

## Agenda for a meeting of the Executive to be held on Tuesday, 1 February 2022 at 10.30 am in the Council Chamber Council Chamber - City Hall, Bradford

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### Members of the Executive – Councillors

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

### Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
  - The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
  - If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.
  - Given the restrictions on room capacity, 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) or [yusuf.patel@bradford.gov.uk](mailto:yusuf.patel@bradford.gov.uk) by 10.30 on Friday 28 January 2022 and request to do so. You will then be advised on how you can participate in the meeting. Access to the meeting cannot be guaranteed if those wishing to attend do not register given the Council must comply with the Covid regulations and guidance.
  - If you wish to observe the proceedings 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.
  - On the day of the meeting you are encouraged to wear a suitable face covering (unless you are medically exempt) and adhere to social distancing. Staff will be at hand to advise accordingly.
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**From:**

Parveen Akhtar

City Solicitor

Agenda Contact: Jill Bell / Yusuf Patel

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**To:**

## A. PROCEDURAL ITEMS

### 1. DISCLOSURES OF INTEREST

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

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

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

*Notes:*

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

### 2. MINUTES

**Recommended –**

**That the minutes of the meeting held on 7 December 2021 and 4 January 2022 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**

<p style="text-align: center;"><b>LEADER OF COUNCIL &amp; CORPORATE</b></p>
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<p style="text-align: center;"><i>(Councillor Hinchcliffe)</i></p>
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#### **5. MEETINGS OF COUNCIL AND THE EXECUTIVE 2022/23**

1 - 6

The City Solicitor will submit a report (**Document "AT"**) which recommends a schedule of ordinary meetings for Council and the Executive for the Municipal Year 2022/23.

**Recommended –**

- (1) That the schedule of meetings of the Executive for 2022/23 as set out in appendix 1 to this report be approved.**
- (2) That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2022/23 as set out in appendix 1 to this report be approved.**

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

## 6. 2022-23 BUDGET UPDATE REPORT

7 - 42

On 7th December 2021 the Executive approved budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

The Director of Finance will submit a report (**Document “AU”**) which provides the Executive with an update on the 2022-23 budget position following national announcements outlined in the Provisional Local Government Settlement (15th December 2021), and the likely impact following approval of the Council Tax and Business Rates base setting report (4th January 2022).

It also identifies issues and uncertainties which could still have a bearing on the final size of the budget for 2022-23 and future financial years.

Executive will need to have regard to this report when considering the recommendations to make to Council at their meeting on 15th February 2022 in advance of Budget Council on the 17th February 2022.

### **Recommended –**

#### **Executive are asked to:**

- (1) note the contents of Document “AU” and to have regard to the information contained within Document “AU” when considering the recommendations to make to Council on a budget or 2022/23 at their meeting on 15 February 2022.**
- (2) in accordance with Section 149 of the Equality Act 2010, to have regard to the information contained in Appendix B and the Annex to Appendix B to Document “AU” together with the equality assessments when considering the recommendations to make to the Council on budget proposals for 2022-23.**

Overview and Scrutiny Committee: Corporate

(Andrew Cross - 07870 386523)

## 7. QUARTER 3 FINANCE POSITION STATEMENT 2021/22

43 - 110

The Director of Finance will submit a report (**Document “AV”**) which provides Members with an update on the forecast year-end financial position of the Council for 2021-22.

It examines the latest spend against revenue and capital budgets and the forecast year-end financial position based on information at Qtr 3. It states the Council’s current balances and reserves and school balances.

**Recommended –**

**That the Executive**

- (1) Note the contents of Document “AV” and the actions taken to manage the issues highlighted.**
- (2) Note the following has been approved under Section 1.7 of the Financial Regulations:**
  - £0.39m for the completion of health and safety works to the Children’s residential estate. This is to be funded from the General Contingency Budget.**
  - £0.05m to make good and ensure the electrical safety of three Adult residential homes. To be funded from the General Contingency Budget.**
- (3) That delegated authority is provided to the s.151 Officer in consultation with the portfolio holder to develop and implement a Covid Additional Relief Fund scheme as outlined in section 11.9 to Document “AV”.**
- (4) That delegated authority is provided to the s.151 Officer in consultation with the portfolio holder in relation to Enterprise Zone Rate Relief as outlined in section 11.10 to Document “AV”.**

Overview and Scrutiny Committee: Corporate

(Andrew Cross - 07870 386523)

## **C. PORTFOLIO ITEMS**

<p style="text-align: center;"><b>EDUCATION, EMPLOYMENT AND SKILLS PORTFOLIO &amp; DEPUTY LEADER</b></p>
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*(Councillor I Khan)*

**8. PROPOSED CHANGES TO ADMISSION ARRANGEMENTS AT TWO MAINTAINED SCHOOLS**

111 -  
142

The Strategic Director Children’s Services will submit a report (**Document “AW”**) which proposes a reduction of Published Admission Numbers at Peel Park Primary School and Long Lee Primary School; Proposed Alteration of Long Lee Primary School Priority Admission Area (Catchment Area).

**Recommended –**

- (1) That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Peel Park Primary School from 90 to 60 from 1 September 2023.**
- (2) That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Long Lee Primary School from 60 to 45 from 1 September 2023.**
- (3) That the Executive approve the proposal to change the priority admission area at Long Lee to include the new housing development.**

Overview and Scrutiny Committee: Children's Services

(Emma Hamer - 01274 439535)

**9. DETERMINATION OF PRIMARY AND SECONDARY ADMISSION ARRANGEMENTS**

143 -  
216

The Strategic Director Children's Services will submit a report (**Document "AX"**) which asks the Executive to determine the admission arrangements for Primary and Secondary schools.

**Recommended –**

- (1) That the Executive approve the Primary and Secondary Admission Arrangements.**
- (2) That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.**
- (3) That the Executive approve the In-Year Co-ordinated Admissions Scheme.**
- (4) That the Executive note the proposed changes to the admission arrangements for own admission schools listed in Appendix F to Document "AX".**
- (5) That the Executive note the Published Admission Numbers contained in Appendix H to Document "AX".**
- (6) That the Executive note the updated guidance on deferring entry to school, part time places and delaying entry to school.**
- (7) That the Executive note the updated policy on directing a school to admit.**

Overview and Scrutiny Committee: Children's Services

(Rachel Phillips - 01274 43 9215)

## REGENERATION, PLANNING & TRANSPORT PORTFOLIO

*(Councillor Ross-Shaw)*

### 10. **ADOPTION OF PART 6 OF THE TRAFFIC MANAGEMENT ACT 2004 (ENFORCEMENT OF MOVING TRAFFIC OFFENCES)**

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Regulations to enact the powers described under Part 6 of the Road Traffic Management Act 2004 relating to civil enforcement of moving traffic offences are to be considered by parliament early in 2022. These regulations will provide local authorities the ability to apply to the Department for Transport for a Designation Order to take on responsibility for certain types of moving traffic offences, mirroring the powers which have been available to London authorities.

The Strategic Director Place will submit a report (**Document “AY”**) which seeks Executive’s endorsement to progress with an application to the Department for Transport for the adoption of these powers at the earliest possible opportunity and sets out the potential scope of such powers, the pre-requisite arrangements necessary to secure a Designation Order, initial proposals for the operation of the enforcement of restrictions and the benefits to residents of such powers.

#### **Recommended –**

- (1) That Executive endorse the preparation of an application to the Department of Transport for the preparation of a Designation Order to confer the powers under Part 6 of the Traffic Management Act 2004.**
- (2) That Executive approve consultation of initial details for enforcement of moving traffic contraventions in accordance with the timescales set out within Document “AY” and the Application Guidance.**
- (3) That authority be delegated to the Strategic Director of Place, in consultation with the Portfolio Holder, to:**
  - a) manage the development of the initial list of sites and types of restriction which are to be subject to MTE as appropriate.**
  - b) as may be required, secure the procurement of specialist external services having regard to the Council’s Contract Standing Orders and national procurement legislation in order to support the development of the application to the DfT for a Designation Order and to support the introduction of MTE in Bradford.**

- c) to make any necessary modifications to the initial proposals consulted upon in order to resolve objections raised and resolve any disputes.
  - d) make submission of an application for preparation of a Designation Order for Bradford having being satisfied that all necessary pre-requisite requirements of the DfT Advice Note have been complied with.
  - e) approve any and all future expansion proposals of the enforcement network which may be recommended by the Council's Traffic Manager subject to demonstration that all necessary pre-requisite requirements of the DfT Advice Note have been complied with.
- (4) That Executive note the need for a development budget for the preparation of the application for the Designation Order and the arrangements which are permitted under Section 55 of the Road Traffic Regulation Act 1984 for the recovery of this initial budget following introduction of moving traffic enforcement powers.
- (5) That authority be delegated to the Strategic Director of Place and Director of Finance, in consultation with the Portfolio Holder, to agree annually the allocation of proceeds from the issue of PCNs in accordance with the hierarchy set out in Section 55 of the Road Traffic Regulation Act 1984.

Overview & Scrutiny Committee: Regeneration and Environment

(Richard Gelder - 01274 437603)

## 11. EXCLUSION OF THE PUBLIC

**Recommended –**

**That the public be excluded from the meeting during consideration of :**

- (a) the NFP Appendix A to Document "AZ" - Proposals to refinance the Council's Phase 2 Schools PFI Contract.**
- (b) the NFP Appendix A to Document "BB" - Bereavement Services Strategy – Programme Update**

**on the grounds that it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that if they were present, exempt information within Paragraph 3 (Information relating to Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended), would be disclosed and it is considered that, in all the circumstances, the**



public interest in excluding public access to the relevant part of the proceedings outweighs the interest in publication of the report.

it is in the public interest in maintaining these exemptions because it is in the overriding interest of proper administration that Members are made fully aware of the financial implications of any decision.

**12. PROPOSALS TO REFINANCE THE COUNCIL'S PHASE 2 SCHOOLS PFI CONTRACT**

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The Strategic Director Place will submit a report (**Document “AZ” – which contains NFP Appendix A**) which seeks approval to agree new terms in order to re-finance the Phase 2 PFI Schools contract.

Refinancing the contract and securing better interest rates will allow the Council to reduce the monthly unitary charge costs it pays on the Phase 2 PFI Contract.

**Recommended –**

- (1) Approval to progress with Option 1 as set out in Document “AZ”;**
- (2) Authority be given to the Strategic Director for Place in conjunction with the Director of Finance & IT to approve and agree the terms of the refinance of the Phase 2 PFI contract and complete all necessary documentation required in consultation with the City Solicitor.**

Overview and Scrutiny Committee – Regeneration & Environment

(Ian Smart - 01274 431735)

**HEALTHY PEOPLE AND PLACES PORTFOLIO**

*(Councillor Ferriby)*

**13. MUSEUMS AND GALLERIES STRATEGY**

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The Museums and Galleries Strategy helps determine the forward direction for the Service.

The Strategic Director Place will submit a report (**Document “BA”**) which seeks support for this direction and for a bid to the Arts Council’s National Portfolio Organisation funding.

**Recommended –**

- (1) That Members approve the Museums and Galleries Strategy 2022 – 2032 and the application for NPO status.**
- (2) That members support the implementation of the Museums Strategy and request that the stories of the history and people of the whole District are reflected in the museums work including links to the wider cultural strategies including the Monuments Review findings, *Culture Is Our Plan* and City of Culture 2025 Bid.**

Overview and Scrutiny Committee: Regeneration & Environment

(Rosie Crook - 07815 681807)

**14. BEREAVEMENT SERVICES STRATEGY - PROGRAMME UPDATE**

267 -  
274

The Strategic Director Place will submit a report (**Document “BB” – which contains NFP Appendix A**) which provides an update on delivery of the adopted Bereavement Strategy.

**Recommended –**

**That the Executive approves the following recommendations -**

- (1) Approval for the Strategic Director, Place in consultation with the Director of Finance & IT to progress with the delivery of the Bereavement Investment Plan as detailed in Document “BB” within a revised overall programme budget of £29.7 million.**
- (2) Approval for the Strategic Director of Place in conjunction with the Strategic Director of Corporate Resources and in consultation with the City Solicitor to agree and finalise the terms of the acquisition of the land at Bierley as set out in the Not for Publication Appendix A to Document “BB”.**

Overview and Scrutiny Committee: Regeneration and Environment

(Phil Barker - 01274 432616)



## Report of the City Solicitor to the meeting of Executive to be held on Tuesday 1 February 2022

**AT**

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### **Subject:**

**MEETINGS OF COUNCIL AND THE EXECUTIVE 2022/23**

### **Summary statement:**

**This report recommends a schedule of ordinary meetings for Council and the Executive for the Municipal Year 2022/23.**

**EQUALITY & DIVERSITY: None**

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Parveen Akhtar  
City Solicitor

**Portfolio:**

**Leader of Council**

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**Overview & Scrutiny Area:**

**Corporate**

## **1. SUMMARY**

- 1.1 The Executive is asked to consider a proposed schedule of ordinary meetings for Council and the Executive for the municipal year 2022/23.

## **2. BACKGROUND**

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

## **3. OTHER CONSIDERATIONS**

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

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

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

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

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

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

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

## **6. LEGAL APPRAISAL**

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

**7. OTHER IMPLICATIONS**

**7.1 SUSTAINABILITY IMPLICATIONS**

None

**7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

None

**7.3 COMMUNITY SAFETY IMPLICATIONS**

None

**7.4 HUMAN RIGHTS ACT**

None

**7.5 TRADE UNION**

None

**7.6 WARD IMPLICATIONS**

None

**7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

None

**7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

None

**8. NOT FOR PUBLICATION DOCUMENTS**

None

**9. OPTIONS**

None

## **10. RECOMMENDATIONS**

- 10.1 That the schedule of meetings of the Executive for 2022/23 as set out in appendix 1 to this report be approved.
- 10.2 That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2022/23 as set out in appendix 1 to this report be approved.

## **11. APPENDICES**

- 11.1 Appendix 1 – schedule of meetings of Council and the Executive for 2022/23.

## **12. BACKGROUND DOCUMENTS**

None

## COUNCIL AND EXECUTIVE DATES 2022 -23

COUNCIL (Tue)	EXECUTIVE (Tue)
12 July 2022	7 June 2022
11 October	5 July
13 December	6 September
24 January 2023	4 October
23 February ( <b>Thursday Budget</b> )	1 November
14 March	6 December
23 May ( <b>AGM</b> )	3 January 2023
	31 January
	21 February ( <b>Budget</b> )
	7 March
	4 April

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## Report of the Director of Finance to the meeting of Executive to be held on 1<sup>st</sup> February 2022

**AU**

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### Subject:

**2022-23 BUDGET UPDATE**

### Summary statement:

On 7th December 2021 the Executive approved budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions.

This report provides the Executive with an update on the 2022-23 budget position following national announcements outlined in the Provisional Local Government Settlement (15<sup>th</sup> December 2021), and the likely impact following approval of the Council Tax and Business Rates base setting report (4<sup>th</sup> January 2022). It also identifies issues and uncertainties which could still have a bearing on the final size of the budget for 2022-23 and future financial years.

Executive will need to have regard to this report when considering the recommendations to make to Council at their meeting on 15th February 2022 in advance of Budget Council on the 17th February 2022

### EQUALITY & DIVERSITY:

The report sets out clearly the need for equality to be considered as part of the Budget Strategy. As in previous years full Equality Impact Assessments have been produced for all budget proposals and full consultation with relevant groups has been undertaken. The outcome of consultation will be considered and reported upon before the 2022/23 budget is approved.

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Chris Chapman  
Director of Finance IT & Procurement

### Portfolio:

**Leader of the Council**

Report Contact: Andrew Cross  
Phone: 07870386523  
Email: [andrew.cross@bradford.gov.uk](mailto:andrew.cross@bradford.gov.uk)

### Overview & Scrutiny Area:

**Corporate**

## **1. SUMMARY**

- 1.1 This report provides an update to the 2022-23 Budget Proposals report approved by the Executive on the 7th December 2021, with additional information derived from the Governments Provisional Local Government Settlement and the impact of information contained within the Council Tax and Business Rates Base setting report (4<sup>th</sup> January 2022 Executive).
- 1.2 The Provisional Local Government Settlement is itself subject to the outcome of a nationwide consultation which ends on 13th January 2022, and this will be followed by a Final Settlement shortly after that. This report is based upon officers' assessment of the Provisional Local Government Settlement, informed by financial analysts.
- 1.3 The overall impact of the Provisional Settlement is c£3.5m of additional funding.
- 1.4 When combined with the additional £1.8m outlined in the Council Tax and Business Rates Base report (4<sup>th</sup> January 2022 Executive) this would reduce the call on reserves in comparison to the 7th December Budget Proposals report from c£13.7m to c£8.3m in 2022-23 (a £5.3m reduction).
- 1.5 A further c£2m of funding is also possible depending on the calculation of the inflation rate used by the Government to calculate Business Rates Multiplier compensation. The outcome will be known when the Final Settlement is published by the Government in late January/ early February 2022.
- 1.6 The overall impact of the above will reduce the proposed call on general reserves by £5.3m (potentially c£7.3m depending on the Business Rates Multiplier compensation outlined above).
- 1.7 It is proposed that this reduction will be earmarked for Social Care purposes as these sectors continue to be impacted by Covid and other budget pressures.
- 1.8 Appendix B also provides the outcome of the Budget consultation.

## **2. Main Messages**

- 2.1 The Department for Levelling Up, Housing and Communities (DLUHC) published the Provisional Local Government Settlement on 15 December 2021. A number of national announcements contained within it are outlined below. This is then followed by an analysis of the financial impact for CBMDC via a reconciliation of the planned reserve use now, to that outlined in the 7<sup>th</sup> December 2022-23 Budget Proposals report. The reconciliation also incorporates the financial impact of the information contained within the 2022-23 Council Tax and Business Rates base setting report (4<sup>th</sup> January 2022). A full reconciliation is provided in Appendix A.
- 2.2 **National Announcement from the Governments Provisional Settlement**
- 2.3 The settlement is for a single year only, and further details on proposed funding reform and consultations are due to follow in the new year.

2.4 The £1.6bn additional funding announced by the Chancellor in the Comprehensive Spending Review has been distributed as follows:

£0.8bn to a 2022/23 Services Grant, distributed using the 2013/14 Settlement Funding Assessment formula. The statement highlights that this is a one-off grant, and will not be taken into consideration for transitional support when future system changes are made.

£0.7bn to social care, with additional Social Care Grant (£0.6bn, distributed using the Adult Social Care Relative Needs Formula, with equalisation for the impact of the 1% social care precept) and an inflationary increase to the Improved Better Care Fund.

£0.1bn to provide an inflationary increase to Revenue Support Grant.

2.5 In addition, £162m has been allocated to local authorities from the funds raised in the National Insurance Health & Social Care levy.

2.6 The quantum of the above was largely as assumed following the Chancellor's budget in November.

2.7 Authorities do not receive separately identified funding for the costs to them of the increase in National Insurance Contributions. The funding for this is assumed to be included in the new 2022/23 Services Grant.

2.8 Referendum limits for Council Tax have been confirmed at 2% as expected

2.9 An additional 1% social care precept for social care authorities as expected.

2.10 The New Homes Bonus has been rolled over for another year, with allocations made and the final 2019/20 legacy payment honoured.

2.11 The Lower Tier Services grant has been continued at £111m nationally, and with a new cash terms funding floor.

2.12 The compensation for under-indexing of the business rates multiplier will continue at RPI, though the settlement figures only include this at CPI.

2.13 No detailed announcements were made on funding reform, though the following statement was made:

*“Government is committed to ensuring that funding allocations for councils are based on an up-to-date assessment of their needs and resources. The data used to assess this has not been updated in a number of years, dating from 2013-14 to a large degree, and even as far back as 2000. Over the coming months, we will work closely with the sector and other stakeholders to update this and to look at the challenges and opportunities facing the sector before consulting on any potential changes.”*

2.14 The implication of the above is that the new one off ‘Services Grant’ will be replaced with an alternative allocation based on needs and resources from 2023/24. This

alternative funding allocation is likely to benefit CBMDC from 2023/24 onwards, but the impact is not yet estimable.

### What the above national announcements mean for CBMDC

- 2.15 The table below provides a reconciliation of the previously expected reserve use in 2022-23 as outlined in the 7<sup>th</sup> December 2021 Budget Proposals report, and the expected reserve use now following the impacts outlined in the Provisional Local Government Settlement, and the estimated impacts outlined in the 4<sup>th</sup> January 2022 Council Tax and Business Rates Base Setting report. Overall the call on reserves is now expected to reduce by £5.3m from £13.650m to £8.341m.

£000s

-13,650	Reserve use per the 7th Dec 2021 Budget Proposals Report
16	Difference between the £16m forecast in 7th Dec Budget papers and the £16.016m that the Council will receive from new Services Grant (£9.6m), and an increase in Social Care Grant (£6.417m).
48	Difference between the Lower Tier Services grant assumptions, and amount in Provisional Settlement (£916k vs £964k) (Inflationary uplift)
-658	Difference between assumed Top Up Grant and Revenue Support Grant in 7th Dec Report and Provisional Settlement (£105.1m vs £105.8m)
4,100	Additional compensation for under indexing the Business Rates Multiplier. This compensation was higher than expected and linked to inflation.
0	£1.55m for Market Sustainability and Fair Cost of Care for Adult Social Care will be received, however this will also have an equivalent burden (£1.55m). Net Change = £0
0	The New Homes Bonus was expected to continue to drop out and be replaced with something else. Instead it will continue for another year.
-10,141	Reserve use after the Provisional Settlement
1,800	Improvement as a result of changes outlined in the Council Tax and Business Rates Setting Report (4th Jan 2022 Exec)
-8,341	Reserve use after Provisional Settlement and Council Tax and Business Rates Base Setting Report.

- 2.16 The above table does not take account of the difference between RPI and CPI in relation to under indexing the business rates multiplier. The Provisional Settlement stated that CPI had been used in the calculations provided in the Provisional Settlement, but it also stated that it would be recalculated using RPI by the time of the publication of the final settlement. We don't currently know how the calculation will be applied, but it could result in additional funding of approximately £2m.
- 2.17 The final settlement figures will be reflected in further update reports provided in advance of the Budget Council.
- 2.18 Appendix A provides a fuller reconciliation.
- 2.19 The overall impact of the above will reduce the proposed call on general reserves. It is proposed that this reduction will be earmarked for Social Care purposes as these

sectors continue to be impacted by Covid and other budget pressures.

## **Consultation**

- 2.20 Appendix B provides the outcome of the budget consultation which includes feedback received from the public, interested parties and key stakeholders.
- 2.21 In proposing the final budget the Executive will need to have due regard to the information contained within this report, the consultation feedback received, and the public sector equality duty as set out in section 149 Equality Act 2010.

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

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

## **4. LEGAL APPRAISAL**

- 4.1 It is necessary to ensure that the Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2022/23 at their meeting on 15 February 2022. It is a legal requirement that Members have regard to all relevant information and the information in this report is considered relevant in this context.
1. S149 of the Equality Act 2010 (the Public Sector Equality Duty) provides as follows:
- (1) A public authority must, in the exercise of its functions have due regard to the need to;
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;
- a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
  - b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
  - c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- (4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- (5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;
- a) tackle prejudice, and
  - b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

2. The Council must ensure that it has sufficient information to enable it to identify whether a proposal, if implemented, would disproportionately affect particular groups with relevant protected characteristics and if so whether any such adverse impact can be avoided or mitigated.

3. The courts have established a number of principles which the Council should Take into account in making decisions:

- the duty means that the potential impact of a decision on people with different protected characteristics must always be taken into account as a mandatory relevant consideration
- where large numbers of vulnerable people, many of whom share a protected characteristic, are affected, consideration of the matters set out in the duty must be very high
- even if the number of people affected by a particular decision may be small, the seriousness or the extent of discrimination may be great. The weight given to the aims of the duty is not necessarily less when the number of people affected is small.

4. There is also a duty on all Best Value authorities to consult when making changes to services or ending service provision.

5. In addition to these specific legal duties, the Council has put out its proposals for public consultation and accordingly must have regard to the responses before making budget decisions.

6. In summary, it is necessary to ensure that Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2022 -2023

Case law has confirmed that, in order to fulfil the duty under S149 Equality Act 2010, Elected Members need to read in full the EIA forms and consultation feedback as it is a legal requirement that Elected Members have regard to all the relevant information and accordingly Elected Members are referred to the information at Appendix B and Annex 1 to Appendix B and to the equality assessments: <https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2022-23/>

## **12. OTHER IMPLICATIONS**

### **12.1 EQUALITY & DIVERSITY**

The equality implications are considered in Appendix B of this report.

### **12.2 SUSTAINABILITY IMPLICATIONS**

There are no direct sustainability implications resulting from this report.

### **12.3 GREENHOUSE GAS EMISSIONS IMPACTS**

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

### **12.4 COMMUNITY SAFETY IMPLICATIONS**

There are no direct community safety implications resulting from this report

### **12.5 HUMAN RIGHTS ACT**

There are no Human Rights implications resulting from this report

### **12.6 TRADE UNION**

Trade Union feedback is outlined in Appendix B.

### **12.7 WARD IMPLICATIONS**

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

### **12.8 IMPLICATIONS FOR CORPORATE PARENTING**

None identified.

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

None identified.

## **13. NOT FOR PUBLICATION DOCUMENTS**

None

## **14. RECOMMENDATIONS**

14.1 Executive are asked to:

14.1.1 note the contents of this report and to have regard to the information contained within this report when considering the recommendations to make to Council on a budget or 2022/23 at their meeting on 15 February 2022.

14.1.2 in accordance with Section 149 of the Equality Act 2010, to have regard to the information contained in Appendix B and the Annex to Appendix B together with the equality assessments when considering the recommendations to make to the Council on budget proposals for 2022-23.

## **15. BACKGROUND DOCUMENTS**

2021-22 Qtr 3 Financial Position Statement Executive report 1 February 2022

Calculation of Bradford's Council Tax Base and Business Rates Base for 2022/23  
Executive Report 4 January 2022

**16. Appendix A - SUMMARY OF FINANCIAL IMPLICATIONS**

**Appendix B - CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT  
FOR THE 2022-23 COUNCIL BUDGET PROPOSALS**



## Appendix A- Summary of Financial Implications – Revenue Budget 2022-23

1.1 The table below shows the 2022-23 budget requirement based on the updated information outlined within this report, and compares it to 2022-23 Budget Proposals report approved by the Executive on the 7<sup>th</sup> December.

**Table 1**

	<b>2022/23 Budget Proposals Dec 2021</b>	<b>Change since Budget Proposals Report</b>	<b>2022/23 Budget per this report Feb 1 2022</b>
<b>Cumulative gap</b>			
2021/22 Base Budget	385,373	0	385,373
Reversal of non-recurring investment from prior years	(2,968)	0	(2,968)
<b>Base Budget</b>	<b>382,405</b>	<b>0</b>	<b>382,405</b>
Recurring Pressures	6,388	(4,250)	2,138
New Investments for Consultation(Child Short Breaks)	552	0	552
Previously approved Time Limited Investments	0	4,250	4,250
Existing Pressures in Children’s and Adults Social Care	10,500	0	10,500
Inflation	22,373	0	22,373
Demographic Growth	1,925	0	1,925
Funding Changes	(13,856)	(5,312)	(19,168)
<b>Base Net Expenditure Requirement</b>	<b>410,287</b>	<b>(5,312)</b>	<b>404,975</b>
One Off investments (Council Tax Support)	1,652	0	1,652
Existing approved savings that impact on future years	(5,489)	0	(5,489)
Capital financing and central budget adjustments	(2,400)	0	(2,400)
Cost reductions in Revs & Bens due to Universal Credit	0	0	0
<b>Net Expenditure Requirement</b>	<b>404,050</b>	<b>(5,312)</b>	<b>398,738</b>
<b>RESOURCES</b>			
Localised Business Rates 2022/23	(62,131)	(1,168)	(63,300)
Share of unfunded 2021/22 Business Rates Deficit	0	597	597
Top Up Business Rates Grant	(70,990)	1,731	(69,259)
Revenue Support Grant	(34,806)	(1,073)	(35,879)
Assumed additional RSG replacing New Homes Bonus	(1,114)	1,114	0
Council Tax Income 2022/23	(221,358)	(73)	(221,431)
Share of 2021/22 Council Tax Surplus		(1,125)	(1,125)
Use of reserves (Previously Approved).	(4,250)	(0)	(4,250)
Use of reserves to balance the budget	(9,400)	5,309	(4,091)
<b>Total resources</b>	<b>(404,050)</b>	<b>5,312</b>	<b>(398,738)</b>

\*Any impact from 2020/21 Business Rates and Council Tax Collection Fund deficits in 2022/23 is excluded from the above, and will be covered by the S31 Business Rates Grant Reserve as planned.

\*\* The above table does not include the potential impact of the Government using RPI to calculate Business Rates Multiplier compensation per paragraph 2.16.

\*\*\* It is proposed that the reduced call on reserves to balance the budget will be earmarked to a Social Care reserve to be drawn on as required, as these sectors continue to be impacted by Covid and other budget pressures.

## Appendix B

### CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT FOR THE COUNCIL BUDGET PROPOSALS FOR 2022-23

#### 1. SUMMARY

On 7 December 2021 the Executive approved new budget proposals for consultation with the public, partners, local business, the voluntary and community sector, and other interested parties, staff and the Trade Unions. This appendix provides feedback from the public engagement and consultation programme. There is particular reference to the Council's responsibilities under equality legislation to enable the Executive to have due regard to the Public Sector Equality Duty when considering its recommendations to Council on proposals for the 2022-23 budget.

#### 2. BACKGROUND

##### Best Value and the Equality Act 2010

- 2.1 Statutory guidance on Best Value introduced in September 2011 and reaffirmed in March 2015 reminds local authorities that they are under a duty to consult service users and potential service users, local voluntary and community organisations, and small businesses.
- 2.2 There should also be opportunities for organisations, service users and the wider community to put forward options on how to reshape the service or project. Local authorities should assist this engagement by making available all appropriate information in line with the Government's transparency agenda.
- 2.3 The Equality Act 2010 protects people from unlawful discrimination on the basis of 'protected characteristics'. The Equality Act 2010 defines protected characteristics as age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. As outlined in the recently approved Equality Plan, the Council's approach to equalities goes beyond this, by looking at equality more broadly and taking into account the impact of our decisions on people on low income or with a low wage.
- 2.4 The 2010 Act also introduced a specific Public Sector Equality Duty which requires local authorities, in the exercise of their functions, including when making decisions, to have due regard to the need to:
  - Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
  - Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
  - Foster good relations between people who share a protected characteristic and people who do not share it.
- 2.5 In discharging this duty, local authorities not only need to understand how different people will be affected by their activities, proposals and decisions, they also need to

demonstrate that they have given due regard by publishing information that shows they have consciously discharged their responsibilities as part of the decision-making process.

2.6 There is a range of guidance materials on the Public Sector Equality Duty from the Equality and Human Rights Commission (EHRC) to assist the bodies that are subject to the duty, to understand the duty and meet their responsibilities. This notes that a public body will only be able to comply with the general equality duty in relation to a decision, if the ultimate decision maker:

- Understands the body's obligations under the general equality duty.
- Has sufficient information.
- Demonstrably takes this information fully into account throughout the decision-making process.

2.7 The EHRC emphasises the importance of ensuring that the duty is complied with before a decision is taken, while options are being developed and appraised, as well as at the time of the actual decision. The duty cannot be used retrospectively to justify a decision.

### **3. OTHER CONSIDERATIONS**

3.1 The engagement and consultation programme in relation to the budget proposals for 2022-23 was agreed by the Executive at its meeting on 7 December 2021. At the meeting the Executive reaffirmed its commitment to a public engagement and consultation programme designed to meet the legislative duties and to fulfil the following objectives:

- Support the 2022-23 budget setting process in as fair and as transparent a way as possible.
- Ensure that the Council meets its specific duties under equality legislation, in particular that the potential impact of the proposals on groups or individuals who share protected characteristics are considered, assessed and consulted upon. This also includes the locally agreed characteristic of low income/low wage.
- Ensure that Trade Unions and staff are consulted appropriately and in a timely manner.
- Meet Best Value Statutory Guidance regarding the way local authorities should work with Voluntary and Community Sector (VCS) organisations and small businesses when facing difficult funding decisions.
- Consult and engage with the VCS.
- Ensure the Council complies with all other legal duties to consult.

3.2 While the Council is not required under statute to produce or publish Equality Impact Assessment (EIA) forms specifically, it must still show it is meeting its General Duty which includes showing due regard. To do this, a local decision has previously been taken to continue to use EIA forms. Equality impacts are considered by officers and elected members as part of the development of the budget proposals, with assessments recorded through an EIA form. The forms can then assist members of the public and other interested parties to view potential equality impacts. This will show where a disproportionate impact has been identified, or where an impact affects a number of people or particularly vulnerable

groups. Mitigations will have also been considered, and where these have been possible, they have also been captured on the EIA forms.

- 3.3 Case law has confirmed that in order to fulfil the duty under S149 of the Equality Act 2010, elected members need to have considered equality impacts and given due regard to the three aims of the Equality Duty as part of their decision making processes.
- 3.4 EIA forms outlining identified equality impacts on the new budget proposals agreed by the Executive at their meeting on 7 December 2021 are available on the Council’s web site at: [Budget EIAs - 2022-23](#) . A summary of these is also provided in Annex 1 to this document. Feedback from the consultation where respondents have identified a possible negative equality impact related to a proposal is also provided in Annex 1.
- 3.5 Following a review and assessment of the consultation feedback, EIA forms will be updated then republished at the same time as the papers for the Executive meeting to be held on 15 February 2022.

#### 4 Cumulative Equality Impacts on the 2022-23 Budget Proposals

The proposals will not lead to new cuts to services or new redundancies. They focus on the delivery of services, with a severely limited scope for new investment. Previously agreed savings must continue to be delivered. The proposals contribute to fulfilling our equality duties to:

- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

The cumulative equality impact assessment is based on the draft budget proposals presented to Executive on 7<sup>th</sup> December 2021. All EIA forms will be updated where required and republished on the Council’s website at the same time as the papers for the Executive meeting to be held on 15 February 2021. This will include an overall assessment of equality impact of the final Budget proposals.

**Table 1. Showing the total level of negative impacts across each protected characteristic group from proposals presented to Executive 7<sup>th</sup> December 2021.**

Protected Characteristic	Negative impact Levels			
	High	Medium	Low	TOTAL

Age	0	0	2	<b>2</b>
Disability	0	0	1	<b>1</b>
Gender reassignment	0	0	1	<b>1</b>
Race	0	0	1	<b>1</b>
Religion/belief	0	0	1	<b>1</b>
Pregnancy/Maternity	0	0	1	<b>1</b>
Sexual Orientation	0	0	1	<b>1</b>
Sex	0	0	2	<b>2</b>
Marriage & Civil Partnership	0	0	1	<b>1</b>
Low Income/Low Wage	0	2	1	<b>3</b>

Where negative impacts have been identified in the proposals, measures to mitigate against these have been made. Please see Annex 1 for details of these measures.

Whilst there are no significant cumulative negative impacts identified through these proposals, Covid-19 is still impacting on the District and its people with a disproportionate impact on specific groups. Alongside this inflation is also affecting the cost of living which will particularly impact low income households.

## 5 Consultation Process

- 5.1 The consultation provided the people, partners and businesses of the district along with Council staff and their Trades Unions with opportunities to provide their views on the budget proposals, to help shape and inform final decisions. The budget consultation sought comments on proposals for the financial year 2022-23.
- 5.2 The consultation opened on the 8 December 2021 and ran to the 19 January 2022. The consultation comprised of a survey enabling individuals and organisations to comment on the proposals of their choosing. Online meetings to receive feedback were offered to all partners and a number of online open public consultation events were also offered. However, there was limited take-up of the public online events and no take-up by other stakeholders.
- 5.3 The public and others responding to the consultation could provide their responses online or by writing to the Council using a freepost address. The Council's website, press releases, social media (Twitter and Facebook), Stay Connected, direct email to partners and organisations and the Council's app were used to promote the consultation. The budget information was also provided in an easier read format and other accessible formats if requested.
- 5.4 The consultation has been promoted to:
- Strategic partnerships and partnerships
  - Partner organisations from across the district
  - Parish and Town Councils
  - Voluntary and Community Sector
  - Faith Groups
  - Business community – via the Chamber of Commerce and Industry

- Organisations that advocate or represent specific groups or communities

5.5 Annex 1 provides the consultation feedback on the budget proposals and feedback on their equality impacts for Executive to have regard to when considering their recommendations to Council on their budget proposals for 2022-23.

## 6 Consultation – Responses and feedback received

6.1 The number of comments received through responses to the survey, social media, online media and emails and through online consultation events for each of the proposals was as follows:

Ref	Proposal	Survey/ Social media and online media	Online events	Total
3.5	Increase in Council Tax 1.99%	26	0	26
3.7	Social care precept 1%	0	0	0
3.9	£50 Council Tax discount for working age Council Tax Reduction Scheme recipients to cushion the withdrawal of the Government's Council Tax Hardship Grant for low income households. The scheme would cost £1.6m in 2022-23	1	0	1
3.10	Council Tax support for care leavers by extending the 100% discount for Care Leavers scheme up to the age of 25 (from 21), at a cost of £52k.	1	0	1
3.14	Previously agreed Welfare Advice savings of £350k would also be deferred by a further year to help provide additional support to low income households.	0	0	0
3.17	£10.5m to address existing Children's and Adult Social Care pressures made up of: £7.5m for Children's Services £3m for Adult Social Care	1	1	2
3.18	£552k of new investment into Children's Short Breaks following prior approval of the strategy in 2021-22. Funding to cover the assessment team and commissioning of short breaks	3	0	3
4.11	£3m for replacement of Council vehicles – nominal figure included each year	0	1	1
4.11	£2m for the property programme	0	1	1
4.11	£1m for General contingency for unforeseen capital expenditure	0	0	0
4.12	£6.8m PCS1 IT Core Device refresh programme (£3.4m 2022/23 then £1.7m in each of the following two years)	1	1	2
4.12	£2m PCS2 Carbon net zero projects within the Council's estate (£500k in each year for four years).	5	1	6
<b>Total</b>		<b>38</b>	<b>5</b>	<b>43</b>

## 6.2 Consultation – Feedback on Proposals

The online survey has received feedback from 77 respondents against specific budget proposals or general feedback against the budget proposals. A further 11 participants have provided feedback through the online consultation events. Twelve comments have been made in response to local media articles and the Council's social media posts about the proposals have generated 15 responses. One partner has provided feedback.

The low interest shown in the consultation was not unexpected given the proposals were to maintain current services, with no new cuts to services or new cuts to jobs proposed.

#### 6.2.1 **Support for the Council budget proposals**

Support was expressed through two of the online consultation events, by a small number of those responding to the online survey who made general comments not related to the individual proposals, and by the partner who provided feedback. The Trades Unions also noted they were pleased the proposals would not lead to any new redundancies

#### 6.2.2 **Trade Union feedback**

The Trade Union budget consultation process commenced with the Chief Executive's and CMT's consultation meeting on 7th December 2021 with all the Trade Unions invited. Key budget proposals were presented by the Director of Finance. The Committee reports and summary consultation documents were circulated. The Budget was on the agenda of the Corporate OJC1 meeting held on 14th December and on the agenda of the Corporate Resources Level 2 consultation meeting on 17th December.

Children's Services Level 2 consultation meeting will take place on 13th January, Department of Place on 14th January, Office of the Chief Executive on the 19<sup>th</sup> January and Department of Health & Wellbeing on 21st January 2022.

The Budget will also be on the agenda of the Corporate OJC1 on 27th January prior to the final submission of Trade Union feedback for the Executive meeting on 15th February.

Initial feedback from the Trades Unions is as follows:

***Unison and GMB's feedback:*** UNISON and GMB attended the initial consultation meeting alongside the other recognised TU's. We are pleased to note there will be no S188 or redundancies.

*There has however at the time of writing been little, if any, consultation within the OJC2 and 3 structures which is disappointing and as yet no paperwork supplied to support proposals.*

***Unite the Union's feedback:*** The recognised unions had an initial consultation meeting with the Chief Executive in early December. Bradford Council are in a position of no redundancies and no section 188 redundancy notice has been issued which Unite welcome.

*Whilst the lack of consultation around the budget in level 2 and 3 has been*

*disappointing, Unite are pleased that there is no compulsory job losses for a consecutive year,*

*The extra continued funding for children's services is also a boost to a department that is quite publicly struggling.*

Any further feedback received from the Trades Unions will be presented to Executive at their meeting on the 15 February.

### **Headlines from the feedback received**

The following provides some of the headline feedback made on the specific budget proposals. These comments have come through the online questionnaire, social media, direct emails, and from online meetings with partners and focus groups.

<b>Increase in Council Tax by 1.99%</b>
The majority of those responding through the online survey and online media expressed concern about this proposed increase and residents' ability to pay, especially those on low incomes. Suggestions were made to change the proposal such as by providing additional reductions to more vulnerable residents and by diverting funding allocated to other proposals to reduce the Council Tax overall.
<b>£2m PCS2 Carbon net zero projects within the Council's estate</b>
Concerns from the few respondents commenting on this proposal ranged from the funding being too much through to the proposed allocation being too little. Some respondents said they would like more detail against the proposal.
<b>£3m for City of Culture should the bid be successful</b>
Whilst not being consulted on, this has been raised across responses to other proposals and in general. Concern was expressed that the benefits expected might not be realised, especially because of the impact of Covid. Some suggested the proposed allocation could be used to fund other areas. Youth Service were supportive commenting they recognised it would provide some good opportunities for young people to be creative and innovative.

A summary of all responses is contained in Annex 1 - Consultation feedback and suggestions against the budget proposals and equality impacts of those proposals to this appendix.

## **7 Background documents**

Report to Executive on 7 December 2021: [Proposed Financial Plan and Budget proposals for 2022/23](#)

Equality Impacts for Budget Proposals 2022-23: [Budget EIAs - 2022-23](#)



## Annex 1 – Consultation feedback and suggestions against the budget proposals and equality impacts of those proposals

All proposals are included in the tables below. Where feedback has not been received for a proposal, this has been stated

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
3	<b>Revenue budget proposals strategy 2022-23</b>				
3.5	Increase in Council Tax by 1.99% in 2022-23	<p>Raising the amount of Council Tax payable on properties could have a disproportionate impact on people on low incomes.</p> <p>Use of the funds raised through this proposal may have a positive impact on people who share a protected characteristic – as reflected in the report to Council Executive of 7 December 2021 - Proposed Financial Plan and Budget proposals for 2022/23.</p>	<p><b>Council Tax Reduction Scheme</b> Those applying for Bradford's Council Tax Reduction scheme and who meet the scheme's criteria can receive:</p> <ul style="list-style-type: none"> <li>• 100% reduction in their Council Tax if they are a pensioner or a partner of a pensioner</li> <li>• Up to a maximum 70% reduction on a band A property charge for those of working age (and not a partner of a pensioner)</li> </ul> <p>One of the criteria for securing the CTR is being on a low income</p> <p><b>Single Person Discount</b> – is a 25% discount against the Council Tax payable on a property available to those who are the sole adult living in a property.</p> <p><b>Care Leavers</b> - Young people who were being looked after by Bradford Council at the point they turned 18, and have now left care, can be exempt from paying Council Tax up to the age of 21. This exemption applies up to the end of the financial year in which the care leaver reaches the age of 21.</p>	<p><b>This was the proposal that received most comments, with all 25 responding being opposed to the proposed increase</b></p> <p>The increase was considered to be too much for residents, especially those with a low income, alongside increases in the cost of living. Some would be unable to access help with paying the increase as their income would be just over the threshold for receiving help.</p> <p>Value for money for services offered and a lack of spend outside Bradford were a concern, along with spending on vanity and net zero projects. Some staff salaries were considered to be too high.</p>	<p><b>Equality impact feedback</b> Respondents commented that there could be negative impacts on the following people:</p> <ul style="list-style-type: none"> <li>• Working carers are not receiving support they need.</li> <li>• Those on low income, including single parents and or/on maternity leave</li> <li>• Pensioners</li> </ul> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>• Provide support for working carers, single parents – including free child care from age one.</li> <li>• Review Council Tax bandings</li> <li>• Charge everyone the same level of Council Tax.</li> <li>• Don't increase the Council Tax</li> <li>• Increase Council Tax Reduction from 30 to 40% for those claiming benefits and remove the discretionary housing payments. Make people move if they have too many rooms</li> <li>• Do not lower housing benefit payments, clothing and food</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
			<p>From 1 April 2020, care leavers are disregarded for the purpose of assessing the number of adult residents in a property for the calculation of Council Tax. This disregard applies up to the end of the financial year in which the care leaver reaches the age of 25.</p> <p>Other discounts are available based on a range of personal circumstances, such as reductions in the Council Tax payable on properties adapted to meet the needs of a disabled resident. More information is available about this on the Council's website at:  <a href="https://www.bradford.gov.uk/council-tax/apply-for-discounts-reductions-and-exemptions/other-council-tax-discounts/">https://www.bradford.gov.uk/council-tax/apply-for-discounts-reductions-and-exemptions/other-council-tax-discounts/</a></p> <p><b>New Budget proposals for 2022-23</b></p> <ul style="list-style-type: none"> <li>• We recognise the impact that the increases will have on people on low incomes as we look to recover from the impact of COVID. Government support for Council Tax hardship during COVID has ended. This budget proposes a £50 discount to 32,000 working age recipients of the Council Tax Reduction Scheme for one more year at a cost of £1.6m.</li> <li>• In recognition of the Council's role as a Corporate Parent the budget proposes to</li> </ul>		<p>vouchers for people on benefits as will help them with fuel bills</p> <ul style="list-style-type: none"> <li>• Provide more help for single parents and provide free child care at a younger age for parents who want to work.</li> <li>• Introduce widower Council Tax.</li> <li>• Reduce spend in Children's Services and lobby government for more funding.</li> <li>• Drop the City of Culture bid</li> <li>• Invest across the whole of the area</li> <li>• Stop spending money on unnecessary building projects and other projects.</li> <li>• Raise pay in the Council in line with inflation</li> <li>• Remove tiers of management and reduce staff pay. Reduce expenses and allowances and responsibilities for portfolio holders</li> <li>• Sell off Council assets.</li> <li>• Put some plans on hold i.e. the new music venue.</li> <li>• Invest the £3m for City of Culture into reducing Council Tax and higher education.</li> <li>• Reduce bicycle lanes.</li> <li>• Use smarter working.</li> <li>• Increase the street cleaning budget.</li> <li>• Improve services</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
			increase the Council Tax discount available to care leavers aged between 21 and 25 from 50% to 100% and to extend support to care leavers who no longer live in the District. The costs will be £52k.		
3.7	Social Care Precept of 1%	The additional funding will enable the service to provide and secure ongoing equally accessed support for vulnerable people who share a protected characteristic to retain their independence within their own home (or supported living) while enabling them to continue to actively engage in their wider community. The approach we are taking should help reduce the potential for such exclusion and isolation.	<p>We are proposing a number of measures will be put in place to help mitigate the impact of Council Tax and Adult Social Care precept increases – these include:</p> <ul style="list-style-type: none"> <li>▪ <i>That a £50 discount to Council Tax bills will be applied to working-age Council Tax Reduction Scheme recipients in 2022-23 at a one-off cost of £1.6m.</i></li> <li>▪ <i>The Government provided one-off funding during the pandemic for Council Tax hardship schemes in 2020-21 and 2021-22, where discounts of £150, and £100 respectively were provided. This Government funding has now ended, but this budget proposal would see the continuation of a discount for a further year for the 32,000 working age Council Tax Reduction Scheme recipients.</i></li> <li>▪ <i>That the Carer Leavers discount is increased to 100% exemption –currently Care leavers aged 21 or receive a Council Tax discount of up to 50% up to the age of 25.</i></li> </ul>	No direct comments were received against this proposal	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>• Remove as now covered in national insurance</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
			<ul style="list-style-type: none"> <li>That we extend Council Tax support to care leavers up to age 25 who no longer live in the district. On current case numbers, the total cost of this proposal is £52k</li> </ul>		
3.9	£50 council tax discount for working age Council Tax Reduction Scheme recipients to cushion the withdrawal of the Government's Council Tax Hardship Grant for low income households. The scheme would cost £1.6m in 2022-23	<p>Council Tax Reduction (CTR) schemes are part of the national Council Tax regime as defined in the Local Government Finance Act 1992 (Section 13A). The CTR scheme for pension age claimants is prescribed nationally and cannot be changed by the Council.</p> <p>Protections for pension age claimants are secured through legislation, and are therefore, statutorily excluded from the council's CTR scheme. Conversely, the prohibition on discrimination does not mean that there is a requirement that the Council, as the billing authority, must always exercise its</p>	<p>The scheme for pension age claimants is prescribed nationally, and is more generous than the Council's working-age scheme. The pension-age scheme can provide for a reduction of up to 100%. Further mitigation is not considered necessary.</p>	<p><b>One respondent commented on this proposal.</b></p> <p>The threshold for receiving help means many fall just outside the criteria for receiving any help</p>	<p><b>Equality impact feedback</b> Respondents commented that there could be negative impacts on the following people:</p> <ul style="list-style-type: none"> <li>Low income households just over the threshold to receive support</li> </ul> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>To make the system fairer, offer the discount to anyone to reduce everyone's Council Tax</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>discretion to treat those subject to the working age scheme in the same way as those who are statutorily excluded from it.</p> <p>Age, disability and gender are the only data collection requirements necessary for the assessment of CTR. Data in relation to other protected characteristics is not routinely collected, or not collected. E.g. claimants can self identify ethnicity, but are not required to do so. Data on religion is not collected.</p> <p><u>Age</u> The CTR scheme for pension age claimants provides for greater protections than the Council's CTR scheme for working age claimants. The scheme for pension age claimants is prescribed nationally,</p>			

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>while the discretion afforded to billing authorities to apply a reduction is restricted to people of working age. Consequently, pension-age claimants will not benefit from the £50 reduction.</p> <p><u>Gender</u> There is a disparity in the number of male and female working-age CTR working age claimants overall. The CTR caseload is made up of (12,294) 39.5% male and (18,801) 60.5% female claimants. The impact of the proposal is, therefore, more likely to benefit a greater number of female claimants than male claimants.</p>			
3.10	Council Tax support for care leavers by extending the 100% discount for Care Leavers scheme up to	The numbers of people who will get this additional support are very small (under 500 cases) in terms of the total number of Council Taxpayers	N/A	<p><b>One respondent commented on this proposal.</b></p> <p>The respondent was not in favour in support being provided to those outside</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
	the age of 25 (from 21), at a cost of £52k.	(circa 220,000). They are being supported in a different way to some people that share a protected characteristic but as a Council we are proposing to allow this additional support for our Care Leavers.		the area or those over age 21.	<ul style="list-style-type: none"> <li>• Vulnerable people, such as pensioners, should get 100% discount.</li> </ul>
3.14	Previously agreed Welfare Advice savings of £350k would also be deferred by a further year to help provide additional support to low income households.	This proposal aims to maintain stability and continuity at the time which it is most needed. Customer Services deliver a range of welfare and housing related advice to members of the public, they support the public with claiming costs related to housing and Council Tax Reduction, Universal Credit, Free School Meals, Blue Badges and concessionary travel. They deal with housing and homelessness, children's services. They deliver services to advance and support a range of protected	Maintaining some face to face delivery at accessible points across the district will help ensure that people with difficulty accessing technology may be provided support.	No direct feedback was received against this proposal	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b> None</p>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>characteristic groups and also support households on low incomes. This allows families and individuals to maximise income, tackle personal debt, and other issues all of which impact adversely on finance and more importantly individuals' mental health.</p> <p>Having greater financial security and being free from the adverse mental health impacts that debt can incur allows individuals and families to feel part of the wider community.</p> <p>Reducing investment in support (if channel shift cannot be effectively accessed by all customers) will lead to a disproportionate impact on some protected characteristic groups.</p>			
3.17	<b>£10.5m to address existing Children's and Adult Social Care pressures, with:</b>				



Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
	£7.5m additional funding provided for Children's Services	<p>The proposal is to use the funding to help mitigate budget pressures arising from additional Children in Care Placements.</p> <p>The placements are for the most vulnerable children and young people in Bradford who are likely to meet some protected characteristics e.g. disability, race and mental health issues.</p> <p>The placement is aimed to be a positive solution to meet the needs of each child or young person.</p>	There may be a negative impact in terms of the child or young person being taken away from their original family. With the right support and placement this will be mitigated. Wherever appropriate the child or young person will be as close to Bradford as possible so they can maintain friends and school stability.	<p><b>Two respondents commented on this proposal with neither being supportive</b></p> <p>Concerns expressed were that additional funding needed in Children's Services was due to previous management decisions and the high cost of private placements.</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>• Reduce spend in Children's Services and lobby government for money funding.</li> <li>• Increase funds to support adult social care and children and young people. Support VCS organisations with core support moving on from the pandemic.</li> <li>• Disband the Children's Services</li> <li>• Provide money to support activities in community settings for vulnerable/isolated people.</li> <li>• Use early and innovative interventions to keep costs down.</li> </ul>
	£3m additional funding provided for Adult Social Care	The additional funding will enable the service to provide support to vulnerable people with learning disabilities who share a protected characteristic to retain their independence within their own home (or supported living), while enabling them to continue to activity	N/A		

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		engage in their wider community.			
3.18	£552k of new investment into Children's Short Breaks following prior approval of the strategy in 2021-22. Funding to cover the assessment team and commissioning of short breaks.	<p>The new proposal will result in one assessment being used for all children being assessed for a Short Break, ensuring parity of access to services.</p> <p>Through the development of the JSNA, this will allow a greater understanding of the needs of all families. This will allow for the tailoring of services to be designed and commissioned that meet the needs of children and families.</p> <p>The development of the new Assessment Team will mean all there is additional access for children and families, in Bradford to a Short Break.</p>	<p>The new service will ensure that communication messages relating to the refreshed Short Breaks Provisions will be shared as wide as possible. There will be special consideration to those that are usually less likely to find out about developments.</p> <p>This sharing of messages moving forward will include:</p> <ul style="list-style-type: none"> <li>- Local Offer Newsletter</li> <li>- Short Break Statement uploaded onto the Local Offer</li> <li>- Short Break Statement shared with all Parent Carer Groups, Voluntary Community Sector (VCS)</li> <li>- Short Break Statement shared with all SENCOs</li> <li>- Short Break Statement shared with specific teams (Access Team, Youth Justice System, SEN Team</li> <li>- WhatsApp groups (Proven way to communicate with those from BAME groups)</li> <li>- Listening event?</li> <li>- A roadshow event? Visiting places of religion, community centres, youth clubs?</li> </ul> <p>Children's Services employ a number of locality based staff who support families and children</p>	<p><b>Three respondents commented on this proposal.</b></p> <p>Whilst one respondent questioned using money to pay for holidays, others were concerned the proposed funding wouldn't meet the need.</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>• Reallocate £3m funding from the City of Culture to support Short Breaks</li> <li>• More respite units required and facilities for those with complex needs (like the one in York).</li> <li>• Consult families who use the provision before agreeing a budget.</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		The potential negative impact on low income/wage was assessed on the potential for there to be restricted access to digital communication.	<p>who are most in need of help. Staff will continue to help families to access the information they need about our services. All frontline staff have access to a digital device which they are able to use with families to find out about other support and services.</p> <p>Regular communications across the service and engagement with staff reference groups will ensure that as the project progresses that staff are made aware of the new updated content on the site, including any additional self-serve features.</p> <p>We will also promote the new changes across other council departments, e.g. Neighbourhoods, Youth Services and Libraries etc., as well as to our key partners to ensure that new service offers are communicated across locality assets.</p> <p>All web pages and the Short Break statement, will set out alternative methods of contact e.g. contact telephone numbers, postal address so that there is the option to contact the council directly to seek advice and information.</p>		
4.11	<b>Proposals for inclusion in the Council's revised Capital Programme</b>				
	£3m for replacement of Council vehicles – nominal figure included each year	The proposal is to replace Council vehicles as part of a planned programme and does not target any one group	N/A	<p><b>One comment was made against the proposal</b></p> <p>The amount allocated was questioned</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		It will have a positive impact on all residents of Bradford by allowing service continuation for those areas that rely on vehicles.			<ul style="list-style-type: none"> <li>Repair and maintain the current vehicles</li> <li>Use the proposed funding to support the VCS to provide activities for vulnerable/isolated people</li> </ul>
	£2m for the property programme	No equality impacts have been identified	N/A	No direct comments were received against this proposal	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b> None</p>
	£1m for General contingency for unforeseen capital expenditure	The equality impact assessment will be developed against any schemes identified for this fund	N/A	No direct comments were received against this proposal	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b> None</p>
4.12	<b>Reserve capital schemes pending presentation of full project appraisals to the Project Appraisal Group for review before seeking Executive approval</b>				
	£6.8m PCS1 IT Core Device refresh programme (£3.4m 2022/23 then £1.7m in each of the following two years)	Whilst the impact of the changes to be brought about by this programme are expected to be broadly Equal, there is a potential for there to be both benefits AND disbenefits for some users with protected characteristics.	The potential for negative impact on users with Disabilities can be mitigated as follows: <ol style="list-style-type: none"> <li>All user facing changes should be tested with volunteer testers with a range of disabilities and associated adaptations to their IT, in order to identify early any potential problems with usability of integration.</li> <li>The programme should ensure that there is additional support in place to support users with Disabilities in the event that they are negatively affected by any changes made by the programme. Where possible this should</li> </ol>	<p><b>Two respondents commented on this proposal</b></p> <p>Concerns related to the amount of funding proposed and the lack of detail provided about the proposal to support the consultation.</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>Repair current kit rather than buy new</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>1. The programme will be introducing enhanced, modern communications tools, integrating tools, new hardware, and introducing other 'usability' features which will benefit all users, but may potentially have a disproportionate positive impact for some users with Disabilities in being easier to use or easier to adapt for specific disabilities than their forerunners.</p> <p>2. The programme will be introducing a wide range of changes to our IT Systems. There is a potential for some of these changes to have a negative impact for some users with Disabilities. Examples of the types of negative impact we might see are:</p>	<p>include the ability to roll back changes whilst issues are investigated further.</p> <p>*Note: User Facing change refers to any changes introduced by the programme which have a direct and detectable impact upon the look and feel of IT systems, or to the way in which users interact with them. Some changes introduced by the programme are 'back-end' and will have no immediate and discernible impact upon users.</p> <p>The potential for impact upon users on Maternity Leave or otherwise on long term leave can be mitigated as follows:</p> <ol style="list-style-type: none"> <li>1. Clear guidance for all new or changed systems should be provided in a centralised location (i.e. Bradnet) and made easy to locate and access. Ideally these materials should be brought together in a library of 'Modern Workplace' changes and guidance.</li> <li>2. Managers should ensure that users are made aware of the potential for change clearly signposted to the available materials and guidance during their return to work sessions.</li> </ol>		

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>a) New software or hardware which is difficult to use, or more difficult than its forerunner, for users with Disabilities.</p> <p>b) New software or hardware which does not integrate with adaptive software tools used to enable users with disabilities to manage their IT environment</p> <p>c) Changes to processes and systems which make it more difficult for users with disabilities to access or use IT Systems</p> <p>3. The programme will be making multiple, varied and wide-ranging changes to IT Systems and user's IT</p>			

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		Experience, directly at the desktop and within wider systems. There is potential that this could have a short term negative impact on users on Maternity Leave or otherwise on long term leave. This would present in the form of unfamiliar tools, services and process that the user would need to adapt to upon their return to work. The scale of change will be dependent upon the length and exact timing of their absence			
	£2m PCS2 Carbon net zero projects within the Council's estate (£500k in each year for four years).	There may be a benefit if one or more of the buildings that receives this funding support is used to deliver services to people who share a protected characteristic. This will depend on the circumstances of both the service user and the building. For	N/A	<p><b>Six respondents commented about this proposal.</b></p> <p>Concerns raised were that £2m is insufficient to meet the urgent threat, more should be allocated to this than to the Culture Bid, with failure cited as leading to damaging impacts.</p>	<p><b>Equality impact feedback</b> None</p> <p><b>Suggested changes from consultees to the proposals:</b></p> <ul style="list-style-type: none"> <li>• Addressing the climate emergency should be a requirement across all Council plans and services</li> <li>• Reduce Council tax bills by removing the Culture bid and funding to green proposals</li> </ul>

Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>example, low energy lighting that would otherwise have remained unchanged will be delivered to current standards and so may result in a benefit to users with different visual acuity. Buildings with improved insulation and air tightness will have fewer draughts improving comfort for all users but this may result in better outcomes for people with limited mobility. There may also be less variation in space temperature during the heating and cooling cycle improving the environment for people with higher temperature sensitivity. These improvements are, effectively, permanent and so will be carried over even if a building has different users through being leased or Community Asset Transfer.</p>		<p>A few respondents doubted there was an emergency. Another suggesting that spend on this and Culture wouldn't benefit Bradford.</p> <p>A further asked why people were invited to comment on this proposal when they weren't given an opportunity to comment on the clean air zone?</p>	<ul style="list-style-type: none"> <li>• Remove climate change and clean air proposals</li> <li>• Reduce top management</li> </ul>



Ref	Proposal for change	As published December 2021		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		

## SUMMARY OF OTHER COMMENTS – NOT DIRECTLY RELATING TO PROPOSALS

Theme	Comments
General comments	<p>Respondents made the following comments:</p> <ul style="list-style-type: none"> <li>• The proposals are balanced and fair and the Council has done well to manage the finances.</li> <li>• No mention of how the Council attract more businesses – use concessions and improve BRI</li> <li>• Comments won't make any difference to the proposals, consultation feedback won't be used</li> <li>• Increases in food and energy prices will cause those on low income to suffer. Universal credit uplift was axed at the wrong time.</li> <li>• Council should listen to the people of Keighley</li> <li>• A priority should be to undertake an enquiry into grooming gangs</li> <li>• Write in English and not jargon</li> </ul>
Suggested further Council investment	<p>Suggestions were as follows:</p> <ul style="list-style-type: none"> <li>• More funding needed for investment such as in youth services, stronger communities and employment support.</li> <li>• Spend on staffing for highways, planning and parking enforcement is inadequate to reduce crime, takeaways, illegal parking, unnecessary car journeys and do more work with the Police on issues.</li> <li>• A budget to deal with NEET is required</li> <li>• Pay rise needed to encourage more social care workers</li> <li>• Serious financial priorities need putting into children's services, more special schools, more RPs, mental health services, sensory integration therapy which are non-existent in Bradford</li> <li>• Start investing significant outside of the city centre and stop wasting money on cycle lanes that few use or ever will.</li> <li>• More funding needed to remove waste particularly from the inner city.</li> <li>• Help with household finances for vulnerable to buy food and pay bills and clothes for children is required</li> </ul>
SEND & Children's Services	<p>Respondents made the following comments:</p> <ul style="list-style-type: none"> <li>• Significantly more funding needed to improve SEND provision</li> </ul>

	<ul style="list-style-type: none"> <li>• Support, more schools with RPs or Special Placement.</li> <li>• Children’s Services in Bradford are appalling with lack of support services, shambles of CAMHS, more accessible mental health, behavioural support &amp; sensory integration therapy needs to be put in place.</li> <li>• Lack of funding, lack of permanent staff, lack of pro-active management and staff training is shocking.</li> <li>• The Council’s priorities need to be children.</li> <li>• Adult mental health is in crisis because children are not getting support when they need it.</li> <li>• Money should be spent on Children’s rather than clean air, refurbishments, City of Culture as service has being appalling for over 20 years with Ofsted rating needs improving or inadequate for 20 years. Action needed not plan writing and monitoring</li> <li>• Those responsible for the failing services should be held accountable</li> <li>• Employ people who want to help families and not those who want to remove children from parents with learning difficulties.</li> <li>• Comment made the Council did not put children at the heart of everything it does.</li> </ul>
Social Care	A suggestion was made to move drug rehabilitation centres from residential areas.
Housing	Rent empty properties to those who are homeless
City of Culture	<p>Comments were made as follows:</p> <ul style="list-style-type: none"> <li>• Funding should not be allocated due uncertainty around Covid-19 and more important priorities, such as child poverty, failing children’s services, street cleaning etc.</li> <li>• A question was raised about the benefit should Bradford District be successful and that the money could be used to provide a swimming pool in Keighley and improve opportunities to use the countryside for leisure in outlying areas.</li> <li>• Drop the bid as not a good use of money when there is little chance of winning which would then no doubt need more money.</li> <li>• Waste of money, for councillors’ CVs rather than what people actually want. Finally start investing significant outside of the city centre and stop wasting money on cycle lanes that few use or ever will.</li> </ul>
Highways/Planning/street cleaning	<p>The following suggestions were made:</p> <ul style="list-style-type: none"> <li>• Improve City Road area, reconsider bicycle lanes as not overly used and terrain not always suitable, speeding issues at Harrogate Road, Apperley Bridge</li> <li>• Redo road markings that have been obliterated and clear foliage from road signs</li> <li>• The Council should help clean local residential areas more often</li> <li>• More funding needed to remove waste particularly from the inner city</li> <li>• Complete work on the fast food planning policy and implement to reduce environmental damage and damage to people’s health</li> <li>• Introduce monthly payment for green waste and remove yearly billing</li> </ul>
Museums, libraries and theatres	<p><b>Comments were made about</b></p> <p><b>Museums:</b></p>

	<ul style="list-style-type: none"> <li>• Cut in opening hours and no evening openings, suggest that longer daytime opening and occasional evening opening should happen and it would support the City of Culture bid.</li> <li>• Vital to increase co-operation with Impressions, the Peace Museum and the National Media Museum.</li> <li>• Support decision to restore separate leadership for Libraries and Museums, as they have very distinct identities.</li> </ul> <p><b>Libraries:</b></p> <ul style="list-style-type: none"> <li>• Important meeting places and sources of information. They are safe indoor spaces which should be celebrated, with paid staff developing activities for local people.</li> <li>• Is Bradford's vision for libraries sufficiently creative and inclusive?</li> <li>• Build on the success of the Local Studies Library.</li> <li>• Good that hub libraries have regained normal opening hours.</li> <li>• Concerned about the limited opening and reliance on volunteers in branch libraries.</li> </ul> <p><b>Theatres:</b></p> <ul style="list-style-type: none"> <li>• Alhambra Studio underused. Suggest more shared publicity between Bradford Theatres, Theatre in the Mill, Bradford Playhouse, Bingley Little Theatre, Keighley Playhouse etc.</li> </ul>
Climate change	<ul style="list-style-type: none"> <li>• Would like to see the details of the proposals and would like schemes that support active and public travel/transport</li> </ul>
Management and increase in pay	<p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• Reduce management costs</li> <li>• Pay increase should not be applied across all pay grades – those on lowest pay will need the increase but not others</li> <li>• Review current pay grades</li> <li>• Reward those in the care sector</li> </ul>
Disabilities and work	Provide more opportunities for work for people with disabilities

<b>PARTNERS AND FOCUS GROUPS - OTHER COMMENTS – NOT RELATING TO PROPOSALS</b>	
<b>Theme</b>	<b>Comments</b>
General	<p>West and North Yorkshire Chamber of Commerce considered the proposals neutral in terms of Bradford District's businesses.</p> <p>It was acknowledged at an online consultation event that much was dictated by government and that the local authority was facing a difficult and challenging time</p>
City of Culture	Youth Services stated that the proposed spend would provide some good opportunities for young people to be creative and innovative

	A comment made at an online event was that more should not be allocated to support the culture bid than to addressing the climate emergency.
Climate emergency	A comment at an online event was that there had been little movement made by the Council so far to get to net zero. More was needed in the plans and more detail of the work being undertaken.
Use of reserves	Comment from a participant at an online consultation event was that more clarity is required about the use of reserves
Funding for activities in the community and for the VCS	Participants at the online consultation for Anchor Court residents and Manningham Housing Association suggested that funding should be made available for community activities and more funding should be available to support the VCS. Activities in community settings reduced health issues and also mental health issues through addressing isolation.
Innovation	Participants at the online consultation for Anchor Court residents and Manningham Housing Association commented that innovation shouldn't always be part of a commission – as sometimes maintaining what already exists and works is the best value for money and for supporting people.



## Report of the Director of Finance to the meeting of the Executive to be held on 1<sup>st</sup> February 2022.

**AV**

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### **Subject:**

### **Qtr 3 Finance Position Statement for 2021-22**

### **Summary statement:**

This report provides Members with an update on the forecast year-end financial position of the Council for 2021-22.

It examines the latest spend against revenue and capital budgets and the forecast year-end financial position based on information at Qtr 3. It states the Council's current balances and reserves and school balances.

### **Equality & Diversity:**

COVID has had a disproportionate impact on the District, amplifying existing inequalities and threatening to generate new ones. The Council's response to the pandemic has sought to mitigate the disproportionate impact on our most disadvantaged and vulnerable groups of people where ever possible and resources continue to be deployed in support of that objective.

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Chris Chapman  
Director of Finance

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### **Portfolio:**

**Leader of the Council and Corporate**

**Overview & Scrutiny Area:  
Corporate**

## FINANCIAL POSITION STATEMENT FOR 2021-22

### 1.0 INTRODUCTION

This report is the third monitoring report presented to Members on the Council's 2021-22 financial position. It provides the forecast revenue and capital financial position of the Council at the 31st March 2022. The report covers:

- The forecast outturn of the Council's revenue budget including main changes since Qtr 2.
- The forecast financial impact of Covid-19.
- An update on Council Tax and Business Rates collection.
- A statement on the Council's reserves including movements.
- An update on the Capital Investment Plan.
- The Council's Strategic Risk Register.

### 2.0. MAIN FINANCIAL MESSAGES

#### Net Revenue Budget

	Gross Budget £ms	Net Budget £ms	Forecast Non Covid Variance at end of Mar 2022	Covid Variance	Total Variance including Covid Costs
Health and Wellbeing	238.9	112.1	2.0	11.1	13.1
Children's Services	506.5	108.8	13.1	16.2	29.3
Department of Place	126.6	66.6	0.2	17.9	18.1
Corporate Resources	204.4	47.3	-0.6	9.2	8.6
Chief Executive	4.9	4.5	-0.1	0.3	0.2
Non Service Budgets	7	6.1	-0.3	0.0	-0.3
General Fund	60.5	40	-10.8	-54.7	-65.7
<b>Total Council</b>	<b>1,148.80</b>	<b>385.4</b>	<b>3.2</b>	<b>0.0</b>	<b>3.2</b>

- 2.1 Based on a projection at December the 31th 2021, the Council is forecast to overspend the £385.4m net revenue budget by £3.2m by March 31<sup>st</sup> 2022. This is after taking account of the c£27m of Covid related funding that's been carried forward from 2020-21, and c£53m of additional Covid related funding that is expected to be received in 2021-22.
- 2.2 The forecast overspend contains significant variances in a number of service areas, most notably agency staffing costs and increased Child Looked After Placements in Children's Services, both of which have increased significantly in recent years. The forecast overspend is after the £7.1m increase in budget that was approved at Budget Council in February 2021, and the allocation of significant amounts of Covid related funding.
- 2.3 Covid has also had a significant effect on Adult Social Care in the Health & Wellbeing department, and is delaying the implementation of planned Learning Disability demand management savings leading to the forecast

overspend. The delay in the implementation of planned savings is being partly offset by one-off Covid related monies in 2021-22, however the underachieved savings will create a compounded issue in 2022-23 unless mitigated.

- 2.4 The Department of Place also has a number of forecast pressures, with the main ones being in Waste Services due in part to higher waste tonnages and recycling income losses, and also in Sports and Culture linked mainly to undelivered savings. The overspends in these areas are however being materially mitigated by underspends in other Department of Place service areas.
- 2.5 The Council wide forecast overspend has reduced by £2.3m from the £5.5m overspend forecast in the Qtr 2 Finance Position Statement. The main changes are outlined in section 3 below.
- 2.6 The forecast Council overspend is a best estimate of the 2021-22 year-end position based on current trajectories. It should be noted that the forecast is an indication of the 2021-22 year-end position, and the overspend hasn't happened yet.
- 2.7 Sections 4 to 8 detail the department variances to budget, and the mitigations that departments will put in place to help ensure that the Council reaches the year end in a balanced position.
- 2.8 As a result of prudent financial management, the Council entered into the Covid pandemic in relatively good financial health, particularly in relation to the reserves available to draw on, and this provided the flexibility to take decisions in advance of announcements about additional Government spending. This has served the Council well, and enabled it to move at pace to address the immediate challenges presented by the virus.
- 2.9 The pandemic's financial impact has however, been vast. By the end of the 2020-21 financial year, the additional Covid related gross costs and losses associated with Council service provision totalled c£92m (excluding Collection Fund losses), and will be c£176m by the end of this financial year. Additionally, the Council also administered a further c£190m of Business Grants, and hardship grants in 2020-21, with £ms more to be administered in 2021-22.
- 2.10 The costs and income losses to the Council have so far been covered by very welcome additional funding from the Government and some limited use of reserves, however, it should be noted that there remains significant uncertainty about how long Covid will continue to impact for, and hence how long the additional funding lasts.
- 2.11 At some point soon, currently announced emergency funding will run out, but our expectation is that there will be an ongoing financial impact of Covid into the medium term.
- 2.12 Higher numbers of children looked after placements; undelivered Learning Disability demand management savings, higher waste tonnages from people staying at home more; lower post pandemic income from sports and culture venues and parking are amongst the financial pressures that could

continue into next year and beyond when existing Covid monies have run out.

- 2.13 The Government has announced some additional funding for Local Authorities in 2022-23 as outlined in the Budget Update 2022-23 report (February 1<sup>st</sup> 2022 Executive), however no additional Covid related funding is currently expected for 2022-23. Section 9 of the report provides an update on the Financial Impact of Covid 19.

### Change in revenue budget forecast since Qtr 2

- 3.1 The overall £3.2m forecast overspend has reduced by £2.3m from the £5.5m reported at Qtr 2.

#### Non-Covid Change

Department	Variance at last report	Variance £000s	Change in Variance from last Exec Report £000s
Childrens Services	11,576	13,110	1,534
Non Service	-303	-303	0
Chief Executive	-137	-145	-8
Corporate Resources	-563	-641	-78
Health & Wellbeing	3,115	2,004	-1,111
Dept of Place	2,598	154	-2,444
General Fund	-8,153	-10,979	-2,826
<b>Total</b>	<b>8,133</b>	<b>3,200</b>	<b>-4,933</b>

- 3.2 The main changes include;

A £1.5m increase in the Children's Services forecast overspend to £13.1m due mainly to;

- A £2.1m increase in the Purchased Placement overspend to £9.5m, due mainly to increased Residential Care costs resulting from increased placement numbers.
- The forecast overspend on Internal Residential/Respite Care has also increased by £0.7m to £2.2m as a result of a very high care cost care package.
- Children Services reserves of £2.9m (£2m at Qtr2) have also been drawdown to cover pressures on Social Work services. The reported position of £13.1m overspend would have been £2.9m higher without this one off drawdown.
- Education and Learning Service underspend has increased by £0.4m to £0.7m on non-staffing budgets.



A £2.4m reduction in the forecast overspend in the Department of Place to £0.2m due mainly to,

- A £0.7m reduction in forecast due to a Business Rates revaluation and subsequent rebate for Museums.
- A £0.8m reduction in the forecast for Neighbourhood Services due mainly to delayed recruitment in Integration and Area Ward Officers; higher income, and a reduction in staffing costs in Customer Services.
- A £0.7m reduction in Waste Services due to lower waste disposal costs than previously forecast, and improved income for garden waste and recyclates.

A £1.1m decrease in the Health & Wellbeing overspend to £2m results mainly from an increase in the forecast for Discharge to Assess income from Health.

The £2.8m increase in the forecast underspend in the General Fund is largely presentational, with an equivalent offsetting amount being shown in the Covid change. The segregation of Covid and Non Covid related costs and losses are best estimates, and a representation simplifies ongoing monitoring and explanation.

### Covid related changes since Qtr 2

	Covid Variance Qtr 2 £000s	Covid Variance Qtr 3 £000s	Change in Variance from Qtr 2 £000s
Dept of Place	19,014	17,909	-1,105
Children's Services	16,193	16,193	0
Health & Wellbeing	11,295	11,097	-198
Corporate	8,635	9,195	560
Chief Executives	305	305	0
General Fund	-58,073	-54,700	3,373
Total	-2,631	0	2,631

\*The Covid Variances are those amounts which are expected to be reimbursed by general Covid grants held in the General Fund & Covid related reserves at 2021-22 year end.

### 3.3 The main changes include;

A £1.1m decrease in the Department of Place's net Covid related costs. The major changes include

- £0.6m decrease in Neighbourhoods and Customer Services which relates to a deferral of costs for Visible Services amounting to £0.9m offset with an increase in costs linked to Covid response activities and an increased claim on income losses within Uniformed Services (£0.3m).

- 0.4m improved position for Theatres.
- £0.1m of reduced costs within Emergency Planning.

A £0.6m increase in Corporate Resources due to higher IT costs associated with the infrastructure associated with home and remote working.

A £3.3m reduction in the General Fund position to -£54.7m<sup>1</sup> due to the opposite side of the representation outlined in 3.2, and a reduced amount of expected funding via the Government's Sales, Fees and Charges compensation scheme, as claimable income losses are lower than originally anticipated.

## Departmental Commentaries

### Children's Services

- 4.1 Children's Services are forecast to overspend the £108.8m net expenditure budget by £13.1m. This is after the £16.2m of additional Covid related costs and losses that are forecast to be covered by Government funding. The forecast overspend is mainly derived from Children's Social Care related services (Children's Social Care (£1.9m) and Safeguarding & Reviewing, and Commissioning & Provision (£11.8m)).

### Children's Social Care

- 4.2 The £1.9m forecast overspend is mainly due to the following;
- 4.3 A £1.8m overspend on the Social Work budget is mainly due to higher workloads, and the continued use of agency staff due to a shortage of staff.
- 4.4 The amounts incurred on Agency staff have increased significantly over recent years (£4.3m in 2018-19, £11.7m in 2019-20, and £17.4m in 2020-21) and are currently running at approximately £1.7m per month. There are currently 159 agency social workers. The movement in agency social workers is shown below: -

Month	April 2020	Sept 2020	Jan 2021	April 2021	June 2021	Sept 2021	Dec 2021
Number of Agency Social Workers	129	136	155	170	169	161	159

- 4.5 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. However, although there has been some progress, the numbers of new starters are being mostly offset by leavers.

<sup>1</sup> The General Fund underspend is nearly entirely made of up additional Covid related government and other funding including the c£27m of amounts carried forward from 2020-21.

## 4.6

Description	2020/21	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
	Total	21	21	21	21	21	21	21	21	21	21	21	
Starter	74	9	4	4	3	4	11	3	3	4	4	3	52
Leaver	54	9	2	5	8	3	4	3	3	2	6	3	48
Net	20 <sup>2</sup>	0	2	(1)	(5)	1	7	0	0	2	(2)	0	4
No of Perm Social Work Staff		297	299	298	293	294	301	301	301	303	301	301	

4.7 The Children with Disability Service is forecast to overspend on the direct payment/home support budget by £1.2m.

4.8 There is also a £1.0m pressure on the service legal cost budget due to court/legal counsel costs. The Post 16 team has a pressure of £0.7m on support cost for care leavers.

4.9 The Section 17 preventative assistance budget is forecasting an overspend of £0.4m and the transport cost for children in care is forecast to overspend by £0.4m,

4.10 The overall service overspend is offset by a £0.7m underspend on Prevention and Early Help services, and £1.0m from the contribution of Family First resources. One off service reserves of £1.9m have also been used to help reduce the overspend.

4.11 Overspends are also occurring in other areas due to continued growth in the average number of Children receiving support, with large increases in typically costlier external Residential placements and external Foster Agency placements.

4.12 Residential placements cost on average close to £200k per year each, and numbers have never been higher as outlined in the table below. Indicatively, had residential placements continued at the same level as 2020-21, the forecast for 2021-22 would be c£4.0m lower.

Type of Placement	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 Dec 21	Avg Cost per week
Placed with Parents	119	117	129	150	162	156	
Placed for Adoption	24	25	26	24	35	45	
Friends and Families	232	235	301	357	372	375	£250
Foster Parents	365	371	354	368	393	387	£519
Fostering Agencies	38	57	88	131	164	183	£839
Residential Care (Internal)	58	51	45	51	45	42	£3,100
Residential Care (External)	47	42	42	60	70	91	£3,600
Other	48	62	68	90	107	126	£1,600
<b>Sub Total (Number of Children Looked</b>	<b>931</b>	<b>960</b>	<b>1,053</b>	<b>1,231</b>	<b>1,349</b>	<b>1,405</b>	

<sup>2</sup> In 2020/21 although there were 20 more Starters than leavers, it only resulted in 8 more permanent Social Workers across the year as some new starters were internally recruited, and other new starters also left in the year.

After)							
Residence Orders	59	46	40	37	33	31	£154
Adoption Orders	260	247	239	237	226	216	£270
Special Guardianship Orders	304	320	338	364	435	460	£155
<b>Sub Total (Chd in Permanent Arrangements)</b>	<b>623</b>	<b>613</b>	<b>617</b>	<b>638</b>	<b>694</b>	<b>707</b>	
<b>Total Children Receiving Support</b>	<b>1,554</b>	<b>1,573</b>	<b>1,670</b>	<b>1,869</b>	<b>2,043</b>	<b>2,112</b>	

## Safeguarding and Review, Commissioning and Provision

- 4.13 As a result of the growth outlined above, the service is forecast to overspend the £56.7m budget by £11.8m.
- 4.14 The external purchased placement (Residential, Fostering and Post 16) budget is forecast to overspend by £9.5m. The number of external placements increased by 19% in 2020-21 and the current forecast assumes a further increase of 14% in 2021-22.
- 4.15 £4.9m of Placement costs are currently forecast to be covered by Covid related monies. This is a significant concern as it is very likely that the Placements will continue after the Covid monies have run out leaving a structural problem. The forecast overspend includes £1.4m in relation to placement cost of children due to the recent temporary closure of internal children homes following an Ofsted inspection.
- 4.16 Internal residential/respite homes are currently forecasting an overspend of £2.2m due to the use of agency staff, premises related costs and care cost. The forecast overspend has increased recently due to a very high cost of a care package.
- 4.17 There is a further £0.1m variance due to the use of agency staff across the service.

## Education and Learning

- 4.18 The Education and Learning Service is reporting a £0.7m underspend across the service on non-staffing budgets.

## Skills for Work and 14-19 Service

- 4.19 The Skills for Work/14-19 Service is currently reporting an overspend of £0.1m on a £1.4m budget.

## Mitigating Actions to reduce overspend

- 4.20 There has been a considerable level of investment into Children Services over past few years. 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. Children's Social Care also overspent by £6.4m in 2020-21, with mitigating funding having to come from other parts of the Council. There has also been a further £7.125m of recurring budgeted investment in 2021-22, with further increases proposed for 2022-23.

4.21 The service will pursue the following actions to reduce the forecast overspend in 2021-22;

- Review of high cost placements.
- Seek contributions from partners towards placement costs.
- Recruitment of permanent social workers to reduce reliance on the use of agency staff. Currently, the use of agency is over 40% of the staffing budget. The service value for money and efficiency plan intends to reduce this by 10% each year to December 2023, to get the overall level down to 10% by then.
- Review agency fee cost in order to get value for money from agency suppliers/contractors.
- Grow in-house children residential provision, to reduce costly external placements.

## **Health and Wellbeing**

5.1 The Department of Health and Well-Being is forecast to overspend the £112.1m net expenditure budget by £2m. This is after £11.1m of additional Covid related costs and losses that are forecast to be covered by Government and other income. The forecast overspend has reduced by £1.1m from Qtr2, primarily as a result of an increase in the Discharge to Assess income forecast.

5.2 In 2021-22 the department has Demand Management savings of £8.4m to achieve, of which £2.1m is apportioned to Older People and Physical Disabilities and £6.3m to Learning Disabilities (LD).

## **Learning Disabilities**

5.3 As reported previously, it is forecast that the £6.3m LD Demand Management saving will be unachieved in 2021/22. The service also has a recurrent pressure of £3.2m from the 2020/21 LD Demand Management saving, and has forecast additional cost pressures linked to the day care block contract of £0.3m and further £0.8m in year cost pressure on community care services. The underachievement is primarily due to Covid as a result of not being able to carry out face to face reviews, and the increased costs of supporting people at home as a result of day care closures.

5.4 Due to the impact of the pandemic on the ability of the service to deliver the savings, £6.2m of Covid funding has been included in the Q3 forecast. This has reduced the forecast overspend on LD long term support to £4.4m. However, the underlying pressure on the LD budget is £10.6m; due to the budget being supported by the non-recurrent Covid grant. This is a significant concern when Covid support runs out.

- 5.5 Included in the demand management savings were plans to re-model the current block day care contract; this work is on-going but it is likely that savings won't be realised until 2022/23.
- 5.6 During the year face to face reviewing has commenced; the Review Service has now been established within LD, with priorities aligning to the departments commissioning plan. Reviewing capacity and commissioning resource has also been identified to assist in the transformation of day services.
- 5.7 The table below shows the number of people in Residential and Nursing care is reducing in line with the departmental strategy of supporting people in community settings. Although the number of people in Residential care has reduced this year, they would need to reduce further to meet the high level of budgeted saving. Where client numbers have reduced in residential block contracts, this currently does not result in a cash releasing saving. However, work has now commenced on transforming the remaining blocks contracts, which should have a positive impact on 2022/23 budgets.

Client Numbers	Q3 2019/20	Q3 2020/21	Q3 2021/22	31.3.22 Budgeted
LD Residential Care - Purchased	155	138	129	101
LD Nursing Care - Purchased	19	20	17	19
Total Residential & Nursing	174	158	146	120

- 5.8 In addition to the £10.6m underlying pressure in LD, there are further approved demand management savings of £5.5m for 2022/23. As the savings are behind schedule, £3m of additional budget is currently included within the 2022/23 Budget Proposals to help alleviate some of the identified pressures.

### **Operational Services**

- 5.9 The £2.1m demand management saving apportioned to Older People and Physical Disabilities Residential and Nursing fees is forecast to be achieved. However, there is a significant pressure (£3.2m) on long term Home Care due to the full year effect of the increase in hours from 2020-21; together with the increased activity seen this financial year. There has also been a significant increase in external enablement hours due to increased demand from hospitals, which is mitigated by discharge to assess funding.
- 5.10 Long term home care hours have reduced in the last quarter by 2,500 hours and the service is optimistic that these can be reduced further as a result of positive outcomes from Enablement discharges, increases in reviewing team capacity, strength based approaches becoming embedded in teams, more annual reviews being carried out, and the Fletcher Court Extra Care site becoming fully occupied. The service is working with Finance and Performance colleagues to ensure that all costs associated with Discharge to Assess Funding are claimed. The Home Care Capacity Working Group will also review analysis of the increased hours and look at options for mitigating increased home care demand, particularly in relation to the increase in short term external enablement hours.

	Q3 2019/20	Q3 2020/21	Q3 2021/22	31.3.22 Budgeted
OP & PD Monthly Long Term Home Care Hours	98,082	109,062	111,111	102,603
OP & PD Monthly Short Term Enablement Hours*			8,189	

\* activity previously collected as part of long term care hours

5.11 The Residential and Nursing budget was reduced in 2021/22 by £2.1m as part of the demand management savings. The table below demonstrates that there has continued to be a reduction in Older People and Physical Disabilities Residential and Nursing placements, albeit at a reduced level, compared to previous years. There was a significant reduction in people in a residential or nursing setting in the first quarter of 2021/22 (861 clients in April 2021), however placements have gradually increased throughout the financial year. Although the budget is forecast to balance, as a result of reduced activity earlier in the year and the ability to draw down on discharge to assess income, placements will need to reduce further in the last quarter to avoid pressure on this budget in 2022/23.

	Q3 2019/20	Q3 2020/21	Q3 2020/22	31.3.21 Budgeted
Total Residential & Nursing Clients	1,012	931	907	859

5.12 There are the following mitigating underspends across the department; £0.8m in Mental Health, £2.4m increased Discharge to Assess income, £0.7m vacancy control, £0.3m forecast underspend on Safeguarding due to vacancies and reduced assessment costs, £0.3m underspend in Environmental Health, £0.5m unallocated budget and £0.6m increase in the Better Care Fund allocation.

#### **Mitigating Actions to reduce overspend**

- 5.13 The service will pursue the following actions to reduce the forecast overspend in 2021-22;
- Accelerating reviews across the department; LD priority reviews have been identified.
  - Seek additional health related income; to continue to ensure that the Discharge to Assess claim includes all eligible costs.
  - Continue with, and seek to accelerate the transformation programme.
  - Reviewing the charging policy.

## Department of Place

- 6.1 The Department of Place is forecast to overspend the £66.6m net expenditure budget by £0.2m. This is after £17.9m of additional Covid related costs and losses that are forecast to be covered by Government and other income.
- 6.2 The impact of Covid-19 for 2021-22 will continue to be closely monitored each month. The overall impact will however be dependent on the speed of recovery across the district.

### Waste, Fleet & Transport Services

- 6.3 The service is forecast to over spend the £27.8m net budget by £0.7m. This is after £2.0m of Covid related costs and losses that are forecast to be covered by Government and other income.
- 6.4 The £0.7m service over spend is largely comprised of an over spend in Waste Services of £0.2m and £0.5m in Fleet & Transport.

### Waste Services

- 6.5 Pressures in Waste Services continue to centre around higher than budgeted disposal costs and a reduction in recycling income. The service is currently forecasting a £0.2m overspend. Waste tonnages increased during 2020-21 and although the rate of increase has reduced in recent months, they are still higher than pre-COVID levels. The service has been supported by Covid funds to the value of £1.5m which covers additional waste disposal costs and additional employee costs.
- 6.6 The table below demonstrates that higher tonnes of waste have been collected by Waste Services in the first 9 months of the year, and tonnages remain higher than pre pandemic levels.

<b>Tonnes 000s – Cumulative Year to date</b>	2019/20	2020/21	2021/22
Kerbside Waste collected	75,968	85,107	83,553
Kerbside Recycling collected	25,731	31,450	28,735
Household Waste sites	39,425	33,297	38,278
Trade Waste collected	13,536	10,045	11,161
Garden Waste collected	6,560	8,207	6,860
<b>Total Waste Collected</b>	<b>161,220</b>	<b>168,106</b>	<b>168,587</b>

- 6.8 Overall, these higher tonnages are then having to be disposed of at cost to the Council.

<b>Tonnes 000s – Cumulative year to date</b>	2018/19	2019/20	2020/21
Waste Disposal Tonnes <sup>3</sup>	173	181	182

<sup>3</sup> Waste Disposal Tonnes are higher than Waste Collected Tonnes as the Council also disposes of street cleansing waste amongst others.



6.9 In order to address the above pressures, the following mitigating action is being taken:

- Merged shifts and working patterns at the materials recycling facility have been implemented.
- Reduction in casual overtime.
- Review of Fleet maintenance charges.
- Review of kerbside and trade waste collections routes.
- There are also plans to redevelop the materials recovery facility, which will facilitate in-house processing of all recycling waste and negate the requirement for third-party intervention. These are on-going but will not be operational in this financial year.

### **Fleet & Transport**

6.10 The £0.5m forecast over spend in Fleet & Transport is mainly on employee costs and reduced recharges to other departments. An exercise to address this has commenced.

### **Neighbourhoods and Customer Services**

6.11 The Service is forecast to underspend the £15.8m net expenditure budget by £1.4m. This is after £8.3m of Covid related costs and losses that are forecast to be covered by Government and other income. The service under spend relates to £0.6m in Uniformed Services, £0.6m in Neighbourhood Services and £0.2m in Customer services.

### **Economy & Development Services**

6.12 The service is forecast to underspend the £4.3m net expenditure budget by £0.3m. This is after £2.6m of Covid related costs and losses that are forecast to be covered by Government and other income. The non Covid-19 issues are detailed below: -

6.13 Economic Development is forecasting a £0.6m under spend as recruitment and projects are being reviewed in line with Covid-19 recovery plans.

6.14 Housing Development is forecast to overspend by £0.6m due to not achieving income targets via a capital recharge (£0.3m), empty Council properties, Council Tax, maintenance costs and loss of rental income (£0.3m). A number of Right to Buy housing purchases are going through the process with legal. Disposal of these assets will result in paying grant monies to Homes England. The forecast includes drawdown of reserves £0.1m.

6.15 Markets are forecast to overspend by £0.2m, this mainly relates to an expected rent reduction in issuing new leases for the external shops around the Oastler Centre in line with the Top of Town scheme.

## **Planning Transport & Highways**

- 6.16 The Service is forecast to overspend the £14.3m net expenditure budget by £0.2m. This is after £0.5m of Covid costs and losses that are forecast to be covered by Government and other income. Service forecast overspends relate to CCTV (£50K), Structures (£203k), Street lighting (£167k), with underspends in Highways Delivery Unit (£137k).
- 6.17 Wholesale energy costs are increasing significantly which will feed into street lighting utilities costs next year.

## **Sports & Culture**

- 6.18 The Service is forecast to overspend the £3.9m net expenditure budget by £0.8m. This is after £3.9m of Covid costs and losses in Sports Facilities, Theatres, Libraries, Museums, Tourism and Parks as outlined in the Covid-19 Tracker.
- 6.19 The main pressures within the service are coming from underachieved savings in Libraries £0.5m, and pressures in Bereavement £0.2m and Sports Facilities £0.1m.
- 6.20 The Council's 4 main museums (Cartwright Hall, Bolling Hall, Cliffe Castle & The Industrial Museum) have recently had Business Rates assessments, and the outcome was a reduction in their rateable values. The total reduction was £652k including backdates. This has been included in the forecast to mitigate the in-year overspend.
- 6.21 Sports Facilities are reporting positive signs of recovery and are expecting attendances numbers to be close to pre pandemic levels in 2022-23.
- 6.22 Theatres' position has improved and is expected to continue improving. Sales are now approximately 70–80% of pre-covid levels.

## **Clean Air Plan**

- 6.23 The service is reporting a breakeven position as all implementation costs will be covered by funding from government grant.
- 6.24 The lead in period for the Clean Air Zone (CAZ) has been extended. Instead of being introduced in January, the CAZ will be launched in Spring 2022.
- 6.25 This will allow businesses more time to use the Clean Air Funding available and upgrade their vehicles. This includes a new £1.7m fund to increase the electric vehicle grants available for taxis.
- 6.26 It will also provide more time for Council systems to integrate with the Government's national IT infrastructure which manages all Clean Air Zones across the country.

## Corporate Resources

- 7.1 Corporate Resources are forecast to underspend the £47.3m net budget by £0.6m. This is after £9.2m of Covid related costs and losses that are forecast to be covered by Government and other income. The major additional costs relate to the procurement of PPE for all Council services, additional IT costs to enable home working, and income losses including on Investments & capital schemes.
- 7.2 Excluding Covid-19 impacts, the Department's forecast underspend of £0.6m is made up of forecast underspends in Revenues & Benefits (£0.5m), Catering & Office Services, (£0.2m) and Energy Unit (£0.2m). The forecast includes the net impacts of pre-existing and ongoing pressures, after allowing for the impact of Covid on traded areas such as ISG (£0.1m), PACT HR (£0.1m), and £0.3m in ICT.

## General Fund

- 8.1 The General Fund which provides budgets for the West Yorkshire Combined Authority, Capital Financing, and contingencies amongst others is forecast to underspend by £10.8m. This is due mainly to Corporate Contingencies and Capital Financing underspends linked to lower interest costs, and lower than budgeted Capital expenditure (see section 12 for additional information).

## Covid-19 Financial Impact Tracker.

- 9.1 The table below details the costs of Covid in 2020-21, and also provides an estimate of the impact in 2021-22.

Department	Expenditure/Income	2019/20	2020/21	2021/22 Forecast	Total
<b>Health &amp; Wellbeing</b>	Expenditure	715	27,743	27,298	55,756
	Income Loss		2,711	286	2,997
	Additional Income (Specific)		-22,331	-16,487	-38,818
<b>Health &amp; Wellbeing</b>		<b>715</b>	<b>8,123</b>	<b>11,097</b>	<b>19,935</b>
<b>Children's Services</b>	Expenditure		8,782	15,814	24,596
	Income Loss		1,836	916	2,752
	Additional Income (Specific)		-2,263	-537	-2,800
<b>Children's Services</b>			<b>8,355</b>	<b>16,193</b>	<b>24,548</b>
<b>Place</b>	Expenditure	114	9,047	12,499	21,660
	Income Loss	1,013	14,659	6,446	22,118
	Additional Income (Specific)		-1,230	-1,036	-2,266
<b>Place</b>		<b>1,127</b>	<b>22,476</b>	<b>17,909</b>	<b>41,511</b>
<b>Corporate Resources</b>	Expenditure	153	14,210	8,369	22,731
	Income Loss	139	6,351	2,806	9,296
	Additional Income (Specific)		-335	-1,980	-2,315

<b>Corporate Resources</b>		<b>292</b>	<b>20,226</b>	<b>9,195</b>	<b>29,712</b>
<b>Chief Executives</b>	Expenditure		927	305	1,232
<b>Chief Executives</b>			<b>927</b>	<b>305</b>	<b>1,232</b>
<b>Non Service</b>	Expenditure		264	0	264
	Income Loss		654		654
<b>Non Service Total</b>			<b>918</b>	<b>0</b>	<b>918</b>
<b>General Fund</b>	Expenditure		5,853	6,142	11,995
	Income Loss	1,285	-991	0	294
	Additional Income (General)	-2,700	-64,543	-21,410	-88,653
	Additional Income (Specific)		-28,595	-11,128	-39,723
	Council Reserves per Qtr 1		0	-1,052	-1,052
	Carry fwd of unspent grants		27,252	-27,252	0
<b>General Fund</b>		<b>-1,415</b>	<b>-61,025</b>	<b>-54,700</b>	<b>-117,140</b>
<b>Total Ex Collection Fund</b>		<b>718</b>	<b>0</b>	<b>0</b>	<b>718</b>

\*At 2020-21 year end the Additional Grants received in the General Fund were allocated to departments to match the net cost of Covid, with the remaining balance transferred to reserves to be used in 2021-22.

9.2 The table below shows the total impact on Council services, and additional income provided by Government and other bodies.

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22 Forecast</b>	<b>Total</b>
Expenditure	982	66,827	70,426	138,234
Income Loss	2,437	25,220	10,454	38,110
<b>Total impact on Council Services</b>	<b>3,418</b>	<b>92,046</b>	<b>80,880</b>	<b>176,344</b>
Additional Income (General)	-2,700	-64,543	-21,410	-88,653
Additional Income (Specific)		-54,755	-31,168	-85,922
Carry Fwd of unspent grants		27,252	-27,252	0
Council Reserves		0	-1,052	-1,052
<b>Total Funding</b>	<b>-2,700</b>	<b>-92,046</b>	<b>-80,881</b>	<b>-175,627</b>
<b>Grand Total</b>	<b>718</b>	<b>0</b>	<b>0</b>	<b>718</b>

9.3 As a result of prudent financial management, the Council entered into the Covid pandemic in relatively good financial health and with sufficient reserves to enable a rapid and flexible response to the crisis in advance of additional Government funding.

9.4 The costs and income losses to the Council have so far been covered by very welcome additional funding from the Government, however, it should be noted that there remains significant uncertainty about how long Covid will continue to impact for, and hence how long the additional funding lasts.

## Budget Savings Tracker

10.1 The combined budget savings of £14.3m in 21-22 brings the total savings the Council has had to approve in the eight years following the 2010 Comprehensive Spending Review (CSR) to £304m.

10.2 The 2020-21 budget includes £9.5m of new budget reductions, however £4.7m of prior year underachieved savings have carried forward into 2021-

22, meaning that £14.3m of savings will need to be delivered in 2021-22.

- 10.3 In tracking progress made against each individual saving proposal, £3.3m of the £14.3m is forecast to be delivered, leaving £10.9m that is forecast not to be delivered. This is included within the overall forecast overspend of the Council.

	Prior year underachieved Savings outstanding at 31/3/21	2021/22 New Savings	Total Savings 2021/22	Forecast Variance 2020/21	Total Savings 2021-22 <sup>4</sup>
Health & Wellbeing	3.1	8.4	11.5	9.4	5.5
Children's Services Place	0.0	0.3	0.3	0.0	0.0
Corporate Resources	1.6	0.2	1.9	1.5	0.4
General Fund	0.0	0.2	0.2	0.0	0.0
	0.0	0.5	0.5	0.0	0.0
<b>Total</b>	<b>4.7</b>	<b>9.5</b>	<b>14.3</b>	<b>10.9</b>	<b>5.8</b>

- 10.4 Although the savings that have to be delivered this year are lower than prior years, the amount forecast to be unachieved is forecast to be higher than recent 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	6.5
2021/22	10.9

- 10.5 The main forecast underachieved savings are £9.4m of underachieved Learning Disability Demand Management savings in Health & Wellbeing. As outlined previously these are partly caused by Covid, and are being partly mitigated by c£6.2m of Covid related grants in 2021-22. The ongoing impact of the underachievement when Covid grants run out, is a significant concern looking forward.
- 10.6 The £1.9m of underachieved savings in the Department of Place are mainly due to £1.3m of underachievement in Sports & Culture, most notably Libraries (£0.4m), Museums (£0.5m) and Theatres (£0.2m), and £0.2m in Neighbourhoods & Customer services as the income budget increased for parking charges in 2020-21, and it will continue to be undelivered in 2021-22 (£0.2m).

## Council Tax and Business Rates.

- 11.1 Council Tax and Business Rates are paid into a separate account, from which precepts (distributions) are paid to Bradford Council, the Government,

<sup>4</sup> Additional budget savings will be required in line with the Medium Term Financial Plan.

the police and fire authorities.

