



Agenda for a meeting of the Executive to be held on Tuesday, 31 January 2023 at 10.30 am in Council Chamber - City Hall, Bradford

Members of the Executive – Councillors

LABOUR
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.
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- 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: Yusuf Patel/Fatima Butt

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E-Mail: yusuf.patel@bradford.gov.uk/fatima.but@bradford.co.uk

To:

A. PROCEDURAL ITEMS

1. DISCLOSURES OF INTEREST

1 - 6

(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:
<i>Disclosable Pecuniary Interests</i>	<i>Disclose the interest; not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Directly Related)</i> OR <i>Non-Registrable Interests (Directly Related)</i>	<i>Disclose the interest; speak on the item <u>only</u> if the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Affects)</i> OR <i>Non-Registrable Interests (Affects)</i>	<i>Disclose the interest; remain in the meeting participate and vote <u>unless</u> the matter affects the financial interest or well-being (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 <u>only</u> if the public are also allowed to speak but otherwise not do not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>

- (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 meeting held on 6 and 14 December 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

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

5. MEETINGS OF COUNCIL AND THE EXECUTIVE 2023/24

7 - 12

The Director of Legal & Governance will submit a report (**Document “AO”**) which recommends a schedule of ordinary meetings for Council and the Executive for the Municipal Year 2023/24.

Recommended –

- (1) That the schedule of meetings of the Executive for 2023/24 as set out in appendix 1 to Document “AO” be approved.**
- (2) That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2023/24 as set out in appendix 1 to Document “AO” be approved.**

Overview & Scrutiny Committee: Corporate

(Fatima Butt/Yusuf Pate I- 01274 432777/4579)

6. 2023-24 BUDGET UPDATE

13 - 96

The Director of Finance will submit a report (**Document “AP”**) which provides the Executive with an update on the 2023-24 budget position following national announcements outlined in the Provisional Local Government Settlement (20th December 2022), and the impact following the setting of the Council Tax and Business rates bases for 2023-24.

The report also provides a revised estimate of inflationary pressures in 2023-24, and an update on estimated savings associated with changing the Minimum Revenue Provision Policy following further review.

It also identifies issues and uncertainties which could still have a bearing on the final size of the budget for 2023-24 and future financial years. This includes for example the agreement of the contract price for the new Bradford Children’s and Families Trust.

The report also outlines responses that have been received to the consultation so far. Executive will need to have regard to this report when considering the recommendations to make to Council at their

meeting on 21st February 2023 in advance of Budget Council on the 23rd February 2023

Recommended –

Executive is asked to:

- (1) **Note the contents of Document “AP” and to have regard to the information contained within this report when considering the recommendations to make to Council on a budget for 2023/24 at their meeting on 21 February 2023.**
- (2) **In accordance with Section 149 of the Equality Act 2010, to have regard to the information contained in Appendix B and the Annex to Appendix B to Document “AP”, together with the equality assessments when considering the recommendations to make to the Council on budget proposals for 2023-24.**

Overview & Scrutiny Committee: Corporate

(Andrew Cross – 07870 386523)

7. QUARTER 3 FINANCE POSITION STATEMENT 2022/23

97 - 186

The Director of Finance will submit a report (**Document “AQ”**) which provides Members with an update on the forecast year-end financial position of the Council for 2022-23.

It outlines the revenue and capital budgets and the year-end financial position based on information at the end of December 2022. It states the Council’s current balances and reserves and school balances.

Recommended –

That the Executive note the contents of this report and the actions taken to manage the issues highlighted.

Overview & Scrutiny Committee: Corporate

(Andrew Cross – 07870 386523)

C. PORTFOLIO ITEMS

EDUCATION, EMPLOYMENT AND SKILLS PORTFOLIO & DEPUTY LEADER

(Councillor I Khan)

8. **DETERMINATION OF PRIMARY AND SECONDARY ADMISSION ARRANGEMENTS** 187 - 230

The Strategic Director of Children's Services will submit a report (**Document "AR"**) which asks the Executive to determine Primary and Secondary admission arrangements for 2024/2025.

Recommended –

- (1) **That the Executive approve the Primary and Secondary Admission Arrangements for 2024/25.**
- (2) **That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme for 2024/25.**
- (3) **That the Executive approve the In-Year Co-ordinated Admissions Scheme for 2024/25.**
- (4) **That the Executive note the proposed changes to the admission arrangements for own admission schools for 2024/25 listed in Appendix E.**
- (5) **That the Executive note the Published Admission Numbers for 2024/25 contained in Appendix G.**

Overview & Scrutiny Committee: Children's Services

(Rachel Phillips)

9. **PROPOSED CHANGES TO PUBLISHED ADMISSION NUMBERS AT TWO MAINTAINED PRIMARY SCHOOLS** 231 - 250

The Strategic Director Children's Services will submit a report (**Document "AS"**) which sets out a reduction in the Published Admission Numbers at Eldwick Primary School & Steeton Primary School.

Recommended –

- (1) **That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Eldwick Primary School from 75 to 60 from 1 September 2024.**

- (2) That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Steeton Primary School from 45 to 30 from 1 September 2024.

Overview & Scrutiny Committee: Children's Services

(Emma Hamer - 01274 439535)

**REGENERATION, PLANNING & TRANSPORT
PORTFOLIO**

(Councillor Ross-Shaw)

10. OPENING OF HOUSING REVENUE ACCOUNT AND ASSOCIATED MATTERS

251 -
258

The Strategic Director of Place will submit a report (**Document "AT"**) which sets out progress towards opening a Housing Revenue Account (HRA) with effect from April 2023 and to seek approval to the annual rent increase, service charges and level of HRA reserve to be established upon opening.

Recommended –

That Executive;

- (1) **Formally approve the establishment of a Housing Revenue Account with effect from April 1 2023.**
- (2) **Approve a rent increase of 7% - to be applied from 1st April 2023 in respect of the council's housing stock of 406 units.**
- (3) **Approves the transfer of housing reserves of £503k from General Fund to HRA.**
- (4) **Approve the service charges to apply to the council stock of 406 units from April 1 2023 as set out below:**
 - (i) **Extra Care £51.39 per week**
 - (ii) **General needs £1.20 - £10.27 per week (dependent upon property type)**
- (5) **Note progress on the development of the draft HRA Business Plan.**

Overview & Scrutiny Committee: Regeneration & Environment

(Alan Lunt - 01274 434748)

11. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 21 October 2022 ([Please click here for minutes link](#)).

Executive 21 February 2023 - DISCLOSURES OF INTEREST

- (i) The following Elected Members had been granted dispensations under the Localism Act 2011 in relation to their declared Disclosable Pecuniary Interests relating to employment, sponsorship and land.

EMPLOYMENT

Councillor Abdul Jabar
Councillor Imran Khan

SPONSORSHIP

Councillor Hinchcliffe
Councillor Duffy
Councillor Jabar
Councillor Imran Khan
Councillor Ross-Shaw

LAND

Councillor Duffy
Councillor Ferriby
Councillor Hinchcliffe
Councillor Jabar
Councillor Imran Khan
Councillor Ross-Shaw

TENANCY

- (ii) The following members disclosed a personal interest in the item on the agenda relating to the Budget 2022-23 and of the nature and description indicated by each category:

Members with a spouse, partner or close relative in the employment of the Council

Councillor Jabar
Councillor Imran Khan

Members employed by or who have a spouse, partner or close relative employed by a voluntary organisation/public body funded by the Council.

Councillor Duffy
Councillor Imran Khan

Members who occupied land or who had a spouse, partner or relative who did or who were directors of companies or sat on the management committee of an organisation that occupies land under a lease or licence granted by the Council.

Councillor Imran Khan
Councillor Ross-Shaw

Members of other public authorities.

Airedale Partnership
Councillor Ross Shaw

Arts Council North
Councillor Hinchcliffe

Bradford Economic Partnership
Cllr Hinchcliffe
Cllr Ross-Shaw

Bradford Partnership (Safeguarding)
Councillor Duffy

City Regions Board (LGA)
Councillor Hinchcliffe

Key Cities
Councillor Hinchcliffe
Councillor Imran Khan

Leeds Bradford International Airport – Consultative Committee
Councillor Cunningham

Leeds City Region Local Enterprise Partnership
Councillor Hinchcliffe

Nell Bank Outdoor Education Centre
Councillor Ferriby

Northern Acceleration Council
Councillor Hinchcliffe

Rail North
Councillor Hinchcliffe

Sir Titus Salt Trust
Councillor Hinchcliffe

Transport for the North
Councillor Hinchcliffe (alternate for the WY Mayor)

University of Bradford - Court
Councillor Hinchcliffe

West Yorkshire Combined Authority

Councillor Hinchcliffe
Councillor Imran Khan (alternate)

West Yorkshire Combined Authority Culture, Arts, and Creative Industries Committee

Councillor Sarah Ferriby

West Yorkshire Combined Authority Inclusive Growth and Public Policy Committee

Councillor Ross-Shaw

West Yorkshire Combined Authority Finance, Resources, and Corporate Committee

Councillor Hinchcliffe

Councillor Imran Khan (alternate)

West Yorkshire Combined Authority Business, Economy and Innovation Committee

Councillor Ross-Shaw

West Yorkshire Combined Authority Business Investment Panel

Councillor Ross-Shaw

West Yorkshire Combined Authority Employment Skills Committee

Councillor Imran Khan

West Yorkshire Combined Authority Governance and Audit

Councillor Hinchcliffe

Councillor Imran Khan (alternate)

West Yorkshire Combined Authority Climate, Energy, and Environment Committee

Councillor Ferriby

West Yorkshire Combined Authority Leeds City Region Partnership Committee

Councillor Hinchcliffe

Councillor Imran Khan (alternate)

West Yorkshire Combined Authority Place, Regeneration and Housing Committee

Councillor Alex Ross-Shaw

West Yorkshire Combined Authority Transport Committee

Councillor Hinchcliffe

West Yorkshire Combined Authority Vision Zero Board

Councillor Ross-Shaw

West Yorkshire Joint Services Committee

Councillor Duffy

Councillor Hinchcliffe

Councillor Imran Khan

Yorkshire Leaders Board
Councillor Hinchcliffe

Yorkshire Libraries and Information
Councillor Ferriby

Parish Councillors

Councillor Hinchcliffe
Councillor Ross-Shaw

Members who sit on the management committee/ trustee of a voluntary organisation in receipt of Council Funding

Councillor Ferriby
Councillor Hinchcliffe
Councillor Jabar
Councillor Imran Khan
Councillor Ross-Shaw

Members who are members of a Council funded organisation

Councillor Imran Khan
Councillor Ross-Shaw

Members appointed by the Council to a public body with an interest in the Council's budget

Councillor Ross-Shaw

Members who are appointed to external bodies

Bradford Business Improvement District Board
Councillor Ross-Shaw

Bradford City Challenge Foundation Limited
Councillor Imran Khan

Canal Road Urban Village
Councillor Ross-Shaw

City of Film
Councillor Ferriby

Friends of Brackenhill Park
Councillor Jabar

Great Horton Partnership
Councillor Jabar

Ilkley Business Improvement District Board
Councillor Ross-Shaw

Keighley Business Improvement District Board
Councillor Ross-Shaw

Keighley Towns Fund Board
Councillor Ross-Shaw

Shipley Towns Fund Board
Councillor Ross-Shaw

Ummid/Himmat Management Board
Councillor Jabar

Other Interests

Co-operative Party
Councillor Hinchcliffe

Education and Skills Board of Northern Powerhouse Partnership
Councillor Hinchcliffe

GMB
Councillor Imran Khan

Prospect
Councillor Duffy

Unison
Councillor Jabar
Councillor Ross-Shaw

Unite
Councillor Duffy
Councillor Ferriby

Unison, Unite, GMB, Community
Councillor Hinchcliffe

New Choices
Councillor Ferriby - Director

President of Bradford Council for Mosques
Councillor Imran Khan

President of Great Horton Church Cricket Club
Councillor Imran Khan

Members entitled to receive an allowance paid by the Council

All members of the Executive in attendance.

Any members who are in receipt of a West Yorkshire Pension Fund pension.

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Report of the Director of Legal & Governance to the meeting of Executive to be held on Tuesday 31 January 2023

AO

Subject:

MEETINGS OF COUNCIL AND THE EXECUTIVE 2023/24

Summary statement:

This report recommends a schedule of ordinary meetings for Council and the Executive for the Municipal Year 2023/24

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EQUALITY & DIVERSITY: None

Asif Ibrahim
Director of Legal & Governance

Portfolio:

Leader of Council

Report Contact: Fatima Butt/Yusuf Patel

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yusuf.patel@bradford.gov.uk

Overview & Scrutiny Area:

Corporate

1. SUMMARY

- 1.1 The Executive is asked to consider a proposed schedule of ordinary meetings for Council and the Executive for the municipal year 2023/24.

2. BACKGROUND

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

3. OTHER CONSIDERATIONS

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

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

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

4. FINANCIAL & RESOURCE APPRAISAL

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

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

6. LEGAL APPRAISAL

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

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

None

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.3 COMMUNITY SAFETY IMPLICATIONS

None

7.4 HUMAN RIGHTS ACT

None

7.5 TRADE UNION

None

7.6 WARD IMPLICATIONS

None

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

None

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

None

10. RECOMMENDATIONS

- 10.1 That the schedule of meetings of the Executive for 2023/24 as set out in appendix 1 to this report be approved.
- 10.2 That it be a recommendation to the annual meeting of Council that the ordinary meetings of Council for 2023/24 as set out in appendix 1 to this report be approved.

11. APPENDICES

- 11.1 Appendix 1 – schedule of meetings of Council and the Executive for 2023/24.

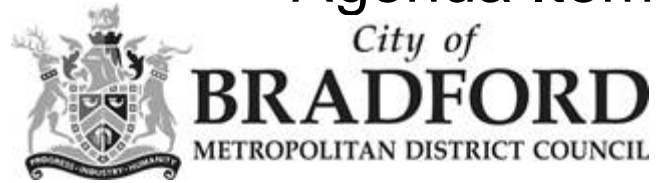
12. BACKGROUND DOCUMENTS

None

COUNCIL AND EXECUTIVE DATES 2023 -24

COUNCIL (Tue)	EXECUTIVE (Tue)
11 July 2023	6 June 2023
17 October	13 July (Thursday)
12 December	5 September
23 January 2024	3 October
22 February (Thursday Budget)	7 November
12 March	5 December
21 May (AGM)	9 January 2024
	6 February
	20 February (Budget)
	5 March
	9 April

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Report of the Director of Finance to the meeting of Executive to be held on 31st January 2023

AP

Subject: 2023-24 BUDGET UPDATE

Summary statement:

On 14th December 2022 the Executive approved budget proposals for consultation as required with the public, interested parties, staff and the Trade Unions. This report provides the Executive with an update on the 2023-24 budget position following national announcements outlined in the Provisional Local Government Settlement (20th December 2022), and the impact following the setting of the Council Tax and Business rates bases for 2023-24.

The report also provides a revised estimate of inflationary pressures in 2023-24, and an update on estimated savings associated with changing the Minimum Revenue Provision Policy following further review.

It also identifies issues and uncertainties which could still have a bearing on the final size of the budget for 2023-24 and future financial years. This includes for example the agreement of the contract price for the new Bradford Children's and Families Trust.

The report also outlines responses that have been received to the consultation so far. Executive will need to have regard to this report when considering the recommendations to make to Council at their meeting on 21st February 2023 in advance of Budget Council on the 23rd February 2023

EQUALITY & DIVERSITY:

The report sets out clearly the need for equality to be considered as part of the Budget Strategy. As in previous years full Equality Impact Assessments have been produced for all budget proposals and full consultation with relevant groups has been undertaken. The outcome of consultation will be considered and reported upon before the 2023/24 budget is approved.

Christopher Kinsella
Director of Finance IT & Procurement

Report Contact: Andrew Cross
Phone: 07870386523
Email: andrew.cross@bradford.gov.uk

Portfolio:

Leader of the Council

Overview & Scrutiny Area:

Corporate

1. SUMMARY

- 1.1 This report provides an update to the 2023-24 Budget Proposals report approved by the Executive on the 14th December 2022, with additional information derived from;
- The Governments Provisional Local Government Settlement (20th December 2022).
 - The Council Tax Base setting report (3rd January 2023 Executive),
 - The NNDR1 form to Government to set the Business Rates Base (31st January 2023).
- 1.2 Further, given the volatility of energy prices and other inflation, a review of inflation assumptions has also been undertaken, and expected 2023-24 capital financing savings have also been updated following the completion of a review into the Minimum Revenue Provision policy.
- 1.3 The overall impact of the above is to add c£4.2m to the budget gap for 2023-24 in comparison to that outlined in the 14th December Budget Proposals report.
- 1.4 Unless otherwise mitigated, this would increase the call on reserves to balance the budget in comparison to the 14th December Budget Proposals report from c£30.5m to c£34.6m in 2023-24.
- 1.5 In line with approvals from 2021-22, £4.25m of reserves are also required in 2023-24 to fund City of Culture preparation and a Regeneration opportunity, and £6m is recommended to be added to an Energy Price volatility reserve to earmark funds to pay for energy costs should they persist at current levels as outlined in Section 3.
- 1.6 It should also be noted that regarding Children's Social Care, there have been further increases in Children Looked After numbers and Agency staff use since a £45m pressure was included in the MTFs and reflected in the 14th December budget proposals. Updated values are not provided in this update, as negotiations are ongoing about the contract price for the Children's Trust. These are however likely to add additional pressures, and the outcome will be provided in future updates.
- 1.7 Section 7 outlines the revised funding gap amounts that would have to be covered by reserves unless otherwise mitigated, and section 8 outlines the remaining balance of reserves. Given forecast overspends in 2022-23, and the budget gap for 2023-24, reserve levels are reducing to critical levels based on current trajectories.
- 1.8 It should also be noted that the Provisional Local Government Settlement is itself subject to the outcome of a nationwide consultation which ends on 16th January 2023, and this will be followed by a Final Settlement shortly after that. This report is based upon officers' assessment of the Provisional Local Government Settlement, informed by financial analysts.
- 1.9 Section 9 of the report also recommends the addition of a new Children's Residential Care home capital scheme to the reserve list of the Capital Investment plan, pending the completion of the business case, and negotiations with the Bradford Children's and Families Trust.

1.10 Appendix B also provides an update on the outcome of the Budget consultation so far.

Reconciliation of changes since the 14th December 2022 Budget Proposals report.

2.1 The table below outlines the key changes to the proposed 2023-24 budget following a number of events that have occurred since the 2023-24 Budget Proposals report was approved by the Executive on the 14th December 2022. The overall impact is to add £4.160m to the funding gap to 2023-24 as outlined.

	Expected Change in 2023-24 per 14th Dec Budget Proposals	Expected Change in 23-24 at 31 st Jan 2023 (This report)	Difference
£000s			
Inflation	58,605	58,450	-154
Reduction in New Homes bonus	1,476	1,424	-52
Reduction in Lower Tier Services Grant	104	984	880
Market Sustainability and Fair Cost of Care Fund	0	1,551	1,551
Cost of Reforms	0	-1,551	-1,551
ASC Market Sustainability and Improvement Fund	0	-5,379	-5,379
ASC Discharge Fund	0	-3,279	-3,279
Social Care Grant	-23,021	-15,494	7,527
Services Grant	0	4,191	4,191
Grants rolled into Core Spending Power	0	2,669	2,669
Business Rates Multiplier Cap Compensation	-15,422	-8,031	7,391
Funding Changes			13,948
MRP Change of Policy	-1,000	-5,000	-4,000
Capital Financing and central budget adjustments			-4,000
	Total Expected at 14 th Dec 22	Total Expected at 31 ^s Jan 23	
Resources			
Business Rates	-57,160	-58,249	-1,088
BR S31 Retail and Hospitality	-6,741	-7,944	-1,202
2022/23 BR Collection Fund Deficit	0	1,804	1,804
Business Rates Top up grant	-69,259	-74,971	-5,712
Revenue Support Grant	-36,792	-40,304	-3,512
Assumed increase in RSG from NHB legacy	-3,939	0	3,939
2022/23 Council Tax Collection Fund Deficit			138
Total Resources			-5,633
Total Change since 14 th December (- = Favourable, + = Adverse)			4,160

- 2.2 The Department for Levelling Up, Housing and Communities (DLUHC) published the Provisional Local Government Settlement on 20th December 2022, this resulted in a number of changes to funding expectations.
- 2.3 Although overall, the amounts expected for Adult Social Care/Social Care grants, and Business Rates multiplier compensation/Top up grant and Revenue Support Grant were largely as in line with those estimated in the 14th December report, the 2023-24 Budget Proposals report had not assumed that those increases would be partly paid for by a significant reduction in other existing grants.
- 2.4 For example, the Services Grant will be reduced by £4.2m; the Lower Tier Services grant will end (£0.9m), and some existing grants will get rolled into Core Spending Power. This means that the Council will stop receiving £2.7m of specific grants, and instead it will be received via the Core Spending Power calculation/ Revenue Support Grant instead totalling £2.7m. This includes Independent Living Fund grant of c£1.9m.
- 2.5 Our current best estimate is that the amount of funding will be c£6.7m lower in 2023-24 than previously assumed in the 14th December Budget Proposals report.
- 2.6 Further, since the 14th December Budget Proposals report, the Executive also approved the Council Tax base report on the 3rd January which identified a c£138k expected Council Tax collection fund deficit in 2022-23 that must be repaid in 2023-24.
- 2.7 As outlined in that report, the Business Rates base would be set for 2023-24 when the NNDR1 form is submitted by the Director of Finance to Government by the 31st January 2023 using the Business Rates data at the 31st December 2022.
- 2.8 At the time of writing, our current best estimate is that the net impact on top of the impacts that appeared in the Settlement is that the Councils funding would be a further c£1.5m worse off in 2023-24. This is due mainly to a forecast Business Rates Collection Fund deficit in 2022-23 that must be repaid in 2023-24.
- 2.9 When combined, the impact of the Provisional Settlement and the Council Tax and Business Rates base setting will be that the Council will receive c£8.3m less funding than assumed as part of the 14th December Budget Proposals report..

Comparison to 2022-23 budgets

- 2.10 The table below outlines how much funding the Council now expects to receive in 2023-24 compared to the 2022-23 budget for those funding areas and grants that are included in the Provisional Settlement and the Council Tax and Business Rates base reports.
- 2.11 The table demonstrates that the amount of funding that the Council will receive as a result of the settlement and the setting of the Council Tax and Business rates base is significantly higher than in 2022-23, however it is less than previously anticipated in the 14th December Budget proposals report, and it falls a long way short of the pressures.

£000s (- = income)	2022-23 Budgeted Amount	Amount expected in 2023-24 following the Settlement	Difference
New Homes Bonus	-2,014	-590	1,424
Lower Tier Services Grant	-984	0	984
Market Sustainability and Fair Cost of Care Fund	-1,551	0	1,551
Cost of Reforms	1,551	0	-1,551
ASC Market Sustainability and Improvement Fund	0	-5,379	-5,379
ASC Discharge Fund	0	-3,279	-3,279
Social Care Grant	-24,311	-39,805	-15,494
Service Grant	-9,600	-5,409	4,191
Grants rolled into Core Spending Power	-2,669	0	2,669
Multiplier Cap Compensation	-12,973	-19,439	-6,466
Business Rates	-57,160	-58,249	-1,088
S31 Retail & Hospitality Reliefs	-7,431	-7,944	-531
Top up grant	-69,259	-74,971	-5,712
Revenue Support Grant	-35,875	-40,304	-4,429
Council Tax	-221,431	-233,291	-11,860
Total Funding Changes per Settlement incl Council Tax			-44,970

2.12 The c£45m of additional funding (inclusive of c£11m of Council Tax increases) also falls well short of the c£113m of pressures included in the Budget Proposals report to fund inflation (c£58.6m), demographic growth (£2.7m) and additional demands as outlined (£51.6m), meaning that the gap must be filled by cuts and one-off reserves.

Inflation

3.1 Given the significant scale and volatility of inflationary pressures, a review of assumptions relating to inflation for 2023-24 has recently been completed. This has resulted in some changes to those assumed in the MTFs and 14th December Budget Proposals report as outlined below.

Inflation Amounts included in MTFs and 14th Dec Budget proposals £m	58.6
Adjust for the saving from the National Insurance increase reversal	-1.7
Take out the excess estimated for National Living Wage > inflation	-2.5
Reduction due to lower estimated impact of 2022-23 pay award (c£13m overbudget vs prior estimate of £14.6m)	-1.7
Review of Inflation on Contracts (Catch up CPI for 2022/23 + forecast CPI for 2023/24 (12.4% increase vs now 10.4% previously)	+5.8
Inflation requirement following review (excl Energy Costs) £m	58.4

3.2 The net impact of the above is for the inflation requirement (excluding energy costs) to be c£0.2m lower than the 14th December Budget Proposals report.

3.3 Further, a review of energy costs has also been undertaken. Energy prices are currently very volatile, and if energy spot market kWh prices before Christmas,

persisted throughout 2023-24, then energy costs would be c£6.0m higher than the amounts currently factored into the above table.

- 3.4 As energy prices continue to fluctuate and are falling currently, and the Government will be providing additional support via a discount scheme (which is not currently understood), it is not currently planned to provide for the potential excess cost through additional budget. Energy costs will however be a significant risk in 2023-24, and consequently it is recommended that £6m is earmarked to the Energy price volatility reserve.

Capital Finance - Minimum Revenue Provision policy review.

- 4.1 Since the 14th December Budget Proposals report, a review of the Minimum Revenue Provision policy has also concluded which has assessed the extent to which near term financial savings could result from amending the policy from a straight line method to an annuity method.
- 4.2 Specialist advisors have undertaken this review, and the outcome is that changing the policy would result in savings in comparison to the current method for the next 10 years, after which the costs would increase above those using the current method.
- 4.4 The savings in 2023-24 of c£5m compare favourably to the £1m that is currently factored into the 14th Budget Proposals report. Consequently, should the policy change be adopted, this would result in an additional saving to 2023-24 of c£4m.
- 4.5 It is important to note however changing the policy does not result in a capital financing saving overall, it merely, alters the shape of repayments meaning that less is paid in the first 10 years, and more is paid in later years.

Children’s Social Care/ Bradford Children’s and Families Trust Costs.

- 5.1 Contained within the 14th December Budget Proposals was c£45m for additional Children’s Social Care pressures; a share of budget to account for inflation, and funding for demographic growth. Additionally, the Children’s Services department proposed that c£6m of additional funding could be expected to be received from Health partners in 2023-24. This resulted in the following amounts that are included in the 14th December Budget Proposals report to pay for the contract price associated with the Bradford Children’s and Families Trust (BCFT) in 2023-24.

	£m
Current Budget inc 2022-23 Pay Award	110.0
MTFS Children’s Social Care Growth per 22-23 overspend	45.0
Inflation Social Care – Share of Council Wide £58m Inflation	8.0
Demographic Growth	0.6
Assumed additional CHC Money (part of the Central budget adjustments)	-6.0
Current Amount in Budget Proposal to fund BCFT £m	157.8

- 5.2 Since the £45m pressure was included in the MTFS, and subsequently the 14th December Budget Proposals report, there has been continued growth in Children

Looked After numbers. Work has been undertaken by Children’s Services to model Children Looked After placements, including the full year effect of significant growth in 2022-23, into 2023-24 and beyond, and this is likely to add additional financial pressures.

- 5.3 Further, many additional Agency staff have been taken on contrary to plans, and despite best endeavours, the numbers of permanent social workers have continued to reduce.
- 5.4 The financial impact of additional Children Looked After numbers and Agency staff will be to place further pressure on the 2023-24 budget. The extent of this however is currently subject to negotiation with the Bradford Children’s and Families Trust. Additionally, discussions are underway with DLUHC and DfE officials around the anticipated funding needs.

Other Risks not factored in currently.

- 6.1 In addition to the above, there are also a number of other risks that could add further cost that are not currently factored in.
- 6.2 The new Social Care grants that have been provided as part of the Autumn Statement could have some new burdens. Any costs associated with new burdens are not currently included.
- 6.3 Energy costs – although an Energy Price volatility reserve is proposed, energy prices could exceed this.
- 6.4 Other costs deriving from negotiations with the Bradford Children’s and Families Trust.

Impact on Reserve use

- 7.1 The net financial impact of the Provisional Settlement, Council Tax and Business Rates base setting, Inflation review; and MRP policy review is to add c£4.2m to the budget gap for 2023-24.
- 7.2 Further, £6.0m is recommended to be added to the Energy Price volatility reserve to address the risk of high energy prices persisting in 2023-24.
- 7.3 This would take the total call on reserves in 2023-24 from £34.5m to £44.9m.

	Reserve use per Budget Proposals report £m	Proposed Reserve use now £m	Difference £m
Reserves for City of Culture & Regen Opportunity	4.25	4.25	0

Dept of Place reserves	2	2	0
Reserves required to balance the budget	28.5	32.6	4.2
Total Budgeted Reserve use	34.7	38.9	4.2
Energy Price Volatility reserve		6.0	6.0
Total including Earmarking	34.5	44.9	10.2

7.4 The above is exclusive of any additional costs in excess of the amounts already included in the 14th December Budget Proposals associated with the Bradford Children's and Families Trust which remains subject to negotiation.

Current Balance of Reserves

8.1 At 31st December 2022 reserves stand at £174.9m (Council £128.4m and Schools £46.5m).

	Closing Balance 2020-21 £m	Closing Balance 2021-22 £m	Opening Balance 2022-23 £m	Net Movement	Balance at 31st December 2022 £m
Council reserves	256.5	228.2	228.2	-99.8	128.4
Schools Delegated budget	42.9	46.6	46.6	-0.1	46.5
Total	299.4	274.8	274.8	-99.9	174.9

8.2 The Council has £19.5m of General Fund reserves.

8.3 Overall, reserve levels have reduced significantly in 2022-23. £99.9m of reserves have already been drawn down in 2022-23.

8.4 The table below outlines the current Council reserve balance and then adjusts that for the current 2022-23 forecast overspend that will have to be bridged using reserves unless otherwise mitigated. This is then adjusted further to account for Grant Reserves that have specific purposes, and the General Fund balance which is the minimum amount recommended to be held each year.

	£ms
Council Reserves at 31/12/2022	128.4
Less Forecast 2022-23 Overspend before mitigations	-37.0
Less General Fund Balance	-19.5
Less Grant Reserves	-14.5
Amount Remaining	57.5

8.5 The amount remaining after adjustments equates to c£57m, however it should be noted that some of this will already be allocated to committed spend.

Capital Expenditure Budget Proposals

- 9.1 In addition to the proposed capital investments outlined in the 14th December Budget proposals report, there is also a proposal to invest in internally provided Children's Residential Care.
- 9.2 The investment would cover 'small group' homes, staying close provision for 17+ year olds, and emergency provision. The capital cost is expected to be c£5.2m and would be funded by savings that will result from the freeing up of capacity and reduced need for costly external residential provision. This is recommended to be added as a reserve scheme in the capital investment plan to be approved by Full Council on 23rd Feb 2023. In the meantime, the business case is in the process of being finalised and this will need to be approved by the Project Appraisal Group and the Bradford Children's & Families Trust prior to final approval by the Executive.

Consultation

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

11. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

12. LEGAL APPRAISAL

- 12.1 It is necessary to ensure that the Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2023/24 at their meeting on 21 February 2023. It is a legal requirement that Members have regard to all relevant information and the information in this report is considered relevant in this context.

S149 of the Equality Act 2010 (the Public Sector Equality Duty) provides as follows:

- (1) A public authority must, in the exercise of its functions have due regard to the need to;
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;

- a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to;

- a) tackle prejudice, and
- b) promote understanding.

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

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

12.3 The courts have established a number of principles which the Council should take into account in making decisions:

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

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

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

12.5 In summary, it is necessary to ensure that Executive have comprehensive information when considering the recommendations to make to Council on a budget for 2023 -2024

Case law has confirmed that, in order to fulfil the duty under S149 Equality Act 2010, Elected Members need to read in full the EIA forms and consultation feedback as it is a legal requirement that Elected Members have regard to all the relevant information and accordingly Elected Members are referred to the

information at Appendix B and Annex 1 to Appendix B and to the equality assessments: <https://www.bradford.gov.uk/your-council/council-budgets-and-spending/budget-eias-2022-23/>

13. OTHER IMPLICATIONS

13.1 EQUALITY & DIVERSITY

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

13.2 SUSTAINABILITY IMPLICATIONS

There are no direct sustainability implications resulting from this report.

13.3 GREENHOUSE GAS EMISSIONS IMPACTS

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

13.4 COMMUNITY SAFETY IMPLICATIONS

There are no direct community safety implications resulting from this report

13.5 HUMAN RIGHTS ACT

There are no Human Rights implications resulting from this report

13.6 TRADE UNION

Trade Union feedback is outlined in Appendix B.

13.7 WARD IMPLICATIONS

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

13.8 IMPLICATIONS FOR CORPORATE PARENTING

None identified.

13.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None identified.

13.10. NOT FOR PUBLICATION DOCUMENTS

None

14. RECOMMENDATIONS

14.1 Executive are asked to:

14.1.1 note the contents of this report and to have regard to the information contained within this report when considering the recommendations to make to Council on a budget for 2023/24 at their meeting on 21 February 2023.

14.1.2 in accordance with Section 149 of the Equality Act 2010, to have regard to the information contained in Appendix B and the Annex to Appendix B together with the equality assessments when considering the recommendations to make to the Council on budget proposals for 2023-24.

15. BACKGROUND DOCUMENTS

2022-23 Qtr 3 Financial Position Statement Executive report 31 January 2023

Calculation of Bradford's Council Tax Base and Business Rates Base for 2023/24
Executive Report 1 January 2022

2023/24 Budget Proposals 14th December 2022 Executive

16. Appendices

Appendix A - SUMMARY OF FINANCIAL IMPLICATIONS

**Appendix B - CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT
FOR THE 2023-24 COUNCIL BUDGET PROPOSALS**

Appendix A- Summary of Financial Implications – Revenue Budget 2023-24

1.1 The table below shows the 2023-24 budget requirement based on the updated information outlined within this report, and compares it to 2023-24 Budget Proposals report approved by the Executive on the 14th December 2022.

Table 1

	2023/24 Budget Proposals Dec 2022 £000s	Change since 14th December £000s	2023/24 Budget Proposals 31st Jan 2023 £000s
<hr/>			
Cumulative gap £000s			
2022/23 Base Budget	388,456		388,456
Existing Pressures in Children's & Adults Care	50,000		50,000
Investments previously approved	500		500
New Investments for Consultation	1,098		1,098
Inflation	58,604	(154)	58,450
Demographic Growth	2,713		2,713
Funding Changes	(25,432)	13,948	(11,484)
Base Net Expenditure Requirement	475,938	13,948	489,732
Reversal of One-Off investments	(1,600)		(1,600)
Existing approved savings	(350)		(350)
New Savings for consultation	(13,692)		(13,692)
Capital financing & central budget adjustments	(18,390)	(4,000)	(22,390)
Net Expenditure Requirement	441,906	9,793	451,700
<hr/>			
RESOURCES			
Localised Business Rates (BR)	(57,160)	(1,089)	(58,249)
S31 Grant to compensate for BR Retail reliefs	(6,742)	(1,202)	(7,944)
BR Collection Fund deficit from 2022-23		1,804	1,804
Top Up Business Rates Grant	(69,259)	(5,712)	(74,971)
Revenue Support Grant	(36,792)	(3,512)	(40,304)
Assumed additional RSG replacing New Homes Bonus	(3,939)	3,939	0
Council Tax Income	(233,290)	0	(233,290)
CT Collection Fund deficit from 2022-23	0	138	138
Pre agreed Use of reserves	(4,250)	0	(4,250)
Dept of Place reserve use	(2,000)	0	(2,000)
Use of reserves to balance the budget	(28,473)	(4,160)	(32,633)
Total resources	(441,906)	(9,793)	(451,700)

Appendix B

CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT FOR THE COUNCIL BUDGET PROPOSALS FOR 2023-24

1. SUMMARY

On 14 December 2022 the Executive approved new budget proposals for consultation with the public, partners, local business, the voluntary and community sector, and other interested parties, staff and the Trade Unions. This appendix provides feedback from the public engagement and consultation programme. There is particular reference to the Council's responsibilities under equality legislation to enable the Executive to have due regard to the Public Sector Equality Duty when considering its recommendations to Council on proposals for the 2023-24 budget.

