorkshire and on which other BID’s had been modelled.

The Programme Delivery Manager explained that in normal circumstances the term of the BID would have expired in December 2020 but that due to the Covid-19 pandemic the Government had extended the term until 31 March 2021.

The Keighley BID manager attended the meeting and reported that the first year had gone well and that a business plan was being produced in preparation for the vote in 2021.

A BID Board member who had been Chair of the start up attended the meeting and commented that the BID had provided a central pot of money to fund events in the town centre such a Keighley by the sea and the Christmas event both of which had brought people into the town centre. He added that the BID provided support and business advice for traders and SME’s that would not be able to afford to finance promotions on their own. He was of the opinion that the Keighley BID was leading the way nationally when compared with other BIDs.

The Leader thanked the BID Board member and all the businesses for their work in their own time and unpaid. She added that anything the Council and Government could do to support town centres was vitally important. She noted the need to put pressure on Government through town centre organisations nationally regarding BIDs.

The Leader of the Opposition group expressed scepticism about the future of

Keighley town centre and the effectiveness of the BID.

The BID Board member defended the future of Keighley town centre and noted that there was a waiting list of people to take empty units in the town centre. He added that the closure of stores was a national issue and not unique to Keighley .

The Regeneration, Planning and Transport Portfolio holder endorsed the Board member's comments and noted that there was money in the budget to prepare a Towns Fund Masterplan for Keighley with the aim of creating a pipeline of projects for Keighley.

The Children and Families Portfolio holder welcomed the BID as a Keighley Ward Councillor. He welcomed the activity directed towards highlighting Keighley in a positive way and stressed the need to work together to make sure that Keighley thrived.

The Leader thanked the Keighley BID Manager and the Board member for all their work to bring investment to Keighley town centre and added that the Council would do all it could to support the next phase of the BID.

#### **Resolved –**

- (1) That provision is made, with the Council's Returning Officer and Electoral Services unit, to hold a ballot of eligible businesses for a future term for Keighley Business Improvement District, to be held before the end of March 2021.**
- (2) That in the event that virus cases increase and a further delay arises, the ballot should take place as soon as is reasonably practicable subject to Government further extending the first term.**
- (3) That the Strategic Director - Corporate Resources be authorised to vote in the ballot on the Council's behalf with respect to relevant property holdings within the BID area.**
- (4) That a revision of the Memorandum of Agreement between the Council and Keighley BID be progressed by the Director of Finance to support the anticipated ballot process.**
- (5) That the revised Baseline Study on existing Council service delivery within the eligible area, is prepared to support the anticipated ballot process.**
- (6) That changes to the expected term of Keighley BID be noted.**

ACTION: Strategic Director of Place

(Regeneration and Environment Overview & Scrutiny)

## **HEALTHY PEOPLE AND PLACES PORTFOLIO**

*(Councillor Ferriby)*

### 139. **ADVANCED FUEL CENTRE (AFC), BOWLING BACK LANE, BRADFORD**

The Strategic Director of Place presented a report (**Document “BW”**) that sought authority to build an Advanced Fuel Centre (AFC) at the Council owned site on Bowling Back Lane to provide a compressed natural/biomethane gas (CNG/CBG) refuelling station to fuel up to 77 heavy duty vehicles that were scheduled to be replaced over a 7-year period from 2021/22. The AFC offered the potential for significant fuel cost savings and reductions in greenhouse gas emissions. The scheme development would involve the re-configuration of the Bowling Back Lane site and Household Waste Recycling Facility. Northern Gas Networks (NGN) were project partners and Yorkshire Water had expressed interest in being an additional anchor fleet. The site would be available to 3<sup>rd</sup> party vehicle operators with potential for revenues through fuel sales.

The Healthy People and Places Portfolio holder commended the scheme as a means of addressing the issue of climate change, improved air quality, using new technologies and was an example of partnership working within departments of the Council and outside partners.

The Leader noted that the proposals not only saved money but would lead to a cleaner environment.

#### **Resolved -**

- (1) That adjustment is made to the Capital Programme budget for the funding as detailed in the Finance and Resource Appraisal section of Document “BW”.**
- (2) That approval be given to relocate the Household Waste Recycling Facility to the rear of the Council owned site with a new access road from Birkshall Lane.**
- (3) That approval be given to prepare and submit a planning application for the relocation of the Household Waste Recycling Facility at Bowling Back Lane and for the development of the Advanced Fuel Centre.**
- (4) That approval be given to undertake the procurement exercise for the works required for the relocation of the Household Waste Recycling Facility and for the development of the Advanced Fuel Centre, including facility operations, and authority be given to the Strategic Director of Place in consultation with the Director for Finance and the City Solicitor to award the contract to the successful tenderer.**
- (5) That authority be given to the Strategic Director of Place in consultation with the Director of Finance & IT and the City Solicitor to accept and enter into a repayable funding agreement with Northern Gas Networks / OfGem regarding the award of Innovation Funding of up to £770,000 to access the Local Transmission System (LTS, high pressure gas network),**

