

## **Agenda for a meeting of the Executive to be held Remotely on Tuesday, 6 April 2021 at 10.30 am**

### **Members of the Executive – Councillors**

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

### **Notes:**

- A webcast of the meeting will be available to view live on the Council's website at <https://bradford.public-i.tv/core/portal/home> and later as a recording.
- Any Councillors and members of the public who wish to make a contribution at the meeting are asked to email [jill.bell@bradford.gov.uk](mailto:jill.bell@bradford.gov.uk) & [yusuf.patel@bradford.gov.uk](mailto:yusuf.patel@bradford.gov.uk) by **10.30 on Tuesday 30 March 2021** and request to do so. In advance of the meeting those requesting to participate will be advised if their proposed contribution can be facilitated and those participants that can be will be provided with details how to electronically access the meeting. Councillors and members of the public with queries regarding making representations to the meeting please email Jill Bell & Yusuf Patel.
- Approximately 15 minutes before the start time of the Executive meeting the Governance Officer will set up the electronic conference arrangements initially in private and bring into the conference facility the Portfolio Holders, the Chief Executive and the Council's legal advisor so that any issues can be raised before the start of the meeting. The officers presenting the reports at the meeting of the Executive will have been advised by the Governance Officer of their participation and will be brought into the electronic meeting at the appropriate time.

### **From:**

Parveen Akhtar  
City Solicitor

Agenda Contact: Jill Bell / Yusuf Patel

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E-Mail: [jill.bell@bradford.gov.uk](mailto:jill.bell@bradford.gov.uk) / [yusuf.patel@bradford.gov.uk](mailto:yusuf.patel@bradford.gov.uk)

### **To:**

## **A. PROCEDURAL ITEMS**

### **1. DISCLOSURES OF INTEREST**

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

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

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

*Notes:*

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

### **2. MINUTES**

**Recommended –**

**That the minutes of the meeting held on 2 and 16 February and 2 March 2021 be signed as a correct record (previously circulated).**

(Jill Bell / Yusuf Patel - 01274 434580 434579)

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

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

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

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

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

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

(Jill Bell / Yusuf Patel - 01274 434580 434579)

### 4. **RECOMMENDATIONS TO THE EXECUTIVE**

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

(Jill Bell / Yusuf Patel - 01274 434580 434579)

## **B. STRATEGIC ITEMS**

### **LEADER OF COUNCIL & CORPORATE**

*(Councillor Hinchcliffe)*

### **NOTE**

The following items are included on this agenda as an exception to the Forward Plan in accordance with the provisions of Paragraph 10 (General Exception to the Forward Plan) of Part 3D of the Constitution.

Accordingly the proper officer has notified in writing the Chair of the Corporate Overview and Scrutiny Committee of the matter on which the decision is to be made.

The Director of Finance will submit a report (**Document “DS”**) which provides Members with an update on the forecast financial position of the Council for 2020-21.

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

**Recommended –**

**That the Executive**

- (1) Note the contents of this report**
- (2) In light of there being no scheduled meetings of the Executive until June, authority be delegated to the Director of Finance in consultation with the Leader to allocate additional sums of money in relation to containing the outbreak as circumstances require. Funding to derive from Covid related Grants.**
- (3) Request that Officers be asked to present proposals for utilising any un-committed Covid Grant funding to invest in the recovery of the District at the next Executive.**
- (4) Approve the following capital expenditure schemes as outlined in section 16.7 to Document “DS”:**
  - £3.25m for the removal of a dilapidated box culvert from a section of Bradford Beck. The scheme is to be funded by ERDF grant and Council match funding from the use of a budget already in the Capital Plan, CS0306a. (Strategic Transport Infrastructure Priorities) pending potential of WYCA Grant funding.**
  - £0.19m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.**

Overview and Scrutiny Committee: Corporate

(Andrew Cross - 07870 386523)

**LEADER OF COUNCIL & CORPORATE /  
EDUCATION, EMPLOYMENT AND SKILLS**

*(Councillors Hinchcliffe and Imran Khan)*

**6. SCHOOL ADMISSION APPEALS PANEL MEMBERS**

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The City Solicitor will submit a report (**Document “DT”**) which asks the Executive to consider whether to compensate School Admission Appeals Panel members for the time and expense involved in undertaking this function and if compensation is to be provided the type and amount of compensation to be provided.

**Recommended –**

**Executive is requested to:**

- (1) Consider the recommendations of the Independent Remuneration Panel and to either adopt them or make amendments to the recommendations.**
- (2) Thank the members of the School Admissions Appeals Panel for all the work they have undertaken particularly with the added difficulties caused by changes to the process as a consequence of the pandemic restrictions.**
- (3) Advise the Academy Trusts and Governing Bodies of Voluntary Aided Schools whose appeals the Council administers of the provisions of the Scheme the Council adopts, with a view either to their adopting the same or other suitable arrangements being made with them.**
- (4) Delegate to the City Solicitor in consultation with the Leader and Portfolio Holder for Education, Employment and Skills the implementation of the Executive decision.**

Overview and Scrutiny Committee: Corporate

(Mandy Hill - 07814 779101)

**7. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY**

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To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority (10 December 2020 Minutes attached).

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## Report of the Director of Finance to the meeting of the Executive to be held on 6th April 2021.

**DS**

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### **Subject:**

### **Qtr.4 Finance Position Statement for 2020-21**

### **Summary statement:**

This report provides Members with an update on the forecast financial position of the Council for 2020-21.

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

### **Equality & Diversity:**

There are no direct implications for equality and diversity arising from this report. The Council's response to the pandemic has sought to address equality and diversity issues wherever possible.

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Chris Chapman  
Director of Finance

Report Contact: Andrew Cross  
Finance Manager  
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### **Portfolio:**

**Leader of the Council and Corporate**

**Overview & Scrutiny Area:  
Corporate**

## FOURTH QUARTER FINANCIAL POSITION STATEMENT FOR 2020-21

### 1.0 INTRODUCTION

This report is the fourth monitoring report presented to Members on the Council's 2020-21 financial position. It provides an early indication of the revenue and capital financial position of the Council at the 31st March 2021. The report covers:

- The forecast outturn of the Council's revenue budget
- The forecast financial impact of Covid-19.
- New expenditure initiatives that are recommended for approval to respond to Covid-19.
- An update on Council Tax and Business Rates collection.
- The delivery of 2020-21 approved budget savings and investment plans.
- A statement on the Council's reserves including movements in the third quarter.
- An update on the Capital Investment Plan.
- An update on the Government Support that has been provided to the Council to either administer, or support Council Services.

### 2.0. MAIN FINANCIAL MESSAGES

#### Net Revenue Budget

	Gross Budget £ms	Net Budget £ms	Forecast Variance to end of Mar 21 (non Covid 19)
Health and Wellbeing	236.3	113.7	-1.9
Children's Services	475.3	100.4	5.6
Department of Place	124.2	65.3	1.7
Corporate Resources	201.6	44.5	-1.4
Chief Executive	4.8	4.4	0.0
Non Service Budgets	7.3	6.4	-0.3
General Fund	68.1	43.5	-3.8
<b>Total Council</b>	<b>1,117.7</b>	<b>378.1</b>	<b>-0.2</b>

2.1 Based on a projection at February the 28th 2021, the Council is forecast to underspend the £378.1m net revenue budget by £0.2m due to non Covid-19 related reasons by March 31<sup>st</sup> 2020. The underspend is materially the same as reported in Qtr 3 (£0.4m forecast underspend). The overall underspend does however contain significant overspends in some service areas, most notably Agency staffing costs and increased Child Looked After Placements in Children's Services. Sections 5 -11 detail the non Covid related variances and mitigating actions.

2.2 Regarding Covid, much has changed since the Qtr 3 report, with the vaccine roll out leading to the Government's plan to lift most restrictions by June 21<sup>st</sup> 2021. Following the announcements of additional funding from Government,



£9.5m of additional expenditure was approved as part of the Qtr 3 report, and a further £4m was approved in a Covid Investments report presented to the March Executive.

- 2.3 Since the Qtr 3 report, we have received notification about c£10m of additional funding in the form of an extension of the Contain Outbreak Management Funding for January to March of this financial year, and another allocation for next financial year (c£9.3m in total), and a further tranche of Winter Grants (£0.7m).
- 2.4 Following recent announcements of additional funding, and the net impact of forecast expenditure and income losses, the Council now has c£7.9m of Covid related funding unallocated.
- 2.5 This funding will support continued activity through the lockdown period including additional self-isolation payments and additional shifts at the Covid Hub to support extended day light hours and continued Outbreak Control measures. The costs of these measures are currently being assessed and will be partly dependent on need as restrictions are lifted.
- 2.6 Officers are also considering further activity to support the recovery of the District when lockdown eases, and will present recommendations in the near term.
- 2.7 It should also be noted that there remains much uncertainty linked to Covid, and although we have a better understanding of the additional costs, income losses and Government funding streams, the time period over which Covid will impact for is still an unknown, and consequently there remains high levels of uncertainty in the forecasting.
- 2.8 The financial impact of Covid has been vast. By the end of this financial year, the additional Covid related gross costs and losses associated with Council service provision will total c£94m (c£101m including Collection Fund losses), and will be c£150m by the middle of next financial year. Additionally, the Council will also have administered a further c£190m of Business Grants, and hardship grants this year, with £ms more to be administered in 2021-22.
- 2.9 The forecast costs and income losses to the Council are currently covered by very welcome additional funding from the Government which has materially changed the risk of significant financial loss to the Council as a result of Covid.
- 2.10 However, it should also be noted that the timing of announcements of funding have resulted in significant financial uncertainty as we have travelled through the year.

### **Covid-19 Financial Impact Tracker.**

- 3.1 The table below details the forecast costs of Covid in 2020-21, and also provides an early estimate of the impact in 2021-22 assuming a half year effect unless better information is forthcoming.

Department	Expenditure/Income Loss	2019-20	2020-21 Forecast	2021-22 Forecast	Total
<b>Health &amp; Wellbeing</b>	Expenditure	715	30,393	9,726	40,834
	Income Loss		2,615	0	2,615
	Additional Income (Specific)		-16,712		-16,712
<b>Health &amp; Wellbeing Total</b>		<b>715</b>	<b>16,296</b>	<b>9,726</b>	<b>26,737</b>
<b>Children's Services</b>	Expenditure		9,515	6,284	15,799
	Income Loss		1,777	2,576	4,353
<b>Children's Services Total</b>			<b>11,292</b>	<b>8,860</b>	<b>20,152</b>
<b>Place</b>	Expenditure	114	11,240	6,540	17,894
	Income Loss	1,013	14,271	7,254	22,537
	Commercial Income Loss		678	245	923
	Additional Income (Specific)		-3,168	0	-3,168
<b>Place Total</b>		<b>1,127</b>	<b>23,021</b>	<b>14,039</b>	<b>38,186</b>
<b>Corporate Resources</b>	Expenditure	153	9,491	885	10,528
	Income Loss	1,424	6,783	1,915	10,122
<b>Corporate Resources Total</b>		<b>1,577</b>	<b>16,274</b>	<b>2,800</b>	<b>20,650</b>
<b>Chief Executives</b>	Expenditure		1,066	290	1,356
<b>Chief Executives Total</b>			<b>1,066</b>	<b>290</b>	<b>1,356</b>
<b>Non Service</b>	Expenditure		6,103	0	6,103
	Income Loss		154		154
	Additional Income (Specific)		-5,852	0	-5,852
<b>Non Service Total</b>			<b>405</b>	<b>-</b>	<b>405</b>
<b>Council Funding</b>	Additional Income (General)			-5,550	-5,550
	Income Loss (Ctax & Bus Rates)		7,400		7,400
<b>Council Funding Total</b>			<b>7,400</b>	<b>- 5,550</b>	<b>1,850</b>
<b>General Fund</b>	Additional Income (General)	-2,700	-66,639	-22,041	-91,380
	Additional Income (Specific)		-21,048	-4,792	-25,840
<b>General Fund Total</b>		<b>- 2,700</b>	<b>- 87,687</b>	<b>- 26,833</b>	<b>- 117,220</b>
<b>Grand Total</b>		<b>718</b>	<b>-11,933</b>	<b>3,332</b>	<b>-7,884</b>

3.2 The total forecast of additional costs and losses to the Council as a result of Covid is c£94m in 2020-21 (c£101m incl Council Tax and Business Rates losses), and the total forecast of known additional Government and other support currently totals c£113.4m in 2020-21 following recent announcements. Current Covid Grant has been provided to cover costs up to the end of June, and any unspent grant amounts in 2020-21 will be carried forward to help fund continued Covid related costs and losses into 2021-22.

3.3 Since the Qtr 3 report, the Government has also announced additional financial support. This includes;

- Contain Outbreak Management Funding - The Department of Health and Social Care have been providing 'Contain Outbreak Management Funding' in different tranches, with different allocation methods since October 2020. Following a DHSE review in January 2021, notification has been received that funding at £4 per head of population per month will continue until the end of March 2021, and then a further £400m will be allocated nationally for 2021-22. Of this, the Council would expect to receive c£4m (c1%). The combined impact of the above is that the Council will receive c£10m more than reported at Qtr 3.
- Additionally, the Council has received a further £0.7m of Winter Grant, which will be distributed by the end of April 2021.

- 3.4 When the additional funding and the net impact of other forecast expenditure and income losses have been taken into account, the Council now has c£7.9m of unallocated funding.
- 3.5 This funding will support continued activity through the lockdown period; to fund additional self-isolation payments and additional shifts at the Covid Hub to support extended day light hours and continued Outbreak Control measures. The cost of these measures are currently being assessed and will be largely dependent on needs as restrictions are lifted.
- 3.6 Officers are also considering activity to support the recovery of the District, and will present recommendations in the near term.
- 3.7 It should also be noted that there remains much uncertainty linked to Covid, and although we have a better understanding of the costs, losses and Government funding streams, the time period over which Covid will impact for is still an unknown.
- 3.8 The additional funding from Government is very welcome, and has materially changed the risk of significant financial loss to the Council as a result of Covid. However, it should also be noted that the timing of announcements of funding have resulted in significant uncertainty, resulting in big changes to the forecasts as we have gone through the year.
- 3.9 The table below outlines how Covid related forecasts for 2020-21 have changed through the year, with the differences in the forecast variances being mostly driven by additional Government funding announcements.