- 11.2 Bradford will be paid over its budgeted Council Tax precept (£212.9m) in 2021-22.
- 11.3 Further, a small surplus (£1.125m) is currently forecast for 2021-22. In line with Collection fund rules, this surplus will benefit the 2022-23 financial year, and has been included in 2022-23 budget planning.
- 11.4 Business Rates collection has also been significantly impacted by the pandemic. Bradford will be paid over its budget precept from the Collection Fund in 2021-22, with any in year deficit being repaid to the Collection Fund in 2022-23.
- 11.5 The Council had very large deficits from 2020-21 as a result of Covid (£6.1m for Council Tax and c£28.7m for Business Rates) that it will have to repay to the Collection fund in 2021-22 and 2022-23. The deficit will however be covered by Section 31 grants and Tax Income guarantee compensation received from the Government in 2020-21.
- 11.6 Currently the £35m of S31 and TIG monies are held in a reserve and will be drawn down over the next 3 years to pay for the 2020-21 deficit in compliance with a Government sanctioned scheme to spread Covid related deficits over a longer period than normal.
- 11.7 In 2021-22 the Council will again have a significant Business Rates Collection Fund deficit. Most of this will result from Government support for businesses and will consequently be covered by additional Section 31 grants, however the Councils business rates base is also likely to reduce following a number of recent appeals.
- 11.8 Overall the unfunded element of the Business Rates deficit is expected to be c£0.6m in 2021-22, and this will have to be budgeted for, and repaid in 2022-23.

### **Business Rates Schemes**

- 11.9 Covid Additional Relief Fund - The government has allocated business support funding for those businesses that had not received any rate relief under the previous Covid support schemes. The sum of £10.4m applies to the 2021/22 financial year only. In order to expedite the scheme, it is recommended that delegated authority is provided to the s.151 Officer in consultation with the portfolio holder to develop and implement a scheme.

## Reserves

12.1 At 31<sup>st</sup> December 2021 reserves stand at £287.7m (Council £244.8 and Schools £42.9m). Unallocated reserves stand at £10.7m.

	Closing Balance 2019-20 £m	Closing Balance 2020-21 £m	Opening Balance 2021-22 £m	Net Movement	Balance as at 31 <sup>st</sup> December 2021 £m
Council reserves	207.0	256.5	256.5	-11.7	244.8
Schools Delegated budget	31.9	42.9	42.9	.0	42.9
Total	238.9	299.4	299.4	-11.7	287.7

12.2 The £2.6m decrease in Reserves from September is made up of

### Movements to Reserves

None

### Movements from Reserves

£96k Insurance Risk  
£38k Taxi Licensing Reserve  
£745k Children Services Investment Fund  
£277k Early Help Enabler Support Reserve.  
£1.707m Troubled Families Grant Reserves

### Movements within Reserves

£60k GPTGO to Finance Works Reserve

12.3 The Council has £19.5m of General Fund reserves, and £10.7m of unallocated reserves.

12.4 Overall, reserve levels are expected to reduce significantly in 2021-22.

12.5 The Council has c£27m of Covid related grants in reserve from 2020-21, which will be drawn down in 2021-22 to fund Covid related expenditure as outlined previously and in the Covid Tracker.

12.5 £4m of reserves were approved to be used to support the recovery from Covid as outlined in the Qtr 1 Finance Position Statement.

12.6 £6.4m of reserves were approved to be used as part of the 2021-22 Council budget.

12.7 Approximately £2.9m of reserves are forecast to be drawn down or repurposed to help mitigate forecast overspends in 2021-22, as outlined above and detailed in the Departmental commentaries

12.8 Additionally, a significant portion of the £35m held in the S31 Business Rates Grant Reserve that contains both the Councils share of Section 31 grants and Tax Income Guarantee Scheme compensation will be drawn down at 2021-22 year-end to fund the 2020-21 Collection fund deficits.

12.9 Currently published budget proposals for 2022-23, would also result in further reserve reductions next year.

## School Balances

13.1 The table below shows the School Reserves (including Schools Contingencies) position as at 31st of March 2022. Schools do not report their quarter three financial position for 2021-22 until the end of January 2022.

	Balance 1 <sup>st</sup> April 2021		Forecasted Balance 31 <sup>st</sup> March 2022		Movement	
	Nos	£000	Nos	£000	Nos	£000
Nursery	7	1,353	7	1,309	0	44
Primary	68	10,549	67	6,878	1	3,671
Secondary	6	(2,077)	6	(2,723)	0	646
Special	3	2,925	3	2,068	0	857
Pupil Referral Units (PRU)	3	241	1	273	2	(32)
<b>Subtotal</b>	<b>87</b>	<b>12,991</b>	<b>84</b>	<b>7,805</b>	<b>3</b>	<b>5,186</b>
School Contingency		27,550		32,115	0	(4,565)
Other Activities/Closed Schools		1,418		1,000	0	418
<b>Total</b>	<b>87</b>	<b>41,959</b>	<b>84</b>	<b>40,920</b>	<b>3</b>	<b>1,039</b>

- There are three schools (one maintained nursery school, one primary and one secondary school) that are currently forecasting deficit revenue balances at 31 March 2022, with a combined deficit value of £5.4m. The deficit balance held by Hanson School is forecast to increase to £5.3m at the end of 2021-22 from £4.8m at the end of 2020-21.
- One school (St Clare's Catholic Primary) converted to academy status in 2021-22.

## Capital Expenditure

14.1 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.

14.2 The profiled resource position for 2021-22 for the Capital Investment Plan stands at £802.5m. To the 31st December there has been total spend of £65.4m. A summary by service is shown below with a detailed monitor in Appendix 2.

Scheme Description	Q2 Re-profiled Budget 2021-22	Changes	Re profile Budget 2021-22	Spend 31 Dec 2021	Budget 22-23	Budget 23-24	Budget 24-25 onwards	Total
	£m		£m					
Health and Wellbeing	2.0	0.1	2.1	0.5	1.9	7.0	0.1	11.1
Children's Services	23.3	-1.6	21.7	11.5	12.2	5.4	0.2	39.5
Place - Economy & Development Services	26.9	0.1	27.0	9.8	33.9	17.9	9.1	87.9
Place - Planning, Transport & Highways	46.4	5.5	51.9	22.0	66.2	60.4	71.2	249.7



Place - Other	21.3	0.5	21.8	8.5	18.9	27.1	23.5	91.3
Corp Service – Estates & Property Services	13.6	16.0	29.6	13.1	2.3	3.5	9.5	44.9
<b>TOTAL - Services</b>	<b>133.5</b>	<b>20.6</b>	<b>154.1</b>	<b>65.4</b>	<b>135.4</b>	<b>121.3</b>	<b>113.6</b>	<b>524.4</b>
Reserve Schemes & Contingencies	5.9	1.9	7.8	0	61.2	111.3	97.8	278.1
<b>TOTAL</b>	<b>139.4</b>	<b>22.5</b>	<b>161.9</b>	<b>65.4</b>	<b>196.6</b>	<b>232.6</b>	<b>211.4</b>	<b>802.5</b>

14.3 Overall here has been an increase in the budget of £83.4m to £802.5m. The main change relates to:

- £28.5m of new approved budget for a strategic regeneration opportunity.
- £39.4m of new approved budget for Squire Lane.
- £14.7m of additional budget for Transforming Cities.

14.4 Profiling the capital spend between financial years is a key challenge to ensure that the Council borrows at the most cost effective time. For this Report 2022-23 Budgets have been reviewed with Service Managers and re-profiled into future years for larger schemes. Further work will continue to ensure accurate profiling of the capital spend over the next four years.

14.5 It should also be noted that there remains uncertainty linked to Covid and consequently there remains levels of uncertainty in the forecasting.

14.6 Generally, inflationary forces are resulting in increased pressures on current projects and there could be higher costs compared to approved budgets. Also problems with the supply chain mean some major projects are having issues getting resources delivered and this could impact on delivery timescales and budgets.

### Capital Programme 2021-22 update

14.7 The latest forecast for expenditure for 2021-22 is £128.9m, compared to a revised budget of £161.9m. Spend to the end of December 2021 is £65.4m. A summary by service is shown below with a detailed monitor in Appendix.

#### Budget, forecast and spend to date as at 31 December for 2021-22

	Revised Budget 2021-22 £m	Annual Spend Forecast £m	Variance £m	Spend 31 Dec 2021 £m	Spend to date as a % of forecast %
Health and Wellbeing	2.1	1.4	-0.7	0.5	35.7
Children's Services	23.3	16.0	-7.3	11.5	71.9
Place - Economy & Development	27.0	16.6	-10.4	9.8	57.3
Place - Planning, Transportation & Highways	51.9	45.0	-7.0	22.0	48.9
Place – Other	21.8	17.7	-4.1	8.5	48.0
Corporate Resources – Estates & Property	29.6	31.4	-2.2	13.1	41.7
Reserve Schemes & Contingencies	6.2	0.8	-5.4	0.0	0.0
<b>TOTAL - All Services</b>	<b>161.9</b>	<b>128.9</b>	<b>-33.0</b>	<b>65.4</b>	<b>50.7</b>

14.8 There is a forecast capital programme variance of £33m between the budget and the latest expenditure forecast. Covid-19 and supply issues 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.

## **New Capital Schemes**

14.9 The following scheme has been approved under Section 1.7 of the Financial Regulations. Executive are asked to note.

- **Children's Homes**- £0.39m to improve the residential estate. This work is necessary to ensure Bradford's Cared for Children are able to live in suitable, homely environments, which comply with Health and Safety Regulations and the Children's Homes Regulations. The works will be funded from the General Contingency Budget.
- **Adults Electricals** - £0.05m to ensure the electrical safety of residential homes. The works will be funded from the General Contingency Budget.

## **15.0 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 Strategic Risk register has been provided in Appendix 3.

## **16.0 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.

## **17.0 OTHER IMPLICATIONS**

## **18.0 EQUALITY & DIVERSITY**

None

## **19.0 SUSTAINABILITY IMPLICATIONS**

None

## **20.0 GREENHOUSE GAS EMISSIONS IMPACTS**

None

## **21.0 COMMUNITY SAFETY IMPLICATIONS**

None

## **22.0 HUMAN RIGHTS ACT**

None

## **23.0 TRADE UNION**

Trade Unions have been consulted in relation to Waste Services mitigation plans.

## **24.0 WARD IMPLICATIONS**

None

## **25.0 IMPLICATIONS FOR CORPORATE PARENTING**

None

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

None

## **27.0 NOT FOR PUBLICATION DOCUMENTS**

None

## **28.0 RECOMMENDATIONS**

### **That the Executive**

- 28.1 Note the contents of this report and the actions taken to manage the issues highlighted.
- 28.2 Note the following has been approved under Section 1.7 of the Financial Regulations:
- £0.39m for the completion of health and safety works to the Children's residential estate. This is to be funded from the General Contingency Budget.
  - £0.05m to make good and ensure the electrical safety of three Adult residential homes. To be funded from the General Contingency Budget.
- 28.3 That delegated authority is provided to the s.151 Officer in consultation with the portfolio holder to develop and implement a Covid Additional Relief Fund scheme as outlined in section 11.9.
- 28.4 That delegated authority is provided to the s.151 Officer in consultation with the portfolio holder in relation to Enterprise Zone Rate Relief as outlined in section 11.10.

## **29.0 APPENDICES**

- Appendix 1 Reserves Statement
- Appendix 2 Capital Investment Plan
- Appendix 3 Council Strategic Risk Register

## **30.0 BACKGROUND DOCUMENTS**

- Qtr 2 Finance Position Statement – Executive 2nd November 2021
- Qtr 1 Finance Position Statement – Executive 6<sup>th</sup> July 2021
- 2020-21 Finance Position Statement – Executive 6<sup>th</sup> July 2021
- The Council's Revenue Estimates for 2021/22 – updated – Budget Council 18<sup>th</sup> Feb 2021

Reserves Statement as at 31<sup>st</sup> December 2021

## Appendix 1

	Opening Balance £000	Movement in 2021-22 £000	Closing Balance £000	Comments
<b>A. Reserves available to support the annual revenue budget</b>				
Unallocated Corporate Reserves	10,700	0	10,700	
<b>Total available Unallocated Corporate Reserves</b>	<b>10,700</b>	<b>0</b>	<b>10,700</b>	
<b>B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.</b>				
ESIF – STEP	1,915	-860	1,055	Funding to support young and disadvantaged people into employment
Exempt VAT	3,000	0	3,000	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.
Better Use of Budgets	5,166	-1,319	3,847	To cover deferred spend on priority work from 2020-21
Economic Partnership Reserve	157	0	157	To pump prime initiatives linked to the Council's Producer City programme
Regional Growth Fund	3,635	0	3,635	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	1,397	0	1,397	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	15,033	-6,898	8,135	To help fund Transitional work, and cover risks.
Dilapidation & Demolition	1,767	0	1,767	At the end of a lease on a building, the Council will be liable for any dilapidations of the building. The Council also plans

	Opening Balance £000	Movement in 2021-22 £000	Closing Balance £000	Comments
				some demolition work.
Match Fund Basic needs Grant	700	-700	0	Match funding against capital spend – using capital grants first.
Strategic Site Assembly	309	0	309	Amounts to help fund strategic site acquisition.
Implementation Reserve	1,504	0	1,504	To fund Projects associated with delivering savings plans.
Insurance Risk	1,893	-1,889	4	Reserve reduced as part of 2021-22 budget setting.
NDR Volatility Reserve	1,735	-1,735	0	Additional S31 grant to offset NDR deficit resulting from govt policy Reduced as part of 2021-22 budget setting
Council Tax Reserve	575	-575	0	To be used in 2021-22
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	Reserve resulting from MRP policy change.
Financing Reserve 2019/20	1,000	0	1,000	As above.
Markets Compensation	723	0	723	Statutory compensation obligation for terminating tenancies
Finance Works Reserve	94	60	154	Reserve to fund additional project Finance Work including Collection fund improvements and CCAB apprentices
ICT Programmes Budget	1,424	941	2,365	To fund future ICT projects
Children Services Investment Fund	745	-745	0	Remainder of £6.5m of one off investment approved as part of 2018-19 budget
S31 Business Rate Grants Reserve	34,995	0	34,995	Money from Govt to pay for 2020-21 Covid related collection fund deficit. Will be used in 2021-22.
Covid 19 funding allocation Reserve	22,149	,	22,149	Remaining Emergency grant from Government – reflects timing issue between receipt and spend. Will be consumed in 2021-22
Indexation Pressures Reserves	136	0	136	Reserve to cover any in year costs

	Opening Balance £000	Movement in 2021-22 £000	Closing Balance £000	Comments
CT Hardship Reserves	99	0	99	above the 2% budgeted pay award.. Can be redirected pending 21-22 pay award. Remaining part of £5.8m grant from 2020-21
Project Feasibility Reserve	2,000	0	2,000	To fund feasibility work associated with major projects
<b>Sub Total</b>	<b>161,358</b>	<b>-13,720</b>	<b>147,638</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 enables transfer of resources from capital to revenue to fund work associated with business case formation.
Markets	93	300	393	Cumulative Market trading surpluses to be re-invested in maintaining market buildings throughout the district.
<b>Sub total</b>	<b>5,230</b>	<b>300</b>	<b>5,530</b>	
<b>D. Service Earmarked Reserves</b>	<b>39,564</b>	<b>678</b>	<b>40,242</b>	See over page
<b>E. Revenue Grant Reserves</b>	<b>24,199</b>	<b>-2,992</b>	<b>21,207</b>	
<b>F General Reserves</b>				
General Fund	15,000	4,500	19,500	The GF balance acts as a necessary contingency against unforeseen events. The balance represents a minimum of 5% of the Council's net budget requirement in line with guidance.
Schools delegated budget	41,930	0	41,930	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	933	0	933	

	Opening Balance £000	Movement in 2021-22 £000	Closing Balance £000	Comments
<b>Sub Total General Fund Reserve &amp; School balances</b>	<b>57,863</b>	<b>4,500</b>	<b>62,363</b>	
<b>G. HRA Reserves</b>	<b>503</b>	<b>-503</b>	<b>0</b>	
<b>Grand total</b>	<b>299,417</b>	<b>-11,737</b>	<b>287,680</b>	



Departmental Earmarked Reserves Statement at 31<sup>st</sup> December 2021

	Opening Balance £000	Movement in 2021-22 £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	8,231	0	8,231	NHS and Council monies used to support ring fenced projects and integration of health and social care
Great Places to Grow Old	172	-60	112	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
Health Improvement Reserve	35	0	35	
<b>Total Adult and Community Services</b>	<b>8,929</b>	<b>-60</b>	<b>8,869</b>	
<b>Children Services</b>				
BSF Unitary Charge	9,417	0	9,417	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	6,704	0	6,704	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	-277	0	To help support Early Help programme
Retail Academy (Skills for Employment)	197	0	197	Skills for work
SEND Inspection Resource	195	0	195	To provide resource to assist with preparation for inspection.
One Workforce Reserve	706	0	706	Workforce development schemes funded from Leeds City Region business rates pool.
Creative Skills	81	0	81	Workforce development schemes funded from LCR business rates pool.
ICE Advanced Skills	307	0	307	Training for post 16 Children through Industrial Centres of

	Opening Balance £000	Movement in 2021-22 £000	Latest Balance £000	Comments
				Excellence.
Sinking fund for bus replacement Reserve	125	0	125	
Training Work Programme (Skills for Work)	223	0	223	Skills for Work
<b>Total Children</b>	<b>18,586</b>	<b>-277</b>	<b>18,309</b>	
<b>Department of Place</b>				
Marley & other pitch and gyms	0	0	0	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	395	-38	357	Statutory requirement to set aside any taxi licensing surplus when setting future fees.
Theatres Box Office	314	0	314	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
Museum Restoration	76	0	76	Fund for museum improvement
Council Housing Reserve	0	0	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	-9	0	Development and enablement costs for establishment of BIDs
HMO Licencing Scheme	536	0	536	A statutory requirement that fees can only be generated and retained within the HMO licensing function.
VCS Transformation Fund	202	0	202	Developing peer to peer solutions to building capacity within the VCS
Tree & Woodland Planting Fund	76	0	76	District wide Tree &

	Opening Balance £000	Movement in 2021-22 £000	Latest Balance £000	Comments
PT&H - Local Plan Reserve	300	0	300	Woodland planting fund as part of Woodland Strategy. For Local Plan
City Park Sinking Fund	900	0	900	Funding set aside to meet the future maintenance costs of City Park.
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.
Longfield Drive Housing Scheme(Council Housing Reserve)	0	503	503	
District Tenants Federation	30	0	30	Funding committed to provide support to District Tenants Federation
Clergy House/Jermyn Court	114	0	114	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	377	0	377	Procurement of external specialist support to complete the feasibility stage of the Bereavement Strategy
Housing Development Growth Fund	1,282	0	1,282	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	458	0	458	A statutory requirement that fees can only be generated and retained within the Housing

	Opening Balance £000	Movement in 2021-22 £000	Latest Balance £000	Comments
				enforcement function.
Well England Reserve	103	0	103	Programme provides a range of initiatives to support Health & Wellbeing in Girdlington, Holme Wood and Keighley.
New Projects (Parks, Open Spaces and Libraries) Reserve	700	0	700	
<b>Department of Place</b>	<b>9,640</b>	<b>456</b>	<b>10,096</b>	
<b>Corporate Resources</b>				
Schools Traded HR Reserves	84	-84	0	To mitigate the risk of changes in customer base.
Workforce Development	0	0	0	Changing the organisation - vision & values, recruitment & selection, development of managers, performance management, leadership & succession planning.
District Elections	335	0	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	279	0	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.
ISG over achievement trading reserve	51	0	51	To support ISG
Bradford Learning Network (Broadband)	153	0	153	Balancing reserve related to Schools Broadband Contract
Payroll Reserve	100	-100	0	To mitigate any reductions in schools trading
Emergency Planning Reserve	100	0	100	To cover costs of covering emergency/critical alert requirements
Energy unit	484	-100	384	To help smooth effect of price spikes.
Children's E2E Programme Reserve	0	843	843	
Climate change Reserve	2	0	2	
<b>Total Corporate Resources</b>	<b>2,409</b>	<b>559</b>	<b>2,968</b>	

	Opening Balance £000	Movement in 2021-22 £000	Latest Balance £000	Comments
<b>Total Service Earmarked Reserves</b>	39,564	678	40,242	

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Capital Investment Plan

Appendix 2

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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	300	0	300	80	31	1,900	6,961	124	0	0	0	9,285	9,285
CS0237c	Keighley Rd Residential Care Valley View	295	0	295	53	31	0	0	0	0	295	0	0	295
CS0373	BACES DFG	419	0	419	419	302	0	0	0	0	0	0	419	419
CS0239	Community Capacity Grant	910	0	910	700	134	0	0	0	0	910	0	0	910
CS0311	Autism Innovation Capital Grant	19	0	19	19	0	0	0	0	0	19	0	0	19
CS0312	Integrated IT system	80	0	80	80	36	0	0	0	0	80	0	0	80
CS0523	Electrical work at residential homes	0	50	50	50	0	0	0	0	0	0	0	50	50
<b>Total - Health and Wellbeing</b>		<b>2,023</b>	<b>50</b>	<b>2,073</b>	<b>1,401</b>	<b>534</b>	<b>1,900</b>	<b>6,961</b>	<b>124</b>	<b>0</b>	<b>1,304</b>	<b>0</b>	<b>9,754</b>	<b>11,058</b>
<b>Children's Services</b>														
CS0249	Schools DRF	500	0	500	500	0	0	0	0	0	500	0	0	500
CS0287	S106 Education	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0022	Devolved Formula Capital	800	0	800	800	1,761	0	0	0	0	800	0	0	800
CS0030	Capital Improvement Work	138	0	138	150	94	100	100	100	100	538	0	0	538
CS0240	Capital Maintenance Grant	4,489	0	4,489	2,986	1,464	3,070	1,000	0	0	8,559	0	0	8,559
CS0244a	Primary Schools Expansion Programme	1,220	0	1,220	700	312	1,234	0	0	0	2,454	0	0	2,454
CS0244b	Silsden School	6,775	0	6,775	6,275	5,211	465	0	0	0	7,240	0	0	7,240
CS0244c	SEN School Expansions	5,400	0	5,400	3,000	2,236	2,600	1,684	0	0	9,684	0	0	9,684
CS0362	Secondary School Expansion	1,000	0	1,000	175	161	3,298	2,616	0	0	6,914	0	0	6,914
CS0421	Healthy Pupil Capital Grant	43	0	43	0	-1	0	0	0	0	43	0	0	43
CS0436	Children's Homes	1,976	-1,572	404	405	4	0	0	0	0	0	0	404	404
CS0488	Digital Strategy	960	0	960	960	230	0	0	0	0	0	0	960	960
CS0500	TFD	0	0	0	41	41	1,400	0	0	0	0	0	1,400	1,400
<b>Total - Children's Services</b>		<b>23,301</b>	<b>-1,572</b>	<b>21,729</b>	<b>15,992</b>	<b>11,513</b>	<b>12,167</b>	<b>5,400</b>	<b>100</b>	<b>100</b>	<b>36,732</b>	<b>0</b>	<b>2,764</b>	<b>39,496</b>

CS Ref	Scheme Description	2021-22 Budget £'000	Finance updates £'000	Revised 2021-22 Budget £'000	Forecast £'000	Spend UPDATED 31 Dec £'000	2022-23 Budget £'000	2023-24 Budget £'000	2024-25 Budget £'000	2025-onwards Budget £'000	Specific Grants, cap receipts, reserves £'000	Invest to Save Funding £'000	Corporate Borrowing £'000	Budget Total £'000
<b>Place - Housing</b>														
CS0237b	Keighley Rd Extra Care Fletcher Court	62	0	62	256	-223	0	0	0	0	0	0	62	62
CS0308	Afford Housing Programme 15 -18	391	0	391	0	-115	0	0	0	0	391	0	0	391
<b>Total - Housing</b>		<b>453</b>	<b>0</b>	<b>453</b>	<b>256</b>	<b>-338</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>391</b>	<b>0</b>	<b>62</b>	<b>453</b>
<b>Place - Economy &amp; Development</b>														
CS0136	Disabled Housing Facilities Grant	5,085	0	5,085	4,750	3,357	3,234	4,392	2,028	5,753	8,294	0	12,198	20,492
CS0137	Development of Equity Loans	750	0	750	400	343	1,989	535	0	0	1,727	0	1,547	3,274
CS0144	Empty Private Sector Homes Strat	850	0	850	850	535	831	0	0	0	0	0	1,681	1,681
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	0	0	178	0	0	0	178	178
CS0280	Temp Housing Clergy House	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0496	Town Fund Keighley & Shipley	828	0	828	828	599	0	0	0	0	828	0	0	828
CS0084	City Park	192	0	192	0	0	0	0	0	0	0	0	192	192
CS0085	City Centre Growth Zone	1,393	0	1,393	46	46	0	0	0	0	0	0	1,393	1,393
CS0291	One City Park	9,533	0	9,533	4,152	1,287	15,186	9,514	600	0	7,500	15,133	12,200	34,833
CS0228	Canal Road	100	0	100	100	0	0	0	0	0	0	0	100	100
CS0507	Conditioning House & High Point	1,439	0	1,439	1,439	1,439	0	0	0	0	1,439	0	0	1,439
CS0241	Re-use of Frmr College Builds Kghly	355	0	355	0	0	0	0	0	0	0	0	355	355
CS0266	Superconnected Cities	829	0	829	0	0	0	0	0	0	0	0	829	829
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	3,794	0	3,794	3,600	2,487	11,702	3,458	525	0	3,800	5,364	10,315	19,479
CS0363b	Markets Red'mnt - City Cntr Public Realm	596	0	596	15	0	1,000	0	0	0	0	0	1,596	1,596
CS0411	Parry Lane	0	127	127	127	1	0	0	0	0	0	0	127	127
<b>Total - Place - Economy &amp; Development</b>		<b>26,466</b>	<b>127</b>	<b>26,593</b>	<b>16,350</b>	<b>10,092</b>	<b>33,942</b>	<b>17,899</b>	<b>3,331</b>	<b>5,753</b>	<b>24,246</b>	<b>20,497</b>	<b>42,775</b>	<b>87,518</b>

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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>Place - Planning, Transportation &amp; Highways</b>														
CS0131	Kghly Town Cntr Heritage Initiative	151	0	151	151	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	166	0	166	10	10	251	250	250	250	0	0	1,167	1,167
CS0071	Highways S106 Projects	493	0	493	20	17	0	0	0	0	493	0	0	493
CS0372	Countryside S106 Projects	355	0	355	4	4	0	0	0	0	355	0	0	355
CS0091	Capital Highway Maintenance	349	0	349	3,809	3,666	0	0	0	0	349	0	0	349
CS0095	Bridges	100	0	100	653	199	0	0	0	0	100	0	0	100
CS0096	Street Lighting	69	0	69	15	5	0	0	0	0	69	0	0	69
CS0099	Integrated Transport	69	0	69	0	0	0	0	0	0	69	0	0	69
CS0168	Connecting the City (Westfield)	0	0	0	10	0	0	0	0	0	0	0	0	0
CS0172	Saltaire R/bout Cong& Safety Works	279	0	279	20	1	0	0	0	0	279	0	0	279
CS0264	Highway to Health	0	0	0	70	43	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
CS0293	West Yorks & York Transport Fund	15,004	0	15,004	5,782	3,186	20,877	40,000	30,000	20,770	126,651	0	0	126,651
CS0396	WYTF Corr Imp Projects	2,287	0	2,287	426	285	2,000	3,000	3,000	0	10,287	0	0	10,287
CS0296	Pothole Funds	2,737	0	2,737	6,166	2,550	3,429	0	0	0	6,166	0	0	6,166
CS0306a	Strategic Transport Infrastructure Priorities	465	0	465	0	0	500	0	0	0	0	0	965	965
CS0302	Highways Prop Liab Redn Strat	47	0	47	0	0	0	0	0	0	47	0	0	47
CS0319	Challenge Fund	587	0	587	587	743	500	0	0	0	1,087	0	0	1,087
CS0323	Flood Risk Mgmt	0	0	0	120	88	0	0	0	0	0	0	0	0
CS0329	Damens County Park	106	0	106	0	0	0	0	0	0	0	0	106	106
CS0370	LTP IP3 Safer Roads	527	0	527	0	0	0	0	0	0	527	0	0	527
CS0371	LTP IP3 One System 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	0	0	0	0	0	0	17	0	0	17
CS0414	LTP IP3 Safer Roads	0	0	0	1	1	0	0	0	0	0	0	0	0
CS0398	Bfd City Ctre Townscape Heritage	828	0	828	150	123	790	1,000	0	0	2,445	0	173	2,618
CS0430	Hwys Maint Fund Oct18	216	0	216	216	2	0	0	0	0	216	0	0	216
CS0432	Steeton/Silsden Crossing	45	0	45	45	9	0	0	0	0	45	0	0	45
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	0	0	0	0	0	0	29	0	0	29



CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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
CS0450	CILS payments	8	0	8	100	184	0	0	0	0	8	0	0	8
CS0453	IP3 Safer Roads 19-20	48	0	48	7	2	0	0	0	0	48	0	0	48
CS0454	Area Comm ITS 19-20	0	0	0	0	16	0	0	0	0	0	0	0	0
CS0434	Smart Street Lighting	2,399	0	2,399	3,000	2,419	11,852	14,128	13,000	2,706	0	44,085	0	44,085
CS0455	IP4 projects	2,166	0	2,166	1,592	292	0	0	0	0	2,166	0	0	2,166
CS0456	WY Integrated UTMC Centre	106	0	106	78	19	0	0	0	0	106	0	0	106
CS0464	Ben Rhydding Railway Station Car Park	261	0	261	10	1	0	1,042	750	0	2,053	0	0	2,053
CS0467	Transforming Cities Fund (TCF)	0	5,496	5,496	6,000	2,949	2,633	0	0	0	8,129	0	0	8,129
CS0469	IP4 Safer Roads 20-21	342	0	342	407	188	0	0	0	0	342	0	0	342
CS0470	IP4 Safer Roads 21-22	0	0	0	932	140	932	0	0	0	932	0	0	932
CS0483	LTP grant 2021	40	0	40	0	0	0	0	0	0	40	0	0	40
CS0486	Active Travel Fund Programme	721	0	721	721	225	1,000	0	0	0	1,721	0	0	1,721
CS0494	City Centre Bollards	125	0	125	125	119	0	0	0	0	0	0	125	125
CS0502	Corridor Improvement Prog (CIP2)	565	0	565	275	36	0	0	0	0	565	0	0	565
CS0499	Buck Mill Footbridge	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0477	CCTV Infrastructure	969	0	969	0	270	0	0	0	0	0	0	969	969
CS0512	Naturalising Bradford Beck	400	0	400	400	171	1,400	1,000	450	0	1,625	0	1,625	3,250
CS0513	Purchasing 185 Carlisle Road	190	0	190	190	121	0	0	0	0	0	0	190	190
<b>Total Place - Planning, Transportation &amp; Highways</b>		<b>33,506</b>	<b>5,496</b>	<b>39,002</b>	<b>32,106</b>	<b>18,080</b>	<b>46,164</b>	<b>60,420</b>	<b>47,450</b>	<b>23,726</b>	<b>167,307</b>	<b>44,135</b>	<b>5,320</b>	<b>216,762</b>
<b>Dept of Place - Clean Air Zone</b>														
CS0471	Clean Air Zone	12,842	0	12,842	12,842	3,930	20,000	0	0	0	32,842	0	0	32,842
<b>Total Place - Clean Air Zone</b>		<b>12,842</b>	<b>0</b>	<b>12,842</b>	<b>12,842</b>	<b>3,930</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,842</b>	<b>0</b>	<b>0</b>	<b>32,842</b>
<b>Dept of Place - Waste, Fleet &amp; Transport</b>														
CS0060	Replacement of Vehicles	3,000	0	3,000	2,000	397	3,000	0	0	0	0	6,000	0	6,000
CS0517	Electric vehicles	451	0	451	451	0	39	308	65	18	0	0	881	881
CS0435	Sugden End Landfill Site	85	0	85	85	17	0	0	0	0	0	0	85	85
CS0415	Shearbridge Depot Security	89	0	89	89	22	0	0	0	0	0	0	89	89
CS0359	Community Resilience Grant	8	0	8	0	0	0	0	0	0	8	0	0	8

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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
CS0497	Climate Change Initiatives – Vehicles	25	0	25	40	40	120	0	0	0	145	0	0	145
CS0503	Environmental Delivery Works	123	0	123	60	37	125	0	0	0	0	0	248	248
CS0516	Wash Bay Ramps	33	0	33	33	33	0	0	0	0	0	0	33	33
<b>Total Place - Waste, Fleet &amp; Transport</b>		<b>3,814</b>	<b>0</b>	<b>3,814</b>	<b>2,758</b>	<b>545</b>	<b>3,284</b>	<b>308</b>	<b>65</b>	<b>18</b>	<b>153</b>	<b>6,000</b>	<b>1,336</b>	<b>7,489</b>
<b>Dept of Place - Neighbourhoods &amp; Customer Services</b>														
CS0066	Ward Investment Fund	35	0	35	35	0	0	0	0	0	0	0	35	35
CS0466	Parks Depots	24	0	24	23	23	0	0	0	0	0	0	24	24
CS0378	Customer Services Strategy	146	0	146	6	6	0	0	0	0	0	0	146	146
CS0506	Ilkley Parking	75	0	75	75	46	0	0	0	0	0	75	0	75
CS0510	Ilkley Footbridge	50	0	50	50	9	0	0	0	0	0	0	50	50
<b>Total Place - Neighbourhoods &amp; Customer Services</b>		<b>330</b>	<b>0</b>	<b>330</b>	<b>189</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>255</b>	<b>330</b>
<b>Dept of Place - Sports &amp; Culture</b>														
CS0151	Building Safer Communities	26	0	26	0	0	0	0	0	0	26	0	0	26
CS0340	St George's Hall	0	0	0	0	3	0	0	0	0	0	0	0	0
CS0487	Alhambra Theatre Lift	2	0	2	0	0	0	0	0	0	0	0	2	2
CS0129	Scholemoor Project	0	0	0	18	18	0	18	0	0	0	0	18	18
CS0162	Capital Projects - Recreation	860	0	860	480	468	0	0	0	0	785	0	75	860
CS0229	Cliffe Castle Restoration	85	0	85	8	5	0	0	0	0	85	0	0	85
CS0347	Park Ave Cricket Ground	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0004	S106 Recreation	10	0	10	10	2	0	0	0	0	10	0	0	10
CS0501	Parks Development Fund	500	0	500	500	0	0	0	0	0	500	0	0	500
CS0367	King George V Playing Fields	0	0	0	0	0	0	1,020	0	0	700	0	320	1,020
CS0504	Cricket Nets	190	0	190	190	0	0	0	0	0	190	0	0	190
CS0404	Sports Pitches	1,029	0	1,029	1,029	363	0	0	0	0	912	0	117	1,029
CS0489	Playable Spaces including Lister Park	620	500	1,120	1,120	624	1,398	0	0	0	350	0	2,168	2,518
CS0403	Bereavement Strategy	7,916	0	7,916	4,311	1,404	8,350	3,690	329	0	0	7,000	13,285	20,285
CS0277	Wyke Community Sport Hub	4,294	0	4,294	6,041	4,268	2,147	0	0	0	2,474	0	3,967	6,441
CS0508	Theatres Website	45	0	45	0	0	0	0	0	0	45	0	0	45

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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
CS0245	Doe Park	297	0	297	307	160	0	0	0	0	297	0	0	297
CS0459	Ilkley Lido Tank	369	0	369	410	410	0	0	0	0	0	0	369	369
CS0461	Shipleigh Gym extension & equipment	71	0	71	0	1	0	0	0	0	0	0	71	71
CS0458	Doe Park Drainage	40	0	40	40	1	0	0	0	0	0	0	40	40
CS0468	Bowling Pool extension	20	0	20	-143	-143	0	0	0	0	0	0	20	20
CS0356	Sedbergh SFIP	427	0	427	252	232	0	0	0	0	0	0	427	427
CS0354	Squire Lane	0	0	0	0	0	3,600	22,100	21,410	1,700	20,000	19,410	9,400	48,810
CS0482	Marley Replacement Pitch	15	0	15	36	1	0	0	0	0	15	0	0	15
CS0498	Libraries IT Infrastructure	198	0	198	31	31	0	0	0	0	0	60	139	198
CS0509	Libraries (Equipment/Shelving)	200	0	200	150	0	0	0	0	0	200	0	0	200
<b>Total Place - Sports &amp; Culture</b>		<b>17,214</b>	<b>500</b>	<b>17,714</b>	<b>14,790</b>	<b>7,844</b>	<b>15,495</b>	<b>26,828</b>	<b>21,739</b>	<b>1,700</b>	<b>26,589</b>	<b>26,470</b>	<b>30,418</b>	<b>83,476</b>
<b>Corp Resources - Estates &amp; Property Services</b>														
CS0094	Museum Store	0	0	0	0	0	500	0	0	0	0	0	500	500
CS0333	Argus Chambers / Britannia Hse	189	0	189	0	0	0	0	0	0	0	0	189	189
CS0443	Property Programme 19-20	143	0	143	143	37	0	0	0	0	0	0	143	143
CS0475	Property Programme 20-21	962	-28	934	962	831	0	0	0	0	0	0	934	934
CS0511	Property Programme 21-22	2,242	28	2,270	1,100	65	0	0	0	0	0	0	2,270	2,270
CS0460	Mitre Court CPU Property & Equip	1,665	0	1,665	1,665	808	0	0	0	0	250	0	1,415	1,665
CS0230	Beechgrove Allotments	0	0	0	0	0	148	0	0	0	148	0	0	148
CS0408	Top of Town - purchase 21 St Johns St	325	0	325	280	251	0	0	0	0	0	0	325	325
CS0050	Carbon Management	582	0	582	582	86	0	0	0	0	0	0	582	582
CS0420	Electric vehicle charging Infr (Taxi Scheme)	379	0	379	379	129	0	0	0	0	379	0	0	379
CS0495	Bradford LAD Scheme	421	0	421	421	2,939	600	400	0	0	1,421	0	0	1,421
CS2000	DDA	62	0	62	30	0	59	50	0	0	0	0	171	171
CS0381	Godwin St	570	0	570	4,024	4,024	0	0	0	0	570	0	0	570
CS0485	Advanced Fuel Centre	916	-916	0	0	0	0	0	0	0	0	0	0	0
CS0409	Coroner's Court and Accommodation	2,930	0	2,930	2,700	1,663	500	0	0	0	0	0	3,430	3,430
CS0457	Simpson Green - roof	13	0	13	13	0	0	0	0	0	0	0	13	13
CS0445	Core IT Infrastructure	1,756	0	1,756	1,756	2,251	497	580	0	0	0	0	2,833	2,833

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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
CS0505	ISG new Equipment	15	0	15	15	0	0	0	0	0	0	0	15	15
CS0515	IT – End to End	330	0	330	330	0	0	0	0	0	0	0	330	330
CS0514	Birksland - Mail & Print Machine	72	0	72	72	0	0	0	0	0	0	0	72	72
CS0520	Regeneration Opportunity	0	16,500	16,500	16,500	0	0	2,500	5,500	4,000	4,000	0	24,500	28,500
CS0521	Buttershaw Youth Centre	0	30	30	30	0	0	0	0	0	0	0	30	30
CS0522	Children's Homes Capital Works	0	390	390	390	0	0	0	0	0	0	0	390	390
<b>Total Corp Resources – Estates &amp; Property Services</b>		<b>13,572</b>	<b>16,004</b>	<b>29,576</b>	<b>31,392</b>	<b>13,084</b>	<b>2,304</b>	<b>3,530</b>	<b>5,500</b>	<b>4,000</b>	<b>6,768</b>	<b>0</b>	<b>38,142</b>	<b>44,910</b>
<b>Reserve Schemes &amp; Contingencies</b>														
CS0395z	General Contingency	650	-449	201	22	0	1,000	1,000	0	0	0	0	2,201	2,201
CS0411z	Parry Lane	127	-127	0	0	0	0	0	0	0	0	0	0	0
CS0395b	Changing Places Toilets	80	0	80	0	0	0	0	0	0	0	0	80	80
CS0395c	Buttershaw Youth Centre	21	-21	0	0	0	0	0	0	0	0	0	0	0
CS0397z	Property Programme	0	0	0	0	0	2,000	2,000	0	0	0	0	4,000	4,000
CS0399z	Strategic Acquisition	0	0	0	0	0	10,000	10,000	10,000	13,460	0	43,460	0	43,460
CS0400z	Keighley One Public Sector Est	0	0	0	0	0	0	9,500	4,000	4,500	0	18,000	0	18,000
CS0402z	Canal Road Land Assembly	0	0	0	0	0	450	0	0	0	0	0	450	450
CS0401z	Depots	0	0	0	0	0	500	2,000	500	0	0	0	3,000	3,000
CS0485z	Advanced Fuel Centre & Vehicles	0	916	916	0	0	2,298	896	1,000	920	64	5,466	500	6,030
<b>2018-19 Schemes</b>														
CS0404z	Sports Pitches	-117	0	-117	0	0	403	4,248	4,250	0	2,383	0	6,401	8,784
CS0489z	Playgrounds	0	0	0	0	0	1,087	2,750	0	0	1,035	0	2,802	3,837
CS0405z	City Hall	500	0	500	0	0	0	5,000	3,000	3,500	2,000	5,000	5,000	12,000
CS0407z	Affordable Housing	0	0	0	0	0	0	8,000	10,724	10,500	14,430	14,794	0	29,224
CS0408z	Top of town	0	0	0	0	0	0	2,675	0	0	0	0	2,675	2,675
CS0381z	Godwin St (fmr Odeon)	1,500	0	1,500	0	0	5,000	3,000	2,000	0	0	11,500	0	11,500
<b>2020-21 Schemes</b>														
CS0060z	Vehicles	0	0	0	0	0	0	3,000	0	0	0	3,000	0	3,000
CS0060zb	Electric vehicles/ New street cleansing	423	0	423	0	0	500	0	0	0	0	923	0	923

CS Ref	Scheme Description	2021-22 Budget	Finance updates	Revised 2021-22 Budget	Forecast	Spend UPDATED 31 Dec	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-onwards Budget	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
CS0472z	District Heating	250	0	250	0	0	0	4,752	6,702	2,611	6,459	2,871	4,985	14,315
CS0473z	Renewable Energy (Solar Farm)	0	0	0	0	0	500	3,000	1,500	0	2,000	3,000	0	5,000
CS0476z	Additional Building controls	750	0	750	0	0	0	500	500	750	0	0	2,500	2,500
CS0474z	Transforming cities fund	0	0	0	0	0	19,037	44,090	9,444	0	72,571	0	0	72,571
CS0480z	Flood Alleviation	200	0	200	0	0	0	0	0	0	200	0	0	200
CS0481z	City Centre Regeneration Fund	0	0	0	0	0	9,500	0	0	0	0	9,500	0	9,500
CS0471z	Clean Air Zone	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0445z	Core IT Infrastructure 20-21	506	0	506	506	0	0	0	0	0	0	0	506	506
CS0484z	New Reserve	0	0	0	0	0	2,000	0	0	0	0	0	2,000	2,000
<b>2021-22 Schemes</b>														
CS0060z	Vehicles	0	0	0	0	0	0	0	3,000	0	0	3,000	0	3,000
CS0397x	Property Programme	0	0	0	0	0	0	0	2,000	0	0	0	2,000	2,000
CS0395x	General Contingency	0	0	0	0	0	0	0	1,000	0	0	0	1,000	1,000
CS0373z	BACES	300	0	300	300	0	750	750	750	750	0	0	3,300	3,300
CS0488z	Lap tops for Children	0	0	0	0	0	1,100	1,100	0	0	0	0	2,200	2,200
CS0244z	SEND	500	0	500	0	0	2,000	3,000	500	0	0	0	6,000	6,000
CS0482z	Marley Playing Field	200	0	200	0	0	300	0	0	0	0	0	500	500
CS0436z	Children's Home	0	1,572	1,572	0	0	1,577	0	0	0	250	2,653	246	3,149
CS0445x	IT	0	0	0	0	0	1,220	0	0	0	0	0	1,220	1,220
<b>Total - Reserve Schemes &amp; Contingencies</b>		<b>5,890</b>	<b>1,891</b>	<b>7,781</b>	<b>828</b>	<b>0</b>	<b>61,222</b>	<b>111,261</b>	<b>60,870</b>	<b>36,991</b>	<b>101,392</b>	<b>123,167</b>	<b>53,566</b>	<b>278,125</b>
<b>TOTAL - All Services</b>		<b>139,411</b>	<b>22,496</b>	<b>161,907</b>	<b>128,904</b>	<b>65,370</b>	<b>196,478</b>	<b>232,607</b>	<b>139,179</b>	<b>72,288</b>	<b>397,724</b>	<b>220,344</b>	<b>184,391</b>	<b>802,459</b>

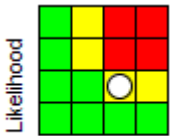
# Bradford Council Strategic Risk Register



January 2022

<b>Code &amp; Title</b>	SR 01 BCM BCM Critical facilities			<b>Current Risk Matrix</b>	
<b>Description</b>	Disruption of services and infrastructure arising from a civil contingency or business continuity incident. Critical facilities - premises, IT & communication systems, key staff resource - become unavailable				
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	High	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	3	3
	<b>Operational</b>	Yes	<b>Total Score</b>	9	
<b>Potential Effect of Risk</b>	<p>The Council is unable to function - some or all delivery priorities jeopardised.                      The Council is unable to meet its Corporate targets                      The reputational risk to the Council is adversely effected                      The welfare and safety of the Council's citizens is at risk                      Increasing incidence and impact of service interruption events.                      Failure of business-critical systems</p>				
<b>Internal Controls</b>	<p>All services have in place business continuity plans which are collated by the Emergency Management Team annually.. These plans are owned by the relevant Service Assistant Director, all plans across the Council's services will be reviewed in the new financial year and will include specific risk assessments and mitigation in place for Covid-19. These plans will change as lateral flow testing and vaccination programmes are in place as appropriate                      Plans identify a list of critical and statutory functions for their service (Annex A), Generic Actions (B) and Specific Action to take in relation to identified risks (C).                      The Emergency Management Team coordinates the Councils approach to an incident/emergency and lead on the requirements of the Civil Contingencies Act 2004 which are: to make risk assessments, create emergency plans, communicate with the public, co-operate with other responding organisations, share information with other responders, make our own business continuity arrangements and promote business continuity to businesses. This is coordinated at a regional level by the West Yorkshire Resilience Forum, made up of the Blue Lights services, 5 local authorities, MHCLG, and key utilities and partner organisations such as the Environmental Agency and Yorkshire Water.                      The. The 7 key duties of the CC Act are covered in key work area sub groups; a key group is the Training, Exercise and Development Group. The remit of this 'multi agency' group is to work in partnership and develop exercises where plans are tested to strengthen resilience and overcome weaknesses in via a range of scenarios, such as incidents caused by bad weather, CBRN (chemical, biological, radiological and nuclear) events, flooding, Cyber attack, terrorist related attacks and more. These exercises are sometimes "live" and may take place in real time, but may also be table top. Different injects are added during the day and the outcomes debriefed for lessons identified which are built back into the plans. Bradford led on a West Yorkshire Covid-19 table top exercise July 2020 and will participated in a West Yorkshire Multi-Agency Exercise relating to Cyber and Business Continuity at the end of Sept 2021                      The Emergency Management Service is on call 24 hours per day, 365 days a year and are responsible for co-coordinating the Council's response to an incident or</p>				

	emergency situation. There is a Disaster Recovery site away from the City which houses secondary servers which would be switched over to from the Councils servers in the City Centre should there be an incident affecting these.
<b>Assurance Mechanisms</b>	Services' Business Continuity Plans which must be reviewed annually by the Assistant Director (or a nominated deputy) as the plan owner. These plans will be reviewed by the Emergency Management Team and Internal Audit Team.
<b>Date Reviewed</b>	05 Jan 2022
<b>Actions / Controls under development</b>	There is a format for BCM Planning throughout the council with the expectancy that all teams will have a BCM plan and that all key teams with critical services will be tested for their response to a service interruption. Lessons identified from Covid 19 will be built into the planning process and reviewed again on completion of the applicable debriefs that take place. Responses and controls to lower the impact of Covid19 will include but not be limited to; staff working from home wherever possible/practical, additional vehicle resources and staff redeployments around the essential services, vehicle sanitisation and Covid secure offices etc. The Emergency Management Team along with IT reviewed both Disaster Recovery and Business Continuity in October 2021 and revisions to the process are being considered early in 2022
<b>Managed By</b>	Susan Spink
<b>Administered By</b>	Gina Glot; Rachel Ward

<b>Code &amp; Title</b>	SR 02 HSG Inadequate Housing Supply			<b>Current Risk Matrix</b>
<b>Description</b>	Changing demographics and demand pressures, changes in national policy (especially as relating to affordable housing) and a period of reduced housing construction, leads to an inadequate housing supply in terms of type, quality, accessibility and affordability. This will impede the Council's progress towards the corporate priority of decent homes that people can afford to live in.:-			
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	Medium
	<b>Strategic</b>	Yes	<b>Risk Score</b>	2
	<b>Operational</b>	Yes	<b>Total Score</b>	6
<b>Potential Effect of Risk</b>	<p>Reduced scope for economic development and adverse impact on labour market due to reduced mobility and availability.</p> <p>Negative impact on regeneration priorities and neighbourhoods.</p> <p>Negative impact and wasted resources associated with a large number of empty homes.</p> <p>Negative impact on health priorities as inadequate housing contributes to chronic health problems, critical incidents such as falls and delays discharge back in to the community</p> <p>Negative impact on education priorities as inadequate housing affects children's educational attainment.</p> <p>Reduced performance on key indicators - net additional homes (CIS_05/ NI 154) and number of affordable homes delivered (NI 155)</p>			