**subject to agreeing terms of the funding and repayment**

- (6) That approval be given to enter into dialogue with 3<sup>rd</sup> party vehicle operators regarding use of the Advanced Fuel Centre**

ACTION: Strategic Director of Place

(Regeneration and Environment Overview & Scrutiny Committee)

**140. THE PRESERVATION OF THE OLD MANOR HOUSE, NO 23 ROSEBERY ROAD, MANNINGHAM, BRADFORD**

The report of the Strategic Director of Place (**Document “BX” that contained NFP Appendix 2**) updated the Executive on the background, actions taken to date, and options to secure the long term preservation of this Grade II listed building which was the oldest building in Manningham which was occupied as a dwelling until around 2000 and had stood empty since.

The Regeneration and Environment Portfolio holder noted that that money had been set aside in the budget to deal with blight sites and that this would be the first such proposal to come forward to restore and repurpose the building for the 21<sup>st</sup> century. He referred to the Council’s record in restoring historic buildings such as St George’s Hall, the Conditioning House and the former Odeon building.

The Leader of the Opposition group was pleased to note that action was being taken regarding the building and asked whether the land at the side of the building was included and it was agreed that the Not for publication appendix to Document “BX” would be shared with him.

**Resolved -**

- (1) That the Executive is satisfied that the preservation of the Grade II listed building situate and known as “The Old Manor House”, No 23 Rosebery Road., Manningham, Bradford is in the public interest and that any harm caused by the use of compulsory purchase powers to acquire the building and adjoining garden land is outweighed by the public benefits of taking such action, having also taken into account at this stage, the Council’s statutory obligations under human rights and public sector equality legislation in relation to the differential impact a Compulsory Purchase Order might have on various groups of persons with protected different characteristics;**
- (2) That the Assistant Director, Planning, Transportation & Highways be delegated power to authorise a CPO to be made pursuant to Section 47:Planning (Listed Buildings and Conservation Areas) Act 1990, Section 1 of the Localism Act 2011 and the Acquisition of Land Act 1981 and all other relevant and enabling powers, if there is no alternative other than to resort to the use of compulsory purchase powers to secure the compulsory acquisition of the building and adjoining garden land shown edged red on the plan appended hereto**

and which land is needed to facilitate and enable the proper preservation and future maintenance and management of the Grade II listed building.

- (3) That it be further delegated to the Assistant Director, Planning, Transportation & Highways the authority to -
- (a) make, if necessary, minor or technical amendments to the Compulsory Purchase Order;
  - (b) modify and settle the draft “Statement” to justify the use of compulsory purchase powers, the Compulsory Purchase Order Map and Schedule and all other legal documentation necessary to support and accompany the Compulsory Purchase Order to the Secretary of State for Digital, Culture, Media & Sport and for confirmation;
  - (c) approve agreements with the owners of the listed building and the adjoining garden land setting out the terms for withdrawal of any objections to the Compulsory Purchase Order, including where appropriate, seeking exclusion of any land from the Compulsory Purchase Order;
  - (d) confirm the Compulsory Purchase Order, if satisfied that it is appropriate to do so, in the event that the Secretary of State for Digital, Culture, Media & Sport notifies the Council that the Council has been given the power to confirm the Compulsory Purchase Order;
  - (e) promote any modifications to the Compulsory Purchase Order, if expedient to do so;
  - (f) take all and any necessary action to promote the Compulsory Purchase Order, as the case may be to continue or open negotiations with persons for the acquisition of the building and the adjoining garden land included in the Compulsory Purchase Order and any other land needed for the preservation of the building and to authorise the acquisition by agreement of the building and the adjoining garden land where the use of compulsory purchase powers is in contemplation and to approve the purchase price, advance payments and all compensation payments;
  - (g) take all necessary steps in relation to any statutory blight proceedings instituted against the Council for the acquisition of land claimed to be blighted by the threat or presence of the Compulsory Purchase Order;
  - (h) take all necessary action, should the quantum of compensation flowing from the threat or use of compulsory purchase powers be in dispute and be referred to the Upper

**Tribunal (Lands Chamber) or other form of arbitration; and**

- (i) to take and do all things necessary or incidental to the implementation of the above resolutions.**
  
- (4) That all land acquired for the preservation of the listed building be held for planning purposes.**

**ACTION:** Strategic Director of Place

(Regeneration and Environment Overview & Scrutiny Committee)

#### **141. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY**

The minutes of the meetings of the West Yorkshire Combined Authority held on 9 January, 6 February and 16 April were received.

Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Executive**

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER