



## Agenda for a meeting of the Executive to be held on Tuesday, 6 December 2022 at 10.30 am in Council Chamber - City Hall, Bradford

### 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.

### From:

Asif Ibrahim

Director of Legal and Governance

Agenda Contact: Jill Bell / Yusuf Patel

Phone: 01274 434580/4579

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

### To:

## A. PROCEDURAL ITEMS

### 1. DISCLOSURES OF INTEREST

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

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

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

#### **Notes:**

- (1) *Members must consider their interests, and act according to the following:*

#### **Type of Interest**

#### **You must:**

*Disclosable Pecuniary Interests*

*Disclose the interest; not participate in the discussion or vote; and leave the meeting unless you have a dispensation.*

*Other Registrable Interests (Directly Related)*

*Disclose the interest; speak on the item only if the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting unless you have a dispensation.*

**OR**

*Non-Registrable Interests (Directly Related)*

*Other Registrable Interests (Affects)*

*Disclose the interest; remain in the meeting participate and vote unless the matter affects the financial interest or well-being*

**OR**

*Non-Registrable Interests (Affects)*

*(a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and  
(b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest;*

*in which case speak on the item only if the public are also allowed to speak but otherwise not do not participate in the discussion or vote; and leave the meeting unless you have a dispensation.*

- (2) *Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*

- (3) *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.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

## **2. MINUTES**

**Recommended –**

**That the minutes of the meetings held on 4 October and 1 November 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

<b>LEADER OF COUNCIL &amp; CORPORATE</b>
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*(Councillor Hinchcliffe)*

### 5. BRADFORD EAST LOCALITY PLAN 2022-25

1 - 80

The Strategic Director Place will submit a report (**Document “AC”**) which sets out the Bradford East Locality Plan, and the associated Ward Plans, for 2022-25.

**Recommended –**

**That the Executive:**

- (1) Review and recommend any amendments to the draft Bradford East Locality Plan 2022-25, as set out in Appendix A to Document “AC”.**
- (2) Agree that the Bradford East Area Co-ordinator and Chair of Bradford East Area Committee presents a progress report to the Executive in 12 months, setting out the progress and achievements made for each of the priorities detailed in the Bradford East Locality Plan 2022-25.**

Overview & Scrutiny Area: Health and Social Care

(Louise Williams 01274 431066)

### 6. PARENTAL LEAVE POLICY FOR ELECTED MEMBERS

81 - 90

The Director of Legal and Governance will submit a report (**Document “AD”**) which asks Executive to consider the draft Parental Leave Policy for Elected Members (“the Policy”) as set out in Appendix A and to decide whether to recommend to Council its adoption.

**Recommended –**

- (1) That Executive agrees the draft Parental Leave Policy for Elected Members as set out in Appendix A to Document “AD”, and recommends to Council that the Policy be adopted, subject to realignment with the Members` Allowance Scheme.**
- (2) That if the Policy is agreed by Executive and adopted by Council, the Policy is kept under review with the first review being undertaken after one year of adoption.**

Overview & Scrutiny Committee: Corporate

(Mandy Hill - 07814 779101)

## C. PORTFOLIO ITEMS

### HEALTHY PEOPLE AND PLACES PORTFOLIO

*(Councillor Ferriby)*

**7. SEEKING APPROVAL TO COMMENCE A CONSULTATION ON PROPOSED CHANGES TO ADULT SOCIAL CARE NON RESIDENTIAL CHARGES PROMPTED BY THE GOVERNMENT'S ADULT CARE REFORM AGENDA**

91 - 110

The Strategic Director, Health and Wellbeing will submit a report (**Document "AE"**) which seeks approval for a consultation on proposed changes to Adult Social Care Service non-residential charges from April 2023 prompted by the Government's Adult Care Reform agenda.

**Recommended –**

- (1) That the Executive, following consideration of the issues raised within this report, and the equality impact assessment set out in Appendix 1 to Document "AE", authorises the Strategic Director for Health and Wellbeing to undertake the consultation with the key stakeholders ensuring that due regard is made to the Council's public sector duty as set out in the Equality Act 2010.**
- (2) That the Executive agrees for the findings from the consultation exercise to be brought back to its meeting in February for due consideration.**

Overview & Scrutiny Area: Health and Social Care Overview and Scrutiny

(Jane Wood - 01274 437312)

## REGENERATION, PLANNING & TRANSPORT PORTFOLIO

*(Councillor Ross-Shaw)*

8. **PROCUREMENT OF CONTRACTS WITH A TOTAL VALUE IN EXCESS OF £24 MILLION (BASED ON 3 YEARS +1 +1) TO MEET THE REQUIREMENTS OF SERVICE USERS FOR FACILITIES MANAGEMENT, CATERING AND CLEANING SERVICES** 111 - 118

The Strategic Director of Corporate Resources will submit a report (**Document “AF”**) which sets out the details of the contracts that Facilities Management Catering & Cleaning Services propose to tender and the timelines to ensure compliance with the Council’s Contract Standing Orders, Financial Regulations and UK procurement legislation.

**Recommended –**

**Executive is recommended to:**

- (1) **Approve the re-tendering of the contracts for food & cleaning consumables as set out in Document “AF”**
- (2) **Authority to be given to the Strategic Director Corporate Resources in consultation with the Leader and Portfolio Holder to award the contracts to the successful tenderers.**

Overview & Scrutiny Area: Corporate Resources

(Paul Charity - 01274 431427)

9. **KEIGHLEY NEIGHBOURHOOD DEVELOPMENT PLAN - NEIGHBOURHOOD AREA DESIGNATION** 119 - 130

The Strategic Director Place will submit a report (**Document “AG”**) which sets out the application for Neighbourhood Area designation submitted by Keighley Town Council (the Town Council) to City of Bradford Metropolitan District Council (the Council).

**Recommended –**

**That the Neighbourhood Area Application submitted by Keighley Town Council be approved in line with the Council’s powers under section 61(G) to the Town and Country Planning Act 1990 to designate the Keighley Town Council area as a neighbourhood area, and that the Assistant Director (Planning, Transportation & Highways) be authorised to arrange formal publication in line with the relevant Regulations.**

Overview & Scrutiny Area: Regeneration and Economy

(Andrew Marshall - 01274 434050)

10. **EXCLUSION OF THE PUBLIC**

**Recommended –**

**That the public be excluded from the meeting during consideration of the item relating to the Bradford Live project 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 (Finance 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.**

11. **BRADFORD LIVE PROJECT UPDATE**

131 -  
156

The Strategic Director Corporate Resources will submit a report (**Not For Publication Document AH**) which provides an update on the Bradford Live Project.

**Recommended –**

**That the recommendations contained in the NFP Document “AH” be approved.**

Overview & Scrutiny Committee: Corporate, Regeneration & Economy

(Christophe Hamard)

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

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 22 July 2022 ([Please click here for minutes link](#)).

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## **Report of the Strategic Director of the Department of Place to the meeting of the Executive to be held on Wednesday 6<sup>th</sup> December 2022**

**AC**

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### **Subject:**

Bradford East Locality Plan 2022-25

### **Summary statement:**

As part of the Council-wide programme of 'Strengthening Locality Working', the Neighbourhood Service is working with other Council services and partner agencies to develop five Locality Plans, one for each constituency that make up the Bradford District. This report sets out the Bradford East Locality Plan, and the associated Ward Plans, for 2022-25.

### **EQUALITY & DIVERSITY:**

The Locality Plans are being developed in consultation with a wide variety of partners, community groups and residents with the aim of ensuring that the voices of all communities in the Area are heard.

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Alan Lunt, Interim Strategic Director of Place

Report Contact: Louise Williams  
Bradford East Area Coordinator  
Phone: (01274) 431066  
E-mail: [louise.williams@bradford.gov.uk](mailto:louise.williams@bradford.gov.uk)

### **Portfolio:**

Leader of the Council

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

Health and Social Care

## 1. SUMMARY

As part of the Council-wide programme of 'Strengthening Locality Working', the Neighbourhood Service is working with other Council services and partner agencies to develop five Locality Plans, one for each constituency that make up the Bradford District. This report sets out the Bradford East Locality Plan, and the associated Ward Plans, for 2022-25.

## 2. BACKGROUND

- 2.1 The vision for the Strengthening Locality Working approach is to build safe, strong and active localities where citizens and local leaders are empowered to work alongside public agencies and partners to address local needs and issues. Working collaboratively and creatively, they utilise local assets, resources and opportunities to enhance community capacity and tackle inequalities. People are at the heart of service design and delivery, and experience coordinated support within their localities and only need to tell their story once. A stronger focus on prevention and early help promotes better outcomes for local people and helps reduce the need for statutory interventions wherever possible.
- 2.2 To achieve the vision the project advocates a stronger role for Bradford Council and its partners as a leader and place shaper, aligning delivery and resources, renewing the emphasis on the role of Area Committees and supporting local councillors in their capacity as democratic champions.
- 2.3 The project has seen the strengthening of resource and capability within the Neighbourhood Service, including the recruitment of 15 Assistant Ward Officers and five Stronger Communities Engagement Officers and a broadening of the role and influence of Area Co-ordinators as convenors of place across the district teams.
- 2.5 This work is underpinned by developing arrangements for a Council-wide locality approach to prevention and early help that promotes collaboration between Council colleagues (and then with wider partners) to better support individuals, families and communities across the District. By prevention we mean, preventing or delaying problems from arising in the first place so that everyone across the Bradford District – whatever locality they come from – can live a long, healthy, and full life. In turn, Early Help is about tackling problems head-on when they emerge, intervening early before problems escalate. At the heart of both Prevention and Early Help is a constant focus on **what's strong, not what's wrong**. We work closely with communities to make the most of their assets, resources and opportunities, empowering citizens and local leaders to work alongside public agencies and partners to address local needs in a collaborative and creative way.
- 2.6 Delivered well, the project will:
  - Increase organisational resilience through a common understanding and approach to locality working;
  - Evidence outcomes delivered against the Council and District plan priorities;
  - Promote community capacity and improve outcomes to be delivered for communities;

- Reduce inequalities and improve access to support for individuals and communities and
  - Allow individuals and communities to access multi-disciplinary early help that ultimately prevents/reduces/delays the need for intervention by statutory services.
- 2.7 Work has been undertaken with District Councillors and partner agencies to inform the development of the locality plan through a range of consultation and events including focus groups, surveys, Ward-based priority setting events and a Bradford East conference held on 24 May 2022.
- 2.8 This report presents the draft Bradford East Locality Plan 2022-25 (Appendix A) and the six Bradford East Ward Plans (Appendix B) for consideration.
- 2.9 'Bradford East Locality Plan 2022 – 2025' was agreed by Bradford East Area Committee at its meeting held on 28 September 2022.

### **3. OTHER CONSIDERATIONS**

- 3.1 The Locality Plan sets out priorities for Bradford East, working with its partner agencies, communities and residents to address over the coming 3 years. This is building on the work that Bradford Council, its partners and communities have undertaken over recent years.

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

- 4.1.1 This work falls within the current budget and resources of the Neighbourhood Service and other Council resources that are available for the Strengthening Locality Working programme.
- 4.1.2 The Locality and Ward Plans priorities assist the Area Committee in its place-based area management role, and to inform the allocation of Area Committee budgets.
- 4.1.3 Officer support for co-ordination to take forward the Locality and Ward Plans will be provided by the Bradford East Area Co-ordinator's Office.
- 4.1.4 The Bradford East Locality and Ward Plans 2022 – 2025 are used to inform the budget-setting processes and service-planning throughout the authority and partners.
- 4.1.5 The Bradford East Locality and Ward Plans 2022 – 2025 will be shared with key service-providers such as the Police, Health, social housing landlords and community organisations to request that these Plans be used to inform their own priority-setting processes.

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

- 5.1 A key purpose of Strengthening Locality working is to reduce the demand on services.

## **6. LEGAL APPRAISAL**

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

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

7.1.1 One of the key themes in the Locality Plan aims to increase sustainability across the Area. The locality and Ward Plans provide more details on a range of actions, approaches, outcomes and indicators that address a range of Community Safety issues including anti-social behaviour.

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

7.2.1 Locality approaches should reduce travel.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

7.3.1 Community Safety issues will be addressed within the Locality Plan. The locality and Ward Plans provide more details on a range of actions, approaches, outcomes and indicators that address a range of Community Safety issues including anti-social behaviour.

### **7.4 HUMAN RIGHTS ACT**

7.4.1 There are no known issues.

### **7.5 TRADE UNION**

7.5.1 There are no known issues.

### **7.6 WARD IMPLICATIONS**

7.6.1 There will be positive implications for all Wards in the Bradford East Area if the Strengthening Locality Working programme achieves its objectives.

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

7.7.1 The views of young people have been considered in the development of the Locality Plan through a district wide survey and through consultation in Youth Work settings. It is hoped that through taking action in line with the priorities set out in the Locality Plan that the outcomes for children and young people across a range of priorities will be improved.

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

7.8.1 There are no known issues.

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

- 8.1 There are no not for publication documents.

## **9. OPTIONS**

- 9.1 As the approval of a Locality Plan is a decision of the relevant Area Committee, this report is presented to the Executive for information, discussion and comment.

## **10. RECOMMENDATIONS**

That the Executive:

- 10.1 Review and recommend any amendments to the draft Bradford East Locality Plan 2022-25, as set out in Appendix A of this report.
- 10.2 Agree that the Bradford East Area Co-ordinator and Chair of Bradford East Area Committee presents a progress report to the Executive in 12 months, setting out the progress and achievements made for each of the priorities detailed in the Bradford East Locality Plan 2022-25.

## **11. APPENDICES**

- 11.1 Appendix A: Draft Bradford East Locality Plan 2022-25.
- 11.2 Appendix B: Bradford East Locality Ward Plans 2022-25.

## **12. BACKGROUND DOCUMENTS**

'Locality working review: Bradford East Approach and creating Localities Plans for the area' (Document G) considered by the Bradford East Area Committee at its meeting held on 8 December 2021.

'Bradford East Locality Plan 2022 - 2025' considered by Bradford East Area Committee at its meeting on 28<sup>th</sup> September 2022.

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# Bradford East Locality Plan 2022-25

Developed and delivered in partnership with local Councillors, partner agencies, voluntary, community and faith organisations and residents

# Foreword

## Bradford East Area Committee Chair – Cllr Zafar Iqbal and Area Co-ordinator – Louise Williams

- The Bradford East Locality Plan (2022-25) *has been developed* during a period of unprecedented challenge and uncertainty as we continue to work alongside residents, communities and local partners to tackle Covid-19 and its effects on our communities.
- The response and support by individuals, communities and local partners across the Bradford East constituency during the Pandemic has been phenomenal.
- The residents of Bradford East, and all the villages and towns that make up the constituency, have truly demonstrated that **People Can** make a difference, highlighting key strengths and further potential.
- We want the Bradford East Locality Plan to be ambitious and forward thinking. Our vision is to build safe, strong and active communities where local voices are heard and citizens are empowered to work alongside public agencies and partners to address the needs and issues of the locality. We will concentrate on **our strengths and assets** to enhance **community capacity** and **tackle inequalities**.
- It is important that we focus on **prevention** as well as **intervening early** when problems do emerge so that everyone can live a long, healthy, and full life.
- We understand that Bradford East forms an important part of wider **plans for the District**. This is why we have aligned our locality wide and ward specific priorities to the **District Priority Outcomes**: Better Skills, More Good Jobs and a Growing Economy, Decent Homes, Good Start, Great Schools, Better Health, Better Lives, Strong, Safe and Active Communities, and a Sustainable District.



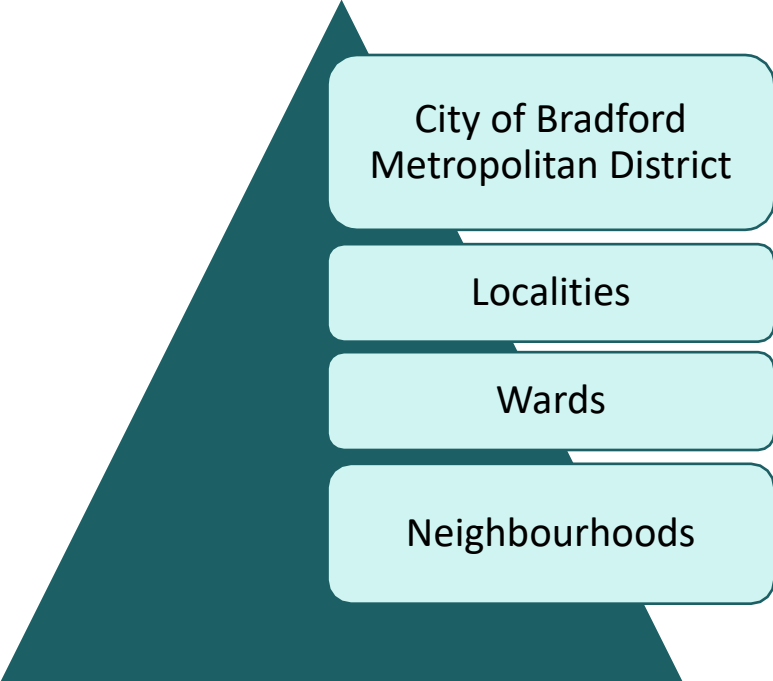
Cllr Zafar Iqbal  
Chair of Bradford East Area Committee

This plan is everybody's business!  
To make a significant positive difference in the  
Bradford East Area, we need everybody to get  
involved.

Louise Williams  
Bradford East Area Coordinator



# Definition of Terms



City of Bradford  
Metropolitan District

Localities

Wards

Neighbourhoods

There are 3 important levels at which decisions are made across Bradford; District, Locality and Ward. Sub-ward level neighbourhoods exist through a more informal arrangement.

## **Locality:**

The physical geographies in which locality working is delivered; primarily the 5 constituencies of Keighley, Shipley, Bradford West, Bradford East and Bradford South. Also known as an 'Area'.

## **Ward:**

An administrative division of a locality that elects and is represented by 3 ward councillors. There are 6 wards per locality and 30 wards in total.

## **Neighbourhood:**

At sub-ward level, residents may identify with a particular neighbourhood e.g. Braithwaite. This is a more informal local structure.

## **Prevention:**

Preventing or delaying problems from arising in the first place so that everyone across the Bradford District – whatever locality they come from – can live a long, healthy, and full life.

## **Early Help:**

Tackling problems head-on as soon as they emerge, intervening early before problems escalate.

# About the Locality Plan

## What is the plan?

- A working document for what we want to achieve to create as good a quality of life as possible for the people living here.
- It includes information about our strengths, needs and issues and informs our key local priorities.
- Some priorities are relevant to the whole of Bradford East while others are ward specific.

## Why have one?

- It will focus our attention on the key strengths and challenges in Bradford East and help address them.
- It focusses on prevention and early help, so that everyone can live a long, healthy and full life.
- It makes sure that what we do locally is aligned to the bigger plans for the whole Bradford District.