2. BACKGROUND

Best Value and the Equality Act 2010

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

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

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

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

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

3. OTHER CONSIDERATIONS

3.1 The engagement and consultation programme in relation to the budget proposals for 2023-24 was agreed by the Executive at its meeting on 14 December 2022. At the meeting the Executive reaffirmed its commitment to a public engagement and consultation programme designed to meet the legislative duties and to fulfil the following objectives:

- Support the 2023-24 budget setting process in as fair and as transparent a way as possible.
- Ensure that the Council meets its specific duties under equality legislation, in particular that the potential impact of the proposals on groups or individuals who share protected characteristics are considered, assessed and consulted upon. This also includes the locally agreed characteristic of low income/low wage.
- Ensure that Trade Unions and staff are consulted appropriately and in a timely manner.
- Meet Best Value Statutory Guidance regarding the way local authorities should work with Voluntary and Community Sector (VCS) organisations and small businesses when facing difficult funding decisions.
- Consult and engage with the VCS.
- Ensure the Council complies with all other legal duties to consult.

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

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

- 3.3 Case law has confirmed that in order to fulfil the duty under S149 of the Equality Act 2010, elected members need to have considered equality impacts and given due regard to the three aims of the Equality Duty as part of their decision making processes.
- 3.4 EIA forms outlining identified equality impacts on the new budget proposals agreed by the Executive at their meeting on 14 December 2022 are available on the Council's web site at: [Budget EIAs - 2023-24](#) . A summary of these is also provided in Annex 1 to this document. Feedback from the consultation where respondents have identified a possible negative equality impact related to a proposal is also provided in Annex 1.
- 3.5 Following a review and assessment of the consultation feedback, EIA forms will be updated then republished at the same time as the papers for the Executive meeting to be held on 21 February 2023.

4 Cumulative Equality Impacts on the 2023-24 Budget Proposals

The proposals focus on protecting key frontline services, investment in services to support our most vulnerable children and adults, and sustaining the capacity to deliver the Council's ambitions for growth. Previously agreed savings must continue to be delivered and new savings must be achieved.

The proposals contribute to fulfilling our equality duties to:

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

The cumulative equality impact assessment is based on the draft budget proposals presented to Executive on 14 December 2022. All EIA forms will be updated where required and republished on the Council's website at the same time as the papers for the Executive meeting to be held on 21 February 2023. This will include an overall assessment of equality impact of the final Budget proposals.

Table 1. Shows the total level of negative impacts across each protected characteristic group from proposals presented to Executive on 14 December 2022.

Protected Characteristic	Negative impact Levels			
	High	Medium	Low	TOTAL
Age	0	0	5	5
Disability	1	0	5	6
Gender reassignment	0	0	4	4
Race	1	0	4	5
Religion/belief	1	0	4	5
Pregnancy/Maternity	1	0	3	4
Sexual Orientation	0	0	4	4
Sex	1	0	3	4
Marriage & Civil Partnership	0	0	3	3
Low Income/Low Wage	0	3	5	8

Where disproportionate negative impacts have been identified in the proposals, consideration has been given to measures that would mitigate against them. Please see Annex 1 for details of these measures.

There are no significant cumulative high negative impacts identified through these proposals, but the cost of living crisis continues to impact the district's people, with a disproportionate impact on those on low income, and may result in more people needing to seek support from the Council and other services.

5 Consultation Process

- 5.1 The consultation provided the people, partners and businesses of the district along with Council staff and their Trades Unions, with opportunities to provide their views on the budget proposals, to help shape and inform final decisions. The budget consultation sought comments on proposals for the financial year 2023-24.
- 5.2 The consultation opened on the 14 December 2022 and ran to the 25 January 2023. The consultation comprised of a survey enabling individuals and organisations to comment on the proposals of their choosing. Online and face to face meetings to receive feedback were offered to partners and a number of face to face public consultation events were also offered. However, there was limited take-up of these events.
- 5.3 The public and others responding to the consultation could provide their responses online or by writing to the Council using a freepost address. The Council's website, press releases, social media (Twitter and Facebook), Stay Connected, direct email to partners and organisations and the Council's app were used to promote the consultation. The budget information was also provided in an easier read format and other accessible formats if requested.
- 5.4 The consultation has been promoted to:

- Strategic partnerships and partnerships
- Partner organisations from across the district
- Voluntary and Community Sector
- Faith Groups
- Business community – via the Chamber of Commerce and Industry
- Organisations that advocate or represent specific groups or communities

5.5 Annex 1 provides the consultation feedback on the budget proposals and feedback on their equality impacts for Executive to have regard to when considering their recommendations to Council on their budget proposals for 2023-24.

6 Consultation – Responses and feedback received

6.1 The number of comments received through responses to the survey, social media, and news releases for each of the proposals under consultation was as follows:

Ref	Proposal	No comments		Total
		Online Survey	Social media posts/ news releases	
4.8	Increase in Council Tax 2.99% and Social Care Precept of 2%	30	40	70
7.10	Replacement of Vehicles - £3m	0	0	0
7.10	Property Programme - £4m.	0	0	0
7.10	General contingency for unforeseen capital expenditure - £1m.	0	2	2
7.10	IT Device Refresh Programme - £2m.	0	0	0
7.11	PCS1 City Centre Regeneration.	0	1	1
7.11	PCS2 Inflation Contingency.	0	0	0
App A	Children's social care pressures	0	5	5
App A	Adults Social Care Pressures – part reversal of a prior Demand Management Saving	0	1	1
App C	SEND Improvement Plan - Additional investment in SEND in line with improvement plan	1	0	1
App C	Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generated through City of Culture	0	27	27
App C	Digital Autopsy Scanner - investment in the digital autopsy (non-invasive post mortem) service	0	0	0
App C	Share of Mortuary Staffing Costs - required to address a shortfall identified following inspection from HTA (Regulator).	0	0	0
CH6	Aspiration Bradford – Cease Service	0	0	0

Ref	Proposal	No comments		Total
		Online Survey	Social media posts/ news releases	
CH8	Child Friendly City – Reduce non-staffing Costs.	0	0	0
CR25	Digital Mailroom – Reduce outgoing mail and printing costs.	0	0	0
CR4	Vacancy Review & Abatement Factor – keep vacant posts unfilled for longer.	0	0	0
CR6	Estates – The temporary closure of two city centre office buildings to reduce costs.	5	1	6
CR8	IT Services – IT Strategy.	0	0	0
HW7	Changes to Adult Social Care Non-Residential Charges– This is being separately consulted on.	0	0	0
R40	Parking Permits and Charges Budget Proposal.	2	3	5
R41	Waste Review.	487	3	490
R52	PTH Improvement Plan implementation.	0	0	0
R53	Opening of a Housing Revenue Account (HRA) for the start of the financial year 2023-24	0	0	0
R54	CCTV commercialisation.	0	0	0
R71	Fleet Review.	0	0	0
Total		525	83	608

6.2 Consultation – Feedback on Proposals

To the 19 January 2023, The online survey has received feedback from 525 respondents against specific budget proposals and general feedback from 36 respondents against the budget proposals. The overwhelming majority of concerns raised are related to the proposal to review waste services, in particular the potential to close the Keighley Waste and Recycling Centre. This feedback is reflected in Annex 1.

Eighty-three comments have been made in response to Council social media posts and news releases about the proposals. This feedback is reflected in Annex 1.

A further six participants have provided feedback through the consultation events, all concerned about the potential closure of Keighley WRC along other concerns across a range of proposals. This feedback is reflected in Annex 1 and also provided more fully at the end of Annex 1.

Letters and emails have been received providing feedback on the proposals. Comments are reflected in the table in Annex 1, with the letter or email provided at the end of Annex 1.

Our voluntary and community partners have given feedback through both a virtual and a face to face consultation event hosted by CABAD. This feedback is reflected in Annex 1 and also provided more fully at the end of Annex 1.

Whilst there has been low interest shown in the consultation generally, this has not

been the case in regards to the proposal to potentially close the Keighley Waste and Recycling Centre.

Any further feedback received through the consultation up to the 25 January will be presented to Executive of the 31 January 2023 in an addendum report.

6.3 Trade Union feedback

The Trade Union budget consultation process commenced with the Chief Executive's and CMT's consultation meeting on 14 December 2022 with all the Trade Unions invited. Key budget proposals were presented by the Director of Finance. The Committee reports and summary consultation documents were circulated. The Budget was on the agenda of the Corporate OJC1 meeting held on 15 December and a Corporate Resources Level 2 meeting is scheduled for 24 January 2023.

Children's Services Level 2 consultation meeting took place on 15 December 2022 and 19 January 2023, Department of Place on 8 December 2022 with no further meeting scheduled as yet, Office of the Chief Executive's Level 2 meeting is scheduled for 15 February 2023 and Department of Health & Wellbeing's was held on 13 January 2023.

The Budget will also be on the agenda of the Corporate OJC1 on 26 January 2023 prior to the final submission of Trade Union feedback for the Executive meeting on 21 February 2023.

Initial feedback from the Trades Unions is as follows:

Unison and GMB's feedback: UNISON and GMB attended the initial consultation meeting alongside the other recognised TU's. At Corporate OJC1 GMB were thankful there are no compulsory redundancies, but were concerned that not filling vacancies adds pressure on staff left behind, and whether that drives more restructures. Unison raised a major concern about the proposed £10m saving deleting posts and the pressure it will put on community care and engaging agency staff, which would lead to a decrease in Council staff and increase in agency staff. They also raised concerns about the increased cost of absence rates on staff and the impact that not filling posts will have on employee wellbeing.

Any further feedback received from the Trades Unions will be presented to Executive at their meeting on the 21 February 2023.

6.4 Headlines from the feedback received

The following provides some headline feedback made on the specific budget proposals. These comments have been drawn from the online survey responses, social media, direct emails, and meetings.

R41 - Waste Services review
Drawing the most comments and feedback, both online and in meetings, not one respondent through whatever means was supportive of this proposal. Respondents and participants believed it contradicted the Council's policies for recycling and clean air, they

felt it was a proposal made in Bradford for Keighley. Many stated if implemented it would impact the environment through increased fly tipping and impact low income families, those with disabilities and older people through the need to drive further to dispose of waste. Many suggestions were made to negate the need to close the household waste and recycling site. Those in the meetings were passionate about Keighley and maintaining vital services there.

Increase in Council Tax by 2.99% (and Social Care Precept 2%)

Respondents did not feel the rise was justified given the current cost of living crisis, that the increase was unaffordable for many and others felt the reduction in services didn't warrant the increase. More help was called for in supporting those on low income. One respondent suggested increasing it further so that long term solutions could be implemented.

AppC Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generated through City of Culture

Only those responding to social media posts and news releases comment on this proposal, concerns were raised in relation to the:

- Clean Air Zone
- Land pressures, abandoned land and buildings
- District's environmental image is poor
- CO2 emissions.

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

7 Background documents

Report to Executive on 14 December 2022: [Proposed Financial Plan and Budget Proposals 2023-24](#)

Equality Impacts for Budget Proposals 2023-24: [EIAs 2023-24](#)

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

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

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
4.8	Council Tax increase of 2.99%	Raising the amount of Council Tax payable on a property could have a disproportionate impact on people on low incomes.	<p>Council Tax Reduction Scheme Those applying for Bradford's Council Tax Reduction (CTR) scheme and who meet the scheme's criteria can receive:</p> <p>4. 100% reduction in Council Tax for pensioners or a partner of a pensioner</p> <p>5. Up to a maximum 70% reduction on a Band A property charge for those of working age (and not a partner of a pensioner).</p> <p>One of the criteria for securing the CTR is being on a low income; the scheme is means tested.</p> <p>Single Person Discount – is a 25% discount against the Council Tax payable on a property available to those who are the sole adult living in a property.</p> <p>Care Leavers - Young people who were being looked after by Bradford Council at the point they turned 18, and have now left care, are exempt from paying Council Tax up to the age of 25. Care leavers are disregarded for the</p>	<p>Thirty respondents commented through the online survey. All but one was against the proposals</p> <p>Forty comments were received in response to social media posts or news releases. All were against the proposals</p> <p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> ▪ 5% increase not affordable or justified during the cost of living crisis ▪ May not raise expected amount due to the District's demographics ▪ Tax goes up but services not improving/accountable (such as Children's) 	<p>Equality impact feedback:</p> <ul style="list-style-type: none"> ▪ Impact on low income households and those struggling due to the cost of living crisis <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> ▪ Focus on basic services such as waste, safer streets etc. ▪ Cancel new buildings ▪ Reduce costs by: not engaging consultants/agency staff, reducing number of councillors and removing refreshments from their meetings, cutting staff pay, improving efficiency, not spending on IT and vehicles, not spending on Darley Street, not spending on city of culture and events, ▪ Seek government help ▪ People on benefits shouldn't have to pay ▪ Reduce the proposed increase or freeze
4.8	Social Care Precept.	Raising the amount of Council Tax payable on a property could have a disproportionate impact on people on low incomes.	<p>The funding generated from the Social Care Precept will enable the Adult Social Care Department to continue to provide and commission support and services to the</p>		

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
		<p>most vulnerable groups across the district, while ensuring the provision of support meets the person care needs and outcomes in line with the duties set out within the Care Act. These groups include older adults and adults with physical and/or learning disabilities.</p> <p>The provision of needs-based more cost-effective and sustainable services will facilitate the integration of people into the community and will enable them to gain greater access to community services and resources. It will enable them to</p>	<p>purpose of assessing the number of adult residents in a property for the calculation of Council Tax, so if they live with another person, a discount will apply.</p> <p>Other discounts are available based on a range of personal circumstances, such as reductions in the Council Tax payable on properties adapted to meet the needs of a disabled resident or for those who are severely mentally impaired. More information is available about this on the Council's website at: https://www.bradford.gov.uk/council-tax/apply-for-discounts-reductions-and-exemptions/other-council-tax-discounts/</p> <p>Local Welfare Assistance – the Council has a local welfare assistance scheme which helps low income households with food, fuel and essential household goods. Details of this support including Free School Meals, Discretionary Housing Payments and other support as set out here Benefits and welfare advice and help Bradford Council</p> <p>Discretionary Housing Payments are directed at low income households who need extra help with housing costs.</p> <p>Cost of living Bradford website and booklets. This details a wide ranging</p>	<ul style="list-style-type: none"> ▪ Stop the spend on IT and new vehicles and save £5m ▪ Raise by maximum allowed as need to support services 	<ul style="list-style-type: none"> ▪ Increase Council Tax further to enable proper improvement etc. ▪ Stop being a City of Sanctuary and culture ▪ Close offices, increase working from home ▪ Sell assets ▪ Charge businesses more ▪ Better programme support to stop projects overspending ▪ Invest in renewables ▪ Incentivise prompt payment of council tax ▪ Drop the 1% for local initiatives

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
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		<p>participate in the broader social networks 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 people and communities by ensuring equality and transparency of service access and with the local community.</p> <p>discrimination and harassment may include unintended exclusion from opportunities or isolation from family, friends, and the community. The additional funding will enable the service to provide and secure</p>	<p>offer ranging from advice about wellbeing and debt and also details where support with food and fuel can be accessed including the Warm Homes, Healthy People team, foodbank support, and Warm Spaces are situated across the District. Much of this support is aimed at those on low incomes which includes those in receipt of CTR.</p> <p>Debt advice Front line officers refer those struggling with debt to the Council's commissioned VCS Welfare and Debt advice providers and to national free, regulated and impartial support through the Money Advisor Network.</p> <p>The Household Support Grant. A wide range of support to residents is offered via the Government's Household Support Grant (HSG) scheme as set out here Household costs Bradford Council For example in December 2022, a payment of £65 per CTR household plus £20 per eligible child was made funded through the HSG scheme at an estimated cost of £3.5m. This payment is offered in line with the requirements of the scheme and to support with the cost of food and fuel. The Government has announced in the Autumn Statement that the HSG scheme will continue in 2023/24 and it is likely that this</p>		

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
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		<p>ongoing equally accessed support for vulnerable people who share a protected characteristic to retain their independence within their own home (or supported living) while enabling them to continue to actively engage in their wider community. The approach we are taking should help reduce the potential for such exclusion and isolation.</p>	<p>targeted support for CTR claimants will continue.</p> <p>Benefits/Pensions increase 2023/24 The Chancellor announced in the Autumn Statement that benefits will be increased in line with inflation, measured by September CPI which is 10.1 per cent in 2022. Around 19 million families will see their benefit payments increase from April 2023. This includes increasing the State Pension by inflation, in line with the commitment to the Triple Lock. The standard minimum income guarantee in Pension Credit will also increase in line with inflation from April 2023 (rather than in line with average earnings growth).</p> <p>Breathing Space, The Debt Respite Scheme (Breathing Space moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020 enables a standard breathing space to anyone with problem debt. It gives them legal protections from creditor action for up to 60 days. The protections include pausing most enforcement action and contact from creditors and freezing most interest and charges on their debts. A mental health crisis breathing space is only available to someone who is receiving mental health crisis treatment and it has some stronger protections. It lasts</p>		

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
			as long as the person's mental health crisis treatment, plus 30 days (no matter how long the crisis treatment lasts).		
7.10	Replacement of Vehicles - £3m.	No equalities impact(s) identified.	N/A	<p>Feedback was received via the online survey in relation to the proposal to increase Council Tax and the Social Care Precept 2% -</p> <ul style="list-style-type: none"> ▪ Don't spend on IT and vehicles 	
7.10	Property Programme - £4m.	No equalities impact(s) identified.	N/A	<p>No feedback was received via the online survey.</p> <p>Two comments were received in response to social media posts or news releases. Both were against the proposals.</p> <p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> ▪ Considered it to be bad planning ▪ poor road infrastructure 	

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
7.10	General contingency for unforeseen capital expenditure - £1m.	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	
7.10	IT Device Refresh Programme - £2m.	No equalities impact(s) identified.	N/A	<p>Feedback was received via the online survey in relation to the proposal to increase Council Tax and the Social Care Precept 2% -</p> <ul style="list-style-type: none"> ▪ Don't spend on IT and vehicles 	
7.11	PCS1 City Centre Regeneration.	No equalities impact(s) identified.	N/A	<p>Feedback was received via the online survey in relation to the proposal to increase Council Tax and the Social Care Precept 2% and through the general comments.</p> <p>In addition, one comment was made in response to social media posts or news releases. The comment was against the proposals.</p> <p>The VCS made a comment about this proposal</p> <p>A summary of the feedback and comment:</p>	<p>Equality impact feedback: None received</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> ▪ Involve people in discussions about projects

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
				<ul style="list-style-type: none"> ▪ Cancel new buildings ▪ Utilise existing premises rather than build new ones (1 City Park) ▪ Concerned about improvements to pedestrianisation ▪ Who decides which capital projects go forward? 	
7.11	PCS2 Inflation Contingency.	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	
Appendix A	Children's Social Care Pressures.	No equalities impact(s) identified.	N/A	<p>No feedback was received via the online survey.</p> <p>Five comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>Summary of the comments:</p> <ul style="list-style-type: none"> ▪ Lack of support for: family and mental health ▪ Vulnerable children in the District 	

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Appendix A	Adults Social Care Pressures – part reversal of a prior Demand Management Saving.	No equalities impact(s) identified.	N/A	<p>No feedback was received via the online survey.</p> <p>One comment was made in response to social media posts or news releases. The comment was against the proposals.</p> <p>A summary of the comment:</p> <ul style="list-style-type: none"> ▪ Concerned about the family and mental health support 	
Appendix C	SEND Improvement Plan – Additional investment in SEND in line with improvement plan.	No equalities impact(s) identified.	N/A	<p>One respondent commented through the online survey</p> <p>The VCS commented</p> <p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> ▪ Much more needed for SEND to ensure children get what they need – this includes NHS services. 	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> - Prioritise SEND over other spend – such as city of culture

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				<ul style="list-style-type: none"> ▪ Assessments need to be completed in a timely way to support children ▪ More special school places are needed for children who don't 'tick a box on the criteria' 	
Appendix C	Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generation through City of Culture.	No equalities impact(s) identified.	N/A	<p>No feedback was received via the online survey.</p> <p>Twenty-seven comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>Summary of the comments:</p> <p>Concerns were raised about:</p> <ul style="list-style-type: none"> - Clean Air Zone - Land pressures, abandoned land and buildings - District's environmental image is poor - CO2 emissions. 	

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Appendix C	Digital Autopsy Scanner – investment in the digital autopsy (non-invasive post-mortem) service.	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	
Appendix C	Share of Mortuary Staffing Costs – required to address a shortfall identified following inspection from HTA (Regulator).	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	
CH6	Aspiration Bradford – cease service.	The team consists of 3 female employees. The protected characteristics include Sex; Race; Religion; Disability and pregnancy.	Council managing workforce change procedure	<p>No feedback was received via the online survey</p> <p>The VCS made comments about this proposal</p> <p>Summary of feedback received:</p> <ul style="list-style-type: none"> - EIA solely about loss of jobs - Don't have the information on which to engage in consultation - You should be providing activities for young people 	<p>Equality impact feedback:</p> <p>Unclear from the information provided</p> <p>Suggested changes from consultees to the proposals:</p>
CH8	Child Friendly City – Reduce non-staffing Costs.	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	

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		Equalities Impact	Mitigation		
CR25	Digital Mailroom – Reduce outgoing mail and printing costs.	No equalities impact(s) identified.	N/A	Feedback was received via the online survey in general comments – - Not suitable for all residents due to disabilities, age, language and IT literacy	Equality impact feedback: Could impact people with disabilities, or who are older, or through language. Suggested changes from consultees to the proposals: None
CR4	Vacancy Review & Abatement Factor – keep vacant posts unfilled for longer.	No equalities impact(s) identified.	N/A.	No feedback was received via the online survey	Equality impact feedback: Suggested changes from consultees to the proposals:
CR6	Estates – Closure of Argus and MMT 23-24. Closure of Britannia and additional sites 24-25.	No equalities impact(s) identified.	It has been suggested that more staff may want to attend work in the winter because they will be unable to heat their homes. This may be the case for some staff, but it would have to be an extreme number to pressure the estate with 568 workstations free in Britannia House. Britannia House, City Hall, and Sir Henry Mitchell House are all accessible buildings, although wheelchair turning is limited near lifts and may be difficult for larger/extended wheelchairs due to restraints with the building space. Any specific needs in relation to access for those staff with a disability will be reviewed on an individual basis in by individual's line managers.	Five respondents commented through the online survey. None were wholly supportive nor against the proposal. One comment was received in response to social media posts or news releases. It was against the proposal. The VCS also made comments about this proposal	Equality impact feedback: None Suggested changes from consultees to the proposals: - Consider supporting staff with additional costs incurred through home working - Rationalise the Council's depots such as Shearbridge, Harris Street etc. - Provide more information about the proposals such as the future of staff accommodation and provision of customer services

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			<p>Existing PEEP'S (Personal Emergency Evacuation Plan) of staff being relocated will be reviewed by FM's. The managers of staff who currently have one in place will be contacted to advise they need to update this for the new location and liaise with the relevant FM of that building to ensure they meet the individual's needs.</p> <p>Buildings are not currently Braille signed; however, this has not been identified as a need by any individuals with visual impairments. Highlighted nosing that highlights the edge of stairs is installed in Hall Ings stairwells.</p> <p>Accessible toilets are available on all floors and lower-level worktops/sinks are installed in kitchens in Britannia House on the Hall Ings side of the building.</p> <p>Disabled parking is available close to Britannia House/City Hall at Norfolk Gardens and Bank Street.</p> <p>Rise and Fall desks will be available for those who need them in Britannia House, SHMH and City Hall.</p> <p>Multi Faith rooms are available for use by all staff in Britannia House/City Hall/Sir Henry Mitchell House.</p>	<p>Comments were made about this proposal at the Shipley drop-in session</p> <p>A summary of the feedback and comment is as follows:</p> <ul style="list-style-type: none"> - Money spent in recent years improving the buildings to be closed, this needs to be justified - Hybrid working positive but incurs additional costs for staff - The building strategy is unclear from the information provided - Possible knock-on effect on city centre economy - Abandoned buildings - Is there a budget to access meeting rooms for face to face meetings with clients and is there access to large training rooms? - Staff can become isolated if not meeting, 	<ul style="list-style-type: none"> - Revert MMT to a library when there is a break clause in the current library's lease (2026)

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			Few members of the public access MMT and those that do come to pick up forms. The reception function will transfer to Sir Henry Mitchell House which is accessible. There is no public access to Argus Chambers. Meetings which would have been held in Argus Chambers or MMT will transfer to other buildings. These buildings are all accessible.	need to put measures in	
CR8	IT Programme – Implement IT strategy; initial savings identified.	No equalities impact(s) identified.	N/A	No feedback was received via the online survey	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p>
HW7	Charging Adult Social Care Self Funders full costs – This is being separately consulted on.	<p>Our initial assessment shows that the New Contributions policy is likely to have a disproportionate adverse impact on proposal HW7.</p> <p>We have assumed that there is a high probability that people receiving a social care service will have a disability under the Equality Act</p>	<p>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 appeals process if the service user cannot afford any newly assessed contribution.</p> <p>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</p>	<p>Feedback was received via the online survey in relation to the proposal to review waste services.</p> <p>The VCS also made comments about this proposal</p> <p>Participants at Keighley and Shipley drop in sessions commented on this proposal</p> <p>A summary of the feedback and comment is as follows:</p>	<p>Equality impact feedback:</p> <p>Vulnerable, older and disabled people impacted</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> - Don't implement the proposal - Consult properly and withdraw the letter

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		<p>2010, and that there is an unquantifiable negative correlation between possessing severe and life limiting disabilities and the ability to earn or acquire savings.</p> <p>Suggest we have a breakdown of the current users across the district and the impact e.g. There are currently over 504 social care 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:</p> <ul style="list-style-type: none"> • Older people • Working age adults that have more 	<p>implementation of the new charges. If we do agree to take a phased approach, then we will need to add this in here.</p>	<ul style="list-style-type: none"> - 25% increase in fees is wrong - Letters sent to people were misleading and caused distress - Where is the EIA? 	

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		<p>income and</p> <ul style="list-style-type: none"> • Young people under the age of 25. <p>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.</p> <p>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</p>			

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		<p>foster good relations between different groups of service users by ensuring equality and transparency of service access and with the local community.</p> <p>See section above. 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.</p>			
R40	Car Parking – Implement consistent parking regime.	No negative impact on protected characteristic groups as proposal does not	People could consider parking on street further out of towns and the city centre in areas where there are no restrictions and charging and adding a short walk to their journey rather than opting for convenience parking.	Two respondents commented through the online survey. Neither were supportive.	Equality impact feedback: Negative impact on older people as have more visitors and will incur more costs

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		Equalities Impact	Mitigation		
		<p>adversely affect any group above another directly other than low wage/low income.</p> <p>No impact on protected characteristic groups as proposal does not adversely affect any group above another directly other than low wage/low income.</p> <p>No positive impact on protected characteristic groups as proposal does not adversely affect any group above another directly other than low wage/low income.</p>	<p>Use of public transport is encouraged, introduction of Clean Air Zone to discourage use of vehicles entering the City Centre on main gateways.</p> <p>Initiatives such as cycle to work schemes delivered by Council and local businesses.</p> <p>Plans to implement a park and ride scheme, therefore more parking may be available out of town.</p> <p>1st Visitor permit is free for residential permit schemes and people have never had the option to purchase a 2nd permit previously. Therefore, everyone should be already able to accommodate visitors without further costs to themselves.</p>	<p>Three comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>A summary of the feedback and comments is as follows:</p> <ul style="list-style-type: none"> - Town centre car parks should be free for one hour - Concern raised about charges at car parks - Issues with current permit scheme due to visitor limits and fines being imposed - Current scheme not suitable for Steeton - Limits people's social contact - Pressure on parking low in Steeton so unfair to impose this scheme - Concerned about bus lane fines, cycle lanes - There is potential for a park and ride scheme in the city centre 	<p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> - No charge for 2nd permit where low demand on parking - Change current policy to allow one hour free parking (in town centres)
R52	PTH Improvement Plan implementation.	No equalities impact(s) identified.	N/A	Feedback was received via the online survey in general comments –	

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R54	CCTV commercialisation – Opportunities for CCTV commercialisation. Historic business case to be reassessed to determine viability and options.	The implementation of the Business Investment Plan proposals in the CCTV function will allow the CCTV service to reflect the expectations of local citizens more accurately, thereby fostering good relations between them. CCTV is often seen as the very visible presence of the Council in addressing resident's 'fear of crime' and where residents come to rely on the service (because they have been a victim of criminal activity or a civil wrong) they are often disappointed that their particular issue either is not	N/A	No feedback was received via the online survey	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p>

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		detected through the CCTV network as it is happening, and help is arranged or that post-event evidence of the incident does not exist.			
R41	Waste Review – Reviewing waste services to reduce costs and maximise efficiencies including the potential closure of Keighley Household Waste and Recycling site, one of the least used sites and reducing hours at all HWRC's.	<p>Implementation of proposal would impact all residents who currently use the site, and in particular, the ones close to Keighley HWRC. Approx. 281 visitors per day to the site, however this includes repeat visitors.</p> <p>Only car users can access the HWRCs and there are alternate HWRCs a short distance away.</p> <p>There may be a low disproportionate negative impact</p>	Proximity of other alternative sites is expected to alleviate any potential low negative disproportionate impacts on those who are disabled or on low income. Data on site visits will continue to be used to inform service development.	<p>The majority of respondents to the online survey, 487, commented on this proposal. All the comments were in relation to the potential closure of the Keighley Waste and Recycling Centre. None of those responding via the online survey were in favour of the potential closure of the site.</p> <p>Three comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>The VCS commented on this proposal.</p> <p>Keighley and Shipley drop-in session</p>	<p>Equality impact feedback:</p> <p>Large number of older people living in the area that the site serves</p> <p>Site provides easier access than alternative sites for people with mobility issues</p> <p>Impact on people who are incontinent as provides close and accessible site for disposal of personal soiled waste, such as adult diapers</p> <p>Impact those on low income as would need to pay more for fuel to travel to other sites</p> <p>Impact on carers who have limited time to spend away from those they care for</p>

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		<p>on those people who are disabled and those people who are on a low wage/income due to need to travel by car to other sites that may not be as close as this site to where they live.</p> <p>We have eight HWRCs across the district. This proposal will result in having one less HWRC with alternative sites being up to a 20-minute drive.</p>		<p>participants commented on the proposal</p> <p>Objection letters were submitted about the proposal from the Aire Valley River Trust and The River Worth Friends.</p> <p>Three people also lodged their objections via direct email or through our customer contact centre.</p> <p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> • The tip is well used by Keighley, Steeton & Eastburn and Silsden residents and is always busy but queuing is on a quiet road – the data is incorrect • Lots of new house builds in the area – so need the facility • Implementation risks: increasing fly tipping and costs to deal with it (more than needed to upgrade the tip) – 	<p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> • Don't close the site – make it more user friendly and promote • Close the council buildings sooner to save money • Relocate the site • Review planning restrictions with a view to increasing opening hours • If you must, shut somewhere else, such as somewhere in Bradford– keep this site open and promote it • Keep all HWRC sites open • Remove building at back of the site to make it bigger and capable of accommodating larger skips • Spend less on other things such as city of culture/city centre events – Keighley doesn't see this • Impose a small charge for use • Staff pay cut

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				<p>blighting the landscape, increasing landfill and costs, traffic and safety issues at and around other sites especially Sugden End on Halifax Road (busy A629) – this site is also currently experiencing long queues, reduced rates of household recycling</p> <ul style="list-style-type: none"> • Keighley has 50k residents – largest town in the district, should have its own HWRC • Site provides good access for people, is central and causes minimal disruption traffic and residents • Requirement to travel further would increase air pollution (against Council clean air policy), not environmentally or wildlife friendly • Bradford making decisions that affect Keighley • Valued by and essential to Keighley 	<ul style="list-style-type: none"> • Reduce/change hours, alter staffing at all sites rather than close • Alternative staffing arrangements • Reduce spend on city centre projects • Invest in the site • Reduce spend on bureaucracy • Invest in Keighley • Increase enforcement fines • Look long term at what support needed by all people • Buy Airedale Shopping centre, sell Kirkgate in Bradford to fund our services • Encourage more recycling • Provide a 'salvage' shop – selling on recycled goods • Save money, cut top management • Listen to people • Look for cuts elsewhere – management, funding for social and health organisations • Relook at criteria for determining which site to

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
				residents and businesses <ul style="list-style-type: none"> • Closure would mean only one site in district for plaster board waste • Feel unheard, excluded • Added costs for residents to dispose of their waste • Listen to residents about this and other initiatives • losing the tip would make it harder for residents to dispose of green waste • Fuel drive to leave the LA • Could increase vermin due to people retaining waste • No car so won't be able to use alternative sites • Need to consider the wider impacts of closure i.e. Health, environmental • Keighley people don't want the incinerator but do want the tip • Is there a financial incentive to the 	close – road safety also important <ul style="list-style-type: none"> • Get volunteers to help reclaim and sell reusable items – proceeds to charity • Forward plan and invest in services and facilities in Keighley – tip, police station etc. • Cut councillors wages, reduce spend on non-essentials such as Christmas lights • If closes collect green and grey bins every week • Stop funding ineffective schemes like the cycle lanes • Use brownfield sites for new industrial units rather than close the tip • Save money by planting perineal in flower beds • Don't spend on IT and new vehicles • Reduce jobs in the council • Manage performance of staff – social work, education • Take Keighley residents views into account

Ref	Proposal for change	As published December 2022		Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact	Mitigation		
				<p>closure – it's on prime industrial land</p> <ul style="list-style-type: none"> • Reducing opening hours at all tips will increase traffic queuing, congestion and air pollution • Keighley becoming rundown– this will add to the 'ghost town' feel. • What services are Keighley residents getting for the increase in Council Tax? • Proposal does not align with the 'sustainable district' or discharge the local development plan's Waste Management Development Plan • Feels like the Council don't want to have services in Keighley/Ilkley 	<ul style="list-style-type: none"> • Let local town councils manage funding for services • Use enforcement on roads etc. to bring in funding • Change the skips to the larger, cheaper to run ones • Use incinerator site for new Keighley HWRC site • Look at provision in other LA areas • Not reasonable to remove service that Keighley people are paying for • More regular street clean-ups • Provide an alternative site if want to use for industrial units and jobs • Encourage people to use the tips with offers • Call on government for more funding – council tax higher in north east than elsewhere • Don't spend on Children's Trust – duplicating salaries • Treat Keighley fairly • Withdraw the proposal • Link up your policies

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		Equalities Impact	Mitigation		
					<ul style="list-style-type: none"> • Take note of Keighley residents views • Close Sugden End instead
R71	Fleet Review: Transformation programme Looking at Fleet efficiencies that includes reducing Grey Fleet, centralising budgets, reducing the use and costs of hire vehicles, value for money planned replacement plans.	Implementing the proposed changes is expected to save £0.5m per year, which may result in the Council being able to refocus its reduced resources on more public facing services.	N/A.	<p>No feedback was received via the online survey</p> <p>The VCS commented on this proposal.</p> <p>Summary of comments:</p> <ul style="list-style-type: none"> • Issues with how the passenger transport service runs • Allow VCS to use vehicles out of hours 	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p>
R53	Opening of a Housing Revenue Account (HRA) for the start of the financial year 2023-24, (subject to viability and the rent standard being set at a minimum of 5% from 1st April 2023).	A key driver for many councils is about increasing the supply of social and low-cost housing for those in the greatest need. Opening a HRA is aligned to corporate priorities - the Council Plan identifies 'Decent	N/A	No feedback was received via the online survey	

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		<p>homes that people can afford to live in' and 'Ensuring the supply of homes is the right type and location to meet demand' as key priorities for the district as well as inclusive and sustainable growth ambitions.</p> <p>The provision of new and good quality affordable housing in the district has a positive impact on those groups and individuals who suffer multiple disadvantages associated with inadequate housing. The Council's 'Homes and Neighbourhoods - A Guide to Designing in Bradford' which provides for enhanced accessibility</p>			

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		standards ensuring homes are suitable for people with a disability and more flexible and adaptable to meet the needs of current and future generations. Living in good quality housing and a safe, well-designed neighbourhood improves life chances in terms of health, employment and educational outcomes.			
PTH5	Establish in-house delivery of private dropped crossing delivery.	The biggest impact of this proposal on protected characteristics will be financial in that the cost for the service being provided by the Council will increase to include construction costs of the crossing itself.	The disproportionate impacts can be mitigated somewhat by providing costs of the end-to-end process from the outset based on a 'standard' crossing specification with any variation to this being quoted separately (due to increased / decreased construction costs of larger/smaller crossings).	No feedback was received via the online survey	

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		Equalities Impact	Mitigation		
		<p>The proposed change itself will advise equality of opportunity and in terms of access to the service as the requirement for residents to be competent to appoint a reputable contractor to construct their dropped crossing will be transferred to the Council.</p> <p>As stated above, the removal of the need for residents to appoint their own reputable contractor for the construction of their dropped crossing will also eliminate discrimination and potential victimisation of residents who appoint disreputable contractors to provide this</p>			

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		Equalities Impact	Mitigation		
		service.			
PTH6	Establish events / street works management operation to support delivery of licensed events and filming activities in the district.	<p>The biggest impact of this proposal on protected characteristics will be financial in that the cost for the service being provided by the Council will increase to include event management costs in addition to the current licencing arrangement.</p> <p>The proposal will support the advancement of equality of opportunity amongst the protected characteristics by providing an end-to-end service which can support the full range of events from large parades to small residential street</p>	<p>The disproportionate impacts identified above consider the range of events currently operated on the highway across the district which are organised by groups from these protected characteristics. Whilst removing the need to appoint an independent third-party Traffic Management company by event organisers would result from this proposal the increased costs of this service being provided as a 'turn-key' solution will invariably raise concerns from organisers of smaller events. The fees and charges approach will therefore need to be carefully designed in terms of recognising the scale of event being organised and the proportionality of the traffic management being provided. However, some of this mitigation will also be down to event organisers recognising that hosting events of major highways will significantly increase costs to ensure the safety of participants. This may mean that arrangements for events need to be negotiated with organisers to reduce the overall costs involved.</p>	No feedback was received via the online survey	

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		<p>events. It will remove the need to event organisers to identify reputable traffic management companies capable of supporting their events in a way which is acceptable to the Council, and it will help foster good relations amongst these groups as there will be a 'balanced' playing field where irrespective of the size of the event to be managed there is a consistent approach provided by the Council.</p> <p>The establishment of an internal events management operation will remove the need to event</p>			

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		organisers to identify reputable traffic management companies capable of supporting their events in a way which is acceptable to the Council, and it will help foster good relations amongst these groups as there will be a 'balanced' playing field where irrespective of the size of the event to be managed there is a consistent approach provided by the Council.			