	Negative impact on homelessness and greater use of temporary accommodation
<b>Internal Controls</b>	<p>'A Place to Call Home, A Place to Thrive, Housing Strategy for Bradford District, 2020-2030' was endorsed at Executive in January 2020 - sets out the vision, priorities, challenges and approach for meeting the housing needs of the residents of the district. It was partner led and entailed considerable consultation and a robust evidence base.</p> <p>Homelessness and Rough Sleeping strategy 2020-25 for the district was endorsed at Executive in January 2020 - sets out the vision, themes and priority actions identified for tackling homelessness and rough sleeping over the next five years. Will guide and influence the policies and delivery programmes of partners and stakeholders.</p> <p>Progress on the strategies is reported annually to Regeneration and Environment Overview and Scrutiny Committee.</p> <p>In February 2020, Executive approved to formally adopt the Homes and Neighbourhoods Design Guide as a Supplementary Planning Document (SPD) for use in the determination of planning applications. The purpose of the Guide will be to achieve a step change in the quality of new housing development in the District It sets a vision for "green, safe, inclusive and distinctive neighbourhoods that create healthy communities for all."</p> <p>Documented evidence base for Housing and Homelessness Strategy which reflects anticipated demographic and demand changes and other regular monitoring of trends such as Housing Market tracker</p> <p>Number of other housing related strategies, policies and programmes setting out actions and interventions to address housing supply/ provision including the Local Investment Plan, area plans, Great Places to Grow Old programme, Empty Homes Delivery Plan and Private Sector Housing Enforcement Policy. An updated Strategic Land Assessment (SLA) has been published ( February 2021) by the Planning Service alongside the recent Local Plan consultation. This illustrates the current land supply position and whether there is sufficient land is made available during the life of the Local Development Plan to meet the District's housing needs including determining whether there is a 5 year supply of deliverable housing land (as required by Government).The Brownfield Register of land available for housing was updated and published in Dec 2020. Comprehensive analysis Council's land bank / sites that have been declared surplus to develop a pipeline of sites suitable for housing; will enable us to take a strategic approach to land and assets; one that ensures best use of land to meet our strategic objectives and priorities maximises housing outputs. In August 2020, the council published an updated Housing Delivery Test Action Plan (HDTAP). This identified potential barriers to housing delivery in the District and actions / proactive steps to address obstacles and promote delivery. The actions will help to ensure that our future housing needs can be met, and that our economic growth ambitions will be supported through the provision of new, quality housing. The update showed progress since 2019 HDTAP.</p> <p>Ongoing monitoring of external factors which may impact on housing development and improvement in the District, such as the impact of Covid19 and Brexit and the potential impact that this will have on developer confidence, general economic conditions and political/ legislative changes such as changes in the approach to provision of affordable housing. These factors taken into account and acted on in development of relevant plans and policies.</p> <p>Key indicators relating to housing functions reported in the Council Plan</p> <p>Development and Enabling team working to maximise the number of new affordable homes in the District through working in partnership with Registered Providers and Homes England to attract affordable housing grant and private finance to support the delivery of new build Affordable Housing schemes. The Council has delivered over 400 affordable homes for rent to date.</p> <p>Planning service ensure provision of affordable housing is maximised through Section 106 planning agreements on larger private development schemes</p> <p>Housing Standards team apply the Council's statutory enforcement powers to improve the standards of accommodation in the growing private rented sector – dealt with approximately 2160 requests for assistance during 2020/21.</p> <p>The SHMA was updated in 2019</p> <p>Work with the Leeds City Region and energy providers to develop and deliver energy efficiency improvements to the District's housing stock.</p> <p>Invest in a proactive programme of interventions to bring empty homes back in to use.</p> <p>Allocations Policy which ensures access to social housing and supports employment mobility. Council provides Housing Options service which proactively seeks to prevent homelessness.</p> <p>Private Sector Lettings Scheme developed to make better use of private rented sector in meeting housing need.</p> <p>Monitoring of impacts of welfare reforms (e.g. benefits cap, roll-out of Universal Credit, Under 35s, LHA caps) ongoing, with short-term impacts mitigated via Discretionary Housing Payments (DHPs).</p> <p>Monitoring the impact of Covid 19 on housing supply and demand.</p> <p>The Authority Annual Monitoring Report reports on both local plan progress and delivery of new homes.</p>



<b>Assurance Mechanisms</b>	An updated Strategic Housing Market Assessment (SHMA) and Local Housing Needs Study has been produced by ARC4, in support of the local plan which was published in 2019.
<b>Date Reviewed</b>	5 Jan 2022
<b>Actions / Controls under development</b>	<p>National Planning Policy Framework (NPPF) July 2018 brought in significant changes in relation to housing, in particular a new national standardised method for calculating housing need + result in a reduced minimum annual housing need for the District. The Government further reviewed the standard method in a summer 2020 consultation. The final revised standard method was issued in December 2020. This increased the need figure for the District including an additional 35% uplift (allocated to the top 20 cities). The Government is reviewing its wider planning reforms including the approach to housing scale and distribution and anticipate changes later in 2022.</p> <p>Local Plan continues to make progress with a Regulation 18 consultation on the Local Plan taking place in February/March 2021. This included a comprehensive set of proposed site allocations and a further call for sites. The consultation progressed on the basis of the meeting the need element of the current standard method housing need figure of 1704 dwellings per annum and not full requirement with the 35% on top (set for the top 20 cities). The Local Plan will progress towards a submission plan over the next 12 months.</p> <p>Facilitate capital investment by partner organisations in order to exploit new financial models for the supply of housing in the District.</p> <p>Consideration of options for the delivery and management of affordable housing by the Council beyond the 2015-2018 Affordable Housing Programme</p>
<b>Managed By</b>	Angela Blake
<b>Administered By</b>	Gina Glot; Rachel Ward

<b>Code &amp; Title</b>	SR 03 DEG Delivering Economic Growth			<b>Current Risk Matrix</b>
<b>Description</b>	<p>Bradford Economic Growth Strategy seeks to grow the economy by £4 million with an additional 24,000 jobs and up-skilling 48,000 people to Level 3 by 2030. Provision of new, and the maintenance of new and existing infrastructure to sustain and unlock new growth is challenging, particularly where development values are low or remediation or development costs are high.</p> <p>Economic uncertainty could delay regeneration and growth impacting on strategic decisions and inward investment. COVID-19 impacts on the economy are significant and have resulted in the greatest economic downturn on record. OBR estimates the economy will shrink by 11% in 2020 due to the economic restrictions imposed to control the spread of the Coronavirus. Applied to Bradford this would mean a fall in the value of our economy from £9.5 billion in 2019 to a figure of £8.4 billion in 2020. Extension of restrictions into 2021 will further undermine economic growth and will lead to further jobs losses and business failures.</p>			
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	High
	<b>Strategic</b>	Yes	<b>Risk Score</b>	3
	<b>Operational</b>	Yes	<b>Total Score</b>	9


<b>Potential Effect of Risk</b>	<p>Income raised through council tax and business rates and New Homes Bonus etc. is less than predicted and/or costs are higher than forecast</p> <p>Inability to raise funds for projects and regeneration projects not completed</p> <p>Potential damage to the Council's reputation and the Economic Partnership</p> <p>Not able to meet member, government and the public's expectations</p> <p>Deteriorating physical and infrastructure assets</p> <p>Young people are not equipped to achieve their potential within the district</p> <p>Business failure rate increases and unemployment increases due to the impact of Covid-19</p> <p>Long term cost implications of dealing with social issues linked to economic deprivation</p> <p>Undermine recent progress that had seen Bradford employment rising and a closing gap with the UK on key metrics such as resident based earnings</p> <p>Business relocating out of the Districts.</p>
<b>Internal Controls</b>	<p>Key account management with major businesses and employers to enhance business relationships and engagement with the private sector through various networks e.g. regular Property Forum; City Region joint working; district wide events. Joint attendance with Leeds City Region at Investor events in London progresses engagement with key investors.</p> <p>Comprehensive Invest in Bradford website <a href="http://www.investinbradford.com">www.investinbradford.com</a></p> <p>Partnership working - supporting effective local and regional strategic partnerships e.g. West Yorkshire Combined Authority activity. Growth Deal project development and Economic Strategy in place and progress monitored. Delivery of the £1.4 billion West Yorkshire Economic Recovery Plan.</p> <p>Strategic planning and leadership e.g. Bradford Economic Partnership launched 6.3.18. <a href="http://www.madeinbradford.com">www.madeinbradford.com</a></p> <p>Utilisation of housing investment as a key factor in regeneration e.g. to meet affordable homes targets (see separate corporate risk on Housing).</p> <p>Respond to Government consultations and participate on working groups focussing on key policy areas</p> <p>Business Development Zones studies completed for 4 areas in Bradford, Shipley, and two in Keighley</p> <p>Rapid deployment of Government grants to eligible businesses. This has included ensuring that £125 million of Small Business Grant Fund and Retail, Hospitality and Leisure Business Grant Fund has been paid to over 11,000 businesses throughout the crisis - the third highest amount of any city authority district in England after Birmingham and Leeds. A further £6.9 million of Local Authority Discretionary Grant funds has been paid to 639 businesses - the second highest amount after Birmingham.</p> <p>Partnership response developed and survey work undertaken to establish impacts and inform response</p> <p>The Economic Recovery Plan agreed in January 2021 will require significant levels of Government support to address the economic challenges and opportunities presented by Covid-19 and the need to address wider economic trends such as the growth of the digital economy and the emergence of the green economy. In excess of £220m in grants distributed to business through the Covid grant schemes. These will close in March 2022.</p> <p>Shipley and Keighley Towns Fund Boards established and secured £58m of funding from Government.</p> <p>Development Frameworks are due to be commissioned in January 2022, to set the vision and ambition for the City and District and to inform future funding rounds.</p> <p>Gainshare Capacity Funding has secured which will provide additional capacity and resource to inform future strategic direction.</p>
<b>Assurance Mechanisms</b>	<p>Relationship management - development and monitoring of benefits from key programmes such as the European Structural Investment Fund (ESIF), Homes England. West Yorkshire Transport Plan, Leeds City Region Transport Strategy and related projects, and the Local planning development framework</p> <p>COVID-19 response reports into Gold / Silver / Bronze command structure</p>
<b>Date Reviewed</b>	<b>20 January 2022</b>
<b>Actions / Controls under development</b>	<p>Implementation of Bradford Economic Recovery Plan and revision of the District Economic Strategy – Delivery Plan in 2021.</p> <p>Next steps towards delivery of the Keighley and Shipley Town Investment Plans, first business cases submitted January 22.</p> <p>Implementation of the Bradford District Workforce Plan – COVID-19 proposal to consider scale of up of Skills House offer</p> <p>Economic Development - service reshaping and restructure progressing.</p> <p>ESIF Programme engagement</p> <p>Maximising opportunities to attract Government funding to support regeneration and economic development activity.</p> <p>Development of Leeds City Region (LCR) pipeline projects; progress Towns Fund Accelerated funding projects for Shipley and Keighley, Getting Building Fund Full</p>

	<p>Business cases for One City Park, City Village Phase 1 (Markets) and Parry Lane Enterprise Zone.  Development of Local Plan  Initiatives developed under the Growth Deal to protect priority outcomes  Leeds City Region and West Yorkshire Combined Authority action impacting on the District  Support for business post Brexit with the LEP  Engagement in plans for Shared Prosperity funding in order to maximise future resources  Review of Strategic plans underway and employment land research commissioned to identify appropriate interventions  NPR growth strategy being developed in consultation with partners. Devo funded Masterplan to be commissioned Jan 2021.  Review of WY Combined Authority SPA's (spatial priority areas) is being progressed at WYCA.  Engagement with WYCA Devolution planning and COVID-19 economic recovery workstream – WYCA Economic Recovery Plan developed and linking to Bradford Recovery Plan incorporating cultural recovery planning.</p>
<b>Managed By</b>	Angela Blake
<b>Administered By</b>	Gina Glot; Rachel Ward

<b>Code &amp; Title</b>	SR 04 SCC Safer Cohesive Community			<b>Current Risk Matrix</b>
<b>Description</b>	<p>An incident occurs that leads to a rising of community tensions, possibly leading to counter action, civil unrest and criminal activity.</p> <p>As a consequence, there is a direct impact on managing the outcome for the council, police and partners and adverse reputational damage to the 'district'</p>			
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	High
	<b>Strategic</b>	Yes	<b>Risk Score</b>	<b>3</b>
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>9</b>
<b>Potential Effect of Risk</b>	<p>Negative impact on trust - between citizens, the Council and its partner agencies.  Widening inequality.  Cost of managing response is not contained within existing resources (council, police &amp; partners).  Breakdown in relationships between different community groups, leading to protracted tensions that need to be managed.  Loss of community cohesion within the district.  Adverse media and reputational damage for the district and key agencies.  Ineffective engagement with citizens and community groups  Communities continue to believe that some sections are treated differently than others  Disproportionate adverse impact on the district's most vulnerable communities</p>			
<b>Internal Controls</b>	<p>The Stronger Communities Partnership is a Strategic Delivery Partnership reporting to the Wellbeing Board. It monitors delivery of the Council's Stronger Communities strategy.  The Safer Communities Partnership is a Strategic Delivery Partnership reporting to the Wellbeing Board. It produces an annual plan to respond to emerging</p>			

	<p>community safety priorities, including issues such as ASB and hate crime, which can have a bearing on community cohesion. The Neighbourhood Service supported by multi agency partners attend a series of Place Based Meetings - reporting community tensions as part of standard agenda - including police, youth service, RSLs etc.</p> <p>Council Wardens record issues that may lead to increased community tensions.</p> <p>Comprehensive action plans ensure each delivery group's objectives are achieved, evidence of effectiveness obtained and performance monitored.</p> <p>Police incidents which may have an impact on tension are shared with relevant partners through a weekly 'tensions monitoring' report.</p> <p>Hate Crime is being monitored regularly and Bradford Hate Crime Alliance is commissioned to lead and support victims.</p> <p>The Counter Extremism and the Prevent Strategy programme reduces risk of extremist influences creating divisions between communities. Regional factors are discussed at a West Yorkshire Level meeting.</p>
<b>Assurance Mechanisms</b>	<p>Ward Assessments provide an annual assessment of community tensions based on above.</p> <p>West Yorkshire Police share their community tension monitoring with Safer Communities team.</p> <p>Community Safety Partnership co-ordinates a Reassurance and Engagement group that convenes on specific issues as and when needed.</p> <p>A range of measures have been put in place to support communities and vulnerable people through the COVID 19 restrictions. These are coordinated through a district hub and reported through an Outbreak Board and the Health &amp; Social Care Scrutiny Committee.</p> <p>An annual report on the work of Safer and Stronger Communities and Prevent is considered by the Wellbeing Board and the Council's Corporate Overview &amp; Scrutiny Committee.</p>
<b>Date Reviewed</b>	January 2022
<b>Actions / Controls under development</b>	<p>Working with partners the Council has launched a new hate crime strategy and a Roma strategy that identify pathways for reporting and seeks to build understanding.</p> <p>The Council has committed £500,000 recurring investment in stronger communities work and a larger staff team is being built to support work on cohesion and integration</p> <p>West Yorkshire Police share community tension monitoring report with relevant Council teams and officers</p> <p>Social media continues to pose challenges with real and often 'fake news' leading to heightened tensions locally. Increased investment has been made in corporate communications and through VCS communications to promote public safety messaging and respond to inaccurate social media posts with a 'counter narratives'.</p> <p>Following an extensive consultation process a set of 'Shared Values' have been developed by the Stronger Communities team that seek to strengthen our links with one another and promote care and respect.</p> <p>An anti-rumour strategy has been developed to promote critical thinking skills.</p> <p>Assistant Director Neighbourhoods has regular calls with senior police colleagues to discuss emerging issues.</p>
<b>Managed By</b>	Ian Day
<b>Administered By</b>	Gina Glot; Rachel Ward

<b>Code &amp; Title</b>	SR 06 ENV Environment and Sustainability	<b>Current Risk Matrix</b>
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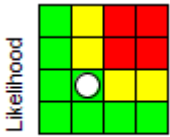
<b>Description</b>	Responding to Climate Emergency by management of Carbon Emissions helping to manage rising costs, resource pressures and increasing exposure to penalties as a result of demographic changes and other volume/capacity pressures, changing targets, legislation, economic and political pressures.			 Likelihood	
				Impact	
<b>Type of Risk</b>		<b>District</b>	Yes	<b>Category</b>	Medium
		<b>Strategic</b>	Yes	<b>Risk Score</b>	2
		<b>Operational</b>	Yes	<b>Total Score</b>	6
<b>Potential Effect of Risk</b>	<p>Reputational damage due to failure to meet carbon reduction targets or if identified as having poor measurement and control systems in place            Damage to Council's credibility as leader if district-wide targets not met.            Need to develop new consensus and relationships with city and citizens around creative, local initiatives to enhance sustainability            Need to re-prioritise and reallocate resources.            Reduced ability to promote external investment.            Amount of energy costs as gross figure and relative to the size of Council's estate/ activities            Performance against corporate carbon reduction target (annual reduction in line with corporate target of net zero by 2038 with significant progress by 2030)            Performance against climate emergency declaration with implicit target of net zero carbon district by 2038 and significant progress by 2030. Additional metrics will be required to assess progress in this area.            Climate "incident" now certain to increase in both frequency and severity. These will include Surface Water Flooding, Fluvial Flooding, High Winds and Gales, Drought, High Temperatures, Heat Waves, Cold Snaps and High Snowfall.            Lack of robust understanding of population and other economic trends but globally expected to be millions of climate refugees due to displacement from rising sea levels 77-135CM by 2100 and water stress / drought. At the higher end of these estimates there will be much disruption in the wider Yorkshire and Humber region as low lying settlements in the east become overwhelmed by water level rise affecting smaller towns along the Humber estuary. This is in addition to impacts in Lincolnshire and East Anglia as well as other low lying areas of the UK.            Actions identified in corporate energy cost reduction plan not delivered            Funding for renewable energy and energy efficiency projects not available            Funding for helping to improve district housing stock to help reduce energy wastage and provide dwellings more resilient to Climate Change not available            Wider stakeholder community under resourced to deliver on action commitments            Central Government, Council and wider community unwilling to accept the scale of changes that are required to make the required contributions to Carbon Reduction            Changing legislation, political priorities, targets            Global insecurity causing major fluctuations in energy costs</p>				
<b>Internal Controls</b>	<p>Arrangements with Yorkshire Purchasing Organisation for the monitoring of utility markets and understanding impacts of price volatility.            Use procurement processes to secure optimal price advantage in purchasing resources for instance through category management.            Sophisticated and comprehensive understanding of corporate resource use profiles and identification of business critical resource risks in terms of supply and availability or price volatility and impacts on service budgets.            Delivering corporate resilience through sourcing local resources where viable such as PV panels, District Heat Network.            Delivering projects to use resources such as energy, efficiently and where feasible reducing direct resource consumption.            Climate Emergency declaration has identified a number of priorities for the councils internal CO2 reduction and progress of these is being reported to Overview and Scrutiny as part of Strategic Decarbonisation Action Plan.</p>				

<b>Assurance Mechanisms</b>	Managing systems and processes to monitor and report on energy consumption and carbon emissions to ensure compliance with statutory Carbon Reduction Commitment. Carbon emissions from Council operations published annually, tracking progress against 2038 target from a baseline in the 2019/20 financial year.
<b>Date Reviewed</b>	04 January 2022
<b>Actions / Controls under development</b>	Working on a strategy to take the councils carbon emissions from 2020 to 2038 and to possibly take a more interventionist approach when it comes to wider district emissions. Working with CDP Cities to identify potential courses of action and strategies for climate mitigation and adaptation Climate action plan in development and this will feed into the carbon emissions reduction strategy as well as local and district plans. Work underway to bolster the agenda where it cuts across council departments. Working with WYCA to co-ordinate energy and carbon strategy work and to align with neighbouring district on actions and targets. Utilising WYCA relationship with Tyndall Centre for climate change to help produce science based targets for district CO2 reduction. Development of logic model to prioritise interventions and investments.
<b>Managed By</b>	Ben Middleton
<b>Administered By</b>	Neil Morrison

<b>Code &amp; Title</b>	SR 07 FRS Financial Resilience and Sustainability			<b>Current Risk Matrix</b>
<b>Description</b>	A risk that the Council is unable to deliver a sustainable annual budget / medium term budget This may arise due to Central Government funding continuing to reduce in the Medium Term, or Council expenditure, income or demand pressures adversely impacting upon existing budget forecast The current live risk is the ongoing impact of Covid, the uncertainty of future funding, and potential return to some austerity measures post Covid The combination of past and future funding reductions and increasing service demand puts pressure on continued effective delivery of Council services and priorities.			
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	Medium
	<b>Strategic</b>	Yes	<b>Risk Score</b>	<b>2</b>
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>4</b>
<b>Potential Effect of Risk</b>	Services run the risk of failing to deliver statutory / minimum standards Council could be faced with cutting non-statutory but essential services as resources get diverted to statutory services alone Budget is overspent. Suboptimal decisions could be made. Achievement of priorities delayed or not delivered. Service delivery not achieved. Challenges to governance framework. Deterioration in reputation with knock on consequences. Scarce resources may not be utilised / prioritised to maximum effect.			

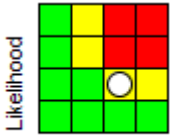
	<p>Reduced effectiveness of Council Leadership The Council's budget &amp; setting of Council Tax is challenged. The risk remains for future years though already being planned for through organisational review and new operating models workstream. Central Government funding is still uncertain. Service demand pressures could cause disproportionate budget pressure if not properly funded by government. Potential for S114 Decision to be made by the S151 Officer if underlying budget issues are not capable of being addressed.</p>
<b>Internal Controls</b>	<p>Council priorities reaffirmed in the Council Plan approved December 2020 and in the Medium Term Financial Strategy as regularly updated. Comprehensive financial and performance monitoring information provided to DMTs, CMT and Executive supported by value for money and activity information. Budget process fully integrated with the Authority's strategic service and value for money planning. Political engagement in place for budget process. Budget challenge sessions (Officer and Members) instituted during 2018/19 with focus on robust business case development for new proposals. Budget Challenge sessions extended to Capital schemes in 2019/20 Medium term planning extended over a six year time line, with clear assumptions outlined. However, central govt annual settlements mitigate the benefit of this Controls on procurement and workforce changes in place Meaningful budget consultation process in place Strict adherence to Reserves Policy. Project Appraisal Group established to scrutinise individual capital business cases. Covid emergency and recovery actions subject to daily CMT discussion and regular Theme led governance and decision taking processes, including clear assessment of financial implications Member of WY Finance Group. SIGOMA; CIPFA and subscribe to Pixel financial analysis services to enhance knowledge of national finance position and enhance lobbying for funding Governance and Audit Committee received a report on Council's compliance with the CIPFA Financial Management Code Extension of budget monitoring processes and use of Business Intelligence reporting through DMTs Increased monitoring of high-risk budgets, including review and monitoring of recovery action Medium Term Financial Strategy incorporating scenario planning / forecasting / sensitivity analysis, is being continuously updated to take account of national and local funding announcements. Raise financial acumen across the Council to improve decision making Implemented Finance for Non-Finance Managers training</p>
<b>Assurance Mechanisms</b>	<p>External Audit inspection of accounts and opinion Internal audit review of internal control mechanisms</p>
<b>Date Reviewed</b>	4 <sup>th</sup> Jan 2022
<b>Actions / Controls under development</b>	<p>A series of productivity ratios continue to be developed along side the linkage of activity and finance data to identify whether value for money is being achieved - Power Bi. Future Transformational Plan being developed to implement new operating models to deliver cost effective service outcomes. CIPFA Financial Resilience Index issued Dec 2020 shows the Council has a relatively sustainable position across most indices and plans in place to ensure continued resilience</p>
<b>Managed By</b>	<b>Chris Chapman</b>
<b>Administered By</b>	Mark St Romaine

<b>Code &amp; Title</b>	SR 08 INS Information Security	<b>Current Risk</b>
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			<b>Matrix</b>		
<b>Description</b>	Confidential data is lost, stolen, accessed or disclosed without authority because of inadequate data security or non-observance of protocols				
			<b>Likelihood</b>	<b>Impact</b>	
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	Medium	Significant
	<b>Strategic</b>	Yes	<b>Risk Score</b>	2	2
	<b>Operational</b>	Yes	<b>Total Score</b>	4	
<b>Potential Effect of Risk</b>	<p>Damage to the Council's commercial interests, reputation and ability to provide credible leadership of the district.</p> <p>Risk of financial penalty</p> <p>Penalty arising from reference of data security breach to Information Commissioner.</p> <p>Adverse publicity.</p> <p>Loss of trust between the Council, its partners and citizens</p> <p>Required "culture change" is not achieved</p> <p>Inadequate engagement fails to deliver physical security, effective procedures or efficient processes.</p>				
<b>Internal Controls</b>	<p>Designated SIRO (senior information risk owner) –Director of Finance &amp; IT</p> <p>Assistant Directors/Directors assigned as Information Asset Owners.</p> <p>Cross departmental Information Assurance Group established and regular meetings scheduled</p> <p>Regular DPO / SIRO meetings scheduled to focus priorities</p> <p>Information Asset Administrators (IAAs) – managers appointed by IAOs who collectively form the Information Assurance Operational Network (IAON). Middle management working group who support Assistant Directors / Directors in meeting their IAO responsibilities.</p> <p>Regular reporting on performance information</p> <p>Specific Data Security Incident Policy and on line reporting form in place with published guidance for Incident owners on how to investigate incidents IT Security Policies, guidance and procedures actively maintained and reviewed annually.</p> <p>Improvement plan in place to ensure continued compliance with GDPR and DP Act 2018</p> <p>Technological solutions enable a consistent, safe and accessible infrastructure for data - IT systems and projects enable the business while minimising risk to the confidentiality, integrity and availability of those systems. Data in use, in transit and at rest should be in line with legislative requirements and follow policy/procedure.</p> <p>Appropriate physical security mechanisms. - Buildings are secured to a level commensurate with the nature of the data they contain. Mechanisms are in place to protect physical (paper based) information from creation to destruction.</p> <p>Risk Log approved by IAG and regularly updated.</p> <p>Public Services Network (PSN) compliance achieved which is a rigorous on-going IT governance assessment</p> <p>Secure e-mail solutions in place for safe information exchange with other public service agencies and 3rd party organisations, Galaxkey in place for external emails and communicated through service DMTs and Managers Express</p> <p>Regular independent Penetration testing of IT current systems to provide assurance that suitable technical security controls are in place.</p> <p>Penetration Testing on any new system as part of the project implementation phase</p> <p>24/7 Monitoring of traffic leaving and entering the Bradford Network.</p> <p>Required encryption in place.</p>				



	Mandatory training for all staff on Protecting Information Monitoring of participation taking place. Regular Information Governance reporting to CMT and Governance & Audit Committee The council has now moved from SAC B compliancy to SAC D for PCI DSS compliancy, this is where the merchants checks that we have controls in place to handle, process and store card details on our network New Records Management Post in the Information Governance Team to ensure compliance with GDPR Article 30
<b>Assurance Mechanisms</b>	Regular Information Governance reporting to CMT and Governance & Audit Committee Engagement with Information Commissioners Officer with prompt reporting and liaison introduced Use of ICO helpline to assure processes and procedures
<b>Date Reviewed</b>	7 <sup>th</sup> January 2022
<b>Actions / Controls under development</b>	Updated mandatory elearning for all Council staff being developed and a new tracking process to ensure compliance Council wide. Restructure of Childrens will introduce IG team to focus on specific CS issues Information Governance SharePoint site now developed as a central hub for all information related matters (including security) as well as key information for IAO and Service Champions. Part of two national Security initiatives one lead by NCC and one LGA. The Council is midway through the implementation of its multi factor authentication safeguards
<b>Managed By</b>	<b>Chris Chapman</b>
<b>Administered By</b>	Tracey Banfield / Dominic Barnes Browne


<b>Code &amp; Title</b>	SR 12 ADC Adults Demographic Change			<b>Current Risk Matrix</b>	
<b>Description</b>	Ability to deliver the Adults Social Care Transformation Programme priorities is threatened by rising costs and resource pressures due to changing demographics and changing legislation.				
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	Medium	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	2	3
	<b>Operational</b>	Yes	<b>Total Score</b>	6	
<b>Potential Effect of Risk</b>	<p>Demand for social care services is predicted to continue increasing and overspends are likely. Budget proposals highlight this particular pressure as an ongoing concern for the Council. There is a continuing need to re-prioritise and reallocate resources and actions have been identified in preparing budgets for coming years. Conflict between expectations and affordability - standards of service deteriorate as a result of increasing demand and fewer resources, impacting on our ability to meet individual outcomes and legislative duties. Lengthening waiting lists for assessments and provision of care</p>				

	<p>Increases in numbers requiring care  Recruitment delays to bring in social workers and care workers  CQC assurance framework outcomes - This will provide addition scrutiny of our Adult social care budget spend, especially on our budget spend in relation to the needs of citizens and how we compare with our statistical neighbours.</p>
<b>Internal Controls</b>	<p>Departmental Management Team (DMT) has agreed a 3-year plan, which sets out our key priorities to meet our commitments to the implementation of our Council Plan Commitments for Better Health and Better lives, which focuses on reducing demand through a greater focus on prevention and early intervention. All DMT members have service plans in place which are aligned the 3-year plan, council plan commitments and also include our Transformation and Change workstream priorities. The Transformation priorities have also been reviewed and updated to ensure that they reflect the changes set out in the 3-year plan and also reflect the policy changes/lessons learnt from our Covid-19 related response.</p> <p>DMT have made additional investment in core areas to ensure that we have adequate resources in place to meet both Transformation and Business Operational Delivery priorities e.g. Commissioning, Mental Health, Autism &amp; Neuro Diversity, Continuous Health Care.</p> <p>The department has implemented robust governance and performance management arrangements to oversee and maintain momentum on delivery, which include:</p> <p><i>Monthly Finance, Quality and Performance (FQP) meeting in place with DMT focusing on reviewing budget position and performance management data and identify any pressure areas as well as areas of potential under spend elsewhere in the budget to mitigate and relieve problems.</i></p> <p><i>H&amp;WB Transformation and Change Board in place which includes DMT members, Service Managers on an as and when required basis, Finance Reps and a rep from the Corporate BHBL Transformation Team. Meetings held on a monthly basis to review progress on Transformation and change activity.</i></p> <p><i>Implemented the FQP approach across the AD SMT meetings and within the Service Manager Team Meetings.</i></p> <p><i>Reviewed continuous improvement plans to embed the Departmental Performance Management Framework covering both performance, finance and practice. These plans will provide team managers with support to embed the consistent use of performance and finance monitoring and review across all areas within the department linking these to Council, service and team plans.</i></p> <p>The transformation and change plans have been cascaded through the department services/teams as part of a new refreshed comms and engagement strategy – this will ensure that all staff are clear on the pressures, goals and objectives for the department and their specific role in delivering these. They will also be reflected in our service plans and inform team and individual goals.</p> <p>Discussions continue to take place with Health partners to identify potential funding streams that could be used to alleviate some of the funding pressures on Adult Social Care due to the increase in demand for services.</p> <p>A detailed learning and skills gap analysis has been undertaken, which has been used to develop a learning and development improvement plan for the next two financial years. The plan includes areas of development that will strengthen social work/care professional practice, management and programme skills and performance and Financial Management skills for individuals and managers.</p> <p>As part of the implementation of our Community Led Support Workstream we are working with public health, place and health partners to enhance our prevention and early intervention offer e.g. Living Well, Community Hubs, community director etc.</p>
<b>Assurance Mechanisms</b>	<p>At FQP meetings a Performance and Finance report is presented which summarises progress to date. The meeting attendees include reps from Corporate Finance Team and HR. Where problems are still being identified these are highlighted in the quarterly budget monitoring reports to Members.</p> <p>Progress against Transformation work streams is reviewed at the monthly Transformation DMT which is attended by Corporate BHBL Programme Leads.</p> <p>Progress updates are also provided to the Corporate Programme Steering Group.</p> <p>Regular performance and progress updates are provided to the Leader and Portfolio Holder highlighting potential issues raised by this pressure.</p>

<b>Date Reviewed</b>	20.12.21
<b>Actions / Controls under development</b>	<p>Continue to work with Health Partners as part of the integration of health and social care agenda to examine areas where there may be overlaps or synergies that could lead to more efficient ways of working and increasing value for money.</p> <p>Review of population health management approach across the Health and Social Care System, which look at how data is currently being used to help design a system that allows us to proactively improve our services and interventions to meet shared outcomes – this will include reviewing the way we currently manage the joint strategic needs assessment, neighbourhood and ward profiles and how they inform and add value to business.</p> <p>Review of our continuous improvement and quality assurance frameworks to ensure that the department is prepared for the proposed changes outlined in the Government White paper, specifically around a new duty for the Care Quality Commission (CQC) to assess how local authorities are meeting their adult social care duties, and a new power for the Secretary of State to intervene where CQC considers a local authority to be failing to meet these duties.</p> <p>We are reviewing our workforce recruitment and retention approach to develop a programme of activity that ensures we can address workforce capacity challenges both within the Department and our external partners. This work is being done alongside the “One Workforce” Programme and Bradford Teaching partnership.</p> <p>DMT have developed a draft CQC plan which sets out the key measures we will be putting in place to enhance and improve business processes, strategies and functions over the next 12 months in preparation for the assurance review. We are currently out to recruit additional staff to support the improvement activity. In addition to this, DMT is working with Corporate Finance and Council Leadership to review the Adult Social Care Saving targets. This work has examined our current funding levels for different cohorts, while also benchmarking our position with statistical neighbours.</p>
<b>Managed By</b>	<b>Iain Macbeath</b>
<b>Administered By</b>	Imran Rathore

<b>Code &amp; Title</b>	SR 19 Shortage of staff within the external care market			<b>Current Risk Matrix</b>	
<b>Description</b>	Ability to secure care and support from external providers is threatened due to staff and skills shortage, which can impact adversely on the level and quality of care provision				
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	Very High	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	<b>4</b>	<b>3</b>
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>12</b>	

<b>Potential Effect of Risk</b>	Inability to secure care and support from external providers will lead to: Increase in hospital admissions due to a lack of properly-staffed care homes or care provision not being met within individual own home Delays from hospitals, creating additional pressure within the hospital – bed blockages Increase in waiting lists for support Safeguarding risks arising from care needs not being met LA not being able to meet its statutory duties leading to CQC challenge and potential judicial review – leading to potential financial penalties and reputational both financial and reputational damage.
<b>Internal Controls</b>	Health and Social Care system has agreed One Workforce Programme to implement a consistent staff development programme across Bradford establishing links with local Colleges, University of Bradford, Independent providers and public sector organisations. <a href="#">One workforce website</a> launched which acts a repository of training and other support measures to help providers recruit and retain staff. Working with the University of Bradford to ensure that Social Work and Occupational Therapy courses are aligned to the approach undertaken by Bradford Council, while also ensuring robust support measures are in place for new qualified staff. Using Skills House to support and coordinate recruitment for Health and Social Care System Coordinated approach to pool resources from students and potential individuals who have been laid off together with potential workers from sectors impacted by redundancies due to the end of the furlough scheme. Working with Skills for Care for care to develop and roll out training for new workers.
<b>Assurance Mechanisms</b>	CQC Inspections
<b>Date Reviewed</b>	20.12.21
<b>Actions / Controls under development</b>	Financial and other incentives to support reduction in staff turnover under consideration; working with BCA on coproducing local solutions and regular discussion at regional commissioner network meetings Commissioned Skills for Care to develop a workforce Skills Strategy for Bradford Adult Social Care Discussions underway on how we coordinate recruitment and ongoing learning and development, and quality standards related activity for the independent sector on an ongoing basis.
<b>Managed By</b>	<b>Jane Wood</b>
<b>Administered By</b>	Imran Rathore
<b>Code &amp; Title</b>	SR 13 DSK Delivery of Skills and Training Priority
	<b>Current Risk Matrix</b>

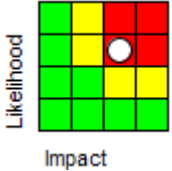
<b>Description</b>	Increasing budget pressure and resource constraints caused by competition for resources required for delivery of skills and training priorities. Need to deal with historical / legacy issues.			 Likelihood	
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	Medium	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	<b>2</b>	<b>3</b>
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>6</b>	
<b>Potential Effect of Risk</b>	<p>Lack of coordination in the efforts of various agencies involved.</p> <p>Lack of congruence with educational attainment objective.</p> <p>District becomes unattractive to businesses and employers.</p> <p>Loss of leadership role.</p> <p>Actions detailed in the Workforce Development Plan and Economic Recovery Plan are not delivered, impacting ability to fully realise the district's ambitions for inclusive and clean growth that addresses the underlying challenge that have been exacerbated by the pandemic.</p> <p>Funding bodies releasing new contracts in isolation. Underspend of current funding.</p> <p>Education capital developments not aligned with employer need.</p>				
<b>Internal Controls</b>	<p>Successor funding has been secured for 2 ESIF programmes in Bradford starting on 1<sup>st</sup> January 2022 to run until the end of 2023. This is in partnership with Leeds and Kirklees Councils. We continue to work collaboratively to explore funding opportunities arising from the Post-16 Skills and Education Bill and other sources.</p> <p>Reed in Partnership are delivering of the DWP JETS Programme in the North of England and are delivering this programme in the Bradford district. Maximus has commenced the Restart programme in the contract package area covering Bradford. Partnership meetings have been held to ensure the new provision is appropriately located within the provision landscape and accessible to those residents that it is intended for without creating duplication or unhelpful competition. We are in strategic conversations with partners considering the imminent re-tender of the National Career Service for the Yorkshire and the Humber area.</p> <p>Skills for Work (SfW) continue to deliver Levy and Non-Levy Apprenticeships, and Education and Skills Funding Agency (ESFA) classroom and Community Learning. Clearly the Omicron variant presents a number of challenges in this respect but we continue to manage these in line with experience of delivering in the context of the pandemic to date. We continue to work with other WY LAs to share and understand approaches and practice in delivering adult skills programmes. Senior management remains engaged with the Government's devolution agenda for education and skills funding through West Yorkshire Combined Authority and Leeds City Region networks. Officers are working to shape policy, maximise funding opportunities and inform WYCA's commissioning decision making.</p> <p>Similar work is being undertaken through the Key Cities network, where the Deputy Leader holds the education and skills portfolio. We have now established a Key Cities Skills Network with Bradford as the secretariat. A skills conference is being planned for 2022.</p> <p>Continuation of implementation of Post-16 Review recommendations overseen by post-16 Board with regular progress reporting.</p> <p>The Future Boost has launched to enable young people to access the full breadth of the support and developmental offer. This includes funding allocated by the Executive to support Youth and outreach work, sport and leisure activity, work experience for NEET young people and to enhance the IAG and transition support including a focus on transition support for young people with SEN.</p> <p>SkillsHouse Advisory Board in place to oversee and shape the upscaling of the partnership model, use of the Gainshare funding and the Kickstart programme. Kickstart has been extended by the Government to March 2022.</p>				
<b>Assurance Mechanisms</b>	Bradford Employment and Skills Board established and has oversight of the delivery of the Workforce Development Plan and the employment and skills elements of the Economic Recovery Plan; the Portfolio holder is Chair of the Board.				

<b>Date Reviewed</b>	05-Jan-2022
<b>Actions / Controls under development</b>	<p>Senior management remain engaged with the Combined Authority regarding the devolution to WYCA of the Adult Education Budget and other skills funding such as the pilot Community Renewal Fund from which we have successfully secured £0.5m for the District. Officers are working to inform future policy, principles and processes through DoDs and the WYCA Employment and Skills Committee commissioned review of the AEB implementation. Work is being undertaken through the Key Cities network, where the Deputy Leader holds the education and skills portfolio to develop the employment and skills network to both identify and promote good practice and engage with the national policy debate.</p> <p>LA holds keep in touch with heads of post-16 in schools, colleges, and other independent learning providers work across our post-16 partnership to continue to build on recent improvements on academic grades at Level 3 and supported the opening of the two new post-16 free schools which will reported strong results from their first cohort of A Level completers this Summer. We continue to develop options for A Level provision in the North of the District where Keighley College is developing an academic offer to complement existing provision.</p> <p>The LA is working through differing partnerships in the implementation of Workforce Development Plan collaboratively, developing a more strategic approach to understanding the market so the skills system can operate more effectively to meet changing business needs. This will consider how we secure improve outcomes at Level 3 and higher skills that are better aligned with local economic need.</p> <p>The Council, will work towards, all of our workforce having or working towards Level 2 qualification, with the aspirational that our staff who do not hold a Level 3 qualification will work towards achieving one;</p> <p>The Council is developing an inclusive recruitment approach to be managed through Skills House that will pilot new approaches to recruitment of posts at Band 8 and below, ensuring equality of opportunity across disadvantaged groups and communities.</p> <p>Explore approaches to using the Apprenticeship Levy and other funding to develop a support package for the employment of care Apprentices in SMEs locally, particularly targeting Level 3.</p> <p>Seeking an improved public funding settlement, through national channels building on devolution, to facilitate the up-skilling of people of working age.</p> <p>Build a careers and technical education system to increase access to jobs with career advancement potential and that delivers the experiences and technical skills to secure entry to work and advance through in-work training.</p> <p>Initiation of the Academy within the Health and Social Care Economic Partnership's One Workforce programme will focus on the career progression and skills development of people already working in the Health and Social Care sector in the District. The partnership has launched a new website to underpin this activity.</p> <p>As our largest sector in terms of jobs this has the potential to have a significant impact on residual low skills issues.</p> <p>Upscaling the Skills House partnership approach to both lead recovery from the Covid 19 pandemic but also work to address the underlying employment and skills issues in the District supporting local people to upskill and secure work and businesses to hire locally.</p>
<b>Managed By</b>	Phil Hunter
<b>Administered By</b>	Caroline Levene

<b>Code &amp; Title</b>	SR 14 SND SEND Services	<b>Current Risk Matrix</b>
<b>Description</b>	Delivery of the SEND Reforms and compliance with the SEND Code of Practice	<p>The risk matrix shows a current risk level of Medium (Yellow) based on Medium Likelihood and Medium Impact.</p>

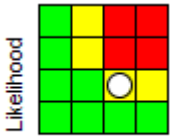
				Likelihood	Impact
Type of Risk	District	No	Category	Medium	Critical
	Strategic	Yes	Risk Score	2	3
	Operational	Yes	Total Score	6	
Potential Effect of Risk	<p>Services are not compliant with Short Breaks and Annual Review legislative requirements leading to a risk of Judicial Reviews</p> <p>The CYPs SEND needs may not be effectively met</p> <p>The Local Authority may not meet its statutory obligations</p> <p>Negative impact on Local Authority's reputation with CYP/parents &amp; schools</p> <p>SEND Inspection outcome is unfavourable resulting in external intervention</p>				
Internal Controls	<p>SEND Services have been operational throughout the Covid-19 period. Weekly SEND Partnership meetings have taken place between key partners: LA, CCG and Parents Forum to ensure that priority work has progressed in relation to the SEND Reforms. SEND Workstreams and SEND Strategic Partnership Board have been operating virtually from August 2020. Monthly SEND Inspection preparation meetings with Health colleagues are continuing to address any barriers to progress. Regular feedback mechanisms are in place with Parents/Carers and children and young people through virtual meetings, focus groups, surveys, regular email and WhatsApp contacts and weekly Local Offer communications. Face to face listening events have been disrupted by the COVID-19 pandemic, these are now held virtually. Individual Focus Groups are being held with parent/carer groups to feedback on specific topics such as SEND Outcomes, Local Offer, PFA audit and Short Breaks.</p> <p>EHC compliance has seen an increasing trend since March 2020 and is currently 80% (year to date), which is above the national and regional average. An increasing number of plans are being quality assured via a multi-agency QA group. A Quality Assurance framework is under development</p> <p>The SEND Assessment Team has prioritised its focus of Annual Reviews on CYP in transition years. There is the need for significant improvement regarding the timeliness of responses to Annual Reviews and the quality of EHCPs. An Annual Review Recovery Plan has been developed with the aim of ensuring that the decisions and amendments are made within the statutory time limits.</p> <p>Development work on the Local Offer content and accessibility has taken place throughout the Covid-19 period in partnership with parents/carers and Health colleagues. The Local Offer website is well used, the number of website users and page views shows an upward trend each year. The latest Local Offer Annual Report can be found on the Local Offer. In December 2020, a successful peer review was undertaken and the findings have been published on the Local Offer.</p> <p>The Local Area SEF has been reviewed and revised, taking on board regional good practice and learning from previous inspections. Data from Health (CCG) and the SEF is being reviewed quarterly through the SEND Strategic Partnership Board.</p> <p>A Local area improvement plan has been developed with key partners based on the SEF and workstream action plans have being aligned.</p> <p>The Council for Disabled Children (CDC) supported the Local Area to expedite progress on Joint Commissioning and Coproduction, which has resulted in priority actions being delivered by the respective workstreams including the development of a children and young people's (CYP) outcomes framework. Further consultation with CYP and parents/carers was approved by the DfE and this work is to help Bradford embed the children and young people's outcomes framework.</p> <p>The LA has worked with the Yorkshire and Humber PFA (Preparation for Adulthood lead) from August 2020 and an audit of PFA work has been undertaken. The good practice identified, has informed the Improvement Plan. Capacity for Supported Internships has been increased through partnership working with MENCAP. Development of SEND Data Dashboard which collates SEND data from all services into a central programme has continued to develop and has been recognised by the DfE and CDC as good practice. This includes a front page of key indicators which are scrutinised by the SEND Strategic Partnership Board on a monthly basis. Ongoing work on the quality of data within the Capita System is supporting more accurate and wider reporting capability. The Capita Portal has been purchased to enhance the work of the SEN Assessment Team and to replace an unsupported Access database.</p> <p>The SEND Transformation and Compliance Manager and Strategic Manager Integrated Assessment &amp; Psychology attend monthly Regional SEND meetings with regional LAs, DfE and NHSE where good practice is shared.</p> <p>A new Joint Commissioning Strategy 2020-2023 has been coproduced with partners, including parents, carers and CYP, taking on board recommendations from the CDC work.</p>				

	The SEND Data Dashboard which collates SEND data from all services into a central programme is in place and improves the quality of SEND reporting. The SEND Portal was successfully launched on the 14.09.2012 and school and professional are able to use this to request EHC needs assessment. The SEND Portal will be further developed to enable school to upload annual review paperwork
<b>Assurance Mechanisms</b>	SEND Strategic Partnership Board established with clear ToRs providing governance over the four operational workstreams. Quarterly progress review meetings are held with the DfE and NHSE.
<b>Date Reviewed</b>	07-Jan-2022
<b>Actions / Controls under development</b>	Development of Local Area SEF and improvement plan with supporting data and evidence across the Local Area-reviewed quarterly by SEND Strategic Partnership Board. Development of a Health Data Dashboard to feed into LA dashboard. Coproduction and engagement plan across the Local Area. Joint Commissioning Strategy 2020. Continue to develop the multi-agency quality assurance work
<b>Managed By</b>	Marium Haque
<b>Administered By</b>	Caroline Levene

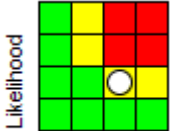
<b>Code &amp; Title</b>	SR 15 OIP Ofsted Improvement Plan			<b>Current Risk Matrix</b>	
<b>Description</b>	The pace of change has been too slow following the inspection in September 2018. Although the local authority is making progress in improving services for children in need of help and protection in some discrete areas of practice the pace; consistency and sustainability of improvement remains a risk				
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	High	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	3	3
	<b>Operational</b>	Yes	<b>Total Score</b>	9	
<b>Potential Effect of Risk</b>	Poor reputation Intervention by DfE of local authority services Financial				
<b>Internal Controls</b>	Improvement Board: Children's Services Improvement Board chaired by Stuart Smith appointed by the DfE continued to operate during the pandemic to scrutinise the improvement work. Refocused Outcome Plan (Improvement Plan): The improvement plan has been refocused and aligned to clear outcomes which has been shared with Partner				




	<p>agencies, Ofsted and DFE and has been reported on in the Improvement Board. The plan is easier to access with clearly identified leads and allows managers to focus on performance and outcomes. There is some progress being made evidenced through the improvement plan and vital signs reports. Children's Social Care continued to deliver their core business, working alongside partner agencies but more work has yet to be undertaken to improve the relationships. Self-evaluation tools for front line services reflect current status of practice which is driving improvement, this is alongside the improvement being made through the key projects. All of this work is within the refreshed Children's Improvement Plan which shows increased pace in the work required. Children's services have identified and are dealing with some legacy work which identified poor practice and have notified Senior managers and Ofsted where appropriate. A Serious Case Review will be published in January 2022 which will result in some publicity. This is likely to impact on the reputation of the authority and the morale of staff who are working hard in already difficult circumstances.</p> <p>External Audit. We have commissioned to review assessments closed with no further action to assure ourselves that decision making is appropriate and robust.</p> <p>Ofsted: The DCS and Senior managers have set a more positive tone in engagement with partners and Regulators making open frank discussions more positive. This will allow us to reset the professional relationship with partners. The Children's Social Care leadership and management has changed due to personnel changes structure continues to embed a high focus on compliance and quality of practice. New members of the team have experience in service delivery and service improvement.</p> <p>Recruitment Micro site: Steps have been put in place to speed up the pace of improvement including a recruitment drive for more social workers, better and more focused training, and a revised outcomes improvement plan that focuses on key outcomes to be delivered in the next 3-6 months.</p> <p>Improved use of vital signs and performance data: Improved vital signs reporting in place for CSC data; quality of audits and workforce management. Ofsted reported that 'Senior managers have implemented an improved performance dataset, which is enabling frontline managers to address compliance with key performance indicators.</p>
<b>Assurance Mechanisms</b>	Future Ofsted Inspections Independent auditing of casework
<b>Date Reviewed</b>	01-01-2022
<b>Actions / Controls under development</b>	Plan Inspection Timetable
<b>Managed By</b>	Marium Haque
<b>Administered By</b>	Caroline Levene

<b>Code &amp; Title</b>	SR 16 EAT Educational Attainment			<b>Current Risk Matrix</b>
<b>Description</b>	Failure to improve academic outcomes for children and young people resulting in lack of competitiveness in the workforce and in accessing further and higher education. Associated impact on culture and employment creation.			 <p>Likelihood</p> <p>Impact</p>
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	Medium
				Critical


	<b>Strategic</b>	Yes	<b>Risk Score</b>	<b>2</b>	<b>3</b>
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>6</b>	
<b>Potential Effect of Risk</b>	Low attainment at the end of KS4 and 5 reducing employment and FE/HE opportunities. Low attainment in KS1&2 means reduced levels of progress into KS4&5 Bradford as a place to teach and to learn becomes unattractive and a cycle of less good teaching continues to impact on life chances for young people. There have been no externally set and marked examinations since 2019. Students not being in school during the pandemic is likely to have not improved these outcomes since then.				
<b>Internal Controls</b>	Schools are autonomous institutions and academies are independent of LA control. Internal controls from Education and Inclusion exist in terms of offering visits to all schools and academies to provide a quality assurance mechanism for the service. This is not compulsory and is dependent on the quality of relationships between the service and schools in an increasingly fragmented educational landscape. Systems and processes exist to support and monitor the LA maintained schools including risk assessments and close monitoring with performance targets.				
<b>Assurance Mechanisms</b>	Strategic mechanisms to limit this include meetings with CEOs, DfE, RSC , and LA councillors and officers to continue partnership working and dialogue wherever possible.				
<b>Date Reviewed</b>	Dec 2021				
<b>Actions / Controls under development</b>	Improved level of staffing for school improvement posts to add capacity to the monitoring and challenge function for LA maintained schools. Through a traded service this will be offered to all schools and academies. Partnership working with DfE Opportunity Area to bring about improvements in the least well performing academies and schools Improved targeting of DfE Targeted School Improvement Grant reserves to ensure that rapid improvement is brought about in LA maintained schools through the School Improvement Support Programme Raising attainment strategy funding will seek to support identification and targeted programmes to help C&YP improve their attainment.				
<b>Managed By</b>	Sue Lowndes				
<b>Administered By</b>	Caroline Levene				

<b>Code &amp; Title</b>	SR20 Elective Home Education			<b>Current Risk Matrix</b>	
<b>Description</b>	At September 2020 there were 484 children recorded as EHE. This number increased over the following three months to more than 800. Many of the families may not have opted for EHE due to a genuine philosophical desire to home educate. Although some pupils have since returned to school rolls, other pupils have been removed from school rolls so the number consistently remains above 700.				
			<b>Likelihood</b>	<b>Impact</b>	
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	Medium	Critical
	<b>Strategic</b>	No	<b>Risk Score</b>	2	3
	<b>Operational</b>	Yes	<b>Total Score</b>	<b>6</b>	