£ms	Apr 20	May 20	June 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Council Expenditure & Income Losses	81	87	88	82	80	83	80	88	90	90	101
Government Funding	-31	-31	-43	-49	-58	-67	-85	-96	-96	-103	-113
Forecast Covid Related Variance	49	56	49	34	22	15	-4	-8	-6	-12	-12

### **Council Tax and Business Rates.**

- 4.1 Council Tax and Business Rates are paid into a separate account, from which precepts (distributions) are paid to Bradford Council, the Government, the police and fire authorities. Bradford will be paid over its budgeted precept (£206.1m) in 2020-21 with shortfalls recovered in future years; so the pressures reported below will be delayed by one or more years.
- 4.2 The pandemic has caused significant swings for Council Tax and Business Rates collection. But also there have been significant changes to the way these schemes work. The financial impacts are looked at in more detail below.
- 4.3 On Council Tax, there are a number of different pressures. More unemployment has increased the cost of the Council Tax Reduction scheme (previously called Council Tax benefit) from c27,000 to c32,300 recipients at the end of December. Reduced housebuilding and some demolitions has

meant that anticipated growth in properties will not occur. Additional losses are also expected for uncollected debt. Further the expected surplus from the 2019-20 Council Tax collection was at outturn, a very small deficit.

- 4.4 Overall, the expected deficit for 2020-21 from the Council Tax collection is approximately £6.4m.
- 4.5 Business Rates collection has also been significantly impacted by the pandemic. However, the Council has a relatively high needs assessment compared to its collection; and since the difference is funded by a Government Top Up grant, this reduces the collection risk compared to other Councils. Further, as a result of the pandemic, 100% relief was provided to retail businesses; therefore, this aspect of the collection is de-risked, because it is now also funded by the Government as a grant.
- 4.6 As noted, the pandemic has changed the way that the overall Business Rate scheme works. The extension of retail relief reduces the likelihood that the Council receives a safety net payment in the event the remaining collection is impaired.
- 4.7 Another aspect of the Business Rates collection to consider is that an expected prior year deficit, outturned at a higher surplus than budgeted which will help mitigate pressures in the current financial year.
- 4.8 Overall for the Business Rates collection, therefore, despite the exposure to collection risk, a deficit of £1m is anticipated.
- 4.9 Looking at Council Tax and Business Rates collection together deficits totalling £7.4m are expected; this Outturn variance directly impacts on future years rather than the current financial year and has been built into next year's budget.
- 4.10 As outlined previously, the Government also announced a 2020-21 75% Collection Fund deficit compensation scheme as part of the Chancellors Comprehensive Spending Review statement in November, and the phasing of the remaining deficit over a 3 year period. Consequently, the impact of the 2020-21 deficit on 2021-22 is will now be relatively small.

### **Non Covid related Variances**

- 5.0 Overall, the Council is forecast to underspend the £378.1m net budget by £0.2m. This is materially the same as reported at Qtr 3 (£0.4m underspend).
- 5.1 Contained within the overall underspend, there are however some significant forecast overspends with the main issues relating to Children's Social Care; underachieved Learning Disability savings in Adult Social Care, and Waste services overspends as outlined below.

### **Children's Services**

- 6.1 Children's Services are forecast to overspend the £100.4m net expenditure budget by £5.6m (excl the £11.3m of additional Covid related costs and losses

which will be covered by Government funding), all of which fall within Children's Social Care.

## Children's Social Care

6.2 The forecast overspend is mainly due to the continued use of agency staff due to problems recruiting staff into permanent positions,

6.3 A £4.9m overspend on the £19.1m Social Work budget is forecast due mainly to higher workloads, and the continued use of agency staff due to a shortage of staff. There are currently 137 agency social workers employed within the service.

	Apr 19	Sep 19	Mar 20	Dec 20	Feb 21
Agency Social Workers	53	95	116	137	137
Total Agency Workers	130	155	180	266	260

6.4 The amounts incurred on Agency staff have increased significantly over recent years (£4.3m in 2018-19, £11.7m in 2019-20, and £17.0m forecast for this year) and are currently running at approximately £1.4m per month.

6.5 Children's Social Care are having a recruitment drive to increase the number of permanent Social Workers to improve the service and reduce the number of Agency staff, and this is starting to see signs of success.

Description	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Total
Starter	6	3	8	10	5	5	5	8	7	9	4	70
Leaver	4	4	1	7	5	2	4	8	4	9	1	49
Net	2	-1	7	3	0	3	1	0	3	0	3	21
No of Perm Social Work Staff	279	278	285	288	288	291	292	292	292	295	295	

6.6 However, so far, agency staff numbers have continued to grow overall as a result of increased workloads resulting in the significant overspend.

6.7 Forecast overspends are also occurring in other areas due to continued growth in the average number of Children receiving support.

Type of Placement	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21(as at 28/02/21)
Placed with Parents	86	119	117	129	150	164
Placed for Adoption	38	24	25	26	24	38
Friends and Families	206	232	235	301	357	387
Foster Parents	365	365	371	354	368	378
Fostering Agencies	32	38	57	88	131	177
Residential Care (Internal)	63	58	51	45	51	44
Residential Care (External)	50	47	42	42	60	68
Other	34	48	62	68	90	109

<b>Sub Total (Number of Children Looked After)</b>	<b>874</b>	<b>931</b>	<b>960</b>	<b>1,053</b>	<b>1,231</b>	<b>1,365</b>
Residence Orders	69	59	46	40	37	34
Adoption Orders	271	260	247	239	237	222
Special Guardianship Orders	277	304	320	338	364	422
<b>Sub Total (Chd in Permanent Arrangements)</b>	<b>617</b>	<b>623</b>	<b>613</b>	<b>617</b>	<b>638</b>	<b>678</b>
<b>Total Children Receiving Support</b>	<b>1,491</b>	<b>1,554</b>	<b>1,573</b>	<b>1,670</b>	<b>1,869</b>	<b>2,043</b>

- 6.8 The main variances that result from this are;
- The external Purchased Placement (Residential & Foster Agencies) budget of £19.8m is forecast to overspend by £2.2m.
  - There is also a £1.7m forecast overspend on the £6.0m Through and After Care services budget due to additional staffing, and accommodation costs for young people.
  - Internal residential homes are also forecast to overspend the £4.9m net budget by £0.3m due mainly to use of agency staff and premises costs.
  - The Children with Disabilities service is to overspend the £4.9m net budget by £0.6m due to staffing and direct payment costs.
  - Adoption Service net budget of £3.6m currently forecasting £0.32m underspend due to reduction in adoption orders.
  - Children Safeguarding and Child protection service net budget of £2.6m is showing a £0.3m variance due to the use of agency staff.
  - Delays in care proceedings due to limited court capacity from Covid-19 is also having an impact on the number of children requiring assistance.
- 6.9 The above pressures are partly offset by a one off underspend on the Targeted Early Help service of £2.6m. This includes £1.5m in relation to the £2m investment allocated to the service in 2020-21 for Prevention and Early Help that didn't progress as quickly as planned due to Covid. This is now in place, but the delay will result in an underspend, and unspent budget will need to carry forward to support commitments in 2021-22.
- 6.10 The 2020-21 budget included £13.625m of additional investment to address budget pressure and demographic growth. A further £2m was made available to make permanent support to the social work structure previously funded from the "one off" Children Investment Fund in 2019-20. The Council also allocated £2m per annum for two-years to support Prevention and Early Help work starting in 2020-21.
- 6.11 Despite the budget increase, Children's Social Care are likely to overspend significantly in 2020-21, and the additional costs that are being incurred are very likely to recur next year. Consequently £7.125m of additional budget has been allocated to the service as part of the 2021-22 Budget setting process.

## Education and Learning

- 6.12 The Education and Learning Service is reporting a £1.6m underspend. The service is requesting a £0.4m Better Use of Budget carry forward of 0.4m for the Education Therapeutic work and Booster classes/Additional Tuition

programme. In 2020-21, the service was allocated £0.317m for Education Therapeutic work and £0.4m for the Booster Classes/Additional Tuition Programme. The carry forward request is due to these programmes being delivered on an academic year basis.

## Health and Wellbeing

- 7.1 Health and Wellbeing is forecast to overspend the £113.7m net expenditure budget by £14.4m, of which £16.3m is Covid-19 related as outlined in the Covid Tracker (Section 3).
- 7.2 The non-Covid related variance is an underspend of £1.9m, however there is forecast to be a £2.2m overspend on Learning Disability services linked to underachieved savings, which is fully mitigated by underspends across the Department.
- 7.3 The Department has £11.5m budget savings to deliver in 2020-21 of which £4.5m is forecast to be unachieved. £3m relates to the Learning Disabilities Demand Management saving and is a concern given the acceleration of savings that are planned for 2021-22 and beyond. £1m of the LD demand management is a direct result of Covid and has been included within Covid related pressures (see Section 3).
- 7.4 The other main issue relates to the £1.3m under delivery of the Substance Misuse saving in Public Health. This is due to the timing of contracts, and is not expected to have an ongoing impact beyond this year.

## Learning Disabilities

- 7.5 Learning Disabilities are forecast to overspend the £48.7m net expenditure budget by £2.2m (excl Covid), of which £2m pressure relates to long-term support (including the under achievement of the demand management savings), and a further £0.2m pressure relating to additional staffing costs. The forecast includes £0.3m of income from the NHS Covid Discharge Fund. The main issues are within LD Residential and Day Care.
- 7.6 The LD Residential budget is forecasting a £0.7m overspend. The table below shows that the number of people in Residential care is reducing, however, where client numbers have reduced in residential block contracts, this currently does not result in a cash releasing saving.
- 7.7 Due to the current situation regarding Covid-19, reviewing capacity is currently reduced, however it is important that this is increased as soon as possible in order to review clients in residential settings and move to supported living where appropriate.

Client Numbers	Q4 (Feb) 2018/19	Q4 (Feb) 2019/20	Q4 (Feb) 2020/21	28.2.21 Budgeted	31.3.21 Budgeted
LD Residential Care – Purchased	168	156	135	138	136
LD Nursing Care – Purchased	53	19	21	19	19
Total Residential & Nursing	221	175	156	157	155

7.8 There was also a £0.5m budget reduction on LD Day Care linked to remodelling the current block contract arrangements to cost and volume based contracts. Due in part to Covid, the implementation of this has been delayed resulting in a budget overspend of £0.5m, however work has now recommenced on this, and additional commissioning team capacity has been approved. There is also a further £0.2m pressure as a result of increased costs on the LD day care block contract during Q4.

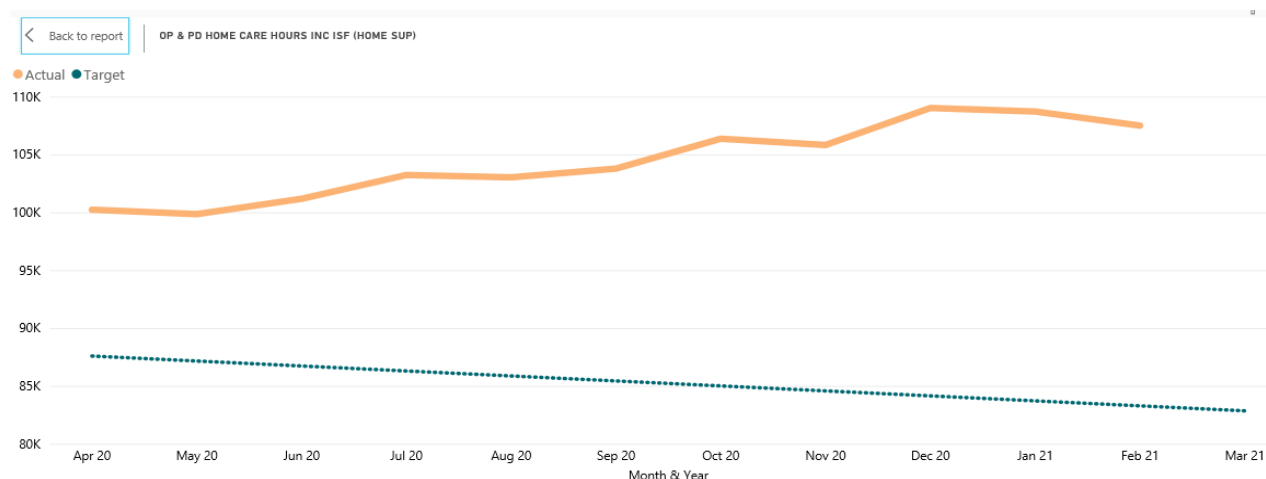
7.9 There is a £0.6m pressure on Supported Living Void costs, this is mainly due to the full year effect of new supported living schemes which became operational in 2019/20 and have void agreements in place. Void costs will reduce as more people move from Residential placements to vacant supported living settings.

### Operational Services

7.10 Operational Services are forecast to underspend the £56.2m net expenditure budget by £2.6m (excl. Covid).

7.11 Although Operational Services are forecast to underspend overall, there is a £1m forecast overspend on the Older People & Physical Disabilities home support budget.

7.12 The budget was reduced by £0.7m as part of the 2020-21 demand management reductions, however monthly home support hours have increased by 10,600 hours since March 2020, creating further pressure. The significant reduction in residential and nursing placements has contributed to an increase in homecare hours as an alternative provision.



	Q4 (Feb) 2018/19	Q4 (Feb) 2019/20	Q4 (Feb) 2020/21	28.2.21 Budgeted	31.3.21 Budgeted
OP & PD Monthly Home Care Hours	96,522	96,663	107,540	83,321	82,890

7.13 The forecast overspend on Home Support is counterbalanced by a £1.6m forecast underspend on the Older People Residential and Nursing Care budget. As the table below demonstrates this is due to significant reductions in placements so far this year, together with the full year effect of the placement reductions made in 2019-20 and additional income received from



health to fund Covid related care costs.