SUMMARY OF OTHER COMMENTS – NOT DIRECTLY RELATED TO SPECIFIC PROPOSALS

Theme	Comments
Cost of living crisis	<ul style="list-style-type: none"> • Provide financial support VCS and local charities as energy bills and inflation increase • Everyone on benefits (means tested or contribution based) should receive cost of living support • Implement a four day working week to help staff with cost of living by reducing their childcare, travel costs etc. • Cancel the council tax rise • Provide help with school uniforms • People who are just above the threshold for benefits need help
Parking issues/gritting/roads	<p>3 Enforce parking restrictions on Basil Street</p> <p>4 Free car park would stop dangerous parking on Silsden main street</p> <p>5 Plea for the Council to grit the bottom of Victoria Road at Saltaire</p> <p>6 Speed bumps shouldn't be a priority, such as at Bolling Road</p> <p>7 Improve road safety at Wagon Lane, Bingley</p> <p>8 Bus and cycle lanes – inconvenient for car drivers, often empty meaning the road is under utilised</p>
Housing	<p>9 Stop building in Silsden</p> <p>10 Quicker decisions and action on rehousing needed</p>
Crime	11 Charging for recycling bins leading to bins being stolen, people not recycling and litter issues
Impact of Council decisions on places	<p>ing as not getting the support it should from the Council, support going to Bradford city centre, council should lower business rents in</p> <p>encourage businesses to stay, need police station and Keighley people need to be listened to by Bradford Council</p> <p>te taken in Keighley to keep the green space</p>
Clean Air Zone	<p>ady pay road tax, may drive business out, the charge is causing hardship and should be scrapped, money making initiative</p> <p>disabled people</p>
Council move to online communications	<p>e for all residents due to disabilities, age, language and IT literacy</p>
Funding/investment	<p>8 Government should give the Council more funds to provide the necessary services</p> <p>9 Push government on the fair funding review and invest locally in people</p> <p>10 When will work start on Wyke's funded bandstand?</p> <p>11 Sell Council-owned artworks to release funds</p> <p>12 Save money by removing some leadership positions and stop internal promotions, reduce 90 councillors</p> <p>13 Save money by not investing in new vehicles</p> <p>14 Don't increase staff pay/pay frontline staff more</p> <p>15 Utilise existing premises rather than build new ones (1 City Park)</p> <p>16 Rebalance housing and land markets</p> <p>17 Provide performance indicators with the budget</p> <p>18 Why is council tax 20% higher than in London?</p> <p>19 Capital of culture should be stopped</p>

SUMMARY OF OTHER COMMENTS – NOT DIRECTLY RELATED TO SPECIFIC PROPOSALS

Theme	Comments
	<p>20 Children’s Trust – board members’ salaries too much</p> <p>21 Keighley feels forgotten by Council Executive</p>
Education	<ul style="list-style-type: none"> • Suggestions for improving education: Such as through better funding and use of libraries to support homework clubs • Put more money into children’s futures (schools)

PARTNERS AND PUBLIC CONSULTATION EVENTS FEEDBACK

Voluntary and Community Sector hosted by Community Action Bradford and District – Virtual and Face to Face events

Zoom meeting on 11 January and Face to Face meeting at Perkin House on the 17 January 2023

PROPOSALS DISCUSSED:

Proposal - Council tax:

- With the increase in council tax, there needs to be something that will set out the whole picture e.g. income and expenditure (a way to see how income comes in and goes out). There is no equivalent of that to what has been proposed.

Proposal -Building closures: (Margaret McMillan Tower)

- Closing buildings is a big change. Keeping buildings open is better, as people working from home may become isolated. Health and wellbeing comes into question; i.e. what impact will buildings’ closures have on mental health two years down the line? Solely working from home only can be detrimental to mental health and social skills. Will the closure be over winter or permanently? - **Answer** – The closure is temporary at this stage
- Building closure has had an Impact on social work/Social workers. People aren’t able to use meeting spaces. Some people can’t use online platforms. Difficult to get face to face meetings. Need to have certain spaces to attend meetings.
- Moving services online can negatively impact people who have different language skills, are not IT literate or who don’t have digital access. Often find it hard to navigate services if not face to face. Could end up requiring higher more complex support if unable to access services earlier - thus cost more in the long run than keeping buildings open
- Margret McMillan Tower: is there other provision for training rooms? Training often can’t be done online. So need buildings and spaces to be available. Is there a budget to hire rooms needed for social workers to have face to face meetings with people? **Answer** – Sir Henry Mitchell House still open and also Customer Contact centre at Britannia House and Reception at City Hall. Will check and get back re if there’s a budget to rent venues/rooms
- **Need to consider:** Some staff may not have tech or have knowledge of tech. Disabilities also need to be taken into account as some people can’t work from home.

Proposal -Children and Adult social care: Self Funders – Paying full costs.

- Letter: No mention of consultation only change. Lack of consultation. Letter should say we are consulting not we are doing this. Letters informed addresses they would be reassessed and may have to pay more from April 2023
- Also, need easy read letter. Delivery and process for letters needs to change, as vulnerable people may not speak up.
- Different processes around consultation. Need more flexibility. Not much about protecting people
- Those receiving the letters were confused and upset, many left feeling they would lose services or need to cancel their support
- On ringing the number on the letter, nothing was mentioned about the consultation.
- The saving from the proposal is expected to be £1.25m. Not a huge amount compared to the impact on the vulnerable people it impacts. We would like to see this proposal dropped
- Where is the EIA for this proposal? It's not on the website. One should have been available as it obviously impacts vulnerable and disabled people. How can we engage properly on this proposal when the information hasn't been provided?

Proposal – Aspiration Bradford

- EIA solely about the loss of jobs and not about the loss of service and what this might mean
- Again, we don't have enough information in order to engage meaningfully.
- All local authorities have a legal responsibility to provide sufficient activities for recreation and wellbeing. Is this happening?

Proposal -City regeneration: Who decides which capital projects go ahead? Where is some money coming from? Feel like there has not been any consultation regarding this.

Proposal – SEND Improvement –

- EHCP: is way too long. 2 years behind. Waste of time and money. Can be trimmed and time and money can be used elsewhere.

Proposal - Council vehicles/Fleet review:

- Issues with how the fleet service runs, being on time, not turning up etc.
- Voluntary sector needs more minibuses and training facilities to lead groups. The Council's are unused in the evenings and at weekends. Could we look at how this resource might be made accessible to the VCS and community organisations?

Proposal – Waste Review: Concerned closure of Keighley WRC would result in more fly tipping. Could cost the Council more in the long run than expecting to save. Need to consider the impacts down the line. Council need to talk to communities before proposals are presented

GENERAL

Previous capital funding for disabled facilities: All money went on venues and not activities or how to get to the venues. Not talked about afterwards.

Impact of the cost of living (energy price increases and inflation) on contracted providers. The consultation recognises the impact of rising costs and salary increases on Council services. However, there is no clear recognition of the impacted on services delivered by other providers via a contract or grant (whether to VCS, other statutory organisations or private sector). This could lead to inadvertent cuts where the organisations have to either reduce the service they offer or give up contracts entirely as they won't be able to afford to operate. At Place Lead Executive partners have committed to addressing these challenges, but it is not explored in the budget, nor the budgetary or service delivery implications of these commitments. There needs to be clear assessments of the financial viability of contracting and grant arrangements and a clear decision making process which explores options of increasing budget to preserve services or reducing service to enable delivery to be sustained. In the latter case mitigations would need to be carefully considered, to limit the effects on the most vulnerable.

Equality Impact Assessments and information provided

The quality of most of the EIAs provided is dreadful and many we expected to see are missing – we would have expected a full EIA against the £45m going into Children's Services, on the SEND Improvements, on the closure of buildings that are used by people to access services and partners to run/access training. WE are unable to properly engage and contribute when the relevant information is not available.

Evidence of impact of input?

How will we know what impact our input has had? **Answer** – Public report and published minutes in the Council's website. Executive will receive the consultation feedback report and a financial budget update report on the 31 January. They will consider these, then meet again on the 21 February to determine their budget recommendations to Full Council of the 23 February. The budget for 2023-24 will be set at by all Councillors at the meeting on the 23 February 2023.

Public face to face drop in events in each constituency

Manningham Library, Bradford West – 16 January, 6-7pm

No public participants

Helen Johnston, Senior Policy Officer and Amani Ali, Graduate Trainee

Public face to face drop in events in each constituency

Central Hall, Keighley – 17 January, 6-7pm

Seven members of the public participated

Council officers in attendance – Alan Lunt, Interim Strategic Director Place, Helen Johnston, Senior Policy Officer and Amani Ali, Graduate Trainee

Note of participants issues, questions, comments and feedback and any responses by Council officers

All public participants were Keighley residents and all were mainly concerned about the potential closure of the Keighley Household waste recycling centre.

Alan explained the Council's situation in relation to reductions in funding since 2010 of over £300m, and that the continuing need to find savings year on year whilst delivering essential services.

The first question related to **the rational of making people redundant and then bringing in agency staff and consultants?**

Alan responded by stating there was a skills shortage for particular work. Out of 40 vacancies in his area, 5/6 needed filling urgently as are vital to continue services. Recruitment processes had failed to attract people with the skills to take the work on permanently, therefore he, like managers in similar positions, had no choice but to contract agency staff.

In relation to consultants, they are used when it would be difficult for incumbent staff to remain objective.

If the proposal in the budget to freeze vacancies is agreed, there will be less recruitment next year with some under understanding that existing staff will have to shoulder more work.

Question – Why has KHWRC been chosen to for closure?

Alan responded – a study the Council commissioned stated we need six sites. Council needs to use circa £30m of reserves this year to balance books. Can only use once so really need to look at where we can reduce costs.

Criteria for selecting a site to potentially close was based on tonnage and the number of public visits to the sites, along with proximity to other sites. There are issues with Keighley HWRC as need to use smaller skips and compactors which cost more to maintain, with more often removal of waste from the site than others due to its size.

No decision has been taken yet. This is open to consultation and alternatives are being looked at.

Alan agreed to forward the study to the participants

Public face to face drop in events in each constituency

Question – How much does fly tipping cost?

Alan responded – haven't got the figures but there is no expectation that fly tipping will increase as this is mainly unlicensed businesses. Expectation was that responsible residents would take their waste to an alternate site

Participants disagreed, stating that more unlicensed businesses would likely get paid to take waste away and fly tip it as the other sites suggested to residents were further away. It was also raised that closure would impact air quality. One would like to know the cost to the Council of dealing with fly tipping.

Question – how much will be saved by closing this site?

Alan responded there were three elements to the proposal: efficiencies, closure of a site and reductions in opening hours. But would get the figure for the potential closure and forward.

Question – Have the police been informed because if closed, and people use other sites, this will cause road traffic issues? There will be queuing on Halifax Road if Sugden End used.

A participant told the officers they felt the Council wants to take services from Keighley, and this is a vital service, that there is nothing left in Keighley, feel at the bottom of the pile, another 'nail in the coffin' as money spent on Bradford.

Question/comment – Expect to go to Sugden End or Dowley Gap. Ice on the roads last night. If you close the site, gritters will have to come from Shipley and will be empty when they arrive. Where's the plan for the gritters?

Alan responded - the site will have a salt dome on it and the gritters will remain. He mentioned that £30m of Town's funding was coming to Keighley.

Participant said Keighley people had not been involved in deciding to use and it would be wasted, the BID had seen businesses close down. Funding Council gets doesn't improve things here.

Question - Keighley needs Council and Government help. Saving the site would be a big victory for people – it's united people. Is the saving expected £150k?

Alan responded that he would forward the figure to participants, believes it is circa £260k

A participant disputed the figure but was informed this was due to use of compactors, their maintenance and extra movement of waste from the site due to its size.

Participants felt that the criteria used to put closure forward was flawed as it was also based on the site being open less than others. However, as plan was to reduce opening hours at all sites, this was negated (even now it's a three-hour difference only).

Question was asked as to why the plastic recycling facility had been removed, especially given the Council are trying to encourage more recycling? It looked to the participant as if things were being 'run down'.

Public face to face drop in events in each constituency

Officers agreed we wanted more recycling as costly to send waste to landfill and not good for the environment.

A participant said they'd expected the run down site to be improved not closed, if it was closed, would that be permanent? And they would expect to see a report detailing costs and impacts. Who came up with Keighley? Haven't spoken to people here.

Alan responded that we have staff working and living in Keighley and their local knowledge is used.

One participant found it hard to understand how anyone with local knowledge would put the site forward.

Alan responded that we are in dire circumstances, have to balance the budget or government will send commissioners in who won't be concerned about what gets shut locally

The issue of Keighley being chosen as a site for an incinerator was raised – wasn't in the running then out of 99 possible, it's selected!

Question – What's going on wages? Hard to see from the reports

Alan responded that wages are set nationally between the national employers and unions. We have to implement national wage agreements or qualified people would leave for more pay.

Most participants agreed or accepted this

Question – How do you get on the Children's Trust Board to get paid £600 per hour?

Alan responded - The Council were unable to improve children's services at the pace needed so decided to hand responsibility to a Trust. Have to have a Director of Children's Services by law. There are costs associated with the Trust which the Council will need to meet.

A participant mentioned that Keighley is the largest town in the district it shouldn't be disregarded. People were still in opposition to the incinerator. Feels like decisions made for us, without us, and that aren't needed like the health and wellbeing hub. A need to breathe life back into the town. We need to be asked what we need and not have things done to us.

Another participant stated that more suitable services would take pressure off other services. The Towns fund needs to work for Keighley. Costs £250k to keep children in care, could use that money on prevention. We need activities for young people.

A further comment was made that services have gone through austerity, with some participants blaming the Council for this and poor management, and being countered by other participants that this was due to government cuts.

A further issue was raised re not repairing pot holes properly. The need for lorry wagons to get checked in Bradford six-weekly due to removal of staff who could do this in Keighley

Alan stated this was happening everywhere (in the UK)

Public face to face drop in events in each constituency

A participant raised that the proposal to close the KWRC went against the Council's own Waste Management Development Plan 2017 that states the Council will safeguard waste recycling sites.

Alan explained that the document was about land use and not about waste management and how the Council delivered that.

The participant felt that the Council wasn't being transparent, the basis for selection of the Keighley site was flawed. It says it's based on site visits and not on a study that states six sites needed. Feels like it's being worked back from the conclusion. We need the information,

Alan said an officer would have the information forwarded,

Another participant said the library staff were unaware of the budget consultation and couldn't find it on the Council's website.

Officers said they would follow this up and make sure information was made available.

A final suggestion was made by a participant that the site for closure should be swapped to Sugden End.

Residents were thanked for their participation and comments.

Thornbury Centre, Leeds Old Road, Bradford East – 18 January, 6-7pm

No public participants

Helen Johnston, Senior Policy Officer

Shipley Library, Shipley – 19 January, 6-7pm

One member of the public participated

Council officers in attendance - Helen Johnston, Senior Policy Officer and Amani Ali, Graduate Trainee

The member of the public hadn't been able to attend the Keighley meeting but a resident there and wanted to be heard on a number of the proposals.

1. They'd like more information about the council/developer arrangements for 1 City Park
2. **Closure of the waste site at Keighley** will incur more travel for residents, likely increase fly tipping, need to keep it open as would put tourists/visitors off Bradford if there's more fly tipping, Clean Air Zone welcomed but policy not joined up across the District, should stay as is, bin lorries offload there, can dispose of rubble
3. **Building closures and working arrangements:** Need to look at officers working from home and make sure they're productive – what measure is used to ensure value for money? Good for work and mental health to get staff in once weekly at least. Since staff working from home hard to get through to services.

Public face to face drop in events in each constituency

Return Central Library to Margaret McMillan Tower when there's a break clause in the lease at the current site (in 2026). We should have been able to show the King our culture and library when he came, not Morrisons.

Personal gratitude to have had such a wonderful library that sparked my interest in many areas. Would like children and young people to have the same opportunity to learn as I did. Online isn't always best and good to touch paper

4. Reduce costs by reducing number of councillors to 60.
5. Keighley people should decide what to do with the greenspace created by the demolition of the college

The participant was warmly thanked for sharing their comments and feedback on the proposals. (they had picked up information about the consultation from the library)

Salvation Army, Wibsey, Bradford South – 24 January, 6-7pm

Not taken place yet

LETTERS AND EMAIL

Aire Rivers Trust
Albion Mills Business Centre,
Albion Road,
Greengates,
Bradford BD10 9TQ

Dear Cllr Hinchcliffe,

I am writing to express our concern at the Council's proposal to close Keighley Household Waste Centre. We are a local charity who care for the River Worth (and River Aire) in Keighley alongside volunteers from the local community and the grassroots group Friends of the River Worth.

The River Worth and its tributaries are home to a huge range of wildlife from dippers to brown trout as it weaves its way through the centre of Keighley. It is an incredibly valuable green space within walking distance of some of the most deprived communities in Bradford.

However, it's hidden route through dense urban areas and small industry makes it vulnerable to fly tipping and the closure of Keighley's Household Waste Centre will only increase this. In 2020, the Aire Rivers Trust cleared one of the district's worst spots for fly tipping from an area of unadopted land along North Beck in Keighley1. Over five tons of refuse was cleared using funding raised by the Trust and a fence erected to protect the land. This site was an isolated section of stream banking that had been habitually used by fly tippers and illegal waste traders for many years. A mixture of residential and trade waste had accumulated that harmed water quality and deterred visitors. Projects like this do not mean that the problem has been solved. We have recently helped the Council clear van loads of waste from opposite Becks Mill on Becks Road, next to Postman's Walk, and can see it accumulating on inaccessible banking upstream on Mohair Street. In 2021, local volunteers from Friends of the River Worth removed more than 1000 bags of litter and debris from the River Worth, North Beck, Gingerbread Clough and Hogs Hole Beck with similar amounts predicted for 2022.

We are currently launching a River Worth Restoration project together with River Worth Friends with support from the Keighley Towns Fund and Keighley Big Local (and additional funds raised from Enforcement Undertakings against polluters of the river) that will see the river returned to the heart of the town with improved pedestrian access and habitat improvements. We are grateful for Bradford City Council recently confirmed financial support for our ongoing River Aire Care riverside conservation and clean-up programme across the whole district. All this is good work in line with the Councils "Respecting Our Rivers" motion. It would be a great shame to see the work of our charity and its volunteers undermined by an increase in fly tipping. This will surely be the result of the closure of

Keighley Household Waste Centre.

Our volunteers remove fly tipping because we know that it is a significant source of pollution into our rivers from micro plastics to waste cooking oils that harms our wildlife. Larger items , or accumulations, of fly tipping pose flood risks where they are washed downstream into culverts and archways.

We realise that the Council faces considerable financial challenges and is having to make tough decisions but feel this is a choice with wide reaching consequences. I would be grateful if you could confirm how the impacts of fly tipping in the Keighley area are being considered should the closure of the Keighley Household Waste Centre go ahead and whether additional resources will be put into enforcement and cleansing to mitigate this. Our objections are based on the firmly held belief that the proposed closure will have a detrimental effect on Keighley's river, environment, and communities.

Yours sincerely,

Operations Manager

Sent: 13 December 2022 12:15

To: Cllr Susan Hinchcliffe <susan.hinchcliffe@bradford.gov.uk>

Subject: River Worth Friends - Objection to Closure of Keighley HWRC

Dear Ms Hinchcliffe

River Worth Friends understand that a proposal to close the Household Waste Facility in Keighley is to be discussed at a forthcoming council executive committee meeting. We strongly object to this proposal.

As an organisation working to improve the River Worth and its environs we constantly battle against litter and fly tipping, spending many hours removing debris from the river in and around Keighley. Earlier this year we worked with CBMBC community wardens and workers to remove a build up of fly tipped was on Becks Road near Becks Mill, many truck loads of debris were carted away. We are currently aware of a build up of fly tipped waste on steep banking further upstream on North Beck. The closure of the waste facility will inevitably lead to a massive increase in these issues.

We are currently working with the Aire Rivers Trust and Keighley Big Local, using funding from Keighley Towns Fund and the Environment Agency, to bring improvements to the river and the river corridor. These improvements will enhance the river for wildlife and also improve leisure access for the people of Keighley. At a time when this investment is being put into the river it seems perverse to take steps that will inevitably be detrimental to these aims.

Additionally if the facility is closed the council will have to considerably increase its provision for removal of fly tipped rubbish, I trust this has been factored into your considerations.

We realise that the current budget issues are a problem not of the councils making but would urge you to consider other ways to amend the budget rather than closing the Keighley HWRC.

Yours sincerely



From:

Sent: 13 December 2022 20:26

To: Cllr Susan Hinchcliffe <susan.hinchcliffe@bradford.gov.uk>

Subject:

CAUTION: This email has originated from outside Bradford Council.
Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good evening,

I am just writing to express my concerns regarding the proposed closure of Hard Ings Road tip in Keighley. As a gardener who uses the tip on a regular basis and relies on it to run my business, I think that it is an absurd idea, one which will affect many many businesses.

With the growing problem of fly tipping in our area I feel that Bradford council should be making it easier for businesses to dispose of their waste, not making it more difficult.

With the recent introduction of the clean air zone in Bradford would it not be irresponsible to bring more traffic, including many lorries into the city?

I hope that this is something which you will carefully consider before making a decision which could ultimately affect people's livelihoods.

Regards

From:
Sent: 22 December 2022 11:38
To:
Subject: feedback re proposal 2023/24 Keighley tip closure

Cust doesn't have internet so cannot via log online form

Feed back re closure of kly tip
Cust says what about this clean air act as well as the cost in time and fuel for crews going to have to go to bowling back lane which is often very busy with cars queuing which will slow the refuse rounds doing the rounds as well. Asks if we will be charging each wagon going £50 clean air levi ?

regards
Customer Service Advisor
Council Contact Centre

3rd Floor Britannia House
Hall Ings
BRADFORD
BD1 1HX
City of Bradford Metropolitan District Council
Department of Place

From: WebSiteAutoResponder <auto-responder@bradford.gov.uk>
To: Council Contact 2 <CouncilContact2@bradford.gov.uk>
Date: 17/12/2022 13:49:17
Subject: Online Form Submission - Complaint

What is your complaint about?: Keighley refuse tip

Please provide details of your complaint:

The proposal to close the tip in Keighley would create many problems for all the residents of Keighley in our case being into our eighties we would find it difficult to have to travel to other tips and get used to thier systems etc. Why don't you try using the larger skips before using it as an excuse I am sure your staff would be only to happy to help. The obvious problem that already exists with fly tipping would certainly increase. It will also give another huge argument to the lobby for leaving Bradford Met.

What would you like to see as an outcome to your complaint?:

The tip as is.

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**Addendum to the Report of the Director of Finance to
the meeting of Executive to be held on 31st January
2022 (Document AP)**

Addendum 1

**Subject: 2023-24 BUDGET UPDATE – Addendum to Appendix B – Consultation
Feedback and Equality Assessments for the Council Budget Proposals for 2023-24**

Addendum to Appendix B

CONSULTATION FEEDBACK AND EQUALITY ASSESSMENT FOR THE COUNCIL BUDGET PROPOSALS FOR 2023-24

1. SUMMARY

The report (Document AP) of the Director of Finance, IT and Procurement was published on the 23 January 2023 to be presented to the Executive at the meeting to be held on the 31 January 2023.

This addendum reflects feedback received from the public consultation in relation to the budget proposals 2023-24 since the report was prepared and should be considered alongside Appendix B to Document AP

The public consultation concluded on the 25 January 2023.

2. UPDATES TO THE LEVELS OF FEEDBACK RECEIVED THROUGH THE CONSULTATION

- 2.1 At the conclusion of the consultation, the Council had received comments from 873 people or groups through the online questionnaire. It had received two postal questionnaires and 14 representations had been made through emails or letters.
- 2.2 Monitoring of the corporate social media accounts and Stay Connected newsletters on the budget consultation had shown 83 opinions from residents which have been included in the overall consultation feedback.
- 2.3 The level of response is significantly increased compared to recent years' budget proposals consultations. The majority of the response is in relation to the proposal R41 – Waste Review, but in particular the potential to close the Keighley Household Waste and Recycling Centre.
- 2.4 In addition, a public petition opposing the potential closure of the Keighley Household Waste and Recycling Centre was presented at Full Council on the 24 January 2023.
- 2.5 The proposals generating most comments are:

R41 - Waste Services review
Drawing the most comments and feedback, both online and in meetings, not one respondent, through whatever means, was supportive of this proposal. Respondents and participants believed it contradicted the Council's policies for recycling and clean air, they felt it was a proposal made in Bradford for Keighley. Many stated if implemented it would impact the environment through increased fly tipping and impact low income families, those with disabilities and older people through the need to drive further to dispose of waste. Many suggestions were made to negate the need to close the household waste and recycling site. Those in the meetings were passionate about Keighley and maintaining vital services there.
Increase in Council Tax by 2.99% (and Social Care Precept 2%)

Respondents did not feel the rise was justified given the current cost of living crisis, that the increase was unaffordable for many and others felt the reduction in services didn't warrant the increase. More help was called for in supporting those on low income. One respondent suggested increasing it further so that long term solutions could be implemented.

AppC Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generated through City of Culture

Along with those responding to social media posts and news releases, **one comment was made through the online survey** about this proposal, concerns were raised in relation to the:

- Clean Air Zone
- Land pressures, abandoned land and buildings
- District's environmental image is poor
- CO2 emissions
- **City of Culture paying for it**

3 Consultation – Responses and feedback received

3.1 The number of comments received through responses to the survey, social media, and news releases for each of the proposals under consultation was as follows:

Ref	Proposal	Number of comments		Total
		Online Survey	Social media posts/ news releases	
4.8	Increase in Council Tax 2.99% and Social Care Precept of 2%	36	40	76
7.10	Replacement of Vehicles - £3m	0	0	0
7.10	Property Programme - £4m.	0	0	0
7.10	General contingency for unforeseen capital expenditure - £1m.	0	2	2
7.10	IT Device Refresh Programme - £2m.	0	0	0
7.11	PCS1 City Centre Regeneration.	1	1	2
7.11	PCS2 Inflation Contingency.	0	0	0
App A	Children's social care pressures	0	5	5
App A	Adults Social Care Pressures – part reversal of a prior Demand Management Saving	2	1	3
App C	SEND Improvement Plan - Additional investment in SEND in line with improvement plan	1	0	1
App C	Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generated through City of Culture	1	27	28
App C	Digital Autopsy Scanner - investment in the digital autopsy (non-invasive post mortem) service	1	0	1
App C	Share of Mortuary Staffing Costs - required to address a shortfall identified following inspection from HTA (Regulator).	0	0	0

Ref	Proposal	Number of comments		Total
		Online Survey	Social media posts/ news releases	
CH6	Aspiration Bradford – Cease Service	0	0	0
CH8	Child Friendly City – Reduce non-staffing Costs.	0	0	0
CR25	Digital Mailroom – Reduce outgoing mail and printing costs.	0	0	0
CR4	Vacancy Review & Abatement Factor – keep vacant posts unfilled for longer.	3	0	3
CR6	Estates – The temporary closure of two city centre office buildings to reduce costs.	5	1	6
CR8	IT Services – IT Strategy.	0	0	0
HW7	Changes to Adult Social Care Non-Residential Charges– This is being separately consulted on.	0	0	0
R40	Parking Permits and Charges Budget Proposal.	3	3	6
R41	Waste Review.	820	3	823
R52	PTH Improvement Plan implementation.	0	0	0
R53	Opening of a Housing Revenue Account (HRA) for the start of the financial year 2023-24	0	0	0
R54	CCTV commercialisation.	0	0	0
R71	Fleet Review.	1	0	1
	Total	873	83	956

3.2 Annex 1 below provides additional comments against those proposals where survey responses have been received since the initial report (Document AP) was prepared and published.

Annex 1 – Consultation feedback and suggestions against specific budget proposals and equality impacts of those proposals received since the initial report was prepared and published (Document AP to Executive 31 January 2023).

Proposals that were open to consultation and that received further comments since the initial report was prepared and published are provided below. New comments, equality impacts and suggested changes are in **bold**. are included in the tables below.