<b>Potential Effect of Risk</b>	Welfare and safety of children is compromised. If children are removed from school roll to home educate, some safeguards are missing. 43% of the children removed from roll since September 2020 have previous children's social care involvement. This demonstrates some potential level of vulnerability across the cohort. Officers cannot insist on seeing the children and so some of the children will remain unseen, particularly if their parents submit a report on the education provision which is considered suitable.
<b>Internal Controls</b>	Funding was secured for a temporary 12 month increase in staffing from June 2021, with two Elective Home Education Officers and a Senior honorarium for increased supervisory capacity. This has been extremely proactive, with increased and faster informal enquiries. There are still at least 3 Education Safeguarding Officers who are spending up to half of their time on EHE cases. The increased funding has allowed officers to proactively meet with schools and families who are considering EHE in order to make sure intentions and responsibilities are clear. Where there are other services involved, eg SEN or Social Worker, then the team work closely to understand the home education and act if it appears a child is not receiving suitable home education.
<b>Assurance Mechanisms</b>	Officers conduct informal enquiries of families. If there is information to suggest that the child is not in receipt of a suitable home education then a formal process is begun. This will consist of ultimately a School Attendance Order, prosecution and referral to Children's Social Care for neglect of education.
<b>Date Reviewed</b>	7 <sup>th</sup> Jan 2022
<b>Actions / Controls under development</b>	Continuous engagement with the DfE who have this as a key focus Increased positive working between EHE team and the Integrated Front Door to ensure safeguarding where the EHE team believe the child is not being educated.
<b>Managed By</b>	Sue Lowndes
<b>Administered By</b>	Kate Hopton

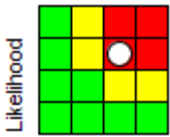
<b>Code &amp; Title</b>	SR 17 CSI Children Safeguarding Incident			<b>Current Risk Matrix</b>
<b>Description</b>	A high-profile safeguarding failure occurs caused by inadequate governance procedures or non-observance of protocols; significant increases in demand and inability to recruit and retain suitably qualified staff. Inadequate Ofsted judgment exacerbates challenges described and demonstrates that the risk level is high. Areas of risk in the Ofsted report include MASH/Front Door; placement sufficiency; social work practice; management and QA.			
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	No	<b>Category</b>	High
	<b>Strategic</b>	Yes	<b>Risk Score</b>	3
	<b>Operational</b>	Yes	<b>Total Score</b>	9
<b>Potential Effect of Risk</b>	Harm to an individual. Damage to the Council's reputation			

<b>Internal Controls</b>	Revised Outcomes Improvement Action Plan has a focus on the quality of Social Care practice. Monthly audits take place including themed audits and shared with senior leaders. Heads of Service and Service Managers are clear about the protocols of escalating significant incidents. New proforma for Serious Incident Notifications is in place requiring Heads of Service and Deputy Director oversight. Additional permanent Practice Supervisor roles have been created in all case-holding teams to support the manager in the coaching and mentoring of staff, quality assurance etc. Additional unqualified staff and BSOs have been appointed in order to free up social workers.
<b>Assurance Mechanisms</b>	The Bradford Safeguarding Childrens Board BSCB has carried out a Section 11 Audit of the safeguarding arrangements. Tight Performance Management Systems and clear lines of Management and Accountability Systems in place. Comprehensive Child Protection Training Strategy in place for all operational staff. BSCB has implemented enhanced safeguarding procedures across member agencies in the district including a review of children missing education and a review of the CSE Team.
<b>Date Reviewed</b>	8 October 2021
<b>Actions / Controls under development</b>	A CSE Action Plan is being shared with partners. Our Outcomes Improvement Action Plan is being shared with senior managers to enable the development of underpinning action planning to support the delivery of the wider outcomes.
<b>Managed By</b>	Marium Haque
<b>Administered By</b>	Caroline Levene

<b>Code &amp; Title</b>	SR 18 COV Covid Multiple Outbreaks			<b>Current Risk Matrix</b>
<b>Description</b>	COVID-19 infections rise locally causing multiple outbreaks across the District that could leave to further waves of infection. This could lead to reintroduction of control measures, one of which could be further lockdown scenarios			 Likelihood Impact
			<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	Very high
	<b>Strategic</b>	Yes	<b>Risk Score</b>	4
	<b>Operational</b>	Yes	<b>Total Score</b>	16
<b>Potential Effect of Risk</b>	Increased number of fatalities Further pressure on local hospitals Slower economic recovery Breakdown in community cohesion			

<b>Internal Controls</b>	<p>COVID-19 Outbreak Control Plan written, exercised and published online. The plan includes Joint Working Agreements for how to deal with outbreaks in different groups and settings, overseen by the Outbreak Management Board.</p> <p>Robust testing, tracing and support to self-isolate processes including local contact tracing service.</p> <p>Businesses, schools and partners have adequate and appropriate advice to ease from lockdown whilst minimising the risk of infection.</p> <p>Support in place for people who need to shield/ self-isolate.</p> <p>System plan that enable us to manage supply of social care support in line with the social care action plan from hospital discharge to communities</p> <p>All people are being tested going in / out of hospital. Where people have tested positive for COVID19, no services without appropriate PPE</p> <p>Developed and implemented Care Home Action Plan tackle infection rates in care homes, letter to OP Providers circulated. Proactive calls to 90 Care Homes have taken and will continue on a weekly basis, with issues being collated and monitored.</p> <p>Home testing kits, been delivered door to door in areas of highest infection and enduring COVID 19 prevalence.</p> <p>Have commissioned community anchor organisations from CABAD, REN, Bevan House, Youth work and neighbourhood wardens to deliver work on engagement, education, access to testing and support to isolate.</p> <p>Programme of communications work underway.</p> <p>Robust health intelligence report produced weekly.</p> <p>Robust programme management processes being implemented ensuring 7 keys reporting from work streams weekly.</p> <p>Bradford District COVID-19 Control Team in place, with a SPOC, actively managing outbreaks in partnership with Public Health England.</p> <p>Support businesses to adapt and open safely.</p> <p>Weekly updates including information and advice for schools.</p> <p>Support to University of Bradford to develop their COVID 19 outbreak control plan</p> <p>Testing strategy in place.</p> <p>Programme of enhanced community interventions in response to rising Delta Variants of Concern COVID-19 cases within the district starting in June 2021.</p>
<b>Assurance Mechanisms</b>	On-going monitoring of COVID-19 cases, admissions and deaths in the District
<b>Date Reviewed</b>	7 <sup>th</sup> Jan 2022
<b>Actions / Controls under development</b>	<p>CBMDC staff encouraged and supported to WFH where possible</p> <p>Work underway to understand how to improve the numbers of residents self-isolating when required to</p> <p>Reinforce activities in maintaining support to providers / staff - standards around PPE, social distancing, testing, financial support, workforce, communications, risk assessment where inequalities exist amongst residents and workforce e.g. BAME</p> <p>Regular testing of key workers across the District</p> <p>Promotion of twice weekly Lateral Flow Device testing for all residents across the District.</p> <p>Support the NHS-led programme to deliver COVID-19 vaccination at scale and to mitigate inequalities.</p> <p>Continue existing work with partners on health inequalities, prevention and health improvement.</p>
<b>Managed By</b>	Sarah Muckle
<b>Administered By</b>	Imran Rathore

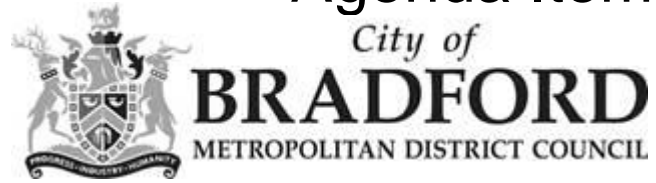
<b>Code &amp; Title</b>	SR 21 Terrorist Incident	<b>Current Risk Matrix</b>
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<b>Description</b>	Requirement to implement new Protect Duty Legislation with National terrorist incident threat level is at Severe and Strategic Security is a concern			 Likelihood Impact	
				<b>Likelihood</b>	<b>Impact</b>
<b>Type of Risk</b>	<b>District</b>	Yes	<b>Category</b>	High	Critical
	<b>Strategic</b>	Yes	<b>Risk Score</b>	3	3
	<b>Operational</b>	Yes	<b>Total Score</b>	9	
<b>Potential Effect of Risk</b>	<p>Preparation to implement new Protect Duty legislation is inadequate to meet Government expectations          The Council is unable to respond effectively to a major incident and function some or all delivery priorities jeopardised.          The Council is unable to meet its Corporate targets          The reputational risk to the Council is adversely effected          The welfare and safety of the Council's citizens is at risk          Increasing incidence and impact of service interruption events.          Business-critical systems are impacted</p>				
<b>Internal Controls</b>	<p>The Strategic lead for security is the Strategic Director Corporate Services responsible for organisational protective security as a whole.          The Threat from terrorism is ever present and changeable so policies, systems and plans need regular review.          Security Policy documents, security management plans and building security is reviewed every time the threat level changes and appropriate measures are put in place. These cover security of: personnel, buildings, information, resources and supply chains, business continuity and resilience and emergency incident plans          Senior Managers undertake training appropriate to their roles and responsibilities and use the ACT app (Action Counters Terrorism) and JESIP App          Critical Systems and Services are identified threats, risks and vulnerabilities and have business continuity plans in place and accessible in case of incidents.          The Council has responded to the Protect Duty Consultation 2021 and participating in the National Resilience consultation.          The Council in partnership with West Yorkshire Police have a Contest Board for Prepare and Protect and have a Prevent Action Plan 2020-2022 with the Safer Partnership.          The National Risk Register is reviewed annually or when changes are announced. The Council reviews its top 3 risks quarterly at regional level with the West Yorkshire Resilience Forum.          The Emergency Management Team coordinates the Councils approach to an incident/emergency and leads on emergency plans and liaison with partners and stakeholders; CT Police, CPNI, NACTSO</p>				
<b>Assurance Mechanisms</b>	Security policy statement and security strategy and organisational security framework.				
<b>Date Reviewed</b>	7 <sup>th</sup> January 2021				
<b>Actions / Controls under development</b>	<p>The Council is developing a clear understanding of threat sources that have the intent, capability and opportunity to impact on its operation, assets and service delivery.          Protect Duty - The Council is part of a North East of England pilot to develop organisational and Bradford District readiness for forthcoming Protect Duty legislation including Partner and stakeholder engagement          ACT and SCaN Training is being rolled out to all departments delivered at an appropriate level for staff, it may become a mandatory requirement.          Security induction training is being reviewed, Information Assurance training is mandatory for all staff.</p>				

	The Council is developing and implementing security minded communications on its website and media outlets. Training and testing the security framework, plans and readiness..
<b>Managed By</b>	Joanne Hyde
<b>Administered By</b>	Gina Glott

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## Report of the Strategic Director of Children's Services to the meeting of Executive Committee to be held on 1 February 2022

**AW**

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### Subject:

**Proposed Changes to Admission Arrangements at Two Maintained Schools**

### Summary statement:

**Proposed Reduction of Published Admission Numbers at Peel Park Primary School and Long Lee Primary School; Proposed Alteration of Long Lee Primary School Priority Admission Area (Catchment Area)**

### EQUALITY & DIVERSITY:

#### **With regards to the proposals to reduce Published Admission Numbers:**

Current arrangements adhere to 1.8 of the School Admissions Code, which states:

"Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs..."

The proposed reduction in admission numbers is in response to surplus school places; it would therefore have **No Impact** on equality and diversity.

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Marium Haque  
Interim Strategic Director- Children's  
Services

Report Contact: Emma Hamer  
Phone: (01274) 439535  
E-mail: [Emma.Hamer@bradford.gov.uk](mailto:Emma.Hamer@bradford.gov.uk)

#### **Portfolio:**

**Education, Employment and Skills**

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

**Children's Services**

## **EQUALITY & DIVERSITY:**

### **With regards to the proposal to amend the Priority Admission Area (Catchment Area) for Long Lee Primary School:**

1.14 of the School Admissions Code states:

“Catchment areas must be designed so that they are reasonable and clearly defined. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.”

The current defined area runs through a housing development that, once completed, will contain 61 dwellings, 29 of which are designated affordable housing. Only 15 houses within the development will be within the current defined area. Expanding the area to include all houses within the development will more strictly adhere to the “reasonable” criterion set out above and will affect all people equally, no matter what their income, thereby having an **Equal Impact** on equality and diversity.

## 1. SUMMARY

### **This report asks the Executive to approve:**

The reduction of the Published Admission Number at Peel Park Primary School from 90 to 60 from 1 September 2023

The reduction of the Published Admission Number at Long Lee Primary School from 60 to 45 from 1 September 2023

Altering the priority admission area for Long Lee Primary School for September 2023 to fully incorporate local new-build housing

## 2. BACKGROUND

- 2.1.1 When planning primary school places in Bradford, the District is split into 26 primary school planning areas.
  - 2.1.2 The School Admissions Code requires that all admission authorities consult where they propose to reduce a Published Admission Number (PAN).
  - 2.1.3 Recent information published by the Office of National Statistics (ONS) shows that Nationally the number of births has fallen for five consecutive years, with the total number of live births in 2020 being the lowest recorded since 2002.
  - 2.1.4 Whilst there are still small areas of population growth overall across the Bradford District, there is a decrease in the number of younger children registered with the NHS. This has led to a high level of surplus places in some primary school planning areas.
  - 2.1.5 Data received from the NHS shows that the number of younger children living in the areas served by these schools, who will require a school place in the coming years, is significantly lower than the number of school places available.
  - 2.1.6 Funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools do not receive the maximum possible revenue.
- 2.2 **Proposal to reduce the Published Admission Number at Peel Park Primary School:**
- 2.2.1 Peel Park Primary School is situated in the North East 3 planning area. Since 2010 the population growth in Bradford placed an increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. Peel Park Primary School permanently increased the Published Admission Number (PAN) in Reception from 60 to 90 in September 2011. This PAN has applied to all Reception intakes since 2011; these cohorts then moved up through the school, resulting in the admission number for each year group in the school being 90 in 2017. The net capacity for the building is 630, which is the capacity required to admit up to 90 pupils in each year from Reception to Year 6.
  - 2.2.2 Killinghall (60 to 90) and Westminster CE (60 to 90) also increased their PANs in 2011 to meet the demand for places. Additionally, Barkerend increased their PAN from 60 to 90 in 2016.

- 2.2.3 The number of Reception pupils at Peel Park, as recorded on the January Census, has not reached 90 pupils in any year since the PAN was increased; 66 Reception children were placed on roll in September 2021. The school recorded 572 pupils on roll from Reception to year 6 in the October school census.
- 2.2.4 Across the North East 3 planning area in 2021, there were 720 Reception places available, with the total number of places allocated on National Offer Day being 552. This has since increased to 612 on roll in September 2021 but is still considerably below the number of available places.
- 2.2.5 Barkerend and Thornbury reduced their PANs from 90 to 60 in 2021, and Westminster CE will reduce the PAN from 90 to 60 in 2022, leaving 690 places available.
- 2.2.6 The proposed PAN reduction at Peel Park will provide 660 places in the planning area. Current published forecasts indicate that the numbers of reception places required in Reception for the next four intake years across North East 3 are:  
 2022/23: 634  
 2023/24: 636  
 2024/25: 624  
 2025/26: 624
- 2.2.7 As required by the Department for Education (DfE), a calculation has been made for the possible additional children who could come to live in approved housing developments in this planning area and these additional children are included in the above forecast figures.
- 2.3 Proposal to reduce the Published Admission Number at Long Lee Primary School:**
- 2.3.1 Long Lee Primary School is situated in the Keighley 1 planning area. Since 2010 the population growth in Bradford placed an increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. Long Lee Primary School permanently increased the Published Admission Number (PAN) in Reception from 30 to 60 in September 2011. This PAN has applied to all Reception intakes since 2011; these cohorts then moved up through the school, resulting in the admission number for each year group in the school being 60 in 2017. The net capacity for the building is 420, which is the capacity required to admit up to 60 pupils in each year from Reception to Year 6.
- 2.3.2 Victoria Primary School increased their PAN in 2014 from 30 to 45 to meet the demand for places.
- 2.3.3 The number of pupils allocated to start Reception at Long Lee has not reached 60 since 2018; only 43 were allocated in 2021. The school recorded 375 pupils on roll from reception to year 6 in the October school census.
- 2.3.4 Across the Keighley 1 planning area in 2021, there were 375 Reception places available, with the total number of places allocated on National Offer Day being 283. This increased to 301 on roll in September 2021 but is still considerably below the number of available places.

- 2.3.5 The proposed PAN reduction at Long Lee will provide 360 places in the planning area. Current published forecasts indicate that the numbers of reception places required in Reception for the next four intake years across Keighley 1 are:  
2022/23: 305  
2023/24: 323  
2024/25: 293  
2025/26: 293
- 2.3.6 Consultations have taken place for two academies in the adjoining Keighley 2 planning area to reduce their PANs from September 2023. Forecasts indicate that there will continue to be sufficient school places if these PAN reductions are also approved.
- 2.3.7 As required by the Department for Education (DfE), a calculation has been made for the possible additional children who could come to live in approved housing developments in this planning area and these additional children are included in the above forecast figures.

## 2.4 **Proposal to alter the priority admission area at Long Lee Primary School:**

- 2.4.1 The current priority area was introduced for admissions in 2009, to prioritise admission to Long Lee Primary School for those children living in Long Lee before those living in Keighley who may in some cases have been nearer by straight line distance, and can more easily access a place at other primary schools. Appendix A shows the current priority area.
- 2.4.2 Since 2009, a number of housing developments have been approved in the area. Whilst the majority of these housing developments are within the current priority area, there is one development on Long Lee Lane which is only partially within the priority area. This could mean that whilst some families living in the new development will be prioritised for a place at the school, their neighbours may not.
- 2.4.3 We are consulting on making changes to the school priority area to ensure that all dwellings within this development are within the priority area for admissions to Long Lee Primary School. Long Lee is the closest school to this development and the one that families moving here would reasonably expect to be able to send their children to. Appendix B shows the proposed amendment to the priority area.

## 3. **OTHER CONSIDERATIONS**

### 3.1 **Consultation to reduce the PAN at Peel Park Primary School**

- 3.1.1 In line with the School Admissions Code, consultation to reduce the PAN at Peel Park Primary School from 90 to 60 from 1 September 2023 was carried out between 2 November 2021 and 14 December 2021.
- 3.1.2 The list of those consulted is shown in Appendix C. Details of the consultation were placed on the school's website, Bradford Council's website and Bradford Schools Online; parents of current pupils were notified by the school by email, text notification on the school app and given opportunity to collect paper copies (Appendix D) if required.
- 3.1.3 Eleven responses have been received, nine agree with the proposed PAN reduction at Peel Park and two disagree; see comments in Appendix E.

### **3.2 Consultation to reduce the PAN at Long Lee Primary School and amend the school's priority admission area**

- 3.2.1 In line with the School Admissions Code, consultation to reduce the PAN at Long Lee Primary School from 60 to 45 and amend its priority admission area from 1 September 2023 was carried out between 15 November 2021 and 10 January 2022. To comply with best practice, this consultation spans more than six weeks, so as to allow for the school holidays.
- 3.2.2 The list of those consulted is shown in Appendix F. Details of the consultation were placed on the school's website, Bradford Council's website and Bradford Schools Online; parents of current pupils were notified by the school and given opportunity to collect paper copies (Appendix G) if required.
- 3.2.3 28 responses have been received; see comments in Appendix H. Some respondents only submitted their views for one of the proposals. Fifteen respondents agree with the proposal to reduce the PAN and nine disagree. Sixteen are in favour of the change to the priority area, and six disagree with the change, with one suggesting a different alteration.

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

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.
- 4.2 Bradford Council believes that reducing the PAN at both schools will assist them to provide stability in their long-term planning and allow them to deliver high quality educational outcomes for the pupils currently on roll.

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

- 5.1 There are no significant risks with the reduction in the PAN at either school; forecasts indicate that there will still be enough schools places available within each planning area and the neighbouring planning areas.

## **6. LEGAL APPRAISAL**

- 6.1 In accordance with paragraph 1.45 of the School Admissions Code 2021, when changes are proposed to admission arrangements that will apply for entry in September 2023, the admissions authority must consult on those arrangements. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year ie the school year immediately preceding the offer year. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.
- 6.2 All Admission Authorities must consult in accordance with paragraph 1.45 of the School Admissions Code where they propose to lower a school's PAN.
- 6.3 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications

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

The proposals would not impact on greenhouse gas emissions.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications from this report.

### **7.4 HUMAN RIGHTS ACT**

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

### **7.5 TRADE UNION**

Trade Unions have been informed of the proposals to reduce PAN at Peel Park Primary School and Long Lee Primary School. Details of the proposed alteration to the Priority Area at Long Lee Primary School were included but would not warrant Trade Union involvement.

### **7.6 WARD IMPLICATIONS**

Ward Councillors have been consulted about the proposed PAN reduction at Peel Park Primary School.

Ward Councillors have been consulted about the proposed PAN reduction at Long Lee Primary School and the alteration to the Priority Area

### **7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS**

N/A

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

As required by the School Admissions Code, Looked After Children are given the highest priority when allocating school places. Therefore, there are no implications arising from the proposed reduction of PAN for the provision of places for Looked After Children.

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

General Data Protection Regulation principles relating to individuals' data and rights under the Data Protection Act 2018 will be respected. Privacy implications arising from this proposal have been addressed by anonymising consultees' personal information together with any information which may enable them to be identified from their responses and the summary of their responses.

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

None

## **9. OPTIONS**

Considering the results of the consultation, the Executive can decide to:

### **9.1 Peel Park Primary School**

- a) Approve the reduction of the Published Admission Number (PAN) at Peel Park Primary School from 90 to 60 from 1 September 2023  
**or**
- b) Retain the existing PAN of 90 at the school

Due to the forecasted number of other local vacancies, and their accessibility for all families, the scale of this reduction is the preferred option.

### **9.2 Long Lee Primary School**

- a) Approve the reduction of the Published Admission Number (PAN) at Long Lee Primary School from 60 to 45 from 1 September 2023  
**or**
- b) Retain the existing PAN of 60 at the school

Due to the forecasted number of vacancies in the planning area, a reduction to 30 was also considered.

However, the school regularly admits a high proportion of students who already have a sibling attending the school. This can leave limited vacancies available for “new” families for whom the school is closest to their home; as noted in the section relating to the school’s catchment area, should these families not qualify for a place at Long Lee, they may need to travel beyond their local area to attend an alternative school.

A reduction to 45 is thought to be the best balance between the need to reduce surplus places whilst still providing for local families.

### **9.3 Long Lee Primary School**

- a) Approve the change to the Priority Admission Area, as outlined in the consultation document  
**or**
- b) Retain the existing Priority Admission Area

Redrawing the area to remove the south west extension, thereby excluding the whole of the new development, was also considered.

As Long Lee is the closest school to this development, including all of the houses on the development is felt to be the most appropriate option.



## **10. RECOMMENDATIONS**

- 10.1 That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Peel Park Primary School from 90 to 60 from 1 September 2023.
- 10.2 That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Long Lee Primary School from 60 to 45 from 1 September 2023.
- 10.3 That the Executive approve the proposal to change the priority admission area at Long Lee to include the new housing development.

## **11. APPENDICES**

Appendix A: Current priority admission area (catchment area) for Long Lee Primary School

Appendix B: Proposed new priority admission area for Long Lee Primary School

Appendix C: Consultation list for Peel Park Primary School

Appendix D: Consultation letter to Peel Park parents

Appendix E: Responses to Peel Park consultation

Appendix F: Consultation list for Long Lee Primary School

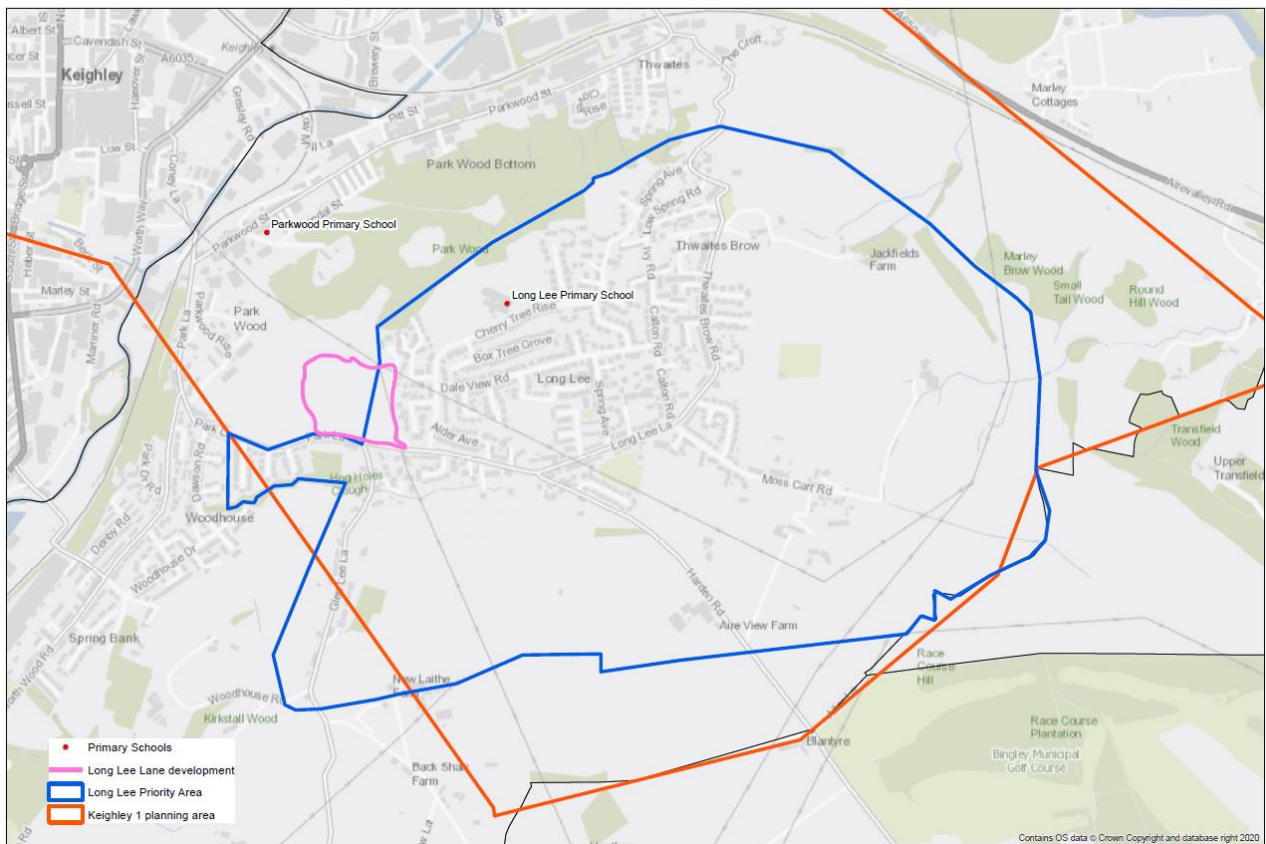
Appendix G: Consultation letter to Long Lee parents

Appendix H: Responses to Long Lee consultation

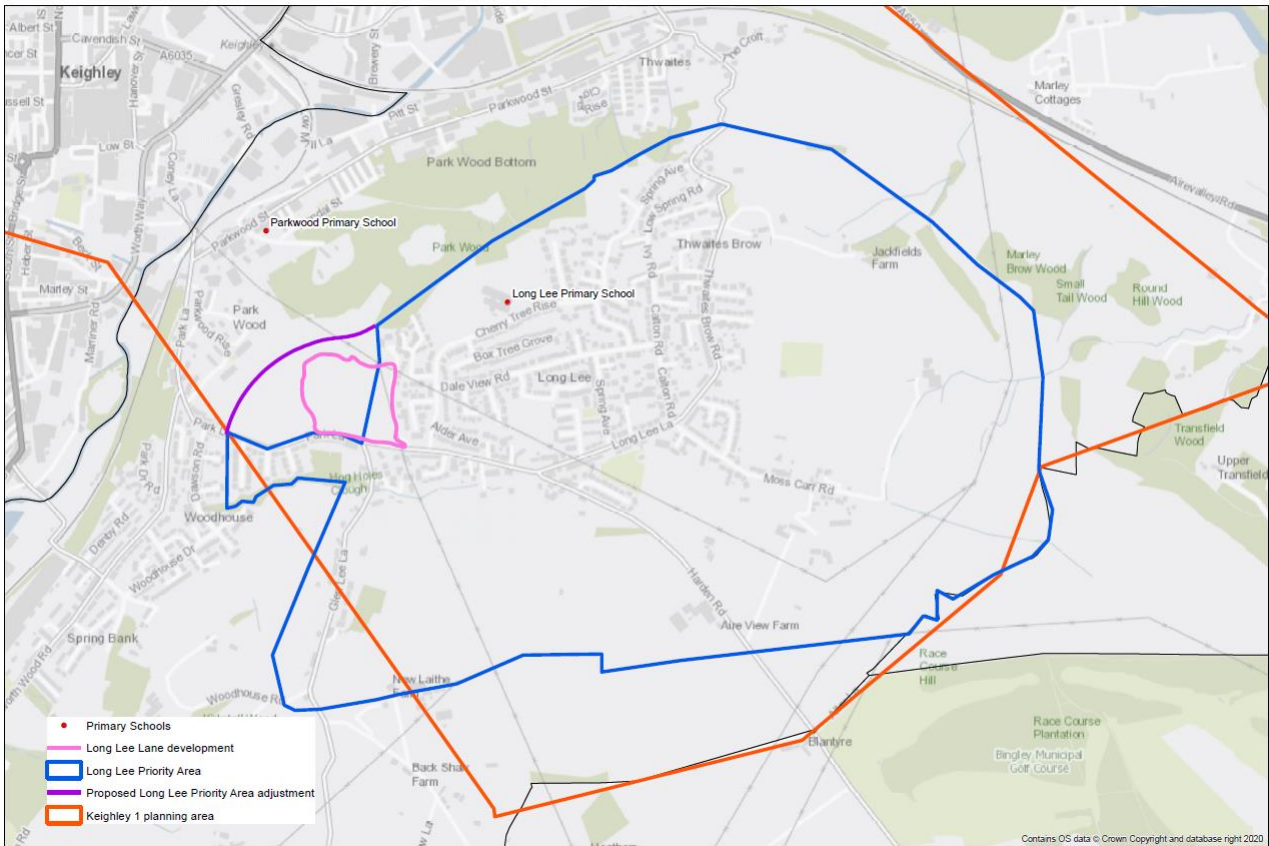
## **12. BACKGROUND DOCUMENTS**

School Admissions Code 2021

Long Lee Primary School Current Priority Area



Long Lee Primary School Proposed Amended Priority Area



**List of Consultees – Peel Park**

Director/ADs Children's Services
All Councillors
All Neighbourhood Forums
All Schools
Education and Learning (Formerly Bradford Achievement Service)
Bradford Youth Service
Catholic Diocese
CE Diocese
Children's Services Managers
Council for Mosques
Head / Chair of Governors
Media
MPs
Muslim Association
Parents/Carers
Playgroups and other Early Years providers
Private/Independent schools
School Staff
Unions
Wider public audience: Bradford Schools Online (BSO), Bradford Council Website, School Website



## Department of Children's Services

### Aiming High for Children

Intelligence and Sufficiency  
7<sup>th</sup> Floor  
Margaret McMillan Tower  
Bradford  
BD1 1NN

Tel: 01274 439207

[SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk)

Date:

## Parents/Carers of Peel Park Primary School Pupils

Dear Parents/Carers,

## Statutory consultation on the proposed reduction in Published Admission Number for Peel Park Primary School for the 2023/24 academic year

### Background

The current Published Admission Number (PAN) at Peel Park Primary School is 90. This means that the number of children admitted to the school in reception each year is a maximum of 90.

When planning primary school places in Bradford, the District is split into 26 primary school planning areas. Peel Park Primary School sits in the North East 3 planning area.

The population growth in Bradford from 2010 increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. Due to an increase in demand in the North East 3 planning area, Peel Park Primary School increased their PAN from 60 to 90 in September 2011. This moved through the school each year until all year groups had a PAN of 90 in 2017. The net capacity of the building is 630, made up of 90 places in each year from reception to year 6.

In addition to Peel Park, the following PAN increases were also implemented at schools in the North East 3 planning area in 2011:

Killinghall increased from 60 to 90

Westminster CE increased from 60 to 90

Barkerend then increased the PAN from 60 to 90 in 2016, which increased the overall PAN for the planning area to 780 places.

Overall across the Bradford District, there is a decrease in the number of younger children registered with the NHS. This has led to a high level of surplus places in some of the primary school planning areas, including North East 3, where Peel Park Primary School is situated.

According to data from the Office of National Statistics (ONS), the number of live births nationally has fallen for four consecutive years, with the total number of live births in 2019 being the fewest since 2004. Official birth data has not yet been released for 2020 but provisional data shows that there were fewer births nationally in 2020 than in 2019. Given the falling number of births nationally and across the District, the Council does not anticipate that the numbers of children requiring school places in the North East 3 planning area will increase significantly in the near future.

Over recent years, there has been a significant reduction in the number of reception places required across this planning area. In response to this reduction, a number of academies have reduced the PAN to minimise the number of surplus reception places: Barkerend and Thornbury reduced their PANs from 90 to 60 in 2021, and Westminster CE will reduce the PAN from 90 to 60 in 2022. The current total PAN across North East 3 is 720 places and will reduce to 690 in 2022 when the PAN reduction at Westminster CE Primary School takes effect.

The number of reception pupils at Peel Park as recorded on the January Census has not reached 90 pupils in any year since the PAN was increased, and 66 reception children were placed on roll in September 2021. Across the North East 3 planning area, there were 720 reception places available with the total number of places allocated on National Offer Day being 552. This has since increased to 612 on roll in September 2021 and is still considerably below the number of available places.

The proposed PAN reduction will provide 660 places in the planning area. Current published forecasts indicate that the numbers of reception places required in reception for the next four intake years across North East 3 are:

2022/23:	634
2023/24:	636
2024/25:	624
2025/26:	624

Forecast information has been used to model the school's budget over the next five years. This process showed that if the PAN remains at 90 the school will face financial difficulty. The proposed PAN reduction will help to ensure the school returns to a financially stable position.

The School Admissions Code requires that all admission authorities consult where they propose to reduce a PAN. Bradford Council, as the Admission Authority, is therefore seeking representations on the proposed change to the PAN for Peel Park Primary School in the North East 3 planning area.

In accordance with the School Admissions Code (2021), the Council is consulting with key stakeholders, including;

- Peel Park Primary School – Head/Governing Board/Staff
- Parents/carers of current pupils and prospective parents of pupils
- All other Admission Authorities within the District
- Neighbouring Local Authorities
- Councillors and MPs
- Trade Unions
- Anyone else who has an interest in the proposed changes

A copy has been sent to the Office of the Schools Adjudicator and the proposal will be published on Peel Park Primary School's website.

This consultation will run for six weeks from Tuesday 2nd November 2021 to Tuesday 14th December 2021, after which time any representations received will be considered and a report taken to the Council's Executive Committee for a decision to be made on the PAN for Peel Park Primary School.

### **Specific Proposal**

Bradford Council proposes to reduce the PAN at Peel Park Primary School from 90 to 60 from 1 September 2023.

This means that the maximum number of pupils intended to be admitted in Reception in 2023, and all subsequent Reception cohorts, will be 60. For children who already have a place at the school in other year groups there will be no change.

Factors that have been considered by the Council when deciding to consult on this proposal include:

- A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools will not receive the maximum possible revenue. Therefore, the Council is proposing to reduce the number of available places to enable the school to operate more efficiently and cost effectively.
- The school is located in North East 3 planning area where there continues to be a falling demand for primary school places, resulting in a significant surplus across the area.
- The total number of pupils from reception to Year 6 recorded by the school on the May 2021 census was 585, which is below the current capacity of 630.
- Due to the lower numbers of younger children registered with the NHS who will require a school place in the coming years, the Council expects that there will be sufficient school places available for local children if the PAN is reduced. If agreed, the overall PAN for the North East 3 planning area will be 660 from 2023.
- Peel Park Primary School and the Council will look creatively at solutions in the future which may help to solve any problems resulting in a shortage of school places in the North East 3 planning area – eg a bulge intake.

Peel Park Primary School Governors and Bradford Council believe that reducing the PAN will assist the school to provide stability in their long-term planning and allow them to deliver high quality educational outcomes for the pupils currently on roll. The reduction in PAN will ensure that an appropriate number of places are provided for future pupils, in line with forecasts.

Any representations should be made on the Bradford Council [consultation website](#) under current consultations. Alternatively, you can complete the attached response form which can be emailed to [SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk) quoting Peel Park PAN reduction.

Yours sincerely,



Claire Marshall-Swales  
Senior Provision and Places Officer  
Intelligence & Sufficiency Service

**Response form**

Please complete details and return to: [SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk) or:

**Claire Marshall-Swales, Senior Provision and Places Officer, Intelligence & Sufficiency Service, 7th Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 14th December 2021**

Consultation on the reduction of the Published Admission Number (PAN) of Peel Park Primary School

Name (optional)

Full postcode of your home address *eg BD1 1NN*

Please indicate in which capacity you are responding to this consultation:

- Parent/carer
- Member of school staff
- School Governor at Peel Park Primary School
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other (please give details below):

Please indicate your response to this consultation below

- I agree with the proposal to reduce the PAN at Peel Park primary school from 90 to 60
- I disagree with the proposal and think the PAN should remain at 90

Please use this space to give reasons for your response



## Summary and all responses to consultation on reducing PAN at Peel Park Primary School

Group	Agree	Disagree	Other	Total
Parent / Carer	1			1
Staff member	6	2		8
Peel Park Primary School Governor				
Other School Governor				
Local Councillor				
Member of Local Community	1			1
Parent of younger child				
Other/Unknown	1			1
<b>Total</b>	<b>9</b>	<b>2</b>		<b>11</b>

**Not all respondents left comments; five comments were in favour and two against.**

### Comments agreeing with the proposal to reduce the PAN:

I believe Peel Park to be a good school however the increase in numbers over the years has created many dangerous situations with cars and young children at the bottom gate which residents were originally led to believe was a pedestrian gate only. I myself often cannot get my car out as Parents use the unadopted road at the back of my house to park. If cutting the numbers of children saves the school money to spend elsewhere that must be a good thing.

It is a sensible proposal given the reducing pupil numbers.

To stabilise the school budget and ensure school is full at all times. This would then reduce our mobility rates therefore increasing the attainment of the children as they are in school all of the time.

If it means our children's getting better education, then I am happy for the reduction to take place.

The main reason is to allow the school to become financially stable.

### Comments disagreeing with the proposal to reduce the PAN:

The reason I think the PAN should stay 90 is predominantly due to job security for staff. Moreover, we have children arriving later on in KS2 for example. I strongly think our school should have smaller classes sizes but remain three form due to the varying needs of children.

School population increases throughout the year with new children arriving all the time. School has more than sufficient space to cater for 90 children per year group.

### Council response to the comments:

The proposal to reduce the PAN from 90 to 60 is based on a reduction in numbers of younger children and forecasts indicate that 90 places are not required at Peel Park

Primary School. If the school retains a PAN of 90 and continues to admit significantly fewer pupils, the school will not be able to operate from a financially stable position. The proposed PAN reduction would provide long-term job security for staff and ensure the school is in the best position to support the needs of all pupils.

Forecasts indicate that there will be sufficient in-year places at local schools should Peel Park fill to the new PAN of 60.

**List of Consultees – Long Lee**

Director/ADs Children's Services
All Councillors
All Neighbourhood Forums
All Schools
Education and Learning (Formerly Bradford Achievement Service)
Bradford Youth Service
Catholic Diocese
CE Diocese
Children's Services Managers
Council for Mosques
Head / Chair of Governors
Media
MPs
Muslim Association
Parents/Carers
Parish Council
Playgroups and other Early Years providers
Private/Independent schools
School Staff
Unions
Wider public audience: Bradford Schools Online (BSO), Bradford Council Website, School Website



## Department of Children's Services

### Aiming High for Children

Intelligence and Sufficiency  
7<sup>th</sup> Floor  
Margaret McMillan Tower  
Bradford  
BD1 1NN

Tel: 01274 439207

[SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk)

Date:

## Parents/Carers of Long Lee Primary School Pupils

Dear Parents/Carers,

### **Statutory consultation on the proposed reduction in Published Admission Number and amendment to the admissions priority area for Long Lee Primary School for the 2023/24 academic year**

Bradford Council proposes to reduce the PAN at Long Lee Primary School from 60 to 45 and amend the admissions priority area from 1 September 2023.

### **Proposal: Reduce the Published Admission Number at Long Lee Primary School**

The current Published Admission Number (PAN) at Long Lee Primary School is 60. This means that the number of children admitted to the school in reception each year is a maximum of 60. This proposal would mean that the maximum number of pupils intended to be admitted in Reception in 2023, and all subsequent Reception cohorts, will be 45. For children who already have a place at the school in other year groups there will be no change.

When planning primary school places, The Bradford District is split into 26 primary school planning areas. Long Lee Primary School sits in the Keighley 1 planning area.

The population growth across the District from 2010 increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. Due to an increase in demand in the Keighley 1 planning area, Long Lee Primary School permanently increased their PAN from 30 to 60 in September 2011. This moved through the school each year until all year groups had a PAN of 60 in 2017. The net capacity of the building is 420, made up of 60 places in each year from reception to year 6.

Victoria Primary School also increased the PAN from 30 to 45 in 2014 to meet the demand for places.

Overall across the Bradford District, there has been a decrease in the number of younger children registered with the NHS. This has led to a high level of surplus places in some of

the primary school planning areas, including Keighley 1, where Long Lee Primary School is situated.

According to data from the Office of National Statistics (ONS), the number of live births nationally has fallen for five consecutive years, with the total number of live births in 2020 being the fewest since 2002. Given the falling number of births nationally and across the District, the Council does not anticipate that the numbers of children requiring school places in the Keighley 1 planning area will increase significantly in the near future.

Across the Keighley 1 planning area, there are 375 reception places available with the total number of places allocated on National Offer Day being 283, 43 of these at Long Lee Primary School. This increased to 301 on roll in September 2021 and is still considerably below the number of available places.

Current published forecasts indicate that the numbers of reception places required in reception for the next four intake years across Keighley 1 are:

2022/23:	305
2023/24:	323
2024/25:	293
2025/26:	293

Reception allocations since 2018 show that on average, 52% of all pupils allocated a place in reception have an older sibling attending the school. 96% of all pupils attending the school nursery were allocated a place in reception; 52% of these had a sibling at the school.

Three possible PAN reduction options have been modelled using this forecast information with the following implications:

- a) Do nothing and keep the PAN at 60 – The reception class is not forecast to fill to 60, meaning the school will not receive the maximum funding to enable two classes per year group. There would however be an expectation that the school can take up to 60 pupils throughout the whole intake year which may result in a high number of in-year allocations. This could potentially require changes to class organisation during the school year.
- b) Reduce the PAN to 45 – There will be sufficient places to meet the forecasted demand for places. The school will plan the curriculum for mixed age groups with the understanding that classes should remain stable and not need to be reorganised during the school year. Funding received for the number of pupils on roll should be sufficient for the level of staffing required for mixed age groups.
- c) Reduce the PAN to 30 – The reception class is forecast to have significantly more than 30 allocations in all forecast years (up to 2025) Reducing the PAN to 30 would remove too many places from the area, meaning that children living in Long Lee may need to pass the school and travel further to access another primary school with an available place. Given the historically high percentage of siblings gaining entry to Long Lee Primary School, reducing the PAN to 30 would limit the number of children able to gain a place at Long Lee Primary School without an older sibling. Whilst it is important for the school to maintain strong connections with existing families, it is also important for the school to make links with new families living in the local area.

The School Admissions Code requires that all admission authorities consult where they propose to reduce a PAN. Bradford Council, as the Admission Authority, is therefore seeking representations on the proposed change to the PAN for Long Lee Primary School in the Keighley 1 planning area.

### **Proposal: Amend the admissions priority area for Long Lee Primary School**

The current priority area was introduced for admissions in 2009, to prioritise admission to Long Lee Primary School for those children living in Long Lee before those living in Keighley who may in some cases have been nearer by straight line distance, and can more easily access a place at other primary schools. Appendix 1 shows the current priority area.

Since that time, a number of housing developments have been approved in the area. Whilst the majority of these housing developments are within the current priority area, there is one development on Long Lee Lane which is only partially within the priority area. This could mean that whilst some families living in the new development will be prioritised for a place at the school, their neighbours may not.

We are consulting on making changes to the school priority area to ensure that all dwellings within this development are within the priority area for admissions to Long Lee Primary School. Appendix 2 shows the proposed amendment to the priority area.

In accordance with the School Admissions Code (2021), the Council is consulting with key stakeholders, including;

- Long Lee Primary School – Head/Governing Board/Staff
- Parents/carers of current pupils and prospective parents of pupils
- All other Admission Authorities within the District
- Neighbouring Local Authorities
- Councillors and MPs
- Trade Unions
- Anyone else who has an interest in the proposed changes

A copy has been sent to the Office of the Schools Adjudicator and the proposal will be published on Long Lee Primary School's website.

This consultation will run for six weeks from 15 November 2021 to Monday 10 January 2022, after which time any representations received will be considered and a report taken to the Council's Executive Committee for a decision to be made on the PAN for Long Lee Primary School.

### **Factors that have been considered by the Council when deciding to consult on these proposals include:**

- A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools will not receive the maximum possible revenue. Therefore, the Council is proposing to reduce the number of available places to enable the school to operate more efficiently and cost effectively.
-

- The school is located in Keighley 1 planning area where there continues to be a falling demand for primary school places, resulting in a significant surplus across the area.
- The total number of pupils from reception to Year 6 recorded by the school on the May 2021 census was 388, which is below the current capacity of 420.
- Due to the lower numbers of younger children registered with the NHS who will require a school place in the coming years, the Council expects that there will be sufficient school places available for local children if the PAN is reduced. If agreed, the overall PAN for the Keighley 1 planning area will be 360 from 2023.
- Long Lee Primary School and the Council will look creatively at solutions in the future which may help to solve any problems resulting in a shortage of school places in the Keighley 1 planning area – eg a bulge intake.
- A number of new housing developments have been approved in the Long Lee area. One development in particular is partially within the current priority area meaning that only some families living in the new development may be prioritised for a place at Long Lee Primary School.

Long Lee Primary School Governors and Bradford Council believe that reducing the PAN will assist the school to provide stability in their long-term planning and allow them to deliver high quality educational outcomes for the pupils currently on roll. The reduction in PAN will ensure that an appropriate number of places are provided for future pupils, in line with forecasts. We also believe that all Long Lee residents will be given the same priority for Long Lee Primary School by amending the priority area to include the entire housing development on Long Lee Lane.

Any representations should be made on the Bradford Council [consultation website](#) under current consultations. Alternatively, if you would prefer a paper copy of the response form, please email [SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk) quoting Long Lee PAN reduction and Priority Area consultation to request a copy. Completed paper response forms can be returned to the address on the form or handed in to the school office.