	Q4 (Feb) 2018/19	Q4 (Feb) 2019/20	Q4 (Feb) 2020/21	31.12.20 Budgeted	31.3.21 Budgeted
Total Residential & Nursing Clients	1,077	972	920	936	928

7.14 Mental Health Purchased Care is also forecast to underspend by £0.4m due to full year effect of 19/20 residential and nursing savings and further reductions in community care services.

7.15 There are staffing underspends as a result of recruitment delays and additional income across in-house services totalling £1.6m.

### **Commissioning and Integration**

7.16 Commissioning and Integration is forecast to underspend by £0.7m; of which £0.3m relates to underspends across staffing budgets, £0.3m is related to a non-recurrent forecast reduction in grant payments and £0.1m due to further expenditure reductions.

### **Strategic Director**

7.17 There is a forecast £0.2m staffing underspend within Safeguarding and Mental Capacity Act, coupled with a £0.2m forecast underspend on medical fees due to fewer assessments taking place.

7.18 There is also a £0.2m underspend on Social Work Development as a result of reduced expenditure due to Covid and unbudgeted income.

### **Public Health**

7.19 Environmental Health is forecast to underspend by £0.2m primarily as a result of staffing vacancies.

### **Department of Place**

9.1 The Department of Place are forecast to overspend the £65.3m net expenditure budget by £24.7m. £23m is due to the impact of Covid-19 up to the 31<sup>st</sup> March 2021 as outlined in the Covid Tracker (section 3), leaving £1.7m of other overspends. The main non-Covid-19 issues are outlined below.

### **Waste, Fleet & Transport Services**

9.2 The service is forecast to over spend the £25.4m net budget by £5.3m. £3.5m relates to additional costs and income losses associated with Covid-19, and the other £1.8m relates to waste services generating lower income from recycling due to market prices; the cost of disposing of recyclable waste and reduced income from Trade Waste (£0.6m).

9.3 The table below demonstrates that higher tonnes are being collected from homes (Kerbside & Garden Waste), and lower tonnages have been collected from Trade Waste which aims to at least recover all costs.

<b>Tonnes 000s – Cumulative Year to date</b>	YTD to Qtr 3 2018/19	YTD to Qtr 3 2019/20	YTD to Qtr 3 2020/21
Kerbside Waste collected	76.9	76.9	85.1
Kerbside Recycling collected	25.5	25.7	31.2
Household Waste sites	37.7	39.7	34.3*
Trade Waste collected	9.5	8.9	6.4
Garden Waste collected	14.6	13.5	10.0

\*Closed in Apr, reopened end of May

9.4 Overall, higher tonnages are having to be disposed of at cost to the Council.

<b>Tonnes 000s</b>	YTD to Qtr 3 2018/19	YTD to Qtr 3 2019/20	YTD to Qtr 3 2020/21
Waste Disposal Tonnes	170.9	173.9	179.5

## Neighbourhoods and Customer Services

9.5 The Service is forecast to overspend the £14.2m net expenditure budget by £7.8m. £7.9m relates to the impact of Covid-19 as outlined in the Covid tracker (section 3). The non Covid related variances are insignificant.

## Economy & Development

9.6 The service is forecast to overspend the £5.7m net expenditure budget by £1.7m. £2.1m relates to Covid-19 income losses and extra costs to the end of 2020/21 as outlined in the Covid Tracker. The other £0.4m other variances are as outlined below.

9.7 Economic Development has an underspend of £0.7m as spending plans and recruitment have been delayed due to Covid-19. Housing Development is forecast to overspend due to costs relating to empty Council properties, Council Tax and maintenance costs (£0.2m), and loss of rental income (£0.3m).

9.8 Housing Strategy & Access to Housing forecast shows a slight underspend. Placing homeless people in temporary accommodation due to Covid-19 is forecasted to cost the service £1.2m to the end of financial year, which has been supported by government funding. The homeless service has seen an increase in demand for accommodation over the year, and this is likely to continue into the new financial year.

## **Planning Transport & Highways**

- 9.9 The Service is forecast to overspend the £14.2m net expenditure budget by £1.2m. £1.126m relates to the impact of Covid-19 as outlined in the Covid Tracker. Non covid related variances are immaterial.

## **Corporate Resources**

- 10.1 Corporate Resources are forecast to overspend the £44m net budget by £14.3m, £15.6m is due to Covid-19 as outlined in the tracker (Section 3). The major additional costs relate to the procurement of PPE for all Council services, additional IT costs to enable home working, and income losses.
- 10.2 Excluding Covid-19 impacts, the Department is forecast to underspend by £1.3m, with forecast underspends in Revenues & Benefits (£0.8m), Catering & Office Services, (£0.4m), Built Environment (inc Utilities, exc ISG) £0.7m, Finance & Procurement £0.2m and £0.3m on ICT core services salaries. The forecasts also allow for pre-existing and ongoing pressures on investment income (£0.5m), and in traded areas such as ISG (£0.3m), PACT HR (£0.3m), and £0.4m in ICT.

## **General Fund**

- 11.1 The General Fund which provides budgets for the West Yorkshire Combined Authority, Capital Financing, and contingencies amongst others is forecast to underspend by £91m. £88m relates to the additional Covid related government support as outlined in the Covid Tracker, with the remaining £3.8m being due mainly to c£3m of Capital Financing underspends as a result of lower borrowing and lower borrowing rates; £2.5m of Corporate contingencies and £0.2m of lower than budgeted contributions to the West Yorkshire Combined Authority. The underspend includes an estimated £2m move to reserves at year end to continue to fund the unspent 2020-21 budgeted investments into 2021-22 (see Section 14 Investment Tracker).

## **Savings Tracker**

- 12.1 The combined budget savings of £20.2m in 2020-21 brings the total savings the Council has had to approve in the eight years following the 2010 Comprehensive Spending Review (CSR) to £295.7m.
- 12.2 The 2020-21 budget includes £17.5m of new budget reductions, however £2.8m of prior year underachieved savings have carried forward into 2020-21, meaning that £20.2m of savings will need to be delivered in 2020-21.
- 12.3 In tracking progress made against each individual saving proposal, £13.1m of the £20.2m is forecast to be delivered, leaving £7.1m that is forecast not to be delivered. This is included within the overall forecast overspend of the Council.

	Prior year underachieved Savings outstanding at 31/3/20	2020/21 New Savings	Total Savings 2020/21	<b>Forecast Variance 2020/21</b>	Total Savings 2021-22
Health & Wellbeing	1.9	9.6	11.5	<b>4.4</b>	8.4
Children's Services Place	0.0	3.0	3.0	<b>0.4</b>	0.3
	0.3	3.7	4.1	<b>1.5</b>	0.1
Corporate Resources	0.6	0.6	1.2	<b>0.7</b>	0.2
Non Service	0.0	0.0	0.0	<b>0.0</b>	0.5
General Fund	0.0	0.5	0.5	<b>0.1</b>	0.0
<b>Total</b>	<b>2.8</b>	<b>17.5</b>	<b>20.2</b>	<b>7.1</b>	<b>9.4</b>

12.4 Although the forecast underachieved savings remain high, they are lower than the last 3 years.

	Underachieved Savings in year £ms
2013/14	4.4
2014/15	2.3
2015/16	4.9
2016/17	7.9
2017/18	22.6
2018/19	13.4
2019/20	7.9
2020/21	7.1

12.5 The £7.1m of forecast underachieved savings are largely due to;

12.6 £4.4m of underachieved saving in Health & Wellbeing, inclusive of a £3.0m forecast underachievement of the £3.1m Learning Disabilities Demand Management Saving, and £1.3m underachievement on the £3m Substance Misuse saving in Public health due to the timing of contract changes.

12.7 The £0.4m forecast underachievement in Children's Services relates to Travel assistance.

12.8 The £1.5m of underachieved savings in the Department of Place are mainly due to £0.3m relating to Waste Services, £0.6m of budgeted additional income in Sports & Cultural Services (Theatres, Events & Festivals, Sports Facilities), £0.3m of Customer Services, £0.2m Parking charge increases, all of which have been impacted by Covid-19 as outlined previously.

12.9 The £0.7m of underachieved savings in Corporate Resources mainly relate to the underachievement of the £0.5m planned increase in income from investing in commercial property.

### Investment Tracker

13.0. As part of the 2020-21 budget approved by Council £7.8m of time limited investments were approved. It is currently forecast that £5.7m will be incurred in 2020-21, resulting in a £2.0m underspend.

	2020/21 New Investments	Total Savings 2020/21	Forecast Variance 2020/21
Children's Services	2.3	1.0	-1.2
Place	4.4	3.6	-0.8
Corporate Resources	0.2	0.2	0.0
General Fund	1.0	1.0	0.0
Total	7.8	5.7	2.0

13.1 The main under investments include;

13.2 A £1.2m forecast underspend on the £2m Early Help & Prevention investment due to implementation delays resulting from Covid. The programme was originally planned to cover 2020-21 and 2021-22 at a cost of £2m per year (£4m in total), but is now only expected to incur c£0.8m in 2020-21. The programme is now up and running, and the £1.2m underspend will need to be carried forward into 2021-22.

13.3 A £0.9m underspend on the £1m of climate initiatives as many of the staff involved in delivering these schemes have had to focus on Covid-related work. This underspend is due to a £360k underspend on Community Projects, £140k underspend on the plan to install 20mph zones, £220k on Tree for every child and £190k Waste management projects. Work is progressing on these schemes and the £0.9m underspend in 2020-21 will need to be carried forward to complete works in 2021-22.

13.4 A £0.2m underspend on the £0.3m Match funding from the Shipley and Keighley Towns Fund. The Towns Fund work is intended to extend beyond the life of the development of the Town Investment Plans and therefore much of the Council's match funding element of funding hasn't been required yet, so the funding will be required to carry forward into 2021-22.

## Reserves

14.1 At 31<sup>st</sup> March 2021 reserves stand at £236.4m (Council £204.0m, HRA £0.5m and Schools £31.9m). Unallocated reserves stand at £10.3m.

14.2 Net movements in reserves have led to a £0.5m decrease in total reserves from £236.9m at 31<sup>st</sup> December 2020 to £236.4m as at 31<sup>st</sup> March 2021

	Closing Balance 2018-19 £m	Closing Balance 2019-20 £m	Opening Balance 2020-21 £m	Net Movement	Balance as at 31 <sup>st</sup> December 2020 £m
Council reserves	181.6	207.0	207.0	-3.0	204.0
HRA Reserve	0	0	0	0.5	0.5
Schools Delegated budget	27.2	31.9	31.9	0.0	31.9
Total	208.8	238.9	238.9	-2.5	236.4

14.3 The £0.5m net decrease in reserves include:

Releases from reserves;  
£0.5m Prevention & Help Reserve  
£60k Great Places to grow Old Reserve  
£43k VCS Transformation Reserve  
£34k Early Help Work Reserve

Transfers to reserves;  
£104k Integrated Care

Movement in reserves  
£1.145k moved from Schools delegated Budget to a new LA Education Reserve  
£101k from SEN Grant Reserves to SEND Inspection Reserve  
£655k moved from Transition & Risk Reserve to the Implementation Reserve

Appendix 1 outlines Council and Schools reserves.

14.5 The Council has £15m of General Fund reserves, and £10.3m of unallocated reserves.

14.6 Additionally, some Earmarked reserves could be re-designated if required. These include the £54.9m Financing reserves that resulted from the change in Minimum Revenue Provision policy in 2018-19. Again, should they be used then they will either have to be reimbursed, or otherwise it will cause a budget pressure in future years.

14.7 Similarly, the Council has a reserve that was created to smooth the cost of PFI schools over the life of the contract. In the early years of the contract the Council received an amount from government in excess of the amount required to pay the contractors, however in the later years this is reversed at which point the plan was to draw down from the built up reserve until the end of the contract. The Council can however use these reserves for other means should the need arise. If they were used now, they would however cause a budget problem in future years.

14.8 Other earmarked reserves are also being reviewed to assess the extent to which they could be repurposed, or utilised in 2021/22 to further support post Covid recovery. £6.4m of reserves have been approved to be used to balance the 2021/22 Council budget.

## **School Balances**

15.1 The table below shows the School Reserves (including Schools Contingencies) forecast position as at 31st of March 2021. The forecast is based on information submitted by schools at the end of quarter three.

	Balance 1 <sup>st</sup> April 2020		Balance 31 <sup>st</sup> March 2021		Movement	
	Nos	£000	Nos	£000	Nos	£000
Nursery	7	964	7	1,048	0	(84)
Primary	82	7,517	68	7,375	14	142
Secondary	6	(2,108)	6	(2,790)	0	682
Special	3	1,284	3	1,826	0	(542)
Pupil Referral Units (PRU)	3	243	3	217	0	26
<b>Subtotal</b>	<b>101</b>	<b>7,900</b>	<b>87</b>	<b>7,676</b>	<b>14</b>	<b>224</b>
School Contingency		21,987		25,271	0	(3,284)
Other Activities/Closed Schools		890		890	0	0
<b>Total</b>	<b>101</b>	<b>30,777</b>	<b>89</b>	<b>33,837</b>	<b>12</b>	<b>(3,060)</b>

- The school balances reserve is currently forecast to increase by £3.1m in 2020-21. There have been fourteen schools (Cottingley Village Primary, Grove House Primary, Lister Primary, Marshfield Primary, Our Lady & St Brendan's Catholic Primary, St Anthony's Catholic Primary Clayton, St Anthony's Catholic Primary Shipley, St Columba's Catholic Primary, St Cuthbert Catholic Primary, St Francis Catholic Primary, St Joseph's Catholic Primary Bingley, St Joseph's Catholic Primary Bradford, St Williams Catholic Primary and Thackley Primary) that have converted to academy status in 2020-21.
- There are currently three schools (one nursery, one primary and one secondary) forecasting a combined deficit balance of £5.2m. The main concern remains with Hanson Secondary where the deficit balance is forecast to increase from £4.3m at the end of 2019-20 to £5.1m at the end of 2020-21.
- In setting the 2020-21 Schools Budget, £0.915m of the School Contingency balance of £21.987m was allocated to support the overall schools budget from April 2020 with the rest to support future year schools budget.
- The continuing COVID-19 situation and responses are forecast to impact negatively this year on the financial positions of Dedicated Schools Grant (DSG) funded schools and academies and other providers, including early years' providers. The full extent of this impact, and specifically its implications for balances held by maintained schools at the end of 2020-21, will emerge as we move towards financial year end and as the impact of the 3<sup>rd</sup> national lockdown becomes clearer. School budgets have been (and continue to be) affected by increased and exceptional expenditure as well as by reduced income from private streams. Although there have been additional funds made available from Government, in support of certain additional and exceptional costs, and a small number of schools have been able to access the CJRS (furloughing), it is still anticipated that the COVID-19 situation and responses will have a net negative financial impact on school budgets this year. The financial implication of COVID-19 on DSG funded schools and other providers is a matter that the Schools Forum continues to closely monitor.