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
4.8	Council Tax increase of 2.99%	Council Tax EIA	<p>Thirty-six respondents commented through the online survey. All but one was against the proposals</p> <p>Forty comments were received in response to social media posts or news releases. All were against the proposals</p>	<p>Equality impact feedback:</p> <ul style="list-style-type: none"> ▪ Impact on low income households, carers, older people and those struggling due to the cost of living crisis ▪ <p>Suggested changes from consultees to the proposals:</p>
4.8	Social Care Precept.	Social Care Precept EIA	<p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> ▪ 5% increase not affordable or justified during the cost of living crisis ▪ May not raise expected amount due to the District's demographics ▪ Tax goes up but services not improving/accountable (such as Children's) ▪ Stop the spend on IT and new vehicles and save £5m ▪ Raise by maximum allowed as need to support services ▪ 5% will put people into fuel and general poverty ▪ All subsidising use of social care services ▪ Raise is negatively impacting mental health 	<ul style="list-style-type: none"> ▪ Focus on basic services such as waste, safer streets etc. ▪ Cancel new buildings ▪ Reduce costs by: not engaging consultants/agency staff, reducing number of councillors and removing refreshments from their meetings, cutting staff pay, improving efficiency, not spending on IT and vehicles, not spending on Darley Street, not spending on city of culture and events, ▪ Seek government help ▪ People on benefits shouldn't have to pay ▪ Reduce the proposed increase or freeze ▪ Increase Council Tax further to enable proper improvement etc. ▪ Stop being a City of Sanctuary and culture ▪ Close offices, increase working from home ▪ Sell assets ▪ Charge businesses more ▪ Better programme support to stop projects overspending ▪ Invest in renewables ▪ Incentivise prompt payment of council tax ▪ Drop the 1% for local initiatives

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
				<ul style="list-style-type: none"> ▪ Make all the information available and tell people what has already been decided ▪ Invest in towns and not just the city centre ▪ Half the proposed increase ▪ Exempt carers, low income households, and the vulnerable from paying at the moment ▪ Stop putting this up
7.11	PCS1 City Centre Regeneration.	No equalities impact(s) identified.	<p>One direct comment was received and other feedback was received via the online survey in relation to the proposal to increase Council Tax and the Social Care Precept 2% and through the general comments.</p> <p>In addition, one comment was made in response to social media posts or news releases. The comment was against the proposals.</p> <p>The VCS made a comment about this proposal</p> <p>A summary of the feedback and comment:</p> <ul style="list-style-type: none"> ▪ Cancel new buildings ▪ Utilise existing premises rather than build new ones (1 City Park) ▪ Concerned about improvements to pedestrianisation ▪ Who decides which capital projects go forward? ▪ Need detail of what this is to be spent on 	<p>Equality impact feedback: None received</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> ▪ Involve people in discussions about projects ▪ Support existing services. Borrowing costs are high currently
Appendix A	Adults Social Care Pressures – part reversal of a prior Demand	No equalities impact(s) identified.	One comment was received via the online survey.	<p>Equality impact feedback: None received</p> <p>Suggested changes from consultees to the proposals:</p>

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
	Management Saving.		<p>One comment was made in response to social media posts or news releases. The comment was against the proposals.</p> <p>A summary of the comment:</p> <ul style="list-style-type: none"> ▪ Concerned about the family and mental health support ▪ How has the pandemic caused costs to rise? 	<p>▪ Provide more detail to enable people to comment</p>
Appendix C	Environmental Health – Support recruitment to enable the Council to meet its statutory requirements and meet demand generation through City of Culture.	No equalities impact(s) identified.	<p>No feedback was received via the online survey. One comment was made through the online survey</p> <p>Twenty-seven comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>Summary of the comments:</p> <p>Concerns were raised about:</p> <ul style="list-style-type: none"> - Clean Air Zone - Land pressures, abandoned land and buildings - District's environmental image is poor - CO2 emissions - General funds should not be supporting this 	<p>Equality impact feedback: None received</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> ▪ City of Culture should be providing the funding
Appendix C	Digital Autopsy Scanner – investment in the digital autopsy (non-invasive post-mortem) service.	No equalities impact(s) identified.	<p>One comment was received via the online survey</p> <p>Consider this to be a luxury</p>	<p>Equality impact feedback: None</p> <p>Suggested changes from consultees to the proposals:</p> <p>Use existing or charge people for the digital service</p>

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
CR4	Vacancy Review & Abatement Factor – keep vacant posts unfilled for longer.	No equalities impact(s) identified.	<p>One comment was received via the online survey</p> <p>Summary of the comment:</p> <p>If unfilled, are the jobs needed?</p>	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> ▪ Review all posts ▪ Scrap unnecessary posts to make permanent savings
R40	Car Parking – Implement consistent parking regime.	Car Parking EIA	<ul style="list-style-type: none"> • Three respondents commented through the online survey. Neither were supportive. • Three comments were received in response to social media posts or news releases. All were against the proposal. • A summary of the feedback and comments is as follows: • Town centre car parks should be free for one hour • Concern raised about charges at car parks • Issues with current permit scheme due to visitor limits and fines being imposed • Current scheme not suitable for Steeton • Limits people's social contact • Pressure on parking low in Steeton so unfair to impose this scheme • Concerned about bus lane fines, cycle lanes • There is potential for a park and ride scheme in the city centre • Wrong to charge people to park outside their council taxed homes • Business permits introduced without consultation. It's affecting footfall. 	<p>Equality impact feedback:</p> <p>Negative impact on older people as have more visitors and will incur more costs</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> • No charge for 2nd permit where low demand on parking • Change current policy to allow one hour free parking (in town centres) • Fine people for littering • Relocate council staff in fewer buildings • Reduce agency staff costs

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
R41	Waste Review – Reviewing waste services to reduce costs and maximise efficiencies including the potential closure of Keighley Household Waste and Recycling site, one of the least used sites and reducing hours at all HWRCs.	Waste Review EIA	<p>The majority of respondents to the online survey, 820, commented on this proposal along with 2 postal surveys. All the comments were in relation to the potential closure of the Keighley Waste and Recycling Centre. None of those responding via the online survey were in favour of the potential closure of the site.</p> <p>Three comments were received in response to social media posts or news releases. All were against the proposal.</p> <p>The VCS commented on this proposal.</p> <p>Keighley and Shipley drop-in session participants commented on this proposal</p> <p>Objection letters were submitted about the proposal from the Aire Valley River Trust and The River Worth Friends. Twelve people also lodged their objections via mail, email or through our customer contact centre.</p> <p>A summary of the feedback is as follows:</p> <ul style="list-style-type: none"> • The tip is well used by Keighley, Steeton & Eastburn and Silsden residents and is always busy but queuing is on a quiet road – the data is incorrect • Lots of new house builds in the area – so need the facility • Implementation risks: increasing fly tipping and costs to deal with it (more than needed to upgrade the tip) – blighting the landscape, 	<p>Equality impact feedback:</p> <p>Large number of older people living in the area that the site serves</p> <p>Site provides easier access than alternative sites for people with mobility issues</p> <p>Impact on people who are incontinent as provides close and accessible site for disposal of personal soiled waste, such as adult diapers</p> <p>Impact those on low income as would need to pay more for fuel to travel to other sites</p> <p>Impact on carers/parents who have limited time to spend away from those they care for</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> • Don't close the site – make it more user friendly and promote • Close the council buildings sooner to save money • Relocate the site • Review planning restrictions with a view to increasing opening hours • If you must, shut somewhere else, such as somewhere in Bradford– keep this site open and promote it • Keep all HWRC sites open • Remove building at back of the site to make it bigger and capable of accommodating larger skips

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
			<p>increasing landfill and costs, traffic and safety issues at and around other sites especially Sugden End on Halifax Road (busy A629) – this site is also currently experiencing long queues, reduced rates of household recycling</p> <ul style="list-style-type: none"> • Keighley has 50k residents – largest town in the district, should have its own HWRC • Site provides good access for people, is central and causes minimal disruption traffic and residents • Requirement to travel further would increase air pollution (against Council clean air policy), not environmentally or wildlife friendly • Bradford making decisions that affect Keighley • Valued by and essential to Keighley residents and businesses • Closure would mean only one site in district for plaster board waste • Feel unheard, excluded • Added costs for residents to dispose of their waste • Listen to residents about this and other initiatives • losing the tip would make it harder for residents to dispose of green waste • Fuel drive to leave the LA • Could increase vermin due to people retaining waste • No car so won't be able to use alternative sites • Need to consider the wider impacts of closure i.e. Health, environmental • Keighley people don't want the incinerator but do want the tip 	<ul style="list-style-type: none"> • Spend less on other things such as city of culture/city centre events – Keighley doesn't see this • Impose a small charge for use • Staff pay cut • Reduce/change hours, alter staffing at all sites rather than close • Alternative staffing arrangements • Reduce spend on city centre projects • Invest in the site • Reduce spend on bureaucracy • Invest in Keighley • Increase enforcement fines • Look long term at what support needed by all people • Buy Airedale Shopping centre, sell Kirkgate in Bradford to fund our services • Encourage more recycling • Provide a 'salvage' shop – selling on recycled goods • Save money, cut top management • Listen to people • Look for cuts elsewhere – management, funding for social and health organisations • Relook at criteria for determining which site to close – road safety also important • Get volunteers to help reclaim and sell reusable items – proceeds to charity • Forward plan and invest in services and facilities in Keighley – tip, police station etc. • Cut councillors wages, reduce spend on non-essentials such as Christmas lights • If closes collect green and grey bins every week • Stop funding ineffective schemes like the cycle lanes • Use brownfield sites for new industrial units rather than close the tip • Save money by planting perineal in flower beds

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
			<ul style="list-style-type: none"> • Is there a financial incentive to the closure – it's on prime industrial land • Reducing opening hours at all tips will increase traffic queuing, congestion and air pollution • Keighley becoming rundown– this will add to the 'ghost town' feel. • What services are Keighley residents getting for the increase in Council Tax? • Proposal does not align with the 'sustainable district' or discharge the local development plan's Waste Management Development Plan • Feels like the Council don't want to have services in Keighley/Ilkley • Planning restrictions could be lifted as other local circumstances have changed negating the need • Waste will still come into Keighley TLS • More skip movements will take place at other sites • Closing would cost more in the long run • Put it to a public vote • Site is good for road safety unlike alternatives suggested • Risk of harm to wildlife and humans due to fly tipping of toxic substances • Proposal due to Keighley not being 'Labour' • Area's natural beauty will be impacted by more fly tipping, leading to a reduction in tourists • Relocation of site staff (considered friendly and efficient) unfair • Will lead to build up of waste in gardens • Need to prioritise Keighley's needs 	<ul style="list-style-type: none"> • Don't spend on IT and new vehicles • Reduce jobs in the council • Manage performance of staff – social work, education • Take Keighley residents views into account • Let local town councils manage funding for services • Use enforcement on roads etc. to bring in funding • Change the skips to the larger, cheaper to run ones • Use incinerator site for new Keighley HWRC site • Look at provision in other LA areas • Not reasonable to remove service that Keighley people are paying for • More regular street clean-ups • Provide an alternative site if want to use for industrial units and jobs • Encourage people to use the tips with offers • Call on government for more funding – council tax higher in north east than elsewhere • Don't spend on Children's Trust – duplicating salaries • Treat Keighley fairly • Withdraw the proposal • Link up your policies • Take note of Keighley residents views • Close Sugden End instead • Audit of council spend before deciding to close this service • Separate Keighley from Bradford • Reduce opening times of HWRC sites • Increase car park charges • Charge to enter Council museums etc. e.g. Cliffe Castle • Reduce the number of hours of street lighting • Use Council Tax from Keighley to support Keighley • Promote waste services and sites

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
			<ul style="list-style-type: none"> • Increase landfill as more recyclables will end up in general waste • Poses a major inconvenience to Keighley residents • Likely increase in litter in Keighley • Also required to accommodate needs of new housing • The closure would increase calls for Keighley's independence • Not enough evidence provided to support this proposal – each element of savings should have been broken down • Opening hours cited, but only 3 less than other sites – which would all reduce if the proposal is accepted, also against the principles in the Council's Waste Management Plan in the Local Development Plan 2017 	<ul style="list-style-type: none"> • Give discounts to use Council facilities, i.e., leisure centres, to get more people using them to increase income • Collect the bins weekly or keep the tip open • Improve KHWRC efficiency to get more cars through • Increase sites hours • Improve KHWRC access and egress • Offer free bulky waste collections • Give Keighley own funding/separate from Bradford • Stop funding vanity projects • Big clean up once a year – Council take all waste from kerbside • Make it easier for 'fly tippers' to use sites than fly tip • Generate income with traffic fines • More cleaning of drainage and road debris • Add 'soft plastic' to what can be recycled at the KHWRC site • Treat staff respectfully – tell them before proposals published • Resell recycled items, offer workshops in upcycling and create jobs/apprenticeships around the initiative • More patrols in Keighley • Use what heard to decide and not as a tick box exercise • Improve access for vans and separate of cars/vans at the site to improve efficiency • Revert to opening at 8am to avoid school traffic • Fund essential services only • Take fly tipping more seriously and let people know the outcomes from their reporting it
			Several comments made about R41 Waste Review related to the closure of the Keighley 'business waste site'.. Others were concerned that gritters would be located in Bradford. Waste Services have confirmed this is not part of the proposal. Waste Services has responded these are not part of the proposal	

Ref	Proposal for change	As published December 2022	Consultation feedback about the proposal	Consultation feedback about equality impacts / Suggested changes from consultees to the proposals
		Equalities Impact/ Mitigations		
R71	Fleet Review: Transformation programme Looking at Fleet efficiencies that includes reducing Grey Fleet, centralising budgets, reducing the use and costs of hire vehicles, value for money planned replacement plans.	Fleet Review EIA	<p>One comment was received via the online survey</p> <p>The VCS commented on this proposal.</p> <p>Summary of comments:</p> <ul style="list-style-type: none"> • Issues with how the passenger transport service runs • Allow VCS to use vehicles out of hours 	<p>Equality impact feedback:</p> <p>Suggested changes from consultees to the proposals:</p> <ul style="list-style-type: none"> • Only replace vehicles when need to • Defer buying electric until price reduces • Cut down on the number of vehicles used by the Council

SUMMARY OF OTHER COMMENTS received following preparation and publication and of Document AP and NOT DIRECTLY RELATED TO SPECIFIC PROPOSALS

Theme	Comments
Road Safety/Highways	<ul style="list-style-type: none"> • Bingley – suggests improvement to student road safety at Wagon Lane and Beckfoot • Roads around Keighley need improving
Crime	<ul style="list-style-type: none"> • More CCTV and police presence needed in Keighley
Clean Air Zone	<ul style="list-style-type: none"> • Repurpose and green existing buildings rather than build new • Stop the CAZ, reducing visitor numbers damaging businesses and impeding post pandemic recovery
Funding/investment	<ul style="list-style-type: none"> • Budget for increase in jobs and more opportunities for youth • Review the cost of the Aire Valley trunk road footbridge - £11m is too much • Funds need to be used evenly across the District • Cut senior officers wages, not services • Help homeless • Invest in Keighley Town and services • Lower business rates for Keighley shops to encourage them to stay
Health and childcare	<ul style="list-style-type: none"> • Don't reduce budgets in these areas
Bin collections	<ul style="list-style-type: none"> • Improve the service, collections are not often enough

Public face to face drop in events following preparation and publication of Document AP

Salvation Army, Wibsey, Bradford South – 24 January, 6-7pm

No public participants

Addendum 2 to Budget Update Report 31st January 2023 Executive.

- 1.1 Since the publication of the Budget Update Report for the 31st January 2023 Executive on 23rd January 2023, Financial Services have continued to work on the NNDR1 form that sets the Business Rates base for 2022-23. The form uses Business Rates data at 31st December 2022, and the S151 Officer (the Director of Finance) must submit a completed form to Government by 31st January 2023.
- 1.2 Completing this form requires input from officers in Financial Services and Revenues and Benefits and given the significant policy changes that impact in 2023-24, the form has also been reviewed by independent specialists to ensure that the impacts have been correctly interpreted.
- 1.3 Following the completion, review and submission of the NNDR1 form, revised levels of Section 31 grants have been estimated, and the Council now expects to receive c£2.246m more than previously estimated for Multiplier compensation on the Council's Top Up Grant, and it is also forecast to have a £263k higher Business Rates deficit for 2022-23 at £2.067m.
- 1.4 Lastly, there is also a required presentation change in relation to S31 grants for Hospitality & Retail Business Rates reliefs. S31 grants are received when the Government makes policy choices that impact on the amount of Business Rates that the Council should budget to collect and keep, but they are paid as a grant to the General fund, and do not form part of the Resources calculation.
- 1.5 Consequently, the presentation of S31 grants have been moved out of the Resources section in the table below and moved into the Funding changes area. This has a £0 impact overall but is required to ensure that net budget funding presentation remains comparable with other Councils.
- 1.6 The overall impact of the above changes is to reduce the use of reserves to balance the budget by £2.223m to £30.410m all else being equal.
- 1.7 The table below has been updated to reflect the changes.

Summary of Financial Implications – Revenue Budget 2023-24

2.1 The table below shows the 2023-24 budget requirement based on the updated information outlined within this report and addendum, and compares it to 2023-24 Budget Proposals report approved by the Executive on the 14th December 2022.

Table 1

	2023/24 Budget Proposals Dec 2022 £000s	Change since 14th Decemb er £000s	2023/24 Budget Proposal s 31st Jan 2023 £000s	Change outlined in this Addend um £000s	2023/24 Budget Proposal s 31st Jan 2023 £000s
Cumulative gap £000s					
2022/23 Base Budget	388,456		388,456		388,456
Existing Pressures in Children's & Adults Care	50,000		50,000		50,000
Investments previously approved	500		500		500
New Investments for Consultation	1,098		1,098		1,098
Inflation	58,604	(154)	58,450		58,450
Demographic Growth	2,713		2,713		2,713
Funding Changes	(25,432)	13,948	(11,484)	(2,486)	(13,970)
Funding Changes - S31Grant to compensate for BR Retail reliefs				(7,944)	(7,944)
Base Net Expenditure Requirement	475,938	13,948	489,732	(10,430)	479,302
Reversal of One-Off investments	(1,600)		(1,600)		(1,600)
Existing approved savings	(350)		(350)		(350)
New Savings for consultation	(13,692)		(13,692)		(13,692)
Capital financing & central budget adjustments	(18,390)	(4,000)	(22,390)		(22,390)
Net Expenditure Requirement	441,906	9,793	451,700	(10,430)	441,270
RESOURCES					
Localised Business Rates (BR)	(57,160)	(1,089)	(58,249)		(58,249)
S31Grant to comp for BR Retail reliefs	(6,742)	(1,202)	(7,944)	7,944	0
BR Coll Fund deficit from 2022-23		1,804	1,804	263	2,067
Top Up Business Rates Grant	(69,259)	(5,712)	(74,971)		(74,971)
Revenue Support Grant	(36,792)	(3,512)	(40,304)		(40,304)
Est. RSG replacing New Home Bonus	(3,939)	3,939	0		0
Council Tax Income	(233,290)	0	(233,290)		(233,290)
CT Coll Fund deficit from 2022-23	0	138	138		138
Pre agreed Use of reserves	(4,250)	0	(4,250)		(4,250)
Dept of Place reserve use	(2,000)	0	(2,000)		(2,000)
Use of reserves to balance the budget	(28,473)	(4,160)	(32,633)	2,223	(30,410)
Total resources	(441,906)	(9,793)	(451,700)	10,430	(441,270)



Report of the Director of Finance to the meeting of the Executive to be held on 31st January 2023.

AQ

Subject:

Qtr 3 Finance Position Statement for 2022-23

Summary statement:

This report provides Members with an update on the forecast year-end financial position of the Council for 2022-23.

It outlines the revenue and capital budgets and the year-end financial position based on information at the end of December 2022. It states the Council's current balances and reserves and school balances.

Equality & Diversity:

Services delivered and commissioned through Council resources can play a significant part in addressing inequality, improving well-being and widening access to opportunities. Both the COVID pandemic and the current cost of living crisis have had a disproportionate impact on the District, amplifying existing inequalities and threatening to generate new ones. The Council's response has sought to mitigate the disproportionate impact on our most disadvantaged and vulnerable groups of people wherever possible, and resources continue to be deployed in support of that objective.

Portfolio:

Christopher Kinsella
Interim Director of Finance IT &
Procurement

Leader of the Council and Corporate

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Head of Finance
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**Overview & Scrutiny Area:
Corporate**

Finance Position Statement for 2022-23

1.0 INTRODUCTION

This report is the third monitoring report presented to Members on the Council's 2022-23 financial position. It provides the forecast revenue and capital financial position of the Council at the 31st March 2023. The report covers:

- The forecast outturn of the Council's revenue budget in 2022-23
- The forecast financial impact of inflation in 2022-23
- A statement on the Council's reserves
- An update on the Capital Investment Plan.
- The Council's Risk Register.

2.0. MAIN FINANCIAL MESSAGES

Forecast outturn of the revenue budget in 2022-23

	Gross Budget £ms	Net Budget £ms	Total Variance £ms
Health and Wellbeing	260.6	127.5	7.7
Children's Services	543.4	152.8	48.9
Department of Place	145.4	85.8	0.2
Corporate Resources	215.0	58.6	3.1
Chief Executive	5.4	5.0	-0.2
Non-Service Budgets	6.7	5.8	0.0
General Fund	20.8	-47.1	-22.0
Total Council	1,197.3	388.5	37.6

- 2.1 Based on a projection at December 30th 2022, the Council is forecast to **overspend** the £388.5m net revenue budget by £37.6m by March 31st 2023. This is c£7.7m less than Qtr 2 as outlined in section 2.
- 2.2 A number of mitigations actions are planned to reduce the overspend further by year end. These are outlined in section 3 and have not been included in the forecast currently as they are either unquantifiable or require more assurance before including.
- 2.3 The main overspending areas continue to be Children's Social Care due to high placement costs and high levels of Agency Staff, and unachieved savings in Adult Social Care as outlined in prior months. Further, the unbudgeted impact of inflation is currently estimated at c£28m and this is resulting in significant forecast overspends across all service departments as detailed in the Departmental Commentaries (sections 4-8).
- 2.4 The inflationary impacts are largely constituted of c£13m of additional forecast costs associated with the 2022-23 pay award. Overall, we estimate that the pay award will cost c£19m compared to the £6m budgeted. The other major inflationary costs relate to energy prices, where gas and electric prices were estimated to increase by 118% by our supplier.

- 2.5 The overall financial impact of energy cost inflation on the Council’s estate and street lighting is currently forecast to be c£9m over budget. There are also further knock-on impacts on our supply chain which is resulting in additional inflationary pressures. The Council budgeted for 4%, but the Treasury’s latest forecast of CPI using an average of independent forecasts is now estimated at c9% in 2022, with further increases in 2023.
- 2.6 A large number of mitigating actions are being worked on to reduce the forecast overspend as outlined in the report, and we expect the forecast overspend to reduce again by year end.
- 2.7 Any year end overspend would have to be bridged using reserves which are reducing at an unsustainable rate as outlined in section 9.

Change since Qtr 2

- 2.8 The overall forecast overspend has reduced by c£7.7m since last qtr. as outlined below.

Department	Variance at last report	Variance £000s	Change in Variance from last Exec Report £000s
Childrens Services	42,940	48,908	5,967
Non Service	0	-9	-9
Chief Executive	-194	-228	-34
Corporate Resources	4,468	3,120	-1,347
Health & Wellbeing	10,934	7,670	-3,264
General Fund	-17,575	-21,997	-4,423
Dept of Place	4,672	120	-4,552
Total	45,246	37,584	-7,662

- 2.9 The main changes since Qtr 2 include;
 - A £6.0m increase in the Children’s Services forecast due to a further £6.6m increase in placement costs, and a £0.7m increase in Social work service costs (mainly Agency). This is reduced by a £1.1m reduction in the Education and Learning Service forecast plus a £0.2m additional income on the Employment and Skills service.
 - A £1.3m decrease in the Corporate Resources overspend to £3.1m due to a revision of energy cost overspends due to lower usage (c£0.3m), the draw down from the Energy Volatility reserves (£0.4m), with the

remainder due to reductions in forecast salary costs as a result of vacancy management.

- A £3.3m decrease in the Health and Wellbeing forecast is primarily due to the inclusion of a further £2m of Discharge to Assess income to fund the additional activity associated with hospital discharge; the addition of £0.5m of reserves, and a £0.9m favourable adjustment in relation to contacts within Learning Disabilities.
- A £4.4m increase in the General Fund underspend due to a £1m reduction in the forecast overspend associated with the 2022-23 pay award (now c£13m). A £3m increase in unbudgeted reserve drawdown following a further review. Unbudgeted reserve drawdowns now stand at c£26m as outlined in section 8. We have recently also been notified of a £0.4m unbudgeted dividend from the Leeds City Region revolving investment fund.
- The £4.6m decrease in the Department of Place forecast is due to utilising £1.5m of CAZ income against permissible expenditure related to sustainable transport activities in accordance with the objectives of the CAZ; £1.8m improvement in Waste Services due to a sustained reduction in waste tonnage and a reduction in staffing costs through the management of vacant posts and a decreased inflationary pressure. A further £0.8m relates to savings in Neighbourhoods Services due to delays in recruitment, and additional income received in uniformed services relates to higher income recovery. £0.4m relates to vacant posts and securing external funding in Economic Development, and the forecast has improved by £0.1m in Planning Transportation and Highways forecast due to underspends in Business Services.

Material issues not currently factored into the forecast

The c£37m of forecast overspend at the end of Qtr 3 does not however include the following which will reduce the forecast overspend in future periods. These include;

- 3.1 Should Children's Social Care or Adult Social Care manage to attract additional Health related funding in this financial year, this would also be a benefit. The Government have also recently announced an extra £200m nationally for Discharge to Assess (discharge from hospital to be assessed by Social Care), of which the Council would typically expect to receive c£2m, however the details of this are currently unknown.
- 3.2 A review of the Council's MRP policy is being undertaken. Early indications are that this could provide a significant saving in the near term.
- 3.3 Given the £10m proposed saving for 2023-24 associated with the Vacancy factor/ Abatement factor is going to be challenging to deliver, Council services will need to hold existing vacancies for longer. This could result in an additional saving this year.

3.4 Phase 2 of the reserves review has recently completed and is reflected in the Qtr 3 forecasts. Given the scale of the forecast overspend a phase 3 will be required.

These mitigations should reduce the forecast overspend in future periods, however there are also a number of potential pressures that could have the opposite effect:

3.5 Despite already being well in excess of benchmarks, Children looked after, and Purchased Placement numbers have increased further, and additional Agency staff have been taken on. Should the trend continue, this would result in a further increase in the Children’s Social Care overspend.

3.6 Increases in construction inflation, and interest rates will cause significant additional pressures to the capital financing budgets. The extent is being assessed and will be factored into future forecasts. The impact will mostly be felt next year and beyond however.

3.7 High inflation, and the impacts on cost of living, are more likely than not to impact on discretionary spend in services like Theatres and Sports facilities.

Departmental Commentaries

Children's Services

4.1 Children's Services are forecast to overspend the £152.7m net expenditure budget by £48.9m. This is after allocating £15.0m of additional funding to the service in 2022-23 including £7.5m of one-off Social Care pressure funding. The forecast overspend is mainly derived from Children's Social Care - related services (Children's Social Care (£19.6m) and Safeguarding & Reviewing, and Commissioning & Provision (£44.5m); Education and Learning (£1.1m). The Employment and Skills Service has a forecasted underspend of £1.3m.

Children's Social Care

4.2 The £19.6m forecast overspend is mainly due to the following;

4.3 A £11.9m overspend on the Social Work budget due largely to higher workloads, and the continued use of agency staff due to a shortage of staff which to some extent reflects national challenges around recruitment.

4.4 The amounts incurred on Agency staff have increased significantly over recent years (£4.3m in 2018-19, £11.7m in 2019-20, £17.4m in 2020-21 and £20.1m in 2021-22) and are currently running at approximately £2.1m per month. There are currently the highest number of agency social workers that there has ever been.

4.5 The movement in agency social workers is shown below: -

Month	Apr 20	Sep 20	Apr 21	Sep 21	Mar 22	Jun 22	July 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Number of Agency Social Workers	129	136	170	161	164	176	177	179	204	206	207	208

4.6 The table below demonstrates that although effort is being made to recruit new Social Workers, the numbers of leavers exceeded the numbers of new starters both last year and this to date. It is planned that as a result of a recruitment drive to appoint Assessed and Supported Year in Employment (ASYE) newly qualified Social Workers, and international Social Workers, this trend will be reversed.

Description	2021/22											2022/23
	Total	Apr-22	May-22	Jun-22	Jul-22	Aug 22	Sep-22	Oct-22	Nov-22	Dec-22	Total	
Starter	43	2	6	4	3	4	13	3	0	0	35	
Leaver	64	2	8	5	6	5	11	8	7	1	53	
Net	(21)	0	(2)	(1)	(3)	(1)	2	(5)	(7)	(1)	(18)	

4.7 The table below shows that although there had been some progress in increasing the numbers of permanent Social Workers up to Qtr 3 (Nov) of last year, the numbers have significantly reduced since.

	Apr 21	Jun 21	Sept 21	Nov 21	Apr 22	Jul 22	Sep 22	Oct 22	Nov 22	Dec 22
No of Permanent Social Workers	293	301	303	301	283	280	279	274	267	266

- 4.8 Benchmarking data demonstrates that the percentage of Agency social work staff in Bradford has increased significantly over the past 3 years and is significantly higher than comparators, and given the above, this is likely to increase further in 2022.

Agency staff as % of Social Work Workforce	2014	2015	2016	2017	2018	2019	2020	2021
Bradford	4	3	4	4	12	30	34	39
Yorkshire and Humber	8	6	9	8	8	10	11	13
National	15	16	16	16	15	16	15	16
Statistical Neighbours	17	15	17	16	15	12	12	12
West Yorkshire								
Bradford	4	3	4	4	12	30	34	39
Calderdale	7	3	0	5	2	7	3	9
Kirklees	4	3	26	18	6	2	0	0
Leeds	8	4	4	1	1	1	0	0
Wakefield	19	-	9	6	29	32	22	14

- 4.9 In addition to demonstrating that agency use is particularly acute in Bradford, the table also demonstrates that agency use has reduced from high levels in other West Yorkshire Councils that have also previously been assessed as inadequate (Kirklees & Wakefield), suggesting that there is clear scope for Bradford to follow a similar trajectory over time.
- 4.10 The Children with Disability Service is also forecast to overspend on the direct payment/home support budget by £1.1m.
- 4.11 There is also a £1.2m pressure on the service legal cost budget due to court/legal counsel costs. The Post 16 team has a pressure of £1.5m on support cost for care leavers.
- 4.12 The Section 17 preventative assistance budget is forecast to overspend by £1.1m and transport costs are also forecast to overspend by £1.8m (including £0.5m in relation to staff). The Interpreting budget has a £0.3m variance, and a further £0.7m variance on support cost for children.

Safeguarding and Review, Commissioning and Provision

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

4.14 Residential placements cost on average close to £270k per year each, and the average cost of a placement has risen dramatically from c£3,600 per week in 2020-21 to c£4,800 in 2021-22, and c£5,100 now. A recent Competition and Markets Authority report has found the purchased placements market to be dysfunctional and subject to profiteering by suppliers.

4.15 Additionally, the numbers of children in placements have never been higher as outlined in the table below.

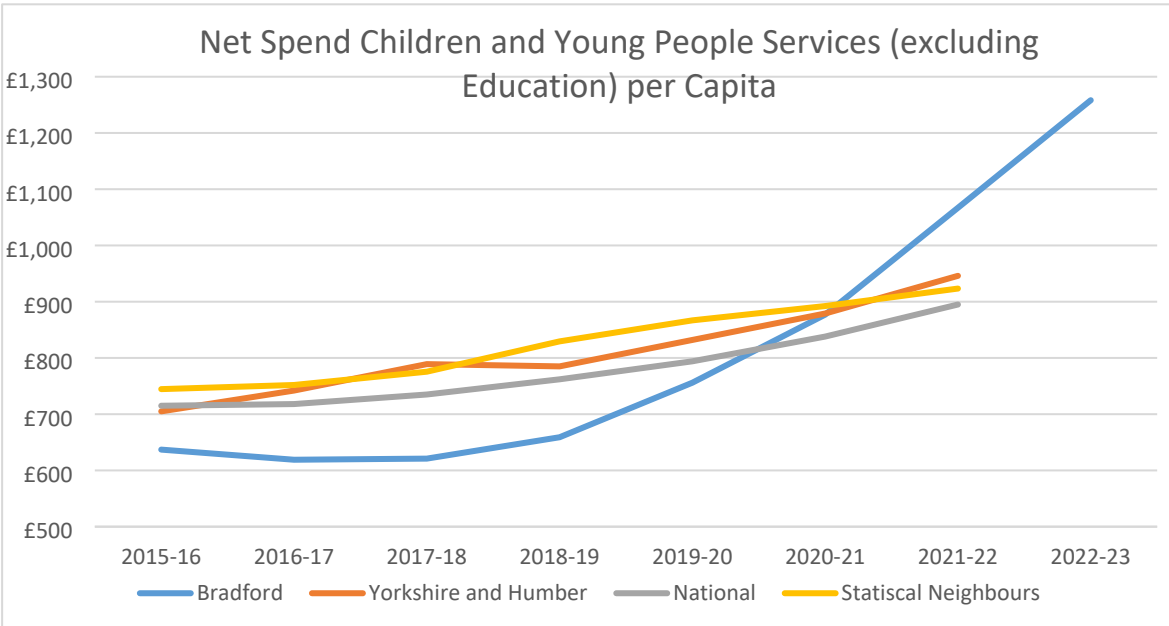
Type of Placement	17-18	18-19	19-20	20-21	21-22	22-23 Dec	Avg Cost per week 2020-21	Avg Cost per week 2021-22
Placed with Parents	117	129	150	162	166	178		
Placed for Adoption	25	26	24	35	52	43		
Friends and Families	235	301	357	372	394	420	£250	£350
Foster Parents	371	354	368	393	375	382	£519	£530
Fostering Agencies	57	88	131	164	191	243	£839	£849
Residential Care (Internal)	51	45	51	45	38	29	£3,100	£3,300
Residential Care (External)	42	42	60	70	105	156	£3,600	£4,800
Other*	62	68	90	107	125	125	£1,600	£1,850
Sub Total (Number of Children Looked After)	960	1,053	1,231	1,349	1,446	1,576		
Residence Orders	46	40	37	33	30	29	£154	£166
Adoption Orders	247	239	237	226	214	204	£270	£330
Special Guardianship Orders	320	338	364	435	473	496	£155	£168
Sub Total (Chd in Permanent Arrangements)	613	617	638	694	717	729		
Total Children Receiving Support	1,573	1,670	1,869	2,043	2,163	2,305		

, * Includes Supported Living placements, Hospital Placements and Mother/Baby placements.

4.16 Benchmarking data shows that over recent years the numbers of Children Looked After supported by Children's Social Care increased from a relatively low number per 10,000 to a relatively high number in comparison to other Councils, and growth in numbers has been significantly higher than other comparators.

	2016	2017	2018	2019	2020	2021	% Growth	Dec 2022
Bradford	61	66	70	82	87	95	56%	112
Yorks and Humber Avg	63	67	71	74	77	78	23%	
Statistical Neighbour Avg	84	87	88	90	91	91	12%	
National Avg	60	62	64	65	67	67	8%	

4.17 As a result of high Agency staff costs, and the growth in Child Looked After placements (particularly external placements), net spend on Children and Young People per capita, has grown significantly in recent years, and is now very likely to be significantly higher than comparators.



Local Authorities	16-17	17-18	18-19	19-20	20-21	21-22	% Growth 16-17 to 21-22	F/cast 22-23
Bradford	£619	£621	£659	£756	£877	£1,067	72.4%	£1,258
Yorkshire and Humber	£742	£753	£785	£832	£875	£946	27.5%	
National	£718	£735	£762	£794	£834	£895	24.7%	
Statistical Neighbours	£752	£776	£829	£867	£887	£928	24.6%	

4.18 Indicatively, if Bradford’s current net spend on Children and Young people per capita were at the same level as Statistical Neighbours in 2021-22, the Council would spend c£20m less per year. Given the rapid growth in spend in Bradford in 2022-23, this excess spend in comparison to benchmarks is now likely to be significantly greater.

4.19 This also demonstrates that the current scale of spend in Bradford is not inevitable.

4.20 As a result of the growth outlined above, the Service is forecast to overspend the £62.5m budget by £44.5m.

4.21 The external purchased placement (Residential, Fostering and Post 16 & 18) budget is forecast to overspend by £38.0m. The number of external placements increased by 22% in 2021-22 and the current forecast assumes a further increase of 25% in 2022-23.

4.22 There is also a £0.8m variance on the Fostering Service due to the cost of placements and recent changes on fees for Kinship carers.

- 4.23 Internal residential/respite homes are currently forecasting an overspend of £4.9m due to the use of agency staff, premises related costs and care cost.
- 4.24 Child Protection Services has a £0.8m variance due to the use of agency staff across the service.

Education and Learning

- 4.25 The Education and Learning Service is reporting a £1.1m overspend on a £26.5m net budget. The main pressure is on the Travel Assistance Service which is forecast to overspend by £2.8m due to increased cost in service provision. The current overspend is offset by £1.7m underspend across the service from non-staffing budgets and through income generation.

Skills for Work and 14-19 Service

- 4.26 The Skills for Work/14-19 Service are forecast to underspend the £5.4m budget by £1.3m. This from a £0.2m staffing underspend, £0.9m non recurrent additional income and £0.2m underspend on Covid recovery funding.