## How did we develop it?

- We used the latest local data and intelligence.
- We heard from a wide range of local voices including Cllrs, residents, colleagues in our partner agencies and in voluntary, community and faith organisations.
- A public perception survey was used and the Plan has been agreed by the Area Committee.

## How do we deliver it?

- Now we know our key priorities, we can develop a detailed action plan to help us deliver them. An action log will help us track positive impact and helps make sure everybody involved knows what else we need to do.
- The Area Committee monitors the plan to make sure we're making progress.

## Who's involved?

- Everybody living in Bradford East can make a difference!
- Local services and organisations will all work together with local people and communities to address our key priorities.



**What are the Bradford District Priority Outcomes (2021-25)?**  
Better Skills, More Good Jobs and a Growing Economy; Decent Homes, Good Start, Great Schools; Better Health, Better Lives; Strong, Safe and Active Communities; and a Sustainable District.

# Bradford East Locality Today

The Bradford East Locality covers a diverse area, from Bradford city centre to Apperley Bridge.



Electoral Wards	Neighbourhoods within each ward
Bolton & Undercliffe	Bolton, Swain House, Undercliffe
Bowling & Barkerend	Barkerend, Cutler Heights, East Bowling, Laisterdyke, Swaine Green
Bradford Moor	Bradford Moor, Laisterdyke, Thornbury
Eccleshill	Eccleshill, Fagley, Thorpe Edge, Ravenscliffe
Idle & Thackley	Apperley Bridge, Greengates, Idle, Thackley
Little Horton	Canterbury, Little Horton, Marshfields, West Bowling

Population Count as of  
2020:  
121,952

Age Distribution:  
0-19 – 40,312  
20-39 – 33,518  
40-69 – 37,797  
70 – 85+ - 9,018

Ethnic Breakdown:  
White – 60,446  
Asian/Asian British – 44,750  
Mixed/Multiple ethnic group – 3526  
Black/African/Caribbean/Black British – 2794  
Other ethnic group - 2304

Religious Breakdown:  
Muslim – 36.94%  
Christian – 36.82%  
No Religion – 17.14%  
Religion Not Stated – 5.79%  
Sikh – 2.15%  
Hindu – 0.74%  
Other – 0.24%  
Buddhist – 0.11%  
Jewish – 0.03%

You can find out more about Bradford East locality here

- [Public Health Profile - JSNA](#)
- [Bradford Observatory](#)

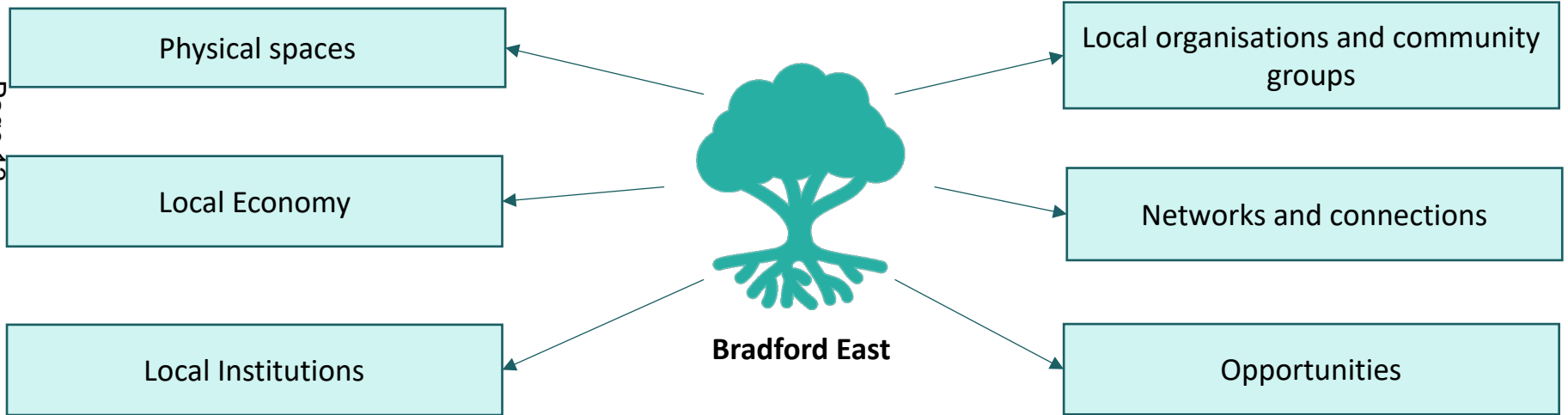
# Bradford East Locality – Achievements and Investments

There is a strong sense of community in neighbourhoods in Bradford East. Although people are facing challenges, they stick together and support each other. This was evidenced during the Pandemic when faith-based organisations and voluntary groups mobilised with hundreds of volunteers to support people with food, shopping, befriending and much more. Through the priorities in this Plan, we are hoping to empower local people and businesses to work collaboratively with partners to strengthen community-led approaches.

Bradford Council is committed to continuing to invest in Bradford East. Projects delivered as part of the Active Travel Programme to encourage walking and cycling will be complemented by the conversion of Wakefield Road to a bus and cycle priority corridor. The City Connect Superhighway, segregated cycle route, links Bradford to Leeds and the multi-million pound junction improvement at Greengates has improved pedestrian facilities and reduced traffic congestion. The Council is working with Canal Road Urban Village Ltd to deliver over 1,200 properties and commercial units along the centre section of the Canal Road Corridor.

Significant improvements have been carried out in parks and following an extensive refurbishment of Bowing Pool in 2020, a new fitness facility opened at the site in early 2022. Better Start Bradford started delivery of a 10 year £50 million test and learn programme in 2015 working with pregnant women and children aged 0-3 and their families to improve child outcomes and school readiness in 3 wards in Bradford East.

# Our Strengths



# Your Local Neighbourhood Service Team and Councillors

## Bradford East Locality

Area Committee Chair: Cllr Zafar Iqbal

Area Coordinator: Louise Williams

### Bolton & Undercliffe



Councillor  
Suhail Choudhry



Councillor  
Simon  
Cunningham



Councillor  
Julie  
Humphreys

Ward Officer: Jess Mallison

Assistant Ward Officer:

### Bowling & Barkerend



Councillor  
Imran Khan



Councillor  
Rizwana Jamil



Councillor  
Hassan Khan

Ward Officer: Nadia Hussain & Samina Ali

Assistant Ward Officer: Omar Ashraf

### Bradford Moor



Councillor  
Riaz Ahmed



Councillor  
Zafar Iqbal



Councillor  
Shafiq Ahmed

Ward Officer: Nadia Hussain & Samina Ali

Assistant Ward Officer: Omar Ashraf

### Eccleshill



Councillor  
Susan Knox



Councillor  
Brendan Stubbs



Councillor  
Christopher  
Hayden

Ward Officer: Aiden Townsend

Assistant Ward Officer: Ibraheem Khan

### Idle & Thackley



Councillor  
Jeanette Sunderland



Councillor  
Alun Griffiths



Councillor  
Aislin Naylor

Ward Officer: Aiden Townsend

Assistant Ward Officer: Ibraheem Khan

### Little Horton



Councillor  
Taj Salam



Councillor  
Talat Sajawal



Councillor  
Noor Elahi

Ward Officer: Jess Mallison

Assistant Ward Officer:

For more information about your councillors including contact details and surgery times, please visit our [webpage](#).

# Locality Priorities - summary

These priorities focus at a **whole locality level**. This could be because we see similar themes and trends across wards within a locality, so a more joined-up approach is beneficial, or it could be that a whole locality response will best serve these priorities.

Bradford District Priority Outcomes 2021-25	Bradford East Locality Wide Priorities 2022-25
Better Skills, More Good Jobs and a Growing Economy	<ul style="list-style-type: none"> <li>• Improve the employment opportunities for young people, particularly those who need additional support to transition into the labour market.</li> <li>• Increase the rate of adult employment by reducing the barriers to work.</li> <li>• Improve the skills attainment levels of the working age population.</li> </ul>
Decent Homes	<ul style="list-style-type: none"> <li>• Improve and maintain the quality of private rented and social housing, and empower tenants to address issues.</li> <li>• Improve housing accessibility to enable more independent living for older people and people with disabilities.</li> <li>• Improve the energy efficiency of homes and support people to manage household budgets.</li> </ul>
Good Start, Great Schools	<ul style="list-style-type: none"> <li>• Enhance collaborative working between all agencies to deliver the early help agenda to improve resilience in families.</li> <li>• Raise the level of school attendance and reduce the number of children and young people at risk of exploitation.</li> <li>• Improve partnership working across schools, colleges and VCS organisations in order to develop more joined-up and additional services through integrated working and information-sharing opportunities. Ensure that opportunities are created to hear and act on the voices of children and young people.</li> </ul>

# Locality Priorities - summary

These priorities focus at a **whole locality level**. This could be because we see similar themes and trends across wards within a locality, so a more joined-up approach is beneficial, or it could be that a whole locality response will best serve these priorities.

Bradford District Priority Outcomes 2021-25	Bradford East Locality Wide Priorities 2022-25
Better Health, Better Lives	<ul style="list-style-type: none"><li>• Increase access to timely and inclusive support for healthy lifestyles choices.</li><li>• Improve access to mental and physical health support.</li><li>• Improve communications to ensure that people access health care services at the right place and right time.</li></ul>
Safe, Strong and Active Communities	<ul style="list-style-type: none"><li>• Reduce levels of anti-social behaviour and drug-related crime.</li><li>• Promote greater interaction within and between neighbourhoods and communities in Bradford East, encouraging community engagement, participation and volunteering.</li><li>• Improve the visual amenity of the area from individual gardens to public open spaces.</li></ul>
A Sustainable District	<ul style="list-style-type: none"><li>• Improve opportunities to adopt approaches that involve reducing, reusing and recycling waste.</li><li>• Stimulate interest in community growing initiatives and create more biodiverse environments.</li><li>• Work with local communities to promote more sustainable and environmentally friendly lifestyles, including increasing active travel and reducing the reliance on vehicles.</li></ul>



# Better Skills, More Good Jobs and a Growing Economy



- Improve the employment opportunities for young people, particularly those who need additional support to transition into the labour market.
- Increase the rate of adult employment by reducing the barriers to work.
- Improve the skills attainment levels of the working age population.

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators



### Actions

- Set up a network of partners involved in offering support around training and employment to ensure the needs and gaps in services are addressed and appropriately targeted.
- Provide employability and training services and support at neighbourhood-based hubs and centres to enable easy access.
- Develop and promote volunteering opportunities, work experience, apprenticeships and skills development to increase the confidence of young people to enter the labour market.
- Collaborate with partners to develop projects to raise aspirations, including using mentors/role models, to inspire young people and adults to achieve their potential.

### Outcomes

- Increased understanding of provision and sharing of good practice.
- Individuals better prepared for the working environment, and working routines, with increased and varied skills.
- Adults and young people will have more choices in terms of education and work.
- Better skills for work.

### Indicators

- Network set up.
- Increase in percentage of people with qualifications.
- Reduction in unemployment rates, including claimant rate 16-24 years.
- Increase in number of working households.
- Feedback, case studies and good news stories.

# Decent Homes



- Improve and maintain the quality of private rented and social housing, and empower tenants to address issues.
- Improve housing accessibility to enable more independent living for older people and people with disabilities.
- Improve the energy efficiency of homes and support people to manage household budgets.

# Decent Homes

## Actions, Outcomes and Indicators



### Actions

- Undertake neighbourhood-based projects with partners, including landlords, to tackle properties in a poor condition.
- Develop a landlords' and tenants' educational pack outlining rights and responsibilities.
- Work with Adult Services, VCS and other organisations to identify vulnerable adults with needs and work jointly to ensure the necessary support is in place.
- Identify those most in need of winter help and raise awareness of the support available.
- Develop local offers with partners and signpost to relevant support.

### Outcomes

- Improved quality of living.
- Less transient communities
- Reduction in number of people moving into care facilities
- Increase in suitable housing options that meet the needs of the community.
- Better links between the Council and private and social housing landlords

### Indicators

- Increase in number of private sector houses with improved housing standards.
- Landlords' and tenants' pack developed.
- Increase in number of energy efficient homes.
- Resident and landlord feedback and case studies.
- Increase in take-up of local services in terms of winter support.

# Good Start, Great Schools



- Enhance collaborative working between all agencies to deliver the early help agenda to improve resilience in families.
- Raise the level of school attendance and reduce the number of children and young people at risk of exploitation.
- Improve partnership working across schools, colleges and VCS organisations in order to develop more joined-up and additional services through integrated working and information-sharing opportunities. Ensure that opportunities are created to hear and act on the voices of children and young people.

# Good Start, Great Schools

## Actions, Outcomes and Indicators



### Actions

- Bring together relevant partners at an individual/family or neighbourhood level to agree the most effective support.
- Encourage take-up of the 2 year old offer.
- Identify and work with young people with poor school attendance and ensure they have access to positive education and/or training opportunities, including vocational pathways.
- Raise awareness of services and opportunities for early intervention and family support. Encourage families to become involved.
- Scope out the capacity of schools and the third sector for the provision of additional children's and young people's activities.

### Outcomes

- Improved take-up of services and family resilience.
- Improved communication and partnership working between schools, colleges and partner organisations.
- Improved level of development at the early years stage.
- Young people feel much more part of their communities/neighbourhoods.
- Young people on more positive pathways.
- Families functioning better.

### Indicators

- Reduction of NEET young people.
- Reduction of children and young people involved in serious and organised crime.
- Increase in activities for children and young people.
- Increase in the number of families supported through early help interventions.
- Feedback from partners.
- Focus groups, case studies and good news stories.

# Better Health, Better Lives



- Increase access to timely and inclusive support for healthy lifestyles choices.
- Improve access to mental and physical health support.
- Improve communications to ensure that people access health care services at the right place and right time.

# Better Health, Better Lives

## Actions, Outcomes and Indicators



### Actions

- Understand what projects/services are established in respect of the priority areas and connect people to these to reduce health inequalities.
- Identify existing projects/services to improve access to mental and physical health support, including social isolation, and improve take-up.
- Work with Community Partnerships to ensure priorities are linked to the system wide priorities, taking a prevention approach to reduce health inequalities.
- Ensure that services are accessible to people, applying the learning from Covid by bringing services to the community or reducing other barriers.

### Outcomes

- Increase access to timely and inclusive support for lifestyle choices, including information, ensuring successful work is built on rather than duplicated.
- Ensure a system wide approach is undertaken to address health inequalities across the Locality to support service users to address their health and physical needs.
- Agree, implement and monitor an action plan for the Locality, ensuring service user engagement and co-production.

### Indicators

- %/number of services users reporting a positive increase in accessing timely and inclusive support for healthy lifestyle choices.
- %/number of services users reporting a positive improvement in accessing mental and physical health support.
- %/number service users reporting back on their experience in accessing services and up to date information.



# Safe, Strong and Active Communities



- Reduce levels of anti-social behaviour and drug-related crime.
- Promote greater interaction within and between neighbourhoods and communities in Bradford East, encouraging community engagement, participation and volunteering.
- Improve the visual amenity of the area from individual gardens to public open spaces.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators



### Actions

- Build relationships between communities and partners involved in reducing anti-social behaviour, such as the Police, Council and Fire Service, to ensure issues are highlighted and addressed early.
- Establish ward-based work which is asset/strengths based and which celebrates 'what's strong' in our neighbourhoods, rather than focussing on 'what's wrong'. Promote the District-wide 'Community Stars Awards'.
- Set up an area-based network and share learning and good practice from this across the Locality.
- Test new approaches to engaging residents, businesses and other stakeholders in creating cleaner and greener neighbourhoods.

### Outcomes

- Residents are aware of the action that is being taken to address ASB and drug-related crime and feel more confident to report their concerns.
- Local communities benefit from more community-led action and initiatives which connect the assets within the community and lead to an increase in community pride and more sustainable positive improvements in those communities.
- Organisations are more connected.
- Cleaner and tidier neighbourhoods.

### Indicators

- Crime and ASB incident data. Number of stories of positive action posted on social media. Number of reports of ASB and drug-related crime.
- Case stories and good news stories relating to community-led action and initiatives. Evidence of increased community pride.
- Evidence of the benefits to individuals and local communities from increased engagement and volunteering.

# A Sustainable District



- Improve opportunities to adopt approaches that involve reducing, reusing and recycling waste.
- Stimulate interest in community growing initiatives and create more biodiverse environments.
- Work with local communities to promote more sustainable and environmentally friendly lifestyles, including increasing active travel and reducing the reliance on vehicles.

# A Sustainable District

## Actions, Outcomes and Indicators



### Actions

- All of these priorities will be addressed by taking action at a ward level; trying different 'test and learn' approaches in different wards to identify the approaches that have the most impact and to better understand how to tailor our work with communities to help create the biggest impact.
- **Sustainable development** should be a cross-cutting priority and principle underpinning all of the action taken in regard to the previous five themes.

### Outcomes

- Improved active travel infrastructure.
- More households reusing and recycling more items.
- More individuals and groups involved in growing food.
- More individuals and groups involved in developing areas, including gardens, to increase biodiversity.

### Indicators

- Active Travel Networks and other infrastructure in place.
- Increase in Council kerbside recycling rates.
- Number of community-led food growing initiatives and number of people involved.
- Case studies and good news stories relating to gardens and areas developed to improve biodiversity.
- Evidence that sustainable development principles have been considered when developing projects and initiatives across all themes of the Locality Plan.

# Let's keep the conversation going

Contact your Area Co-ordinator's Office for more information about this plan, and how to get involved in your community.

**Area Co-ordinator:** Louise Williams

**Phone:** 01274 431066

**Email:** [bradfordeastinformation@bradford.gov.uk](mailto:bradfordeastinformation@bradford.gov.uk)

**Address:**

Bradford East Area Co-ordinator's Office

Harris Street Depot

Harris Street

Bradford

BD1 5HU



Everybody in the Bradford East locality can make a difference!  
Here are a few ideas....