## Capital Expenditure

16.1 The Council continues to seek to deliver a large capital programme across the District, which will provide improved facilities and infrastructure to support the delivery of the Council Plan.

16.2 The profiled resource position for 2020-21 for the Capital Investment Plan stands at £137.2m. To the end of February there has been total spend of £48.8m, an increase of £6.3m since the end of December 2020. A summary by service is shown below with a detailed monitor in Appendix 2.

Scheme Description	Q3 Re		Re	Spend	Budget	Budget	Budget	Total
	profiled	Changes	profile					
	Budget		Budget	21			onwards	
	2020-21		2020-21					
	£m	£m	£m	£m	£m	£m	£m	£m
Health and Wellbeing	1.6	0	1.6	0.5	4.2	1.5	0	7.3
Children's Services	24.3	-0.1	24.2	14.3	11.2	2.3	0	37.7
Place - Economy & Development Services	14.5	2.0	16.5	4.0	30.6	28.8	14.7	90.6
Place - Planning, Transport & Highways	30.0	0.5	30.5	16.4	65.8	112.0	16.5	224.8
Place – Other	20.9	0.6	21.5	9.5	15.6	14.5	12.5	64.1
Corp Service – Estates & Property Services	13.0	0	13.0	3.9	5.1	0.1	0	18.2
<b>TOTAL – General Fund Services</b>	<b>104.3</b>	<b>3.0</b>	<b>107.3</b>	<b>48.6</b>	<b>132.5</b>	<b>159.2</b>	<b>43.7</b>	<b>442.7</b>
<b>Housing</b>	<b>1.2</b>	<b>0</b>	<b>1.2</b>	<b>0.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.2</b>
Reserve Schemes & Contingencies	31.0	-2.3	28.7	0	109.7	109.0	55.8	303.2
<b>Council TOTAL</b>	<b>136.5</b>	<b>0.7</b>	<b>137.2</b>	<b>48.8</b>	<b>242.2</b>	<b>268.2</b>	<b>99.5</b>	<b>747.1</b>

- Overall there has been an increase in the budget of £4.8m to £747.1m. This relates to £4.8m of new schemes. The main ones being £4.4m of new grants for WYCA schemes and £0.2m grants for Sport & Culture.

16.3 Profiling the capital spend between financial years is a key challenge to ensure that the Council borrows at the most cost effective time. Budgets were re-profiled into future years for the Quarter 1 Finance Position Statement. Further work is required to ensure accurate profiling of the capital spend over the next four years. This will be completed as part of the 2021-22 CIP.

## Capital Programme 2020-21 Update

16.4 The latest forecast for expenditure for 2020-21 is £79.3m, compared to a revised budget of £137.2m. Spend to the end of February 2020 is £48.8m. A summary by service is shown below with a detailed monitor in Appendix 2

### Budget, forecast and spend to date as at 28 February for 2020-21

	Revised	Annual	Variance	Spend	Spend to
	Budget	Spend		28 Feb	date as a %
	2020-21	Forecast		2021	of forecast
	£m	£m	£m	£m	%
Health and Wellbeing	1.6	0.6	-1.0	0.5	83
Children's Services	24.2	16.7	-7.5	14.3	86
Place - Economy & Development	16.5	10.5	-6.0	4.0	38
Place - Planning, Transportation & Highways	30.5	24.8	-5.7	16.4	66
Place – Other	21.5	15.0	-6.5	9.5	63
Corporate Resources – Estates & Property	13.0	9.8	-3.2	3.9	40



TOTAL – General Fund Services	107.3	77.4	-29.9	48.6	63
Housing	1.2	1.0	-0.2	0.2	20
Reserve Schemes & Contingencies	28.7	0.9	-27.8	0	0
TOTAL – Council	137.2	79.3	-57.9	48.8	62

- 16.5 There is a forecast capital programme variance of £57.9m between the budget and the latest expenditure forecast. Covid-19 has caused delays for some major schemes and this has impacted on current schemes progressing and also the development of Reserve Schemes. The variation will be closely monitored and the final outturn position will be highly dependent on schemes both starting and continuing on schedule and delivering to plan. Scheme phasing will continue to be monitored to ensure that it is accurate and realistic and this will be updated as part of the Q1 2021-22 Finance Report.
- 16.6 It should be noted that there are a number of significant elements of the Corporate Property programme, such as the Strategic Acquisitions programme, which are dependent on negotiations with third parties in order to achieve a successful outcome for projects such as land acquisition. Also with reserve schemes there is a high degree of uncertainty to the actual timing of capital spend due to the development of the specific projects. These schemes have not been reviewed by Project Appraisal Group or formally committed in the CIP.

## New Capital Schemes

- 16.7 The Project Appraisal Group (PAG) has considered the following capital bids and recommends their approval by Executive for inclusion in the Capital Investment Plan (CIP).

- **Naturalising Bradford Beck** – the project will remove a dilapidated box culvert from a section of Bradford Beck located between Poplars Road and Briggate in Shipley Fields. The box culvert is within Council owned land and in very poor condition. De-culverting a section of Bradford Beck will permanently remove a flooding hazard, contribute to long term improvements in water quality, improving ecology and biodiversity in the river, and increased tree coverage of the target area will increase and provide climate change mitigation capacity.

The project is complimentary to the Bradford-Shipley Route Improvement Scheme. The identified cost of the works is £3.25m and the European Regional Development Fund (ERDF) has approved in principle the award of a £1.625m ERDF grant, which must be fully matched at £1.625m from other funding. The matched Council funding will come from the use of a budget already in the Capital Plan, CS0306a. (Strategic Transport Infrastructure Priorities) pending potential of WYCA Grant funding.

- **Thornton Road / Toller Lane Junction Improvement** –The scheme seeks £0.19m temporary short term funding to secure the purchase of a property that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund. The acquisition and

demolition of the property is due to happen between Quarter 1 and 2 of 2021-22. It is proposed that in the short term the cost of this project (advanced land acquisition) is funded by the Council from the existing Capital Plan Scheme CS0306.

Appendix 2 shows the Capital Investment Plan as at 28th February and additional to this the March PAG has considered the following capital bids and recommend their approval by Executive for inclusion in the CIP.

## **Capital Resources**

- 16.8 The capital programme is reviewed on an on-going basis to confirm the capital resources required to finance 2020-21 capital spend are in place and the future years programme is fully funded. Whilst the capital programme remains affordable in 2020-21, a wider review will consider the continued affordability of debt costs in future years in the context of: planned expenditure and pressures in conjunction with the Council priorities; projections on interest rates; and the Council's balance sheet to fund capital spend.
- 16.9 Capital receipts from the sale of fixed assets exceed £2.7m to date and the Council is expected to achieve the target of £3m in capital receipts for the year. It should be noted that over £1.0m of the capital receipts is in ring fenced Housing sales. The Council has received an additional £30.3m in capital grants and contributions so far this year.
- 16.10 £1.8m of loans have matured in July 2020 with an average rate of interest of 9.8%. No further loans are due to mature in 2020-21 and to date no new borrowing has been undertaken.

## **17.0 RISK MANAGEMENT**

- The Financial risks of future known and uncertain liabilities are being addressed through contingencies and provisions outlined in this report.
- The Council's risk register has been provided in Appendix 3.

## **18.0 LEGAL APPRAISAL**

- This report is submitted to the Executive in accordance with the Budget and Policy Framework Procedure rules. There are no other legal implications arising from this report.

## **19.0 OTHER IMPLICATIONS**

### **20.1 EQUALITY & DIVERSITY**

None

## **21.1 SUSTAINABILITY IMPLICATIONS**

None

## **22.1 GREENHOUSE GAS EMISSIONS IMPACTS**

None

## **23.1 COMMUNITY SAFETY IMPLICATIONS**

None

## **24.1 HUMAN RIGHTS ACT**

None

## **25.0 TRADE UNION**

None

## **26.0 WARD IMPLICATIONS**

None

## **27.0 IMPLICATIONS FOR CORPORATE PARENTING**

None

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

None

## **29.0 NOT FOR PUBLICATION DOCUMENTS**

None

## **30.0 RECOMMENDATIONS**

**That the Executive**

30.1 Note the contents of this report

30.2 In light of there being no scheduled meetings of the Executive until June, authority be delegated to the Director of Finance in consultation with the Leader to allocate additional sums of money in relation to containing the outbreak as circumstances require. Funding to derive from Covid related Grants.

30.2 Request that Officers be asked to present proposals for utilising any un-committed Covid Grant funding to invest in the recovery of the District at the next Executive.

### 30.3 Approve the following capital expenditure schemes as outlined in section 16.7

- £3.25m for the removal of a dilapidated box culvert from a section of Bradford Beck. The scheme is to be funded by ERDF grant and Council match funding from the use of a budget already in the Capital Plan, CS0306a. (Strategic Transport Infrastructure Priorities) pending potential of WYCA Grant funding.
- £0.19m for Thornton Road / Toller Lane Junction Improvements. The scheme seeks temporary short term funding to secure the purchase of properties that can be successfully acquired by agreement in advance of full scheme funding through the West Yorkshire Transport Fund.

## 31.0 APPENDICES

Appendix 1 Reserves Statement as at 28<sup>th</sup> February 2021

Appendix 2 Capital Investment Plan

## 32.0 BACKGROUND DOCUMENTS

- The Council's Revenue Estimates for 2021/22 – updated – Budget Council 18<sup>th</sup> Feb 2021
- Qtr 3 Finance Position Statement – Executive 2<sup>nd</sup> Feb 2021
- Qtr 2 Finance Position Statement – Executive 6<sup>th</sup> November 2020
- Medium Term Financial Strategy update 2021-22 to 2023-24 8<sup>th</sup> Sept 2020
- Qtr 1 Finance Position Statement 2020-21 – Executive 7<sup>th</sup> July 2020
- Councils Revenue Estimates for 2020-21 Document R – Budget Council February 20<sup>th</sup> 2020.

## Reserves Statement as at 28th February 2021

## Appendix 1

	Opening Balance £000	Movement in 2020-21 £000	Closing Balance £000	Comments
<b>A. Reserves available to support the annual revenue budget</b>				
Unallocated Corporate Reserves	10,300	0	10,300	
<b>Total available Unallocated Corporate Reserves</b>	<b>10,300</b>	<b>0</b>	<b>10,300</b>	
<b>B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.</b>				
ESIF – STEP	328	0	328	Funding to support young and disadvantaged people into employment
Exempt VAT	2,000	0	2,000	Amount set aside to meet the estimated cost of VAT that the Council would not be able to recover should it exceed its partial exemption limit.
PFI credits reserve	490	0	490	Funding to cover outstanding potential Building Schools for the Future liabilities.
Insurance	1,775	-1,775	0	To mitigate and smooth the impact of any future increases in insurance premiums.
Better Use of Budgets	0	0	0	To cover deferred spend on priority work from 2019-20.
Economic Partnership Reserve	157	0	157	To pump prime initiatives linked to the Council's Producer City programme
Regional Growth Fund	3,741	0	3,741	The Council's revenue match funding for the Regional Growth Fund
Regional Revolving Investment Fund	625	0	625	Money set aside in 2013-14 carried forward to meet the Council's commitment to the Regional Revolving Investment Fund.
Discretionary Social Fund	1,495	0	1,495	To fund a replacement local welfare scheme following the government ending its Local Welfare Assistance grant programme at 31 March 2015.
Transitional and Risk Reserve	12,943	-1,780	11,163	To help fund Transitional work, and cover risks.
Dilapidation & Demolition	946	0	946	At the end of a lease on a building, the Council will be liable for any dilapidations

	Opening Balance £000	Movement in 2020-21 £000	Closing Balance £000	Comments
				of the building. The Council also plans some demolition work.
Match Fund Basic needs Grant	700	0	700	Match funding against capital spend – using capital grants first.
Strategic Site Assembly	609	-300	309	To be moved to Local Plan reserve in 2020
Implementation Reserve	1,108	655	1,763	To fund Projects associated with delivering savings plans.
Insurance Risk	1,893	0	1,893	Reduced Insurance provision, increased reserve.
NDR Volatility Reserve	2,735	-1,000	1,735	Additional S31 grant to offset NDR deficit resulting from govt policy
Council Tax Reserve	575	0	575	To be used in 2018-19
Redundancy Provision	4,696	0	4,696	To provide for the costs of future redundancies
Leeds City Region WYTF	421	0	421	Contribution to WY Transport Fund
Leeds City Region Economic Development	402	0	402	Match fund for urban centre regeneration
Financing Reserve	52,573	0	52,573	MRP policy changed to annuity method. The reserve to be used to fund higher MRP costs in future years.
Financing Reserve 2019/20	1,000	0	1,000	As above.
Markets Compensation	648	0	648	Statutory compensation obligation for terminating tenancies
Finance Works Reserve	94	0	94	Reserve to fund additional project Finance Work including Housing Revenue Account.
ICT Programmes Budget	3,133	0	3,133	To fund future ICT projects
Children Services Investment Fund	1,039	0	1,039	Remainder of £6.5m of one off investment approved as part of 2018-19 budget
S31 Business Rate Grants Reserve	16,854	0	16,854	
		0		Remaining
Covid 19 funding allocation Reserve	13,011		13,011	Emergency grant from Government – reflects timing issue between receipt and spend
Indexation Pressures Reserves	0	136	136	Reserve to cover any in year costs above the 2% budgeted pay award.
Project Feasibility Reserve	0	1,000	1,000	
<b>Sub Total</b>	<b>125,991</b>	<b>-3,064</b>	<b>122,927</b>	
<b>C. Reserves to support capital investment</b>				
Renewal and replacement	5,137	0	5,137	General resource to fund / support the corporate funded schemes in the Capital Investment Programme. It also