Mitigating Actions to reduce the overspend

- 4.27 There has been a considerable level of investment into Children Services over past few years. The 2020-21 budget included £13.625m of additional investment to address budget pressure and demographic growth. A further £2m was made available to make permanent support to the social work structure previously funded from the "one off" Children Investment Fund in 2019-20. The Council also allocated £2m per annum for two-years to support Prevention and Early Help work starting in 2020-21. Children's Social Care also overspent by £6.4m in 2020-21, with mitigating funding having to come from other parts of the Council. There was also a further £7.125m of recurring budgeted investment in 2021-22, coupled with a £15.5m overspend with mitigating funding deriving from other parts of the Council, and c£15.8m of Covid related funding; a further £7.5m of recurring budget has been provided for 2022-23, and the creation of a £10m one off Social Care reserve of which £7.5m has been allocated to Children Services.
- 4.28 A number of positive actions have already been completed which will start to impact positively upon service provision and the financial position; these include:
- A Sufficiency Strategy has been developed to outline the development of our internal provision for children in care. The Strategy is focused on increasing provision across our residential sector so that it provides children and young people with homes that are smaller in size (2-3 young people per home) and offers a holistic approach to meet the needs of young people in our care. In addition, the Strategy also sets out how we will recruit and increase the number of foster carers, including the support and training that will be provided to ensure that we have fostering families who are able to meet the needs of more complex children and young people. Work is underway with Health colleagues to enable a partnership

approach to supporting more C&YP to remain in our District, in local provision.

- A Foster Carers report was approved at June Executive. This report sets out how we will ensure that the payments to Foster Carers is comparable with other local areas. The report recognises the importance of kinship carers and the option of Special Guardianship Orders, and ensures that appropriate payments are to be made to them. This enables an increased number of options that will be considered when placements are being determined for children in care.
- A Children's Homes report was approved at June Executive. This establishes a fit for purpose strategy for use and development of children's homes that will be an invest to save and will improve local in-District provision. Main investment here will be the capital investment, but we will potentially have a capital receipt to support this investment by the sale of Valley View.
- An Early Help business case has been approved which will be funded through anticipated payments by results. This will help to mitigate against children requiring statutory social care services which helps to manage demand across the service. Fewer open cases in social care ensures that the right child receives the right support at the right time.
- A business case to invest in PAUSE has been approved as invest to save. PAUSE project sets out to work with families where previous children have been removed and brought into care. The PAUSE project supports families to consider different options and to potentially make considered and different choices and decisions about pregnancy as well as about changing behaviours to support improved parenting capacity.
- Investment in a CIC Post was approved, this is for a Service Manager to be put in place to enable the bringing together of the Children in Care and Leaving Care teams so that they are in one service area and under a single Head of Service. A Service Manager will oversee the Children in Care Teams alongside a Service Manager for Leaving Care. This will provide a consistent approach and smooth transition for C&YP in our care. In addition, the removal of the Children in Care Teams from the locality areas will provide increased capacity for service managers across the locality areas to manage the work flow more effectively.
- An invest to save business case to invest in Court Consultants is near completion. The Court Consultants will enable the continuation of a robust oversight and consistency of reports being taken to court as part of proceedings. In addition, the Court Consultants will have a dedicated piece of work to support the review and potential requests, where appropriate, for the discharging of care orders for C&YP who are placed with parents. This will support the safe reduction of the number of children in care, which in turn will increase capacity across the service.

4.29 The service will pursue the following actions to reduce the forecast overspend in 2022-23;

- Review of high cost placements.
- Seek contributions from partners towards placement costs.
- Recruitment of permanent social workers to reduce reliance on the use of agency staff. Currently, the use of agency is over 40% of the staffing budget.
- Grow in-house children residential provision, to reduce costly external placements.

4.30 Significant work is also being undertaken to set up the new Children's Company for 2023-24 including the establishment of the contract price.

4.31 The financial impact of the mitigating actions outlined above are however either not currently estimable, or there is no current evidence to show reductions in spend/additional income and are consequently not included in forecasts.

Health and Wellbeing

5.1 The Department of Health and Well-Being is forecast to overspend the £127.5m net expenditure budget by £7.7m. This is after allocating £4.4m of non-recurrent funding, including £2.5m from the Social Care reserve. This is a forecast decrease of £3.3m from Q2 and is primarily due to the inclusion of a further £2m of Discharge to Assess income to fund the additional activity associated with hospital discharge, the addition of £0.5m of further reserves and a £0.9m favourable adjustment in relation to contacts within Learning Disabilities.

5.2 The forecast overspend is mainly derived from previous unachieved LD demand management savings and pressure within Operational Services on long term home care costs.

5.3 In 2022-23 the department has additional LD demand management savings of £5.5m to achieve. In recognition that the savings are behind schedule, an additional £3m budget has been provided to alleviate some of the pressure. It is forecast that the net £2.5m will be unachieved this year.

Operational Services

5.4 Operational Services are forecast to underspend the £62.1m net expenditure budget by £0.5m. This forecast position includes £5.3m of Discharge funding, which is helping to offset previously reported pressures on short term support and home care. In September the Government announced a £500m Adult Social Care (ASC) fund for Integrated Care Boards and Local Authorities. The fund's aim is to enable more people to be discharged to an appropriate setting with adequate and timely social care support as required.

This funding has been allocated to Adult Social Care to primarily support investment in reablement services and additional spend on home care services which are the key adult social care services supporting timely discharge from hospital.

- 5.5 The new ASC Discharge fund has mitigated a £1.7m projected overspend on short term enablement, this is across externally procured enablement hours and care delivered by the in-house Enablement service. The service has continued with the model of discharge to assess and has seen an increase in the number of externally delivered hours and increased activity within the in-house Enablement Service.
- 5.6 The total recurrent pressure within Older People and Physical Disabilities long term support budgets is £5.1m, of which £3.5m has been mitigated by the ASC Discharge funding. As previously reported, Older People and Physical Disabilities long term support budgets have seen significant additional and unbudgeted expenditure as a result of the service supporting increased discharges from hospital.

The table below demonstrates the year on year increase in home care hours.

	31.12.20	31.12.21	31.12.22
OP & PD Monthly Long Term Home Care Hours	109,062	111,111	114,678
OP & PD Monthly Short Term Enablement Hours*	2,301	8,189	8,449
Total	111,363	119,300	123,127

- 5.8 To mitigate the remaining £1.6m pressure on OP & PD budgets the service also has underspends with Mental Health long term support of £0.4m, £1.2m forecast underspend on staffing costs and non-recurrent income of £0.5m.

Mitigation Actions to reduce the overspend

- 5.9 Operational Services will continue to pursue to the following actions to reduce expenditure on long term support;
 - The long term home support forecast is based on current levels of activity and the service is optimistic that this can be reduced through increasing the number of annual reviews, continued positive outcomes from Enablement discharges, embedding strength based approaches across all teams and increasing the occupancy at the Fletcher Court Extra Care scheme.

Learning Disabilities

- 5.10 Learning Disability services are forecast to overspend the £51.4m net expenditure budget by £7.1m, this is after £2.5m of non-recurrent funding from the Social Care reserve has been applied. The forecast position at Q3 includes a £0.9m reduction to LD supported living and respite budgets as a result of contract changes.
- 5.11 As reported last financial year, Learning Disabilities has a recurrent pressure of c£9.6m, primarily as result of unachieved demand management savings in both 2020/21 (£3.2m) and 2021/22 (£4.3m) and continued increases in community care activity. This is particularly in relation to increased Direct Payments and Supported Living forecasts as people are Transitioning from Children’s Services with complex needs and high cost packages.

5.12 The tables below show the number of people in Residential and Nursing care is reducing in line with the departmental strategy of supporting people in community settings. Although the number of people in Residential care has reduced over the past two financial years, where client numbers have reduced in residential block contracts, this currently does not result in a cash releasing saving. However, work has now commenced on transforming the remaining blocks contracts, which should have a positive impact on reducing expenditure in 2023/24.

Client Numbers	31.12.20	31.12.21	31.12.22
LD Residential Care - Purchased	138	129	133
LD Nursing Care - Purchased	20	17	17
Total Residential & Nursing	158	146	150

Community Care Client Numbers	31.12.20	31.12.21	31.12.22
LD Supported Living	443	456	490
LD Home Care	346	301	278
LD Direct Payments	490	507	529
Total	1,279	1,264	1,297

Mitigations to reduce to overspend

- 5.13 The forecast at Qtr 3 is based on current levels of activity and current contracting arrangement on a number of block contacts. The following actions are on-going and should reduce the forecast position for LD in the final quarter and into 2023/24.
- New Choices (a newly established Special Purpose Vehicle) has been set-up to transition LD day care services to a more personalised service. A £0.2m forecast saving has been included in the forecast and it is anticipated that there will be further reductions as a result of the baselining work that has taken place and moving service users to the framework rate.
 - Work has commenced on the transformation of the remainder of the departments block contacts (residential and nursing and respite services) which has begun to realise savings and work will continue into 2023-24.
 - Reviewing capacity was increased in the latter half of 2021-22 and this should have a positive financial impact in 2022-23 as reviewing is aligned to the departments commissioning plan.
- 5.14 The net additional 2022-23 demand management saving of £2.5m (£5.5m, offset by £3m investment budget) and a further £1.5m Demand Management saving from 2021-22 hasn't been allocated to specific budgets

and although forecast to be unachieved, it has been partly mitigated by one off funding (£1.4m), unallocated demographic growth (£0.5m) and £0.3m of reserves. This is creating a further £1.8m budget pressure for the department. However, this pressure is offset by a £0.6m underspend within Commissioning and Integration, the majority of which is related to vacancy control and a further £0.1m underspend with Environmental Health.

Department of Place

6.1 Department of Place is forecast to overspend the £85.8m net expenditure budget (£145.4m Gross) by £0.1m.

This includes inflationary pressures of £4.8m, Planning, Transportation & Highways (£3.8m – energy Costs) and Waste, Fleet & Transport (£1.0m – waste disposal & fuel costs). This has been mitigated through the one off use of reserves to the value of £2.0m in Economy & Development Services. £1.5m of clean air zone funding has been utilised along with a one off rates rebate benefit of £0.6m within Museums. Sport & Culture are reporting a service pressure of £0.9m due to undelivered savings which has been offset by a reduction in costs relating to waste tonnage and vacancy management within Neighbourhood and Customer services.

Waste, Fleet & Transport

6.2 The Waste, Fleet & Transport service is forecast to underspend the £30.1m net budget (£46.3m gross) by £0.8m, comprised of a £0.4m underspend in Waste Services and a £0.4m underspend in Fleet & Transport Services.

6.3 £0.9m has been identified as inflationary pressures above those budgeted; therefore, the service is reporting a break-even position, aside from these pressures.

Waste Services

6.3 The £0.4m forecast underspend within Waste Services is due to the following:

- £1.0m has been identified as being linked to inflation increases, over & above the inflation figures that have already been factored into budgets. This is comprised of £0.7m for disposal costs and £0.3m associated with higher fuel costs.

- £0.7m underspend on disposal costs, composed of payments to the main waste contractor and payments to third party operators for collection and processing of dry, mixed recycling (DMR) waste.
- The waste tonnage levels over the 6 months indicates that we have recovered from the effects from Covid and we have started to get back to similar tonnage levels to 2019. If the trend continues we should be around the 2019/20 waste tonnage by the end of 2022/23. The service is also seeing a reduction in visits to the household waste recycling centres.
- £0.4m underspend in trade waste is due to lower than budgeted disposal costs.
- £0.3m overachievement in Garden Waste subscriber income is forecast based on income received.
- Fleet Service has confirmed the revised charge-out rates for vehicle maintenance, more work is required to ascertain the extent of under-recovery, council-wide, Therefore, forecasts are under review and subject to change.

To address the above service and inflationary pressures, the following mitigating action is being taken:

- The service has taken the decision to close the MRF and TLS on bank holiday Mondays which will reduce overtime costs. This change will be assessed weekly to ensure that the TLS is cleared of waste and DMR on Friday.
- Restructure of Trade Waste rounds
- There is an on-going review of fuel usage with a view to reduce consumption if/where possible. Waste Services' fuel usage is the highest of any service across the Council so any reduction could be significant.

Neighbourhood and Customer Services

- 6.7 The service is forecast to underspend the £19.2m net expenditure budget by £0.4m. The majority of the pressure comes from within Park Depots, £0.5m. This is due to a number of factors including the service being unable to absorb the enduring rental income targets from disposed assets, reduced capacity to generate external income and savings targets not been achieved relating to transfer of playing fields, and of assets to trusts and Town/Parish. Street Cleansing is forecast to overspend £0.2m, largely on employee and fleet costs. These have been offset by an over achievement of income within Uniformed Services £0.5m and savings in Customer Services of £0.3m. Neighbourhood Services £0.3m.

Economy & Development Services

- 6.8 The service is forecast to underspend the £9.6m net expenditure budget (£15.9m Gross) by £1.9m, this includes a £2.0m drawdown against reserves in support of the Service's current position. Economic Development are currently reporting a £0.7m underspend, with the majority of staff recruitments now being complete, though there is further work needed to get to a fully accurate forecast position. Housing Services are currently showing an overspend of around £0.4m which is in the main due to existing pressures within Housing Development. This is, in the main, as a result of there being no current capital programme activity to recharge the salary budget to and further pressures of £0.3m from premises costs and income losses.
- 6.9 Markets are forecasting an underachievement within their £1.2m net income budget (£1.6m Gross) of just under £0.5m. This is after the drawdown of the remaining £70k held in reserves, the pressures within the service for 2022/23 are as follows:
- £81k associated with the rental/compensation package to achieve vacant possession.
 - £38k associated with the loss of Morrison's ground rent
 - £24k associated with the surrender of the lease for 31 John St (Fulton Frozen Foods)
 - £60k associated with the new lease for the Asian Bazaar
 - £257k pressure due to vacant units from previous years
 - £375k drawdown from the compensation reserve.

Planning, Transportation & Highways

- 6.10 The Service is forecast to overspend the £17.2m net expenditure budget (£25.0m Gross) by £3.7m. This is due to a significant increase in energy costs £3.8m for Street Lighting, within Transportation & Highways. As energy has been pre purchased for 22/23 any further increases are not expected until the financial year 23/24.
- 6.11 Development Services are forecast to overspend the £0.8m net expenditure budget (£4.8m gross) by £0.3m. This is due to a forecasted reduction of Planning Fees of £0.5m as a result of the low numbers of major applications (In comparison the Service had received £0.3m more fees at this time last year), lack of housing sites and the current economic situation.
- 6.12 Planning & Transport Strategy is forecast to have a favourable variance of approximately £0.1m due to forecasted underspends in Business Services.
- 6.13 The Winter Maintenance period has commenced and the operation is currently forecasting an overspend of £17k This is partly due to the cost in hire, insurance and other associated charges of winter vehicles to provide a resilient service. As the winter period progresses the adverse forecast will increase as further costs will be incurred for the use of salt and staff payments.
- 6.14 Recruitment is taking place to tackle vacant posts which support the capital programme and capital recharges.

- 6.15 The service is seeing increases in tender costs on capital schemes which are being mitigated through a range of strategies including removing schemes from the services' capital programme, reducing the scope of schemes, using Value Engineering to address increased material, labour and plant costs as well as exploring fundamental changes to funding arrangements with the West Yorkshire Combined Authority.

Sport & Culture

- 6.16 The Service is forecast to overspend the net £5.9m net expenditure budget (£25.8m Gross) by £0.9m.
- 6.17 The main pressures the Service is facing are within Museums, breakeven with an inherent £0.7m pressure, Libraries £0.5m & Theatres £0.1m.
- 6.18 Museums are forecasting a near breakeven position; however, this is inclusive of an inherent pressure due to deferred savings from 2020-21 not being achieved. This is currently being offset by a potential benefit of the back dated Business Rates review for Cartwright Hall, Bolling Hall, Cliffe Castle and the Industrial Museum covering the period between 2017/18 & 2021/22, totalling £0.6m. This one-off benefit is masking the structural pressures that the service is still facing in 2022/23, with the anticipated savings not being realised until 2023/24 and beyond. The Valuation Office Agency lodged an appeal against this review which should be known shortly. The rebate received saw a rates reduction to £159.5k in 2021/22. This has formed the basis of the forecast rateable value for 2022/23, until the appeal decision is reached.
- 6.19 The deferred budget saving included measures to reduce costs through service efficiencies and integration and remodelling of operational delivery, which will need to be reviewed as part of the medium term recovery plan for Museums.
- 6.20 Libraries are forecasting an overspend of £0.5m the majority of this being due to deferred savings, from 2020/21, being released back into the 2022/23 budget. An investment model, which would cover this shortfall, is being drafted as part of the medium term recovery plan for the service, which will be reported to CMT linked to the Council's Localities approach to working in communities. In addition to the above £0.1m of Public Health monies has been released by Health & Wellbeing in support of the work that libraries are undertaking.
- 6.21 Theatres are forecasting an overspend of £0.2m. They are currently experiencing a considerable downturn in bookings and ancillary sales. There is customer resistance to high ticket price shows but generally shows that attract a younger audience are doing well. Pantomime is still tracking at a similar level to last year. There is a general nervousness amongst producers

and promoters and several shows have either been postponed or moved into 2023/24 due to the uncertainty over Covid and the cost of living crisis. This is a national trend amongst theatres including the west-end.

- 6.22 Facilities is showing a forecast overspend of £241k in 2022-23. All buildings have reopened and are available to the public, the customer base is growing with a strong financial recovery since returning from COVID19 and is on the road to full recovery. However, due to operational challenges and inflation the cost of running the service has increased and historical evidence suggests that there will be a reduction in user numbers when the cost of living crisis starts to bite through the winter months, with a reasonable estimate in income downturn to be in the region of 25% for 2023/24, but at present the income is holding steady.

Clean Air Plan

- 6.23 The service is forecasting a breakeven position against budget. All costs of the service relating to the implementation and operation of the Clean Air Zone will be covered through government grant, currently held in reserves. It is anticipated that the reserve balance carried forward will be £1.2m, though this is subject to change should more resources than anticipated, be required post launch of the zone.
- 6.24 £1.5m of CAZ income has been utilised to deliver permissible expenditure related to sustainable transport activities in accordance with the objectives of the CAZ and is included in the forecast
- 6.25 The Clean Air Zone launched on 26th September as planned, and income has started to be received for charges only. The service has collected £1.5m net to the Council to date.
- 6.26 Based on current projections the service expects to collect £5.0m
- 6.27 The Clean Air Zone operation is self-funding, and as such revenue will need to be set aside to cover the cost of the operation for the life of the Clean Air Zone, alongside decommissioning costs. The aim of the zone is to reduce Nitrogen dioxide levels within the district, and as this goal is achieved over time, the level of revenue generated also reduces as fewer non-compliant vehicles enter the zone, hence the need to ring fence this revenue at the outset.
- 6.28 As any surplus revenue levels are clarified, consideration can then be given as to the uses of such revenues, which must be in line with the Charging Scheme Order upon which the Clean Air Zone operates. Support is being provided to local residents and SMEs in the form of an extensive grants and exemptions programmes, which should allow for Air Quality compliance with the ministerial direction, whilst reducing the negative impact of the zone upon the local community.

Corporate Resources

- 7.1 Corporate Resources are forecast to overspend the £58.6m net budget by £3.1m, down from £3.4m at cp8 & £4.5m as at Q2. The majority of the overspend relates to extraordinary inflationary impacts, primarily relating to utilities costs for Council buildings
- 7.2 At present, based on unit price forecasts, allowing for the estimated impact of the price freeze from 01/10 and most recent usage data, the cp9 estimate is for energy costs to be above budget by £3.7m, this is £650k down on the £4.35m forecast as at Q2. Part of this reduction is due to drawing down the remaining £385k from the energy reserve, with the remaining £265k being due to reduced volumes and is based on forecast usage after allowing for the estimated impact of the price cap as from 01/10/22.
- 7.3 However, it should be noted that this is still a best estimate and the exact situation in respect of supplier credits for the price freeze is still unknown. The eventual cost in 22-23 will depend on a number of factors, including the relative increase in standing charges compared to unit rates, the purchase prices to be paid by YPO for later tranches, taking account of the recent freeze, and usage levels, especially over the winter period. It has been currently estimated that, based on forecasts prices from April 23 after the current price cap is replaced with a discount scheme, the forecasts costs for 23-24 for gas & electric use in buildings will be £7.5m higher than the original 22-23 budget levels.
- 7.4 Additionally, food price inflation is adversely affecting the catering service and, whilst plans (changing menus etc) are in place to mitigate this, it is unlikely that this can be fully counteracted. Overall, the net extra inflationary impact on food costs is forecast to be £0.37m. This being subsequent to a further review after recent contract price increases from September 22.
- 7.5 Excluding extraordinary inflationary impacts and movement from reserves, the Department would otherwise have a forecast underspend of £1.3m. Underspends are forecast for Rev's & Ben's (£0.4m), Human Resources (£0.3m) and Finance & Procurement (£0.2m), primarily due to vacancies. These more than offset forecast overspends in Estates (£0.2m) & City Centre Catering (£0.1m). ICT forecast is for a roughly balanced position assuming pressures (increased staffing levels, data & licensing costs) are managed down via a combination of offsetting savings, a planned reduction in agency and further funding for Children's work. R&B forecast assumes any shortfall in costs recovery income can be mitigated.
- 7.6 These forecasts also include the net impacts of pre-existing and ongoing pressures, including on trading with schools such as PACT HR (£0.1m), ICT (£0.4m) and rental income within Estates (£0.25m). ISG is now forecast to underspend in 22-23, after provision of the pay award budget, as income levels have increased in line with rising costs.

- 7.7 This overall forecast overspend is also after allowing for the use of £2.7m of reserves set aside at the end of 2021-22 to cover known short term ongoing Covid related impacts. £2.3m of this relates to Council wide PPE (Personal Protective Equipment) stocks, £0.2m for ICT and £0.2m combined across other council services.

General Fund

- 8.1 The General Fund which provides budgets for the West Yorkshire Combined Authority, Capital Financing, and contingencies amongst others is forecast to underspend by £22.0m. The forecast underspend results from the following
- 8.2 A c£13.2m forecast overspend on Pay award (now forecast at c£19m 6.8% vs c£6m 2% budgeted),
- offset by
- £3.5m Corporate Contingency,
 - £22.7m draw down of unbudgeted reserves following Phase 1 and 2 of the reserves review.
 - £1m in year saving from funding some Directly revenue financed capital expenditure from borrowing instead.
 - £2m from planning to use additional capitalisation/ capital flexibilities.
 - £2m from MRP saving on PFI costs.
 - £0.7m from prepaying Pension contributions in 2022-23.
 - £1.6m from reducing Bad Debt provisions following a review.
 - £0.9m reduction in the cost of National insurance following the decision to reverse prior increases from 1st November 2022.
 - £0.3m rebate in relation to Leeds City Region business rates pool.
 - £0.4m dividend from the Leeds City Region Revolving Investment Fund.
- 8.3 Other mitigating actions are being explored as outlined in section 3.

Reserves

- 9.1 At 31st December 2022 reserves stand at £174.9m (Council £128.4m and Schools £46.5m).

	Closing Balance 2020-21 £m	Closing Balance 2021-22 £m	Opening Balance 2022-23 £m	Net Movement	Balance as at 30 th September 2022 £m
Council reserves	256.5	228.2	228.2	-99.8	128.4
Schools Delegated budget	42.9	46.6	46.6	-0.1	46.5
Total	299.4	274.8	274.8	-99.9	174.9

- 9.2 The Council has £19.5m of General Fund reserves.
- 9.3 Overall, reserve levels have reduced significantly in 2022-23. £99.9m of reserves have already been drawn down in 2022-23 as outlined in Appendix 2.

- 9.4 Other reserves will also get drawn down at year end to pay for earmarked commitments, and any year end overspend in 2022-23 will also have to be funded from reserves.

School Balances

- 10.1 The table below shows the School Reserves (including Schools Contingencies) position as at 31st of March 2022. Schools do not report their quarter two financial position for 2022-23 until the end of October 2022.

	Balance 1 st April 2022		Balance 31 st March 2022		Movement	
	Nos	£000	Nos	£000	Nos	£000
Nursery	7	1,347	7	1,120	0	227
Primary	67	8,960	61	7,000	6	1,960
Secondary	6	(2,400)	4	2,384	2	(4,784)
Special	3	2,822	3	1,098	0	1,724
Pupil Referral Units (PRU)	1	386	1	689	0	(303)
Subtotal	84	11,115	76	12,291	8	(1,176)
School Contingency		33,825		32,662	0	1,163
Other Activities/Closed Schools		615		615	0	0
Total	84	45,555	76	45,568	8	(13)

- There are three schools (one maintained nursery school, two primary schools) that are currently forecasting deficit revenue balances at 31 March 2023, with a combined deficit value of £0.092m.
- Eight schools have converted to academy status in 2022-23.

Capital Expenditure

- 11.1 The Council continues to seek to deliver a large capital programme across the District, which will provide improved facilities and infrastructure to support the delivery of the Council Plan.
- 11.2 The profiled resource position for 2022-23 for the Capital Investment Plan stands at £191.4m. To the end of December there has been total spend of £102.5m. A summary by service is shown below with a detailed monitor in Appendix 3.

Directorate	Q2 Budget	Changes	Re profiled Budget 22-23	Spend 31 Dec 2022	Budget 23-24	Budget 24-25	Budget 25-26 onwards	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Health and Wellbeing	3.0	0.3	3.3	1.0	2.5	3.3	4.8	13.9
Children's Services	13.6	0	13.6	6.6	11.6	3.3	1.2	29.7
Place - Economy & Development Services	51.1	0	51.1	18.4	46.6	27.3	10.4	135.4

Place - Planning, Transport & Highways	40.9	16.6	57.5	35.5	72.1	38.0	120.2	287.8
Place – Other	18.8	0.1	18.9	9.6	26.7	23.1	14.8	83.5
Corp Service – Estates & Property Services	39.9	4.5	44.4	31.4	13.1	10.4	4.8	72.7
TOTAL - Services	167.3	21.5	188.8	102.5	172.6	105.4	156.2	623.0
Reserve Schemes & Contingencies	3.1	-0.5	2.6	0	72.7	108.1	79.3	262.7
TOTAL	170.4	21.0	191.4	102.5	245.3	213.5	235.5	885.7

11.3 Overall there has been an increase in the total budget of £59.9m to £885.7m. The main changes relate to:

- New grant funding in Highways, including £53.3m for the CRSTS Traffic Management Systems Grant and £4.9m for Safer Roads.
- Additional budget on current schemes funded by grants, the main ones being LAD £0.6m, Taxi Electric Vehicle Charging Infrastructure £0.4m and Flood Management £0.5m increase.

11.4 Other changes since Quarter 2 are:

- Items moved from Reserve schemes including Building Controls, £2.5m is now part of the Carbon Programme budget.

11.5 Currently there is a £0.3m forecasted overspend on the Wyke Community Sports Hub scheme and an update will be coming to the Project Appraisal Group and Executive on this and the Sports Pitches Reserve Budget.

11.6 Profiling the capital spend between financial years is a key challenge to ensure that the Council borrows at the most cost-effective time. In this quarter 2023-24 Budgets have been re-profiled into future years and Service managers are in the process of reviewing the profiled spend on their capital schemes but further work is required to ensure accurate profiling of the capital spend over the next four years.

11.7 It should also be noted that there remains some uncertainty linked to the impact of inflation on capital costs. Generally, inflationary forces are resulting in increased pressures on current projects and there could be higher costs compared to approved budgets. As part of the work on reviewing budget profiles this will also be considered.

Capital Programme 2022-23 Update

12.1 The latest forecast for expenditure for 2022-23 is £166m, compared to a revised budget of £191.4m. Spend to the end of December 2022 is £102.5m. A summary by service is shown below with a detailed monitor in Appendix 2.

Budget, forecast and spend to date as at 31 December for 2022-23

	Revised Budget 2022-23 £m	Annual Spend Forecast £m	Variance £m	Spend 31 Dec 2022 £m	Spend to date as a % of forecast %
Health and Wellbeing	3.3	2.1	1.2	1.0	47.6
Children's Services	13.6	11.3	2.3	6.6	58.4

Place - Economy & Development	51.1	34.9	16.2	18.5	53.0
Place - Planning, Transportation & Highways	57.5	59.3	-1.8	35.4	59.7
Place – Other	18.9	18.5	0.4	9.6	51.9
Corporate Resources – Estates & Property	44.4	39.5	4.9	31.4	79.5
Reserve Schemes & Contingencies	2.6	0.4	2.2	0	0
TOTAL - All Services	191.4	166.0	25.4	102.5	61.7

- 12.2 There is a forecast capital programme variance of £25.4m between the budget and the latest expenditure forecast. In Planning, Transportation & Highways forecast spend is higher than budget due to the bringing forward of spend on Street Lighting Replacement. Budget from future years will be used to fund this.
- 12.3 Overall spend is significantly higher than at this time in the previous two years but they were impacted by delays due to Covid. Scheme phasing will continue to be monitored to ensure that it is accurate and realistic.

New Capital Schemes

- 12.4 No new schemes have been identified for the 2022-23 capital programme. New schemes for the 2023-24 programme have been included in the 2023-24 Budget Proposals Report.

Capital Resources

- 12.5 Capital receipts from the sale of fixed assets are £3.2m to date and the Council has met the target of £3m in capital receipts for the year. The Council has received an additional £20.4m in capital grants and contributions so far this year.
- 12.6 £5.5m of PWLB loans matured in January and £10.0m is due to mature in March 2023 with an average rate of interest of 6.85%. New borrowing undertaken to date is £45m with an average interest rate of 3.55%.

Council Tax and Business Rates Collection Fund

- 13.1 Council Tax and Business Rates are paid into a separate account, from which precepts (distributions) are paid to Bradford Council, the Government, the police and fire authorities.
- 13.2 Bradford will be paid over its budgeted Council Tax precept (£221.4m) in 2022-23. However, a Council Tax collection fund deficit (the difference between the amount budgeted and paid, and the amount collected) of £0.165m is forecast for 2022-23, of which the Council's share will be £0.138m. In line with the way that the national Collection Fund system operates, this will have to be factored into the 2023-24 budget and repaid to the Collection fund in 2023-24.
- 13.3 Regarding Business Rates, the Council will be paid its budgeted Business Rates of £57.1m in 2022-23. A Business Rates collection fund deficit of £1.8m is forecast for 2022-23. As with Council Tax, this forecast deficit will

need to be factored into the 2023-24 budget and repaid to the Collection fund in 2023-24.

14.0 RISK MANAGEMENT

- The financial risks of future known and uncertain liabilities are being addressed through contingencies and provisions outlined in this report.

15.0 LEGAL APPRAISAL

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

16.0 OTHER IMPLICATIONS

17.0 EQUALITY & DIVERSITY

None

18.0 SUSTAINABILITY IMPLICATIONS

None

19.0 GREENHOUSE GAS EMISSIONS IMPACTS

None

20.0 COMMUNITY SAFETY IMPLICATIONS

None

21.0 HUMAN RIGHTS ACT

None

22.0 TRADE UNION

None

23.0 WARD IMPLICATIONS

None

24.0 IMPLICATIONS FOR CHILDREN & FAMILIES

None

25.0 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None

26.0 NOT FOR PUBLICATION DOCUMENTS

None

27.0 RECOMMENDATIONS

That the Executive

27.1 Note the contents of this report and the actions taken to manage the issues highlighted.

28.0 APPENDICES

Appendix 1 Benchmark Spend by Service
Appendix 2 Reserves Statement
Appendix 2 Capital Investment Plan
Appendix 3 Strategic Risk Register

29.0 BACKGROUND DOCUMENTS

- Qtr 2 Finance Position Statement for 2022-23 – Executive 5th November 2022
- Qtr 1 Finance Position Statement for 2022-23 – Executive 5th July 2022
- 2021-22 Finance Position Statement – Executive 5th July 2022
- Qtr 4 Finance Position Statement – Executive 5th April 2022
- The Council's Revenue Estimates for 2022/23 – updated – Budget Council 17th Feb 2022
- 2020-21 Finance Position Statement – Executive 6th July 2021

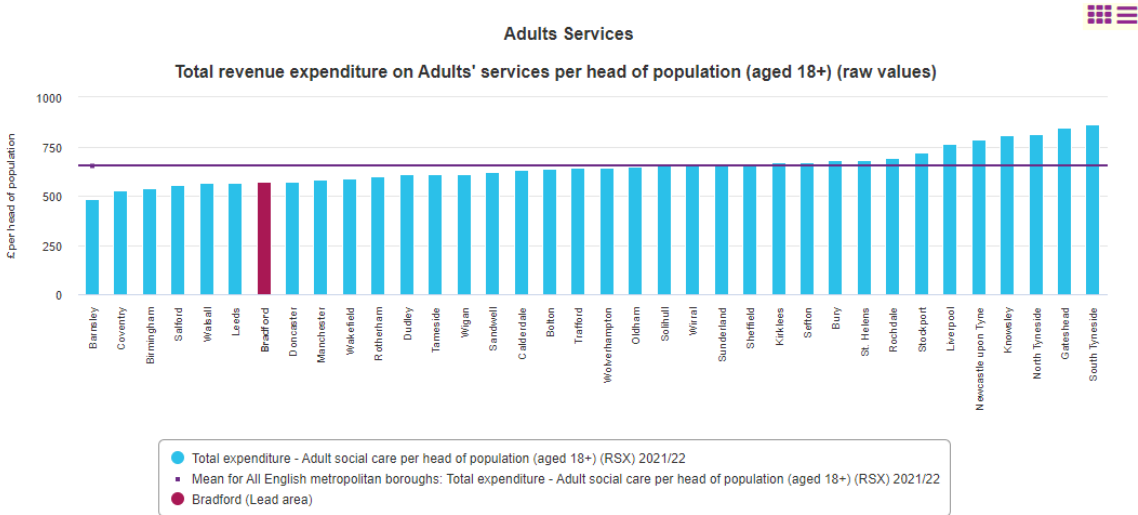
Benchmark Spend data

Appendix 1

Health & Wellbeing

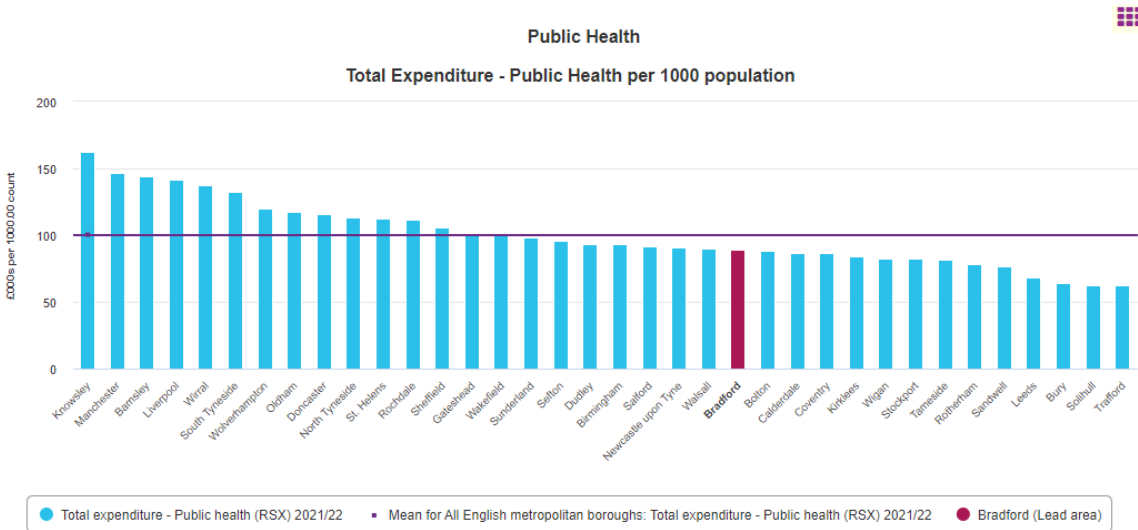
Adult Services

Spend on Adult Services per head of adult population in Bradford has been low for many years. The Service has a good record of prevention, and there have been improvements in inspection outcomes in recent years



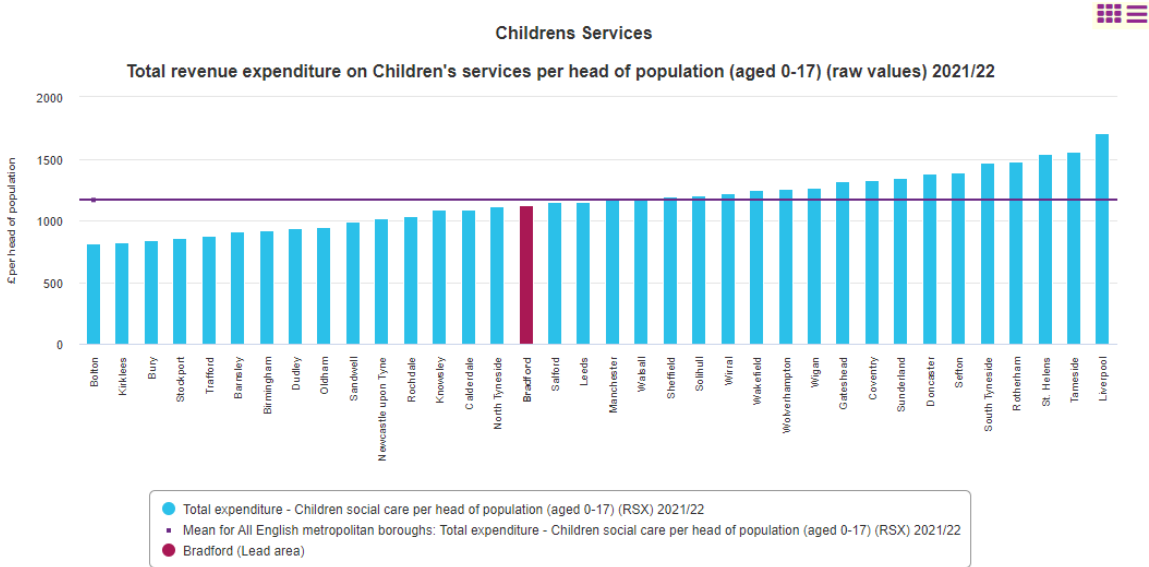
Public Health

Public Health spend is driven by the Public Health grant which is based on a national formula and distributed by Government. Spnd per 1,000 population is close to benchmark averages.