## Connect

- Meet your ward councillors (via email, phone, in person at their surgeries)
- Get to know your Area Co-ordinator's Office team and their Ward Officers and Assistant Ward Officers



## Have your say

- Share your ideas through resident and community consultation
- Attend Area Committee, learn about key plans and ask questions
- Vote in local elections



## Get involved

- Volunteer in your area (lots of opportunities can be found [here](#))
- Be neighbourly
- Choose sustainable, active travel options
- Community action e.g. Dementia friendly communities, litter picks

Find lots more ideas at [www.peoplecanbradforddistrict.org.uk](http://www.peoplecanbradforddistrict.org.uk)

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# Bradford East Locality Ward Plans 2022-25

Developed and delivered in partnership with local Councillors, partner agencies, voluntary, community and faith organisations and residents

# Ward Priorities – Bolton & Undercliffe

Bradford District Priority Outcomes	Ward Priorities – Bolton & Undercliffe
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"><li data-bbox="401 263 1798 323">1. Empower local residents and support employers and businesses to offer work experience and to become mentors and coaches to act as positive role models.</li><li data-bbox="401 363 1199 390">2. Explore measures to enable businesses to recover from Covid-19.</li><li data-bbox="401 431 1508 458">3. Raise aspirations of and highlight opportunities for young people in voluntary and paid roles.</li></ol>
Decent Homes	<ol style="list-style-type: none"><li data-bbox="401 517 1470 544">1. Explore opportunities with partners to create additional green spaces for community use.</li><li data-bbox="401 585 1862 645">2. Explore measures to enable vulnerable residents to make adaptations and modifications to their own homes or have better access to suitable housing.</li><li data-bbox="401 685 1804 713">3. Ensure that access to advice, support and grants for home improvements are made readily available to local residents.</li></ol>
Good Start, Great Schools	<ol style="list-style-type: none"><li data-bbox="401 776 1302 803">1. Improve the overall literacy and numeracy skills in primary school children.</li><li data-bbox="401 844 1754 871">2. Increase the uptake of free child care places in local nurseries and promote the benefits to both parent/guardians.</li><li data-bbox="401 911 1818 971">3. Promote alternative methods of school transport that will aid the reduction of air pollution and road congestion around schools.</li></ol>



# Ward Priorities – Bolton & Undercliffe Continued

Bradford District Priority Outcomes	Ward Priorities – Bolton & Undercliffe
Better Health, Better Lives	<ol style="list-style-type: none"> <li>1. Work alongside partner agencies to increase the availability of and access to provisions that can offer support to those living with mental health and cognitive issues.</li> <li>2. Improve access to GPs and dentists or alternative advice to support health needs such as pharmacy contact points.</li> <li>3. Develop existing amenities to encourage and enable people to become active and to promote physical wellbeing.</li> </ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"> <li>1. Work alongside communities to promote confidence and satisfaction in the Police, encourage the reporting of crime and ASB and increase community intelligence to help tackle criminality.</li> <li>2. Continue the development of community resources and promote opportunities to become active citizens and signpost to groups.</li> <li>3. Reduce litter, fly-tipping and dog fouling to improve public spaces such as Peel Park.</li> </ol>
A Sustainable District	<ol style="list-style-type: none"> <li>1. Work collaboratively with organisations and local residents to encourage them to grow their own produce through community garden initiatives.</li> <li>2. Reduce instances of fly tipping.</li> <li>3. Promote energy efficiency measures.</li> </ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Engage existing organisations and providers to develop a co-ordinated plan to increase opportunities employment opportunities.
2. Canvas local businesses to determine the impact and need following the Covid 19 pandemic and the economic fall out.
3. Develop business networks for help, advice and support and increase access to funding opportunities for local businesses.
4. Identify role models in the community and highlight their achievements.
5. Increase access to skills training, career advice and mentoring within secondary schools.

### Outcomes

1. Partners and businesses are working better together to support people into work.
2. Targeted work plan to identify businesses that require further help and support to ensure sustainability and longevity.
3. Increased access and knowledge of funding opportunities for new and existing businesses.
4. Individuals more prepared for the working environment and working routines with increased confidence.

### Indicators

1. Claimant data.
2. Improvement in the number of young people in employment (paid/voluntary).
3. Increased uptake of skills training.
4. Established network of local businesses.

# Decent Homes

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Engage with local housing developers and Council Planning Department to ensure green spaces are part of new developments.
2. Work with Adult Services and local VCS organisations to identify vulnerable adults with need.
3. Work with housing associations and local housing developers to develop and improve existing housing stock.
4. Utilise resources such as Grant Finder and identify additional funding streams available to private landlords and home owners.

### Outcomes

1. Better quality of living, increased access to available provision.
2. Increase in suitable housing options for all that meet the needs of the community.
3. Better links between the Council, private and social landlords and housing developers.
4. More sustainable homes.

### Indicators

1. Community consultation.
2. Resident feed back & Median energy efficiency data (England 66 KC band 55).
3. Stronger collaborative working leading to more suitable housing.

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Build stronger links with local schools and the agencies that work in the education sector.
2. Work alongside Early Help, Access and Take Up Team to identify low nursery uptake areas.
3. Promote the benefits of early education to parent/guardian.
4. Collaborate with local schools to promote alternative school transport methods and educate young people about climate change.

### Outcomes

1. Increased number of young people accessing additional support, resulting in higher attainment.
2. Increased numbers of nursery place uptake.
3. Greener, cleaner, more sustainable ward and healthier and more active people.

### Indicators

1. KS2 attainment data.
2. Increase in the number of families benefiting from free childcare.
3. Case studies and feedback from partners.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Identify and promote new and existing provisions to support those living with mental health/cognitive issues through collaborative working with statutory and VCS organisations.
2. Actively engage with the local Community Partnership to enhance and improve access to existing provision.
3. Engage with service users to identify and implement changes with a focus on self-care in communities.

### Outcomes

1. Established network of organisations dedicated to supporting mental well-being resulting in a more effective engagement between health and well-being services offering a wider range of support to service users.
2. Increased awareness of alternative provisions and education around personal health and dental care.
3. Increase in physical, mental, emotional, social health and well-being and an established relationship connecting Social Prescribers and VCS organisations.

### Indicators

1. Shorter waiting times to access NHS services through awareness of alternatives such as pharmacies and walk in centres.
2. % or perceptions/feedback from local residents directly engaging with local services.
3. Case studies.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Community engagement days to build relationships with local Police Officers and PCSOs offering increased visibility and access to local Neighbourhood Policing Teams.
2. Actively promote methods of reporting crime, ASB and intelligence through portals such as Dob in a Dealer, Crimestoppers and West Yorkshire Police Contact.
3. Develop a local directory of community groups, organisations and active citizens to raise awareness and encourage closer partnership working.
4. Renew education programme with local residents and social housing around the environmental impact of fly tipping, dog fouling and littering.

### Outcomes

1. Increased confidence and satisfaction in Neighbourhood Policing Teams.
2. Improved visibility and promotion of positive action being taken to tackle local criminality.
3. Local residents feel safer and have better awareness of how to report crime, ASB and intelligence to the Police.
4. Networking and sharing of resources across communities enabling a stronger connection between active citizens and groups.
5. Cleaner, greener and safer communities.

### Indicators

1. Case studies.
2. Feedback from local residents around communication with statutory organisations.
3. Stronger connections between active citizens and groups.
4. Reduction in fly-tipping data. Complaints around dog fouling and increase in local litter picking initiatives/groups.

# A Sustainable District

## Actions, Outcomes and Indicators – Bolton & Undercliffe



### Actions

1. Inform residents of responsibilities regarding recycling, fly tipping and rubbish disposal.
2. Work with officers, communities and VCS to host informative workshops / events.
3. Support partners to develop local growing initiatives and opportunities.
4. Raise awareness of energy efficiency measures.

### Outcomes

1. Less residential fly tipping, more accurate and timely reporting of issues and improved recycling rates.
2. Greater understanding of and engagement with environmental issues.
3. Council land, parks and greenspaces more biodiverse.
4. More sustainable homes.

### Indicators

1. Reduction in instances of fly tipping.
2. Improved recycling rates.
3. Increased biodiversity.
4. More sustainable homes.

# Ward Priorities – Bowling and Barkerend

Bradford District Priority Outcomes	Ward Priorities – Bowling and Barkerend
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"><li data-bbox="401 270 1682 301">1. Support and develop initiatives to increase adult employability and overcome barriers to work.</li><li data-bbox="401 339 1804 410">2. Seek out and develop opportunities that enable young people, particularly disengaged young people, to achieve their potential.</li><li data-bbox="401 448 1818 479">3. Promote positive role models from the community to inspire and encourage residents and young people.</li></ol>
Decent Homes	<ol style="list-style-type: none"><li data-bbox="401 511 1798 582">1. Work in partnership with housing associations and private landlords to educate and encourage them to deliver on their legal roles and responsibilities.</li><li data-bbox="401 625 1572 656">2. Provide information and support to tenants to enable them to address housing issues.</li><li data-bbox="401 705 1827 776">3. Enable residents to develop warmer more efficient homes through education and access to greener living schemes.</li></ol>
Good Start, Great Schools	<ol style="list-style-type: none"><li data-bbox="401 809 1837 880">1. Create and support opportunities in the community for parents, children and young people to access after school and holiday activities and other services.</li><li data-bbox="401 918 1862 989">2. Encourage collaborative working between all agencies to deliver the early help agenda to improve resilience in families.</li><li data-bbox="401 1027 1553 1058">3. Engage young people in influencing and designing activities in their neighbourhoods.</li></ol>



# Ward Priorities – Bowling and Barkerend

Bradford District Priority Outcomes	Ward Priorities – Bowling and Barkerend
Better Health, Better Lives	<ol style="list-style-type: none"> <li>1. Work collaboratively with the Council, NHS and other organisations to engage and signpost to enable residents to maintain a healthy lifestyle through healthy eating and keeping active.</li> <li>2. Provide accessible and inclusive opportunities where residents can access support for mental health services in a secure and safe environment.</li> <li>3. Reduce obesity levels in children and young people.</li> </ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"> <li>1. Reduce the impact of drugs and anti-social behaviour in the area through local intelligence and working with residents and partner organisations such as the Police, Youth Services and VCS organisations.</li> <li>2. Support diversionary activities to educate and inform young people about health, crime, drugs and other issues as they arise by utilising a multi-agency approach.</li> <li>3. Educate residents and businesses about of the impact fly-tipping and litter and promote changes in their behaviours and take ownership.</li> <li>4. Celebrate community strengths in neighbourhoods and promote a sense of local pride.</li> </ol>
A Sustainable District	<ol style="list-style-type: none"> <li>1. Promote active travel to reduce the reliance on vehicles.</li> <li>2. Support VCS providers to deliver local community provision, utilising people’s existing skills, and to support VSC organisations access and apply for funding to plug gaps in services.</li> <li>3. Stimulate interest in food growing and reduce waste.</li> </ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Provide employability and training services and support at neighbourhood-based hubs and centres to enable accessibility for all.
2. Develop a project to identify and involve positive role models in promoting new pathways for adults and young people.
3. Develop and promote volunteering opportunities, work experiences, apprenticeships and skills development to increase the confidence of young people to access the labour market.

### Outcomes

1. Individuals better prepared for the working environment and working routines with increased and varied skills.
2. Adults and young people will have more choices in terms of education and work.
3. Better skills for work. Individuals more confident and skilled to getting into employment.

### Indicators

1. Number of people attending services, activities and events and / or case studies.
2. Number of role models identified.
3. Number of adults and young people engaged.
4. Feedback from participants and case studies.

# Decent Homes

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Work with rental agencies, private landlords, social housing providers and Council Private Sector Housing to encourage them to access available resources.
2. Provide information and signpost tenants to relevant services.
3. Work with organisations and residents to develop increased understanding of energy efficiency schemes and opportunities.

### Outcomes

1. Improved housing standards in rental market.
2. More residents taking responsibility.
3. Cleaner neighbourhoods.
4. Better quality of living, reduced energy consumption and more energy efficient homes.

### Indicators

1. Reduction in service requests.
2. Feedback from residents, partners and Wardens.
3. Resident feed back and Median Energy Efficiency Data (England 66 KC band 55).

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Link schools, VCS, Youth Services, parks and libraries to communicate what is on offer and to develop additional services out of schools hours.
2. Work with Better Start, Early Years and other relevant agencies to provide early intervention support for families.
3. Work with Youth Service and other VCS organisations to increase opportunities for young people to be involved in local decision-making and delivery of services.

### Outcomes

1. Increased uptake in out of schools hours activities.
2. Increased networking opportunities.
3. More children achieving higher educational attainment.
4. Increased opportunities for children and young people's voices to be heard.
5. Schools working together to deliver joint services.
6. Better supported and more resilient families, children are at age-related levels on entering education.
7. More young people involved and increased self esteem, confidence and aspirations.

### Indicators

1. Focus groups and case studies from participants and partners.
2. Feedback from participants, schools data and case studies.
3. Feedback from young people.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Map existing health initiatives and ensure there is support in place for residents to take advantage of the opportunities available, in partnership with CP5.
2. Identify gaps in local health activities and work with partners, including resident volunteers, to address the needs.
3. Think creatively with partners about how to exploit opportunities from existing projects/initiatives to reduce obesity.
4. Refer and signpost residents to public health programmes.

### Outcomes

1. Increased use of existing services and improved health.
2. Increased use of new services and improved health.
3. Reduction in levels of obesity.
4. More residents accessing health activities and / or activities that positively impact up their health.

### Indicators

1. Mapped services and case studies.
2. New projects and activities developed.
3. Obesity data and case studies.
4. Feedback from participants and case studies.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Identify anti-social behaviour and drug crime hotspots and ensure a partnership approach is in place to tackle issues as they arise and long-term issues.
2. Work with VCS organisations, Police, Youth Service and secondary schools to encourage development of diversionary activities.
3. Increase work with residents and social housing providers to raise the impact of and tackle fly-tipping.
4. Increase locally-based events and networking opportunities for partners and organisations to showcase positive practice.

### Outcomes

1. Better quality of life and people feel safer.
2. More residents aware of how to report concerns.
3. More confidence in services due to high visibility responses from providers.
4. Increased community participation and reduced ASB.
5. Reduced incidents of fly-tipping and service requests.
6. People getting along better, sharing good practice and stories.

### Indicators

1. Data and feedback from partners.
2. Feedback and case studies.
3. Fly-tipping data and changes in trend.
4. Good news stories.

# A Sustainable District

## Actions, Outcomes and Indicators – Bowling & Barkerend



### Actions

1. Promote Active Travel Neighbourhoods, walking to schools and cycling initiatives.
2. Set up a network of organisations and local residents to empower community groups and volunteers to be self-sustainable.
3. Extend the BD3 garden competition, increase the use of allotment sites, encourage more tree planting and recycling and make use of out of date food.

### Outcomes

1. Cleaner air and improved health.
2. Increased local network ensuring take-up of services is high and gaps in services are met.
3. More people taking part in activities to create a sustainable environment.

### Indicators

1. Case studies and feedback from schools, residents and partners.
2. Network established and meeting regularly.
3. Ward based environmental data and feedback from partners.

# Ward Priorities – Bradford Moor

Bradford District Priority Outcomes	Ward Priorities – Bradford Moor
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"><li data-bbox="401 270 1682 299">1. Support and develop initiatives to increase adult employability and overcome barriers to work.</li><li data-bbox="401 334 1804 401">2. Seek out and develop opportunities that enable young people, particularly disengaged young people, to achieve their potential.</li><li data-bbox="401 436 1818 465">3. Promote positive role models from the community to inspire and encourage residents and young people.</li></ol>
Decent Homes	<ol style="list-style-type: none"><li data-bbox="401 496 1798 564">1. Work in partnership with housing associations and private landlords to educate and encourage them to deliver on their legal roles and responsibilities.</li><li data-bbox="401 603 1572 632">2. Provide information and support to tenants to enable them to address housing issues.</li><li data-bbox="401 671 1827 739">3. Enable residents to develop warmer more efficient homes through education and access to greener living schemes.</li></ol>
Good Start, Great Schools	<ol style="list-style-type: none"><li data-bbox="401 780 1837 848">1. Create and support opportunities in the community for parents, children and young people to access after school and holiday activities and other services.</li><li data-bbox="401 876 1862 944">2. Encourage collaborative working between all agencies to deliver the early help agenda to improve resilience in families.</li><li data-bbox="401 979 1553 1007">3. Engage young people in influencing and designing activities in their neighbourhoods.</li></ol>



# Ward Priorities – Bradford Moor

Bradford District Priority Outcomes	Ward Priorities – Bradford Moor
Better Health, Better Lives	<ol style="list-style-type: none"><li>1. Work collaboratively with the Council, NHS and other organisations to engage and signpost to enable residents to maintain a healthy lifestyle through healthy eating and keeping active.</li><li>2. Provide accessible and inclusive opportunities where residents can access support for mental health services in a secure and safe environment.</li><li>3. Reduce obesity levels in children and young people.</li></ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"><li>1. Reduce the impact of drugs and anti-social behaviour in the area through local intelligence and working with residents and partner organisations such as the Police, Youth Services and VCS organisations.</li><li>2. Support diversionary activities to educate and inform young people about health, crime, drugs and other issues as they arise by utilising a multi-agency approach.</li><li>3. Educate residents and businesses about the impact fly-tipping and litter and promote changes in their behaviours and take ownership.</li><li>4. Celebrate community strengths in neighbourhoods and promote a sense of local pride.</li></ol>
A Sustainable District	<ol style="list-style-type: none"><li>1. Promote active travel to reduce the reliance on vehicles.</li><li>2. Support VCS providers to deliver local community provision, utilising people's existing skills, and to support VSC organisations access and apply for funding to plug gaps in services.</li><li>3. Stimulate interest in food growing and reduce waste.</li></ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Provide employability and training services and support at neighbourhood-based hubs and centres to enable accessibility for all.
2. Develop a project to identify and involve positive role models in promoting new pathways for adults and young people.
3. Develop and promote volunteering opportunities, work experiences, apprenticeships and skills development to increase the confidence of young people to access the labour market.

### Outcomes

1. Individuals better prepared for the working environment and working routines with increased and varied skills.
2. Adults and young people will have more choices in terms of education and work.
3. Better skills for work. Individuals more confident and skilled to getting into employment.

### Indicators

1. Number of people attending services, activities and events and / or case studies.
2. Number of role models identified.
3. Number of adults and young people engaged.
4. Feedback from participants and case studies.

# Decent Homes

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Work with rental agencies, private landlords, social housing providers and Council Private Sector Housing to encourage them to access available resources.
2. Provide information and signpost tenants to relevant services.
3. Work with organisations and residents to develop increased understanding of energy efficiency schemes and opportunities.

### Outcomes

1. Improved housing standards in rental market.
2. More residents taking responsibility.
3. Cleaner neighbourhoods.
4. Better quality of living, reduced energy consumption and more energy efficient homes.

### Indicators

1. Reduction in service requests.
2. Feedback from residents, partners and Wardens.
3. Resident feed back and Median Energy Efficiency Data (England 66 KC band 55).

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Link schools, VCS, Youth Services, parks and libraries to communicate what is on offer and to develop additional services out of schools hours.
2. Work with Better Start, Early Years and other relevant agencies to provide early intervention support for families.
3. Work with Youth Service and other VCS organisations to increase opportunities for young people to be involved in local decision -making and delivery of services.

### Outcomes

1. Increased uptake in out of schools hours activities.
2. Increased networking opportunities.
3. More children achieving higher educational attainment.
4. Increased opportunities for children and young people's voices to be heard.
5. Schools working together to deliver joint services.
6. Better supported and more resilient families, children are at age-related levels on entering education.
7. More young people involved and increased self esteem, confidence and aspirations.