	Opening Balance £000	Movement in 2020-21 £000	Closing Balance £000	Comments
				enables transfer of resources from capital to revenue to fund work associated with business case formation.
Markets	102	300	402	Cumulative Market trading surpluses to be re-invested in maintaining market buildings throughout the district.
<b>Sub total</b>	<b>5,239</b>	<b>300</b>	<b>5,539</b>	
<b>D. Service Earmarked Reserves</b>	<b>33,342</b>	<b>148</b>	<b>33,490</b>	See overpage
<b>E. Revenue Grant Reserves</b>	<b>17,160</b>	<b>-485</b>	<b>16,675</b>	
<b>F General Reserves</b>				
General Fund	15,000	0	15,000	The GF balance acts as a necessary contingency against unforeseen events. The balance at 31st March represents a minimum of 2.5% of the Council's budget requirement in line with council policy and the general advice of External Auditors.
Schools delegated budget	31,922	-1,145	30,777	Represents in the main balances held by schools as part of delegated budget responsibility. These balances are <b>not</b> available for Council use but are balances attributable to individual schools.
LA Education Reserve	0	1,145	1,145	
<b>Sub Total General Fund Reserve &amp; School balances</b>	<b>46,922</b>	<b>0</b>	<b>46,922</b>	
<b>G. HRA Reserves</b>	<b>0</b>	<b>503</b>	<b>503</b>	
<b>Grand total</b>	<b>238,954</b>	<b>-2,598</b>	<b>236,356</b>	

## Departmental Earmarked Reserves Statement at 28th February 2021

	Opening Balance £000	Movement in 2020-21 £000	Latest Balance £000	Comments
<b>Adult and Community Services</b>				
Supporting People	64	0	64	Funding to support invest to save projects
Integrated Care	2,049	4	2,053	NHS and Council monies used to support ring fenced projects and integration of health and social care
Great Places to Grow Old	232	-60	172	Funding to cover management and staffing costs linked to the transformation of services for older people.
Care Act Reserve	368	0	368	To support the implementation of the Care Act
Public Health	59	0	59	Help Support Living Well Service implementation
<b>Total Adult and Community Services</b>	<b>2,772</b>	<b>-56</b>	<b>2,716</b>	
<b>Children Services</b>				
BSF Unitary Charge	8,572	0	8,572	These reserves are being built up to ensure that in the future there is sufficient money available to meet the cost of BSF annual contract payments when the PFI grant the Council receives reduces
BSF Unitary Charge Phase 2	6,583	0	6,583	See above
Travel Training Unit	354	0	354	To provide travel training to Children with SEND to encourage independent travel.
Early Help Enabler Support	277	0	277	To help support Early Help programme
Early Help Workforce Development	34	-34	0	To fund time limited Prevention & Early Help Work
Retail Academy (Skills for Employment)	197	0	197	Skills for work
Prevention & Early Help	500	-500	0	To fund time limited Prevention & Early Help Work
SEND Inspection Resource	94	101	195	To provide resource to assist with preparation for inspection.
One Workforce Reserve	910	0	910	Workforce development schemes funded from Leeds City Region business rates pool.
Creative Skills	216	0	216	Workforce development schemes funded from LCR business rates pool.
ICE Advanced Skills	337	0	337	Training for post 16 Children through Industrial Centres of Excellence.
Training Work Programme (Skills for Work)	465	0	465	Skills for Work



	Opening Balance £000	Movement in 2020-21 £000	Latest Balance £000	Comments
<b>Total Children</b>	<b>18,539</b>	<b>-433</b>	<b>18,106</b>	
<b>Department of Place</b>				
Marley & other pitch and gyms	106	0	106	To provide match funding under the terms of grants given to maintain Sports and Leisure venues across the District
City centre regeneration	51	0	51	Delivery of City Centre Growth Zone
Taxi Licensing	419	0	419	Statutory requirement to set aside any taxi licensing surplus when setting future fees.
Theatres Box Office	346	0	346	Work associated with the restoration of St Georges Hall and signage at the Alhambra
Culture Service Transition	76	0	76	To cover costs associated with modernising the service and adopting a different service delivery model.
Torex	10	0	10	To address e-Govt targets and improve service delivery.
Tourism reserve	15	0	15	To develop a new model of volunteer tourism.
Culture Company	73	0	73	Help create a Culture Company
Gym Equipment	133	0	133	To fund replacement gym equipment in Sports Facilities
Museum Restoration	76	0	76	Fund for museum improvement
Council Housing Reserve	502	-502	0	To meet future costs associated with later stages of the affordable housing programme
Housing Development Programme	75	0	75	Fee income generated to be used to subsidise the delivery of projects in future years.
Bradford District Improvement District	9	0	9	Development and enablement costs for establishment of BIDs
HMO Licencing Scheme	468	0	468	A statutory requirement that fees can only be generated and retained within the HMO licencing function.
VCS Transformation Fund	317	-43	274	Developing peer to peer solutions to building capacity within the VCS
Tree & Woodland Planting Fund	76	0	76	District wide Tree & Woodland planting fund as part of Woodland Strategy.
PT&H - Local Plan Reserve	0	300	300	
City Park Sinking Fund	710	0	710	Funding set aside to meet the future maintenance costs of City Park.

	Opening Balance £000	Movement in 2020-21 £000	Latest Balance £000	Comments
European Structural Investment Programme	1,463	0	1,463	Match funding for ESIP
Empty Rates Relief Scheme	500	0	500	Supporting Business Growth
Private Housing Rented Option	200	0	200	Incentives to private landlords.
Homelessness prevention	283	0	283	To fund initiatives to prevent Homelessness.
District Tenants Federation	30	0	30	Funding committed to provide support to District Tenants Federation
Clergy House/Jermyn Court	101	0	101	Set aside for lifetime maintenance costs of Clergy House/Jermyn Court
Cold Weather Calculator	11	0	11	Licence costs over several years
Fresh Start	412	0	412	Housing project focussing on offenders
Complex Needs Project	280	0	280	Project to support hard to place vulnerable homeless people
B&B Emergency Contingency	50	0	50	Contingency for temporary accommodation/B&B expenditure
Ad:venture & community enterprise Reserve	83	0	83	Match funding for a Leeds City Region business support project.
Economic Strategy Reserve	186	0	186	For delivery of the Economic growth strategy.
Bereavement Strategy	176	0	176	Procurement of external specialist support to complete the feasibility stage of the Bereavement Strategy
Housing Development Growth Fund	813	0	813	Approval obtained to roll over unspent monies in recognition of the need to take a strategic and planned approach to stimulating growth, delivery and spend
Housing CPNI Reserve	250	0	250	A statutory requirement that fees can only be generated and retained within the Housing enforcement function.
Well England Reserve	82	0	82	Programme provides a range of initiatives to support Health & Wellbeing in Girdlington, Holme Wood and Keighley.
New Projects (Parks, Open Spaces and Libraries) Reserve	0	700	700	
Waste Services Reserve	1,000	0	1,000	
City of Culture Reserve	400	0	400	

	Opening Balance £000	Movement in 2020-21 £000	Latest Balance £000	Comments
<b>Department of Place</b>	<b>9,782</b>	<b>455</b>	<b>10,237</b>	
<b>Corporate Resources</b>				
Schools Traded HR Reserves	89	0	89	To mitigate the risk of changes in customer base.
Workforce Development	34	0	34	Changing the organisation - vision & values, recruitment & selection, development of managers, performance management, leadership & succession planning.
District Elections	130	205	335	To smooth the cost of District Elections over a four year period.
Non Council Events programme	10	0	10	To support events put on by non-Council.
Community Support and Innovation Fund	302	-23	279	To support community led service provision and investment in initiatives that engage with vulnerable people.
Subsidy Claim	600	0	600	Contingent support set aside to address the fluctuations in the subsidy claims.
Revs & Bens Recovery Costs	211	0	211	Legal fees linked to Council Tax.
Additional cost of projects including legal and 3rd party costs Reserve	27	0	27	Legal and other costs associated with estates projects
ISG over achievement trading reserve	51	0	51	To support ISG
Bradford Learning Network (Broadband)	58	0	58	Balancing reserve related to Schools Broadband Contract
Estates CAT Support	53	0	53	Residual funding for on-going programme promoting and facilitating community asset transfers
Payroll Reserve	100	0	100	To mitigate any reductions in schools trading
Central Admin Estates Security	100	0	100	To cover costs of covering emergency/critical alert requirements
Energy unit	484	0	484	To help smooth effect of price spikes.
<b>Total Corporate Resources</b>	<b>2,249</b>	<b>182</b>	<b>2,431</b>	
<b>Total Service Earmarked Reserves</b>	<b>33,342</b>	<b>148</b>	<b>33,490</b>	



## Capital Investment Plan Appendix 2

Scheme Description		Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Health and Wellbeing</b>														
CS0237a	Great Places to Grow Old	500	0	500	59	12	3,000	1,500	0	0	0	0	5,000	5,000
CS0237c	Keighley Rd Residential Care Valley View	350	0	350	11	-29	0	0	0	0	350	0	0	350
CS0373	BACES DFG	465	0	465	465	465	443	0	0	0	0	908	908	
CS0239	Community Capacity Grant	202	0	202	48	42	750	0	0	0	952	0	0	952
CS0311	Autism Innovation Capital Grant	19	0	19	0	0	0	0	0	0	19	0	0	19
CS0312	Integrated IT system	90	0	90	7	7	0	0	0	0	90	0	0	90
<b>Total - Health and Wellbeing</b>		<b>1,626</b>	<b>0</b>	<b>1,626</b>	<b>590</b>	<b>496</b>	<b>4,193</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>5,908</b>	<b>7,319</b>
<b>Children's Services</b>														
CS0249	Schools DRF	0	0	0	300	0	0	0	0	0	0	0	0	0
CS0287	S106 Education	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0022	Devolved Formula Capital	1,868	0	1,868	1,173	1,873	0	0	0	0	1,868	0	0	1,868
CS0030	Capital Improvement Work	484	0	484	434	387	0	0	0	0	484	0	0	484
CS0240	Capital Maintenance Grant	4,014	0	4,014	2,915	2,154	2,869	0	0	0	6,883	0	0	6,883
CS0244a	Primary Schools Expansion Programme	2,358	0	2,358	1,501	1,160	1,298	0	0	0	3,656	0	0	3,656
CS0244b	Silsden School	7,207	0	7,207	5,100	4,836	2,000	465	0	0	9,672	0	0	9,672
CS0244c	SEN School Expansions	3,628	0	3,628	2,700	1,882	1,000	0	0	0	4,628	0	0	4,628
CS0362	Secondary School Expansion	2,401	0	2,401	1,941	1,789	2,500	1,798	0	0	6,699	0	0	6,699
CS0421	Healthy Pupil Capital Grant	65	0	65	22	22	120	0	0	0	185	0	0	185
CS0436	Children's Home (A) & (B)	900	0	900	400	0	0	0	0	0	250	0	650	900
CS0488	Digital Strategy	1,200	0	1,200	200	155	0	0	0	0	0	0	1,200	1,200
CS0314	Foster Homes Adaptation	25	0	25	25	25	0	0	0	0	25	0	0	25
CS0500	TFD new scheme	200	-200	0	0	0	1,400	0	0	0	0	0	1,400	1,400
CS0364	Capital Items Children's Services 2021	0	22	22	22	22	0	0	0	0	22	0	0	22
<b>Total - Children's Services</b>		<b>24,350</b>	<b>-178</b>	<b>24,172</b>	<b>16,733</b>	<b>14,306</b>	<b>11,187</b>	<b>2,263</b>	<b>0</b>	<b>0</b>	<b>34,372</b>	<b>0</b>	<b>3,250</b>	<b>37,622</b>
<b>Housing</b>														
CS0237b	Keighley Rd Extra Care Fletcher Court	196	0	196	14	-104	0	0	0	0	0	0	196	196
CS0160	Repayment of Grant	51	0	51	51	51	0	0	0	0	51	0	0	51
CS0145	S106 monies Affordable Hsg	0	0	0	0	0	0	0	0	0	0	0	0	0

		Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
Scheme Description		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0308	Afford Housing Programme 15 -18	979	0	979	979	270	0	0	0	0	1,075	-96	0	979
CS0380	Afford Housing Programme 18-21	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Housing</b>		<b>1,226</b>	<b>0</b>	<b>1,226</b>	<b>1,044</b>	<b>216</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,126</b>	<b>-96</b>	<b>196</b>	<b>1,226</b>
<b>Place - Economy &amp; Development Services</b>														
CS0136	Disabled Housing Facilities Grant	4,098	0	4,098	3,000	2,585	4,000	4,392	2,028	5,753	14,518	0	5,753	20,271
CS0137	Development of Equity Loans	800	0	800	300	280	1,195	1,211	451	0	1,727	0	1,930	3,657
CS0144	Empty Private Sector Homes Strat	1,151	0	1,151	1,151	578	825	831	0	0	0	0	2,807	2,807
CS0299	CPO Monies to be held	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0250	Goitside	0	0	0	0	0	178	0	0	0	0	0	178	178
CS0280	Temp Housing Clergy House	46	0	46	10	6	0	0	0	0	0	0	46	46
CS0496	Town Fund Keighley & Shipley	1,500	0	1,500	1,500	56	0	0	0	0	1,500	0	0	1,500
CS0084	City Park	192	0	192	192	0	0	0	0	0	0	0	192	192
CS0085	City Centre Growth Zone	883	0	883	110	47	600	0	0	0	0	0	1,483	1,483
CS0291	One City Park (fmr Tyrls)	800	580	1,380	1,380	0	10,108	17,445	6,067	0	7,500	15,300	12,200	35,000
CS0228	Canal Road	0	0	0	0	0	100	0	0	0	0	0	100	100
CS0507	Conditioning House & High Point	0	1,500	1,500	1,500	0	2,900	0	0	0	4,400	0	0	4,400
CS0241	Re-use of Fmr College Builds Kghly	356	0	356	20	1	0	0	0	0	0	0	356	356
CS0266	Superconnected Cities	329	0	329	50	0	500	0	0	0	0	0	829	829
CS0446	Staithgate La Enterprise Zone Site Investigation works	13	0	13	0	0	0	0	0	0	13	0	0	13
CS0265	LCR Revolving Econ Invest Fund	658	0	658	0	0	0	0	0	0	658	0	0	658
CS0345	Develop Land at Crag Rd, Shply	43	0	43	43	0	0	0	0	0	0	0	43	43
CS0107	Markets	21	0	21	0	0	0	0	0	0	0	0	21	21
CS0363	Markets Red'mnt - City Cntr	3,001	0	3,001	1,130	500	9,160	4,900	400	0	800	5,824	10,837	17,461
CS0363b	Markets Red'mnt - City Cntr Public Realm	596	0	596	100	0	1,000	0	0	0	0	0	1,596	1,596
<b>Total - Place - Economy &amp; Development Serv</b>		<b>14,487</b>	<b>2,080</b>	<b>16,567</b>	<b>10,486</b>	<b>4,053</b>	<b>30,566</b>	<b>28,779</b>	<b>8,946</b>	<b>5,753</b>	<b>31,116</b>	<b>21,124</b>	<b>38,371</b>	<b>90,611</b>
<b>Place - Planning, Transportation &amp; Highways</b>														
CS0131	Kghly Town Cntr Heritage Initiative	151	0	151	0	0	0	0	0	0	151	0	0	151
CS0178	Ilkley Moor	14	0	14	14	0	0	0	0	0	14	0	0	14
CS0285	Blight Sites	517	0	517	300	1	650	0	0	0	0	0	1,167	1,167
CS0071	Highways S106 Projects	528	0	528	528	31	0	0	0	0	528	0	0	528
CS0372	Countryside S106 Projects	564	0	564	100	5	0	0	0	0	564	0	0	564

		Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
	Scheme Description	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0091	Capital Highway Maintenance	4,952	0	4,952	4,952	4,476	0	0	0	0	4,952	0	0	4,952
CS0095	Bridges	201	0	201	201	100	0	0	0	0	201	0	0	201
CS0096	Street Lighting	132	0	132	132	59	0	0	0	0	132	0	0	132
CS0099	Integrated Transport	73	0	73	73	2	0	0	0	0	73	0	0	73
CS0168	Connecting the City (Westfield)	9	0	9	9	19	0	0	0	0	9	0	0	9
CS0172	Saltaire R/about Cong& Safety Works	279	0	279	0	0	0	0	0	0	279	0	0	279
CS0264	Highway to Health	0	0	0	9	108	0	0	0	0	0	0	0	0
CS0282	Highways Strategic Acquisitions	176	0	176	0	0	0	0	0	0	176	0	0	176
CS0289	Local Pinch Point Fund	495	0	495	0	0	0	0	0	0	495	0	0	495
CS0293	West Yorks & York Transport Fund	4,807	0	4,807	4,651	4,957	34,448	93,147	0	0	132,402	0	0	132,402
CS0396	WYTF Corr Imp Projects	2,720	0	2,720	958	466	5,077	3,000	0	0	10,797	0	0	10,797
CS0296	Pothole Funds	3,536	0	3,536	3,536	961	400	0	0	0	3,936	0	0	3,936
CS0306a	Strategic Transport Infrastructure Priorities	780	0	780	0	0	2,000	0	0	0	0	0	2,780	2,780
CS0302	Highways Prop Liab Redn Strat	59	0	59	0	11	0	0	0	0	59	0	0	59
CS0319	Challenge Fund	1,092	0	1,092	1,092	629	800	0	0	0	1,892	0	0	1,892
CS0323	Flood Risk Mgmt	177	0	177	177	270	0	0	0	0	177	0	0	177
CS0329	Damens County Park	106	0	106	0	0	0	0	0	0	0	0	106	106
CS0370	LTP IP3 Safer Roads	29	0	29	29	1	500	0	0	0	529	0	0	529
CS0371	LTP IP3 Public Transport	0	0	0	0	6	0	0	0	0	0	0	0	0
CS0379	NPIF UTMIC	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0386	Cycling & Walking Schemes LTP3	17	0	17	17	0	0	0	0	0	17	0	0	17
CS0414	LTP IP3 Safer Roads	10	0	10	10	16	0	0	0	0	10	0	0	10
CS0398	Bfd City Ctre Townscape Heritage	560	0	560	100	55	845	290	1,000	0	2,445	0	250	2,695
CS0430	Hwys Maint Fund Oct18	382	0	382	382	164	0	0	0	0	382	0	0	382
CS0432	Steeton/Silsden Crossing	90	0	90	90	44	0	0	0	0	90	0	0	90
CS0423	Highways IT upgrade	50	0	50	0	0	0	0	0	0	0	50	0	50
CS0433	Gain Lane / Leeds Rd Jct	29	0	29	29	0	0	0	0	0	29	0	0	29
CS0450	CILS payments	180	0	180	180	172	0	0	0	0	180	0	0	180
CS0453	IP3 Safer Roads 19-20	196	0	196	196	146	0	0	0	0	196	0	0	196
CS0454	Area Comm ITS 19-20	72	0	72	72	142	0	0	0	0	72	0	0	72
CS0434	Smart Street Lighting	670	0	670	2,225	936	14,399	14,852	14,128	1,370	0	45,419	0	45,419
CS0455	IP4 projects	1,389	0	1,389	194	390	1,201	0	0	0	2,590	0	0	2,590
CS0456	WY Integrated UTMIC Centre	432	0	432	432	324	0	0	0	0	432	0	0	432
CS0464	Ben Rhydding Railway Station Car Park	845	0	845	50	28	500	750	0	0	2,095	0	0	2,095
CS0467	Transforming Cities Fund (TCF)	261	0	261	289	686	0	0	0	0	261	0	0	261





		Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
	Scheme Description	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0340	St George's Hall	33	0	33	120	154	0	0	0	0	0	0	33	33
CS0487	Alhambra Theatre Lift	90	0	90	90	72	0	0	0	0	0	0	90	90
CS0129	Scholemoor Project	0	0	0	40	35	0	0	83	0	0	0	83	83
CS0162	Capital Projects - Recreation	1,346	0	1,346	1,385	490	59	0	0	0	1,405	0	0	1,405
CS0229	Cliffe Castle Restoration	88	0	88	3	3	0	0	0	0	88	0	0	88
CS0347	Park Ave Cricket Ground	0	0	0	0	2	0	0	0	0	0	0	0	0
CS0004	S106 Recreation	100	0	100	80	76	0	0	0	0	100	0	0	100
CS0501	Parks Development Fund	250	0	250	100	0	250	0	0	0	500	0	0	500
CS0367	King George V Playing Fields	200	0	200	0	0	820	0	0	0	700	0	320	1,020
CS0504	Cricket Nets	0	0	0	0	0	190	0	0	0	190	0	0	190
CS0403	Bereavement Strategy	7,086	0	7,086	3,210	1,512	4,750	8,100	3,245	0	0	7,000	16,181	23,181
CS0277	Wyke Community Sport Hub	2,613	0	2,613	300	46	2,665	523	0	0	2,474	0	3,327	5,801
CS0508	Theatres Website	0	0	0	0	0	45	0	0	0	45	0	0	45
CS0245	Doe Park	37	0	37	0	2	0	0	0	0	37	0	0	37
CS0459	Ilkley Lido Tank	374	0	374	874	350	0	0	0	0	0	115	259	374
CS0461	Shipley Gym extension & equipment	163	0	163	163	92	0	0	0	0	0	0	163	163
CS0458	Doe Park Drainage	40	0	40	0	0	0	0	0	0	0	0	40	40
CS0468	Bowling Pool extension	483	0	483	483	29	0	0	0	0	0	433	50	483
CS0356	Sedbergh SFIP	758	0	758	310	83	0	0	0	0	0	0	758	758
CS0354	Squire Lane Sports Facility	0	0	0	0	0	0	2,300	5,400	1,700	0	0	9,400	9,400
CS0482	Marley Replacement Pitch	329	0	329	330	314	0	0	0	0	329	0	0	329
CS0489	Lister Park Playable Spaces	650	0	650	20	11	0	0	0	0	0	0	650	650
CS0498	Libraries IT Infrastructure	50	0	50	50	0	170	0	0	0	0	60	160	220
<b>Total - Dept of Place - Sports &amp; Culture</b>		<b>14,731</b>	<b>0</b>	<b>14,731</b>	<b>7,558</b>	<b>3,269</b>	<b>8,949</b>	<b>10,923</b>	<b>8,728</b>	<b>1,700</b>	<b>5,909</b>	<b>7,608</b>	<b>31,514</b>	<b>45,031</b>
<b>Corp Resources - Estates &amp; Property Services</b>														
CS0094	Museum Store	500	0	500	0	0	0	0	0	0	0	0	500	500
CS0333	Argus Chambers / Britannia Hse	689	0	689	0	0	0	0	0	0	0	0	689	689
CS0443	Property Programme 19-20	643	0	643	643	364	0	0	0	0	0	0	643	643
CS0460	Mitre Court CPU Property & Equip	1,690	0	1,690	676	0	0	0	0	0	250	0	1,440	1,690
CS0475	Property Programme 20-21	1,755	0	1,755	1,575	300	525	0	0	0	0	0	2,280	2,280
CS0230	Beechgrove Allotments	0	0	0	148	0	148	0	0	0	148	0	0	148
CS0408	Top of Town - purchase 21 St Johns St	325	0	325	325	0	0	0	0	0	0	0	325	325
CS0050	Carbon Management	544	0	544	531	159	250	0	0	0	0	0	794	794

	Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
Scheme Description	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0420	Electric vehicle charging Infr (Taxi Scheme)	436	0	436	436	150	93	0	0	529	0	0	529
CS0495	Bradford LAD1 Scheme	421	0	421	421	0	1,000	0	0	1,421	0	0	1,421
CS2000	DDA	50	0	50	50	0	62	59	50	0	0	221	221
CS0381	Godwin St	1,559	0	1,559	1,100	734	0	0	0	1,559	0	0	1,559
CS0409	Coroner's Court and Accommodation	1,898	122	2,020	1,500	305	1,778	0	0	0	0	3,798	3,798
CS0383	Jacobs Well demolition	87	-82	5	5	5	0	0	0	0	0	5	5
CS0427	Coroner's Equipment	285	-40	245	245	245	0	0	0	0	0	245	245
CS0457	Simpson Green - roof	41	0	41	23	25	0	0	0	0	0	41	41
CS0445	Core IT Infrastructure	2,064	0	2,064	2,064	1,617	1,194	0	0	64	0	3,194	3,258
CS0505	ISG new Equipment	0	5	5	0	0	15	0	0	0	0	20	20
<b>Total Corp Resources – Estates &amp; Property Services</b>	<b>12,987</b>	<b>5</b>	<b>12,992</b>	<b>9,742</b>	<b>3,903</b>	<b>5,065</b>	<b>59</b>	<b>50</b>	<b>0</b>	<b>3,971</b>	<b>0</b>	<b>14,195</b>	<b>18,166</b>
<b>Reserve Schemes &amp; Contingencies</b>													
CS0395z	General Contingency	429	-20	409	429	0	1,000	1,000	1,000	0	0	3,409	3,409
CS0397z	Property Programme	0	0	0	0	0	2,000	2,000	2,000	0	0	6,000	6,000
CS0399z	Strategic Acquisition	13,460	0	13,460	0	0	10,000	10,000	10,000	0	43,460	0	43,460
CS0400z	Keighley One Public Sector Est	500	0	500	0	0	4,000	9,500	4,000	0	18,000	0	18,000
CS0402z	Canal Road Land Assembly	0	0	0	0	0	450	0	0	0	0	450	450
CS0401z	Depots	0	0	0	0	0	3,000	0	0	0	0	3,000	3,000
<b>2018-19 Schemes</b>													
CS0404z	Sports Pitches	0	0	0	0	0	1,068	4,248	4,250	0	2,400	7,166	9,566
CS0404zb	Playgrounds	85	0	85	0	0	2,900	2,750	0	1,385	0	4,350	5,735
CS0405z	City Hall / RFL	0	0	0	0	0	4,000	5,000	3,000	2,000	5,000	5,000	12,000
CS0407z	Affordable Housing	500	0	500	0	0	2,000	8,000	10,724	8,000	14,430	14,794	29,224
CS0408z	Top of town	0	0	0	0	0	0	2,675	0	0	0	2,675	2,675
CS0381z	Godwin St (fmr Odeon)	4,000	0	4,000	0	0	5,500	2,000	0	0	11,500	0	11,500
<b>2020-21 Schemes</b>													
CS0060z	Vehicles	0	0	0	0	0	0	0	3,000	0	3,000	0	3,000
CS0291z	One City park	0	0	0	0	0	0	0	0	0	0	0	0
CS0060zb	Electric vehicles/ New street cleansing	1,804	0	1,804	0	0	0	0	0	0	1,804	0	1,804
CS0472z	District Heating	250	0	250	0	0	250	4,752	6,702	2,361	6,459	2,871	14,315
CS0473z	Renewable Energy (Solar Farm)	500	0	500	0	0	3,000	1,500	0	2,000	3,000	0	5,000
CS0476z	Additional Building controls	250	0	250	0	0	1,000	500	750	0	0	2,500	2,500
CS0477z	CCTV	500	-500	0	0	0	0	0	0	0	0	0	0
CS0474z	Transforming cities fund	2,250	0	2,250	0	0	33,000	30,750	0	66,000	0	0	66,000
CS0480z	Flood Alleviation	200	0	200	0	0	0	0	0	200	0	0	200