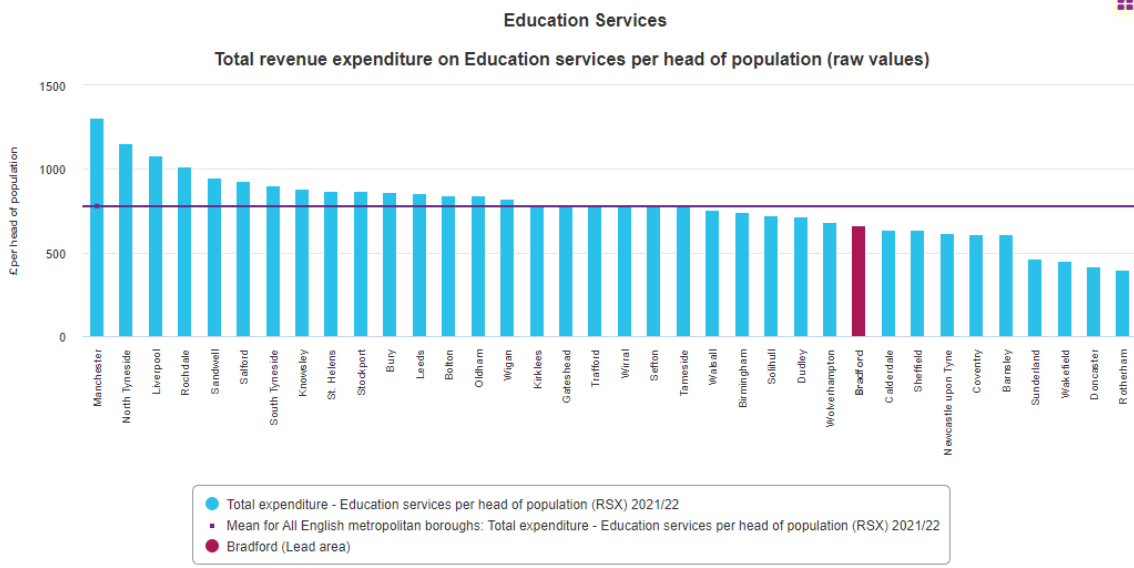
Children's Services

Spend per head (aged 0-17) on Childrens Services was relatively low in 2021-22. As a result of growth in spend in Childrens Social Care as outlined in the Departmental Commentary (Section 4), this will likely have increased since then. The below benchmark group is in comparison to Met Councils. When compared to Childrens Statistical Nearest Neighbours, spend on Children's Services was above benchmarks in 2021-22.



Education Services

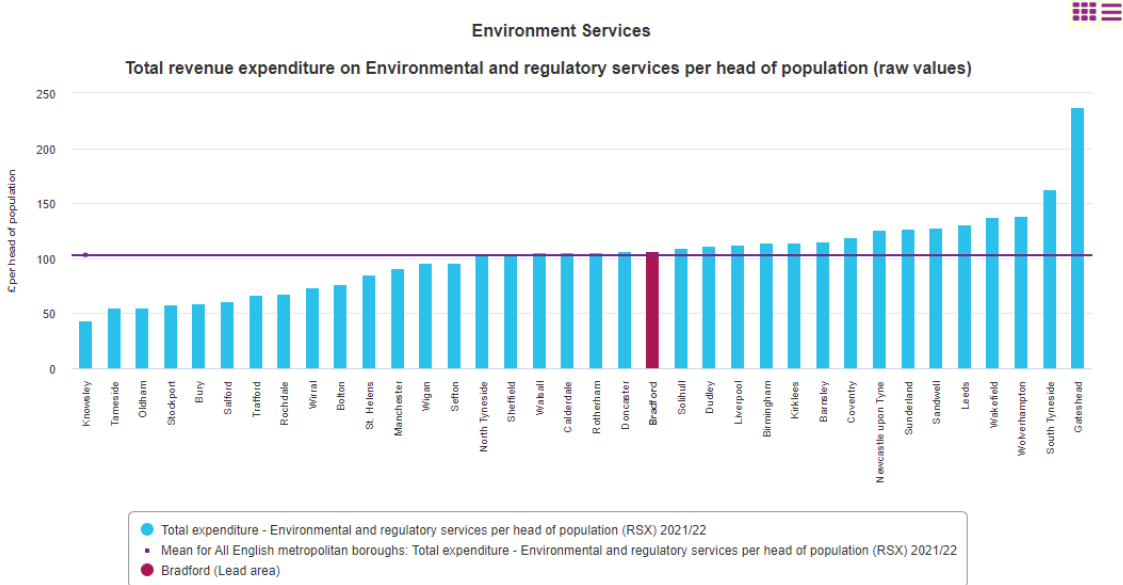
Spend per head on Education Services is relatively low in Bradford.



Department of Place

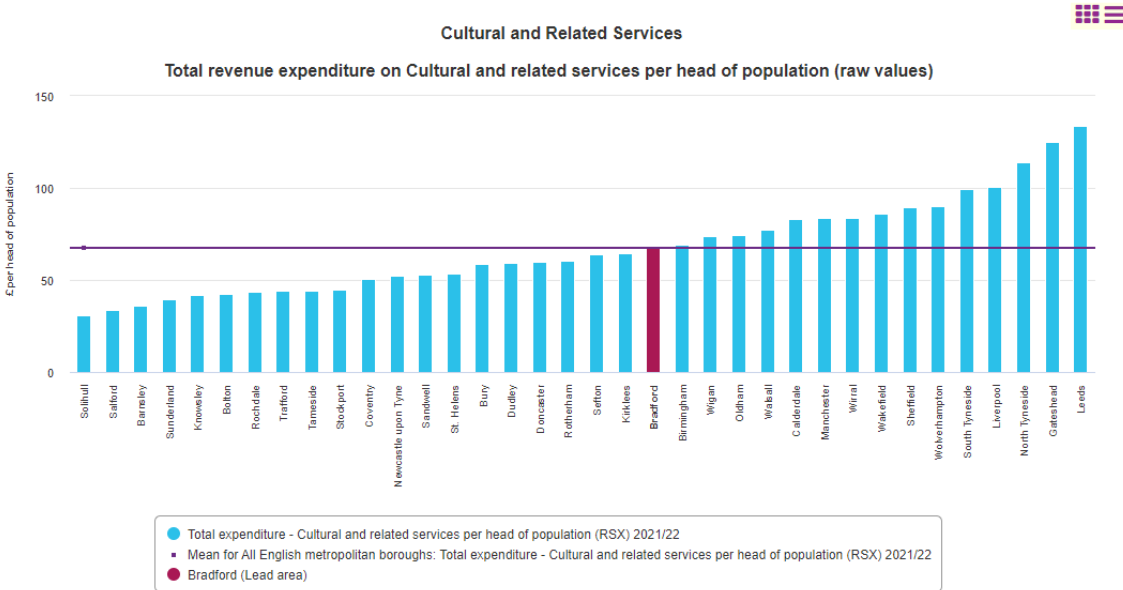
Environment Services

Spend on Environment Services includes Waste Services, Bereavements, Environmental Health, Housing Standards and other regulatory services. Spend per head of population was close to the benchmark average in 2021/22.



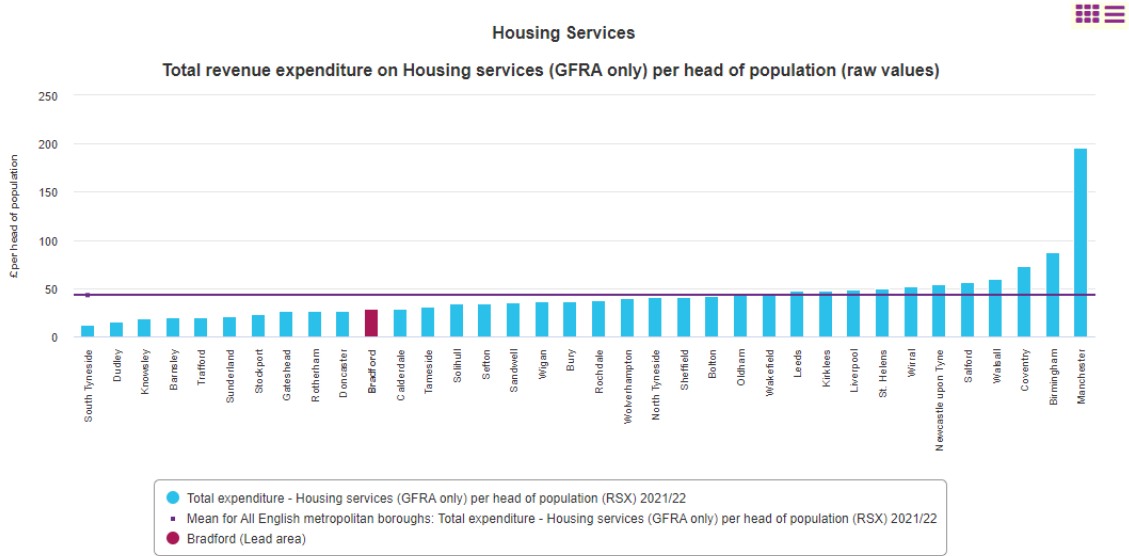
Cultural and Related Services

Spend on Culture Related services is relatively low.



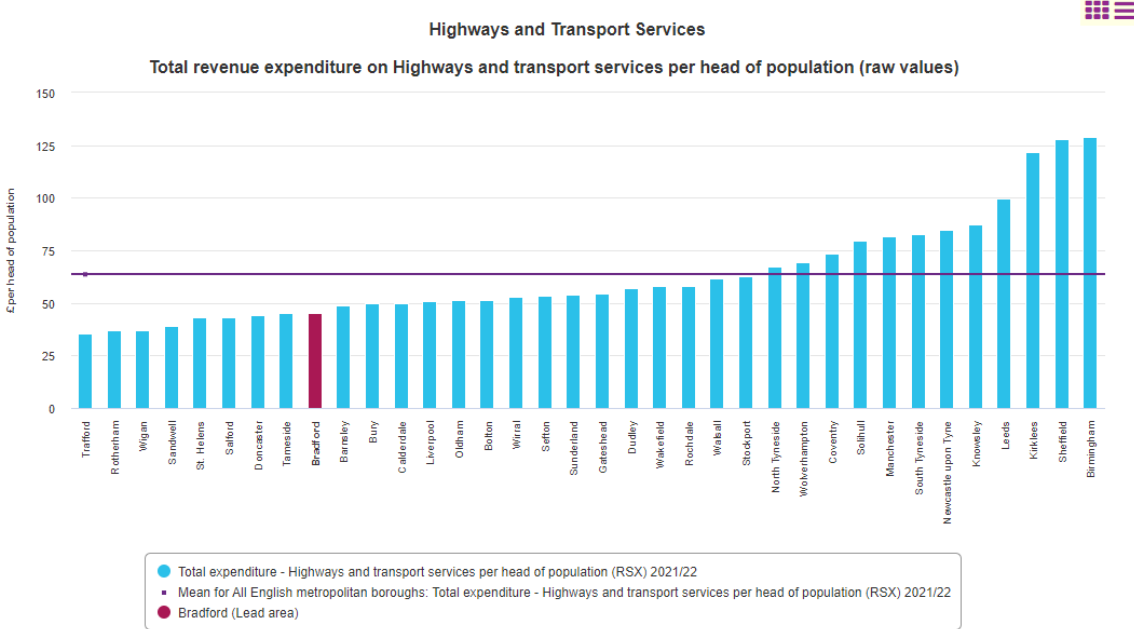
Housing Services

Spend per head of population on general fund related Housing Services per head of population is relatively low in Bradford



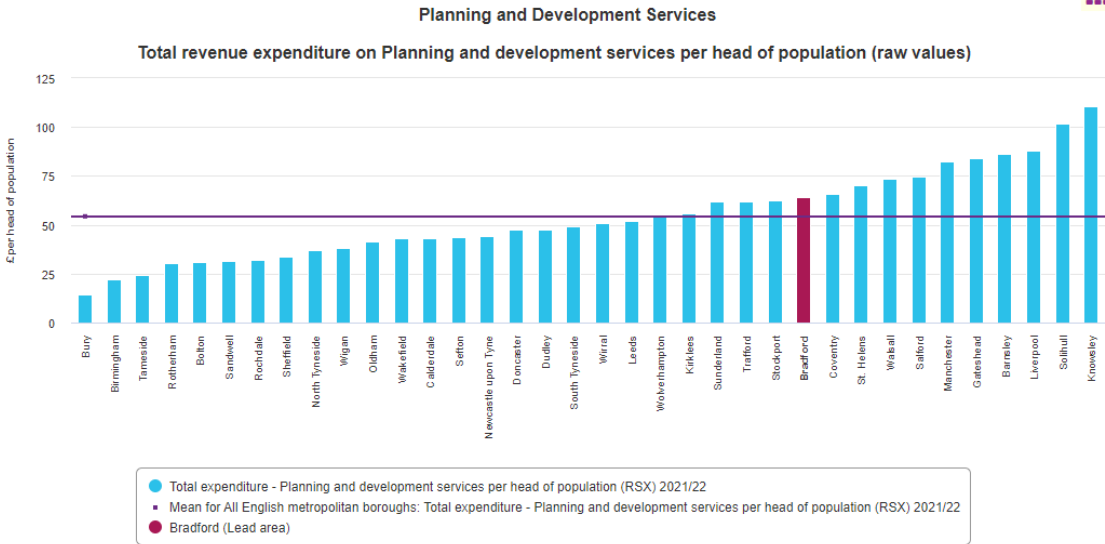
Highways and Transport Services

Spend on Highways and Transport Services is relatively low in Bradford in comparison to benchmarks



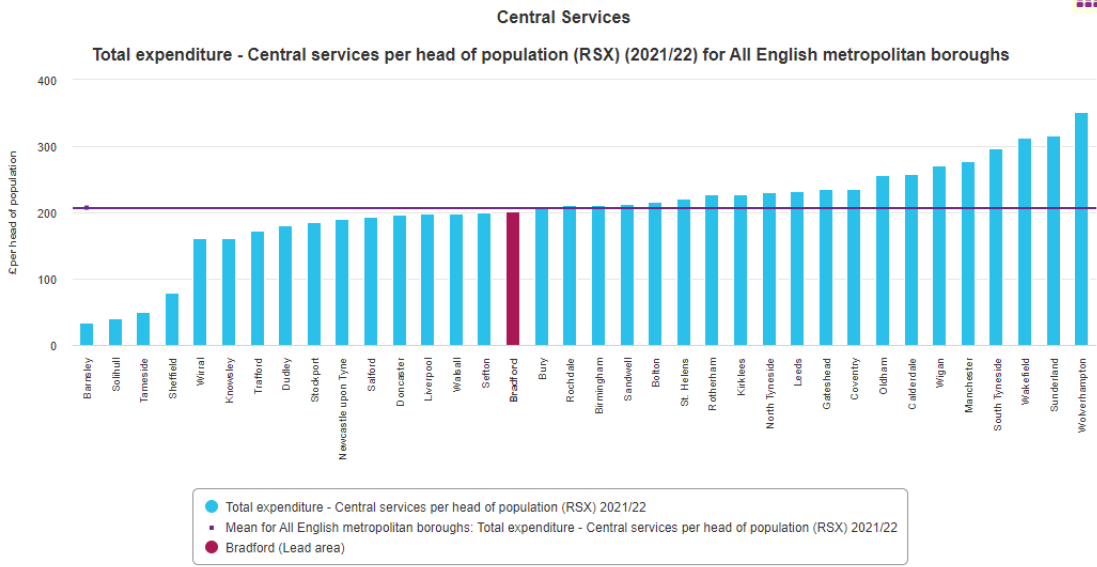
Planning and Development

Planning and Development includes Planning, Building Control and Economic Development. Spend per head of population was slightly above the average of benchmarks in 2020-21.



Central Services

Spend on Central Services (mostly Corporate Resources and Chief Execs) per head of population was slightly lower than the average of benchmarks.



Reserves Statement as at 31st December 2022

Appendix 2

	Opening Balance £000	Movement in 2022-23 £000	Closing Balance £000	Comments
A. Reserves available to support the annual revenue budget				
Unallocated Corporate Reserves	10,700	-10,700	0	This reserve has been earmarked as part of 2022-23 budget for Social care purposes (Adults and Children) See Social Care pressures reserve
Total available Unallocated Corporate Reserves	10,700	-10,700	0	
B Corporate Earmarked Reserves to cover specific financial risk or fund specific programmes of work.				
ESIF – STEP	746	0	746	Funding to support young and disadvantaged people into employment
Exempt VAT	3,000	-3,000	0	Amount set aside to meet the estimated cost of VAT that the Council would not be able to recover should it exceed its partial exemption limit. £1m reduction per Budget.
PFI credits reserve	490	0	490	Funding to cover outstanding potential Building Schools for the Future liabilities.
Economic Partnership Reserve	157	-157	0	To support the development of the strategic economic plan within Department of Place
Regional Growth Fund	3,611	-2,023	1,588	To support strategic plans within Department of Place
Regional Revolving Investment Fund	625	-625	0	Money set aside in 2013-14 carried forward to meet the Council's commitment to the Regional

	Opening Balance £000	Movement in 2022-23 £000	Closing Balance £000	Comments
Discretionary Social Fund	1,226	-600	626	Revolving Investment Fund. To fund a replacement local welfare scheme following the government ending its Local Welfare Assistance grant programme at 31 March 2015.
Transitional and Risk Reserve	8,135	-8,135	0	To help fund Transitional work, and cover risks.
Dilapidation & Demolition	1,377	0	1,377	At the end of a lease on a building, the Council will be liable for any dilapidations of the building. The Council also plans some demolition work.
Strategic Site Assembly	309	-309	0	Amounts to help fund strategic site acquisition.
Implementation Reserve	1,504	-12	1,492	To fund Projects associated with delivering savings plans.
Insurance Risk	4	-4	0	Reserve reduced as part of 2021-22 budget setting.
NDR (Non Domestic Rates) Volatility Reserve	1,378	-1,378	0	Additional S31 grant to offset NDR deficit resulting from govt policy
Redundancy Reserve	3,748	0	3,748	Reduced as part of 2021-22 budget setting
Leeds City Region WYTF	421	-421	0	To provide for the costs of future redundancies
Leeds City Region Economic Development	402	0	402	Contribution to WY Transport Fund
Financing Reserve (MRP)	52,573	0	52,573	Match fund for urban centre regeneration
Financing Reserve 2019/20	1,000	-1,000	0	Reserve resulting from MRP policy change.
Markets Compensation	801	-311	490	Reduced to £0 as part of 2022-23 budget
				Statutory compensation obligation for

	Opening Balance £000	Movement in 2022-23 £000	Closing Balance £000	Comments
Finance Works Reserve	154	0	154	terminating tenancies Reserve to fund additional project Finance Work including Collection fund improvements and CCAB apprentices
ICT Programmes Budget	475	-475	0	To fund future ICT projects
S31 Business Rate Grants Reserve	19,180	-19,180	0	Money from Govt to pay for 2020-21 Covid related collection fund deficit. Will be used in 2022-23.
Indexation Pressures Reserves	136	-136	0	Reserve to cover any in year costs above the 2% budgeted pay award.. Can be redirected pending 21-22 pay award.
Social Care Pressures Reserve	0	0	0	To be used in 2022-23 to fund Social Care pressures. £10m was added to the reserve, and has now been drawn down.
Project Feasibility Reserve	1744	0	1,744	To fund feasibility work associated with major projects
Sub Total	103,196	-37,766	65,430	
C. Reserves to support capital investment				
Renewal and replacement	5,115	-5,115	0	General resource to fund / support the corporate funded schemes in the Capital Investment Programme. It also enables transfer of resources from capital to revenue to fund work associated with business case formation. £1m is earmarked for renewal & replacement of essential IT infrastructure
IT Renewals and replacement	0	1,475	1,475	See above

	Opening Balance £000	Movement in 2022-23 £000	Closing Balance £000	Comments
Markets	41	-41	0	Cumulative Market trading surpluses to be re-invested in maintaining market buildings throughout the district.
Sub total	5,156	-3,681	1,475	
D. Service Earmarked Reserves	69,227	-41,672	27,555	See over page
E. Revenue Grant Reserves	20,452	-5,967	14,485	
F General Reserves				
General Fund	19,500	0	19,500	The GF balance acts as a necessary contingency against unforeseen events. The balance represents a minimum of 5% of the Council's net budget requirement in line with guidance.
Schools delegated budget	45,555	0	45,555	Represents in the main balances held by schools as part of delegated budget responsibility. These balances are not available for Council use but are balances attributable to individual schools.
LA Education Reserve	845	0	845	
LA Admission Appeals Reserve	173	-120	53	
Sub Total General Fund Reserve & School balances	66,073	-120	65,953	
Grand total	274,804	-99,906	174,898	

Departmental Earmarked Reserves Statement at 31st December 2022

	Openin g Balance £000	Movement in 2022-23 £000	Latest Balance £000	Comments
Adult and Community Services				
Integrated Care	15,737	-15,737	0	NHS and Council monies used to support ring fenced projects and integration of health and social care
Great Places to Grow Old	112	0	112	Funding to cover management and staffing costs linked to the transformation of services for older people.
Transforming Systems	4,449	-1,961	2,488	To support the implementation of the Care Act
Public Health	59	-59	0	Help Support Living Well Service implementation
Health Improvement Reserve	282	0	282	
H&WB Covid Reserve	426	-373	53	Remaining Covid related funding.
H&WB Work Programmes	450	-450	0	
Total Adult and Community Services	21,515	-18,580	2,935	
Children Services				
BSF Unitary Charge	9,597	0	9,597	These reserves are being built up to ensure that in the future there is sufficient money available to meet the cost of BSF annual contract payments when the PFI grant the Council receives reduces
BSF Unitary Charge Phase 2	6,795	0	6,795	See above
Travel Training Unit	354	-354	0	To provide travel training to Children with SEND to encourage independent travel.
Retail Academy (Skills for Employment)	51	0	51	Skills for work
SEND Inspection Resource	195	-195	0	To provide resource to assist with preparation for inspection.

	Opening Balance £000	Movement in 2022-23 £000	Latest Balance £000	Comments
One Workforce Reserve	464	0	464	Workforce development schemes funded from Leeds City Region business rates pool.
Creative Skills	27	0	27	Workforce development schemes funded from LCR business rates pool.
ICE Advanced Skills	308	0	308	Training for post 16 Children through Industrial Centres of Excellence.
Sinking fund for bus replacement Reserve	125	-125	0	Reserve drawn down in 2022-23
Prevention & Early Help Investment	2,053	-2,053	0	Remaining balance of Early help budget investment
Elective Home Education	32	-32	0	
Raising Attainment - Therapeutic Approaches to Learning	457	-457	0	Covid funded
Raising Attainment - Persistence Absence	355	-355	0	Covid funded
Raising Attainment - Language Learning, Phonics, Maths & English	1,566	-1,566	0	Covid funded
Booster-Summer Classes Reserve	309	-309	0	Reserve drawn down in 2022-23
Skills House Reserve	863	-863	0	Reserve drawn down in 2022-23
Youth Offer Reserve	569	-569	0	Reserve drawn down in 2022-23
Child In Care Council (Participation Officer) Covid Reserve	35	-35	0	Covid funded
Total Children	24,155	-6,913	17,242	
Department of Place				
City centre regeneration	51	-51	0	Delivery of City Centre Growth Zone
Taxi Licensing	259	-120	139	Statutory requirement to set aside any taxi licensing surplus when setting future fees.
Theatres Box Office	285	-285	0	To fund works associated with Theatres across Bradford.
Culture Service Transition	76	-76	0	To cover costs associated with modernising the service and adopting a different service delivery model.
Torex	10	-10	0	To address e-Govt targets and improve service delivery.

	Opening Balance £000	Movement in 2022-23 £000	Latest Balance £000	Comments
Tourism Reserve	15	-15	0	To develop a new model of volunteer tourism.
Culture Company	73	-73	0	Help create a Culture Company
Museum Restoration	76	-76	0	Fund for museum improvement
HMO Licencing Scheme	566	0	566	A statutory requirement that fees can only be generated and retained within the HMO licensing function.
VCS Transformation Fund	195	-30	165	Developing peer to peer solutions to building capacity within the VCS
Tree & Woodland Planting Fund	76	-76	0	District wide Tree & Woodland planting fund as part of Woodland Strategy.
PT&H - Local Plan Reserve	470	-9	461	For Local Plan
City Park Sinking Fund	888	-738	150	Funding set aside to meet the future maintenance costs of City Park.
European Structural Investment Programme	1,463	-551	912	Match funding for ESIP
Empty Rates Relief Scheme	500	-500	0	Supporting Business Growth
Private Housing Rented Option	200	0	200	Incentives to private landlords.
Homelessness prevention	283	0	283	To fund initiatives to prevent Homelessness.
Longfield Drive Housing Scheme(Council Housing Reserve)	503	0	503	
District Tenants Federation	30	0	30	Funding committed to provide support to District Tenants Federation
Clergy House/Jermyn Court	127	-127	0	Set aside for lifetime maintenance costs of Clergy House/Jermyn Court
Fresh Start	412	0	412	Housing project focussing on offenders
Complex Needs Project	280	0	280	Project to support hard to place vulnerable homeless people

	Openin g Balance £000	Movement in 2022-23 £000	Latest Balance £000	Comments
Ad:venture & community enterprise Reserve	83	-83	0	Match funding for a Leeds City Region business support project.
Economic Strategy Reserve	186	-179	7	For delivery of the Economic growth strategy.
Bereavement Strategy	576	-576	0	Reserve to fund the Prudential Borrowing element of the Crematoria Investment Programme.
Housing Development Growth Fund	1,282	-1282	0	Approval obtained to roll over unspent monies in recognition of the need to take a strategic and planned approach to stimulating growth, delivery and spend
Housing CPNI Reserve	724	0	724	A statutory requirement that fees can only be generated and retained within the Housing enforcement function.
Well England Reserve	103	-103	0	Programme provides a range of initiatives to support Health & Wellbeing.
New Projects (Parks, Open Spaces and Libraries) Reserve	641	-441	200	
Traffic Management Permit Scheme	600	-600	0	
PT6 Implementation Traffic Enforcement Powers	93	-93	0	
Matching Towns Fund for Shipley and Keighley	324	0	324	Match funding for Towns Fund
Local Plan additional funding	300	-300	0	Funding to help complete Local Plan
Road safety	40	-40	0	
Climate change initiatives	705	-455	250	
Covid Department of Place	4,595	-4,595	0	Remaining Covid related funding
Department of Place	17,090	-11,484	5,606	
Corporate Resources				
HR - Learning & Development Reserve	854	-499	355	Changing the organisation - vision & values, recruitment & selection, development of managers, performance management, leadership & succession planning.
District Elections	255	0	255	To smooth the cost of District Elections over a four year period.

	Openin g Balance £000	Movement in 2022-23 £000	Latest Balance £000	Comments
Non Council Events programme	10	-10	0	To support events put on by non-Council.
Community Support and Innovation Fund	279	-279	0	To support community led service provision and investment in initiatives that engage with vulnerable people.
Subsidy Claim	600	-350	250	Contingent support set aside to address the fluctuations in the subsidy claims.
Revs & Bens Recovery Costs	211	-211	0	Legal fees linked to Council Tax.
ISG over achievement trading reserve	51	0	51	To support ISG
Bradford Learning Network (Broadband)	160	0	160	Balancing reserve related to Schools Broadband Contract
Emergency Planning Reserve	72	0	72	To cover costs of covering emergency/critical alert requirements
Energy unit	385	-385	0	To help smooth effect of price spikes.
Children's E2E Programme Reserve	564	0	564	
Climate change Reserve	9	-9	0	
Chief Exec's - Climate Emergency & Sustainability	185	-185	0	
Corporate Resources - Covid Impacts	2,732	-2,732	0	Remaining Covid related monies
5yr invest in Child friendly Dist up to & incl 2024/5	100	-35	65	
Total Corporate Resources	6,467	-4,695	1,772	
Total Service Earmarked Reserves	69,227	-41,672	27,555	

Capital Investment Plan

Appendix 3

Scheme Description	2022-23	Service change	Revised	Forecast	Spend	2023-24	2024-25	2025-26	2026-27	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
	Budget Q2		22-23 Budget		updated 31 Dec	Budget	Budget	Budget	Budget				
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Health and Wellbeing													
CS0237a Great Places to Grow Old	1,080	0	1,080	100	21	1,500	2,500	2,961	1,124	0	0	9,165	9,165
CS0237c Keighley Rd Residential Care Valley View	0	295	295	129	2	0	0	0	0	0	295	0	295
CS0373 BACES	818	0	818	818	571	750	750	750	0	0	0	3,068	3,068
CS0239 Community Capacity Grant	558	0	558	558	298	0	0	0	0	558	0	0	558
CS0311 Autism Innovation Capital Grant	19	0	19	19	0	0	0	0	0	19	0	0	19
CS0312 Integrated IT system	44	0	44	44	0	0	0	0	0	44	0	0	44
CS0523 Electrical work at residential homes	31	0	31	0	8	0	0	0	0	31	0	0	31
CS0532 Changing Places Toilets P1 & P2	145	0	145	145	48	230	0	0	0	255	0	120	375
CS0535 Beckfield Resource Centre	213	0	213	213	0	0	0	0	0	0	0	213	213
CS0536 Medication and Care Records System	85	0	85	85	0	0	0	0	0	0	0	85	85
Total - Health and Wellbeing	2,993	295	3,288	2,111	947	2,480	3,250	3,711	1,124	907	295	12,651	13,853
Children's Services													
CS0022 Devolved Formula Capital	643	0	643	643	1,420	0	0	0	0	643	0	0	643
CS0030 Capital Improvement Work	105	0	105	105	37	100	100	100	0	405	0	0	405
CS0240 Capital Maintenance Grant	6,479	0	6,479	4,565	2,499	3,194	0	0	0	9,673	0	0	9,673
CS0244a Primary Schools Expansion Programme	842	0	842	641	195	1,000	0	0	0	1,842	0	0	1,842
CS0244b Silsden School	651	0	651	2,012	680	600	0	0	0	1,251	0	0	1,251
CS0244c SEN School Expansions	2,102	0	2,102	1,867	557	3,000	1,684	0	0	6,786	0	0	6,786
CS0362 Secondary School Expansion	669	0	669	351	269	0	0	0	0	669	0	0	669
CS0364 Capital Items Children's Services	0	21	21	21	21	0	0	0	0	21	0	0	21
CS0421 Healthy Pupil Capital Grant	44	0	44	44	0	0	0	0	0	44	0	0	44
CS0436 Children's Homes	404	-4	400	400	383	0	0	0	0	0	0	400	400
CS0488 Digital Strategy	471	0	471	30	28	250	0	0	0	0	0	721	721
CS0500 TFD	724	0	724	600	516	500	0	0	0	0	0	1,224	1,224
CS0531 Bingley Grammar Expansion	500	0	500	50	10	3,000	1,500	1,100	0	6,100	0	0	6,100
Total - Children's Services	13,634	17	13,651	11,329	6,615	11,644	3,284	1,200	0	27,438	0	2,345	29,779

Scheme Description		2022-23	Service change	Revised	Forecast	Spend	2023-24	2024-25	2025-26	2026-27	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
		Budget Q2		22-23 Budget		updated 31 Dec								
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Place - Housing														
CS0237b	Keighley Rd Extra Care Fletcher Court	62	0	62	62	-196	0	0	0	0	0	0	62	62
CS0308	Afford Housing Programme 15 -18	176	0	176	0	9	0	0	0	0	176	0	0	176
CS0380	Afford Housing Programme 18-21	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Housing		238	0	238	62	-186	0	0	0	0	176	0	62	238
Place - Economy & Development Services														
CS0136	Disabled Housing Facilities Grant	5,686	0	5,686	5,550	3,746	3,000	4,058	4,058	4,058	8,649	0	12,211	20,860
CS0137	Development of Equity Loans	706	0	706	682	523	700	700	700	0	0	0	2,806	2,806
CS0144	Empty Private Sector Homes Strat	1,000	0	1,000	914	588	0	0	0	0	1,000	0	0	1,000
CS0250	Goitside	0	0	0	0	0	0	178	0	0	0	0	178	178
CS0496	Towns Fund Keighley & Shipley	139	0	139	139	71	0	0	0	0	139	0	0	139
CS0527	Towns Fund Keighley P2	6,646	0	6,646	3,826	617	13,946	10,100	1,500	0	32,192	0	0	32,192
CS0526	Towns Fund Shipley P2	7,061	0	7,061	3,539	145	7,763	9,065	44	0	23,933	0	0	23,933
CS0084	City Park	192	0	192	70	0	0	0	0	0	0	0	192	192
CS0085	City Centre Growth Zone	1,322	0	1,322	25	20	0	0	0	0	0	0	1,322	1,322
CS0291	One City Park	14,080	0	14,080	14,600	8,315	16,000	2,902	0	0	6,990	15,134	10,858	32,982
CS0228	Canal Road	0	0	0	0	0	100	0	0	0	0	0	100	100
CS0266	Superconnected Cities	829	0	829	0	0	0	0	0	0	0	0	829	829
CS0265	LCR Revolving Econ Invest Fund	0	0	0	0	0	658	0	0	0	0	0	658	658
CS0107	Markets	0	0	0	0	0	21	0	0	0	0	0	21	21
CS0363	Markets - City Centre	13,080	0	13,080	5,300	4,558	4,458	325	0	0	3,800	5,364	8,699	17,863
CS0411	Parry Lane	122	0	122	122	66	0	0	0	0	0	0	122	122
Total - Place - Economy & Development Serv		50,863	0	50,863	34,767	18,649	46,646	27,328	6,302	4,058	76,703	20,498	37,996	135,197
Place - Planning, Transportation & Highways														
CS0178	Ilkley Moor	14	0	14	14	1	0	0	0	0	14	0	0	14
CS0285	Blight Sites	190	0	190	375	7	250	250	250	200	0	0	1,140	1,140
CS0071	Highways S106 Projects	441	0	441	134	136	0	0	0	0	441	0	0	441
CS0372	Countryside S106 Projects	150	0	150	70	88	200	0	0	0	350	0	0	350
CS0091	Capital Highway Maintenance	0	0	0	0	-7	0	0	0	0	0	0	0	0
CS0095	Bridges	3	0	3	3	503	0	0	0	0	3	0	0	3