### Indicators

1. Focus groups and case studies from participants and partners.
2. Feedback from participants, schools data and case studies.
3. Feedback from young people.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Map existing health initiatives and ensure there is support in place for residents to take advantage of the opportunities available, in partnership with CP5.
2. Identify gaps in local health activities and work with partners, including resident volunteers, to address the needs.
3. Think creatively with partners about how to exploit opportunities from existing projects/initiatives to reduce obesity.
4. Refer and signpost residents to public health programmes.

### Outcomes

1. Increased use of existing services and improved health.
2. Increased use of new services and improved health.
3. Reduction in levels of obesity.
4. More residents accessing health activities and / or activities that positively impact up their health.

### Indicators

1. Mapped services and case studies.
2. New projects and activities developed.
3. Obesity data and case studies.
4. Feedback from participants and case studies.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Identify anti-social behaviour and drug crime hotspots and ensure a partnership approach is in place to tackle issues as they arise and long-term issues.
2. Work with VCS organisations, Police, Youth Service and secondary schools to encourage development of diversionary activities.
3. Increase work with residents and social housing providers to raise the impact of and tackle fly-tipping.
4. Increase locally-based events and networking opportunities for partners and organisations to showcase positive practice.

### Outcomes

1. Better quality of life and people feel safer.
2. More residents aware of how to report concerns.
3. More confidence in services due to high visibility responses from providers.
4. Increased community participation and reduced ASB.
5. Reduced incidents of fly-tipping and service requests.
6. People getting along better, sharing good practice and stories.

### Indicators

1. Data and feedback from partners.
2. Feedback and case studies.
3. Fly-tipping data and changes in trend.
4. Good news stories.

# A Sustainable District

## Actions, Outcomes and Indicators – Bradford Moor



### Actions

1. Promote Active Travel Neighbourhoods, walking to schools and cycling initiatives.
2. Set up a network of organisations and local residents to empower community groups and volunteers to be self-sustainable.
3. Extend the BD3 garden competition, increase the use of allotment sites, encourage more tree planting and recycling and make use of out of date food.

### Outcomes

1. Cleaner air and improved health.
2. Increased local network ensuring take-up of services is high and gaps in services are met.
3. More people taking part in activities to create a sustainable environment.

### Indicators

1. Case studies and feedback from schools, residents and partners.
2. Network established and meeting regularly.
3. Ward based environmental data and feedback from partners.

# Ward Priorities – Eccleshill

Bradford District Priority Outcomes	Ward Priorities – Eccleshill
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"> <li>1. Work with appropriate partners who work with long term unemployed, supporting them to provide local sessions where people can gain skills and confidence to move back into employment.</li> <li>2. Work with partners that support people into employment to make this locally accessible.</li> <li>3. Connect with youth workers and youth organisations across the area to raise confidence, skills and aspirations of young people.</li> </ol>
Decent Homes	<ol style="list-style-type: none"> <li>1. Link with organisations and schemes that can enable people to move in to properties adapted to their needs, including in the social housing sector.</li> <li>2. Work with Landowners such as InCommunities to improve the appearance of neglected spaces surrounding housing estates.</li> <li>3. Work with private and social landlords and their tenants to ensure they comply with their responsibilities.</li> </ol>
Good Start, Great Schools	<ol style="list-style-type: none"> <li>1. Work with schools and other education and support services to reduce the number of young people not in full time education or training.</li> <li>2. Ensure services are joined up around the ‘early help’ services to support and improve families’ resilience.</li> <li>3. Connect young people with services and sessions that help improve key skills such as confidence, literacy and numeracy, including through youth sessions.</li> </ol>



# Ward Priorities – Eccleshill

Bradford District Priority Outcomes	Ward Priorities – Eccleshill
Better Health, Better Lives	<ol style="list-style-type: none"> <li>1. Work with residents and health services (through Community Partnerships, VSC organisations and other mechanisms) to support people to understand and access the different means of obtaining medical and health advice, including through pharmacists.</li> <li>2. Promote and support opportunities to increase people’s involvement in self-care, including the those with long-term health conditions, through local services and sessions.</li> <li>3. Work with a range of partners to connect people who are isolated to services and sessions which help improve their mental health.</li> <li>4. Target work to address childhood obesity.</li> </ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"> <li>1. Promote safe, fun opportunities for people from different backgrounds and experiences to come together and include young people’s voice in the development of their community.</li> <li>2. Work with residents, businesses and others to reduce litter, fly-tipping and business waste and improve public spaces.</li> <li>3. Develop a multi-agency approach to anti-social behaviour and other crime types.</li> </ol>
A Sustainable District	<ol style="list-style-type: none"> <li>1. Skill up community activists to myth bust and give key tips to reduce living costs.</li> <li>2. Enable people to develop warmer more efficient homes through accessing existing grants</li> <li>3. Support local volunteers and voluntary and community-based organisations to provide locally appropriate services and support.</li> </ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Work with partners to develop a programme of support to assist building skills and confidence.
2. Work with partners to map their offers and promote these to encourage people to attend.
3. Target young people to give them opportunities to gain skills and employment.

### Outcomes

1. Improved skills, confidence and job readiness.
2. More accessible information on skills development opportunities and job support.
3. Young people armed with the necessary skills and confidence to enter the jobs market

### Indicators

1. Case studies and feedback from partners.
2. Increase in employment rates.

# Decent Homes

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Work with partner organisations and schemes and gather information on grants and opportunities for property adaptation and encourage take-up.
2. Work with residents and land owners such as InCommunities to clear and improve neglected spaces.
3. Raise awareness of roles and responsibilities of landlords and tenants to improve housing standards.

### Outcomes

1. More properties adapted to suit the needs of individuals.
2. Reduction of fly tipping and visual improvement of neglected spaces.
3. Improved housing standards.

### Indicators

1. Case studies and feedback from partners and residents.
2. Decrease in fly tipping data.

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Identify and work with young people with poor school attendance and ensure that they have access to positive education and / or training opportunities, including vocational pathways.
2. Raise awareness of services and opportunities for early intervention and family support and encourage families to become involved.
3. Facilitate multi-agency responses at a neighbourhood level targeted at individuals / families identified as most in need.
4. Work with partners to enhance and promote activities that improve skills and confidence in young people.

### Outcomes

1. Improved school attendance.
2. Young people on more positive pathways.
3. Improved take-up of services and family resilience.
4. Improved collaborative working and better outcomes for young people.

### Indicators

1. Reduction of NEET young people.
2. Case studies, good news and feedback from partners and participants.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Work with partners, residents and health providers, including community partnerships and VCS organisations, to establish improved communication and signposting and help residents access the right front door the first time.
2. Identify and raise awareness of services promoting self-care and improved wellbeing.
3. Work with partners to identify, support and sign-post isolated and vulnerable people to services.

### Outcomes

1. Residents accessing the most appropriate service first time.
2. Residents accessing self-care advice and services leading to reduction in GP/hospital demand.
3. Isolated and vulnerable residents engaged more effectively.

### Indicators

1. Case studies and feedback from partners and patients
2. Increases in advice sought from pharmacies.
3. Case studies showing the identification of most vulnerable people and better outcomes for them.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Increase work with residents, businesses and VCS organisations to target the cause of, and reaction to, fly tipping and littering.
2. Work with VCS groups, youth service, residents and other stakeholders in the area to develop young peoples roles in local decision-making processes.
3. Work with VCS and Statutory organisations such as the Police to problem solve reported crime, identify trends and put strategies in place to target them.
4. Support and develop local events with residents and partners which bring together communities in fun and creative ways.

### Outcomes

1. Improved visual amenity.
2. Targeted interventions such as days of action.
3. Young people feel heard.
4. More residents aware of how to report concerns.
5. Increase in targeted response to problems and identification of key geographical locations and individuals.
6. Improved community cohesion.

### Indicators

1. Reduction in fly tipping.
2. Number of ASB interventions.
3. Case studies, good news and feedback from partners.
4. Case studies about the impact of collaborative working in a hotspot area.

# A Sustainable District

## Actions, Outcomes and Indicators – Eccleshill



### Actions

1. Creation of workshops and activity days to inform residents and other organisations of ways to improve home efficiency and reduce living costs.
2. Development of grants database or newsletters for residents and organisations to access grants for improved home efficiency and environmental sustainability.
3. Development of volunteer network where knowledge and experience can be shared and groups can be brought together.

### Outcomes

1. Improved home efficiency.
2. Better understanding of grants system and increased uptake.
3. Shared experience and knowledge. Improved community cohesion and engagement.

### Indicators

1. Funding access improved.
2. Improved home efficiency.
3. Stronger community groups with increased knowledge and inter-dependency between groups.

# Ward Priorities – Idle & Thackley

Bradford District Priority Outcomes	Ward Priorities – Idle & Thackley
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"><li data-bbox="401 279 1812 347">1. Improve access to upskilling and training opportunities to enable people to become job ready with more local and practical support.</li><li data-bbox="401 380 1721 412">2. Work with local businesses to offer informal work experience to build confidence and experience.</li><li data-bbox="401 445 1734 513">3. Connect with youth workers and youth organisations across the area to raise confidence, skills and aspirations of young people.</li></ol>
Decent Homes	<ol style="list-style-type: none"><li data-bbox="401 543 1789 611">1. Connect into support available for private landlords to ensure they comply with their responsibilities in terms of housing standards, ongoing maintenance and security of tenure.</li><li data-bbox="401 644 1837 755">2. Assist low income home owners access existing schemes that provide funding for disrepair and increase energy efficiency measures to reduce fuel poverty and promote existing schemes to enable adaptations so people can remain in their own homes.</li><li data-bbox="401 788 1846 856">3. Work with landowners such as InCommunities to improve the appearance of neglected spaces surrounding housing estates.</li></ol>
Good Start, Great Schools	<ol style="list-style-type: none"><li data-bbox="401 891 1663 923">1. Work with appropriate services to reduce number of young people not in full time education.</li><li data-bbox="401 956 1460 989">2. Ensure agencies are joined up around ‘early help’ services to support families.</li><li data-bbox="401 1022 1595 1054">3. Work with services to improve access to provision for young people out of school hours.</li></ol>



# Ward Priorities – Idle & Thackley

Bradford District Priority Outcomes	Ward Priorities – Idle & Thackley
Better Health, Better Lives	<ol style="list-style-type: none"><li data-bbox="401 263 1825 331">1. Work with partners to publicise and promote access to local activities and sessions to improve health and wellbeing, by increasing self-care, including with young people.</li><li data-bbox="401 364 1804 470">2. Work with residents and health services, through Community Partnerships, VSC organisations and other mechanisms, to support people to understand and access the different means of obtaining medical and health advice.</li><li data-bbox="401 503 1779 572">3. Work with a range of partners to connect people who are isolated to services and sessions which help improve their mental health.</li></ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"><li data-bbox="401 604 1508 634">1. Develop a multi-agency approach to tackle anti-social behaviour and other crime.</li><li data-bbox="401 667 1779 736">2. Promote opportunities for people to get involved in, and enable local activities to take place including signposting.</li><li data-bbox="401 768 1862 837">3. Work with residents, businesses and others to reduce litter, fly tipping and business waste to improve public spaces.</li></ol>
A Sustainable District	<ol style="list-style-type: none"><li data-bbox="401 870 1495 899">1. Skill up community activists to myth bust and give key tips to reduce living costs.</li><li data-bbox="401 932 1624 962">2. Enable people to develop warmer more efficient homes through accessing existing grants.</li><li data-bbox="401 994 1831 1063">3. Support local volunteers and voluntary and community-based organisations to provide locally appropriate services and support.</li></ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Idle & Thackley



### Actions

1. Increase access to, and awareness and availability of skills training, career advice and mentoring.
2. Develop network of businesses and key individuals able to offer experience and mentoring.
3. Target young people to give them opportunities to gain skills and employment.

### Outcomes

1. Individuals more prepared for the working environment and working routines with increased confidence.
2. Directory of individuals and businesses developed.
3. Improved confidence in young people looking for work.

### Indicators

1. Claimant data.
2. Increase in the number of young people in employment (paid/voluntary).
3. Increase in the uptake of skills training.
4. Case studies, good news and feedback from partners.

# Decent Homes

## Actions, Outcomes and Indicators – Idle & Thackley



### Actions

1. Work with partner organisations and schemes and gather information on grants and opportunities for property adaptation and encourage take-up.
2. Raise awareness of roles and responsibilities of landlords and tenants to improve housing standards.
3. Work with residents and landowners to clear and improve neglected spaces.

### Outcomes

1. More properties adapted to suit the needs of individuals.
2. Improved housing standards.
3. More informed tenants and landlords about their legal responsibilities.
4. Reduction of fly tipping and visual improvement of neglected spaces.

### Indicators

1. Case studies and feedback from partners and residents.
2. Decrease in fly tipping data.
3. Improved quality of life and housing standards.

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Idle and Thackley



### Actions

1. Identify and work with young people with poor school attendance and ensure that they have access to positive education and / or training opportunities, including vocational pathways.
2. Raise awareness of services and opportunities for early intervention and family support and encourage families to become involved.
3. Facilitate multi-agency responses at a neighbourhood level targeted at individuals / families identified as most in need.
4. Work with partners to enhance and promote activities that improve skills and confidence in young people.

### Outcomes

1. Improved school attendance.
2. Young people on more positive pathways.
3. Improved take-up of services and family resilience.
4. Improved collaborative working and better outcomes for young people.

### Indicators

1. Reduction of NEET young people.
2. Case studies, good news and feedback from partners and participants.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Idle & Thackley



### Actions

1. Work with partners, residents and health providers, including community partnerships and VCS organisations, to establish improved communication and signposting and help residents access the right front door the first time.
2. Identify and raise awareness of services promoting self-care and improved wellbeing.
3. Work with partners to identify, support and sign-post isolated and vulnerable people to services.

### Outcomes

1. Residents accessing the most appropriate service first time.
2. Residents accessing self-care advice and services leading to reduction in GP/hospital demand.
3. Isolated and vulnerable residents engaged more effectively.

### Indicators

1. Case studies and feedback from partners and patients
2. Increases in advice sought from pharmacies.
3. Case studies showing the identification of most vulnerable people and better outcomes for them.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Idle and Thackley



### Actions

1. Increase work with residents, businesses and VCS organisations to target the cause of, and reaction to, fly tipping and littering.
2. Work with VCS groups, youth service, residents and other stakeholders in the area to develop young peoples roles in local decision-making processes.
3. Work with VCS and Statutory organisations such as the Police to problem solve reported crime, identify trends and put strategies in place to target them.
4. Support and develop local events with residents and partners which bring together communities in fun and creative ways.

### Outcomes

1. Improved visual amenity.
2. Targeted interventions such as days of action.
3. Young people feel heard.
4. More residents aware of how to report concerns.
5. Increase in targeted response to problems and identification of key geographical locations and individuals.
6. Improved community cohesion.

### Indicators

1. Reduction in fly tipping.
2. Number of ASB interventions.
3. Case studies, good news and feedback from partners.
4. Case studies about the impact of collaborative working in a hotspot area.

# A Sustainable District

## Actions, Outcomes and Indicators – Idle & Thackley



### Actions

1. Creation of workshops and activity days to inform residents and other organisations of ways to improve home efficiency and reduce living costs.
2. Development of grants database or newsletters for residents and organisations to access grants for improved home efficiency and environmental sustainability.
3. Development of volunteer network where knowledge and experience can be shared and groups can be brought together.

### Outcomes

1. Improved home efficiency.
2. Better understanding of grants system and increased uptake.
3. Shared experience and knowledge. Improved community cohesion and engagement.

### Indicators

1. Funding access improved.
2. Improved home efficiency.
3. Stronger community groups with increased knowledge and inter-dependency between groups.

# Ward Priorities – Little Horton

Bradford District Priority Outcomes	Ward Priorities – Little Horton
Better Skills, More Good Jobs and a Growing Economy	<ol style="list-style-type: none"><li>1. Empower local businesses to increase access to and opportunities for apprenticeships and internships.</li><li>2. Work collaboratively with existing services to support local people back into the labour market.</li><li>3. Raise aspirations of and highlight opportunities for young people in voluntary and paid roles.</li></ol>
Decent Homes	<ol style="list-style-type: none"><li>1. Enable people to develop warmer more efficient homes through education and access to greener living schemes.</li><li>2. Work in partnership with social and private landlords to provide safe, efficient and sustainable homes.</li><li>3. Support and encourage local residents to maintain their gardens / yards and other local community spaces.</li></ol>
Good Start, Great Schools	<ol style="list-style-type: none"><li>1. Increase the uptake of the 2 year old offer in local nurseries and promote the benefits to parent/guardian.</li><li>2. Promote active school travel.</li><li>3. Encourage joint work between agencies in delivering the early help agenda to improve resilience in families.</li></ol>



# Ward Priorities – Little Horton

Bradford District Priority Outcomes	Ward Priorities – Little Horton
Better Health, Better Lives	<ol style="list-style-type: none"><li>1. Improve access to GPs and dentists or alternative advice to support health needs such as pharmacy contact points.</li><li>2. Work collaboratively with the Council, NHS and other organisations to engage and sign post to enable residents to maintain a healthy life style through healthy eating and keeping active.</li><li>3. Work with voluntary and public sector services to identify and connect isolated people and hidden communities to existing provisions with the local area.</li><li>4. Target work to address childhood obesity.</li></ol>
Safe, Strong and Active Communities	<ol style="list-style-type: none"><li>1. Work alongside communities to promote confidence and satisfaction in the Police, encourage the reporting of Crime and ASB and increase community intelligence to help tackle criminality.</li><li>2. Work with partners and Council services to improve the cleanliness of the area.</li><li>3. Develop a strategy alongside Youth Services and other partners to promote diversionary activities for young people on the periphery of criminality.</li></ol>
A Sustainable District	<ol style="list-style-type: none"><li>1. Support volunteering and community groups with local initiatives.</li><li>2. Encourage residents to use local amenities to promote the local economy and small businesses.</li><li>3. Work collaboratively with organisations to offer land to local residents to create their own produce through community garden initiatives.</li></ol>

# Better Skills, More Good Jobs and a Growing Economy

## Actions, Outcomes and Indicators – Little Horton



### Actions

1. Develop and promote initiatives to encourage residents to shop local and explore networking opportunities to support local businesses.
2. Develop and promote volunteering opportunities, work experiences, apprenticeships and skills development, to increase the confidence of young people to access the labour market.
3. Work with partners to support and deliver volunteer and skills workshops and work with partners to deliver employment and job fairs.

### Outcomes

1. More people shopping in local businesses.
2. Young people more prepared for the working environment and working routines with increased varied skills.
3. People more confident and skilled to deal with employers and getting into employment.
4. People more skilled to apply for local opportunities with increased aspirations and more awareness of options.

### Indicators

1. Feedback from businesses.
2. Case studies and feedback from participants.

# Decent Homes

## Actions, Outcomes and Indicators – Little Horton



### Actions

1. Support neighbourhood walkabouts with social housing providers and partners to identify local issues of action. In addition, raise awareness of how to report issues.
2. Promote energy efficiency schemes, grants and initiatives and work in partnership with Housing providers to review energy efficiency of properties and support upgrades where necessary.
3. Gather information and promote schemes and grants that can improve physical and financial accessibility.