		Q3 Revised 2020-21 Budget	Q4 New Projects	Q4 Revised 2020-21 Budget	Full Year Forecast 2020-21	Spend 28 Feb 21	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25 & onwards	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
	Scheme Description	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0481z	City Centre Regeneration Fund	500	0	500	0	0	9,000	0	0	0	0	9,500	0	9,500
CS0471z	Clean Air Zone	2,943	0	2,943	0	0	26,026	24,400	0	0	53,369	0	0	53,369
CS0445z	Core IT Infrastructure 20-21	0	0	0	0	0	506	0	0	0	0	0	506	506
CS0484z	New Reserve	1,000	0	1,000	500	0	1,000	0	0	0	0	0	2,000	2,000
CS0485z	Alternative Fuel Centre	1,813	-1,813	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Reserve Schemes &amp; Contingencies</b>		<b>30,984</b>	<b>-2,333</b>	<b>28,651</b>	<b>929</b>	<b>0</b>	<b>109,700</b>	<b>109,075</b>	<b>45,426</b>	<b>10,361</b>	<b>148,243</b>	<b>112,929</b>	<b>42,041</b>	<b>303,213</b>
<b>TOTAL - All Services</b>		<b>136,532</b>	<b>690</b>	<b>137,222</b>	<b>79,342</b>	<b>48,855</b>	<b>242,172</b>	<b>268,219</b>	<b>78,358</b>	<b>21,114</b>	<b>400,042</b>	<b>203,110</b>	<b>143,933</b>	<b>747,085</b>

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## Report of the City Solicitor to the meeting of Executive to be held on 6 April 2021

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### Subject:

**School Admission Appeals Panel Members**

### Summary statement:

**To consider whether to compensate School Admission Appeals Panel members for the time and expense involved in undertaking this function and if compensation is to be provided the type and amount of compensation to be provided.**

### EQUALITY & DIVERSITY:

There are no direct implications for equality and diversity arising from this report. However, offering some sort of recompense to School Admission Appeals Panel Members should assist with attracting members with differing backgrounds and experience.

This report has not been included on the published forward plan as an issue for consideration, however, the decision sought is not a key decision as defined in the Council's Constitution. As it is impractical to defer the decision until it has been included in the published Forward Plan the report is submitted in accordance with paragraph 10 of the Executive Procedure Rules set out in the Council's Constitution.

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Parveen Akhtar, City Solicitor

**Portfolio: Leader of Council and Corporate and  
Education, Employment and Skills**

Report Contact: Mandy Hill  
Assistant City Solicitor  
(Democratic Services)

**Overview & Scrutiny Area: Corporate**

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## 1. SUMMARY

To consider whether to compensate School Admission Appeals Panel members for the time and expense involved in undertaking this function and if compensation is to be provided the type and amount of compensation to be provided.

## 2. BACKGROUND

- 2.1 The School Admissions (Appeals Arrangements) (England) Regulations 2012 (“the Regulations”) together with the School Admission Appeals Code (“the Code”) set out the arrangements for appealing against decisions allocating a school place. In April 2020 the Regulations were temporarily amended to give admission authorities, local authorities and appeals panels some flexibility in dealing with appeals during the coronavirus pandemic. (The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020.) These 2020 Regulations in certain circumstances allowed appeal hearings to be heard by telephone or video conference or to be decided on the basis of written submissions only. These 2020 Regulations were due to expire on 31 January 2021. As the coronavirus restrictions continue the Regulations have been extended so that the temporary arrangements now apply until 30 September 2021. (The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2021.)
- 2.2 The School Admission Appeals Code (“the Code”) was issued under Section 84 of the School Standards and Framework Act 1998. The Code came into force on 1 February 2012. It applies to admission appeals for all maintained schools in England. Academy Schools and Free Schools are also required to comply with the Code.
- 2.3 Under section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the School. The Council is the admission authority for community schools and voluntary controlled schools. The Academy Trust is the admission authority for academy schools and the Governing Body is the admission authority for foundation and voluntary aided schools. The admission authorities of foundation and voluntary aided schools and academy schools may ask another body to carry out some or all of their admissions functions on their behalf. The Council administers appeals against decisions allocating a school place for a number of academy schools and voluntary aided schools in the District. This arrangement assists the Council in fulfilling its wider responsibilities in relation to pupils’ education and welfare.

### **Composition of the Independent Appeal Panel**

- 2.4 The admission authority, or the clerk to the appeal panel must appoint an independent appeal panel that is comprised of a chair and at least two other panel members.
- 2.5 A panel must consist of the following persons with at least one from each category:
- a) lay people (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or

in another voluntary capacity));

- b) people who have experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

- 2.6. Admission authorities must ensure that panel members are independent and retain their independence for the duration of their service. A member of the local authority which is the admission authority or in whose area the school in question is located is disqualified from being a member of a panel.

### **Allowances for Independent Appeal Panel members**

- 2.7 Regulation 6 School Admissions (Appeals Arrangements) (England) Regulations 2012 (the Regulations) makes provision for payment of a financial loss allowance (loss of earnings) to admission appeal panel members under section 173(4) of the Local Government Act 1972.

- 2.8 Paragraph 1.15 of the Code states that Panel members:

*are eligible to receive travel and subsistence allowances and can also be compensated for any loss of earnings or any expenses, including child minding costs, which are necessarily incurred as a result of attending an appeal hearing or associated training. The rate of payment for community and voluntary controlled schools is set by the local authority which must have regard to the recommendations of its independent remuneration panel. The rate of payment for voluntary aided and foundation schools and Academies should be set by the respective governing body or Academy Trust with regard to the rate set by the local authority.*

### **3. CONSIDERATIONS**

- 3.1 As well as organising appeals for community and voluntary controlled schools the Council also arranges appeals for a number of academy schools and voluntary aided schools.

- 3.2 Members of school admissions appeals panels are volunteers. The Council currently has 44 panel members, however, some members sit much more frequently than others. All panel members receive training on the process and the Code.

- 3.3 The Council receives a high volume of appeals each year. From 1 April 2019 to 31 March 2020 the Council administered 1,095 appeals. Of these 241 were schools where the Council is the admission authority and 854 where the Council is not the admission authority (academy schools and voluntary aided schools). These appeals took place in person.

- 3.4 From 1 April 2020 to 4 March 2021 the Council heard 399 appeals of which 69 related to schools where the Council is the admission authority and 330 where the Council is not the admission authority (academy schools and voluntary aided schools). Since September 2020 there have been 42 days of appeals. Many more

appeals were received during this period but were cancelled due to parents withdrawing the appeals prior to the hearing. Due to the coronavirus pandemic these appeals have been heard remotely or on the basis of written submissions.

- 3.5 Many of the panel members are retired. As a consequence, the question of loss of earnings payments for attending appeals does not arise. When appeals take place in person the panel members are reimbursed for reasonable travel expenses and also are provided with refreshments. Whilst undertaking the hearings from home the panel members have not been receiving any payments or reimbursement of expenses.
- 3.6 It would be helpful for the Council to have a wider pool of panel members. A number of the current panel members sit on a regular basis. If any of these panel members decide they no longer wish to be members, the Council would have additional difficulties in arranging hearings.
- 3.7 A number of authorities pay an allowance to their school admission appeals panel members. For example, Kirklees Council pay an allowance as follows:
- For sitting 4 hours or over £116
  - For sitting under 4 hours £66

This allowance covers potential expenses, eg travelling, printing costs, etc. In addition, at face to face appeals Kirklees Council provides a light lunch and refreshments during the day.

Manchester Council pay £32.50 a day or pay reasonable travel expenses together with provision of a £10 café voucher for lunch.

Wakefield and North Yorkshire Councils do not pay an allowance but reimburse travel expenses.

Leeds Council usually reimburse reasonable expenses.

During the pandemic Calderdale Council have provided a £5 voucher per sitting. When the appeals are undertaken in person refreshments are provided.

## **RECOMMENDATIONS FROM THE INDEPENDENT REMUNERATION PANEL**

- 3.8 On 11 March 2021 the Independent Remuneration Panel were asked to:
- 3.8.1 consider whether vouchers to the value of £50 per day (vouchers to the value of £30 for sitting under 4 hours) should be provided to admission appeals panel members for community and voluntary controlled schools. Such provision of vouchers to be in addition to panel members being able to claim reasonable telephone expenses whilst the hearings are undertaken remotely and reasonable travelling expenses and the Council providing refreshments when the hearings are heard in person.



- 3.8.2 consider whether the provision of vouchers should be backdated to compensate for the challenges the panel members have faced whilst undertaking appeal hearings remotely or by way of written submissions, if the Panel recommends that vouchers be provided.

### 3.9 The Independent Remuneration Panel recommended:

1. The Council considers making available to school admission appeals panel members vouchers to the value of £50 per day (£30 for sitting under 4 hours) for appeals relating to community and voluntary controlled schools should the panel members wish to claim them.
2. In addition to the vouchers referred to in 1 above the Council considers reimbursing school admission appeals panel members for the reasonable telephone expenses incurred whilst the appeal hearings are undertaken remotely and reasonable travelling expenses and the provision of refreshments when the hearings are heard in person.
3. That the school admission appeals panel members be thanked for all they have done and continue to do. Acknowledging the significant workload and the challenges the panel members have faced whilst undertaking appeal hearings remotely during the Covid pandemic, the Council considers, as a token of recognition, when introducing a new voucher scheme that a £50 voucher be provided to each panel member.
4. That the Council recognises that school admission appeals panel members may have incurred expenses as a consequence of hearing the appeals from their own homes. Should any panel members approach the Council regarding reimbursement of reasonable expenses from September 2020 to the date the Council introduces a scheme, the Council should view such approaches favourably on a case by case basis. The Independent Remuneration Panel acknowledged that in implementing the above, the officers involved should be given some flexibility in this regard (to allow the issuing of vouchers in lieu of reimbursing actual expenses incurred) where due to the passage of time actual expense cannot be established.

## 4. FINANCIAL & RESOURCE APPRAISAL

It is difficult to assess the potential cost going forward as it will depend on the number of appeals received and heard and whether the appeals relate to community and voluntary controlled schools (where the Council is the admission authority and therefore would fund any compensation) or academy or voluntary aided schools where the Council is not the admission authority. However, from September 2020 to 8 March 2021 there have been 42 days of appeals covering all types of schools, namely where the Council is the admission authority and where it is not. If £50 per day was paid to each member of the admission appeals panel for those 42 days, it equates to £6,300.

Additionally, the Council has service level agreements (SLAs) with schools for the provision of services. The consequences and funding of providing the scheme as

outlined by this report will require examination in the context of those SLAs. For this reason, the introduction of any scheme is suggested to be delegated to the City Solicitor in consultation with the Leader and Portfolio Holder for Education, Employment and Skills, to include agreeing the financial consequences of decisions made.

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

Any risks arising out of the implementation of the proposed recommendations will be mitigated in consultation with the Leader and Portfolio Holder.

## **6. LEGAL APPRAISAL**

The majority of the legal issues are contained within the body of this report.

When reaching its decision Executive must have regard to the recommendations of the Independent Remuneration Panel but does not have to adopt them.

The rate of payment for voluntary aided and foundation schools and Academies should be set by the respective governing body or Academy Trust with regard to the rate set by the local authority.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

None arising from this report.

### **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

Not applicable.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

Not applicable.

### **7.4 HUMAN RIGHTS ACT**

No issues arising from this report.

### **7.5 TRADE UNION**

No issues arising from this report.

### **7.6 WARD IMPLICATIONS**

No issues arising from this report.

## **7.7 IMPLICATIONS FOR CORPORATE PARENTING**

No issues arising from this report.

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

No issues arising from this report.

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

None

## **9. OPTIONS**

To adopt the recommendations of the Independent Remuneration Panel or to make amendments to the recommendations.

## **10. RECOMMENDATIONS**

Executive is requested to:

10.1 Consider the recommendations of the Independent Remuneration Panel and to either adopt them or make amendments to the recommendations.

10.2 Thank the members of the School Admissions Appeals Panel for all the work they have undertaken particularly with the added difficulties caused by changes to the process as a consequence of the pandemic restrictions.

10.3 Advise the Academy Trusts and Governing Bodies of Voluntary Aided Schools whose appeals the Council administers of the provisions of the Scheme the Council adopts, with a view either to their adopting the same or other suitable arrangements being made with them.

10.4 Delegate to the City Solicitor in consultation with the Leader and Portfolio Holder for Education, Employment and Skills the implementation of the Executive decision.

## **11. APPENDICES**

None.

## **12. BACKGROUND DOCUMENTS**

Report to the Independent Remuneration Panel 11 March 2021.

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## MINUTES OF THE MEETING OF THE WEST YORKSHIRE COMBINED AUTHORITY HELD REMOTELY ON THURSDAY, 10 DECEMBER 2020

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### Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Andy D'Agorne (Substitute)	York Council
Councillor James Lewis (Substitute)	Leeds City Council
Councillor Stewart Golton	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Steven Leigh MBE	Calderdale Council
Roger Marsh OBE DL	Leeds City Region Local Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council

### In attendance:

Councillor Kim Groves	Chair, Transport Committee
Councillor Peter Harrand	Chair, Overview & Scrutiny Committee
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Ian Smyth	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Patrick Bowes	West Yorkshire Combined Authority
Matthew Page	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

### 62. Apologies for Absence

Apologies for absence were received from Councillors Keith Aspden and Judith Blake.