Scheme Description		2022-23 Budget Q2	Service change	Revised 22-23 Budget	Forecast	Spend updated 31 Dec	2023-24 Budget	2024-25 Budget	2025-26 Budget	2026-27 Budget	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0096	Street Lighting	0	0	0	92	9	0	0	0	0	0	0	0	0
CS0099	Integrated Transport	69	0	69	5	3	0	0	0	0	69	0	0	69
CS0168	Connecting the City (Westfield)	4	0	4	0	0	0	0	0	0	4	0	0	4
CS0172	Saltaire R/about Cong& Safety Works	15	0	15	15	9	0	0	0	0	15	0	0	15
CS0282	Highways Strategic Acquisitions	176	0	176	0	0	0	0	0	0	176	0	0	176
CS0293	West Yorks & York Transport Fund	8,396	0	8,396	3,558	3,001	11,322	12,937	0	89,897	122,552	0	0	122,552
CS0396	WYTF Corr Imp Projects	293	0	293	348	382	4,331	2,100	2,000	943	9,667	0	0	9,667
CS0296	Pothole Funds	1,979	0	1,979	1,979	2,438	0	0	0	0	1,979	0	0	1,979
CS0306a	Strategic Transport Infrastructure Priorities	0	0	0	0	0	965	0	0	0	0	0	965	965
CS0302	Highways Prop Liab Redn Strat	47	0	47	0	0	0	0	0	0	47	0	0	47
CS0319	Challenge Fund	404	0	404	480	486	0	0	0	0	404	0	0	404
CS0323	Flood Risk Mgmt	0	532	532	532	359	0	0	0	0	532	0	0	532
CS0370	LTP IP3 Safer Roads	23	0	23	0	0	0	0	0	0	23	0	0	23
CS0386	Cycling & Walking Schemes LTP3	17	0	17	0	0	0	0	0	0	17	0	0	17
CS0414	LTP IP3 Safer Roads	0	0	0	0	0	0	0	0	0	0	0	0	0
CS0398	Bfd City Ctre Townscape Heritage	1,397	0	1,397	1,397	954	1,000	0	0	0	2,224	0	173	2,397
CS0430	Hwys Maint Fund Oct18	214	0	214	214	76	0	0	0	0	214	0	0	214
CS0432	Steeton/Silsden Crossing	21	0	21	233	236	0	0	0	0	21	0	0	21
CS0450	CILS payments	0	106	106	106	106	0	0	0	0	106	0	0	106
CS0453	IP3 Safer Roads 19-20	4	0	4	0	4	0	0	0	0	4	0	0	4
CS0454	Area Comm ITS 19-20	0	0	0	24	2	0	0	0	0	0	0	0	0
CS0434	Smart Street Lighting	4,972	0	4,972	11,294	7,528	29,573	5,261	0	0	0	39,806	0	39,806
CS0455	IP4 projects	1,135	0	1,135	1,136	647	0	0	0	0	1,135	0	0	1,135
CS0456	WY Integrated UTMC Centre	0	0	0	53	0	0	0	0	0	0	0	0	0
CS0464	Ben Rhydding Railway Station Car Park	0	0	0	0	1	0	1,042	750	259	2,051	0	0	2,051
CS0467	Transforming Cities Fund (TCF)	2,967	5,300	8,267	8,535	3,836	0	0	0	0	2,967	0	5,300	8,267
CS0469	IP4 Safer Roads 20-21	143	0	143	143	272	0	0	0	0	143	0	0	143
CS0470	IP4 Safer Roads 21-22	635	0	635	802	103	0	0	0	0	635	0	0	635
CS0529	Safer Rds 22-23	932	233	1,165	1,165	189	1,164	1,164	1,164	1,164	5,821	0	0	5,821
CS0483	Motorcycle Parking	40	0	40	0	0	0	0	0	0	40	0	0	40
CS0486	Active Travel Fund Programme	1,329	0	1,329	1,256	312	0	0	0	0	1,329	0	0	1,329
CS0494	City Centre Bollards	5	0	5	5	0	0	0	0	0	0	0	5	5
CS0502	Corridor Improvement Prog (CIP2)	252	0	252	252	-206	0	0	0	0	252	0	0	252

		2022-23		Revised		Spend	2023-24	2024-25	2025-26	2026-27	Specific	Invest to	Corporate	Budget
Scheme Description		Budget	Service	22-23	Forecast	updated	Budget	Budget	Budget	Budget	Grants,	Save	Borrowing	Total
		Q2	change	Budget		31 Dec					cap	Funding		
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	receipts,	£'000	£'000	£'000
											reserves			
CS0477	CCTV Infrastructure	698	0	698	698	156	0	0	0	0	0	0	698	698
CS0512	Naturalising Bradford Beck	1,571	0	1,571	1,571	472	1,000	450	0	0	1,511	0	1,511	3,021
CS0533	UTMC – CRSTS Traffic Mgmt System	1,150	0	1,150	1,150	793	1,150	1,150	1,150	1,150	5,750	0	0	5,750
CS0539	Traffic Management	230	0	230	230	2	0	0	0	0	0	230	0	230
CS0542	UTMC – CRSTS Traffic Mgmt System22-23	149	10,508	10,657	10,657	3,187	10,657	10,657	10,657	10,657	53,285	0	0	53,285
Total Place - Planning, Transportation & Highways		30,065	16,679	46,744	48,526	26,087	61,612	35,011	15,971	104,270	213,781	40,036	9,791	263,608
Dept of Place - Clean Air Zone														
CS0471	Clean Air Zone	10,847	0	10,847	10,771	9,418	10,335	3,000	0	0	24,182	0	0	24,182
Total Place - Clean Air Zone		10,847	0	10,847	10,771	9,418	10,335	3,000	0	0	24,182	0	0	24,182
Dept of Place - Waste, Fleet & Transport														
CS0060	Replacement of Vehicles	3,000	0	3,000	3,000	1,311	0	0	0	0	0	3,000	0	3,000
CS0517	Electric vehicles	200	0	200	70	69	608	355	18	0	0	300	881	1,181
CS0435	Sugden End Landfill Site	42	0	42	19	19	0	0	0	0	0	0	42	42
CS0415	Shearbridge Depot Security	66	0	66	0	90	0	0	0	0	0	0	66	66
CS0359	Community Resilience Grant	3	0	3	0	0	0	0	0	0	3	0	0	3
CS0497	Climate Change Initiatives – Vehicles	105	0	105	0	0	0	0	0	0	105	0	0	105
CS0503	Environmental Delivery Works	183	0	183	183	88	0	0	0	0	0	0	183	183
Total Place - Waste, Fleet & Transport		3,599	0	3,599	3,272	1,577	608	355	18	0	108	3,300	1,172	4,580
Dept of Place - Neighbourhoods & Customer Services														
CS0466	Parks Depots	-28	28	0	5	4	0	0	0	0	0	0	0	0
CS0378	Customer Services Strategy	30	0	30	10	0	20	0	0	0	0	0	50	50
CS0506	Ilkley Parking	26	0	26	0	0	0	0	0	0	0	26	0	26
CS0510	Ilkley Footbridge	35	0	35	0	7	0	0	0	0	0	0	35	35
CS0151	Building Safer Communities	17	0	17	17	0	0	0	0	0	0	0	17	17
Total Place - Neighbourhoods & Customer Services		80	28	108	32	11	20	0	0	0	0	26	102	128

Scheme Description		2022-23	Service change	Revised	Forecast	Spend	2023-24	2024-25	2025-26	2026-27	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget
		Budget Q2		22-23 Budget		updated 31 Dec								Budget
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Dept of Place - Sports & Culture														
CS0487	Alhambra Theatre Lift	2	0	2	0	0	0	0	0	0	0	0	2	2
CS0162	Capital Projects - Recreation	73	0	73	73	83	15	0	0	0	13	0	75	88
CS0530	LDP (Active Bradford)	247	0	247	225	23	400	50	0	0	697	0	0	697
CS0229	Cliffe Castle Restoration	8	0	8	8	3	0	0	0	0	3	0	5	8
CS0004	S106 Recreation	7	0	7	7	0	0	0	0	0	7	0	0	7
CS0501	Parks Development Fund	471	0	471	500	126	0	0	0	0	471	0	0	471
CS0504	Cricket Nets	172	0	172	172	156	0	0	0	0	172	0	0	172
CS0404	Sports Pitches	160	0	160	160	216	28	0	0	0	71	0	117	188
CS0537	Silsden Park Section 106 Projects	224	0	224	0	0	0	0	0	0	224	0	0	224
CS0489	Playable Spaces incl Lister Park	1,365	0	1,365	1,351	889	500	0	0	0	350	0	1,515	1,865
CS0403	Bereavement Strategy	9,228	0	9,228	10,000	4,806	10,025	4,200	1,000	0	0	7,000	17,453	24,453
CS0277	Wyke Community Sport Hub	1,170	0	1,170	1,470	1,209	0	0	0	0	0	0	1,170	1,170
CS0508	Theatres Website	45	0	45	45	0	0	0	0	0	45	0	0	45
CS0245	Doe Park	68	0	68	68	32	0	0	0	0	68	0	0	68
CS0461	Shiopley Gym extension & equipment	51	0	51	0	0	0	0	0	0	0	0	51	51
CS0356	Sedbergh SFIP	118	0	118	0	54	0	0	0	0	0	0	118	118
CS0354	Squire Lane	1,228	0	1,228	900	372	15,000	18,510	10,000	3,700	20,000	19,410	9,028	48,438
CS0482	Marley Replacement Pitch	5	0	5	0	0	0	0	0	0	5	0	0	5
CS0458	Doe Park Drainage	0	40	40	40	39	0	0	0	0	0	0	40	40
CS0395	Ilkley Fencing - West Holme Fields	0	26	26	26	0	0	0	0	0	0	0	26	26
CS0498	Libraries IT Infrastructure	165	0	165	0	0	0	0	0	0	0	60	105	165
CS0509	Libraries (Equipment/Shelving)	172	0	172	125	28	0	0	0	0	172	0	0	172
CS0534	Libraries as Locality Hubs (LIF)	100	0	100	50	3	100	0	0	0	200	0	0	200
Total Place - Sports & Culture		15,079	66	15,145	15,220	8,037	26,068	22,760	11,000	3,700	22,498	26,470	29,705	78,673
Corp Resources - Estates & Property Services														
CS0094	Museum Store	250	0	250	0	0	250	0	0	0	0	0	500	500
CS0333	Argus Chambers / Britannia Hse	151	0	151	0	0	0	0	0	0	0	0	151	151
CS0511	Property Programme 21-22	1,191	0	1,191	1,191	712	0	0	0	0	0	0	1,191	1,191

		2022-23 Budget Q2	Service change	Revised 22-23 Budget	Forecast	Spend updated 31 Dec	2023-24 Budget	2024-25 Budget	2025-26 Budget	2026-27 Budget	Specific Grants, cap receipts, reserves	Invest to Save Funding	Corporate Borrowing	Budget Total
	Scheme Description	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS0528	Property Programme 22-23	2,003	0	2,003	1,500	585	2,000	0	0	0	0	0	4,003	4,003
CS0540	ISG Door Router	17	0	17	17	3	0	0	0	0	17	0	0	17
CS0460	Mitre Court CPU Property & Equip	0	30	30	103	103	0	0	0	0	30	0	0	30
CS0230	Beechgrove Allotments	0	0	0	0	0	0	0	148	0	148	0	0	148
CS0050	Carbon Management	209	0	209	209	0	0	0	0	0	0	0	209	209
CS0476	Carbon & Other Management EfficienciesP2	0	450	450	450	234	800	500	750	0	0	0	2,500	2,500
CS0420	Electric vehicle charging Infr (Taxi Scheme)	249	410	659	597	452	0	0	0	0	659	0	0	659
CS0495	Bradford LAD Scheme	1,749	3,630	5,379	5,379	4,516	0	0	0	0	5,379	0	0	5,379
CS2000	DDA	40	0	40	40	0	50	81	0	0	0	0	171	171
CS0381	Godwin St	12,312	0	12,312	9,434	5,472	3,000	2,000	0	0	570	15,242	1,500	17,312
CS0409	Coroner's Court and Accommodation	1,015	0	1,015	560	167	0	0	0	0	0	0	1,015	1,015
CS0445	Core IT Infrastructure	2,400	0	2,400	2,400	2,183	4,000	2,360	0	0	0	0	8,760	8,760
CS0515	IT – End to End	330	0	330	330	0	0	0	0	0	0	0	330	330
CS0514	Birkland - Mail & Print Machine	72	0	72	60	60	0	0	0	0	0	0	72	72
CS0520	Regeneration Opportunity	16,500	0	16,500	16,500	16,484	2,500	5,500	4,000	0	4,000	0	24,500	28,500
CS0521	Buttershaw Youth Centre	30	0	30	30	30	0	0	0	0	0	0	30	30
CS0522	Children's Homes Capital Works	294	0	294	150	67	0	0	0	0	0	0	294	294
CS0525	Baildon Library	945	0	945	550	342	500	0	0	0	1,000	0	445	1,445
Total Corp Resources – Estates & Property Services		39,757	4,520	44,277	39,500	31,412	13,100	10,441	4,898	0	11,803	15,242	45,671	72,716
Reserve Schemes & Contingencies														
CS0395z	General Contingency	453	-14	439	439	0	1,000	1,000	1,000	0	0	0	3,439	3,439
CS0395x	Ilkley Fencing - West Holme Fields	80	-80	0	0	0	0	0	0	0	0	0	0	0
CS0397z	Property Programme	0	0	0	0	0	2,000	2,000	4,000	4,000	0	0	12,000	12,000
CS0399z	Strategic Acquisition	0	0	0	0	0	10,000	10,000	13,460	10,000	0	43,460	0	43,460
CS0367z	King George V Playing Fields	0	0	0	0	0	1,020	0	0	0	700	0	320	1,020
CS0400z	Keighley One Public Sector Est	0	0	0	0	0	9,500	4,000	4,500	0	0	18,000	0	18,000
CS0402z	Canal Road Land Assembly	0	0	0	0	0	450	0	0	0	0	0	450	450
CS0401z	Depots	0	0	0	0	0	0	2,000	1,000	0	0	0	3,000	3,000
CS0485z	Advanced Fuel Centre & Vehicles	0	0	0	0	0	1,040	3,254	1,736	0	64	5,466	500	6,030
2018-19 Schemes														
CS0404z	Sports Pitches	286	0	286	0	0	2,500	4,250	1,748	0	2,383	0	6,401	8,784

	2022-23	Service	Revised		Spend	2023-24	2024-25	2025-26	2026-27	Specific	Invest to	Corporate	Budget										
Scheme Description	Budget	change	22-23	Forecast	updated	Budget	Budget	Budget	Budget	Grants,	Save	Borrowing	Total										
	Q2		Budget		31 Dec					cap	Funding												
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	receipts,	£'000	£'000	£'000										
										reserves													
CS0489z	Playgrounds	587	0	587	0	0	2,750	500	0	0	1,035	0	2,802	3,837									
CS0405z	City Hall	0	0	0	0	0	5,000	3,000	3,500	500	2,000	5,000	5,000	12,000									
CS0407z	Affordable Housing	0	0	0	0	0	5,000	10,000	10,000	4,224	14,430	14,794	0	29,224									
CS0408z	City Village - Top of town	0	0	0	0	0	0	2,675	0	0	0	0	2,675	2,675									
2020-21 Schemes																							
CS0060z	Vehicles	0	0	0	0	0	3,000	3,000	0	0	0	6,000	0	6,000									
CS0060zb	Electric vehicles/ New street cleansing	0	0	0	0	0	623	0	0	0	0	623	0	623									
CS0472z	District Heating	0	0	0	0	0	4,752	6,702	2,861	0	6,459	2,871	4,985	14,315									
CS0473z	Renewable Energy (Solar Farm)	0	0	0	0	0	1,000	3,000	1,000	0	2,000	3,000	0	5,000									
CS0476z	Additional Building controls	450	-450	0	0	0	0	0	0	0	0	0	0	0									
CS0474z	Transforming cities fund	0	0	0	0	0	13,737	44,090	9,444	0	67,271	0	0	67,271									
CS0480z	Flood Alleviation	0	0	0	0	0	200	0	0	0	0	0	200	200									
CS0484z	New Reserve	0	0	0	0	0	2,000	0	0	0	0	0	2,000	2,000									
2021-22 Schemes																							
CS0488z	Lap tops for Children	0	0	0	0	0	1,100	1,100	0	0	0	0	2,200	2,200									
CS0244z	SEND	500	0	500	0	0	3,000	2,000	500	0	0	0	6,000	6,000									
CS0482z	Marley Playing Field	500	0	500	0	0	0	0	0	0	0	0	500	500									
CS0436z	Children's Home	0	0	0	0	0	1,577	1,572	0	0	250	2,653	246	3,149									
2022-23 Schemes																							
CS0060w	Vehicles	0	0	0	0	0	0	0	3,000	0	0	3,000	0	3,000									
CS0395w	Contingency	0	0	0	0	0	0	2,500	0	0	0	0	2,500	2,500									
CS0538w	Energy efficiency	250	0	250	0	0	500	500	500	250	0	0	2,000	2,000									
CS0144w	Empty Private Sector Homes Strategy	0	0	0	0	0	1,000	1,000	1,000	1,000	4,000	0	0	4,000									
CS0408	Top of Town	74	0	74	0	0	0	0	0	0	0	0	74	74									
Total - Reserve Schemes & Contingencies											3,180	-544	2,636	439	0	72,749	108,143	59,249	19,974	100,592	104,867	57,292	262,751
TOTAL - All Services											170,335	21,061	191,396	166,029	102,565	245,262	213,572	102,349	133,126	478,183	210,734	196,788	885,705

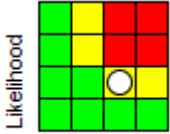
Bradford Council Strategic Risk Register – Appendix 4



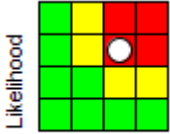
Third Quarter Review 2022-23

Code & Title	SR 01 BCM BCM Critical facilities				Current Risk Matrix
Description	Disruption of services and infrastructure arising from a civil contingency or business continuity incident. Critical facilities - premises, IT & communication systems, key staff resource - become unavailable				
			Likelihood	Impact	
Type of Risk	District	Yes	Category	Medium	Critical
	Strategic	Yes	Risk Score	2	3
	Operational	Yes	Total Score	6	
Potential Effect of Risk	<ul style="list-style-type: none"> The Council is unable to function - some or all delivery priorities jeopardised. The Council is unable to meet its Corporate targets. The reputational risk to the Council is adversely effected. The welfare and safety of the Council’s citizens is at risk. Increasing incidence and impact of service interruption events. Failure of business-critical systems. 				
Internal Controls	<ul style="list-style-type: none"> All services have in place business continuity plans which should be reviewed annually by the Head of the relevant Service and shared with the Emergency Management Team. These plans are owned by the relevant Service Assistant Director. All plans across the Council’s services will be reviewed in the new financial year and will include specific risk assessments and mitigation in place for different risks. Plans identify a list of critical and statutory functions for their service (Annex A), Generic Actions (B) and Specific Action to take in relation to identified risks (C). The Emergency Management Team coordinates the Councils approach to an incident/emergency and lead on the requirements of the Civil Contingencies Act 2004 which are: to make risk assessments, create emergency plans, communicate with the public, co-operate with other responding organisations, share information with other responders, make our own business continuity arrangements and promote business continuity to businesses. This is coordinated at a regional level by the West Yorkshire Resilience Forum, made up of the Blue Lights services, 5 local authorities, MHCLG, and key utilities and partner organisations such as the Environmental Agency and Yorkshire Water. The 7 key duties of the CC Act are covered in key work area sub groups; a key group is the Training, Exercise and Development Group. The remit of this ‘multi agency’ group is to work in partnership and develop exercises where plans are tested to strengthen resilience and overcome weaknesses in via a range of scenarios, such as incidents caused by bad weather, CBRN (chemical, biological, radiological and nuclear) events, flooding, Cyber-attack, terrorist related attacks and more. These exercises are sometimes “live” and may take place in real time, but may also be table top. Different injects are added during the day and the outcomes debriefed for lessons identified which are built back into the plans. 				

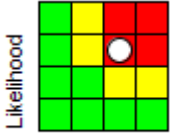
	<ul style="list-style-type: none"> The Emergency Management Service is on call 24 hours per day, 365 days a year and are responsible for co-coordinating the Council's response to an incident or emergency situation. There is an Emergency Control Centre away from the City should there be an incident affecting these.
Assurance Mechanisms	Services' Business Continuity Plans which must be reviewed annually by the Assistant Director (or a nominated deputy) as the plan owner. These plans will be reviewed by the Emergency Management Team and Internal Audit Team.
Date Reviewed	16/12/2022
Actions / Controls under development	The Emergency planning Manager is currently working towards securing funding to fund a full time post to manage and work with Service Areas to promote and review Business Continuity Plans.
Managed By	Susan Spink
Administered By	Matthew Baggley

Code & Title		SR 02 HSG Inadequate Housing Supply			Current Risk Matrix	
Description		Changing demographics and demand pressures, changes in national policy (especially as relating to affordable housing) and a period of reduced housing construction, leads to an inadequate housing supply in terms of type, quality, accessibility and affordability. This will impede the Council's progress towards the corporate priority of decent homes that people can afford to live in. In March 2019 MHCLG published guidance which requires Local Authorities to open a Housing Revenue Account (HRA) where their stock exceeds 200 units. The HRA business plan and financial position is outstanding and we cannot plan a delivery programme until we have a clear understanding. Furthermore, work is ongoing to fully understand the impact of Covid 19 / inflationary rates on housing supply and demand.			 <p>Likelihood</p> <p>Impact</p>	
				Likelihood	Impact	
Type of Risk	District	Yes	Category	Medium	Critical	
	Strategic	Yes	Risk Score	2	3	
	Operational	Yes	Total Score	6		
Potential Effect of Risk	<ul style="list-style-type: none"> • Reduced scope for economic development and adverse impact on labour market due to reduced mobility and availability. • Negative impact on regeneration priorities and neighbourhoods. • Negative impact and wasted resources associated with a large number of empty homes. • Negative impact on health priorities as inadequate housing contributes to chronic health problems, critical incidents such as falls and delays discharge back in to the community • Negative impact on education priorities as inadequate housing affects children's educational attainment. • Reduced performance on key indicators – net additional homes (CIS_05/ NI 154) and number of affordable homes delivered (NI 155). • Negative impact on homelessness and greater use of temporary accommodation 					
Internal Controls	<ul style="list-style-type: none"> • 'A Place to Call Home, A Place to Thrive, Housing Strategy for Bradford District, 2020-2030' was endorsed at Executive in January 2020 - sets out the vision, priorities, challenges and approach for meeting the housing needs of the residents of the district. It was partner led and entailed considerable consultation and a robust evidence base. • Homelessness and Rough Sleeping strategy 2020-25 for the district was endorsed at Executive in January 2020 - sets out the vision, themes and priority actions identified for tackling homelessness and rough sleeping over the next five years. Will guide and influence the policies and delivery programmes of partners and stakeholders. • Progress on the strategies is reported annually to Regeneration and Environment Overview and Scrutiny Committee. • In February 2020, Executive approved to formally adopt the Homes and Neighbourhoods Design Guide as a Supplementary Planning Document (SPD) for use in the determination of planning applications. The purpose of the Guide will be to achieve a step change in the quality of new housing development in the District It sets a vision for "green, safe, inclusive and distinctive neighbourhoods that create healthy communities for all." • Documented evidence base for Housing and Homelessness Strategy which reflects anticipated demographic and demand changes and other regular monitoring of trends such as Housing Market tracker. • Number of other housing related strategies, policies and programmes setting out actions and interventions to address housing supply/ provision including the Local Investment Plan, area plans, Great Places to Grow Old programme, Empty Homes Delivery Plan and Private Sector Housing Enforcement Policy. An updated Strategic Land Assessment (SLA) has been published (February 2021) by the Planning Service alongside the recent Local Plan consultation. This illustrates the current land supply position and whether there is sufficient land is made available during the life of the Local Development Plan to meet the District's housing needs including determining whether there is a 5 year supply of deliverable housing land (as required by Government). The Brownfield Register of land available for housing was updated and published in Dec 2020. Comprehensive analysis Council's land bank / sites that have been declared surplus to develop a pipeline of sites suitable for housing; will enable us to take a strategic approach to land and assets; one that ensures best use of land to meet our strategic objectives and priorities maximises housing outputs. In August 2020, the council published an updated Housing Delivery Test Action Plan 					

	<p>(HDTAP). This identified potential barriers to housing delivery in the District and actions / proactive steps to address obstacles and promote delivery. The actions will help to ensure that our future housing needs can be met, and that our economic growth ambitions will be supported through the provision of new, quality housing. The update showed progress since 2019 HDTAP. Work is underway on a new economic strategy and this will refresh our understanding of the housing market ensuring assumptions are based on a more up to date needs analysis.</p> <ul style="list-style-type: none"> • Ongoing monitoring of external factors which may impact on housing development and improvement in the District, such as the impact of Covid19 and Brexit and the potential impact that this will have on developer confidence, general economic conditions and political/ legislative changes such as changes in the approach to provision of affordable housing. These factors taken into account and acted on in development of relevant plans and policies. • Key indicators relating to housing functions reported in the Council Plan. • Development and Enabling team working to maximise the number of new affordable homes in the District through working in partnership with Registered Providers and Homes England to attract affordable housing grant and private finance to support the delivery of new build Affordable Housing schemes. The Council has delivered over 400 affordable homes for rent to date. • Planning service ensure provision of affordable housing is maximised through Section 106 planning agreements on larger private development schemes • Housing Standards team apply the Council's statutory enforcement powers to improve the standards of accommodation in the growing private rented sector – dealt with approximately 2160 requests for assistance during 2020/21. (Work is in progress to refresh these figures for the period 2022/23). • The SHMA was updated in 2019– An addendum was produced February 2021 and this supplements the 2019 SHMA (Refresh of this will be in line with the National Planning Policy Framework). • Work with the Leeds City Region and energy providers to develop and deliver energy efficiency improvements to the District's housing stock. • Invest in a proactive programme of interventions to bring empty homes back in to use. • Allocations Policy which ensures access to social housing and supports employment mobility. Council provides Housing Options service which proactively seeks to prevent homelessness. • Private Sector Lettings Scheme developed to make better use of private rented sector in meeting housing need. • Monitoring of impacts of welfare reforms (e.g. benefits cap, roll-out of Universal Credit, Under 35s, LHA caps) ongoing, with short-term impacts mitigated via Discretionary Housing Payments (DHPs). • The Authority Annual Monitoring Report reports on both local plan progress and delivery of new homes.
Assurance Mechanisms	Study has been produced by ARC4, in support of the local plan which was published in 2019. An addendum was produced February 2021 and this supplements the 2019 SHMA (Refresh of this will be in line with the National Planning Policy Framework).
Date Reviewed	06.01.2023
Actions / Controls under development	<ul style="list-style-type: none"> • An updated Strategic Housing Market Assessment (SHMA) and Local Housing Needs National Planning Policy Framework (NPPF) July 2018 brought in significant changes in relation to housing, in particular a new national standardised method for calculating housing need + result in a reduced minimum annual housing need for the District. The Government further reviewed the standard method in a summer 2020 consultation. The final revised standard method was issued in December 2020. This increased the need figure for the District including an additional 35% uplift (allocated to the top 20 cities). The Government is reviewing its wider planning reforms including the approach to housing scale and distribution and anticipate changes in Spring 2023. • Local Plan continues to make progress with a Regulation 18 consultation on the Local Plan taking place in February/March 2021. This included a comprehensive set of proposed site allocations and a further call for sites. The consultation progressed on the basis of the meeting the need element of the current standard method housing need figure of 1704 dwellings per annum and not full requirement with the 35% on top (set for the top 20 cities). The Local Plan will progress towards a submission plan over the next 12 months. Work is ongoing to prepare the new Local Plan and this will set out how the district will grow over the next 15-20 years. • Facilitate capital investment by partner organisations in order to exploit new financial models for the supply of housing in the District. • Consideration of options for the delivery and management of affordable housing by the Council beyond the 2015-2018 Affordable Housing Programme. An internal Growth Board is in situ to govern capital investment / new models of delivery. • Progress is being made with the HRA and a report is due to Executive on the 31st January 2023.
Managed By	Angela Blake
Administered By	Jo Hinchliffe

Code & Title		SR 03 DEG Delivering Economic Growth			Current Risk Matrix	
Description		<p>Bradford Economic Growth Strategy seeks to grow the economy by £4 million with an additional 24,000 jobs and up-skilling 48,000 people to Level 3 by 2030. Provision of new, and the maintenance of new and existing infrastructure to sustain and unlock new growth is challenging, particularly where development values are low or remediation or development costs are high.</p> <p>Economic uncertainty could delay regeneration and growth impacting on strategic decisions and inward investment.</p> <p>COVID-19 impacts on the economy are significant and have resulted in the greatest economic downturn on record. OBR estimates the economy will shrink by 11% in 2020 due to the economic restrictions imposed to control the spread of the Coronavirus. Applied to Bradford this would mean a fall in the value of our economy from £9.5 billion in 2019 to a figure of £8.4 billion in 2020. Extension of restrictions into 2021 will further undermine economic growth and will lead to further jobs losses and business failures. Work is happening on a new economic strategy and these figures will be updated in-line with that programme of work.</p>			 <p>Likelihood</p> <p>Impact</p>	
				Likelihood	Impact	
Type of Risk	District	Yes	Category	High	Critical	
	Strategic	Yes	Risk Score	3	3	
	Operational	Yes	Total Score	9		
Potential Effect of Risk	<ul style="list-style-type: none"> Income raised through council tax and business rates and New Homes Bonus etc. is less than predicted and/or costs are higher than forecast Inability to raise funds for projects and regeneration projects not completed Potential damage to the Council’s reputation and the Economic Partnership Not able to meet member, government and the public’s expectations Deteriorating physical and infrastructure assets Young people are not equipped to achieve their potential within the district Business failure rate increases and unemployment increases due to the impact of Covid-19 - still in recovery and work is ongoing to define impact alongside cost of living crisis. Long term cost implications of dealing with social issues linked to economic deprivation Undermine recent progress that had seen Bradford employment rising and a closing gap with the UK on key metrics such as resident based earnings Business relocating out of the Districts. 					
Internal Controls	<ul style="list-style-type: none"> Key account management with major businesses and employers to enhance business relationships and engagement with the private sector through various networks e.g. regular Property Forum; City Region joint working; district wide events. Joint attendance with Leeds City Region at Investor events in London progresses engagement with key investors. Comprehensive Invest in Bradford website www.investinbradford.com Partnership working - supporting effective local and regional strategic partnerships e.g. West Yorkshire Combined Authority activity. Growth Deal project development and Economic Strategy in place and progress monitored. Delivery of the £1.4 billion West Yorkshire Economic Recovery Plan. Strategic planning and leadership e.g. Bradford Economic Partnership launched 6.3.18. www.madeinbradford.com Utilisation of housing investment as a key factor in regeneration e.g. to meet affordable homes targets (see separate corporate risk on Housing). Respond to Government consultations and participate on working groups focussing on key policy areas Business Development Zones studies completed for 4 areas in Bradford, Shipley, and two in Keighley Rapid deployment of Government grants to eligible businesses. This has included ensuring that £125 million of Small Business Grant Fund and Retail, Hospitality and Leisure Business Grant Fund has been paid to over 11,000 businesses throughout the crisis - the third highest amount of any city authority district in England after Birmingham and Leeds. A further £6.9 million of Local Authority Discretionary Grant funds has been paid to 639 businesses - the second highest amount after Birmingham. 					