### Outcomes

1. More people living in the same house and not moving – less transiency.
2. Improved pride in home/gardens/local area.
3. More people living in decent homes physically appropriate to their needs.
4. More tenants/residents actively engaging in housing issues/initiatives.
5. More tenants' and residents' groups.
6. More feedback opportunities for residents on housing issues.
7. More people managing living costs.
8. More households upgrading to energy efficiency measures.
9. More Social housing properties maintained to a decent standard.
10. More young people able to access affordable housing.
11. More old people able to access appropriate housing.
12. More people living in decent homes that meet their needs.

### Indicators

1. Number of walkabouts.
2. Number of tenants supported via social housing providers.
3. Number of events held.
4. Number of property improvements made.
5. Case studies and feedback from tenants' and residents' groups.

# Good Start, Great Schools

## Actions, Outcomes and Indicators – Little Horton



### Actions

1. Explore and develop outreach activities and opportunities in the ward.
2. Engage with partners around the delivery of early-years and parents' sessions to develop provision in the ward including family centred approach to meet identified support needs.
3. Work with providers and community to increase the take up of the 2 year offer of free 15 hours childcare.
4. Explore transition work with primary schools, Youth Service and partners.
5. Explore and support networking opportunities for primary schools in the ward.
6. Work with diverse groups of young people to co-design activities and opportunities along with partners.
7. Involve young people in decision making and consultations.

### Outcomes

1. Improved life-skills and development for 0-3 year olds.
2. Improved networking and information shared via partnership working.
3. Increased take up of 2 year offer of free childcare.
4. More children and young people displaying appropriate social skills, confidence and well-being.
5. More children and young people achieving higher attainment.
6. More young people ready for transition from primary to secondary school.
7. More young people actively contributing to youth voice/discussions.
8. More young people pro-socially involved in activities in their local area.
9. More young people leading decisions taken in their local and wider areas.
10. More young people with increased life-skills, confidence, increased self-esteem
11. Increased aspirations.

### Indicators

1. Case studies, feedback from partners and good news stories.
2. Number of families taking up 2 year offer.
3. Number of pupils enrolled in transition work.
4. Number of meetings/events.
5. Number of co-designed youth activities and initiatives.
6. Number of young people involved in initiatives in the community.

# Better Health, Better Lives

## Actions, Outcomes and Indicators – Little Horton



### Actions

1. Support voluntary organisations to design services and sessions to meet the health needs of their communities including reducing social isolation and obesity.
2. Support young people and Youth Service to deliver a youth summit.
3. Support access to youth sessions to empower young people to choose and be part of developing opportunities to access better health choices.
4. Referral and signpost of residents to public health programmes.
5. Work with partners to deliver accessible food project.

### Outcomes

1. Improved health through more self-care.
2. More young people engaged in positive health activities.
3. Improved health.
4. More residents accessing health activities.

### Indicators

1. Case studies and user feedback.

# Safe, Strong and Active Communities

## Actions, Outcomes and Indicators – Little Horton



### Actions

1. Work with partners to target young people most at risk of and / or involved with criminality.
2. Promote methods of reporting ASB and other crime and ensure partnership approaches are taken to address issues.
  - Hold local drop-in community engagement sessions with NPT and other partners.
  - Consider relevant pro-active local campaigns and engage residents.
  - Provide feedback and visibility of action taken.
3. Support community clean-ups.
  - Consult with residents on clean and green issues.
  - Develop local campaigns and initiatives.

### Outcomes

1. More young people engaged in positive activities.
2. More residents aware of how to report concerns.
3. Improved satisfaction with services.
4. People feel safer in their neighbourhoods.
5. Cleaner neighbourhoods.

### Indicators

1. Case studies and feedback from partners

# A Sustainable District

## Actions, Outcomes and Indicators – Little Horton



### Actions

- 1.** Work with key organisations to deliver initiatives for alternative and affordable transport.
- 2.** Develop projects that increase recycling. Promote methods of reporting waste management issues. Engage partners to improve 'grot-spots and work with residents to look at sustaining improvements.
- 3.** Partnership approaches to develop opportunities to strengthen community groups and volunteering and encourage community celebrations and community pride initiatives.

### Outcomes

- 1.** More people opting for more sustainable methods of travel
- 2.** More people recycling. Improvement in physical appearance of neighbourhoods.
- 3.** More opportunities developed for residents to engage in local environmental projects. More residents feeling that they have a voice in local environmental issues.

### Indicators

- 1.** Case studies and feedback from partners.
- 2.** Increase in recycling rates. Number of campaigns promoted. Number of reports of fly tipping. Number of grot-spots cleared.
- 3.** Number of people involved in local environmental initiatives. Number of community litter picks.

# Let's keep the conversation going

Contact your Area Co-ordinator's Office for more information about this plan, and how to get involved in your community.

**Area Co-ordinator:** Louise Williams

**Phone:** 01274 431066

**Email:** [bradfordeastinformation@bradford.gov.uk](mailto:bradfordeastinformation@bradford.gov.uk)

**Address:**

Bradford East Area Co-ordinator's Office  
Harris Street Cleansing Depot,  
Harris Street  
Bradford  
BD1 5HU



Everybody in the Bradford East locality can make a difference!  
Here are a few ideas....



## Connect

- Meet your ward councillors (via email, phone, in person at their surgeries)
- Get to know your Area Co-ordinator's Office team and their Ward Officers and Assistant Ward Officers



## Have your say

- Share your ideas through resident and community consultation
- Attend Area Committee, learn about key plans and ask questions
- Vote in local elections



## Get involved

- Volunteer in your area (lots of opportunities can be found [here](#))
- Be neighbourly
- Choose sustainable, active travel options
- Community action e.g. Dementia friendly communities, litter picks

Find lots more ideas at [www.peoplecanbradforddistrict.org.uk](http://www.peoplecanbradforddistrict.org.uk)





## **Report of the Director of Legal and Governance to the meeting of Executive to be held on 6 December 2022**

**AD**

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### **Subject:**

**PARENTAL LEAVE POLICY FOR ELECTED MEMBERS**

### **Summary statement:**

**To consider the draft Parental Leave Policy for Elected Members as set out in Appendix A and to decide whether to recommend to Council its adoption.**

### **EQUALITY & DIVERSITY:**

The draft Parental Leave Policy for Elected Members aims to ensure that, insofar as possible, Elected Members are able to take appropriate leave at the time of the birth or adoption of a child(ren).

It is hoped that by introducing this policy for new parents, it will make the role of a councillor more accessible and appealing to individuals of all ages, backgrounds and experience. This policy will hopefully also assist the Council to retain its experienced councillors.

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Asif Ibrahim  
Director of Legal and Governance

### **Portfolio:**

**Leader and Corporate**

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

**Corporate**

## **1. SUMMARY**

- 1.1 The Council does not have a Parental Leave Policy for Elected Members. This report asks Executive to consider the draft Parental Leave Policy for Elected Members (“the Policy”) as set out in Appendix A and to decide whether to recommend to Council its adoption.

## **2. BACKGROUND**

- 2.1 The Council does not have a formalised policy relating to Parental Leave for Elected Members. At present there is no legal right to parental leave for those elected to public office.
- 2.2 In March 2019 the Local Government Association (LGA) and the Ministry of Housing, Communities and Local Government produced a toolkit: “Twenty-First Century Councils- Enabling and Supporting Women and Carers to stand and serve in Local Government.” The toolkit was developed “to help councils create the underlying policies, procedures, ethos and environment that encourages and empowers women, parents and carers to become local councillors and take on leadership positions.”
- 2.3 The toolkit recommends that councils adopt a parental leave policy and it provides a link to the model parental leave policy produced by the LGA Labour Group.
- 2.4 The attached draft Policy at Appendix A is based on this model policy with a number of amendments for clarification having considered policies adopted by other councils and following consultation with the Council’s Group Leaders and Group Whips.

## **3. OTHER CONSIDERATIONS**

- 3.1 The draft Policy has been considered by the Council’s Group Leaders and Group Whips resulting in a number of amendments being made to the Policy. Generally, there is cross party support for adopting the Policy.
- 3.2 The draft Policy entitles members to up to 6 months’ maternity and adoption leave with the option to extend by a further 6 months by agreement. Requests to extend leave are to be determined by the Monitoring Officer in consultation with the relevant Group Leader (if applicable). The Policy also entitles relevant members to take a maximum of 2 weeks’ paternity leave.
- 3.3 The draft Policy also entitles all members to receive their basic allowance in full whilst on maternity, paternity or adoption leave. In addition, members entitled to a special responsibility allowance (SRA) shall continue to receive their allowance in full whilst on such leave. If a replacement is appointed to cover the period of absence that person is also entitled to an SRA on a pro-rata basis for the period of the temporary appointment. Again this is for a period of up to 6 months with exceptions as detailed in the Policy, with an option to apply to extend the leave and the payment for a further 6 months if the member remains entitled to the SRA.

- 3.4 The LGA website reports that, as of February 2022, 33 Council's had "passed" the LGA's Labour Group's parental leave policy and an additional 7 councils have their own policies in place.

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

- 3.5 As the draft Policy provides for the continued payment to elected members of the basic allowance, and SRA if applicable, and also provides that where a replacement is appointed to cover a member with an SRA the replacement shall also receive an SRA, it was necessary for the Independent Remuneration Panel to consider the Policy in respect of the proposals regarding the allowances.
- 3.6 The majority of the Panel support the suggested amendment to the members' allowances scheme, believing that the amendment is a welcome attempt to make service as a councillor more attractive to younger people and redress the imbalance of age. The majority of the Panel also acknowledged it is consistent with practice elsewhere.

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

- 4.1 The adoption of the Parental Leave Policy for Elected Members represents a limited additional cost to the Council. The additional cost arises if the member taking leave under the policy is in receipt of an SRA. If so they would be entitled to retain the SRA and any replacement appointed to cover the absence would also be entitled to an SRA on a pro-rata basis. The actual cost will vary according to the numbers taking parental leave and the level of SRA involved for the individuals concerned. Currently, based on August payment levels of £47,250 across 54 members, the average SRA cost is £875 per month. The additional average cost if cover was required for 1 member for 6 months would be £5,250.

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

- 5.1 There are no significant risks arising out of the implementation of the proposed recommendation.

## **6. LEGAL APPRAISAL**

- 6.1 There is no legal right for Elected Members to take parental leave and any arrangement adopted would be voluntary.
- 6.2 When reaching its decision Executive must have regard to any recommendations of the Independent Remuneration Panel but does not have to adopt them. Similarly, if Executive recommend to Council that the Policy be adopted Council must also have regard to any such recommendations but does not have to adopt them.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

7.1.1 None arising from this report.

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

7.2.1 Not applicable.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

7.3.1 Not applicable.

### **7.4 HUMAN RIGHTS ACT**

7.4.1 No issues arising from this report.

### **7.5 TRADE UNION**

7.5.1 No issues arising from this report.

### **7.6 WARD IMPLICATIONS**

7.6.1 No issues arising from this report.

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

7.7.1 No issues arising from this report.

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

7.8.1 Not applicable.

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

8.1 None.

## **9. OPTIONS**

9.1 The following options are available to the Executive:

9.1.1 having regard to the recommendation of the Independent Remuneration Panel, Executive may agree the draft Parental Leave Policy for Elected Members and recommend to Council the adoption of the Policy as set out in Appendix A to this Report subject to realignment with the Members' Allowance Scheme; or

9.1.2 having regard to the recommendation of the Independent Remuneration Panel, Executive may recommend to Council the adoption of the draft Parental Leave Policy for Elected Members as set out in Appendix A to this Report, subject to such amendments as Executive considers appropriate and subject to realignment with the Members' Allowance Scheme; or

9.1.3 Executive may decide that a Parental Leave Policy for Elected Members should not be recommended to Council for adoption.

## **10. RECOMMENDATIONS**

It is recommended:

10.1 that Executive agrees the draft Parental Leave Policy for Elected Members as set out in Appendix A, and recommends to Council that the Policy be adopted, subject to realignment with the Members' Allowance Scheme.

10.2 that if the Policy is agreed by Executive and adopted by Council, the Policy is kept under review with the first review being undertaken after one year of adoption.

## **11. APPENDICES**

11.1 Appendix A – Draft Parental Leave Policy for Elected Members.

## **12. BACKGROUND DOCUMENTS**

12.1 None.

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## **Appendix A**

### **DRAFT Parental Leave Policy for Elected Members**

#### **Introduction and Aims of the Policy**

There is currently no legal right for Elected Members to take parental leave and any arrangement adopted by this Council is a voluntary one.

This policy aims to ensure that, insofar as possible, Elected Members are able to take appropriate leave at the time of the birth or adoption of a child(ren). This policy seeks to ensure that reasonable and adequate arrangements are in place to provide cover for portfolio holders and other Members who are in receipt of Special Responsibility Allowances during any period of leave.

The Council hopes that by introducing this policy for new parents, it will make the role of a councillor more accessible and appealing to individuals of all ages, backgrounds and experience. This policy will hopefully also assist the Council to retain its experienced councillors.

#### **1. Leave Periods**

- 1.1** Members giving birth are entitled to up to 6 months' maternity leave from the baby's due date, with the option to extend the leave period by a further 26 weeks by agreement if required; such requests will be determined by the Monitoring Officer in consultation with the relevant Group Leader (if applicable). Expectant mothers may also wish to start maternity leave earlier than the baby's due date for health reasons and if this is the case they should notify the Council in line with paragraph 5 below.
- 1.2** In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6-month period. In such cases, any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 1.3** In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52-week entitlement.
- 1.4** Members shall be entitled to take a maximum of 2 weeks' paternity leave, if they are the biological father of the child(ren) or the nominated carer of their partner/spouse following the birth or adoption of their child(ren).
- 1.5** Members who have tragically suffered the loss of a child under the age of 18 years old or suffered a stillbirth from 24 weeks of pregnancy will be entitled to up to two weeks' parental bereavement leave. Additional leave may be requested and such requests will be determined by the Monitoring Officer in consultation with the relevant Group Leader (if applicable).

- 1.6** A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. The Council will try wherever possible to replicate such arrangements.
- 1.7** Where both parents are Members, leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 1.8** A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months' adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required. Requests to extend the adoption leave will be determined by the Monitoring Officer in consultation with the relevant Group Leader (if applicable).
- 1.9** Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period, unless the Council agrees to an extended leave of absence prior to the expiration of that six-month period. [The normal expectation is that the Council wherever possible will approve a request to extend the leave period beyond the initial 6 months].
- 1.10** Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 1.11** Any member taking leave should ensure that he/she responds to reasonable requests for information as promptly as possible, and that he/she keeps officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.12** The relevant political groups and/or the Council will in so far as is reasonably possible facilitate any arrangements made by the relevant Members which allow for the case work of a Member on leave under this policy to be completed by another Ward Member or another Member if that is not feasible.
- 1.13** The Council will ensure that the Member on leave continues to have access to adequate IT provision.
- 1.14** Member absences from Council Meetings during any period of leave under this policy shall be recorded as parental/maternity/adoption leave as applicable, rather than general absence.
- 1.15** If a Member who is on leave under this policy wishes to have a keeping in touch day or to attend a meeting, then he/she should notify their Group Leader (if applicable) and the Monitoring Officer as per section 5, although this will not affect any calculation of the leave periods or be taken into account for an extended leave period.



## **2. Basic Allowance**

- 2.1** All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

## **3. Special Responsibility Allowances**

- 3.1** Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

- 3.2** Where a replacement is appointed to cover the period of absence, that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

- 3.3** The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council or Ordinary Meeting of the Council where a change in Committee membership or change in role is agreed which affects the Member's SRA, or until the date when the Member taking leave is up for election (whichever is soonest). If at this point the member has exhausted the six months' entitlement and remains entitled to an SRA the Member can apply for the leave period to be extended, with continued payment of the SRA, for a further six-month period in accordance with paragraph 1.1 above.

- 3.4** Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

- 3.5** The Member shall return at the end of his/her leave period to the same post, or to an alternative post with equivalent status and remuneration to that which he/she held before the leave began unless the Member taking leave is removed from his/her post at an Annual Meeting of the Council or Ordinary Meeting of the Council where a change in Committee membership or change in role is agreed which affects the Member's SRA, whilst on leave, or unless the Party to which he/she belongs loses control of the Council during his/her leave period.

## **4. Resigning from Office and Elections**

- 4.1** If a Member decides not to return to his/her role at the end of his/her maternity, paternity, shared parental or adoption leave, he/she must notify the Monitoring Officer and Group Leader if applicable at the earliest possible opportunity. All allowances will cease from the effective resignation date.

- 4.2** If an election is held during the Member's maternity, paternity, shared parental or adoption leave and he/she is not re-elected, or decides not to stand for re-

election, his/her basic allowance and SRA, if appropriate, will cease from the Monday after the election date when he/she would technically leave office.

## **5. Notification Requirements**

- 5.1** The Member must notify their Group Leader (if applicable) and the Monitoring Officer by email no later than the end of the 15th week before the expected week of childbirth (maternity/paternity), the intended shared parental or adoption leave or as soon as is reasonably practicable and provide details of:
- (i) the week the baby/child(ren) is due or, in the case of adoption leave, the expected date of placement;
  - (ii) the period of leave the Member intends to take (or, in the case of paternity leave, if they wish to take one or two weeks' leave); and
  - (iii) when he/she wants his/her leave to start.
- Any such notification will be acknowledged in writing within 2 weeks.
- 5.2** If a Member wishes to return from leave earlier than originally planned, or have a Keeping in Touch day, he/she should notify their Group Leader (if applicable) and the Monitoring Officer by email (as above), who will provide confirmation that the information has been received and from what date he/she will resume the responsibilities of any remunerated post, or put in place KIT arrangements as appropriate.
- 5.3** If a Member taking leave wishes to extend this beyond 6 months (and as set out in this Policy), then no later than 4 weeks before the end of the 6-month period, the Member should notify their Group Leader (if applicable) and the Monitoring Officer in writing. The Monitoring Officer shall then liaise with the relevant Member's Group Leader to agree this and confirm that this is acceptable.
- 5.4** Where, under this Policy, the Member is not a member of a group, any reference to consulting with, or agreement from, a Group Leader will be read as consulting with, or agreement from, the Leader of the Council.



## **Report of the Strategic Director, Health and Wellbeing to the meeting of Executive to be held on 6<sup>th</sup> December 2022**

**AE**

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**Subject: Seeking approval to commence a consultation on proposed changes to Adult Social Care Non Residential Charges prompted by the Government's Adult Care Reform agenda.**

### **Summary statement:**

**To seek approval for a consultation on proposed changes to Adult Social Care Service non-residential charges from April 2023 prompted by the Government's Adult Care Reform agenda.**

### **EQUALITY & DIVERSITY:**

The Equality Act 2010 sets out the duty for public authorities to ensure that while exercising their function they are not discriminating directly or indirectly against any group or individual.