Yours sincerely,



Claire Marshall-Swales  
Senior Provision and Places Officer  
Intelligence & Sufficiency Service

**Long Lee Primary School PAN Reduction Consultation Response form**

Please complete and return to: **Long Lee Primary School Office, Cherry Tree Rise, Keighley, BD21 4RU**

or: **Claire Marshall-Swales, Senior Provision and Places Officer, Intelligence & Sufficiency Service, 7th Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN**

Or email [SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk) **by 10 January 2022**

Consultation on the reduction of the Published Admission Number (PAN) of Long Lee Primary School

Name (optional)

Full postcode of your home address *eg BD1 1NN*

Please indicate in which capacity you are responding to this consultation:

- Parent/carer
- Member of school staff
- School Governor at Long Lee Primary School
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other (please give details below):

Please indicate your response to this consultation below

- I agree with the proposal to reduce the PAN at Long Lee primary school from 60 to 45
- I disagree with the proposal and think the PAN should remain at 60

Please use this space to give reasons for your response



Please complete and return to: **Long Lee Primary School Office, Cherry Tree Rise, Keighley, BD21 4RU**

or: **Claire Marshall-Swales, Senior Provision and Places Officer, Intelligence & Sufficiency Service, 7th Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN**

Or email [SufficiencyConsultation@bradford.gov.uk](mailto:SufficiencyConsultation@bradford.gov.uk) **by 10 January 2022**

Consultation on amending the admissions priority area for Long Lee Primary School

Name (optional)

Full postcode of your home address *eg BD1 1NN*

Please indicate in which capacity you are responding to this consultation:

- Parent/carer
- Member of school staff
- School Governor at Long Lee Primary School
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other (please give details below):

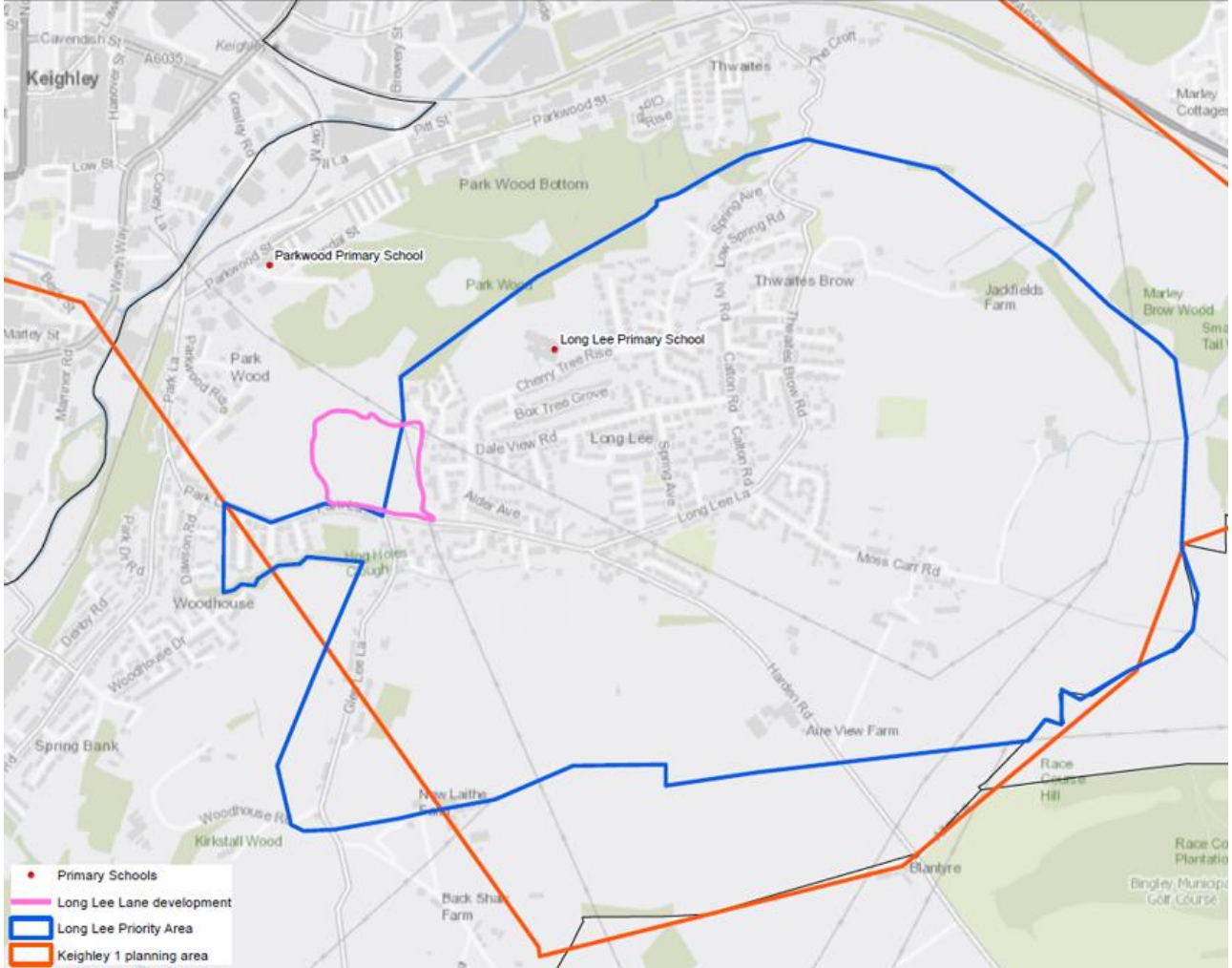
Please indicate your response to this consultation below

- I agree with the proposal to change the priority area at Long Lee primary school
- I disagree with the proposal and think the priority area should remain as it is

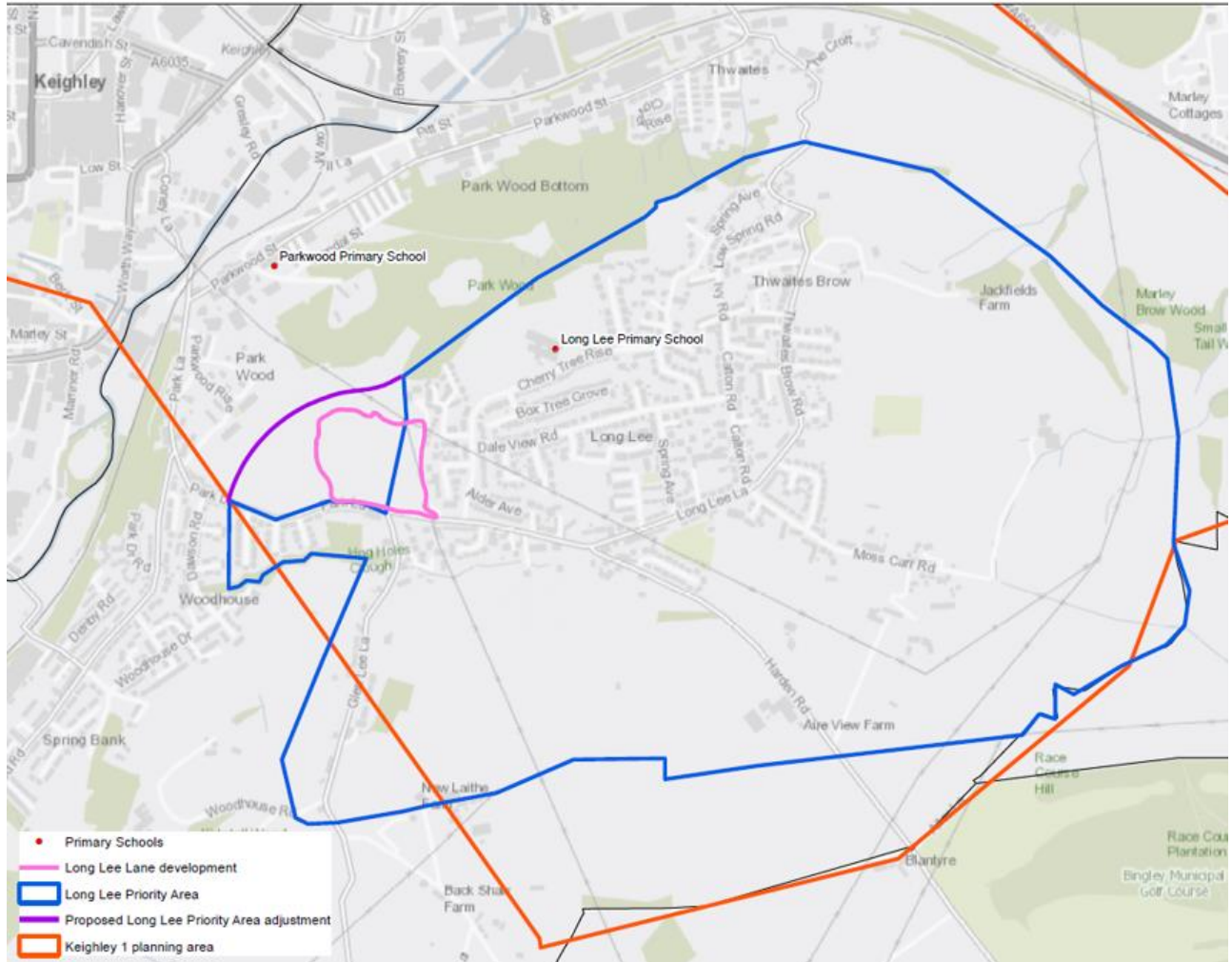
Please use this space to give reasons for your response

Appendix G

Long Lee Primary School Current Priority Area



Long Lee Primary School Proposed Amended Priority Area



**Summary and all responses to consultation on reducing PAN at Long Lee Primary School and amend the priority admission area**

Group	Total	PAN Reduction			Priority Area		
		Agree	Disagree	Nil	Agree	Disagree	Nil
Parent / Carer	20	10	6	4	10	5	5
Staff member	6	5	1	0	5	0	1
Long Lee School Governor							
Other School Governor							
Local Councillor							
Member of Local Community	2	0	2	0	1	1	0
Parent of younger child							
Other/Unknown							
<b>Total</b>	<b>28</b>	<b>15</b>	<b>9</b>	<b>4</b>	<b>16</b>	<b>6</b>	<b>0</b>

**Not all respondents answered both questions (nil responses recorded).**

**Not all respondents left comments in response to the proposed PAN reduction; nine comments were in favour and eight against.**

**Comments agreeing with the proposal to reduce the PAN:**

*It will help children to learn better in smaller number and teacher will Also be able to interact with children better.*

*I actually preferred the school atmosphere and environment when we were a one form entry school, so reducing the size of entry is preferable.*

*Pointless having empty spaces- waste of money. If need to increase in future you can. Lesser children in class means more attention & one to one time.*

*Reducing the PAN will assist the school in long-term planning and allow them to deliver quality education for pupils in the community.*

*Classes have not been full for the last 3 years.*

*I feel like it would may it easier for the teachers with a smaller class aswell as less overcrowding. The students would also find it less overwhelming and it would give better opportunities in many aspects (emotional/educational needs)*

*I don't mind either way since all my children are already in the school now.*

*I think smaller size classes are better for the children and their learning. However as a parent with a child who will be attending reception in 2023 I am concerned she won't be a space even though she will have a sibling there.*

*I agree and disagree with the intake changing because it's good changing from a 60 intake school to a 45 intake school as it will be better for the school and cause a lot less traffic outside the school area but I then disagree with this as it is going to put members of staff*

*out of a job and people with temporary contacts are going to be the ones that go first and this is a worry as there is not a lot of jobs around at the moment with the global pandemic and this could mean many people are out of work but still how houses to pay and families to support*

**Comments disagreeing with the proposal to reduce the PAN:**

*It makes no sense to decrease numbers but to increase the size of the priority area. Particularly considering the new development off Redwood will be within the existing priority area and will place more pressure on school numbers*

*I was amazed to discover that Long Lee Primary School has a priority area in view of the number of cars attracted to the immediate neighbourhood of the school. Because so few people walk their children I assumed that pupils were drawn from a much wider area than Long Lee/Thwaites Brow. In view of the large number of houses currently being built it must be assumed that there will be more demand for places. As the school was built as a middle school is has a large playing field. The lower field does not appear to be used. I suggest that in order to relieve the nuisance parking, particularly from 2.30pm onwards, which causes problems for residents Bradford council funds off road parking for parents on the upper field. This could be provided at reasonable cost by using metal grating such as that used on caravan parks. This would allow the grass to grow through while preventing vehicles from sinking.*

*This school is more than capable to f catering for 60 + children. The head teacher caters for her staff not the YP*

*I don't like the idea of mixed year groups of numbers reduce to 45. Also there are 2 brand new housing estates being build which surely is going to be full of children tht is going to increase school numbers. We live out of catchment now but didn't when our 1st child came we were really lucky to get out 5years old in. If numbers get reduced I've very slim chance of getting my youngest in*

*Mixed cohort classes are not good for any child. Parents do not like their child being in a mixed cohort class, they think their child has been labelled as low ability or in a remedial class. It creates numbers problems with afterschool clubs and school trips, having 90 children instead of 60. It is also difficult in the office with mixed cohorts for reports generated in SIMS.*

*I have a toddler who will be due to start reception in 2023 and I am worried it will affect her place!*

*The school is big enough for 60 yp there no need for change*

*With the new houses being built currently and in the future, there may be more children applying, which may then result in long term locals missing a place.*

**Council response:** All local developments have been factored into the forecasts for future pupil numbers. All forecasts show that the surplus places in the planning area are likely to continue to increase and the proposed PAN reduction is unlikely to create pressure on school places.

Additionally, mixed cohort / vertically grouped classes can be more flexible to adapt to the needs of individual children, especially in relation to social development. Research suggests that other factors are more relevant to academic achievement; mixed primary classes have not been shown to have a strong impact on attainment (either positively or negatively).

**Not all respondents left comments in response to the proposed change to the priority area; seven comments were in favour and five against.**

**Comments agreeing with the proposal to amend the priority area:**

*It seems sensible to include the entire area of the new Saddlers Way development within the school's so-called priority area. I would like to see the school earmarked particularly for local children who could then be walked to Cherry Tree Rise. Fewer vehicle movements should help lower pollution and reduce the carbon footprint. Large numbers of parents' parked cars remain with engines running for long periods at school leaving time. This is bad for the children's health and for residents.*

*Make the area bigger if the school doesn't have enough children  
It's a 'no brainer' having the entire new development in the same priority area.*

*It makes sense to include the new housing development.*

*Hopefully give the school better stability and better education, think it's better with less children in the classes definitely better for children and gives the teacher more 1-1 with the child.*

*The housing estate is in longlee its the closest school for that estate so I agree it should all be included*

*I agree with this as it gives long lee school more of a chance to become full*

**Comments disagreeing with the proposal to amend the priority area:**

*The priority area for the school should be Long Lee, so would make more sense to remove the dog leg into Woodhouse from the priority area. The new development is not actually in Long Lee, the proposal would allow any more housing in that area to be drawn in to the priority area. Other new housing in already within priority area. Maybe the developers should not be advertising/implying the development as being within catchment for school before any changes agreed.*

*This school is more than capable to f catering for 60 + children. The head teacher caters for her staff not the YP The school has plenty of unused grounds etc*

*Longlee is one the best schools of our town in my opinion and to restrict area is not fair to children from outside the longlee area.*

*The school is big enough for 60 yp there no need for change. More houses being built in the area*

*This depends on whether the PAN reduction goes ahead, if the PAN reduction is reduced, and the local admissions area is increased would this not mean that even more local children would be turned down?*

**Council response:** The suggested alternative was considered prior to consultation. However, given the development's proximity to the school, it is felt that including all of it in the priority area is more appropriate than excluding all of it.

Additionally, as previously stated, all local developments have been taken into account for the forecasts. Amending the priority area is simply intended to provide parity for the estate that straddles the current boundary.

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## **Report of the Strategic Director of Children's Services to the meeting of the Executive to be held on 01 February 2022**

**AX**

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### **Subject:**

**Determination of Primary and Secondary Admission Arrangements**

### **Summary statement:**

**This report asks the Executive to determine the admission arrangements including:**

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for 2023/24
- To approve an in-year variation to the Admissions Arrangements for 2022/23 and the In-Year Admission Arrangements for 2021/22 to ensure compliance with the new School Admissions Code
- To approve the Co-ordinated Admission Schemes for Primary, Secondary and In-Year Admissions following statutory consultation with admissions authorities for 2023/24
- To note the 'own admission authority schools' proposing changes to their admission policies for 2023/24
- To note Published Admission Numbers for 2023/24
- To approve the updated Guidance on deferring entry to school, part time places and delaying entry to school
- To approve the updated policy on Directing a School to Admit

---

Marium Haque  
Interim Strategic Director, Children's  
Services

Report Contact: Sue Lowndes  
Acting Deputy Director, Children's  
Services  
Phone: xx  
E-mail: [Sue.lowndes@bradford.gov.uk](mailto:Sue.lowndes@bradford.gov.uk)

### **Portfolio:**

**Education, Employment and Skills**

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

**Children's Services**

## 1. SUMMARY

**This report asks the Executive to determine the admission arrangements including:**

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for entry to school in September 2023/24
- To approve an in-year variation to the Admissions Arrangements for 2022/23 and the In-Year Admission Arrangements for 2021/22 to ensure compliance with the School Admissions Code
- To approve the Co-ordinated Admission Schemes for entry to school in September 2023/24 for Primary, Secondary and In-Year Admissions (following statutory consultation with admissions authorities)
- To note the 'own admission authority schools' proposing changes to their admission policies for entry to school in September 2023/24
- To note Published Admission Numbers for entry to school in September 2023/24
- To approve the updated guidance on deferring entry to school, part time places and delaying entry to school
- To approve the updated policy on directing a school to admit

## BACKGROUND

### **Admission Arrangements for entry to school in 2023/24:**

- 2.1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places available. Admission arrangements are determined by admission authorities.
- 2.1.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for the schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation Schools and Academies are responsible for determining their own admission arrangements.
- 2.1.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications in the following academic year. If no changes are made to admission arrangements, they must be consulted on at least every 7 years.
- 2.1.4 All admission authorities must determine admission arrangements every year even if they have not changed from the previous year and consultation has not been required.
- 2.1.5 Admission authorities must determine admission arrangements for entry in 2023 by 28 February 2022 (even if consultation has not taken place).
- 2.1.6 There are no proposed changes to the admission arrangements for community or voluntary controlled schools in Bradford and therefore a consultation has not been undertaken.

2.1.7 The admission arrangements for community and voluntary controlled primary schools for 2023/4 are shown in Appendix A. Appendix A also shows the admission arrangements for community secondary schools for 2023/24.

### **Admission arrangements for 2022/23 and in-year admission arrangements for 2021/22**

2.1.8 The Local Authority is permitted to make in-year variations to admission arrangements that have already been determined in limited circumstances, including agreeing changes to ensure admission arrangements are compliant with a mandatory requirement of the School Admissions Code.

2.1.9 The new School Admissions Code came in to force on 1 September 2021. The new Code gives equal admissions priority to looked after children and previously looked after children, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.

2.1.10 The admissions arrangements that were determined for entry to school in 2021/22 and 2022/23 split priority for admission for looked after children across two criteria and therefore, a variation is proposed to the admissions arrangements for 2022/23 and in-year arrangements for 2021/22 to comply with the requirement for a single criterion.

2.1.11 Please refer to Appendix C to view the updated admission arrangements for 2021/2022 and 2022/23.

### **Co-ordinated Schemes**

2.1.12 A co-ordinated scheme sets out how the local authority will co-ordinate offers to all schools in the area to ensure every child receives one offer of a school place. The co-ordinated admissions schemes for primary schools, secondary schools and in-year admissions can be found in Appendices D, E and G.

2.1.13 Changes have been proposed to the co-ordinated schemes including:

- To amend the format to provide greater clarity to the reader.
- To automatically add applicants to a waiting list of a school they have applied to but have not been offered (unless they have secured a higher preference school). This applies to primary and secondary admissions and not to in-year admissions.
- To update the definition of how an alternative school is identified if an applicant cannot be offered a preference school
- To provide greater clarity to the definition of when a child goes on roll
- To provide greater clarity as to when and how preferences can be updated after national offer day
- To include information to set out how applications will be considered from UK crown servants or UK military families
- To include information to set out how applications will be considered from applicants who have the right to reside in the UK and are intending to move or return to Bradford from overseas.

2.1.14 In accordance with the provisions set out in the School Admissions Code, as changes have been proposed to the co-ordinated schemes, consultation has taken place with other admission authorities in the area and other relevant local authorities. The analysis of the consultation is provided in Appendix F. There will be further discussion with other 'own admitting authorities' as to how we can implement globally the changes consulted upon.

### **Published Admissions Numbers (PANs)**

2.1.15 The PAN is number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

2.1.16 Published Admission Numbers (PANs) for Primary and Secondary Schools for entry in September 2023 are shown in Appendix H.

### **Other admissions documents**

2.1.17 The guidance on deferring entry to school, part time places and delaying entry to school and the policy on directing a school to admit have been shared with schools in the area. No feedback has been received that will alter the proposed guidance.

2.1.18 There is no statutory duty to consult on or seek formal approval on these policies, however these are important documents relating to the applications of school admissions arrangements so they have been included with this report.

## **3. OTHER CONSIDERATIONS**

### **3.1 Own admission authority schools**

A number of own admission authority schools have consulted on changes to their admission policies. Details can be found on individual school websites and will be published on the Bradford Council website in the Autumn term, see Appendix F.

Own admission authorities must also consult with other admission authorities including the Local Authority. Where the Local Authority does not support the changes outlined in the individual consultations we will formally feedback to the school/academy or MAT the Local Authorities position. In the case of PAN reductions, we do not support any reductions that would interfere with the Local Authorities statutory duty to ensure sufficient school places.

This is based on the projected numbers for basic need which ensures we have sufficient school places to offer places to every Reception and Yr7 child due in school in September 2021, enabling us to meet our statutory duty, as reported to the DfE in the SCAP return.

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

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

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

There are no identified risks.

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

- 6.1 The local authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 In accordance with the new School Admissions Code 2021 when changes are proposed to admission arrangements for entry in September 2023, all admissions authorities must consult on their admission arrangements. Where the admission arrangements have not changed from the previous year there is no requirement to consult subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years even if there have been no changes during that period. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year
- 6.3 In accordance with the School Admissions Code 2021 all admission authorities must determine their admission arrangements, including their Published Admission Number (PAN), every year, even if they have not changed from previous years and a consultation has not been required, by 28 February in the determination year.
- 6.4 Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website by 15 March in the determination year and continue displaying them for the whole school year in which offers for places are made.
- 6.5 As part of determining their admission arrangements all admission authorities must set a PAN for each 'relevant age group'
- 6.6 Own admission authorities are not required to consult on their PAN where they propose to either increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website.
- 6.7 Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to co-ordinate admission arrangements for the normal admissions round and late application for all publicly

funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of the qualifying scheme by 28 February in the determination year.

There is no requirement for local authorities to co-ordinate in-year applications for schools for which they are not the admission authority. They may, however, co-ordinate in-year applications for any or all own admission authority schools in their area with the agreement of the relevant admission authority. Local authorities must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from September onwards in that year. This includes setting out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions.

- 6.7 Paragraph 3.6 of the School Admissions Code 2021 provides that once admission arrangements have been determined for a particular school year they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of the Code, admissions law, a determination of the Schools Adjudicator or any misprint in the admission arrangements.
- 6.8 The School Admissions Code provides that all schools must have oversubscription criteria for each relevant year group and the highest priority must be given to looked after children and previously looked after children. The new 2021 Admissions Code expands the definition of previously looked after children to include those children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. State care is further defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions. The obligation to give top priority to this vulnerable group of children came into force from 1 September 2021. As such, the local authority was required to vary its admission arrangements for 2021/22 in line with paragraph 3.6 of the 2021 Code to ensure compliance with a mandatory requirement of the Code.
- 6.9 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

Admission arrangements must not discriminate directly or indirectly against any group or individual.

### **7.2 SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications

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

The proposals would not impact on greenhouse gas emissions.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications from this report.

### **7.5 HUMAN RIGHTS ACT**

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

### **7.6 TRADE UNION**

No implications for Trade Unions.

### **7.7 WARD IMPLICATIONS**

No implications for Ward Councillors.

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

N/A

### **7.9 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

No implications for children and young people.

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

General Data Protection Regulation principles relating to individuals' data and rights under the Data Protection Act 2018 will be respected.

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

None

## **9. OPTIONS**

In accordance with the statutory School Admissions Code:

- 9.1 To approve the Primary and Secondary Admission Arrangements
- 9.2 To approve the Primary and Secondary Co-ordinated Admissions Scheme
- 9.3 To approve the In-Year Co-ordinated Admissions Scheme

## **10. RECOMMENDATIONS**

- 10.1 That the Executive approve the Primary and Secondary Admission Arrangements.
- 10.2 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.
- 10.3 That the Executive approve the In-Year Co-ordinated Admissions Scheme.
- 10.4 That the Executive note the proposed changes to the admission arrangements for own admission schools listed in Appendix F.
- 10.5 That the Executive note the Published Admission Numbers contained in Appendix H.
- 10.6 That the Executive note the updated guidance on deferring entry to school, part time places and delaying entry to school
- 10.7 That the Executive note the updated policy on directing a school to admit

## **11. APPENDICES**

- Appendix A: Admission Arrangements for Community and Voluntary Controlled Primary Schools 2023/24
- Appendix B : Admission Arrangements for Community Secondary Schools 2023/24
- Appendix C: Admission Arrangements for Community Schools for 2021/22 and 2022/23
- Appendix D: Co-ordinated admission scheme for primary schools 2023/24
- Appendix E: Co-ordinated admission scheme for secondary schools 2023/24
- Appendix F: Own Admitting Authorities Consulting on Changing Admissions Policies
- Appendix G: Co-ordinated admissions scheme for In Year Applications and Mid-Term Policy 2023/24
- Appendix H: School Published Admission Numbers (PANs)
- Appendix I: The analysis of the consultation on the changes to the co-ordinated schemes that has taken place with other admission authorities in the



area and other relevant local authorities. A summary of the feedback received from schools in relation to the updated guidance on deferring entry to school, part time places and delaying entry to school and the policy on directing a school to admit and

## **12. BACKGROUND DOCUMENTS**

School Admissions Code 2021

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# **Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2023/2024**

## **ENTITLEMENT**

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

## **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

## **TIE BREAK**

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

## **MULTIPLE BIRTHS**

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## **ADMISSION POLICIES**

### **A) Schools with Priority Admission Areas**

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

**Addingham, Ben Rhydding, Cottingley Village, Eldwick, Long Lee, Sandal and Silsden Primary Schools.**

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)
4. Children whose home address is within the school's priority admission area\*. (see Note 3)
5. All other children.

*\* For Cottingley Village and Eldwick primary schools, criterion 5 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 6 will then be applied.*

**B) All other community schools and All Saints CE Primary School Bradford**

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

- 1 Looked after children and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1).
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- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see Note 2).
- 4 All other children.

## C) Bowling Park Primary School (Community School)

### Application Procedure

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. Parents must indicate which site they are applying for by naming the site on the online common application form by using the 'Notes' available on the online system. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site if both sites are preferenced on the online common application form in the 'Notes'.

### Oversubscription Criteria

- 1 Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending that at the time of admission (see Note 2).
- 4 All other children.

### Late and refused applications and in-year admissions

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School, at parent's request. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

### Appeals

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

## D) Voluntary-Controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE  
Low Moor CE  
St Luke's CE

St Matthew's CE

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1).
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3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see Note 2).
4. Children of parents who are members of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see \* below and note 4).
5. All other children.

*\* For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

*In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

#### **E) All Saints CE Primary School (Ilkley) - Voluntary-Controlled**

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Note 1)
2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission (see Note 2).
3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order. (see \* below and Note 4)
  - a. Weekly Worship
  - b. Fortnightly Worship
  - c. Monthly Worship
4. All other children.

\* In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

*In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

## NOTES

1. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice)
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.

3. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
4. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.



## **Admission Arrangements for Secondary Community Schools 2023/2024**

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school named without reference to the oversubscription criteria below.

### **Tie Break**

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection. This will be by the drawing of lots by a Local Authority officer.

### **Multiple Births**

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3. Children whose home address in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (See Note 2).
4. Other children whose home address is in the school's priority admission area (see Note 3).
5. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission.
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# **Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2021/22 and 2022/2023**

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

**For applications made during the normal admissions  
round  
for entry to Reception in  
2023-2024**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. All preferences (for schools located in Bradford or anywhere else in England) must be made by an online application via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'. All parents who apply on a paper form will receive their offer in the post.

Bradford Local Authority is required to provide details of preferences made by its residents to schools outside Bradford to the relevant local authority. Bradford Local Authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's Local Authority. Bradford will co-ordinate with all relevant Local Authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and academies within the Bradford Metropolitan District.

The scheme does not apply to special schools.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is 15 January 2023. We will accept applications up until 15 February and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 15 February. After 15 February the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed after 16 April.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a **Common Application Form (CAF)**. Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, 01274 439200.
- c) Parents resident outside BMDC must apply using the application form/process provided by the Local Authority where they live.

- d) Applicants that are moving house after 15 January must still apply 'on time' and provide details of their child's current address. If the move is completed by 15 February 2022, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents who move after 15 February should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 17 April 2023. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinating Local Authority to check.
- f) Admission authorities and Local Authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The Local Authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) Dixons Music Primary require parents applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- i) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, the Bradford Council website and is also available from the Admissions Team.
- j) All early years' providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Contact the Admissions Team for information and booklets.
- k) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

### 3. PROCEDURE

#### Stage 1

- a) **Week beginning 14 November 2022**, summary information for parents in the form of a booklet will be available to parents of nursery children and will be distributed to all Bradford LA nursery, primary schools and early years' settings. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website from **12<sup>th</sup> September**.
- b) Parents may apply for up to **five** primary schools and must apply online **by 15 January** (please see above regarding use of paper forms).
- c) Where relevant, parents are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January**.

#### Stage 2

- a) **By Friday 10 February 2023**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) In the week commencing **20 February 2023**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 6 March 2023**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

#### Stage 3

- a) By **Monday 13 March 2023**, in the first cycle of exchange of information, the Admissions Team will have:
  - notified other LAs whether a place can be offered in a Bradford maintained primary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) By **Monday 27 March 2023**, in the final cycle of exchange of offers with other LA's will be made.
  - c) In the **w/c 10 April 2023**, final allocation lists will be available on Bradford Schools Online for primary schools to view. Parents who apply online will be sent an email on **17 April National Offer Day**. Parents who applied on a paper form will be sent a letter on 17 April via Royal Mail, as will any parent who applied online who indicated they did not wish to receive an email. Parents who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
  - d) Parents must accept the offer by Tuesday 2 May 2023. Failure to accept the place by the specified deadline *may* result in the place being withdrawn and offered to another child. If a place is withdrawn from an oversubscribed school, Bradford residents will be offered an alternative place at the nearest school with an available place. If parents do not accept a place at an undersubscribed school and do not provide details about alternative arrangements they will be making for their child's education (e.g. applying for another undersubscribed school, attending an independent school or elective home education), then the school place will be held with the expectation that the child will start at the offered school on the first day of term in September.

**The following paragraph was subject to the outcome of the public admissions consultation – no feedback was received and therefore it is our intention to implement this if an IT solution is viable therefore no 'Waiting list' slips will be sent to parents.**

- e) If a child is not offered their first preference school, they will automatically be added to the waiting list for schools that were listed higher on the application form than the offered school. For example, if a child is offered their third preference school, they will be added to the waiting list for their first and second preference schools. If parents do not want their child's name to be added to the waiting list for higher preference schools, they must confirm this in writing to the School Admissions Team by email or by post by Tuesday 2 May 2023.
- f) **Monday 22 May 2023** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
- g) **June/July 2023** appeal hearings take place.

#### **4. LATE APPLICATIONS AND CHANGES OF PREFERENCE**

**The following paragraph was subject to the outcome of the public admissions consultation. A positive comment was received supporting this change**

After allocations have been made on 17 April, applicants are permitted to change their preferences. Applicants are permitted a total of 5 preferences (including the school they have been allocated, if that school was listed in their applications form). New preferences (which may include original preferences) must be submitted in writing by email or by post and must clearly state the preference order 1 to 5 against each school name. This will overwrite all previous preferences except the allocated school. To be considered with the first waiting list offer, new preferences must be received by 2 May 2023.

## **5. WHERE PREFERENCES CANNOT BE MET**

**The following paragraph was subject to the outcome of the public admissions consultation – no feedback was received. Modelling will now be undertaken to determine if this produces better outcomes for applicants than the current manual process that takes into account transport links and other local knowledge.**

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford Local Authority area, a place will be allocated at the nearest school with an available place. This may include church schools and single sex schools.

## **6. WAITING LISTS**

Waiting lists must be maintained for all schools until 31 December 2023, in accordance with the School Admissions Code. If a school maintains a waiting list after this date, all applications will remain on the waiting list in compliance with the schools waiting list policy. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Application Form to be reconsidered for any vacancies and re-join the waiting in line with the individual schools policy on waiting lists.

A vacancy only occurs when the number of children on roll falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not on a first come first served basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

The Local Authority intend adding all initial applicants to waiting lists with the permission of own admitting authorities, within Bradford. Parents should check with other Local Authorities as to how they can be added to the waiting lists of schools within their area.

### **Community schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2023 in compliance with the School Admissions Code. If a school maintains a waiting list after this date all applications will remain on the waiting list. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Applications Form to be considered for any vacancies and re-join the waiting list, in line with the individual schools policy on waiting lists.



A vacancy occurs when the number of children on roll falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not on a first come first served basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

### **Voluntary-aided, Foundation, Trust schools and Academies**

Once the offer letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the LA with the exception of the following schools:

- Barkerend Primary Academy
- High Crag Primary Academy
- Rainbow Primary Academy
- Thornbury Primary Academy
- Idle Cof E
- All Catholic Schools

If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team.

It is for each admission authority to determine whether they will maintain waiting lists beyond the end of the Autumn term.

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

### **7. RIGHT OF APPEAL**

- Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel, once per academic year. Parents can request a second appeal hearing if there has been a substantial change in circumstances. Parents cannot appeal for schools for which no application has been made.
- A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the new academic year.
- Second appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Second appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

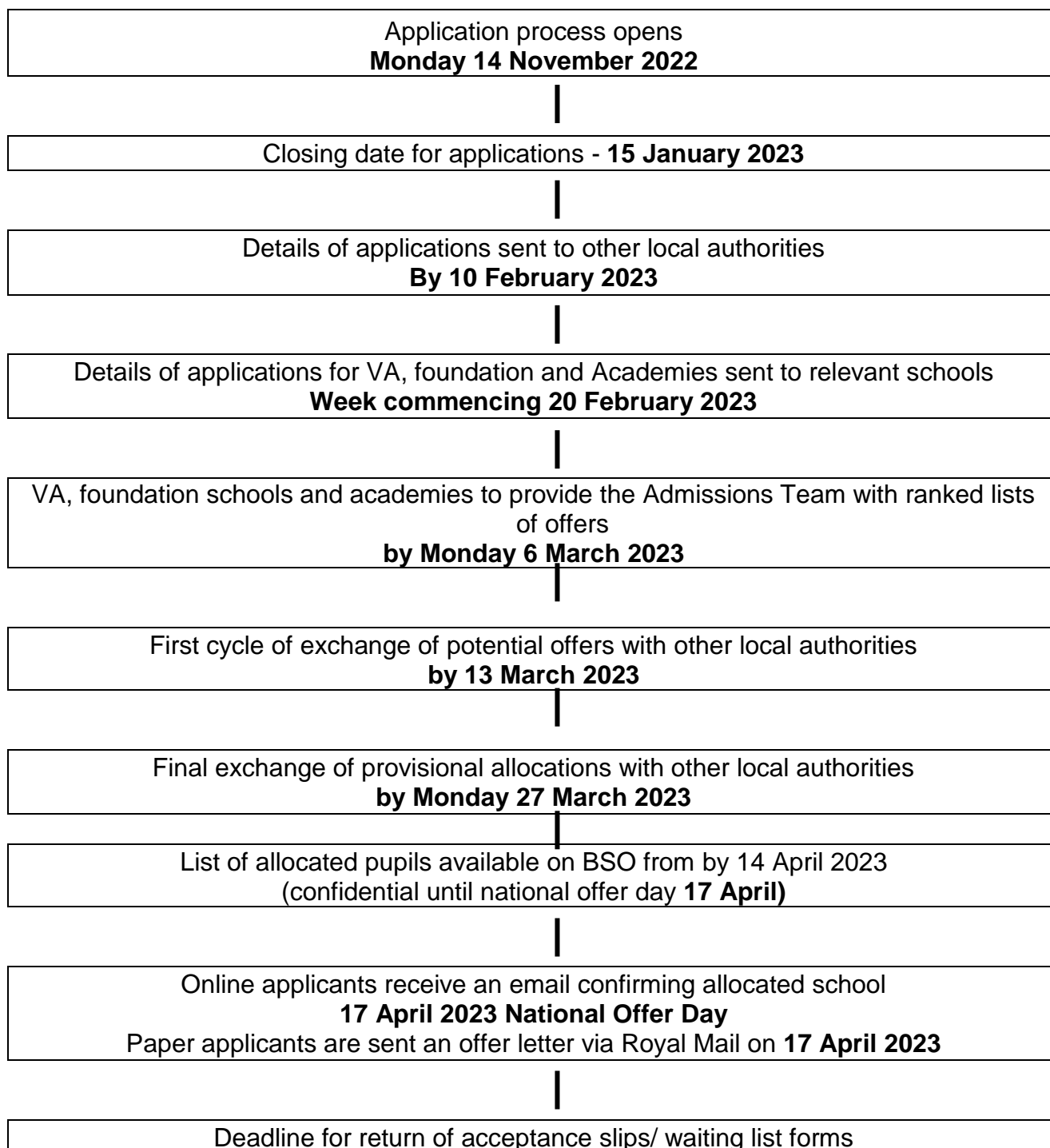
## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some primary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid-Year Admissions policies for further details.
- Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current Headteacher. Transfers can only normally take place at the start of the next full term, unless there are exceptional reasons.

## **9. FAIR ACCESS PROTOCOL**

- Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.
- The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN
- The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

## PRIMARY SCHOOL ADMISSIONS TIMETABLE 2023/24



**by 2 May 2023**



Closing date for return of appeal forms – **16 May 2023**

Appeal hearings take place  
**June-July 2023**



Waiting lists are closed **31 December 2023**

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

**For applications made during the normal admissions round  
for entry to Year 7 in September 2023-2024**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. Parent who applied on a paper form will be sent their offer via Royal Mail, on offer day. All preferences (for schools located in Bradford or anywhere else in England) must be made online via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA' (Bradford). All parents who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details to the relevant local authority of preferences made by its residents to schools outside Bradford. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and Academies within the Bradford Metropolitan District.

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

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is **31 October 2022**. We will accept applications up until 30 November and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 30 November 2022. After 30 November the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed after 1<sup>st</sup> March.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a secondary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained secondary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, 01274 439200.

Parents of pupils resident within the Bradford district but attending a primary school in another authority must apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) or can access a paper form as described above.

- c) Parents resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Primary schools should ensure that any child starting in year 6 during the school year is directed to the Admissions Team (or to the applicant's home local authority).
- e) Applicants that intend to move house after 31 October 2022 must still apply on time and provide details of their child's current address. If the move is completed by 30 November 2022, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents who move after 30 November should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 1 March 2023. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- f) Parents who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return, but it will be processed from the child's current address. Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- g) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- h) Parents applying for a school or Academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools or the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- i) Bradford Girls Grammar School and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require applicants to complete a SIF in order to register for their non-verbal reasoning tests.
- j) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

### 3. PROCEDURE

#### Stage 1

- a) **By Monday 12 September 2022**, a booklet containing summary information for parents will be distributed to all Bradford LA primary schools for their Year 6 children. The booklet will set out how to apply online or how to request a paper form. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the Admissions Booklet which is available on the Bradford Council website.

- b) Parents may apply for up to **five** secondary schools and must apply online **by 31 October** (please see above regarding use of paper forms).
- c) Where relevant, parents are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 31 October**.

## Stage 2

- a) By **Monday 21 November 2022**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) By **Friday 2 December 2022**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 12 December 2022**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. This information will be sent securely.

## Stage 3

- a) By **Friday 20 January 2023**, in the first cycle of exchange of information, the Admissions Team will have:
  - notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;
  - where a child is eligible for a place at more than one school, they will be offered the school ranked highest on the application form which they qualify for.
- b) By **Monday 13 February 2023**, the final cycle of exchange of offers with other LAs will be made.
- c) By **Friday 24 February 2023** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
- d) On **Monday 27 February 2023**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view. Parents who apply online will be sent an email on **1 March National Offer Day**. Parents who applied on a paper form will be sent a letter on 1 March via Royal Mail, as will any parent who applied online but who indicated they did not wish to receive an email. Parents who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the



telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.

- e) Some schools require parents to accept the offer in writing. If this is the case offer must be accepted by Wednesday 15 March 2023. It will be made clear where a formal acceptance is required and failure to accept the place by the specified deadline *may* result in the place being withdrawn and offered to another child. If a place is withdrawn from an oversubscribed school, Bradford residents will be offered an alternative place at the nearest school with an available place. If parents do not accept a place at an undersubscribed school and do not provide details about alternative arrangements they will be making for their child's education (e.g. applying for another undersubscribed school, attending an independent school or elective home education), then the school place will be held with the expectation that the child will start at the offered school on the first day of term in September. If the school becomes oversubscribed (with a waiting list) at any time, the place will be withdrawn as described above.

**The following paragraph was subject to the outcome of the public admissions consultation - no negative feedback was received and therefore it is our intention to implement this if an IT solution is viable and schools agree, therefore no 'Waiting list' slips will be sent to parents.**

- f) If a child is not offered their first preference school, they will automatically be added to the waiting list for schools that were listed higher on the application form than the offered school. For example if a child is offered their third preference school, they will be added to the waiting list for their first and second preference schools. If parents do not want their child's name to be added to the waiting list for higher preference schools, they must confirm this in writing to the School Admissions Team by email or by post by Wednesday 15 March 2023.
- g) **Wednesday 29 March 2023**, deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
- h) **May – June 2023** appeal hearings take place.

#### **4. LATE APPLICATIONS AND CHANGES OF PREFERENCE**

**The following paragraph was subject to the outcome of the public admissions consultation. A positive comment was received supporting this change**

After allocations have been made on 1 March, applicants are permitted to change their preferences. Applicants are permitted a total of 5 preferences (including the school they have been allocated, if that school was listed on the application form). New preferences (which may include original preferences) must be submitted in writing by email and must clearly state the preference order 1 to 5 against each school name. This will overwrite all previous preferences except the allocated school. To be considered with the first waiting list offers, new preferences must be received by 15 March 2023.

## **5. WHERE PREFERENCES CANNOT BE MET**

**The following paragraph was subject to modelling and to the outcome of the public admissions consultation - no negative feedback was received. Modelling will now be undertaken to determine if this produces better outcomes for applicants than the current manual process that takes into account transport links and other local knowledge.**

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford Local Authority area, a place will be allocated a place at the nearest school with an available place. This may include church schools or a single-sex school.

## **6. WAITING LISTS**

Waiting lists must be maintained for all schools until 31 December 2023, in accordance with the School Admissions Code. If a school maintains a waiting list after this date all applications will remain on the waiting list. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Application Form to be reconsidered for any vacancies and re-join the waiting list, in line with the individual schools policy on waiting lists.

A vacancy only occurs when the number of children on roll falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not on a first come first served basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

The Local Authority intend adding all initial applicants to waiting lists with the permission of own admitting authorities, within Bradford. Parents should check with other Local Authorities as to how they can be added to the waiting lists of schools within their area.

### **Community schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2023, in accordance with the School Admissions Code. If a school maintains a waiting list after this date all applications will remain on the waiting list. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Application Form to be reconsidered for any vacancies and re-join the waiting list, in line with the individual schools policy on waiting lists.

### **Voluntary-aided, Foundation, Trust schools and Academies**

Once the offer letters have been sent out by the Admissions Team on behalf of all admission authorities, questions about waiting lists should continue to be made to the LA with the exception of the following schools:

- Eden Boys Leadership Academy
- Laisterdyke Leadership Academy
- Tong Leadership Academy
- All Catholic schools

If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team.

It is for each admission authority to determine whether they will maintain waiting lists beyond the end of the Autumn term.

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

## **7. RIGHT OF APPEAL**

- Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel, once per academic year. Parents can request a second appeal hearing if there has been a substantial change in circumstances. Parents cannot appeal for schools for which no application has been made.
- A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the new academic year.
- Second appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Second appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some secondary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid-Year Admissions policies for further details.
- Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current Head teacher. Transfers can only normally take place at the start of the next full term, unless there are exceptional reasons.

## **9. FAIR ACCESS PROTOCOL**

- Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

- The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN.
- The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

## SECONDARY SCHOOL ADMISSIONS TIMETABLE 2023/2024

Application process opens  
**Monday 12 September 2022**

Closing date for applications  
**31 October 2022**

Details of applications sent to other local authorities  
**By Monday 21 November 2022**

Details of applications for VA, foundation and academies sent to relevant schools  
**By 2 December 2022**

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers  
**by Monday 12 December 2022**

First cycle of exchange of potential offers with other local authorities  
**by Friday 20 January 2023**

Final exchange of provisional allocations with other local authorities  
**by Monday 13 February 2023**

List of allocated pupils available on BSO from 27 February 2023  
(confidential until national offer day **1 March 2023**)

Online applicants receive an email confirming allocated school  
**1 March 2023 National Offer Day**  
Paper applicants are sent an offer letter via Royal Mail on 1 March 2023

Deadline for return of acceptance slips/ waiting list forms  
**by Wednesday 15 March 2023**

Closing date for return of appeal forms  
**Wednesday 29 March 2023**

Appeal hearings take place  
**May – June 2023**

Waiting lists are closed **31 December 2023**

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## Own Admitting Authorities Consulting on Changing their Admissions Policy for 2023-24

### For 2023 intake: Pending decisions Executive 1 March 2022

#### **LA Consultations:**

Peel Park	PAN reduction 90 to 60 from 1 September 2023
Long Lee	PAN reduction 60 to 45 from 1 September 2023

#### **OAA Consultations:**

Beckfoot Nessfield	PAN reduction 60 to 45 from 1 September 2023 (supported by LA but recommend 60 to 30)
Holycroft	PAN reduction 60 to 45 from 1 September 2023 (supported by LA but recommend 60 to 30)
Ryecroft	PAN reduction 60 to 30 from 1 September 2023 (supported by LA)
Wycliffe CE	PAN reduction 60 to 45? From 1 September 2023 (supported by LA)
The Academy at St James	PAN reduction 45 to 30 from 1 September 2023 (supported by LA)
Beckfoot Thornton	Close 6 <sup>th</sup> form (change age range)
Bronte Girls (Feversham Trust)	Admission Arrangements to include Iqra Primary as feeder
Feversham Girls (Feversham Trust)	Admission Arrangements to include Iqra Primary as feeder
Trinity Academy Bradford	Admission Arrangements to include Foxhill, Keelham, Russell Hall, Shibden Head and Stocks Lane Primary schools as feeders. Introducing fair banding.
Dixons MAT	Admissions Arrangements to include priority for Dixons Manningham and Marchbank Primary The priority will apply for 120 children in total and the proposal is for up to 24 places at each of the following academies: <ul style="list-style-type: none"> <li>• Dixons Allerton Academy</li> <li>• Dixons City Academy</li> <li>• Dixons Cottingley Academy</li> <li>• Dixons Kings Academy</li> <li>• Dixons McMillan Academy</li> </ul>

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**In-year Co-ordinated  
Admissions Scheme & Mid Term Transfer Policy**

**For applications and mid-term transfers during  
the school year for all schools in the Bradford  
Metropolitan District Area  
2023/24**

## 1. INTRODUCTION

An 'in-year admission' is defined as admissions to a school outside the normal transfer times or for a year group that is not the normal year of entry. For community and voluntary controlled schools, Bradford LA will co-ordinate admissions.

Co-ordination means that every applicant will receive one offer of a school place. This will either be the school listed highest on the application form that can make an offer, or a place at an alternative school with a place, if all preference schools are full.

There is no legal requirement to co-ordinate in year admissions, however the Local Authority continues to co-ordinate for all community and voluntary-controlled schools and encourages any own admission authority school that wishes to participate in co-ordination. Schools not participating in this scheme must continue to provide the local authority with the number of children on roll, upon request and the details of all applications received and all offers made.

The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

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

## 2. APPLICATION FORMS

- 2.1 Bradford District residents who wish to apply for a community or voluntary-controlled school must complete the ***in year common application form (or i-CAF)***. The in year application form is available to complete online at [www.bradford.gov.uk](http://www.bradford.gov.uk) or a paper copy can be requested for those who cannot apply online from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN.
- 2.2 Applications for own admission authority schools (voluntary-aided, foundation, trust schools and academies) for which the LA administer their in year applications, should also be made using the LA's application form.
- 2.3 Parents/carers will be asked to give reasons why they wish their child to transfer (if they already have a school place). The form also lists the Fair Access categories and the parent is required to tick any that apply to their child so the Admissions Team can assess whether the application should be prioritised for admission via a panel meeting. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the Head of Year or a member of the Senior Leadership Team at the child's current school, must complete Part Two of the form which asks for further information to facilitate transition.
- 2.4 Parents must submit an application online or return the completed application form to the Admissions Team. If any community or voluntary-controlled school (or any other school in co-ordination) receives an application or a request for a place direct from the parent, whether the school has places or not, the application must be forwarded to the Admissions Team.
- 2.5 Applications for any Catholic school, Idle CE primary school or a school within STAR Academies Multi Academy Trust, must be made on the individual school's application form which are available from the school and returned directly to the school.

- 2.6 **In accordance with the School Admissions Code, these schools must inform the LA's Admission Team of every application made for their school and the outcome of the application.**

### **3 NUMBERS ON ROLL**

All schools and academies are required to communicate the availability of places to the LA's Admission Team when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. weekly and a response must be received within 2 working days. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

## **APPLICATION PROCEDURES**

### **4.1 Applications for community and voluntary-controlled schools**

- 4.1.1 The LA's Admissions Team (as the Admissions Authority for community and voluntary-controlled schools) will determine whether an applicant can be offered a place in any of these schools. If there are more applications than places available in the year group, the Admissions Team will consider the application against its published 'oversubscription criteria'.
- 4.1.2 Where a community or voluntary-controlled school is ranked higher on the application form and a place can be offered, the Admissions Team will write to the parents within 15 school days, 10 if possible.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school listed highest on the application form.
- 4.1.4 If none of the schools listed can be offered, a place will be offered at an alternative available school, unless the child's current school is within a reasonable distance. If this is the case, no other school will be offered.
- 4.1.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school **must** contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

### **4.2 Applications for own admission authority schools for whom the LA co-ordinates admissions**

- 4.2.1 The Admissions Team will forward details of the application to the relevant school. This will be done within 2 school days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- 4.2.2 If, at any one time, there are more applicants than there are places in the year group or a waiting list, the school's oversubscription criteria must be used to determine who will be offered the place. Where a vacancy exists and an application qualifies based on the school's

oversubscription criteria, the Admissions Team will inform the school; the governing body (or delegated persons to determine the application), as the admission authority, will confirm whether the applicant can be offered a place at their school.

4.2.3 Following receipt of the application, the school must inform the Admissions Team whether the applicant can be offered a place within a maximum of **five** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant may be kept on the school's waiting list if one is maintained.

4.2.4 Following receipt of the school's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.

4.2.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school must contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

#### **4.3 Applications for Catholic schools and other own admission authority schools dealing with their own in year admissions**

4.3.1 Applications should be made on the schools own in year application form.

4.3.2 Once any application has been considered by the school, the school must notify the Admission Team of the details and outcome of the application and provide with copies of all correspondence sent to the parent regarding the outcome of the application.

4.3.3 Where a place is not available, the school must send details to the Admissions Team, **with a copy of the refusal letter sent to the parent**. The Local Authority will then offer an alternative school if the child is not on roll at another local school.

#### **4.4 Applications for schools in other local authorities**

4.4.1 Parents resident in the Bradford district who wish to apply for a school maintained by another Local Authority must make direct contact with the relevant authority. Parents will be informed of the outcome of their application either by the relevant authority or the school applied for.

4.4.2 Residents in other Local Authorities who would like their child to attend a school in the Bradford LA must complete a Bradford In Year Application form. Parents will be informed by the Bradford Admissions Team, of the outcome. If a preference offer cannot be made, an alternative offer will not be made to residents living outside Bradford. The Authority where the applicant lives will be informed in the event a school place is still required.

4.4.3 Bradford will accept applications from other LA's where parents are yet to move into the local area, in order to facilitate the allocation of a school place in a timely manner; proof of an impending move may be required before an offer is confirmed. If parents living in Bradford who are moving to other LA's wish to make their applications through Bradford LA we will facilitate this, however it may be quicker for parents to approach those LA's directly as not all LA's co-ordinate In Year applications.

## OFFERS OF SCHOOL PLACES

- 5.1 Where the application is for a community, voluntary-controlled school or another admission authority school that the LA is co-ordinating admissions for, the Admissions Team will write to parents informing them of the result of their application. Parents will be given the opportunity to place their child on a waiting list and informed of their right of appeal if not given their preferred school.
- 5.2 When a school has been allocated, the Admissions Team will inform the relevant school that the offer has been made.
- 5.3 Parents will be required to contact the school to make an appointment, within **five** school days of the decision letter being sent. The school must contact parents to chase up any parents who have failed to make an appointment or agree a start date. If a parent refuses the allocated school and no other school is available, the allocation will remain unless the place is required due to a shortage of places in an area. Any appeal hearing will be informed of the refused allocation and of the nearest school with places. If an appeal for the preferred school is refused, the case may be referred to the Education Safeguarding Team.
- 5.4 Where the application is for a Catholic school or an own admission authority school that is dealing with its own in year admissions, they **must** confirm the offer in writing **and** inform the LA's Admissions Team immediately.

## 6 ADMISSION TO SCHOOL

Once a school place has been determined and the allocated school informed, the pupil should be admitted to the school within the following timescales:

- i) **Pupils new to the district or who have moved house**  
Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.
- ii) **Pupils transferring from another local school**  
The authority's '**Mid Term Transfer Policy**' which is attached to this document, states that pupils who are transferring from one locally accessible school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to take into account the allocation and the place will not be offered to another child.

## 7 WAITING LISTS

After an unsuccessful application, parents can request that their child is placed on a waiting list for their preferred school(s). The Admissions Team will maintain waiting lists for all year groups for community and voluntary-controlled schools until the end of the school year in which the application was received (for primary schools) and the end of the term (for secondary schools).

Schools which are their own admission authority may choose to keep waiting lists or not. All waiting lists must be maintained in the order of the oversubscription criteria. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

Allocations made through the Fair Access Protocol are made without reference to waiting lists.

## **8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

Applications for children with an Education Health and Care Plan will be dealt with the by the Special Educational Needs Team (01274 435750).

## **9 FAIR ACCESS PROTOCOL**

All LA's **must** have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the School Admissions Code 2021.