### 63. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by Members at the meeting.

### 64. Exclusion of the Press and Public

- There were no items that required the exclusion of the press and public.
- 65. Minutes of the Meeting of the Combined Authority held on 27 November 2020**

**Resolved:** That the minutes of the meeting of the West Yorkshire Combined Authority held on 27 November 2020 be approved.

- 66. Covid-19 Update**

The Combined Authority considered a report of the Director of Economic Services on COVID-19.

Members were given an update on progress with the delivery and development of products and services in response to the crisis through the implementation of the West Yorkshire Economic Recovery Plan (ERP) and discussed the current economic position.

In respect of transport, it was reported that there had been a significant drop in both rail and bus patronage. Members discussed the funding of bus services and the importance of retaining the current levels of service. Any reduction in service levels would have serious consequences for the key workers and students in West Yorkshire and would impact on the Leeds City Region's carbon emission targets. Whilst the Covid-19 Bus Services Subsidy Grant was to continue until the end of the financial year and some additional funding had been announced in the Comprehensive Spending Review, there was still uncertainty and it was considered that there was an urgent need to seek clarity on future funding for buses. It was agreed that a letter be sent to Government and all MPs on behalf of the West Yorkshire Leaders.

It was noted that at the last meeting, the Authority had approved the provision of financial support to the extension of the Employment Hub and [re]boot programmes as priority measures to begin to address some of the economic impacts of the pandemic. It was noted that further work to prioritise employment growth elements of the recovery plan for urgent funding decisions was being undertaken and a report would be prepared for the next meeting.

**Resolved:** That progress on the delivery and development of the response to the COVID-19 crisis be noted.

- 67. Capital Spending & Project Approvals**

The Combined Authority considered a report of the Director, Delivery on the progress and funding for the following schemes through the Combined Authority's assurance process:

- Strategic Inward Investment Fund (SIIF) Pipeline
- Strategic Inward Investment Fund (SIIF) Project 7 – SIIF 012 – Advanced Manufacturing Company
- A58 Corridor, Leeds
- Mytholmroyd Flood Alleviation

In addition, it was noted that the following decision points and change requests had been assessed and approved through the agreed delegation process:

- Transforming Travel Centres, Bradford, Huddersfield & Leeds
- Local Transport Plan (LTP): Integrated Transport Block (ITB) Rail Accessibility Package
- Wakefield Warm Homes
- Holbeck Phase 2, Victorian Terrace Retrofit
- Wakefield Business Gigabit Voucher Scheme

Details of all the schemes were provided in the submitted report. However, in respect of the Strategic Inward Investment Fund, it was noted that the detail of the projects was highly confidential and the Combined Authority has Non-Disclosure Agreements (NDAs) in place with the applicants. The information published on the website will include only headline information to retain the commercial integrity of the projects.

**Resolved:**

(a) In respect of the Strategic Inward Investment Fund (SIIF) –

That approval of the Strategic Outline Case (decision point 2) be delegated to the Investment Committee.

(b) In respect of Project 7 – SIIF 012 – Advanced Manufacturing Company

That delegated authority is given to the Combined Authority's Managing Director to approve, subject to the successful appraisal of the application by the Business Investment Panel (BIP) and Programme Appraisal Team (PAT):

- (i) The applicant's full business case with finalised costs (decision point 5) and that work commences on activity 6 (delivery)
- (ii) Approval for the Combined Authority's contribution of £0.779 million to be given from the Local Growth Fund.
- (iii) The scheme's Assurance Framework pathway and approvals.

(c) In respect of the A58 Corridor –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the A58 Corridor scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) That an indicative approval to the total project value of £9.530 million is granted from the West Yorkshire plus Transport Fund,

with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

- (iii) That development costs of £1.259 million from the West Yorkshire plus Transport Fund are approved to cover costs to date to progress the scheme to outline business case and in order to progress the scheme to decision point 4 (full business case with finalised costs) and 5 (full business case with finalised costs).
  - (iv) That the Combined Authority enters into a funding agreement with Leeds City Council for up to £1.259 million from the West Yorkshire plus Transport Fund.
  - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report subject to the scheme remaining within the tolerances outlined in the report.
- (d) In respect of Mytholmroyd Flood Alleviation –
- That following a recommendation from the Investment Committee, the Combined Authority approves:
- (i) That the change request to the Mytholmroyd Flood Alleviation scheme to award an additional £2.000 million from the Local Growth Fund, taking the total Combined Authority Local Growth Fund contribution to £4.500 million, is approved.
  - (ii) That the Combined Authority enters into a variation to the existing funding agreement or into a new agreement with the Environment Agency, for additional expenditure of up to £2.000 million from the Local Growth Fund taking the full allocation of Combined Authority funding to £4.500 million.
  - (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report subject to the scheme remaining within the tolerances outlined in the report.

#### **68. EU Exit: End of Transition Period**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the EU exit and end of the transition period.

Members noted the organisational preparation being undertaken by the West Yorkshire Combined Authority and Leeds City Region Local Enterprise Partnership for the end of the European Union transition period which is due to finish on 31 December 2020.

The Combined Authority and LEP have continued to work to support the region's preparedness, with a particular focus on supporting businesses with accessing the right advice and guidance. It was noted that some businesses



have technical enquiries and were struggling to get the specialist legal expertise required and additional resource was being sought to address some of the challenges across the support systems.

The report provided an overview of the areas where there will be key changes in the new year with or without a deal. Members highlighted the importance of supporting Hull as a regional port in a post-Brexit trade environment and discussed several issues including freight, global trading strategy and the extra costs that will be incurred for businesses. A report would be prepared for the next meeting once the outcome of the UK-EU negotiations are known.

**Resolved:** That the organisational preparation being undertaken by the West Yorkshire Combined Authority and Leeds City Region Local Enterprise Partnership as the transition period of the UK's exit from the European Union comes to an end be endorsed.

**69. Spatial Priority Areas (SPAs) Refresh**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the revised Spatial Priority Areas (SPA).

It was reported that the SPAs originally set out in the Strategic Economic Plan (SEP) have been refreshed. Members discussed the new SPA categories, which had been developed in partnership with all local authorities and supported by Place Panel. It was noted that they are closely aligned to reflect the future of devolved funding and investment in West Yorkshire, as well as wider policy priorities including growth, regeneration and urban renewal and economic and environmental resilience. The proposed SPAs were listed in the submitted report and the need to ensure that the benefits of economic activity are spread evenly across the region was emphasised. The supporting definitions and criteria were attached at Appendix 3.

It was proposed that the SPAs remain under review and additional SPAs can be put forward as new priorities emerge. They will form part of the Strategic Economic Framework (SEF) and will be used in the emerging Draft Connectivity Plan.

**Resolved:** That the revised Spatial Priority Areas listed in paragraph 2.7 of the submitted report, including the supporting definitions and criteria attached at Appendix 3, be endorsed and published as part of the Strategic Economic Framework.

**70. West Yorkshire Connectivity Infrastructure Plan: Investing in the future of West Yorkshire**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the West Yorkshire Connectivity Infrastructure Plan: Investing in the future of West Yorkshire.

It was noted that the draft Plan has been developed with the oversight of the Transport Committee and Councillor Groves was thanked for previously providing Members with a useful and informative briefing.

The report provided an update on the work undertaken to date and the proposed next steps. Members endorsed the commencement of online engagement, involving the public, stakeholders and a wide range of the business community.

Engagement on the Connectivity Plan and associated documents would commence in January 2021 and last for 12 weeks. The plans will be reviewed in Spring 2021 and work to define schemes details and costs will be undertaken to produce a shorter list of preferred options.

**Resolved:** That the commencement of an engagement in January 2021 on the Connectivity Plan and associated documents be endorsed in principle.

**71. Comprehensive Spending Review**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Comprehensive Spending Review (CSR).

The report provided information on the Government's key announcements following the CSR on 25 November 2020. It was noted that the CSR did not respond directly to regional economic recovery plan submissions, mayoral capacity funding or funding for the LEPs and Growth Hubs. However it was understood that capacity funding had been secured although there had not been an announcement regarding the extension to the Local Growth Fund.

Work would continue to understand the potential benefits arising from the CSR, including bidding to the UK Shared Prosperity Fund and the Levelling Up Fund in 2021 and how it can support regional recovery. It was noted that significant investment was needed to meet the economic challenges and further lobbying for funding would be vital.

**Resolved:** That the elements of the Spending Review as they may be seen to align with the Combined Authority's economic recovery priorities be noted.

**72. Draft Business Plan and Budget 2021/22**

The Combined Authority considered a report of the Director, Corporate Services which provided the draft corporate business plan on a page and the proposed draft revenue and capital budget for 2021/22.

The draft corporate business plan summarising plans for each directorate was attached at Appendix 1. This set out the priorities and focus for the coming year, aligned with the four corporate objectives.

It was noted that there would be significant challenges in the new budget, including funding the mayoral elections and the impact of the EU exit. Possible methods of reducing concessionary reimbursement payments were being considered but it was currently assumed that the Transport Levy would have to remain unchanged.

Members discussed the proposed draft revenue budget for 2021/22 attached at Appendix 2 and the report outlined a number of budget assumptions including a £1.6m additional cost estimate for being a mayoral

authority. It was proposed to fund this from both the mayoral capacity fund and an allocation from the gainshare, until further clarity is received from the Comprehensive Spending Review regarding additional funding for MCAs.

The draft capital budget was attached at Appendix 3 and set out the latest draft forecast budget for capital expenditure and funding by programme up to 2022/23.

It was noted that the Brownfield Housing capital programme was part of the devolution deal. It was expected that additional revenue spend of £250,000 will be needed in the current year and this was approved by the Authority, subject to receiving formal confirmation from Ministry of Housing, Communities and Local Government.

The Budget Working Group would oversee the continuing work in developing the final business plan and budget for 2021/22 which will be brought to the next meeting on 4 February 2021.

**Resolved:**

- (a) That the draft business plan and revenue budget proposals for 2021/22 and draft capital budget be noted.
- (b) That additional Brownfield Housing revenue spend of £250k in 2020/21 be approved, subject to receiving the formal confirmation from Ministry of Housing, Communities and Local Government (MHCLG).

**73. Assurance Framework Review**

The Combined Authority considered a report of the Director of Delivery on the Assurance Framework review.

The report provided an update on progress relating to proposed changes to the Leeds City Region Assurance Framework arising from the West Yorkshire devolution deal for a Mayoral Combined Authority (MCA) to be established.

A copy of the updated Assurance Framework was attached at Appendix 1 and the key changes were outlined in the submitted report. It was reported that the Assurance Framework had been sent to Government for approval and it was agreed that if the Government require any amendments authority be delegated to the Combined Authority's Managing Director in consultation with the Chairs of the LEP and Combined Authority to approve the Assurance Framework.

**Resolved:**

- (a) That the progress made on the Assurance Framework and changes that have been made to the content and structure of the document be noted.

- (b) That submission of the Assurance Framework to Government be approved.
- (c) That authority to approve the Assurance Framework be delegated to the Combined Authority's Managing Director in consultation with Chairs of the LEP and Combined Authority if the Government require any amendments.

**74. Tackling the Climate Emergency - Carbon Impact Assessment**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on Tackling the Climate Emergency – Carbon Impact Assessment.

The report provided an update on progress in the development of a carbon impact assessment tool and incorporating it into the Assurance Framework. This work will ensure that the impact of proposals on the climate emergency and the Authority's target of reaching net zero carbon emissions by 2038 are taken into account in future decision making.

Members congratulated officers for the Municipal Journal achievement award which the Authority had received for their leadership in tackling the climate emergency.

A report on the next stages of the Carbon Emissions Reduction Pathways work would be brought to the next meeting.

**Resolved:** That the report be noted.

**75. Governance Arrangements**

The Combined Authority considered a report of the Director, Corporate Services on the following governance arrangements:

Members discussed the gender diversity on the LEP Board and its panels and considered and agreed the nominations that had been received from the LEP Board for the appointment of Helen Featherstone to the Place Panel and Kamran Rashid and Kully Thiarai to the Inclusive Growth & Public Policy Panel. The terms of office for these appointments would be to 31 December 2023.

In addition, following a recommendation from the LEP Board, the Authority also agreed to the extension to the following Panel members' terms of office:

Business Innovation & Growth Panel

Will Roebuck  
Mike Danby  
Philip Wilson  
Simon Wright

Employment & Skills Panel

Glynn Robinson

### Green Economy Panel

Bill Firth  
Natasha Luther-Jones  
Alice Owen

### Business Investment Panel

Simon Wright  
Michael Allen  
Jonathan King  
Gareth Yates

In order to reflect the valuable contribution they make to the work of the Panels and the LEP, it was agreed that their terms of office be extended for one year and details were set out in Appendix 1 to the submitted report.

In respect of proposed overview and scrutiny reforms, it was noted that work was being undertaken to develop a future overview and scrutiny model in order to address the needs of the Mayoral Combined Authority.

It was noted that under the terms of the draft West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2020, the Combined Authority may pay an allowance to the Mayor if consideration has been given to a report published by an independent remuneration panel (IRP). Further details were provided in the submitted report and it was agreed that the Head of Legal & Governance Services be authorised to convene the necessary IRP to make recommendations to a future meeting of the Authority.

#### **Resolved:**

- (a) That Helen Featherstone be appointed to the Place Panel with a term of office to 31 December 2023.
- (b) That Kamran Rashid and Kully Thiarai be appointed to the Inclusive Growth & Public Policy Panel with a term of office to 31 December 2023.
- (c) That the recommendations in relation to private sector representatives of the advisory panels as set out in Appendix 1 to the submitted report be approved.
- (d) That the work underway on developing a future Overview and Scrutiny model, and the increased resources this may need be noted.
- (e) That the Combined Authority authorises the Head of Legal & Governance Services to convene an independent remuneration panel to make recommendations to the Combined Authority as to the allowance that shall be payable to the Mayor.

#### **76. Minutes for Information**

The Combined Authority noted the minutes of the committees and panels that have been published on the West Yorkshire Combined Authority's website since the last meeting.

**Resolved:** That the minutes of the Combined Authority's committees and panels be noted