We have undertaken a detailed Equality Impact Assessment, which is attached to this report as Appendix A. Our assessment suggests that these proposals will have no detrimental impact on equality and diversity, however there is a group who may be impacted on financially, and we have put in place mitigations, which are set out in the Equalities Impact Assessment at Appendix A. Bradford Adult Social Care services, will continue to support the needs of all groups who are currently in receipt of support, and

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Iain MacBeath  
Strategic Director Health and Wellbeing

Portfolio: Healthy People and Places

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Overview & Scrutiny Area:  
Health and Social Care Overview and Scrutiny

those who may need support in the future.

## **1. SUMMARY**

- 1.1 This paper seeks approval to commence a consultation on proposed changes to Adult Social Care non-residential charges with effect from 1 April 2023. These proposed changes are in addition to the annual inflation uplift applied to charges from April each year.
- 1.2 This is a targeted consultation with people identified as being directly impacted. There are currently 504 people who use social care services who have been financially assessed as having the means to pay for the full cost of their care. In addition, the consultation will also contact people identified by our operational social work teams as likely to be entering the service in the coming months. If consultation is approved, the data will be re-run as at 30 November 2022 to identify any changes to ensure only those impacted are included in the consultation.
- 1.3 These changes are part of the preparatory work for the Government's adult social care charging reforms. They will aide with metering towards the proposed £86,000 'Cap on Care' for service users.

## **2. BACKGROUND**

- 2.1 The Care Act 2014 is the primary legislation providing the single legal framework for charging for care and support, with the Care and Support Regulations governing the scope of 'local authorities' power to charge for meeting eligible needs and for financial assessments under the primary legislation.
- 2.2 Bradford's Non Residential Care Services Policy sets out the Councils approach to delivery of the requirements set out in the Care Act 2014.
- 2.3 The proposed consultation relates to charging service users who have been assessed as having the means to pay, the actual cost to the Council for their social care services, as opposed to a subsidised rate as at present. In the financial assessment any disability related costs are taken into account. These are the extra costs incurred by a service user to meet a specific need due to a medical condition or disability.
- 2.4 These proposed changes will impact directly on two cohorts of Adult Social Care service users:
  - i. those termed 'full-cost-payers' who have assets and savings above the current capital threshold of £23,250.
  - ii. those who are not currently charged at the maximum level of their financially assessed contribution.
- 2.5 The number of service users impacted and the cost of their packages of care and support are based on data at August 2022. As care packages can change for a variety of reasons: a service user is no longer receiving a service or following a care review and/or a financial assessment review, the number of hours and their

financial assessed contribution could change this data will be refreshed at the end of November to ensure any changes are picked up.

2.6 The proposed changes to charging are:

**2.6.1 Charge all 'Full-Cost Payers' (those with eligible needs and assets above the current capital limit of £23,250) the actual cost of their services.**

- The legislation is clear when choosing to charge for care and support services an authority must **not** charge more than the cost it incurs in meeting the assessed needs of the service user.
- The Council currently has 385 services users classed as 'full-cost payers' who have asked the council to commission non-residential care and support services on their behalf.
- These service users have no 'maximum assessed contribution' as they are above the current capital limit of £23,250 and so have to contribute fully to the cost of their care and support.
- These service users have asked the Council to commission their care, although as 'full-cost payers' or 'self-funders' the Council currently has no legal obligation to commission care on their behalf.
- The Council currently charges all service users at a historical nominal cost for services which has not been uplifted each year with inflation. This is not the 'actual' cost of the services to the Council. The actual cost is more than the nominal cost, by 36.8% for the majority of services based on the current level of charges and costs i.e. those for the 2022/23 financial year. The Council is effectively subsidising the cost of these services.

**2.6.2 Charge all service users the actual cost of their services – this will impact on those not currently paying up to the assessed maximum contribution.**

- The Council could not have differential charges for full-cost payers and service users who make a partial contribution to the cost of their care. It would therefore be necessary if considering the introduction of charges based on actual costs to apply this increase to all service users.
- The Council currently has 119 services users who make a contribution to the cost of their care but do not pay the 'full-cost', receiving a total of 566.5 hours of care and support per week (this is predominantly Home Care). For 42 service users the increase would be capped at their maximum assessed contribution, for 77 it would be the full 36.81% increase. Further detail is provided in Tables 4 -5 in Appendix B along with a summary of the weekly increase in charges per week.

2.7 New Charging Reforms, as set out in Appendix C, will be introduced in October 2023 and these changes will reset and prepare CBMDC for the implementation of those new regulations.

2.8 The Council is proposing it charges the actual cost of these services from April 2023. While the Council has the powers to charge at the 'actual' cost given the percentage increase, it is proposing to consult with those directly impacted.

2.9 Table 1 sets out the proposed consultation actions and timelines.

**Table 1:**

	Activity	Description	Timescale
1	Formal consultation begins		13 <sup>th</sup> Dec 2022
2	Communication and information sharing with service users	<ul style="list-style-type: none"> <li>Letters to be sent out to the current cohort of service user providing an explanation of the proposed changes and description of the impact on them as individuals.</li> <li>The letter will also include a contact email and phone for the service user or their carer/advocate to follow up for additional information.</li> <li>Each person will be offered a new care assessment, a new financial assessment and welfare benefits advice in case any of these change the value of their contribution.</li> </ul>	13 <sup>th</sup> Dec 2022
3	Communication and information sharing with community groups	<ul style="list-style-type: none"> <li>Information related to the changes to be shared with community organisations who provide welfare advice support.</li> <li>This will include material that summarises the changes, and the implications for individuals and what support is available for them.</li> <li>Probably worth considering setting up a one of briefing session with this cohort.</li> </ul>	13 <sup>th</sup> Dec 2022
4	Follow up calls with service users	<ul style="list-style-type: none"> <li>Financial Service staff to make outbound calls to those service users who have not responded to the letter.</li> <li>We will use this opportunity to explain the changes, undertake a financial assessment reviews, including a review of any disability related expenditure and provide benefit advice for them and their families</li> </ul>	19 <sup>th</sup> Dec to 18 <sup>th</sup> Jan 23
5.	Formal consultation ends		3 <sup>rd</sup> Feb 23
6.	Consultation feedback	<ul style="list-style-type: none"> <li>Draft report for Executive, summarising the findings from the consultation exercise and recommending change to the council's charging policy and procedure.</li> <li>Report received for decision at the Council's Executive on 21 February 2023 for implementation from April 2023.</li> </ul>	10 <sup>th</sup> Feb 23

### **3. OTHER CONSIDERATIONS**

- 3.1 A financial review and a benefits review will be offered to those directly affected. A Care Act reassessment will be completed on request.

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

- 4.1 There are no direct financial implications arising from the request to consult on the proposals contained within this report. A further report on the outcome of consultation will be brought to this meeting in February. If accepted these proposals could generate additional income of up to £1.255M per annum.

### **5. LEGAL APPRAISAL**

- 5.1 The changes are designed to comply with the Council's obligations under the Care Act 2014 and the Care and Support Statutory Guidance.

### **6. OTHER IMPLICATIONS**

#### **6.1 HUMAN RIGHTS ACT**

This decision could be considered to engage Article 8 (Right to Family and Private Life) and Article 14 (Protection from discrimination) and all steps available are being taken to ensure that the process will be compliant.

### **7. OPTIONS**

- 7.1 The Care Act 2014 sets out that individuals are expected to meet the full cost of their care unless their financial assessment sets out they need to make a lesser or a nil contribution towards their care. Under the Care Act 2014 legislation the Council has discretion to:

- Set a minimum income guarantee above the statutory rate.
- Set charges as a percentage of service users maximum disposable income.
- Apply a weekly maximum cap on charges.

- 7.2 All of these options would reduce income to the Council from Adult Social Care charges which would have an adverse impact on spending. Non-statutory preventative services may need to be reduced which would be detrimental to those who rely on such services to remain healthy in their own homes and communities.

- 7.3 The option proposed in this paper to be consulted on means that people who have been financially assessed as having the ability to pay for their care do so in full, until such a time as their assets fall below the Government threshold. This will also

maximise their contribution toward the social care cap proposed as a new reform by the Government.

## **8. RECOMMENDATIONS**

- 8.1 That the Executive, following consideration of the issues raised within this report, and the equality impact assessment set out in Appendix 1, authorises the Strategic Director for Health and Wellbeing to undertake the consultation with the key stakeholders ensuring that due regard is made to the Council's public sector duty as set out in the Equality Act 2010.
  
- 8.2 That the Executive agrees for the findings from the consultation exercise to be brought back to its meeting in February for due consideration.

## **9. APPENDICES**

Appendix A Equality Impact Assessment

Appendix B Summary Data on impact for 'full-cost payers'

Appendix C Summary Data for services users not paying at their maximum assessed contribution.

Appendix D Proposed Social Care Charging Reforms.

## **10. BACKGROUND DOCUMENTS**

- Care Act 2014.
- Care Act Care and Support Statutory Guidance.
- Regulations 2.3. Care and Support (Charging and Assessment of Resources) Regulations 2014 (SI 2014/2672) ("2014 Regulations").
- CBMDC Community Care Contribution Policy
- DHSC Draft Operational Guidance to Implement a Life time cap on care



## Equality Impact Assessment Form

Appendix A

<b>Department</b>	Adult & Community Services	<b>Version no</b>	2.0
<b>Assessed by</b>		<b>Date created</b>	
<b>Approved by</b>		<b>Date approved</b>	
<b>Updated by</b>		<b>Date</b>	
<b>Approved by</b>			

### Section 1: What is being assessed?

#### 1.1 Name of proposal to be assessed:

Changes to Adult Social Care Non Residential Charges prompted by the Government's Adult Care Reform agenda.

#### 1.2 Describe the proposal under assessment and what change it would result in if implemented.

##### 1.2.1 BACKGROUND

The Care Act 2014 is the primary legislation providing the single legal framework for charging for care and support, with the Care and Support Regulations governing the scope of 'local authorities' power to charge for meeting eligible needs and for financial assessments under the primary legislation.

##### 1.2.2 PROPOSAL

- a) We have undertaken a refresh of the Council's Adults Social Care Non Residential Care Services Charging Policy, which sets out the Council's approach to how we charge for services in accordance with the duties set out in the Care Act 2014.
- b) The refresh of the policy includes a proposal to charge service users the actual cost to the Council for their services. Currently service users pay a reduced amount, and the difference is topped up by the Council through a subsidy.

The Council is having to make these changes due to the significant increase in the cost of everything from food, electricity, fuel, which has put a major pressure on the Council's budget.

- c) The Council is legally obliged to consult with those that will be affected by the changes we are proposing, which includes the following cohorts:

- I. those termed ‘full-costers’ and have assets above the current capital threshold of £23,250.
- II. those who are not currently charged at the maximum level of their financially assessed contribution.

### 1.2.3 **SCALE OF IMPACT**

- a) The Council’s Department of Health and Wellbeing is responsible for the provision of care and support under the Care Act 2014, and its strategic and assistant directors have delegated powers to formulate and implement the financial assessment and charging arrangements that are required under the Assessment Regulations. These arrangements will be formulated in a new policy document **entitled the Charging Policy for Non-Residential Care Services for Adults**.
- b) The Council recognises that the implementation of the new policy will result in changes to the financial assessment arrangements for all affected service users and in the charges that they pay for non-residential care services provided either by the Council or by a third party.
- c) The table outlined below provides a summary for both of the cohorts identified above. It needs to be noted that the number of service users impacted and the cost of their packages of care and support are based on data at August 2022. (this will be updated)
- d) It also should be noted that as packages can change for a variety of reasons: a service user is no longer receiving a service or following a care review and/or a financial assessment review, the number of hours and their financial assessed contribution could change this data will be refreshed at the end of November to ensure any changes are picked up.

#### **Charge all ‘Full-Cost Payers’ (those with eligible needs and assets above the current capital limit of £23,250) the actual cost of their services.**

- The legislation is clear when choosing to charge for care and support services an authority must **not** charge more than the cost it incurs in meeting the assessed needs of the service user.
- The Council currently has 385 service users classed as ‘full-cost payers’ who have asked the council to commission non-residential care and support services on their behalf.
- These service users have no ‘maximum assessed contribution’ as they are above the current capital limit of £23,250 and so have to contribute fully to the cost of their care and support.
- These service users have asked the Council to commission their care, although as ‘full-cost payers’ or ‘self-funders’ the Council currently has no legal obligation to commission care on their behalf.
- The Council currently charges all service users at a historical nominal cost for services which has not been uplifted each year with inflation. This is not the ‘actual’ cost of the services to the Council. The actual cost is more than the nominal cost, by 36.8% for the majority of services based on the current level of charges and costs i.e. those for the 2022/23 financial year. The Council is effectively subsidising the cost of these services.
- This will impact 385 service users currently receiving a total of 3,687.77 hours of care and support per week. There are 403 packages of care impacted (19 service users receive more than one service) with increases ranging from less than £10 per week up to in excess of £300 per week for 3 service users.
- Further detail is provided in tables outlined below, along with a summary of the number of hours received per week e.g. 115 of these service users receive less than 5 hours of care per week while 3 receive more than 55 hours of care per week.

**Table 1: Summary of Full-Costers Impacted**

Type of Service	No of Service Users	Number of Hours weekly (includes Day Care and Timeout sessions)
Double Handed Home Care	51	572.75
Home Care	313	2,854.82
Extra Care	1	1.25
Timeout	6	34.5
Day Care	9	14
Supported Living	5	201.45
<b>Fill Cost Payers</b>	<b>385</b>	<b>3,678.77</b>

**Table 2: Number of Service Users Impacted by band of weekly cost increases**

Weekly Rate Increase £	Service Users/Packages Impacted
< 10	24
10 -19	77
20 - 49	133
50 - 99	124
100 - 199	39
200 - 299	3
> 300	3
<b>Total</b>	<b>403</b>

19 service users receive more than 1 care type

**Charge all services users the actual cost of their services – this will impact on those not currently paying up to the assessed maximum contribution.**

- The Council could not have differential charges for full-cost payers and service users who make a partial contribution to the cost of their care. It would therefore be necessary if considering the introduction of charges based on actual costs to apply this increase to all service users.
- The Council currently has 119 services users who make a contribution to the cost of their care but do not pay the 'full-cost' receiving 572.75 hours of care and support per week (this is predominantly Home Care).
- For 42 service users the increase would be capped at their maximum assessed contribution, for 77 it would be the full 36.81% increase. The table below provides a more detail breakdown.

Table: 3 Summary of service users not at their financially assessed maximum contribution.

Type of Service	Number	Number of Hours weekly inclu Day Care and Timeout	Number of Service Users Impacted	
Double Handed Home Care	1	3.5	Increase capped at Maximum Assessed Contribution	42
Day Care Sessions	2	2	Does not reach Maximum Assessed Contribution	77
Home Care	116	561		
<b>Total</b>	<b>119</b>	<b>566.5</b>		<b>119</b>

Table 4: Number of Service Users Impacted by band of weekly increase

Weekly Rate Increase £	Service User/Packages Impacted
< 10	32
10 -19	29
20 - 49	52
50 - 99	6
100 - 199	0
200 - 299	0
> 300	0
<b>Total</b>	<b>119</b>

#### 1.2.5 IMPACT BY PROTECTED CHARACTERISTIC

- a) The Council also has a legal obligation to undertake an objective assessment of the impact of these changes upon existing and future service users in order to identify whether that impact will have a significant adverse effect upon them, and whether that effect may directly or indirectly be due to, relate to or be on the grounds of their (or another person) possessing a protected characteristic as defined within the Equality Act 2010.

- b) Our initial assessment of the service users that are likely to be affected by the New Charging Policy fall into the following range:
- All over 18 years old.
  - Some of them are over 60 years old.
  - All of them require care and support to meet their assessed needs under the Care Act 2014.
  - They all possess various degrees of vulnerability and may be disabled under the Equality legislation, or lack mental capacity for a variety of purposes as defined by the Mental Capacity Act 2006 or the Mental Health Act 1983.
  - Their gender, sexual orientation ethnicity and religion is varied but has not been specifically identified within the cadre of service users that has been assessed under the policy for the purposes of this report.
- c) The protected characteristics of the effected cohort are outlined in the tables below:

<b>Full Costers</b>	<b>Male</b>	<b>Female</b>	<b>TOTAL</b>
<b>Sex</b>	<b>152</b>	<b>233</b>	<b>385</b>
<b>Age</b>			
Under 25	0	0	<b>0</b>
Working Age	16	9	<b>25</b>
Older Person	136	224	<b>360</b>
<b>TOTAL</b>	<b>152</b>	<b>233</b>	<b>385</b>
<b>Race Working Age</b>			
Asian/Asian British	0	1	<b>1</b>
Black/African/Carribean/Black British	0		<b>0</b>
Mixed/Multiple	2	2	<b>4</b>
Other Ethnic Group	0		<b>0</b>
Undeclared/Not Known	0	1	<b>1</b>
White	14	5	<b>19</b>
<b>TOTAL Working Age</b>	<b>16</b>	<b>9</b>	<b>25</b>
<b>Race Older Person</b>			
Asian/Asian British	5	5	<b>10</b>
Black/African/Carribean/Black British	3	3	<b>6</b>
Mixed/Multiple	20	35	<b>55</b>
Other Ethnic Group	4	5	<b>9</b>
Undeclared/Not Known	0	3	<b>3</b>
White	104	173	<b>277</b>
<b>TOTAL Older Person</b>	<b>136</b>	<b>224</b>	<b>360</b>
<b>TOTAL All Ages</b>	<b>152</b>	<b>233</b>	<b>385</b>

<b>Service Users Not At Maximum Assessed Financial Contribution</b>	<b>Male</b>	<b>Female</b>	<b>TOTAL</b>
<b>Sex</b>	<b>56</b>	<b>63</b>	<b>119</b>
<b>Age</b>			
Under 25	0	1	1
Working Age	24	11	35
Older Person	32	51	83
<b>TOTAL</b>	<b>56</b>	<b>63</b>	<b>119</b>
<b>Race Under 25</b>			
Asian/Asian British	0	0	0
Black/African/Carribbean/Black British	0	0	0
Mixed/Multiple	0	0	0
Other Ethnic Group	0	0	0
Undeclared/Not Known	0	0	0
White	0	1	1
<b>TOTAL Under 25</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Race Working Age</b>			
Asian/Asian British	1	1	2
Black/African/Carribbean/Black British	1	0	1
Mixed/Multiple	1	3	4
Other Ethnic Group	0	0	0
Undeclared/Not Known	0	1	1
White	21	6	27
<b>TOTAL Working Age</b>	<b>24</b>	<b>11</b>	<b>35</b>
<b>Race Older Person</b>			
Asian/Asian British	2	2	4
Black/African/Carribbean/Black British	0	2	2
Mixed/Multiple	5	9	14
Other Ethnic Group	0	0	0
Undeclared/Not Known	0	3	3
White	25	35	60
<b>TOTAL Older Person</b>	<b>32</b>	<b>51</b>	<b>83</b>
<b>TOTAL All Ages</b>	<b>56</b>	<b>62</b>	<b>119</b>

The changes to this policy are not expected to significantly impact on the following groups: Imran can you list the ones not covered. I have left the table in below.