### Introduction

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

### 1. Background

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff have to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

### 2. Legal Framework

A parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to Secretary of State for consideration in relation to academies and free schools.

### 3. School Transfer Process

Any in-year admission request (whether the child is already attending a Bradford District school or is new to the area) shall be co-ordinated by the local authority. An *'In Year Common Application Form'* is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team.

For all applications, parents will be required to ask the Head of Year or a member of the Senior Leadership Team at the child's current school to complete Part Two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. The information provided by the current school will assist in determining whether the transfer request may require being dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

### 5. Exceptions

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

### 6. Information for parents

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental effects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.



**Primary School  
Published Admission Numbers (PAN)  
2023-24**

<b>School</b>	<b>PAN 2023</b>
Addingham Primary School	30
All Saints CofE Primary School (Bradford)	90
All Saints' CofE Primary School (Ilkley)	60
Appleton Academy	60
Ashlands Primary School	60
Atlas Community Primary School	30
Baildon CofE Primary School	60
Bankfoot Primary School	30
Barkerend Primary Leadership Academy	60
Beckfoot Allerton Primary School and Nursery	60
Beckfoot Heaton Primary	90
Beckfoot Nessfield (Subject to Trust approval)	<b>45</b>
Beckfoot Priestthorpe Primary School & Nursery	30
Ben Rhydding Primary School	30
Blakehill Primary School	60
Bowling Park Primary School	90
Brackenhill Primary School	60
Bradford Academy	60
Bradford Girls' Grammar School	52
Burley and Woodhead CofE Primary School	30
Burley Oaks Primary School	60
Byron Primary School	90
Carlton Mills (formerly Lister Primary School)	60
Carrwood Primary School	30
Cavendish Primary School	60
Christ Church Church of England Academy	30
Clayton St John CofE Primary School	60
Clayton Village Primary School	30
Co-op Academy Parkland	30
Co-op Academy Princeville	60
Copthorne Primary School	60
Cottingley Village Primary School	60
Crossflatts Primary School	60
Crossley Hall Primary School	90
Cullingworth Village Primary School	45
Denholme Primary School	30
Dixons Allerton Academy	60
Dixons Manningham Academy	60
Dixons Marchbank Primary	60
Dixons Music Primary	60

East Morton CofE Primary School	30
Eastburn Junior and Infant School	30
Eastwood Community School	60
Eldwick Primary School	75
Fagley Primary School	30
Farfield Primary and Nursery School	60
Farnham Primary School	60
Fearnville Primary School	60
Feversham Primary Academy	60
Foxhill Primary School	30
Frizinghall Primary School	60
Girlington Primary School	60
Glenaire Primary School	30
Green Lane Primary School	90
Greengates Primary School	30
Grove House Primary School	60
Harden Primary School	30
Haworth Primary School	45
Heaton St Barnabas' CofE Aided Primary School	60
High Crag Primary Leadership Academy	60
Hill Top CofE Primary School	30
Hollingwood Primary School	60
Holybrook Primary School	30
Holycroft Primary School	45
Home Farm Primary School	60
Horton Grange Primary School	90
Horton Park Primary School	60
Hoyle Court Primary School	45
Idle CofE Primary School	60
Ingrow Primary School	60
Iqra Academy	90
Keelham Primary School	15
Keighley St Andrew's CofE Primary School and Nursery	60
Killinghall Primary School	90
Knowleswood Primary School	60
Lapage Primary School and Nursery	90
Laycock Primary School	15
Lees Primary School	30
Ley Top Primary School	60
Lidget Green Primary School	60
Lilycroft Primary School	60
Long Lee Primary School (subject to approval by Executive Committee)	<b>45</b>
Low Ash Primary School	60
Low Moor CofE Primary School	60
Lower Fields Primary School	60
Margaret McMillan Primary School	90

Marshfield Primary School	60
Menston Primary School	60
Merlin Top Primary Academy	45
Miriam Lord Community Primary School	60
Myrtle Park Primary School	30
Newby Primary School	60
Newhall Park Primary School	60
Oakworth Primary School	60
Oldfield Primary School	10
Our Lady and St Brendan's Catholic Primary School	30
Our Lady of Victories Catholic School	30
Oxenhope CofE Primary School	30
Parkwood Primary School	30
Peel Park Primary School and Nursery (subject to approval by Executive Committee)	<b>60</b>
Poplars Farm Primary School	60
Rainbow Primary School	60
Reevy Hill Primary School	30
Riddlesden St Mary's CofE Primary School	60
Russell Hall Primary School	30
<b>Ryecroft Primary Academy (Subject to Trust approval)</b>	<b>30</b>
Saltaire Primary School	60
Sandal Primary School	60
Sandy Lane Primary School	45
Shibden Head Primary Academy	60
ShIPLEY CofE Primary School	30
Shirley Manor Primary School	30
Silsden Primary School	90
Southmere Primary Academy	60
St Anne's Catholic Primary School	30
St Anthony's Catholic Primary School (Clayton)	30
St Anthony's Catholic Primary School (ShIPLEY)	20
St Clare's Catholic Primary School	30
St Columba's Catholic Primary School	50
St Cuthbert and The First Martyrs' Catholic Primary School	30
St Francis Catholic Primary School	30
St John the Evangelist Catholic Primary School	30
St John's CofE Primary School	60
St Joseph's Catholic Primary Academy (Keighley)	45
St Joseph's Catholic Primary School (Bingley)	30
St Joseph's Catholic Primary School (Bradford)	40
St Luke's CofE Primary School	30
St Mary's and St Peter's Catholic Primary School	30
St Matthew's Catholic Primary School	30
St Matthew's CofE Primary School and Nursery	60
St Oswald's Church of England Primary Academy	60
St Paul's CofE Primary School	30

St Philip's CofE Primary School	30
St Stephen's CofE Primary School	60
St Walburga's Catholic Primary School	30
St William's Catholic Primary School	30
St Winefride's Catholic Primary Academy	60
Stanbury Village School	15
Steeton Primary School	45
Stocks Lane Primary School	30
Swain House Primary School	60
Thackley Primary School	60
The Academy At St. James (Subject to Trust approval)	<b>30</b>
The Sacred Heart Catholic Primary School	30
Thornbury Primary Leadership Academy	60
Thornton Primary School	60
Thorpe Primary School	30
Trinity All Saints CofE VA Primary School	30
Victoria Primary School	45
Wellington Primary School	60
Westbourne Primary School	60
Westminster Church of England Primary Academy	60
Whetley Academy	90
Wibsey Primary School	90
Wilsden Primary School	30
Woodlands Church of England Primary Academy	15
Woodside Academy	60
Worth Valley Primary School	30
Worthinghead Primary School	30
Wycliffe CofE Primary School (Subject to Trust approval)	<b>45</b>

**Secondary School  
Published Admission Numbers (PAN)  
2023-24**

School	PAN 2023
Appleton Academy	180
Beckfoot Oakbank	300
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton	145
Belle Vue Girls' Academy	180
Bingley Grammar School	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	140
Bronte Girls' School	120
Buttershaw Business & Enterprise College Academy	300
Carlton Bolling College	300
Co-op Academy Grange	300
Dixons Allerton Academy	245
Dixons City Academy	180
Dixons Cottingley Academy	180
Dixons Kings Academy	160
Dixons McMillan Academy	134
Dixons Trinity Academy	134
Eden Boys' School	120
Feversham Academy	120
Hanson School	300
Ilkley Grammar School	300
Immanuel College	300
Laisterdyke Leadership Academy	180
Oasis Academy Lister Park	160
One In A Million Free School	75
Parkside School	210
St Bede's and St Joseph's Catholic College	290
The Holy Family Catholic School	165
Titus Salt School	250
Tong Leadership Academy	180
Trinity Academy Bradford (previously Queensbury Academy)	180
University Academy Keighley/Carlton Keighley (pending name change)	150

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## **Reception Admissions**

### **Guidance on deferred entry to school, part time attendance, and the admission of children outside their normal age group**

(Deferment and offsetting of children)

#### **Applying for a Reception place**

Parents must apply for a Reception place by 15 January in the academic year that their child turns four. Their child will be offered a Reception school place on the 16 April (or the nearest working day) in the same year. Their child will usually start their Reception place in September. Once a child has completed their Reception year, they will move in to Year 1 in the following September.

#### **Compulsory school age**

All children are entitled to a full time place in the September following their fourth birthday. However, the compulsory school age (CSA) for full time education is the start of the term following the child's fifth birthday.

#### **Deferred entry**

- parents can defer (or delay) the date their child is admitted to school until later in the same school year. Their child must start school when they reach compulsory school age (the term after their fifth birthday). The place cannot be deferred beyond the beginning of final term of the Reception year.

#### **Part-time attendance**

- children may attend Reception part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

A parent should discuss deferred entry or part-time attendance with their child's Headteacher once a Reception place has been offered. An agreement should be made between parents and the school without the need for the involvement of any other professional or service.

#### **Summer born children**

If a child is born in the summer term, then they will reach compulsory school age in September when their child starts Year 1. Parents of summer born children can only defer the school place until the beginning of the Reception summer term (in line with every other parent).

If a parent of a summer born child would like their child to start school at the beginning of Year 1 (at the point their child reaches compulsory school age), they must decline the Reception place they are offered on 16 April and apply for an in-year place in Year 1 the following year.

It is advised that most schools will be full in year 1 which means a child may not be offered a place at one of the preferred schools or the child may have to travel further to a school with an available place. Some parents of summer born children may consider applying for admission outside their child's normal age group.

### **Applications for admission outside the normal age group (offsetting)**

Where any parent, including parents of summer born children, believe the needs of their child are such that they would benefit from starting their Reception place a year later than their peers, they may request this using the Local Authority's *'Request to Offset' form* (see below).

Admission authorities will make decisions on the basis of the circumstances of each case. The local authority is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for voluntary aided, foundation and trust schools, and the academy trust is the admission authority for academies.

You will be notified of the decision in writing and if your application for admission outside the normal age group is agreed, you will be asked to complete another Reception application (paper form) by 15 January in the academic year your child turns five.

### **Considering requests for admission outside the normal age group**

It is the local authority's view that generally children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that children should only be educated out of their normal age group in very limited circumstances. However, all applications will be carefully considered and the decision will be made based on the circumstances of each child.

Requests for admission outside the normal age group will be considered by a panel consisting of an Early Years Educational Psychologist, Early Years Achievement Officer, a Primary School Headteacher and the Strategic Manager for Admissions. It is important that the view of the Headteacher of the school that the child may be attending is taken into consideration, therefore it is important that families also meet with the schools listed on their form to discuss their request.

Requests for an 'offset' admission into reception for a child with significant special educational needs should be supported by a relevant educational professional such as an Educational Psychologist or pre-5 Specialist Teacher.

Where this is not possible, the parent/carer should consider obtaining a written recommendation from other education or health professionals involved with the child, such as a consultant paediatrician, speech and language therapist, etc.

Children with an EHCP will not be considered under this process and should request that their child is educated outside of their year group as part of the assessment process.

Parents can also apply for their child to be educated in an older year group, however the same process will be followed and there is no guarantee that the request will be agreed by the Local Authority or the 'own admitting authority' where applicable.



When considering a request for admissions outside the normal age group all the information provided by the parent will be carefully considered alongside any relevant information listed below:

- the needs of the individual child, as supported by professionals working with the child;
- any delayed, social emotional or physical development which may be adversely affecting the child's readiness for school (supported by a relevant professional);
- any significant learning or special educational needs (supported by a relevant professional);
- where relevant, the child's medical history and views of a medical professional
- if the child was born prematurely, what year group the child would have fallen into, if the child had been born on time
- an educational professional's view on the best interests of the child
- pupil forecasting and sufficiency of early years' places (to ensure there are sufficient places)
- effective use of resources and public funds
- the social implications for children educated with their chronological peers
- the fact children will reach school leaving age earlier than other children, if they are educated with younger children.
- The fact there is no guarantee that other admission authorities will honour the decision when the child transitions to another school
- The School Admissions Code and other relevant admissions legalisation
- Department of Education document 'Admission of summer born children'
- Department of Education 'Summer born children starting school; advice for parents'

The panel will not be able to consider applications from parents who wish to educate their child out of year group because they have not been offered a place at a preferred school.

There is no right for your request to be agreed and the admission authority's decision will be final. If a request is refused, there is no right of appeal.

### Summary of application procedures

Action	Date
Parents should visit schools they want to list on their Reception application	Between 1 September and 15 January in the academic year a child turns four
Reception application completed	By 15 January in the academic year a child turns four
Parents who wish to apply for their child to be educated outside the normal age group should complete the application form at the back of this document, with a covering letter and supporting documents from relevant professionals working with their child.	By 15 January in the academic year a child turns four
Applications received after 15 January may not be able to be considered before the start of term in September, depending on when they are received and the availability of a Panel to consider the request.	Any applications received after 15 January

The Strategic Manager for Admissions will write to the parents to inform them of the outcome of the application to offset	Before 16 April (if application was received on time)
If the allocated school is a voluntary-aided, foundation, trust school or academy where the governing body is the admission authority, the final decision will be made by the governors, taking into consideration the decision of the Local Authority.	As soon as possible
If the decision is that the child will be offset, the parent will need to re-apply for a Reception place the following year, on a paper form, however, there is no guarantee that a place will be offered at the preferred school or that the allocated school will offer a Reception place.	By 15 January the following year
If agreed, the child should remain offset throughout their educational career and the transfer to secondary school will take place a year later than usual. However, a different Local Authority or admitting authority in a different school may not abide by the decision and could revert to the chronological year group.	For consideration when a child next changes school (either at the point of secondary transfer or if a school move is requested 'in-year')

Please detach and submit the following form to:

Rachel Phillips,  
Strategic Manager,  
School Admissions,  
Margaret McMillan Tower,  
Bradford BD1 1NN

Email [primaryadmissions@bradford.gov.uk](mailto:primaryadmissions@bradford.gov.uk)

**Request for a child to be educated outside their normal year group  
Bradford District Primary School**

Child's name ..... DOB .....

Parent's/carer's name .....

Parent's/carer's address .....

.....

Tel no: ..... Email: .....

Name of person completing the application (if different from above) .....

.....

Reason for requesting a child is educated out of year group (see attached guidance)

.....

.....

.....

.....

.....

.....

Who is supporting the request?

Paediatrician

Educational Psychologist

Specialist Teacher

Speech therapist

Other (please specify)  .....

Headteacher

**Consideration of the request may be delayed unless supporting information/documents (e.g. letters or reports from professionals) are attached and the request is received at the time of application or by 15<sup>th</sup> January at the latest.**

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## **Internal protocol for Directing Schools to admit**

### **Purpose of this document**

This document is written to set out the internal processes that Bradford's School Admissions Service will follow in the event that a school refuses to admit a child either following an in-year admissions application or through the Fair Access process.

### **Mandatory timescales for offers**

Parents must be notified of the outcome of the in-year application in writing within **15** school days; but in all circumstances admission authorities should aim to do so in **10** school days.

Where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within **20** school days.

### **Internal timescales for admission**

It is expected that in-year applicants will be placed on the school roll within 10 school days of an offer being made. If an applicant is already on roll at a local school, it is permitted for the applicant to start at the beginning of the new term, if this is agreed with the current school.

It is expected that pupils offered a place through the Fair Access protocol will be put on roll within 10 school days of the Fair Access Panel.

### **Start date**

Schools must agree a start date directly with the family. This date must be shared with the local authority.

If the applicant fails to start at the offered school, the school is responsible for undertaking reasonable checks to ascertain the whereabouts of the child and to notify the local authority that the child has not started. The local authority will then undertake further checks and the attendance order process may begin, if relevant.

### **Failure to admit**

#### **Informal pre Direction discussions**

If a school or academy fail to admit, in the first instance the relevant admissions officer should contact the admissions officer at the relevant school to request an on roll date. If this is not provided, then the Lead Officer for In Year & Fair Access should contact the Headteacher and the Chair of Governors of the relevant school or academy, to discuss the case. A brief written record of these conversations should be shared with all parties.

It is expected that the communication described in the paragraph above should be completed within 5 school days. If the governing body of the relevant school or academy fails to confirm a start date within these 5 school days or does not engage in the communication within the same 5 days, then the Strategic Manager for Admissions will oversee the formal Direction process.

## **Formal Direction**

### **Community Schools**

Community schools must admit children that are offered a place by their admission authority, the local authority. No formal direction process is required and the school must put applicant on roll.

### **Maintained schools (which the local authority is not the admission authority)**

The local authority has the power to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full.

The local authority can only make such a direction in respect of a child in the local authority's area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The Strategic Manager for Admissions is responsible for ensuring that evidence is available to demonstrate this for each applicant.

The local authority must choose a school that is a reasonable distance from the child's home and from which the child is not permanently excluded.

### **Process to direct the governing body of a maintained school for which they are not the admission authority**

Before deciding to give a direction, the local authority must consult the governing body of the school, the parent of the child and the child if they are over compulsory school age.

The Strategic Manager for Admissions will write to all parties to consult on the proposed Direction. To minimise the time a child is out of school, a response will be requested within 5 school days.

If, following consultation, the local authority decides to direct, it must inform the governing body and head teacher of the school. This should usually be undertaken in writing on the 6<sup>th</sup> school day following the start of the consultation, again to minimise the number of days a child is out of school.

The governing body can appeal by referring the case to the Schools Adjudicator within 15 days. If it does this, the governing body must tell the local authority. The local authority must not make a direction until the 15 days have passed and the case has not been referred.

If the case is not referred to the Schools Adjudicator, then the Direction will be issued and the applicant is expected to start at the school within 5 school days.

If the case is referred to the Schools Adjudicator, the Schools Adjudicator may either uphold the direction, determine that another maintained school must admit the child or decide not to issue a direction.

The Adjudicator's decision is binding. The Schools Adjudicator must not direct a school to admit a child if this would require the school to take measures to avoid breaking the rules on infant class sizes and those measures would prejudice the provision of efficient education or the efficient use of resources.

If the Adjudicator upholds the Direction it is expected that the applicant will start at the school within 5 school days of the Adjudicator's decision, unless otherwise stated in the determination. If the Adjudicator does not uphold the Direction, the family should be contacted within 1 school day to discuss other options.

### **Process to Direct Academies (Secretary of State's power of direction)**

Where the local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so.

The local authority and the Academy will usually come to an agreement and in Bradford this is expected to happen in the pre Direction conversation described in this protocol.

The Strategic Manager for Admissions will oversee a written request for direction immediately following an unsuccessful pre Direction conversation.

If the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. In advance of the formal request, the local authority will issue a letter consulting the governing body on their intention to request direction. Following consideration of any representations made, a letter will be issued to the governing body setting out that the request to direct has been issued (if relevant). This letter should be sent in conjunction with the completion of the online Direction form.

The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child and can seek advice from the Schools Adjudicator in reaching a decision.

### **Local authority powers of direction (looked after children)**

Any proposed direction of a child in care should be considered in partnership with the Virtual School and relevant social worker (who will have been responsible for selecting the preference school). Responsibility for who is going to oversee this Direction process and undertake the administration of the process must be agreed for each child.

A local authority also has the power to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after by the local authority, even when the school is full. The local authority must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size.

Before deciding to give a direction, the local authority must consult the admission authority of the school it proposes to direct. The admission authority must tell the local authority within 7 days whether it is willing to admit the child.

If, following consultation, the local authority decides to direct, it must inform the admission authority, and the head teacher. The admission authority can appeal by referring the case to the Schools Adjudicator within 7 days.

If the child has been permanently excluded from two other schools and the most recent exclusion was within the previous two years, the governing body (if the school is a voluntary controlled or community school) may also refer the case to the Schools Adjudicator. The admission authority or governing body must not refer the case unless it considers that admitting the child would seriously prejudice the provision of efficient education or the efficient use of resources. If the admission authority or governing body does refer the case, it must notify the local authority that looks after the child. The local authority must not make a direction until the 7 days have passed and the case has not been referred.

If the case is referred to the Schools Adjudicator, the Schools Adjudicator may either uphold the direction or determine that another maintained school in England must admit the child. The Schools Adjudicator's decision is binding. The Schools Adjudicator must not direct an alternative school to admit a child unless the local authority that looks after the child agrees, nor if the child is permanently excluded from that school, nor if the admission of the child would seriously prejudice the provision of efficient education or the efficient use of resources.

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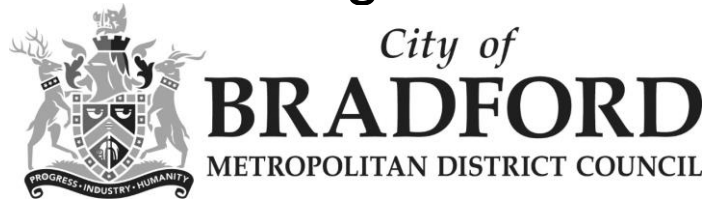
**Analysis of the consultation on the changes to the co-ordinated schemes that has taken place with other admission authorities in the area and other relevant local authorities and feedback on new published guidance on deferring places and directing schools to admit**

Feedback was received was on a point of clarity and consistency and these amendments were made in the Co-ordinated Admissions Arrangements.

A Local Authority gave detailed feedback, with no objections to any of the suggested improvements in the Co-ordinated schemes or the new guidance.

No other feedback was received.

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## Report of the Strategic Director of Place to the meeting of Executive to be held on 1 February 2022

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**Subject:**

**AY**

Adoption of Part 6 of the Traffic Management Act 2004 (Enforcement of Moving Traffic Offences)

### **Summary Statement:**

Regulations to enact the powers described under Part 6 of the Road Traffic Management Act 2004 relating to civil enforcement of moving traffic offences are to be considered by parliament early in 2022. These regulations will provide local authorities the ability to apply to the Department for Transport for a Designation Order to take on responsibility for certain types of moving traffic offences, mirroring the powers which have been available to London authorities.

This report seeks Executive's endorsement to progress with an application to the Department for Transport for the adoption of these powers at the earliest possible opportunity and sets out the potential scope of such powers, the pre-requisite arrangements necessary to secure a Designation Order, initial proposals for the operation of the enforcement of restrictions and the benefits to residents of such powers.

### **EQUALITY & DIVERSITY**

The public sector equality duty in Section 149 of the Equality Act 2010 applies to the Council in the exercise of this function.

An initial Equality Impact Assessment has been undertaken on the functions described in this report and has identified no impact on people who share a protected characteristic more than those who do not.

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Jason Longhurst  
Strategic Director of Place

**Portfolio:**

Regeneration, Planning & Transport

Report Contact: Richard Gelder  
Highways Services Manager  
Phone: (01274) 437603  
Email: Richard.gelder@bradford.gov.uk

**Overview & Scrutiny Area:**

Regeneration & Environment

## **1. SUMMARY**

- 1.1 Regulations to enact the powers described under Part 6 of the Road Traffic Management Act 2004 relating to civil enforcement of moving traffic offences are to be considered by parliament early in 2022. These regulations will provide local authorities the ability to apply to the Department for Transport for a Designation Order to take on responsibility for certain types of moving traffic offences, mirroring the powers which have been available to London authorities.
- 1.2 The Department for Transport placed a call for Expressions of Interest in the adoption of such powers by local authorities in November 2021 and, like its West Yorkshire partners, the Council expressed an interest in taking on these powers once the necessary Regulations had been approved by Parliament.
- 1.3 This report seeks Executive's endorsement to progress with an application to the Department for Transport for the adoption of these powers at the earliest possible opportunity and sets out the potential scope of such powers, the pre-requisite arrangements necessary to secure a Designation Order, initial proposals for the operation of the enforcement of restrictions and the benefits to residents of such powers.
- 1.4 Significant preparatory work, as set out in this report, is necessary to meet the Government's pre-requisite requirements for application for a Designation Order. It is anticipated that such work will take eight months to complete and includes identification and assessment of sites for enforcement, a public consultation exercise on the proposals and potential upgrades to restriction signing and road markings at enforcement sites. This work would require the Council to allocate an appropriate development budget for the introduction of MTE which could be recovered from future income of PCNs generated.

## **2. BACKGROUND**

- 2.1 A set of Regulations giving effect to the Part 6 of the Traffic Management Act 2004 ("the 2004 Act") are planned to be laid before Parliament in late January 2022. This section of the Act deals with the enforcement of moving traffic offences by local authorities outside of London. Subject to parliamentary approval these powers are expected to come into force by the end of March 2022. After this date, local authorities can apply to the Secretary of State for a Designation Order for locations within their district where they would like to adopt enforcement of moving traffic offences via camera or observation methods. Applications can be made to the Department for Transport (DfT) from the beginning of February 2022 with the first Designation Orders being confirmed by late-spring 2022.
- 2.2 The 2004 Act does not prescribe the list of traffic signs and road markings subject to moving traffic enforcement (MTE) under the Regulations on a selective basis, therefore all the prescribed signs and road markings will apply under the Designation Order, i.e. the Council could enforce contraventions of:
  - a) Yellow box junction markings;
  - b) Banned vehicle movements (No Entry, No Left/Right Turn etc);

- c) HGV bans;
- d) Motor vehicle prohibitions;
- e) One Way Streets; and
- f) Double white line markings.

The Council will have to clearly articulate which of these restrictions it is proposing to enforce at each proposed location as part of its justification for the introduction of civil enforcement of moving traffic offences. It is worth noting that the Part 6 powers do not enable enforcement of speed limits which would remain solely the responsibility of the West Yorkshire Camera Partnership and West Yorkshire Police.

- 2.3 MTE powers are intended to allow local authorities to proactively enforce contraventions of restrictions at known problem sites rather than requiring enforcement of all contraventions throughout the district. The application guidance is explicit that only problem areas can be targeted after assessment of the site and the implementation of other reasonable measures has been considered, delivered or discounted; this survey and assessment would be carried out via the Council's traffic engineering teams.
- 2.4 Enforcement of restrictions would then rely on observation of the contravention via CCTV or type approved enforcement cameras. As this arrangement closely mirrors the operational arrangement already existing for bus lane enforcement it is envisaged that Parking Services take operational responsibility for enforcement. Identification of sites for MTE will be designated to the Traffic Manager who will be responsible for ensuring that the Part 6 powers are used in conjunction with the Part 2 powers (Network Management Duty) to ensure the safe operation of the highway.
- 2.5 Extensive upgrades to the Council's on-street fibre network and cameras has already taken place through the delivery of the Clean Air Zone and this uniquely places Bradford in the position of being able to rapidly deploy enforcement cameras (or utilise its CAZ camera network) to provide coverage of the outer ring road and many of the city centre junctions which frequently experience contraventions of traffic restrictions. More widely throughout the district utilisation of the Council's fibre optic network backbone allows sites to be added to the enforcement network over a longer timeframe at significantly reduced cost.
- 2.6 To make the formal application to the Secretary of State for a Designation Order the Council will be required to provide evidence that it has:
  - a) Consulted the appropriate Chief Officer of the Police;
  - b) Carried out a minimum six-week public consultation on the detail of planned civil enforcement of moving traffic contraventions setting out the types of restriction to be enforced and the locations of enforcement within the district and that this has continued up to the start of enforcement and for a reasonable period thereafter;
  - c) Considered all objections raised through consultation and has taken such steps as the Council considers reasonable to resolve any disputes;
  - d) Ensured all moving traffic restrictions to be enforced are underpinned by accurate Traffic Regulation Orders, and indicated by lawful traffic signs and road markings; and

- e) Ensure all the relevant equipment has been certified by the Vehicle Certification Agency specifically for use in enforcement of moving traffic contraventions.

### **3. OTHER CONSIDERATIONS**

- 3.1 Once local authorities have been granted a Designation Order for MTE any future expansion of the initial list of enforcement sites does not need to be subject of a separate application to the DfT for modification of the Designation Order. However, before any future enforcement sites can be added to the enforcement network Statutory Guidance will require local authorities to take the same steps as those set out in the application process before MTE can commence. The Council therefore have the opportunity to expand their enforcement network in the future should other sites where contravention of regulations be identified by the Council's Traffic Manager.
- 3.2 Statutory Guidance will also require local authorities to promote compliance by helping motorists understand the seriousness of moving traffic contraventions, for a period of six months following implementation of MTE, at each particular camera location. During this period first time contraventions of a moving traffic offence must be dealt with by issuing a warning notice rather than PCN. The warning notice should set out the six-month period and advise that any further moving traffic contravention during this period, at the same location, will result in the issue of a PCN. This arrangement would need to operate at any future sites added to the network after the initial Designation Order has been approved.
- 3.3 As part of the preparatory work for the application a public consultation on the Council's intention to make an application to the DfT must be undertaken for a minimum period of six weeks'. This consultation should include details of the types of restrictions to be enforced and the location(s) in question where the Council will be enforcing these. The consultation will not be about seeking views on the principle of moving traffic enforcement or whether or not people agree with the Council making an application for such powers, rather for communicating the rationale for, and benefits of, moving traffic enforcement to residents and businesses and allowing them the opportunity to raise any concerns.

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

- 4.1 Development of proposals to support an application to the Secretary of State for a Designation Order requires additional financial resources to cover such initial expenditure as:
  - a) Professional technical resources to undertake assessments of potential enforcement sites,
  - b) Funding to update any Traffic Regulation Orders or replace inaccurate, poorly maintained lawful traffic signs and road markings,
  - c) Pre-enforcement monitoring surveys of identified sites, and
  - d) An effective communication and engagement campaign.

A high level programme of activities for the development of the application evidence has been prepared in order to identify financial and resource requirements of the development the Designation Order application. Key programme milestone dates

based upon this programme are shown in the table below:

<b>Programme Activity</b>	<b>Milestone Completion Date</b>
Site Identification, survey and assessment work	11 April 2022
6 Week Public Consultation on adopting Part 6 Powers	18 April 2022 - 27 May 2022
Chief Police Officer Consultation	23 May 2022
Lining and signing maintenance works and installation of enforcement camera infrastructure	12 August 2022
Submission of Application for Designation Order	15 August 2022
Designation Order confirmation & Start of Enforcement	7 November 2022
Initial 6-Months' Enforcement Exemption Period Ends	9 May 2023

Resources to carry out the initial Site Identification, survey and assessment work can be provided from within existing staff resources with subsequent activities resourced through the use of a combination of internal and external resources as needed. Resources from the Neighbourhoods Service (Parking Services) would be co-opted to the development project to ensure that arrangements for enforcement of restrictions can be appropriately developed prior to the submission of the application for a Designation Order.

4.2 To fund the preparatory work for the Designation Order, the initial roll out of enforcement cameras and maintenance of signs and lines at enforcement sites an estimated budget of £324,000 has currently been identified. The operation of Part 6 Enforcement will be self-financing in future years' providing a net surplus of revenue from Penalty Charge Notice ('PCN') fines which are generated. Under legislation this income must be invested in accordance with the provisions set out in Section 55 of the Road Traffic Regulation Act 1984. Repayment of the identified establishment budget is expected to be possible within the first 18 months of operation of the scheme (allowing for the six-month grace period set out in paragraph 3.2 above). The permitted areas for utilisation of the PCN income include (in order of priority):

- a) The costs of implementation, operation and development of the scheme;
- b) Provision and maintenance of off-street parking;
- c) Costs incurred for public transport purposes;
- d) Road improvements;
- e) Environmental improvements;
- f) Other Authority Business.

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

5.1 Work on the preparation of the application to the DfT will be overseen by a dedicated Project Board comprising officers from Highways Services and Parking Services that will meet on a monthly basis reporting to the Highways Services Manager.

5.2 A detailed risk and issues log will be developed as part of the pre-application work stage considering risks at an application level as well as at a site-by-site level. This log will be maintained both throughout the development of the application and initial stages of enforcement of restrictions.

## **6. LEGAL APPRAISAL**

- 6.1 The work identified in this report can be implemented through the Council's role as Highway and Traffic Authority.
- 6.2 The forthcoming Regulations will bring together the existing civil enforcement regimes for parking and bus lane contraventions alongside the new moving traffic enforcement powers. All local authorities already undertaking civil enforcement of parking contraventions and bus lane contraventions will therefore need to ensure that their IT systems reflect the regulations below in their Penalty Charge Notices (PCNs) and other statutory notices with effect from 31 March 2022. PCNs and other statutory notices sent to members of the public after this date should not make reference to the old 2007 regulations.
- a) The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.
  - b) The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022.

Statutory response times in respect of representations and appeals against bus lane PCNs will be aligned with those existing for civil parking enforcement.

## **7. OTHER IMPLICATIONS**

### **Sustainability Implications**

- 7.1 There are no apparent sustainability implications arising from matters considered in this report.

### **Greenhouse Gas Emissions**

- 7.2 None arising from the contents of this report.

### **Community Safety Implications**

- 7.3 As the Highway Authority the Council has a statutory duty to protect the rights of its citizens to the safe use and enjoyment of the highway.
- 7.4 Inconsiderate driving which contravenes signed restrictions on the network can interfere with this enjoyment to varying degrees depending on the user impacted by the action of the transgressor and the nature of the restriction being contravened. At its most extreme contravention of measures designed to keep users of the network safe can lead to serious injury, or death, of a road user. By adopting the MTE powers the Council has the opportunity to ensure that the temptation to contravene restrictions set out in paragraph 2.2 above is reduced and hence the safety of the network is improved for all users, including children and the most vulnerable users.

### **Human Rights Act**

- 7.5 There are no direct Human Rights implications arising from the contents of this report.



## **Trade Union**

- 7.6 Introduction of the additional MTE powers into the Council is not anticipated to raise any trade union issues. However, if changes are required to existing staff structures, or job profiles, as a result of the adoption of these powers consultation with staff and unions affected would take place.

## **Ward Implications**

- 7.7 Adoption of the MTE powers will initially be limited to areas where appropriate communications network already exists and existing cameras can either be repurposed or new cameras installed with little advance work. As such the areas which will be amongst the first to benefit from the MTE powers will be limited to those wards which have an existing fibre or wireless mesh network in existence. However, it is recognised that the problem of moving traffic contraventions is district wide and therefore it would be a longer-term aim that all areas of the district would be able to benefit from these powers.
- 7.8 Individual ward councillors will be consulted on any proposed locations with persistent moving traffic contraventions which may benefit from moving traffic enforcement as work on site identification progresses. Members will also be invited to recommend additional sites for consideration based upon their local knowledge of driving behaviour in their wards.

## **Implications for Children and Young People**

- 7.9 There are no corporate parenting issues arising as a consequence of this report.

## **Issues Arising from Privacy Impact Assessment**

- 7.10 As the Council already enforce violations of bus lanes through the use of ANPR and CCTV cameras the enforcement of moving traffic violations proposed under Part 6 does not require an additional privacy impact assessment as the nature of data captured and its processing follow the exact same process as set out in the current PIA for bus lane enforcement.

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

- 8.1 None.

## **9. OPTIONS**

- 9.1 Executive could choose to support the recommendations set out within this report in relation to the adoption of MTE powers which would allow an application to be made to the DfT at the earliest opportunity.
- 9.2 Alternatively, Executive may wish not to proceed with the application for these powers at this time.

## **10. RECOMMENDATIONS**

- 10.1 That Executive endorse the preparation of an application to the Department of Transport for the preparation of a Designation Order to confer the powers under Part 6 of the Traffic Management Act 2004.
- 10.2 That Executive approve consultation of initial details for enforcement of moving traffic contraventions in accordance with the timescales set out within this report and the Application Guidance.
- 10.3 That authority be delegated to the Strategic Director of Place, in consultation with the Portfolio Holder, to:
- a) manage the development of the initial list of sites and types of restriction which are to be subject to MTE as appropriate.
  - b) as may be required, secure the procurement of specialist external services having regard to the Council's Contract Standing Orders and national procurement legislation in order to support the development of the application to the DfT for a Designation Order and to support the introduction of MTE in Bradford.
  - c) to make any necessary modifications to the initial proposals consulted upon in order to resolve objections raised and resolve any disputes.
  - d) make submission of an application for preparation of a Designation Order for Bradford having being satisfied that all necessary pre-requisite requirements of the DfT Advice Note have been complied with.
  - e) approve any and all future expansion proposals of the enforcement network which may be recommended by the Council's Traffic Manager subject to demonstration that all necessary pre-requisite requirements of the DfT Advice Note have been complied with.
- 10.4 That Executive note the need for a development budget for the preparation of the application for the Designation Order and the arrangements which are permitted under Section 55 of the Road Traffic Regulation Act 1984 for the recovery of this initial budget following introduction of moving traffic enforcement powers.
- 10.5 That authority be delegated to the Strategic Director of Place and Director of Finance, in consultation with the Portfolio Holder, to agree annually the allocation of proceeds from the issue of PCNs in accordance with the hierarchy set out in Section 55 of the Road Traffic Regulation Act 1984.

## **11. APPENDICES**

- 11.1 None.

## **12. BACKGROUND PAPERS**

- 12.1 Q&A for Local Authorities on Part 6 Powers, Traffic & Technology Division, Department

for Transport, December 2021.

- 12.2 Advice Note on Apply for a Designation Order for Civil Enforcement of Moving Traffic Contraventions, Traffic & Technology Division, Department for Transport, August 2021.

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## Report of the Strategic Director of Place to the meeting of the Executive be held on 1<sup>st</sup> February 2022

**AZ**

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### NOT FOR PUBLICATION

Appendix A is marked 'Not for Publication' on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

### Subject:

Proposals to refinance the Council's Phase 2 Schools PFI Contract.

### Summary statement:

This report seeks approval to agree new terms in order to re-finance the Phase 2 PFI Schools contract.

Refinancing the contract and securing better interest rates will allow the Council to reduce the monthly unitary charge costs it pays on the Phase 2 PFI Contract.

### EQUALITY & DIVERSITY:

This proposal focusses on the commercial terms of the PFI contracts and will not impact on the requirements which are already in place for the PFI company to deliver services in a manner which supports equality and diversity.

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Jason Longhurst  
Strategic Director of Place  
Report Contact: Ian Smart  
Phone: (01274) 431735  
E-mail: [ian.smart@bradford.gov.uk](mailto:ian.smart@bradford.gov.uk)

**Portfolio: Regeneration**

**Overview & Scrutiny Area:**

**Regeneration & Environment**

## **1. SUMMARY**

This report seeks approval to conclude new terms in order to re-finance the Phase 2 PFI Schools contract.

Refinancing the contract and securing better interest rates will allow the Council to reduce the monthly unitary charge costs it pays on the Phase 2 PFI Contract.

## **2. BACKGROUND**

- This proposal is in relation to the Council's Phase 2 PFI contract which was entered in to in 2009 under the then Government's Building Schools for the Future Initiative.
- The Phase 2 PFI contract delivered new build schools at Beckfoot, University Academy Keighley, Grange and Hanson and the contract also includes the Special Education Needs Schools at Southfield, Hazelbeck and Beechcliffe which all opened in 2011.
- The Phase 2 PFI contract is a 25-year contract and the Council's pays the PFI company through a monthly unitary charge which covers the costs of building the schools, providing FM services, lifecycle costs and also interest on debt. The unitary charge payment is funded through PFI Credits the Council receives from the UK Treasury and also monthly contributions made by the PFI Schools.

## **3. OTHER CONSIDERATIONS**

- When the Council entered into the PFI contract in 2009 interest rates were high following the 2008 financial crash.
- The Council's Phase 2 PFI contract is one that has been identified as being capable of being refinanced to secure better interest rates and reduce the amounts the Council pays each month. Council officers have met with the Department for Education (DfE) who were supportive of the refinancing exercise but also requested that the Council's Executive endorsed the proposed refinancing outcome.
- In early 2021 the Council commenced a process with the Local Education Partnership (the LEP) who manage the PFI arrangements in Bradford to seek to refinance the contract to secure better terms. The LEP appointed a company called Newbridge to undertake the refinancing exercise and liaise with existing funders and also identify new funders who would be interested in providing finance for the project on more competitive terms.

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

Please refer to Appendix A "Not for Publication" on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

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

There is a risk that the current terms offered by banks may change due to changing economic circumstances before the refinancing deal is complete.

## **6. LEGAL APPRAISAL**

The Council has appointed external solicitors Addleshaw Goddard to advise on the refinance of the Phase 2 PFI contract. Legal support is also being provided internally from Legal Services.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

- There are no sustainability implications from this report. The criteria the PFI company need to meet around utility usage is unaffected by this exercise and remains in place.

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

- There are no green-house gas emission impacts from this report.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

- There are no community safety implications from this report.

### **7.4 HUMAN RIGHTS ACT**

- There are no Human Rights Act implications from this report.

### **7.5 TRADE UNION**

- There are no Trade Union implications from this report.

### **7.6 WARD IMPLICATIONS**

- There are no ward implications from this report.

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

- There are no implications for area committee action plans.

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

- There are no corporate parenting implications from this report.

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

This report does not require a privacy impact assessment

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

- This report contains a Not for Publication Appendix A on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

## **9. OPTIONS**

- Option 1: For the Executive to authorise officers to conclude the refinancing exercise with the PFI company on the most advantageous terms that can be secured appropriately taking into account the risks specified in Appendix A. The target date to complete the refinancing exercise is 31<sup>st</sup> March 2022 but this is dependent on various approvals being in place. This would result in new financing arrangements being in place for financial year 22/23.
- Option 2: To halt the refinancing exercise and continue the contract on the current financing terms. The Council is not obliged to refinance the Phase 2 PFI contract and can continue on the existing terms although any savings through securing better interest rates would not be realised.

## **10. RECOMMENDATIONS**

- Recommended:
  1. Approval to progress with Option 1;
  2. Authority is given to the Strategic Director for Place in conjunction with the Director of Finance & IT to approve and agree the terms of the refinance of the Phase 2 PFI contract and complete all necessary documentation required in consultation with the City Solicitor.

## **11. APPENDICES**

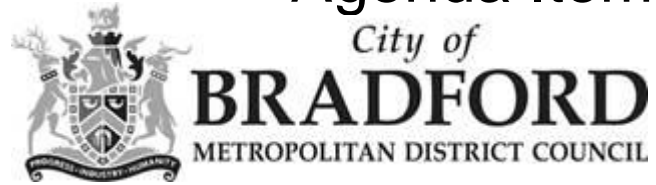
- Appendix A Confidential appendix: Details of rates offered by funders to refinance the Phase 2 PFI contract.



## 12. BACKGROUND DOCUMENTS

- None





## Report of the Strategic Director of Place to the meeting of Executive to be held on 1<sup>st</sup> February 2022

**BA**

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### **Subject:**

**Museums and Galleries Strategy**

### **Summary statement:**

The Museums and Galleries Strategy helps determine the forward direction for the Service. The Service seeks support for this direction and for a bid to the Arts Council's National Portfolio Organisation funding.

### **EQUALITY & DIVERSITY:**

The Strategy contributes to the Council's Equality Objectives 3: Community and 4: Services

#### Objective 3: Community

The Museums and Galleries Service will provide a platform for all people to share their stories, understand their diverse and proud heritage and culture and meet in safe spaces to enjoy and learn.

#### Objective 4: Services

The Strategy creates a model for all communities to co-create and collaborate in the design and delivery of Museums and Galleries within the District.

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Strategic Director of Place  
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**Portfolio: Place**

**Overview & Scrutiny Area:**

**Regeneration and Environment**

## 1. SUMMARY

The Museums and Galleries Service has developed a new strategy to help determine its future direction. This includes a strong focus upon community engagement and national and international impact which are driven by Bradford District's unique collections and demographics as well as trends in museums nationally. We also intend to apply for National Portfolio Organisation funding to deliver Arts Council England's *Let's Create* objectives. Bradford District's Museums should be recognised again for their regional and national significance; we serve the second largest District in West Yorkshire and a major population centre which has huge significance and cultural importance. The service is a major contributor to the cultural offer of the District and to City of Culture 2025 aspirations. To consolidate all of these ambitious new plans, Executive's approval of the direction is needed.

## 2. BACKGROUND

2.1 The Museums and Galleries Service serves the whole of the District, caring for the collections of over 1million items which reflect the art, history, science and natural history of the District and beyond. The four museums are Cliffe Castle in Keighley, Cartwright Hall in Manningham, Bradford Industrial Museum in Fagley and Bolling Hall in West Bowling. The Learning and Outreach service delivers an award winning service to every ward in the District.

The collections, activities, exhibitions and projects of the Museums Service reflect and represent the entire District and offer access to the highest quality art, history, natural history and culture to everyone within the District for free.

2.2 The Service is an Accredited Museums Service under the Arts Council of England's Accreditation scheme. This is a quality standard which also unlocks funding from a number of different organisations. The Service has been Accredited for a number of years; however, following the restructure of 2019 and associated budget reductions and the suspension of Accreditation appraisals during the pandemic, we now need to re-apply for Full Accreditation. As part of this the Service must have a forward Strategy approved by its highest decision making body, in this case Executive.

2.3 The Museums and Galleries Service has been going through a period of transition both before and during the pandemic, including a major restructure and budget reduction process, which has led to some reductions, adaptations and changes in what the Service can offer. Staff have been flexible, creative about models of delivery and highly successful in securing external funding. A period of redirection and re-engagement with the public during the pandemic and the impetus of external funding have enable new models of delivery to be tried and the Service to develop to the point where an application for Arts Council's National Portfolio Organisation status is possible in spring 2022.

2.4 The National Portfolio Organisation scheme is a 3 year funding agreement with Arts Council England linked specifically to delivery of the Arts Council's *Let's Create* strategy. It does not replicate or cover funding gaps but is specifically aimed to take the Service in an upward direction and to deliver higher participation, community collaboration and co-creation of services, inclusion and diversity and climate responsibility. These principles align excellently with the Council's Strategic Plan.

NPO status is linked to a Delivery Plan and evaluation strategy which must be approved by the Arts Council.

2.6 Online consultation was carried out during lockdown has confirmed the public would like to see more community generated exhibitions and content in the museums and also to continue to see things they would not normally get the chance to see such as high quality national and international exhibitions from beyond the District. Plans for face to face consultation had to be put on hold due to the pandemic but will be a key part of devising detailed Action Plans to implement the Strategy.

### **3. OTHER CONSIDERATIONS**

3.1 The core of the Strategy is:

#### **Vision:**

Museums and Galleries make Bradford District a vibrant, creative, inclusive place where everyone feels proud of their diverse heritage and culture.

#### **Mission:**

Our unique buildings and collections enable the people of Bradford District to tell their own stories. We work with our communities and partners to develop and care sustainably for our shared heritage so that everyone can have fun, learn, find their voice, create, be ambitious, connect with others and better understand their place in the wider world.

#### **Strategic Priorities**

We have six core strategic priorities and accompanying ambitions for the period 2022-32.

**Priority 1: To build a distinctive sense of place in Bradford District, based on our diverse heritage and culture.**

#### **Our Ambition**

By 2032 we want all our communities to see themselves reflected in our collections and our museums.

**Priority 2: To promote physical and mental health and wellbeing among all our communities**

#### **Our Ambition**

By 2032 our museums and galleries will help Bradford to know itself.

**Priority 3: To enable everyone to learn, develop skills, build confidence, and understand their place in the world.**

#### **Our Ambition**

By 2032 our learning offer will reach the citizens of Bradford District at every stage of their lives.

**Priority 4: To support Climate Emergency awareness, action and sustainable growth principles throughout everything we do.**

**Our ambition**

By 2032 we will have seen significant investment in our museum buildings, affirming their significance as both historic buildings in their own right and contemporary community hubs owned and loved by the people of Bradford District. We will have secured external funding for prioritised capital development programmes to safeguard our estate in line with community need, and to create our innovative, sector-leading Green Collections Hub.

**Priority 5: To support a strong economy through Bradford district by developing people’s skills, diversifying our workforce, working efficiently, and diversifying our income sources.**

**Our Ambition**

By 2032 the museum service will be recognised as a significant contributor to Bradford’s ambitions for skills, jobs and the local economy. We will be delivering programmes to support skill development and readiness for work across all our sites and will have secured investment to enable us to create new skilled jobs, particularly through our Green Collections Hub. Our business model will be more diversified, with an increased share of our income coming from corporate hire, retail, catering and other income-generating activity. We will have made connections between Bradford District’s new industries and the history of innovation and creativity represented in our collections. Our diverse, highly skilled workforce will be fully reflective of the whole of Bradford district’s communities.

**Priority 6: To work in partnership to ensure that everyone in Bradford district has access to ambitious, world class art, heritage and cultural experiences.**

**Our Ambition**

We believe the people of Bradford District are entitled to enjoy and participate in world class art, heritage and cultural experiences. We will work together with partners within and outside the cultural sector to maximise these opportunities for the people of Bradford district, West Yorkshire and beyond, securing national and international recognition and investment for our work.

**4. FINANCIAL & RESOURCE APPRAISAL**

4.1 The council aims to apply for National Portfolio funding from Arts Council England.

4.2 As reported previously, the pandemic has impacted on the ability to generate ancillary income through retail and catering, however the service is seeing positive signs of recovery and expects to return to normal during 2022-23.

Savings targets for 2021/22 will not be achieved and will carry forward into 2022/23. The service will continue to seek opportunities to balance budget sustainability for the Museums Service, including achievement of budget savings targets, with the ambitions set out in the Cultural Strategy.

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

- 5.1 Failure to achieve Accredited status will put the Council at risk of losing potential funding from a number of key funders including Arts Council England, National Lottery Heritage Fund and many trusts and foundations.
- 5.2 Failure to have an approved Strategy in place would prevent the Council from applying for National Portfolio status.

## **6. LEGAL APPRAISAL**

None arising directly from this report

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

None arising directly from this report. Improved sustainability is a key element of the Strategy.

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

None arising directly from this report.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

None arising directly from this report.

### **7.4 HUMAN RIGHTS ACT**

None arising directly from this report.

### **7.5 TRADE UNION**

None arising directly from this report.

### **7.6 WARD IMPLICATIONS**

The Museums and Galleries Service works across all wards in the District.

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

None

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

In a pre-pandemic normal year, the Museums and Galleries Service engages with 20,000 schoolchildren District wide in every Ward, through an award winning programme of learning and discovery focused on the four Museums and Galleries and their collections. The Service works closely with teachers and District wide partnerships such as the LCEP to support key learning aims of literacy, oracy and creative thinking. Recent programmes have focused on local high achievers past and present with a strand of activity, learning and lessons

‘Proud to be from Bradford District’. The Service is in the process of developing a Family offer at each site with free, educational fun activities and resources available at all times and to take away. The Strategy links strongly with the District’s Child Friendly aims.

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

None arising directly from this report.

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

None

## **9. OPTIONS**

Option A:

Members endorse the Strategy and the direction of travel and mandate officers to develop further detailed delivery plans and to apply for NPO status.

PROs: A key element of Accreditation will be achieved.

The Council will be in a good position to bid for further funding both from Arts Council England and other funders.

The Council will meet the NPO funding deadline.

The Service’s future direction will be tested with the public as well as funders.

CONs: The process is to a tight timescale due to the delays of the pandemic.

It is possible but not certain that more time would allow a deeper outcome.

Option B:

Members do not endorse the direction of travel and Strategy principles and wish them to be reconsidered and rewritten.

PROs: opportunity to reconsider the offer and how it is delivered

CONs: it is likely the Council will miss the funding deadline for NPO applications if significant changes to the Strategy are needed.