Protected Characteristics		Charge all 'Full-Cost Payers' (those with eligible needs and assets above the current capital limit of £23,250) the actual cost of their services.	Charge all services users the actual cost of their services – this will impact on those not currently paying up to the assessed maximum contribution.
Age	Under 25	0	1
	Working Age	25	
	Older People	360	
Disability			
Gender reassignment			
Race will need breaking down			
Religion/Belief will need breaking down			
Pregnancy and maternity			
Sexual Orientation			
Sex			
Marriage and civil partnership			
Low income / low wage			

### 1.2.6 CONSULTATION AND APPROVAL

- a) At its meeting on 6th December 2022, the Bradford Council's Executive will be considering the draft Charging Policy, and this Equality Impact Assessment and based on these deliberations will consider whether to approve (or not) that the new policy is opened up for consultation with key stakeholders ensuring that due regard is made to the Council's public sector duty as set out in the Equality Act 2010.
- b) Subject to approval the Consultation will start on 13<sup>th</sup> December and will close on the 3<sup>rd</sup> Feb 2022.

## Section 2: What the impact of the proposal is likely to be

The Equality Act 2010 requires the Council to have due regard to the need to-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

### 2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.

Yes. The provision of more cost effective and sustainable non-residential care services will facilitate the integration of persons with disabilities into the community and will enable older persons to gain greater access to community services and resources.

It will enable them to participate in the broader social milieu outside their homes and so improve their opportunities to access services (including services that may lead to employment) and foster good relations between different groups of service users by ensuring equality and transparency of service access and with the local community.

### 2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.

Yes, see section 2.1.

Discrimination and harassment may include unintended exclusion from opportunities or isolation from family, friends and the community. By securing on-going equal access to non-residential services the policy will reduce the potential for such exclusion and isolation.

### 2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.

Yes, our initial assessment outlined in section 1.2.5 above shows that the New Contributions policy is likely to have a disproportionate adverse impact on xxxxxx

We have assumed that there is a high probability that people receiving a social care service will have a disability under the Equality Act 2010, and that there is an unquantifiable negative correlation between possessing severe and life limiting disabilities and the ability to earn or acquire savings.

Suggest we have a breakdown of the current users across the District and the impact e.g.

There are currently over xxxxx service users across the District and the impact of the charging proposals is likely to have a greater impact on the savings and net disposable income of:

- Older people



- Working age adults that have more income and
- Young people under the age of 25.

**Analysis of impact:**

**2.4 Please indicate the level of negative impact on each of the protected characteristics?**

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

<b>Protected Characteristics:</b>	<b>Impact</b>
Age	H
Disability	H
Gender reassignment	N
Race	L
Religion/Belief	N
Pregnancy and maternity	N
Sexual Orientation	N
Sex	M
Marriage and civil partnership	N
<b>Additional consideration:</b>	
Low income/low wage	M

**2.5 How could the disproportionate negative impacts upon the affected groups of service users be mitigated or eliminated?**

2.5.1 The current charging policy ensures that individual service users, including those with limited income, are not required to contribute more than they can reasonably afford. That principle will not change under the new charging policy and all existing service users will have a new needs assessment / review, financial assessment with help to maximise benefits, review of DRE and affordability of any contribution. There is also an appeals process if the service user cannot afford any newly assessed contribution.

- 2.5.2 Where the assessment process under the new policy identifies a change in service provision we will work with the service user and their family members, carers and advocates to support the implementation of the new charges. If we do agree to take a phased approach, then we will need to add this in here.

## **Section 3: What evidence you have used?**

### **3.1 What evidence do you hold to back up this assessment?**

See section 2.3

### **3.2 Do you need further evidence?**

A new financial assessment would be needed for all existing service users to ensure that we are using the most up to date financial information to determine the new charging costs.

## **Section 4: Consultation Feedback**

### **4.1 Results from any previous consultations**

The main message from the consultation undertaken in 2016 was around the potential disproportionate impact on low income groups and the need for robust mitigation actions to be put in place.

### **4.2 Your departmental feedback**

When people are financially assessed their outgoings including home maintenance are taken into account. People can also appeal against a decision if they feel they cannot afford to pay.

The basis of the proposal is that people are assessed in line with most other local authorities and based on people's assessed ability to pay. The current policy has a system of appeal in place and this will also continue to be the case.

The intention and practice continues to be the equitable application of all Council policies

### **4.3 Feedback from current consultation**

N/A

### **4.4 Your departmental response to this feedback – include any changes made to the proposal as a result of the feedback**

N/A

## Appendix B

**Table 1: Summary of Full-Costers Impacted**

Type of Service	No of Service Users	Number of Hours weekly (includes Day Care and Timeout sessions)
Double Handed Home Care	51	572.75
Home Care	313	2,854.82
Extra Care	1	1.25
Timeout	6	34.5
Day Care	9	14
Supported Living	5	201.45
<b>Fill Cost Payers</b>	<b>385</b>	<b>3,678.77</b>

**Table 2: Number of Service Users Impacted by band of weekly cost increases**

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< 10	24
10 -19	77
20 - 49	133
50 - 99	124
100 - 199	39
200 - 299	3
> 300	3
<b>Total</b>	<b>403</b>

19 service users receive more than 1 care type

**Table 3: Split of 'Full-Cost Payer' Service User Hours**

Hours	Service User	Comments
<5	115	includes 5 services
5>10	137	includes 1 service
10.5 - 20	145	includes 12 with 2 services
22 - 55	3	2 Home Care and 1 Supported Living
>55	3	Supported Living and one ISF
<b>Total</b>	<b>403</b>	19 service users receive more than 1 service

## Appendix C

**Table: 4 Summary of service users not at their financially assessed maximum contribution.**

Type of Service	Number	Number of Hours weekly inclu Day Care and Timeout	Number of Service Users Impacted	
Double Handed Home Care	1	3.5	Increase capped at Maximum Assessed Contribution	42
Day Care Sessions	2	2	Does not reach Maximum Assessed Contribution	77
Home Care	116	561		
<b>Total</b>	<b>119</b>	<b>566.5</b>		<b>119</b>

**Table 5: Number of Service Users Impacted by band of weekly increase**

Weekly Rate Increase £	Service User/Packages Impacted
< 10	32
10 -19	29
20 - 49	52
50 - 99	6
100 - 199	0
200 - 299	0
> 300	0
<b>Total</b>	<b>119</b>

## Appendix D

### Charging Reforms

1.1 It is proposed that from October 2023, the way people pay for their care and support will change. The key changes of the Social Care Charging Reform mean:

- No one will have to pay more than £86,000 for their personal care costs in their lifetime.
- If you have less than £100,000 in savings and assets, you may be able to access financial support from the local authority to meet your eligible care costs.
- The council can arrange your care and support if you want us to, which can give you a choice of better value care.

1.2 There is a programme of work around assessing the implications of the proposed changes for the Council and working to prepare for these changes.

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## Report of the Strategic Director of Corporate Resources to the meeting of the Executive Committee to be held on 6<sup>th</sup> December 2022.

**AF**

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### Subject:

Procurement of contracts with a total value in excess of £24 million (based on 3 years +1 +1) to meet the requirements of service users for Facilities Management, Catering and Cleaning services including:

- Bread and Morning Goods
- Combined Tender: Frozen Foods, Chilled Foods & Grocery/Ambient Foods
- Cleaning Consumables
- Fresh & Frozen Halal Meat & Poultry
- Fresh & Frozen Meat & Poultry
- Fresh Fruit & Vegetables

### Summary statement:

This report sets out the details of the contracts that Facilities Management Catering & Cleaning Services propose to tender and the timelines to ensure compliance with the Council's Contract Standing Orders, Financial Regulations and UK procurement legislation.

### EQUALITY & DIVERSITY:

This report concludes there are no equality and diversity implications which negates the need for an Equality Impact Assessment.

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Joanne Hyde  
Strategic Director  
Corporate Resources

**Portfolio: Regeneration, Planning &  
Transport**

Report Contact: Paul Charity, Head of  
Service – Facilities Management  
Catering & Cleaning.  
Phone: (01274) 431427  
E-mail: [paul.charity@bradford.gov.uk](mailto:paul.charity@bradford.gov.uk)

**Overview & Scrutiny Area:**  
Corporate Resources

## 1. SUMMARY

The in-house catering and building cleaning department for the Council, Facilities Management Catering and Cleaning Services has a requirement to put procurement contracts in place for the supply and delivery of a range of food & cleaning products with a total value in excess of £24 million (based on 3 years +1 +1) to meet the requirements of service users and to ensure that the Council remains compliant with Contract Standing Orders, Financial regulations and UK legislation.

There is a high priority to take immediate action in respect of the withdrawal by YPO from the Grocery/Ambient goods supply chain. The service wishes to immediately progress market testing via a YPO DPS (Dynamic Purchasing System) to secure a suitable supplier for a combined contract encompassing Ambient, Chilled and Frozen goods as a way to mitigate the withdrawal of YPO, to mitigate food price inflation and to reduce the level of deliveries and associated carbon footprint.

## 2. BACKGROUND

There is an on-going requirement for Facilities Management Catering & Cleaning Services (FM Catering) to procure a wide range of goods:

- Food products to provide the Council's catering services requirements, including school meal provision, civic and hospitality catering.
- Cleaning consumables and materials to provide cleaning services for the Council's estate, including public buildings and office buildings.

## 3. OTHER CONSIDERATIONS

- There is a requirement for food and cleaning contracts to be tendered to ensure that the Councils' food for catering services & cleaning products are purchased at competitive prices and Best Value (Local Government Act 1999) is achieved.
- There is a requirement to ensure there is continuity of supply of food to the Council's school meal provision and other catering requirements.
- There is a requirement to revise the contract specifications for the supply of food products in line with latest Regulations that place new requirements on catering organisations providing food.
- Legislative requirements in respect of Allergen Controls has re-inforced the need for suppliers to provide timely and accurate Allergen information for all commodities and food items, it means that the service must have a consolidated supply chain with a single supplier delivering to all 120+ schools and ensuring only approved items/commodities are delivered/received so that the service can maintain effective Allergen controls through the supply chain to the point of service.
- The service in re-tendering current contracts will be taking full advantage of e-ordering systems and consolidation of invoicing/payment arrangements to minimise the cost of administration.
- There is current high volatility in the supply chain which has seen on-going high levels of inflation on food commodities and cleaning consumables.



- There is current high volatility in the logistical side of the supply chain which is contributing to high levels of inflation and disruption to deliveries.
- Logistical efficiencies and carbon reduction opportunities may be available in consolidating some food contracts (Frozen, Chilled & Ambient) so that food deliveries can be made in multi-temperature controlled delivery vehicles. This would also support clean air near schools across the district with one delivery instead of three.
- YPO have in June 2022 notified Local Authorities of their proposed planned exit (March 2023) as the supplier of Grocery/Ambient foods to multiple Local Authorities across Yorkshire & Lancashire as their food distribution service is making significant losses. The anticipated impact is significant:
  - YPO are the dominant supplier across Yorkshire & Lancashire for Local Authority In-House caterers for Grocery/Ambient foods delivered direct to schools. This will leave a £12m per annum gap in the food supply chain in the Yorkshire & Lancashire region that some private sector suppliers will potentially not have the capacity to meet in terms of logistical infrastructure of storage, vehicle and driver capacity. (Typically a specialist bespoke temperature controlled vehicle takes over 12 months to procure)
  - Most Local Authorities are anticipating a significant price increase in replacing YPO as the supplier of Grocery/Ambient foods.
  - Uniquely across the Local Authorities, Bradford has some potential, short term advantages in the current situation:
    - The frozen food contract is due to be let
    - The chilled food contract is due to be let
    - A small number of suppliers on YPO's Dynamic Purchasing System (DPS) have the infrastructure to deliver Frozen, Chilled & Ambient goods in a single multi-temperature vehicle
    - Bradford has bigger schools in a relatively compact geographical area than some other Local Authorities so is more attractive to suppliers with finite resources such as multi-temperature vehicles, however to secure that finite resource Bradford need to move early in market testing and contract award.
- In discussions, and having taken advice from Corporate Procurement, the service, Corporate Procurement and YPO, concur that Bradford's best option as a route to market is to let a consolidating food contract for Frozen, Chilled & Ambient asap via the YPO's Dynamic Purchasing System (DPS) further market testing is the best way forward to a) secure continuity of supply and b) secure the best possible price via a multi-drop arrangement.
- The timeline is tight on the tendering process for the consolidated contract, as mobilisation is done following a school holiday. The Christmas/New Year 2022/23 holiday brings logistical problems; Easter 2023 is too late as all the other Local Authorities will probably be looking to switch at the same time. The intention is for the service to commence the contract/procurement tendering process as soon as possible.

#### 4. FINANCIAL & RESOURCE APPRAISAL

- There are 6 contracts for food & cleaning consumables that have an estimated total value of £24 million on the 3+1+1 contract length, these are as follows:

Procurement Project Title	Value Per Annum	Proposed Contract Length + Options to Extend	Estimated Whole Life Contract Value (£)
<b>2022-23</b>			
Bread & Morning Goods	£850,000	3 Years +1+1	£4,250,000
Combined - Frozen Food	£950,000	3 Years +1+1	£4,750,000
Combined - Chilled Foods	£225,000	3 Years +1+1	£1,125,000
Combined - Grocery/Ambient (YPO Market Exit)	£1,200,000	3 Years +1+1	£6,000,000
Combined Value			<b>£11,875,000</b>
Cleaning Consumables	£450,000	3 Years +1+1	£2,250,000
<b>2023-24</b>			
Fresh & Frozen Halal Meat	£350,000	3 Years +1+1	£1,750,000
Fresh & Frozen Meat	£350,000	3 Years +1+1	£1,750,000
Fruit & Veg	£850,000	3 Years +1+1	£4,250,000

- The current contracts are all due to be re-tendered and there are no options to extend the existing contractual arrangements.
- A schedule of the planned timelines compliant to procurement requirements to complete the tender process for each contract is attached.
- These tenders cover ongoing existing operational expenditure, including the establishing of alternative arrangements for the level of spend currently placed direct with YPO.

#### 5. RISK MANAGEMENT AND GOVERNANCE ISSUES

No risks have been identified as a result of Facilities Management Catering & Cleaning implementing the proposed recommendation to re-tender the 6 contracts for food and cleaning commodities.

However, there are significant risks if Facilities Management Catering & Cleaning where not to re-tender these contracts as recommended:

- There will be no contractual/frameworks in place for food and cleaning commodities.
- No-compliance with Council Standing Orders, National and EU legislation for the supply of goods and services.
- Risk of failing to ensure continuity of food and cleaning supplied and services to Council's service users and contract obligations.
- Loss of fixed prices received from suppliers, resulting in higher prices paid by the Council and increased exposure to price inflation.
- Risk of disruption to Allergen controls by not securing continuity of supply.

- Lost opportunity in not securing potentially lower prices and lower carbon footprint by not consolidating/combining the Frozen, Chilled and Ambient into a single contract and market testing early.
- Risk of higher prices and service disruption as YPO exit the food supply chain.

## **6. LEGAL APPRAISAL**

There is a requirement to advertise and re-tender contracts under the Council's Standing Orders and to comply with Public Contracts Regulations 2015 due to the value of the individual contracts

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

Through tendering the procurement contracts for food and cleaning products FM Catering & Cleaning will seek suppliers that are able to demonstrate how they would support the Council on its sustainability policy through the supply of local and regionally sourced, seasonal, high welfare, sustainable produce assured/certified to relevant assurance schemes or other equivalent standards and the use and supply of environmentally friendly products, whilst also minimising single use plastics and reducing and recycling packaging.

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

The procurement of catering/cleaning goods has an impact on the Council's and wider District's carbon footprint through product distribution, refrigerated vehicle use, production methods etc. By undertaking a tendering exercise FM Catering will seek to minimise future impact, through selection and contract management of suppliers who propose locally sourced, sustainable and environmentally friendly products (as appropriate), alternative fuel efficient vehicles etc. delivery of food items in multi temperature vehicles to minimise deliveries and road miles and that manage their work activities to minimise environmental impact through energy/resource conservation, efficient route planning etc.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no Community Safety implications.

### **7.4 HUMAN RIGHTS ACT**

There are no Human Rights Act implications.

### **7.5 TRADE UNION**

There are no Trade Union implications.

## **7.6 WARD IMPLICATIONS**

There are no Ward or area implications.

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

If these contracts are not procured there is a risk of school meals not being provided.

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

N/A

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

N/A

## **9. OPTIONS**

(i) Continued use of current contracts, but all the agreements have or are due to expire, and no further extensions are available. This option is not permissible as the values of the contracts exceeds the Public Contracts Regulations procurement thresholds and there is a requirement to ensure compliance with Council Standing Orders and Public Contracts Regulations.

- (ii) The use of collaborative frameworks, manages by CCS, ESPO, YPO (Crown Commercial Services, Eastern Shire Purchase Organisations and Yorkshire Purchasing Organisation), however none of the collaborative agreements meet the requirements of FM Catering and Cleaning.

(iii) To re-tender the contracts for food & cleaning consumables as set out in this report.

## **10. RECOMMENDATIONS**

Executive is recommended to:

- (i) Approve the re-tendering of the contracts for food & cleaning consumables as set out in this report.
- (ii) Authority to be given to the Strategic Director Corporate Resources in consultation with the Leader and Portfolio Holder to award the contracts to the successful tenderers.

## **11. APPENDICES**

Facilities Management Catering and Cleaning Forward Tender Schedule for 2022-23.

## **12. BACKGROUND DOCUMENTS**

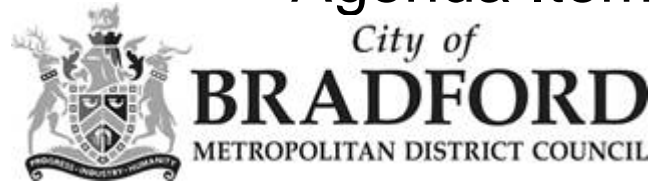
Letter/Email from Simon Hill, Managing Director of YPO giving notice of the withdrawal of YPO from the distribution of grocery/ambient food commodities.

# Bradford Council Forward Procurement Plan Estates & Property - FM Catering & Cleaning

08/08/2022 - Revised

Procurement Project Title	Service	Value Per Annum	Proposed Contract Length + Options to Extend	Estimated Whole Life Contract Value (£)	Above £2m Threshold	Estimated Start Date of Contract (if known)	Estimated Start Date of Procurement Process (if known)	Lead Officers	Notes
<b>2022-23</b>									
Bread & Morning Goods	FM - Catering & Cleaning Services	£850,000	3 Years +1+1	£4,250,000	Yes	?	01/07/22	Chris Morton, Julie Holmes	
Frozen Food	FM - Catering & Cleaning Services	£950,000	3 Years +1+1	£4,750,000		Target - End Oct 2022	08/08/22	Paul Charity, Chris Morton, Julie Holmes	Contracts combined post YPO exit from the grocery/ambient food supply chain. Intention to use YPO DPS Framework - Further Competition
Chilled Foods (City Hall & High Schools)	FM - Catering & Cleaning Services	225000	3 Years +1+1	£1,125,000		Target - End Oct 2022	08/08/22		
Grocery/Ambient (YPO Market Exit)	FM - Catering & Cleaning Services	1200000	3 Years +1+1	£6,000,000		Target - End Oct 2022	08/08/22		
	<b>Combined Value</b>			<b>£11,875,000</b>	<b>Yes</b>				
Cleaning Consumables	FM - Catering & Cleaning Services	£450,000	3 Years +1+1	£2,250,000	Yes	N/A	N/A	Chris Morton, Andy Wilkinson, Julie Holmes	Price comparison - Option to buy direct from YPO
<b>2023-24</b>									
Fresh & Frozen Halal Meat	FM - Catering & Cleaning Services	£350,000	3 Years +1+1	£1,750,000	No	Unknown	17/06/21	Paul Charity, Chris Morton, Julie Holmes	
Fresh & Frozen Meat	FM - Catering & Cleaning Services	£350,000	3 Years +1+1	£1,750,000	No	Unknown	Unknown	Chris Morton, Julie Holmes	
Fruit & Veg (Primary Schools)	FM - Catering & Cleaning Services	£850,000	3 Years +1+1	£4,250,000	Yes	Unknown	17/06/21	Chris Morton, Julie Holmes	
Fruit & Veg (High Schools & Residential)	FM - Catering & Cleaning Services	£800,000	3 Years +1+1	£400,000	No	Unknown	17/06/21	Chris Morton, Julie Holmes	
Drinks & Snacks Vending - Council Premises & Schools	FM - Catering & Cleaning Services			£0	No	Unknown	17/06/21	Chris Morton, Julie Holmes	
Street Food Meal Concepts (High Schools)	FM - Catering & Cleaning Services		3 Years +1+1	£0	No	Unknown	Unknown	Chris Morton, Julie Holmes	
<b>Other Contracts/Frameworks</b>									
Work Wear	FM - Catering & Cleaning Services							Chris Morton, Joanne Lee, Julie Holmes	YPO Framework or Market Testing
Light Equipment via YPO?	FM - Catering & Cleaning Services				No				YPO Framework
Kitchen Design & Install via YPO?	FM - Catering & Cleaning Services				No				YPO Framework
Mitre Court CPU - Post Warranty Service Contracts?	Mitre Court CPU				No				Via Built Environment?
Window Cleaning Contract	CAE				No			Andy Wilkinson	Market Testing via Yourtender
Extraction Cleaning	Via Building Environment				No				Via Building Environment
Equipment Repairs & Maintenance	Via Building Environment				No				Via Building Environment
Annual Gas Checks	Via Building Environment				No				Via Building Environment
PAT Testing	Via Building Environment				No				Via Building Environment

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## Report of the Strategic Director of Place to the meeting of Executive to be held on Tuesday 6 December 2022

# AG

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### Subject:

Keighley Neighbourhood Development Plan – Neighbourhood Area Designation

### Summary statement:

This report concerns the Neighbourhood Area designation application, submitted by Keighley Town Council, for the purpose of preparing a Neighbourhood Development Plan for its area.

In line with Regulation 5A of the Neighbourhood Planning (General) Regulations 2012 (as amended), whereby if a neighbourhood area application from a parish or town council equates to the whole of the parish area, consultation prior to the designation of the neighbourhood area is no longer required.

The Executive is recommended to approve the Neighbourhood Area Application as the first step in producing a Neighbourhood Development Plan for the Keighley area.

### EQUALITY & DIVERSITY:

The Keighley Neighbourhood Development Plan will be developed via extensive community engagement and consultation in the coming months and years, with local people and others with an interest, having the opportunity to contribute to it and its contents.

A key requirement is that the plan meets European Union obligations including the Convention on Human Rights which is encapsulated into UK law via the Human Rights Act 1998. The extent to which plan meets these obligations will be tested as part of the independent examination process.

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Chris Eaton  
Interim Assistant Director (Planning,  
Transportation and Highways)

Report Contact: Andrew Marshall  
Phone: (01274) 434050  
E-mail: [andrew.marshall@bradford.gov.uk](mailto:andrew.marshall@bradford.gov.uk)

### Portfolio:

Regeneration, Planning and Transport

### Overview & Scrutiny Area:

Regeneration and Economy

## **1. SUMMARY**

- 1.1 This report concerns the application for Neighbourhood Area designation submitted by Keighley Town Council (the Town Council) to City of Bradford Metropolitan District Council (the Council).
- 1.2 Keighley Town Council submitted a Neighbourhood Area Application to the Council on 30 September 2022 to designate the whole of its area as a Neighbourhood Area for the purposes of preparing a Neighbourhood Development Plan (NDP).
- 1.3 This designation is in accordance with Regulation 5A of the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, which came into force on 1 October 2016.
- 1.4 These regulations included an amendment whereby if a neighbourhood area application from a parish or town council equates to the whole of the parish area, consultation prior to the designation of the neighbourhood area is no longer required.
- 1.5 The Executive is recommended to approve the Neighbourhood Area application as this first step in preparing an NDP for the Keighley Town Council area.
- 1.6 Should the NDP move through the various stages involved in its preparation including evidence/information community engagement, periods of formal consultation, and independent examination, it will then be subject to a local referendum in the neighbourhood area. Should the referendum be successful, the NDP will be formally adopted by the Council and it will become part of the statutory development plan for Bradford District.
- 1.7 The NDP would then be used by Council officers and elected members in making decisions on planning applications within the Keighley Town Council area.

## **2. BACKGROUND**

- 1.1 The Localism Act 2011 (the 2011 Act) gives communities the opportunity to shape how their areas grow and develop through the use of a number of tools. One of these tools is the production of a neighbourhood plan, which when formally “made” will form part of the statutory development plan for the local authority area.
- 1.2 Neighbourhood plans cannot be used to stop development and should not promote less growth than the levels set out in the Local Plan or undermine its strategic policies. Plans also cannot deal with strategic planning matters or other excluded matters such as mineral extraction.
- 1.3 The scope and detailed content of plans is determined by the community. The plan can be a means of setting out more detailed policies for their community over and above the Local Plan, to start to shape the choices over the use of land and the designation of land for housing, employment or community uses. They should only cover land use planning issues.



- 1.4 Whilst Neighbourhood Plans are produced by relevant qualifying bodies, there are also significant roles and responsibilities for Local Planning Authorities, some of which are defined in legislation, which include
1. Designation of a neighbourhood area – the current stage
  2. Designation of neighbourhood forums (non parished areas)
  3. Considering of compliance with statutory requirements
  4. Organising and funding the independent examination
  5. Organising and funding the local referendum
  6. General duty to support
  7. Duty to adopt
- 1.5 At its meeting on 29 September 2022, Keighley Town Council resolved to develop a Neighbourhood Plan for its entire Civil Parish area. Subsequently the Town Council submitted a Neighbourhood Area Application to the Council on 30 September 2022 to designate the whole of its area as a neighbourhood area for the purposes of preparing a Neighbourhood Development Plan (NDP) (see Appendices 1 and 2, attached). In line with Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (the 2012 Regulations), this application included:
- A map showing the proposed neighbourhood area;
  - A statement setting why this area is considered appropriate to be designated; and
  - A statement setting at the Town Council is a relevant (qualifying) body to prepare an NDP under section 61G of the Town and Country Planning Act 1990 (the 1990 Act).
- 1.6 The application has been reviewed by officers to ensure that it meets the requirements under the 2012 Regulations. In previous years, the application would then be publicised for a period of six weeks (or more) to allow local people and others with an interest in the NDP to provide representations on the proposed neighbourhood area, before the outcome was reported to Executive and resolution sought to approve the application or not.
- 1.7 However, amendments to the 2012 Regulations introduced by Regulation 5A of the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, which came into force on 1 October 2016, state that where:
- The area application is from a parish/town council
  - the area specified in the application is consistent with the whole of Town Council's area, and

- if any of part of the specified area is part of an already designated neighbourhood area, none of that neighbourhood area extends outside the parish council's area.

The Local Planning Authority must exercise their powers under section 61(G) of the 1990 Act to designate the specified area as a neighbourhood area.

- 1.8 Based upon this amendment, the Council is, therefore, required to designate the proposed neighbourhood area under the powers set out in section 61(G) of the 1990 Act. Under the circumstances set out above there is no requirement for consultation to be undertaken on the proposed neighbourhood area.
- 1.9 The Town Council has applied to have the whole its area designated as a neighbourhood area. The area specified in the application does not extend beyond the Keighley Town Council boundary and does not overlap with other neighbourhood area already designated or applied for and awaiting determination.
- 1.10 The application is in line with Regulation 5A, whilst the Town Council is considered to be Qualifying Body for the purposes of neighbourhood planning under section 61G of the 1990 Act.

### **3. OTHER CONSIDERATIONS**

- 1.1 Once "made", the NDP will ensure planning decisions reflect the priorities and aspirations of the local community. It will contribute to the achievement of well-designed quality developments.
- 1.2 In line with Community Infrastructure Levy (CIL) Regulations 2010 (as amended), 15% of CIL income is passed directly to those parishes or towns where development has taken place (known as the neighbourhood proportion), subject to the cap set in national CIL regulations. This will increase to 25% in any areas with an adopted neighbourhood plan
- 1.3 Payment of the neighbourhood proportion takes place in October (for CIL monies received by the CIL charging authority between 1 April and 30 September in any financial year) and April (for monies received between 1 October and 31 March).
- 1.4 The making of the Plan, should it be successful at referendum will allow the Town Council to secure 25% of any CIL payments for qualifying developments such as new homes and this money will be able to be spent on local priorities and infrastructure in line with the CIL Regulations<sup>1</sup>. The Town Council will have responsibility for spending CIL monies and is therefore required to account for it. They are required to report this and publish the details.

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

- 1.1 The cost of preparing a neighbourhood plan will be partly met by the local planning authority and partly by the Qualifying Body (the Town/Parish Council or

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<sup>1</sup> Community Infrastructure Levy Regulations 2010 (as amended) – Regulation 59C

neighbourhood forum). The main financial and resource implications for the Council in discharging its statutory duties in relation to neighbourhood planning under the Localism Act are:

- Arranging and undertaken formal consultation under Regulation 16 of the 2012 Regulations.
  - Arranging and covering the costs of independent examinations (usually between £5,000 and £10,000);
  - Arranging and holding the referendum; and
  - Officer time in providing expertise and advice to Qualifying Bodies on neighbourhood plans. This is particularly the case in the early stages of plan preparation.
- 1.2 The exact cost of each will vary depending on the complexity of the contents of the neighbourhood plan being developed, whether the examination is conducted via written representations or a public hearings and the area to be covered by the referendum.
- 1.3 In order to assist Local Planning Authorities (LPAs) with neighbourhood planning, the Government has put in place a programme of financial support. This is kept under review on a regular basis. As of April 2021, LPAs can claim:
- £5,000 for the first five neighbourhood areas designated. In the case of Bradford District, there are currently twelve designated neighbourhood areas. This restriction was introduced as part of changes to the support package for LPAs from April 2016. Prior to this point LPAs were able to claim £5,000 for up to 20 neighbourhood area designations per year. Accordingly, for those areas designated before that point, the Council should have secured this support for the majority of the initial neighbourhood plans. It would be only those areas designated post 2016 that would not be eligible to receive £5,000.
  - £20,000 when the decision statement detailing their intent to send the neighbourhood plans for referendum (as set out under Regulation 18 of the 2012 Regulations). Previously this was done when the referendum date was set.
- 1.4 Qualifying bodies can apply for support in preparing neighbourhood plans via the Department for Levelling Up, Housing and Communities' (DLUHC) Supporting Communities in Neighbourhood Planning programme. This makes some grant funding available to neighbourhood plan groups to contribute to the costs incurred in preparing plan. This can be in the order of £10,000 per neighbourhood area, subject to meeting eligibility criteria.
- 1.5 DLUHC also offer direct professional planning support to communities to assist them in preparing neighbourhood plans via Locality, who manage the programme on their behalf. This may take the form grant funding or technical support.

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

- 1.1 The main risks for preparing the NDP relate to potential changes to the planning system nationally and that it may not be found to be compliant with the Basic Conditions as part of the examination process. Another risk is that it may not receive more than 50% yes votes in the referendum and that its adoption is subject to a legal challenge/review.
- 1.2 The NDP will need to be prepared in line with the legal and regulatory framework governing neighbourhood planning as well as the governance arrangements for neighbourhood planning agreed by Executive in October 2012 and subsequently revised in February 2018.
- 1.3 Following the receipt of the Examiner's report and recommendations, the outcome of the examination will be reported to the Council's Executive in line with governance arrangements described in paragraph 5.2. The Executive will:
  - Consider the Examiner's recommendations for modifications to NDP and decide whether or not these should be accepted, and determine whether or not modified the NDP in line with them'
  - Determine whether the modified/amended NDP should proceed to a local referendum in the designated neighbourhood area; and
  - Should the NDP be successful at the local referendum, approve its formal making (adoption) via delegated decision by the Assistant Director (Planning, Transportation and Highways) in consultation with the Portfolio Holder (Regeneration, Planning and Transport) in line with the agreed government arrangements and within the timescales required by legislation.

## **6. LEGAL APPRAISAL**

- 1.1 The legal requirements associated with neighbourhood planning as they apply to the Local Planning Authority and the Qualifying Body are set out in the Localism Act 2011 and The Neighbourhood Planning (General) Regulations 2012 (as amended). The latter was subject to amendments in 2016, 2017 & 2018.
- 1.2 The NDP should also have regard to national planning policy such as the National Planning Policy Framework (NPPF) and be in general conformity with the strategic planning policy framework for Bradford District.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

Depending on the nature and contents of the NDP, it may be necessary for it to be supported a Strategic Environmental Assessment (SEA) and/or Habitat Regulations Assessment (HRA). A screening will be undertaken as part of the NDP preparation

prepare process to determine whether or not one or both of these assessment will be required.

One of the Basic Conditions that the NDP must meet is where it contributes to the achievement of sustainable development.

## **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

The NDP would need to ensure that it complies with national and local policies in relation to promote sustainable development and minimising/reducing climate change impacts.

## **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications at this stage.

## **7.4 HUMAN RIGHTS ACT**

All NDPs are subject to consultation and engagement in accordance with relevant planning legislation and Government regulations. One of the Basic Conditions that the NDP must meet, and will be tested against as part of the independent examination, is that must compatible with European Union obligations including the European Convention on Human Rights (the Convention) and the Human Rights Act 1998. The relevant bodies, the Town Council and the local planning authority will also be required to consider their obligations under the Public Sector Equality Duty as defined in the Equalities Act 2010.

## **7.5 TRADE UNION**

There are no trade union implications.

## **7.6 WARD IMPLICATIONS**

The Neighbourhood Area application relates specifically to the Keighley Town Council area, which is located within the Keighley Central, Keighley East and Keighley West and part of the Worth Valley electoral wards. Should the NDP be adopted following its progress through its various stages of preparation, it would then be used as part of determining planning applications within the area it covers.

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

Not Applicable

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

There are no corporate parenting issues.

## 7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

With regard to the public consultation the General Data Protection Regulation (GDPR) principles relating to individuals' data and rights under the Data Protection Act 2018 will respected as work on the NDP progresses.

## 8. NOT FOR PUBLICATION DOCUMENTS

None

## 9. OPTIONS

- 1.1 The Executive is requested to consider the Neighbourhood Area Application for the designation of a Neighbourhood Area in Keighley. There is one option for consideration, which is as follows:
- 1.2 **Option 1 (Recommended):** to approve the Neighbourhood Area application in line with the Council's powers under section 61(G) of the Town and Country Planning 1990 to designate the Keighley Town Council area as a neighbourhood area.

## 2 RECOMMENDATIONS

- 2.1 That the Neighbourhood Area Application submitted by Keighley Town Council be approved in line with the Council's powers under section 61(G) to the Town and Country Planning Act 1990 to designated the Keighley Town Council area as a neighbourhood area, and that the Assistant Director (Planning, Transportation & Highways) be authorised to arrange formal publication in line with the relevant Regulations.

## 11. APPENDICES

Appendix 1: Keighley Neighbourhood Area Application

Appendix 2: Keighley Neighbourhood Area Application – Map Showing the Proposed Neighbourhood Area.

## 12. BACKGROUND DOCUMENTS

- 1.1 A number of background documents have been used to inform this report. All are published and readily available to the public. These include:
  - [Town and Country Planning Act 1990 \(as amended\)](#)
  - [Localism Act 2011 \(as amended\)](#)
  - [Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#)
  - [National Planning Policy Framework \(NPPF\) \(2021\)](#)



# Keighley Town Council

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01535 872126

[townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

[www.keighley.gov.uk](http://www.keighley.gov.uk)

Iain Cunningham BSc (Hons) MRTPI  
Senior Planning Officer  
Bradford Metropolitan District Council  
Floor 4  
Britannia House  
Bradford  
BD1 1HX

Friday 30 September 2022

Dear Iain,

**Application under Part 2 (5) (1) of The Neighbourhood Planning (General) Regulations 2012 for the designation of a Neighbourhood Area.**

Keighley Town Council give notice that we wish to make an application under Part 2 (5) (1) of The Neighbourhood Planning (General) Regulations 2012/2015 for the designation of a Neighbourhood Area for the Neighbourhood Development Plan.

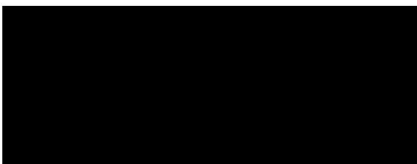
The application is accompanied by a map (below) identifying the area to which the application relates, being the entire area of Keighley Parish.

This area is considered appropriate to be designated as a neighbourhood area for the following reasons:

- The Town Council resolved to develop a plan for the neighbourhood area at a council meeting on Thursday 29 September 2022.
- We consider that the whole of the parish of Keighley, is the most appropriate area to be covered by the plan.

Keighley Town Council is the relevant body for the purposes of section 61G of the 1990 Town and Country Planning Act being the town council for the entire area applied for.

Yours Sincerely



Joe Cooney  
Town Clerk



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# Keighley Town Council

Civic Centre, North Street  
Town Clerk

## Town Plan Designation Area

SCALE : 1 : 52299 @ A4 DATE : 30/09/2022

MAP FILENAME :  
[Filename]



Map data may be © Crown copyright (and database rights) (2022)  
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