## **10. RECOMMENDATIONS**

10.1 That Members approve the Museums and Galleries Strategy 2022 – 2032 and the application for NPO status.

10.2 That members support the implementation of the Museums Strategy and request that the stories of the history and people of the whole District are reflected in the museums work including links to the wider cultural strategies including the Monuments Review findings, *Culture Is Our Plan* and City of Culture 2025 Bid.

## **11. APPENDICES**

Museums and Galleries Strategy 2022 - 32



## 12. BACKGROUND DOCUMENTS

Arts Council of England:

*Let's Create* Strategy, Delivery Plan and Investment Principles

<https://www.artscouncil.org.uk/delivery-plan-2021-2024/resourcing-delivery-plan>

Accreditation Scheme guidance and requirements

<https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme>

Bradford Council:

*Culture is our Plan* cultural strategy 2021 – 31

<https://www.cultureisourplan.co.uk/our-plan>

Council Plan

<https://www.bradford.gov.uk/councilplan>

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# Bradford District Museums and Galleries Strategy 2022-32

January 2022



*Bradford Industrial Museum tells the district's story of innovation and endeavour (image: Phil Jackson).*



Above: Cartwright Hall reopens after lockdown. Below: Children's art work from the 'Top of Town' project on public display in the Magic Room at Cartwright Hall (image: Naseem Darbey).

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## Introduction: Bradford District's Museums and Galleries

Bradford's Museums and Galleries service cares for the district's internationally significant collections that tell Bradford's story from its earliest beginnings in geological time and showcase the diversity of its human and natural history. The collections reflect Bradford District's importance in world history and its diverse communities who bring global connections.

Bradford District Museums & Galleries' (BDMG's) collections have developed over more than 150 years. They cover a vast range of subjects including art and design, archaeology, transport, social and industrial history, natural history, and a significant cross-cultural collection. They include stories of human endeavour, creativity and ingenuity and offer a rich source of inspiration and pride for the people of the district and beyond. The collections and the listed buildings that house them belong to the people of Bradford district. The museum service works to ensure that everyone has the opportunity to experience and contribute to the Bradford district story.

BDMG runs four venues located in different areas of Bradford district that together attract 230,000 visits per year. All of our sites are located in neighbourhoods with diverse and changing populations. These are also areas that experience significant social and economic challenges: each one of our four museums is located in a ward that ranks among the 10% most deprived in England. Our museums and galleries are not just places for people to learn about and celebrate their heritage. They perform a vital social function: they are free, warm, welcoming spaces where people from all communities can feel safe to be themselves and have opportunities to learn, share and create that area not available to them anywhere else. Museums and galleries support people's health and wellbeing, enable learning, combat isolation and loneliness, build confidence, and help people feel connected to the place where they live.

**Bolling Hall** in West Bowling is one of the oldest buildings in Bradford district. It dates from the medieval period and was originally the seat of two important land-owning families, the Bollings and the Tempests. It has links to Bradford Cathedral, Esholt Hall, Skipton Castle, Calverley Old Hall and Kirkstall Abbey. Now grade I listed, its rich and diverse history includes time as a Royalist stronghold in the 1643 'Siege of Bradford' during the English Civil War and a connection to the story of the Bradford Boar. The building and its occupants were influential in the development of Bradford and particularly the West Bowling Area.

The house was later developed by the famous architect John Carr of York, who also designed Harewood House in Leeds and Buxton Crescent in Derbyshire. Its rooms are now furnished to give a taste of daily life at different periods of the house's history. The collections on display include a rich collection of historical objects and curiosities, Civil War objects, a bed made for Harewood House by Thomas Chippendale, and a piano that belonged to Bradford composer Frederick Delius. The Hall is surrounded by beautiful landscaped gardens and is immediately adjacent to Bowling Park.



*Bolling Hall in West Bowling is one of the oldest buildings in the district (image: Phil Jackson)*



*Tour of the Belle Vue photographic collection at Bradford Industrial Museum. Part of a partnership event with the National Science and Media Museum (image: Lynn Wray).*

**Bradford Industrial Museum** in Eccleshill was originally built in 1875 as Moorside Mills, a small worsted spinning mill. BDMG's industrial collection, which is predominantly displayed here, began in 1966 and now contains over 36,000 objects. The textile collection dates to 1850 and is the world's most significant and comprehensive collection of material relating to the manufacture of worsted textiles, identified by Arts Council England's Designation scheme as being of national and international significance. The Industrial Museum is home to our photographic archive of over 450,000 photographs and negatives, including the important Belle Vue Studio collection that contains images of migrants who moved to Bradford after the Second World War. It also houses the Bradford Heritage Recording Unit collection of oral history recordings covering the stories and life experiences of the district's people and communities from the early 20<sup>th</sup> century to the 1990s.

Bradford Industrial Museum's displays of textile machinery, steam power, engineering, printing machinery and motor vehicles showcase the district's history of innovation and entrepreneurship and help us tell the story of Bradford district. Temporary exhibitions enable us to respond to the needs of the local community and work with them to tell their own stories.

**Cartwright Hall Art Gallery** in Manningham opened to the public during Bradford's Great Exhibition in 1904 as a purpose-built art gallery and museum. It is now one of the UK's leading regional galleries. The district's art collection, which is mainly displayed here, is of international significance and dates to 1879 when the first public museum, art gallery and library opened in Bradford.

Bradford District was one of the first UK local authority museum services to actively and intentionally start collecting works by South Asian and Black artists, and BDMG's collection is particularly strong in this area. Cartwright Hall showcases this collection and is also a venue for touring shows, enabling the people of Bradford District to see exhibitions from partners including the National Portrait Gallery, British Museum and the V&A. Cartwright Hall is set in the grounds of Lister Park with a boating lake, adventure playground and Mughal Gardens that are particularly attractive to families.

**Cliffe Castle Museum** in Keighley was once the home of Victorian textile industrialist Henry Isaac Butterfield. The Butterfield family's business interests included wool textile mills and a shipping business that took British goods to Europe, America and China. The house was completed in the 1880s and was a showpiece of international art and French interior decoration. Today the building is a museum within a public park where visitors can see Victorian rooms and furniture, paintings and decorative art including internationally significant stained glass by Morris and Co, and exhibitions of geology, natural history, archaeology and social history. The district's natural science collections, comprising zoology, geology and an internationally important botany collection, are based here. They are an important resource for understanding the importance of biodiversity and the human impact on the environment.

Our museums are all historically significant Listed Buildings and much-loved iconic places within our communities. All of our sites are Accredited by Arts Council England. Our reference collections are stored and managed at dedicated storage facilities.





*Cartwright Hall shows the work of internationally renowned contemporary artists such as Yinka Shonibare alongside historic works (image: Phil Jackson).*



*Cliffe Castle captures the unique spirit of Keighley alongside displays of local and natural history (image: Phil Jackson).*

## Our Vision

Museums and Galleries make Bradford District a vibrant, creative, inclusive place to live where everyone feels proud of their diverse heritage and culture.

## Our Mission

Our unique buildings and collections enable the people of Bradford District to tell their own stories. We work with our communities and partners to develop and care sustainably for our shared heritage so that everyone can have fun, learn, find their voice, create, be ambitious, connect with others and better understand their place in the wider world.

## Our Values

We promote the shared values of Bradford District.

- **We share** ideas, resources, knowledge and skills as well as challenges and opportunities. We are innovative, always looking for new solutions to problems and drawing on Bradford's deep history of enterprise and creativity.
- **We protect** our shared heritage and buildings. We create safe spaces where people can come together to share their own stories and understand those of others.
- **We respect** ourselves, each other and our communities. We value the people of Bradford District as experts in their own lives. We treat the collections which are our shared heritage with the same respect and care.
- **We care** for each other and treat each other with kindness. We want everyone to see themselves represented in Bradford's story.



*Volunteer gardeners at Bolling Hall Museum.*

## Our Principles

Our work in Bradford District is underpinned by the following cross-cutting principles.

- **Equalities** must be at the heart of all we do. Our museums and collections belong to the people of Bradford District, and everyone must be able to access our services regardless of their background or circumstances. Through our sites and collections we celebrate the contribution that people from different backgrounds make to Bradford District's communities.
- **Working together** is core to achieving our aims and making our service stronger and more resilient. We will work with our communities to empower and enable them to tell their own stories through our museums, galleries and collections. We will collaborate with our council colleagues and with other organisations in the District to create innovative, inclusive heritage and cultural opportunities and to make the most of shared initiatives like Bradford 2025 and the Council's shared Cultural Strategy, *Culture Is Our Plan*.
- **Early help and prevention** to support people in their communities underpins our work with children and families in partnership with our colleagues in the public and charitable sectors. It also informs our approach to estate management across our museum and gallery properties, working with built environment colleagues to anticipate and address maintenance issues and prevent problems from escalating.
- **Every pound counts:** we will adopt effective and value-for-money approaches to service delivery. We will prioritise spending resources locally to grow the Bradford District economy and develop our local supply chains. We innovate and work creatively to get the best value for every pound spent. We will work proactively to increase our grant funding and develop new products and services to develop earned income.
- **Living well:** we will work alongside our communities and partners to embed Bradford's Living Well whole systems approach into our Health and Wellbeing work. We will work with our communities and partners and use our buildings, collections and outdoor spaces to actively pursue the Living Well mission, making it easier for people in the district to adopt healthier lifestyle behaviours.
- **Safeguarding** is at the forefront of our work with children, young people and vulnerable adults. We recognise that safeguarding is part of everyone's role across the authority.

## Our Strategic Priorities 2022-32

The strategic priorities for our museums and galleries service have been developed following consultation with the public and some of our key stakeholders. They reflect the priorities and principles of Bradford Council<sup>1</sup> over the next five years and are closely aligned with Bradford District's ten-year cultural strategy, *Culture is Our Plan*,<sup>2</sup> within which the museums and galleries service plays a key role. Our priorities recognise the part we play in the district's visitor economy, attracting visitors from across West Yorkshire and beyond.

The period 2020-21 has been an extremely challenging time for the cultural sector across the UK due to the ongoing impact of the Covid 19 pandemic during which museum venues were required to close for lengthy periods. During this time our team rose to the many challenges, using their creativity, innovation and ambition to support and respond to the needs of our communities, significantly increase our digital offer and improve many of our core functions. We are now building on the learning of the past few years to support a fair, inclusive and sustainable recovery from Covid 19 which is at the heart of the council's priorities from 2021-25 and will be the focus of the first three years of our action plan.

Our strategic priorities also reflect *Let's Create*, Arts Council England's strategic plan for 2020-2030.<sup>3</sup> The Arts Council's vision for creative people, cultural communities and a creative and cultural country are at the heart of our aspirations for Bradford and the actions we will take to support these outcomes are woven throughout this plan. The *Let's Create* principles of ambition and quality, dynamism, environmental responsibility, and inclusivity and relevance are embedded in our approach to working with our communities. Bradford District Museums and Galleries service has been a partner in Arts Council England's Museums and Schools programme since 2016 and we intend to seek further investment from ACE during the period of this Strategic Plan.

We have six core strategic priorities for the period 2022-32.

- **Priority 1:** To build a distinctive **sense of place** in Bradford District, based on our diverse heritage and culture.
- **Priority 2:** To promote **physical and mental health and wellbeing** among all our communities
- **Priority 3:** To enable everyone to **learn, develop skills, build confidence, and understand their place in the world.**
- **Priority 4:** To support **Climate Emergency awareness, action and sustainable growth principles** throughout everything we do.
- **Priority 5:** To support a **strong economy** through Bradford district by developing people's skills, diversifying our workforce, working efficiently, and diversifying our income sources.
- **Priority 6:** To **work in partnership** to ensure that everyone in Bradford district has access to **ambitious, world class art, heritage and cultural experiences.**

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<sup>1</sup> Bradford Metropolitan District Council, *Our Council Plan, Priorities and Principles 2021-25*

<sup>2</sup> <https://www.cultureisourplan.co.uk>

<sup>3</sup> <https://www.artscouncil.org.uk/lets-create/strategy-2020-2030>



*During the summer of 2020 BDMG staff and volunteers distributed 1000 creative activity packs through community hubs and primary schools.*



## **Priority 1: To build a distinctive sense of place in Bradford District, based on our diverse heritage and culture.**

*Council priority: Safe, Strong and Active Communities. We want Bradford District to be a place where everyone can play a positive role in their community and be proud to call the district their home.*

### **Our Ambition**

**By 2032 we want all our communities to see themselves reflected in our collections and our museums.** We hold the collective memory of the district, and we want this memory to be as diverse and inclusive as possible. Our museums will be distinctively Bradford district, with stories told with, by and for the people of the district. Our four existing venues will be joined by a strong City Centre presence that introduces Bradford's story to visitors to the city centre, increases the visibility and awareness of the district's heritage and enables us to work collaboratively with other cultural providers in the city centre. We will work together with other museums, galleries and cultural providers in the district – for example, the Brontë Parsonage Museum, the Impressions Gallery and the National Media Museum – to join up our cultural provision and audience development work so that we reach out into all the district's communities.

### **Context**

Bradford district is one of the most diverse areas of the UK. It includes an urban city centre, distinctive towns, and is on the edge of the Yorkshire Dales with beautiful rural landscapes. Its population of 532,500 people is equally diverse with 64% identifying as White British and 36% from non-white backgrounds. Bradford district has the highest proportion of under-18s for any city authority at 26.5% of the population.<sup>4</sup> There is strength in this diversity, however the Covid 19 pandemic has widened inequality and threatens community cohesion.

Our museums and galleries belong to the people of Bradford district. Our collections and stories are their stories. We enable the people of Bradford district to discover and interpret these stories for themselves, for each other and for the world. In doing so we bring people together, providing safe and inclusive spaces for people to explore questions of identity, belonging and community, and enable them to get to know one other better.

We celebrate Bradford's diversity through our museums, galleries and collections and will work with the people of Bradford district and with community and cultural sector partners to ensure that our collections, exhibitions and programming fully reflect it.

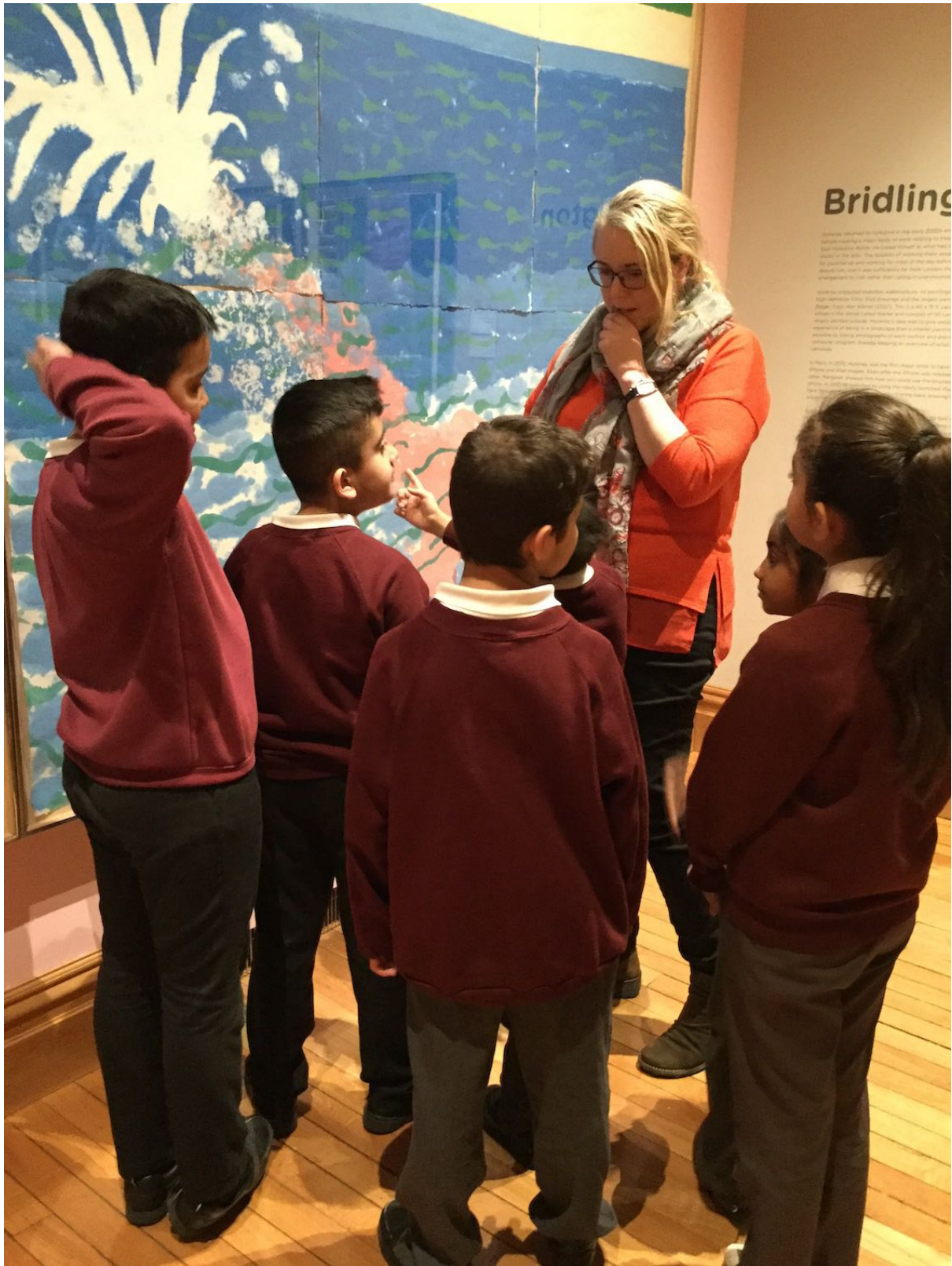
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<sup>4</sup> Data sourced from the Office of National Statistics, mid-2016 and taken from [https://bradfordforeveryone.co.uk/wp-content/uploads/2020/01/bradford\\_data\\_pack.pdf](https://bradfordforeveryone.co.uk/wp-content/uploads/2020/01/bradford_data_pack.pdf)

## Actions

- **We will invest in our relationships with communities.** Each of our sites is located within a distinctive neighbourhood of Bradford district and this offers the opportunity to get to know our communities and reflect their priorities and concerns. We will invest in research and evaluation to enable us to better know our audiences and reach out to those who don't currently engage. We will develop sustainable partnerships with our colleagues across Bradford Council, other cultural sector organisations and local community organisations to enable us to work together more effectively and maximise the impact of our work.
- **We will research and implement a co-creation model** for delivering exhibitions, events and programmes, based on understanding and meeting the needs of Bradford district's diverse communities. The people of Bradford district are experts in their own lived experience and our programmes will enable Bradford district people to tell their own stories and connect with a wider audience. In doing this we will broaden access to our world class collections, building pride in Bradford and ensuring everyone has access to high quality art and heritage.
- **We will take forward a business case and strategic plan for a city centre venue** for Bradford district's museum collections, working with partners within and outside the council to identify a location, narrative and funding package to progress this vision as part of our suite of venues. It will tell the story of Bradford district and increase the visibility of our heritage and culture for visitors to the city centre. Through this we will develop our partnerships with other city centre venues, develop the visitor economy for the city centre, and ensure a strong voice for the cultural sector in shaping future plans for the city and its people.
- **We will ensure we remain at the heart of planning and delivery for Bradford 2025,** working with partners and communities to showcase Bradford district's heritage and culture and enable participation across the district.
- **We will take a dynamic approach to collection development** that prioritises reflecting all of Bradford's communities through focused acquisition and a strategic approach to disposal and rationalisation. Our collection development programme will recognise the global significance of our collections, which includes a Hockney collection of international significance, a world renowned collection relating to the production of worsted textiles, and an internationally important collection of works by black and south Asian artists. We will strengthen our international relationships based on these collections which are firmly rooted in the story of Bradford district and its diverse communities.
- **We will prioritise infrastructure development across our sites** to create vibrant spaces with and for our local communities that promote active participation, creativity and confidence-building. We will progress a bid to the Government's Levelling Up Fund to transform Bradford Industrial Museum into a creative and cultural hub for Bradford East.





*Children see their ideas on display for the first time in the David Hockney Gallery at Cartwright Hall. The gallery was runner-up in the Museums & Heritage Awards 2018 for Best Permanent Gallery.*

## Priority 2: To promote physical and mental health and wellbeing among all our communities

*Council priority: Better Health, Better Lives. We will help people from all backgrounds to lead long, happy and productive lives by improving their health and socio-economic wellbeing.*

### Our Ambition

**Our museums and galleries will help Bradford to know itself.** Our buildings are uniquely placed at the heart of local communities and are freely accessible to everyone. We will work to dismantle practical and perceptual barriers to engagement and work with partners to develop a nationally recognised Health and Wellbeing programme, together with a body of evidence from research and evaluation that enables us to understand and maximise the positive impacts for individuals and communities.

### Context

Our museums are safe, inclusive, free to access spaces where everyone is welcome. Our collections inspire, soothe, challenge, and offer insight into the human experience past and present. They help people to understand each other and themselves. Two of our sites are located within parkland and all four have excellent outdoor spaces which offer opportunities to connect human creativity with the natural world. Our communities tell us about the power of our sites and museums to support healthy lifestyles, improve mental and spiritual wellbeing and create a life-affirming sense of pride in where they live. We recognise the importance of creativity to health and wellbeing, supporting positive mental health, combating social isolation and enabling people to learn.

All four of our museum sites are located in wards that are among the 10% most deprived in England. This means that the communities living in these areas experience multiple challenges including poverty, poor housing, poor health and lack of access to educational and economic opportunities. The gap between the most and least deprived people in our communities across the District remains significant. Our museums and open spaces are vitally important free public resources and our work will prioritise inclusion and access to services for people in need. Working with partners, we will develop early intervention health and wellbeing support that seeks to prevent problems from escalating.

### Actions

We will:

- **Work with core partners within the local authority and third sector** to reach underserved communities, ensuring that everyone living in Bradford district can benefit from free access to their museums and collections. We will work with the district's Health and Wellbeing partnerships to develop innovative new cultural prescribing opportunities.
- **Work with partners including the Born in Bradford project and the Mental Health Partnership Board** to deliver and evaluate specific programmes to support mental health and wellbeing for all our communities.

- **Work with parklands and outdoor spaces and their stakeholders** to reach new audiences, understand their needs and create exhibitions and programming with them that meets their needs and reflects who they are.
- **Create an exhibition programme that demonstrates ambition, reach and quality**, enabling Bradford district residents to see and enjoy loans from national institutions and promoting Bradford district stories across the UK and beyond. We will work with audiences to create dynamic contemporary exhibitions of visual art that are innovative, forward looking and challenging, such as the Healthy Minds apprenticeships at Cartwright Hall co-curating an exhibition that explores art, culture, creativity and young people's mental health.
- **Make our sites inclusive and accessible to all**, working with partners and advocacy groups to make our buildings and services physically, intellectually, cognitively, culturally and economically accessible and inclusive for everyone.



*Cliffe Castle Museum in Keighley supports health and wellbeing, connecting visitors with the human and natural worlds (image: Phil Jackson).*

### **Priority 3: To enable everyone to learn, develop skills, build confidence, and understand their place in the world.**

*Council priority: Good Start, Great Schools: We will help our children to have the best start in life by improving life chances, educational attainment and overall quality of life for all young people regardless of their background.*

#### **Our Ambition**

**By 2032 our learning offer will reach the citizens of Bradford District at every stage of their lives.** Our work with Early Years providers and families will ensure that all children in Bradford district have access to creative learning experiences based on our shared heritage and culture from their earliest years, building a sense of ownership and belonging. Our programmes will be embedded within the curriculum in both primary and secondary schools, based on locally relevant provision, enquiry learning and creativity. Our offer for adults will be holistic and wide-ranging, providing opportunities to develop skills, be creative, and contribute to telling Bradford district's diverse stories. We will explore the connections between creativity, learning, and health and wellbeing, seeking to develop new partnerships at the intersection of learning and health, including children's mental health.

#### **Context**

Bradford District Museums and Galleries promote innovation through imaginative learning experiences that use our sites and collections to the full. Our schools programme attracts over 20,000 school children per year. It is rooted in a deep understanding of the district's schools and communities and has been nationally recognised for its creativity, innovation and impact. We celebrate the unique cultural and natural heritage of Bradford district and develop children's skills and experiences through non-classroom based, creative, immersive opportunities that are playful, fun, and thought-provoking. By developing our relationships with schools we are able to reach families, children's services and youth services in the community and therefore work with people who may not otherwise engage with museums and galleries.

Bradford District is one of the youngest areas of the UK with 26% of its population under the age of 18. About 40% of pupils in Bradford district schools have English as their second language. 72% of the district's state-funded primary schools and 58% of secondary schools were rated Outstanding or Good by Ofsted in 2018/19, below the average of 82% of schools in these categories across Yorkshire and the Humber. Educational attainment and progress in Bradford district across all stages of education from early years onward is below the national average. The adult skills base in Bradford district remains relatively low, which affects productivity and potential inward investment decisions: 14% of working age people have no qualifications and 11% of the working age population claim an out-of-work benefit.<sup>5</sup>

Museums and galleries provide inspiring spaces for learning. They are different from school and can inspire teachers to communicate with their pupils in a more creative way. By

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<sup>5</sup> 2019 Indices of Deprivation, taken from <https://ubd.bradford.gov.uk/about-us/poverty-in-bradford-district/>

working creatively with museums and galleries, schools can address issues raised in their Ofsted reports, develop their teaching strategies and increase levels of attainment. Museums and galleries also form a bridge for adults to return to education and support positive family and community relationships through intergenerational learning. Creative and collection-based learning gives children and adults the tools they need to succeed in life through problem solving and real-life experiences that they don't encounter elsewhere.

## Actions

- **We will work with partners within and outside the council to make Bradford a UNICEF Child Friendly City.** We will ensure that the voices, needs, priorities and rights of children are an integral part of our policies, programmes and decisions and that children's rights are respected. We will work to ensure that children have the opportunity to shape our service through participation and that all children have the opportunity and confidence to exercise their right to culture.
- **We will develop a dynamic, ambitious and responsive offer for families and children** across our sites, working with internal and external partners to reach families who do not currently engage with our service and support local need. We will use our relationships with the schools near our sites to encourage more visits from local families by developing projects and programmes that engage whole families with their children's work. In doing this we will also support schools with parental engagement strategies.
- **We will work with the district's primary and secondary schools** as a key partner in the Culture Is Our Plan initiative to co-create a bespoke Bradford Curriculum with children and young people, building our relationships with schools and helping young people to develop a sense of place, community and pride in where they live. We will continue to work with the Bradford Cultural Education Partnership as a means of reaching schools and working collaboratively with other cultural sector organisations in the district to support Culture Is Our Plan and other shared strategic objectives.
- **We will deepen our relationships with local primary and secondary schools within walking distance of our sites,** aiming to host at least one year group visit per academic year and to work with schools to embed our offer within their ongoing curriculum. We will develop and refine our schools workshops, developing new place-based culture and heritage curriculum content with primary and secondary schools based on 'Proud to be from Bradford' including untold stories and local history, STEAM education, and our flagship Art and Science of Noticing methodology in a secondary education context. Through this we will support teachers to narrow the attainment gap between children in Bradford district and the national average.
- **We will increase earned income** by marketing our most popular curriculum-linked workshops outside the district while maintaining our ability to create bespoke workshops with our ambitious good user schools.
- **We will develop our digital learning provision,** building on our learning from the Covid 19 pandemic to create a blended learning approach that uses digital engagement to support, rather than replace, on-site school visits. We will use digital to develop and support teacher networks, helping to raise the standard of teaching in Bradford district schools by enabling teachers to bring greater creativity and

innovation into the classroom. We will work with the Bradford Cultural Education Partnership to develop our digital skills and maximise the impact of this work.

- **We will work with Born in Bradford**, a unique and internationally renowned research institute based at Bradford Royal Infirmary, to understand the impact of heritage and cultural learning on children's lives and opportunities.
- **We will create more opportunities for adults to learn creatively through our museums and galleries**, working with partners including Bradford Libraries and Bradford College's Community Education department to take learning opportunities out into communities through our venues.



*Children from Westbourne Primary School interview artist Bhajan Hunjan to find out how she made the artwork 'One and the Many' as part of their Arts Award programme at Cartwright Hall (image: Tim Smith).*

## **Priority 4: To support Climate Emergency awareness, action and sustainable growth principles throughout everything we do.**

*Council priority: A Sustainable District. We will make it easier for individuals, households and businesses to adapt, change and innovate to help address the climate emergency, reduce carbon and use resources sustainably.*

### **Our ambition**

By 2032 we will have seen significant investment in our museum buildings, affirming their significance as historic buildings in their own right and contemporary community hubs owned and loved by the people of Bradford district. We will have secured external funding for prioritised capital development programmes to safeguard our estate in line with community need, and to create our innovative, sector-leading Green Collections Hub in Shipley.

### **Context**

Our historic buildings are iconic places within Bradford's communities and evoke strong memories. Our buildings and collections have been built up over time as assets for the long term benefit of the people of Bradford district. We act as custodians to conserve and develop them into the future. The historic estate brings with it challenges of maintenance and conservation, and must be managed in a way that prioritises environmental benefit and sustainable growth as well as supporting the current and future needs of our citizens.

Bradford Council declared a Climate Emergency in 2019 and is a member of the Leeds City Region Climate Coalition. Bradford's Sustainable Development Partnership works at all levels from grassroots to large infrastructure projects to address the climate emergency. Bradford District Museums and Galleries have already made significant progress in prioritising environmental sustainability. We have reduced our carbon footprint and energy usage by installing solar panels at Bradford Industrial Museum, LED lighting across all sites and automatic light sensors where safe and practical to do so. A sustainability statement is included in all our exhibition policies. In 2022 we will launch an exhibition on climate change, and our learning team have begun developing workshops on climate and biodiversity.

### **Actions**

We will:

- **Work with colleagues to develop a Maintenance and Repair Plan and Investment Strategy for each of our historic buildings.** We will focus on pre-emptive and proactive maintenance as the most financially and environmentally sustainable approach to our historic estate.
- **Seek significant external investment to support prioritised improvements to our buildings and facilities** to enable us to further improve visitor facilities and environmental sustainability.

- **Develop the business case and feasibility study for our innovative, flagship Green Collections Hub** which has environmental sustainability at its heart. This innovative capital project will develop a sector-leading sustainable approach to preventive conservation and develop collection management practices that go beyond established professional standards in collections documentation and care. It will create a new visitor attraction for Shipley and enable us to make more of our stored collections available for learning, creativity and research.
- **Use our buildings, collections and open spaces to develop programmes and projects that highlight the Climate Emergency** and spur our audiences into action.
- **Improve our waste recycling rates** and sustainable energy use across all our business activities.



*School children and families worked with Cliffe Castle to learn about the importance of pollinators to biodiversity through the museum collection and creative art activities. Part of Keighley Arts and Film Festival, October 2021.*



## **Priority 5: To support a strong economy through Bradford district by developing people’s skills, diversifying our workforce, working efficiently, and diversifying our income sources.**

*Council priority: Better Skills, More Good Jobs and a Growing Economy. We will grow our local economy in an inclusive and sustainable way by increasing productivity and supporting businesses to innovate, invest and create great jobs.*

*Council priority: An Enabling Council. We will be a council that is a great place to work and reflects the communities we serve. Our people will have the tools to do their jobs effectively. We will manage our resources well and seize all opportunities to bring funding into the district. We will provide good, accessible services.*

### **Our Ambition**

By 2032 the museum service will be recognised as a significant contributor to Bradford’s ambitions for skills, jobs and the local economy. We will be delivering programmes to support skill development and readiness for work across all our sites and will have secured investment to enable us to create new skilled jobs, particularly through our Green Collections Hub. Our business model will be more diversified, with an increase in the income we generate from corporate hire, retail, catering and other commercial activity to enable us to reinvest in the services we offer the people of Bradford district. We will have made connections between Bradford district’s new industries and the history of innovation and creativity represented in our collections. Our diverse, highly skilled workforce will be fully reflective of the whole of Bradford district’s communities.

### **Context**

Museums and galleries are significant contributors to their local economy: they provide high quality skilled jobs and routes into work through volunteering and skill development, and they attract new visitors to their localities resulting in secondary spend and investment. Culture Is Our Plan recognises the sector’s rich contribution to economic and social wellbeing across Bradford district.

Bradford’s economy has many powerful assets including a vibrant small and medium enterprise sector and a number of nationally significant businesses. However, it contains pockets of economic wealth and deprivation. Bradford district is ranked the 13<sup>th</sup> most deprived local authority in England and the second most deprived in the Yorkshire and Humber region according to the 2019 English Indices of Deprivation<sup>6</sup>. Within this it is the 5<sup>th</sup> most income deprived and 6<sup>th</sup> most employment deprived local authority in England. However, to illustrate the district’s economic diversity, Wharfedale ward is within the 10% least deprived wards in England and in March 2021 the Sunday Times named the town of Ilkley the best place to live in the North and North-East of England.<sup>7</sup>

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<sup>6</sup> The data in this section is taken from <https://ubd.bradford.gov.uk/about-us/poverty-in-bradford-district/>

<sup>7</sup> <https://www.ilkleygazette.co.uk/news/19187520.ilkley-named-best-place-live-north-northeast-england/>

All four of our museum venues sit within wards that are among the 10% most deprived in England. Our museums are therefore located in communities experiencing significant need and we recognise the important role we have to play in supporting local economic development. Our work will support Bradford district to meet the challenges of the future, including helping people into education and training they need to get highly skilled jobs and supporting the young people, low-paid workers and people from non-white backgrounds who have been hardest hit by the Covid 19 pandemic.

## Actions

We will:

- **Contribute to the economic regeneration of Shipley** through the Green Collections Hub which will create new, high quality jobs and volunteering opportunities both during and after its development and create a new visitor destination that will attract more people to the area. The Green Collections Hub will reduce future operational costs through a financially and environmentally sustainable approach to preventive conservation.
- **Develop inclusive practice in recruitment, training and retention**, working with museum sector partners regionally and nationally to drive change so that we create a workforce that is fully reflective of the diversity of Bradford district. We will work with human resource professionals within the Council to explore and test innovations that will make our recruitment more inclusive across the Council.
- **Address existing barriers to participation** in the museum workforce through volunteering, apprenticeships, work placements, and working with partners to explore new routes into the profession particularly for people from communities that are currently under-represented in museum work. Our Equality, Diversity and Inclusion Plan will promote equality and diversity in all aspects of our workforce management and development.
- **Support Bradford district people to develop skills for life and for employment** by providing high quality supported volunteering and personal development opportunities for people from across our communities.
- **Develop our business model**, generating new sources of income through fundraising and earned income. We will develop our retail, catering and corporate hire offers to increase income generation and build the profile of the service. This will need investment to ensure that our services and buildings are able to meet the expectations of our target audiences.
- **Develop new revenue streams through building relationships between our collections and relevant local industries**, working ethically to ensure that collections care, ethical standards and sustainability are prioritised.

## **Priority 6: To work in partnership to ensure that everyone in Bradford district has access to ambitious, world class art, heritage and cultural experiences.**

### **Our Ambition**

We believe the people of Bradford district are entitled to enjoy and participate in world class art, heritage and cultural experiences. We will work together with partners within and outside the cultural sector to maximise these opportunities for the people of Bradford district, West Yorkshire and beyond, securing national and international recognition and investment for our work.

### **Context**

BDMG's buildings and collections are world class. Bradford district's museums and galleries have long been at the forefront of innovative practice in collecting, cultural engagement and cultural and creative learning practices. We have continued to innovate through challenging circumstances, working to support and develop communities in one of the most disadvantaged districts in the country. We believe in the transformative impact that high quality arts, heritage and culture can have on people's lives.

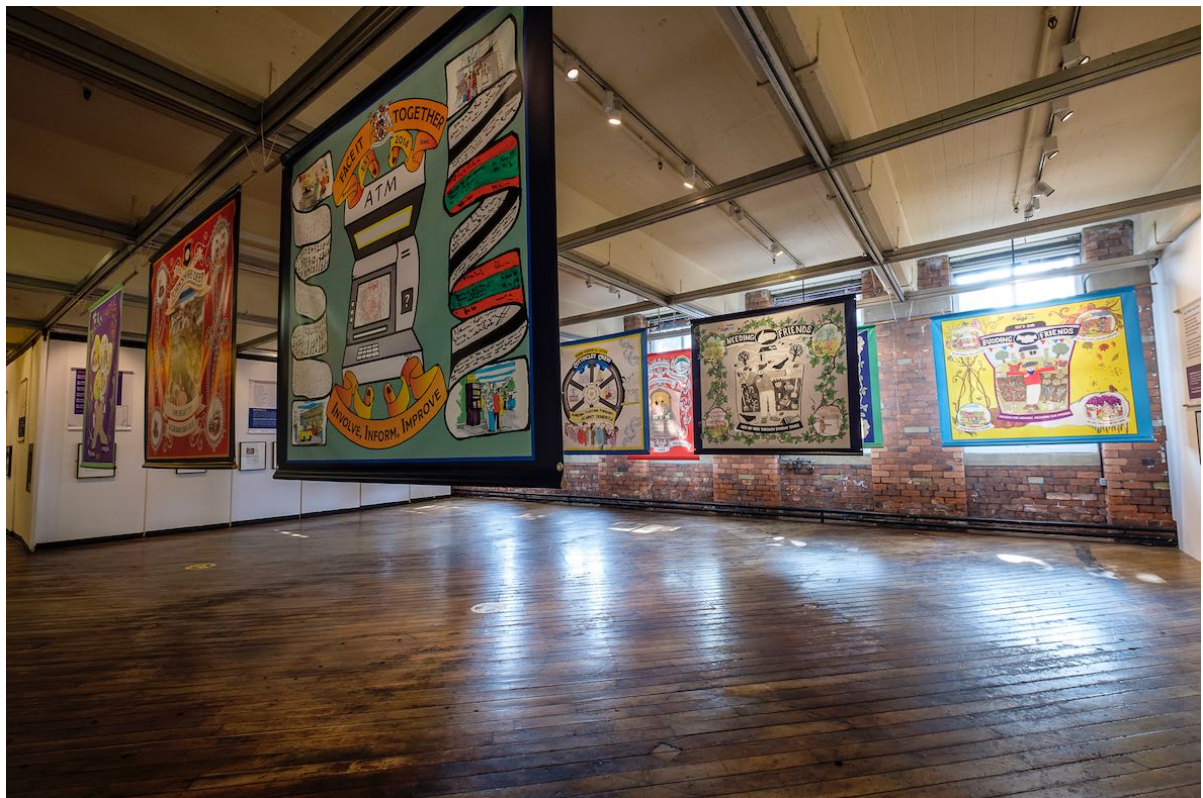
BDMG is part of a vibrant and diverse arts, cultural and heritage sector that reaches across the district and includes national museums (National Science and Media Museum), independent museums such as the Bronte Parsonage Museum and Peace Museum, Saltaire Archive and World Heritage Site, Ilkley Manor House Trust, Bradford Police Museum and the Keighley and Worth Valley Railway. By working effectively in partnership we can maximise the benefit of all our work.

### **Actions**

We will:

- **Develop and deepen our partnership work and networking activity** with arts, heritage, cultural and community organisations across the district to maximise the impact for people and communities. We will contribute as a key partner to the delivery of Culture Is Our Plan and to bringing the Capital of Culture to Bradford in 2025.
- **Work to secure significant revenue investment from national funding bodies** that reflect the importance of Bradford's collections and stories and the size and diversity of its population.
- **Deliver high profile exhibitions and programming** that attract visitors from a wider catchment across the north of England and raise the profile of our work. This will include a complete rehang of the permanent galleries at Cartwright Hall working in partnership with our communities and involving a high profile visiting curator.
- **Share our expertise and knowledge** more widely through district-wide, regional and national networks.

- **Develop our international connections** through the British Council, international World Heritage Site networks, and the Islamic Art Subject Specialist Network in order to promote our significant collections and bring international loans and expertise to Bradford district.
- **Promote our work more effectively** through marketing, public relations, networking and advocacy.
- **Work in partnership with our Friends and Supporters Groups**, including Friends of Bradford's Museums and Galleries , Cliffe Castle Support Group and other support groups across the District in pairs and communities to maximise our shared impact.



*In the 'A Life More Ordinary' project, people living with dementia and their carers worked with artists, designers and poets to create a series of sixteen large banners to campaign for a better understanding and representation of people living with dementia. The banners are on display at Bradford Industrial Museum (image: Phil Jackson).*



## Report of the Strategic Director, Place to the meeting of the Executive to be held on 1<sup>st</sup> February 2022

**BB**

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### NOT FOR PUBLICATION

Appendix A is marked 'Not for Publication' on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

### Subject:

Bereavement Services Strategy – Crematoria Programme Update

### Summary statement:

A progress update on delivery Crematoria within the adopted Bereavement Strategy.

### Equality & Diversity:

The Bereavement Services Strategy aims to deliver the objectives of the Council's Organisational Equalities Culture by ensuring services are well run, fit for purpose, and fair and inclusive in their approach. The Strategy recognises and supports equality of opportunity between different groups, particularly religious in nature, through provision of relevant, accessible and in some cases bespoke services.

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Jason Longhurst – Strategic Director, **Portfolio:**  
Place

Healthy People and Places

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**Overview & Scrutiny Area:**

Regeneration and Environment

## 1 SUMMARY

To provide an update on the delivery of Crematoria within the adopted Bereavement Strategy including increases in the programme costs and to request approval for additional funding for the programme.

## 2 BACKGROUND

The Bereavement Services Strategy was adopted in November 2016 covering future development of the Council's cemeteries and crematoria, including the refurbishment of Oakworth Crematorium and new provision in Heaton and Bierley.

There have been previous executive reports (with decisions taken) presented in:

- November 2016
  - That the Strategic Director Environment & Sport, in consultation with the Director of Finance be instructed, to develop a business plan for implementation of the Bereavement Strategy including the necessary capital investment plan up to and including 2018.
  - That the Director of Finance be authorised to ensure the financial requirements of the Bereavement Strategy are incorporated in the Council's future capital investment plan.
- July 2018
  - Approve the procurement of external specialist resources to complete the feasibility stage for all 5 identified sites and subject to further approval, deliver progress to RIBA stage 3 for the design and build of two new crematoria.
  - Delegate approval of spend to the Director of Place in consultation with the S151 officer to upgrade the crematory at Oakworth Crematorium, to include mercury abatement, at the earliest opportunity
- June 2019
  - That the revised cost estimate for the refurbishment of Oakworth crematorium at £2.75m be approved
  - That the implementation of Phase II works by Rex Procter & Partners to administer the refurbishment of Oakworth Crematorium and produce detailed design and tenders for the building of two new crematoria be approved
- November 2019
  - To delegate approval of spend to the Strategic Director, Place in consultation with the S151 officer for the construction of the first new crematorium within Heaton at a cost of £9.1m subject to land acquisition and planning permission.
  - The implementation of Phase 3 and 4 works by Rex Procter & Partners to finalise the designs for the new crematoria and administer the subsequent building contracts
- January 2020
  - To delegate approval of spend to the Strategic Director, Place in consultation with the S151 officer for the construction of the second new crematorium within Bierley at a cost of £10.5m subject to land acquisition and planning permission.
- October 2021
  - Approval for the Strategic Director, Place in consultation with the Director of Finance & IT to award the contract to the successful tenderer for the construction of Heaton Crematorium as detailed in

- this report within the overall programme budget of £23 million.
- A further report to be presented to the Executive on the costs for Bierley Crematorium in due course.

### **3 PROGRESS UPDATE**

In October 2021 this committee was provided an update that detailed cost increases that were impacting the delivery of the proposed Crematorium in Heaton.

The report detailed that due to volatility in the current construction market it was anticipated that these tender returns would come in significantly higher than the original estimate.

Following validation and full evaluation of the returns, the value of the construction contract was to be £1.9 million (27%) over the original cost estimate at £8.8million.

Subsequent to that report work has continued to deliver the scheme that is proposed for Bierley. This has included progressing with negotiations to purchase the land identified and required for the development and continuing with design work to prepare a scheme ready to be tendered.

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

Due to volatility in the construction market it was anticipated that the tender returns would come in significantly higher than was estimated. Over the past 2 years a number of issues have conflated to increase demand and subsequently prices in the construction industry. Issues such as Brexit, Covid, haulage driver shortages and supply chain issues have been key influencers in this regard.

According to the latest data provided by the Department for Business, Energy and Industrial Strategy (BEIS), the price of imported sawn or planed wood jumped by more than a fifth between June and July 2021. The material is now more than 64 per cent more expensive than it was in July 2020. BEIS data also demonstrated that the price of fabricated structural steel increased by 13.5 per cent in the first quarter of 2021. This is reported as the biggest jump in cost since the government asked the Construction Leadership Council to keep tabs on material shortages and costs earlier this year. The price of structural steel is now 31.8 per cent higher than it was in April 2020. Overall material prices were up 20.1 per cent higher in July 2021 compared to 12 months ago and have jumped 4.5 per cent since June.

There was, therefore, a reasonable expectation that the returned tender bids for the construction the new Crematorium at Heaton and Bierley would exceed the historically estimated figure.

The approved overall cost estimate for the crematoria investment programme currently stands at £23m to deliver the refurbishment at Oakworth and two new crematoria using external specialist resources and including an allowance for future inflation.

Project estimates originally reported to Executive prior to January 2020:-

- Oakworth £2.75 million
- Heaton £9.1 million
- Bierley £10.5 million
- Professional services £0.65 million
- Total £23.00 million

Each individual project estimate is made up from a number of elements, the construction cost being the most significant. However, there are a number of other costs including major ones such as the acquisition of land and procurement of cremators within each project estimate.

With the inflationary pressures detailed above the current projected costs are:

- Oakworth £3.0 million
- Heaton £11.9 million
- Bierley £14.8 million
- Total £29.7 million

It should be noted that aside from the inflationary pressure detailed previously in this report the programme has also had to absorb costs from a variety of other factors:

- Professional services have been apportioned to the individual projects
- Oakworth – Additional works carried out to improve the retained chapel floor, roof and ceiling, est. £63,000
- Oakworth – Additional works to improve the retained waiting room roof and windows, est. £105,000
- Heaton – For original budgeting purposes the estimated cost of the land was assumed at £575,000 but given market interest and in order to secure the land by private treaty the amount paid including acquisition costs was £900,000.
- Bierley – For proposed terms of the land acquisition, please refer to Appendix A “Not for Publication” on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.
- Bierley – Inflation has been assumed to be applicable to the construction cost element (£9.2m) and is assumed at 10% over an 18-month period.

There is a contingency of approximately £500k included at both Heaton and Bierley.

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

- 5.1 Should the programme be halted at this point there would be significant impacts upon Bereavement Services. Not only from a financial perspective, but also offering significant reputational risk to the Council.
- 5.2 This issue has already been reported to the Council’s Project Appraisal Group (PAG) for consideration. It is their opinion that the construction cost rises are



prevalent across the industry and that with a re-profiling of borrowing then the programme remains affordable to the Council.

- 5.3 It is anticipated that there will be further inflationary pressures within the construction industry over the next 12-18 months. Any delays to the delivery of the programme will in all likelihood see costs further escalating and greater pressure on delivery of the proposed scheme.

## **6. LEGAL APPRAISAL**

- 6.1 All procurement activity must be undertaken in accordance with Council's Contract Standing Orders and in line with internal governance requirements.
- 6.2 Note that the Executive had on 7 January 2020 agreed in principle to a Compulsory Purchase Order being made pursuant to Section 226(1)(a) of the Town and Country Planning Act 1990 (as amended by Section 99 of the Planning and Compulsory Purchase Act 2004), Section 1 of the Localism Act 2011 and the Acquisition of Land Act 1981 and all other relevant and enabling powers, to secure the compulsory acquisition of the land as detailed in the report of the 7 January 2020.
- 6.3 The Council has been negotiating with landowners to acquire land by private treaty where possible rather than pursue acquisition via Compulsory Purchase Order (CPO) route. The terms negotiated for Bierley which requires consideration by the Executive is set out in Appendix A "Not for Publication" on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

The Bereavement Services Strategy aims to deliver the objectives of the Council's Organisational Equalities Culture by ensuring services are well run, fit for purpose, and fair and inclusive in their approach.

The Strategy recognises and supports equality of opportunity between different groups, particularly religious in nature, through provision of relevant, accessible and in some cases bespoke services.

Project officers in formulating and promoting a CPO have so far and at this stage, also had regard to the Council's statutory duties and obligations under the Equality Act 2010 and in particular, to the Council's obligations under Sections 149 and 150 of the said Act, by taking into account the differential impact a CPO might have on various groups of persons with protected characteristics. As a result, project officers are satisfied that no negative impact upon any protected social groups has been identified.

In addition, both schemes aim to maximise public access by being, fully DDA/Equality Act compliant and dementia friendly, with plans to consult and engage all relevant stakeholder groups throughout the design process

An Equality Impact Assessment has been included in previous reports to this committee.

## **7.2 SUSTAINABILITY IMPLICATIONS**

The strategy seeks to deliver the most sustainable service achievable over a 30-40 year period and beyond through a programme of capital investment.

The proposed new crematorium will be designed to include energy reduction and recovery systems together with more efficient cremators to reduce both fuel use and carbon footprint.

## **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

The Council's 6 cremators currently fail to comply with DEFRA's air quality emission requirements as they are not fitted with mercury abatement equipment. The strategy, when implemented in full, will include filtration equipment to all cremators in line with these regulations which aim to abate emissions of Mercury by 50% (of 2003 levels).

## **7.4 COMMUNITY SAFETY IMPLICATIONS**

There are no known Community Safety Implications arising from this report.

## **7.5 HUMAN RIGHTS ACT**

There are no known Human Rights Implications arising from this report.

## **7.6 TRADE UNION**

There are no significant staffing implications arising from this report although the Trade Unions will be consulted as required through the Council's IR Framework.

## **7.7 IMPLICATIONS FOR CORPORATE PARENTING**

There are no known corporate parenting implications arising from this report.

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

Implementation of the Bereavement Service strategy will not affect the current and compliant processes in place to ensure privacy of personal data in accordance with the legislation in place.

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

Appendix A – Bierley Land Acquisition Terms

## **9. OPTIONS**

**Option A** - Officers are instructed to progress with delivery of the scheme at Bierley and to utilise additional capital funding up to a value of £29.7million.

**Option B** - Delivery of the scheme at Bierley is halted until market conditions stabilise and the project can be delivered at a significantly lower value than is currently anticipated. There is no indication that there will be a return to prices of pre pandemic / Brexit levels and inflationary pressure are likely to continue.

## **10. RECOMMENDATIONS**

That the Executive approves the following recommendations -

- 10.1 Approval for the Strategic Director, Place in consultation with the Director of Finance & IT to progress with the delivery of the Bereavement Investment Plan as detailed in this report within a revised overall programme budget of £29.7 million.
- 10.2 Approval for the Strategic Director of Place in conjunction with the Strategic Director of Corporate Resources and in consultation with the City Solicitor to agree and finalise the terms of the acquisition of the land at Bierley as set out in Appendix A.

## **11. APPENDICES**

Appendix A – Bierley Land Acquisition “Not for Publication” on the grounds that it contains exempt information within paragraph 3 (Information relating to Financial or Business Affairs) Schedule 12 A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

## **12. BACKGROUND DOCUMENTS**

Executive Reports of:

- November 2016
- July 2018
- June 2019
- November 2019
- January 2020
- October 2021