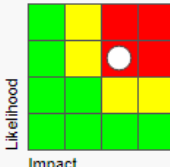
	<ul style="list-style-type: none"> Partnership response developed and survey work undertaken to establish impacts and inform response The Economic Recovery Plan agreed in January 2021 will require significant levels of Government support to address the economic challenges and opportunities presented by Covid-19 and the need to address wider economic trends such as the growth of the digital economy and the emergence of the green economy. (Work is happening on a new economic strategy) Shipley and Keighley Towns Fund Boards established and secured £58m of funding from Government. Development Frameworks have been commissioned to set the vision and ambition for the City and District and to inform future funding rounds, work is ongoing on these for Bradford City, Keighley and Shipley along with detailed master planning for the Southern Gateway. The Development Frameworks will take 9/12 months to complete. Gainshare Capacity Funding has secured which will provide additional capacity and resource to inform future strategic direction. £1.89m has been allocated to Bradford over the next 3 financial years. An Investment Plan has been submitted for the UK Shared Prosperity Fund which replaces European Funding. Bradford has a devolved allocation of £7.5m to deliver outcomes aligned to community infrastructure, business and people and skills. The District will also benefit from regionally delivered programmes. Capacity funding of £400k has also been allocated to Bradford. Four bids have been submitted into Round 2 of the Levelling Up Fund. The total of funding should these be successful is £110m.
Assurance Mechanisms	<ul style="list-style-type: none"> Relationship management - development and monitoring of benefits from key programmes such as the European Structural Investment Fund (ESIF), Homes England, West Yorkshire Transport Plan, Leeds City Region Transport Strategy and related projects, and the Local planning development framework. COVID-19 response reports into Gold / Silver / Bronze command structure.
Date Reviewed	06.01.2023
Actions / Controls under development	<ul style="list-style-type: none"> Implementation of Bradford Economic Recovery Plan and revision of the District Economic Strategy – Delivery Plan in 2021. (Work is happening on a new economic strategy completion dates currently being determined) Next steps towards delivery of the Keighley and Shipley Town Investment Plans, first business cases submitted January 22. Work ongoing and is governed by the Growth Board Implementation of the Bradford District Workforce Plan – initially a COVID-19 proposal to consider scale of Skills House offer Economic Development - service reshaping and restructure progressing. ESIF Programme engagement Maximising opportunities to attract Government funding to support regeneration and economic development activity. Development of Leeds City Region (LCR) pipeline projects; progress Towns Fund Accelerated funding projects for Shipley and Keighley, Getting Building Fund Full Business cases for One City Park, City Village Phase 1 (Markets) and Parry Lane Enterprise Zone. Development of Local Plan Initiatives developed under the Growth Deal to protect priority outcomes Leeds City Region and West Yorkshire Combined Authority action impacting on the District Support for business post Brexit with the LEP Engagement in plans for Shared Prosperity funding in order to maximise future resources Review of Strategic plans underway and employment land research commissioned to identify appropriate interventions NPR growth strategy being developed in consultation with partners. Devo funded Masterplan to be commissioned Jan 2021 – Southern Gateway Board has been established Jan 2023 to govern this work. Review of WY Combined Authority SPA's (spatial priority areas) is being progressed at WYCA. Engagement with WYCA Devolution planning and COVID-19 economic recovery workstream – WYCA Economic Recovery Plan developed and linking to Bradford Recovery Plan incorporating cultural recovery planning. From September 2022 Growth Board has been monitoring work on the new Economic Strategy and Development Frameworks.
Managed By	Angela Blake
Administered By	Jo Hinchliffe

Code & Title		SR 04 SCC Safer Cohesive Community			Current Risk Matrix	
Description		An incident occurs that leads to a rising of community tensions, possibly leading to counter action, civil unrest and criminal activity. As a consequence, there is a direct impact on managing the outcome for the council, police and partners and adverse reputational damage to the 'district'			 Likelihood Impact	
				Likelihood	Impact	
Type of Risk	District	Yes	Category	High	Critical	
	Strategic	Yes	Risk Score	3	3	
	Operational	Yes	Total Score	9		
Potential Effect of Risk	<ul style="list-style-type: none"> Negative impact on trust - between citizens, the Council and its partner agencies. Widening inequality. Cost of managing response is not contained within existing resources (council, police & partners). Breakdown in relationships between different community groups, leading to protracted tensions that need to be managed. Reduction in levels of community cohesion within the district. Adverse media and reputational damage for the district and key agencies. Less effective engagement with citizens and community groups. Communities believe that some sections are treated differently than others. Disproportionate adverse impact on the district's most vulnerable communities. 					
Internal Controls	<ul style="list-style-type: none"> The Stronger Communities Partnership is a Strategic Delivery Partnership reporting to the Wellbeing Board. It monitors delivery of the Council's Stronger Communities strategy. The Safer Communities Partnership is a Strategic Delivery Partnership reporting to the Wellbeing Board. It produces an annual plan to respond to emerging community safety priorities, including issues such as ASB and hate crime, which can have a bearing on community cohesion. The Neighbourhood Service supported by multi agency partners attend a series of Place Based Meetings - reporting community tensions as part of standard agenda - including police, youth service, RSLs etc. Council Wardens record issues that may lead to increased community tensions. Comprehensive action plans ensure each delivery group's objectives are achieved, evidence of effectiveness obtained and performance monitored. Police incidents which may have an impact on tension are shared with relevant partners through a weekly 'tensions monitoring' report. Hate Crime is being monitored regularly and Bradford Hate Crime Alliance is commissioned to lead and support victims. The Counter Extremism and the Prevent Strategy programme reduces risk of extremist influences creating divisions between communities. Regional factors are discussed at a West Yorkshire Level meeting. 					
Assurance Mechanisms	<ul style="list-style-type: none"> Ward based working and locality and ward plan assessments provide a regular assessment of community tensions based on above. West Yorkshire Police share their community tension monitoring with Safer Communities team. Community Safety Partnership co-ordinates a Reassurance and Engagement group that convenes on specific issues as and when needed. An annual report on the work of Safer and Stronger Communities and Prevent is considered by the Community Safety Partnership, the Wellbeing Board and the Council's Corporate Overview & Scrutiny Committee. 					

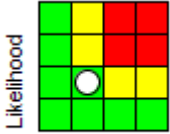
	<ul style="list-style-type: none"> The Council has invested in an additional 15 Assistant Ward Officers and 5 Stronger Communities Partnership & Engagement Officers to increase capacity for response to locality based issues and concerns and to take proactive action to bring people together and celebrate key dates for the districts communities. Area Committees and Executive now have a closer overview of locality plans and response through regular reporting mechanisms.
Date Reviewed	07- Dec -2022
Actions / Controls under development	<ul style="list-style-type: none"> New governance arrangements have recently been approved by the Wellbeing Board and the Stronger Communities Partnership is now Chaired by the Portfolio Holder for Neighbourhoods and Community Safety, who also Chairs the Community Safety Partnership Board. Together with the addition of Area Committee Chairs on the Stronger Communities Partnership there is now a strengthened connection to locality and a good 'read through' between the two strategic partnerships. A new Stronger Communities Team has been developed to increase capacity for working with communities, to provide voice and influence to under-represented groups and to help manage/mitigate the impacts of any tensions. The new team is now in place and is working well. Five Partnership and Engagement Officers will have a focus on locality and a district wide responsibility for two protected characteristics (Equality Act 2010). West Yorkshire Police share community tension monitoring report with relevant Council teams and officers. Social media continues to pose challenges with real and often 'fake news' leading to heightened tensions locally. Increased investment has been made in corporate communications and through VCS communications to promote public safety messaging and respond to inaccurate social media posts with a 'counter narratives' and training on critical thinking skills. Following an extensive consultation process a set of 'Shared Values' have been developed by the Stronger Communities team that seek to strengthen our links with one another and promote care and respect. An anti-rumour strategy is in place. Assistant Director Neighbourhoods has regular calls with senior police colleagues to discuss emerging issues.
Managed By	Ian Day
Administered By	Jo Hinchcliffe

Code & Title		SR 06 ENV Environment and Sustainability			Current Risk Matrix	
Description		Responding to Climate Emergency by management of CO2e (Carbon Dioxide equivalent) emissions, helping to manage rising costs, resource pressures and increasing exposure to penalties as a result of demographic changes and other volume & capacity pressures, changing targets, legislation, economic and political pressures. The Clean Air Programme to achieve legal limits for air quality in the District has synergistic effects and benefits as for the CO2e Emission Reduction Programme due to the same emission sources.				
					Likelihood	Impact
Type of Risk		District	Yes	Category	Medium	Catastrophic
		Strategic	Yes	Risk Score	2	4
		Operational	Yes	Total Score	8	
Potential Effect of Risk		<ul style="list-style-type: none"> • Reputational damage due to failure to meet greenhouse gas reduction targets or if identified as having poor measurement and control systems in place. • Adverse environmental and human consequences from climate change. Additional impacts on air quality and biodiversity due to GHG emission sources often cause synergistic toxic emissions • Damage to Council’s credibility as leader if district-wide targets not developed and then met. • Need to develop new partnerships with district and citizens around creative, local initiatives to enhance sustainability and create circular economies. • Need to re-prioritise and reallocate resources, including structural changes to Council’s delivery programme. • Reduced ability to promote external inward investment. • Amount of energy costs as gross figure and relative to the size of Council’s estate/ activities • Performance against corporate carbon reduction target (annual reduction in line with corporate target of net zero by 2038 with significant progress by 2030) • Performance against climate emergency declaration with implicit target of net zero carbon district by 2038 and significant progress by 2030. Additional metrics will be required to assess progress in this area. • Climate "incidents" now certain to increase in both frequency and severity. These will include surface water flooding, fluvial flooding, high winds and gales, drought, high temperatures, heat waves, cold snaps and high snowfall. • Toxic emissions from the same CO2e emission sources are likely to cause ongoing significant ill-health among residents. • Temperature severity in the District will have implications for energy use in terms of heating and cooling, including emission considerations. • Lack of robust understanding of population and other economic trends but globally expected to be significant numbers of climate refugees due to displacement from rising sea levels 77-135 cm by 2100 and water stress / drought. At the higher end of these estimates there will be much disruption in the wider Yorkshire and Humber region as low-lying settlements in the east become overwhelmed by water level rise affecting smaller towns along the Humber estuary. This is in addition to impacts in Lincolnshire and East Anglia as well as other low-lying areas of the UK. • Actions identified in corporate energy cost reduction plan not delivered. • Funding for renewable energy production and use and energy efficiency projects not available. • Funding for helping to improve district housing stock to help reduce energy wastage and provide dwellings more resilient to Climate Change not available • Wider stakeholder community under resourced to deliver on action commitments • Central Government, WYCA, Council and wider community unwilling to accept the scale of changes that are required to make the required contributions to CO2e emissions reduction. • Changing legislation, political priorities, targets. • Global insecurity causing major fluctuations in energy costs. 				

Internal Controls	<ul style="list-style-type: none"> • Progress on Climate Emergency flagship projects, the Council’s own CO2e emission reduction progress and Clean Air Plan delivery reported to Overview & Scrutiny • Arrangements with Yorkshire Purchasing Organisation for the monitoring of utility markets and understanding impacts of price volatility. • Use procurement processes to secure optimal price advantage in purchasing resources for instance through category management. • Sophisticated and comprehensive understanding of corporate resource use profiles and identification of business-critical resource risks in terms of supply and availability or price volatility and impacts on service budgets. • Delivering corporate resilience through sourcing renewable local resources where viable such as PV panels, District Heat Network • Delivering projects to use resources, such as energy, efficiently and where feasible reducing direct and indirect resource consumption. • Delivering projects to produce local renewable energy such as hydrogen, bio methane and solar and air/ground source power. • Implementation of the Clean Air Plan, including Clean Air Zone (CAZ).
Assurance Mechanisms	<ul style="list-style-type: none"> • Managing systems and processes to monitor and report on energy consumption and CO2e emissions to ensure compliance with statutory Carbon Reduction Commitment. • Carbon emissions from Council operations published annually (Scope 1 & 2), tracking progress against 2038 target from a baseline in the 2019/20 financial year. Scope 3 emissions (indirect emissions from Council activity – the most significant aspect of Council emissions) will start to be assessed and reported in line with emerging methodology. • Carbon Impact Assessments, in line with emerging WY Protocol, for all major schemes • Modelling and monitoring of transport and wider emissions & metrics through the Clean Air Plan Monitoring & Evaluation Programme • Evaluation and assessment in partnership with WYCA and the West Yorkshire Lead Environment Officer Group • Damage cost approach to air quality programme to be widened for CO2e emission reduction assessment & evaluation
Date Reviewed	27-12-2022
Actions / Controls under development	<ul style="list-style-type: none"> • Implementation of WY Environment and Climate Change Plan (2021-24), including various projects to be funded via gainshare and CRSTS funding, to help take the Council’s CO2e emissions to Net Zero from 2020 to 2038, with significant progress (to be defined) by 2030. • Restructure of Council resource to reallocate Clean Air Plan resource to tackle climate change and promote sustainability, including funding programmes. • Developing a Clean Growth Strategy & Implementation Plan to identify activity that will support economic development and provide a platform for inward investment in the District, while reducing harmful emissions cost effectively, through Local and District Plans and cross Department activity. • Development of Bradford Transport Strategy, including WY development of Zero Emission Transport Strategy and West Yorkshire Low Emission Strategy (WYLES). • Working with partners through developing forums to identify potential courses of action and strategies for climate mitigation and adaptation. • Working with WYCA to co-ordinate energy and carbon strategy work and to align with neighbouring district on actions and targets. • Damage cost approach to air quality programme to be widened for CO2e emission reduction assessment & evaluation. • Development of robust carbon accounting and carbon budgeting processes.
Managed By	Andrew Whittles
Administered By	Sally Jones

Code & Title		SR 07 FRS Financial Resilience and Sustainability			Current Risk Matrix	
Description		<p>A risk that the Council is unable to deliver a sustainable annual budget / medium term budget This may arise due to levels of Central Government funding or Council expenditure, income or demand pressures adversely impacting upon existing budget forecast The current live risk is the demand pressures in Childrens Services and current cost of living impacts both in terms of direct impact on Council costs and also in terms of the indirect impact upon residents and business in the District. The ongoing impact of Covid, the uncertainty of future funding, and potential return to some austerity measures post Covid The combination of past and future funding reductions and increasing service demand puts pressure on continued effective delivery of Council services and priorities.</p>				
					Likelihood	Impact
Type of Risk	District	No			Category	High
	Strategic	Yes			Risk Score	3
	Operational	Yes			Total Score	9
Potential Effect of Risk	<ul style="list-style-type: none"> • Services run the risk of failing to deliver statutory / minimum standards • Council could be faced with cutting non-statutory but essential services as resources get diverted to statutory services alone • Budget is overspent. • Suboptimal decisions could be made. • Achievement of priorities delayed or not delivered. • Service delivery not achieved. • Challenges to governance framework. • Deterioration in reputation with knock on consequences. • Scarce resources may not be utilised / prioritised to maximum effect. • Reduced effectiveness of Council Leadership • The Council's budget & setting of Council Tax is challenged. • The risk remains for future years though already being planned for through organisational review and new operating models workstream. • Central Government funding is still uncertain. Service demand pressures could cause disproportionate budget pressure if not properly funded by government. • Potential for S114 Decision to be made by the S151 Officer if underlying budget issues are not capable of being addressed. 					
Internal Controls	<ul style="list-style-type: none"> • Council priorities reaffirmed in the Council Plan approved December 2020 and in the Medium Term Financial Strategy as regularly updated. • Comprehensive financial and performance monitoring information provided to DMTs, CMT and Executive supported by value for money and activity information. • Budget process fully integrated with the Authority's strategic service and value for money planning. • Political engagement in place for budget process. • Budget challenge sessions (Officer and Members) instituted during 2018/19 with focus on robust business case development for new proposals. Budget Challenge sessions extended to Capital schemes in 2019/20 • Medium term planning extended over a six year time line, with clear assumptions outlined. However, central govt annual settlements mitigate the benefit of this. • Controls on procurement and workforce changes in place • Meaningful budget consultation process in place 					

	<ul style="list-style-type: none"> • Strict adherence to Reserves Policy. Reserves are forecast to be adequate for the foreseeable future. • Project Appraisal Group established to scrutinise individual capital business cases. • Covid emergency and recovery actions subject to daily CMT discussion and regular Theme led governance and decision taking processes, including clear assessment of financial implications • Member of WY Finance Group. SIGOMA; CIPFA and subscribe to Pixel financial analysis services to enhance knowledge of national finance position and enhance lobbying for funding • Governance and Audit Committee received a report on Council's compliance with the CIPFA Financial Management Code • Extension of budget monitoring processes and use of Business Intelligence reporting through DMTs • Increased monitoring of high-risk budgets, including review and monitoring of recovery action • Medium Term Financial Strategy incorporating scenario planning / forecasting / sensitivity analysis, is being continuously updated to take account of national and local funding announcements. The provisional financial settlement notification for 2023/24 was received in December which was marginally less than anticipated. • Raise financial acumen across the Council to improve decision making • Implemented Finance for Non-Finance Managers training
Assurance Mechanisms	<ul style="list-style-type: none"> • External Audit inspection of accounts and opinion. • Internal audit review of internal control mechanisms.
Date Reviewed	13 January 2023
Actions / Controls under development	<ul style="list-style-type: none"> • A range of budget mitigation actions have been identified by the Councils Corporate Management Team to mitigate budgetary impacts and mitigate the level of potential budget gap. • Work continues to identify cost mitigation actions.
Managed By	Christopher Kinsella
Administered By	Mark St Romaine

Code & Title		SR 08 INS Information Security			Current Risk Matrix	
Description		Confidential data is lost, stolen, accessed or disclosed without authority because of inadequate data security or non-observance of protocols				
				Likelihood	Impact	
Type of Risk	District	No	Category	Medium	Significant	
	Strategic	Yes	Risk Score	2	2	
	Operational	Yes	Total Score	4		
Potential Effect of Risk		<ul style="list-style-type: none"> • Damage to the Council's commercial interests, reputation and ability to provide credible leadership of the district. • Risk of financial penalty. • Penalty arising from reference of data security breach to Information Commissioner. • Adverse publicity. • Loss of trust between the Council, its partners and citizens. • Required "culture change" is not achieved. • Inadequate engagement fails to deliver physical security, effective procedures or efficient processes. 				
Internal Controls		<ul style="list-style-type: none"> • Designated SIRO (Senior Information Risk Owner) –Director of Finance & IT. • 3rd tier Officers (Assistant Directors/Directors) assigned as Information Asset Owners. • Cross departmental Information Assurance Group established and regular meetings scheduled. • Regular DPO / SIRO meetings scheduled to focus priorities. • Refreshed IMAG framework launched with Information Governance Champions for each Service appointed by IAOs who collectively form the Information Assurance Operational Network (IAON). Support 3rd tier officers in meeting their IAO responsibilities. • IAO responsibilities document circulated to any new IAO's. • Monthly reporting on performance information to CMT. • Specific Data Security Incident Policy and on line reporting form in place with published guidance for Incident owners on how to investigate incidents. • IT Security Policies, guidance and procedures actively maintained and reviewed annually. • IG Improvement plan in place to ensure continued compliance with GDPR and DP Act 2018. • Risk Log approved by IAG and regularly updated. • Mandatory "Information & UK GDPR" learning for all staff with appropriate compliance monitoring. • Annual SIRO report. • Regular Information Governance reporting to CMT and Governance & Audit Committee. • Dedicated Data Protection and Records Management Officer ensure compliance with GDPR Article 30 and 37. • Dedicated SharePoint site as a central hub for all information related matters (including security) as well as key information for IAO and Service Champions. • Technological solutions enable a consistent, safe and accessible infrastructure for data - IT systems and projects enable the business while minimising risk to the confidentiality, integrity and availability of those systems. Data in use, in transit and at rest should be in line with legislative requirements and follow policy/procedure. 				

	<ul style="list-style-type: none"> • Appropriate physical security mechanisms. - Buildings are secured to a level commensurate with the nature of the data they contain. Mechanisms are in place to protect physical (paper based) information from creation to destruction. • Public Services Network (PSN) compliance achieved which is a rigorous on-going IT governance assessment. • Secure e-mail solutions in place for safe information exchange with other public service agencies and 3rd party organisations, Galaxkey in place for external emails and communicated through service DMTs and Managers Express. • Regular independent Penetration testing of IT current systems to provide assurance that suitable technical security controls are in place. • Penetration Testing on any new system as part of the project implementation phase. • 24/7 Monitoring of traffic leaving and entering the Bradford Network. • Required encryption in place. • The council has now moved from SAC B compliancy to SAC D for PCI DSS compliancy, this is where the merchants checks that we have controls in place to handle, process and store card details on our network.
Assurance Mechanisms	<ul style="list-style-type: none"> • Regular Information Governance reporting to CMT and Governance & Audit Committee. • Engagement with Information Commissioners Office with prompt reporting and liaison.
Date Reviewed	6 th December 2022
Actions / Controls under development	<ul style="list-style-type: none"> • Review of all IG and Information Security policies. • Additional mandatory learning for IAO's and Managers. • Part of two national Security initiatives one lead by NCC and one LGA. • The Council is midway through the implementation of its multi factor authentication safeguards.
Managed By	Christopher Kinsella
Administered By	Tracey Banfield / Harry Singh / Dominic Barnes-Browne

Code & Title		SR 12 ADC Adults Demographic Change			Current Risk Matrix	
Description		Ability to deliver the Adults Social Care Transformation Programme priorities is threatened by rising costs and resource pressures due to changing demographics and changing legislation.			<p>Likelihood</p> <p>Impact</p>	
				Likelihood	Impact	
Type of Risk	District	No	Category	Medium	Critical	
	Strategic	Yes	Risk Score	2	3	
	Operational	Yes	Total Score	6		
Potential Effect of Risk		<ul style="list-style-type: none"> • Demand for social care services is predicted to continue increasing and overspends are likely. • Budget proposals highlight this particular pressure as an ongoing concern for the Council. • There is a continuing need to re-prioritise and reallocate resources and actions have been identified in preparing budgets for coming years. • Conflict between expectations and affordability - standards of service deteriorate as a result of increasing demand and fewer resources, impacting on our ability to meet individual outcomes and legislative duties. • Lengthening waiting lists for assessments and provision of care • Increases in numbers requiring care • Increase in expectations from service users • Recruitment delays to bring in social workers and care workers <p>CQC assurance framework outcomes - This will provide addition scrutiny of our Adult social care budget spend, especially on our budget spend in relation to the needs of citizens and how we compare with our statistical neighbours.</p>				
Internal Controls		<ul style="list-style-type: none"> • Departmental Management Team (DMT) has agreed a 3-year plan, which sets out our key priorities to meet our commitments to the implementation of our Council Plan Commitments for Better Health and Better lives, which focuses on reducing demand through a greater focus on prevention and early intervention. • All DMT members have service plans in place which are aligned the 3-year plan, council plan commitments and also include our Transformation and Change work stream priorities. The Transformation priorities have also been reviewed and updated to ensure that they reflect the changes set out in the 3-year plan and also reflect the policy changes/lessons learnt from our Covid-19 related response. • DMT have made additional investment in core areas to ensure that we have adequate resources in place to meet both Transformation and Business Operational Delivery priorities e.g. Commissioning, Mental Health, Autism & Neuro Diversity, Continuous Health Care. 				

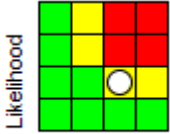
	<ul style="list-style-type: none"> Discussions continue to take place with Health partners to identify potential funding streams that could be used to alleviate some of the funding pressures on Adult Social Care due to the increase in demand for services. The service has refreshed its practice and policy quality assurance framework, and work is underway to implement the new approach through the Raising Expectation Workstream. <p>As part of the implementation of our Community Led Support Workstream we are working with public health, place and health partners to enhance our prevention and early intervention offer e.g. Living Well, Community Hubs, community director etc.</p>
Assurance Mechanisms	<ul style="list-style-type: none"> The department has implemented robust governance and performance management arrangements to oversee and maintain momentum on delivery, which include: <ul style="list-style-type: none"> Finance, Performance, Quality and Transformation workstreams (FQPT). The meeting attendees include reps from Corporate Finance Team and HR. The main aim of this meeting is to review budget position and performance management data and identify any pressure areas as well as areas of potential under spend elsewhere in the budget to mitigate and relieve problems, while also reviewing progress against key transformation and change activity which are supporting our plans to reduce budget spend and reduce demand for services. Where problems are still being identified these are highlighted in the quarterly budget monitoring reports to Members. Adult Social Care Reforms: This meeting includes service managers and has oversight of the AD preparation plans for the CQC Assurance Framework and other Social Care Reform related activity. <ul style="list-style-type: none"> Progress updates are also provided to the Corporate Programme Steering Group. Implemented the FQPT approach across the AD SMT meetings and within the Service Manager Team Meetings. We have implemented the FQPT approach across the AD SMT meeting on a monthly basis. Where required, DMT have also set up specific task and finish groups to oversee key change activity which may require support from corporate resources e.g. Financial Support Services Improvement Plan. <p>Regular performance and progress updates from these groups are provided to Corporate Services and to the Leader and Portfolio Holder highlighting potential issues raised by this pressure.</p>
Date Reviewed	03.01.23
Actions / Controls under development	<ul style="list-style-type: none"> Continue to work with Health Partners as part of the integration of health and social care agenda to examine areas where there may be overlaps or synergies that could lead to more efficient ways of working and increasing value for money. Review of population health management approach across the Health and Social Care System, which looks at how data is currently being used to help design a system that allows us to proactively improve our services and interventions to meet shared outcomes – this will include reviewing the way we currently manage the joint strategic needs assessment, neighbourhood and ward profiles and how they inform and add value to business.

	<ul style="list-style-type: none"> ▪ Implement plans to enhance our intelligence and insight building on our current feedback arrangements – this includes the Co-Production Partnership, strengthening links with the Linked In campaign overseen by the Health and Care Partnership, and a real time solution to capture the experience of the person following their engagement with the service. ▪ Ongoing Review of our continuous improvement and quality assurance frameworks to ensure that the department is prepared for the proposed changes outlined in the Government White paper, ▪ DMT leads are now working on their plans for preparing their services for the CQC Assurance Framework. This includes, undertaking a stock take against the criteria and guidance set out both within the draft framework and the Get Ready for Assurance handbook developed by the LGA-ADASS. We have developed a programme of activity to help address workforce capacity challenges both within the Department and our external partners. This work is being done alongside the Bradford Care Association, “One Workforce” Programme, and Bradford Teaching partnership.
Managed By	Iain Macbeath
Administered By	Imran Rathore

Code & Title		SR 13 DSK Delivery of Skills and Training Priority			Current Risk Matrix	
Description		Increasing budget pressure and resource constraints caused by competition for resources required for delivery of skills and training priorities. Need to deal with historical / legacy issues.				
			Likelihood	Impact		
Type of Risk	District	Yes	Category	Medium	Critical	
	Strategic	Yes	Risk Score	2	3	
	Operational	Yes	Total Score	6		
Potential Effect of Risk	<ul style="list-style-type: none"> Lack of coordination in the efforts of various agencies involved. Lack of congruence with educational attainment objective. District becomes unattractive to businesses and employers. Loss of leadership role. Actions detailed in the Workforce Development Plan and Economic Recovery Plan are not delivered, impacting ability to fully realise the district’s ambitions for inclusive and clean growth that addresses the underlying challenge that have been exacerbated by the pandemic. Funding bodies releasing new contracts in isolation. Underspend of current funding. Education capital developments not aligned with employer need. 					
Internal Controls	<ul style="list-style-type: none"> Successor funding has been secured for 2 ESIF programmes in Bradford starting on 1st January 2022 to run until the end of 2023. This is in partnership with Leeds and Kirklees Councils. We continue to work collaboratively to explore funding opportunities arising from the Post-16 Skills and Education Bill, devolved funding and other new and existing sources. Significant amounts of SPF and Multiply funded will be passported to the Council and we are working to integrate this into the wider employment and skills offer to maximise the impact for the District. Maximus has commenced the Restart programme in the contract package area covering Bradford. Partnership meetings have been held and their partnership lead has joined the SkillsHouse Advisory Board to ensure the new provision is appropriately located within the provision landscape and accessible to those residents that it is intended for without creating duplication or unhelpful competition. We have established strong relations with EDT the National Careers Service prime contractor for the Yorkshire and the Humber area and they have been confirmed as the provider for the next three years. Skills for Work (SfW) continue to deliver Levy and Non-Levy Apprenticeships, and Education and Skills Funding Agency (ESFA) classroom and Community Learning, and are taking the lead locally on the community elements of the DfE funded adult numeracy programme, Multiply.. We have recovered participation numbers and success rates to pre-pandemic levels for our own Adult Education provision, and our Apprenticeships success rate is significantly better than national. We continue to work with other WY LAs to share and understand approaches and practice in delivering adult skills programmes. Senior management remains engaged with the Government’s devolution agenda for education and skills funding through West Yorkshire Combined Authority and Leeds City Region networks. Officers are working to shape policy, maximise funding opportunities and inform WYCA’s commissioning decision making. Significant investment in the Employment West Yorkshire programme has been approved by the WYCA Board, and we are wrking through the contracting process. This will secure the infrastructure and investment in the SkillsHpuse partnership that has been developed through existing EU and Gainshare funding as those funds taper off in the next 15 months. 					

	<ul style="list-style-type: none"> • Similar work is being undertaken through the Key Cities network, where the Deputy Leader holds the education and skills portfolio. We have now established a Key Cities Skills Network with Bradford as the secretariat. A skills conference was held in May 2022, and findings were presented at the Key Cities APPG in Westminster in the Autumn. • Continuation of implementation of Post-16 Review recommendations overseen by post-16 Board with regular progress reporting. Partnership dialogue, enabled by the Council, is ongoing with a number of providers to develop the approach to improving academic provision in the North of the District. This needs to be carefully managed so as not to impact the wider mix and balance of provision for the post-16 phase. Three applications have been submitted for 1619 Free Schools in the DfE latest funding round – as only 15 schools maximum will be funded nationally (for all age ranges) it may be none are successful but we have worked with providers to understand their offer and start to build links with other providers in the area, although there has been some initial resistance. • Future Boost through funding allocated by the Executive has supported Youth and outreach work, sport and leisure activity, work experience for NEET young people and to enhance the IAG and transition support including a focus on transition support for young people with SEN. Good practice from this and the £500k Community Renewal Fund pilot programme, Building Our Future, is now being incorporated into the future delivery models. • SkillsHouse Advisory Board in place to oversee and shape the upscaling of the partnership model, use of the Gainshare funding and the Kickstart programme. The last of the Kickstart placements finished in November and success was celebrated at a well-attended Awards ceremony. Young people from the programme are still being supported to progress into positive destinations. So far the progression rate into employment is considerably better than national DWP programmes and European funded provision. • The Employment and Skills Board has been refreshed and relaunched with Will Richardson, Regional Partner at PWC taking on the responsibility of Chair. The Board will have strategic oversight of the employment and skills approach locally as well as acting as a regional and national voice for the District’s provision and partners.
<p>Assurance Mechanisms</p>	<p>Bradford Employment and Skills Board established and has oversight of the delivery of the Workforce Development Plan and the employment and skills elements of the Economic Recovery Plan; the Portfolio holder is Chair of the Board.</p>
<p>Date Reviewed</p>	<p>20-Dec-2022</p>
<p>Actions / Controls under development</p>	<ul style="list-style-type: none"> • Senior management remain engaged with the Combined Authority regarding the devolution to WYCA of the Adult Education Budget and other skills funding such as the pilot Community Renewal Fund which we have successfully delivered in the District. Officers are working to inform future policy, principles and processes through DoDs and the WYCA Employment and Skills Committee commissioned review of the AEB implementation. Work is being undertaken through the Key Cities network, where the Deputy Leader holds the education and skills portfolio to develop the employment and skills network to both identify and promote good practice and engage with the national policy debate. • LA holds keep in touch with heads of post-16 in schools, colleges, and other independent learning providers work across our post-16 partnership to continue to build on recent improvements on academic grades at Level 3 and supported the opening of the two new post-16 free schools which will reported strong results from their first cohort of A Level completers this Summer. We continue to develop options for A Level provision in the North of the District where Keighley College is developing an academic offer to complement existing provision, and other partners are exploring options through national funding and capital developments. • The LA is working through differing partnerships in the implementation of Workforce Development Plan collaboratively, developing a more strategic approach to understanding the market so the skills system can operate more effectively to meet changing business needs. This will consider how we secure improve outcomes at Level 3 and higher skills that are better aligned with local economic need. • The Council, will work towards, all of our workforce having or working towards Level 2 qualification, with the aspirational that our staff who do not hold a Level 3 qualification will work towards achieving one; • The Council is developing an inclusive recruitment approach to be managed through SkillsHouse that will pilot new approaches to recruitment of posts at Band 8 and below, ensuring equality of opportunity across disadvantaged groups and communities. • Explore approaches to using the Apprenticeship Levy and other funding to develop a support package for the employment of care Apprentices in SMEs locally, particularly targeting Level 13. • Seeking an improved public funding settlement, through national channels building on devolution, to facilitate the up-skilling of people of working age. • Build a careers and technical education system to increase access to jobs with career advancement potential and that delivers the experiences and technical skills to secure entry to work and advance through in-work training.

	<ul style="list-style-type: none">Initiation of the Academy within the Health and Social Care Economic Partnership's One Workforce programme will focus on the career progression and skills development of people already working in the Health and Social Care sector in the District. The partnership has launched a new website to underpin this activity. As our largest sector in terms of jobs this has the potential to have a significant impact on residual low skills issues.
Managed By	Phil Hunter
Administered By	Matt Findull

Code & Title	SR 14 SND SEND Services			Current Risk Matrix	
Description	<p>Between 7 and 11 March 2022, Ofsted and the Care Quality Commission (CQC) conducted a joint inspection of the local area of Bradford to judge the effectiveness of the district in implementing the disability and special education needs reforms as set out in the Children and Families Act 2014.</p> <p>The Ofsted inspection identify the following 5 areas of significant weakness</p> <ol style="list-style-type: none"> 1. Poor communication between stakeholders across education, health and care. 2. The variable quality of EHC plans, including plans which do not fully describe the provision that children and young people with SEND need. 3. The inconsistent delivery of the 0 to 19 health visiting, school nursing and specialist nursing services. 4. Children and young people wait too long for assessments, treatment and diagnosis. There is insufficient support for children and young people with SEND who are waiting for provision, services, diagnosis or equipment. 5. Education, health and care services do not work together well. The arrangements for joint commissioning are underdeveloped. <p>The LA provided a Written Statement of Action (WSOA) Plan to address the above areas of weakness on the 21st of September 2022 that has been approved by Ofsted. The WSOA will be monitored every 90 days and the first meeting will be on the 06.01.2023.</p>			 <p>Likelihood</p> <p>Impact</p>	
				Likelihood	Impact
Type of Risk	District	Yes	Category	Medium	Critical
	Strategic	Yes	Risk Score	2	3
	Operational	Yes	Total Score	6	
Potential Effect of Risk	<ul style="list-style-type: none"> • The CYPs SEND needs may not be effectively met. • The Local Authority may not meet its statutory obligations. • Negative impact on Local Authority’s reputation with CYP/parents & schools. 				
Internal Controls	<p>Following the inspection, the district was asked to develop a written statement of action that sets out the 5 areas of significant weakness will be addressed. Action is the plan will be delivered through 5 work streams that takes a lead on each of the 5 areas. The members of the work streams include health, social care, parents, college and schools. These work stream report into the SEND Strategic Partnership Board.</p>				
Assurance Mechanisms	<ul style="list-style-type: none"> • SEND Strategic Partnership Board (SSPB) established with clear ToRs providing governance over the four operational workstreams. • Quarterly progress review meetings are held with the DfE and NHSE. • The SSPB reports to the district wide Children and Families Partnership board that provides governance. 				
Date Reviewed	07.12 2022				
Actions / Controls under development	<ul style="list-style-type: none"> • Development of Local Area SEF and improvement plan with supporting data and evidence across the Local Area-reviewed quarterly by SEND Strategic Partnership Board. • Development of a Health Data Dashboard to feed into LA dashboard. • Coproduction and engagement plan across the Local Area. • Continue to develop the multi-agency quality assurance work. 				
Managed By	Niall Devlin				

Administered By	Caroline Levene
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Code & Title		SR 15 OIP Ofsted Improvement Plan			Current Risk Matrix		
Description		The pace of change has been too slow following the inspection in September 2018. Although the local authority is making progress in improving services for children in need of help and protection in some discrete areas of practice the pace; consistency and sustainability of improvement remains a risk. The most recent Ofsted Inspection in November/December 2022 highlighted that whilst there has been improvement at pace in the last 12 months, the improvements have not been enough since the 2018 inspection					
				Likelihood		Impact	
Type of Risk		District	No	Category		High	Critical
		Strategic	Yes	Risk Score		3	3
		Operational	Yes	Total Score		9	
Potential Effect of Risk		<ul style="list-style-type: none"> • Poor reputation • High turnover of workforce at all levels • Inconsistent service to service users • Financial • Slow progression of improvement, particularly due to size of improvement team to drive and deliver on improvement 					
Internal Controls		<ul style="list-style-type: none"> • Improvement Board: The Children’s Services Improvement Board is chaired by Steve Walker, DfE appointed commissioner. The Board continues to scrutinise the improvement work. • Improvement Plan: The Improvement plan has 12 focus areas – Integrated Front Door (David Thorpe Implementation), Early Help, Help and Protection including Children with Disabilities, Edge of Care, Children Looked After and Leaving Care, Voice and Influence, Conditions for Success, Sufficient and Stable Workforce, Practice Improvement, Partnership, Resource and Support Functions and Performance and Management QA. There are detailed plans for some of the projects with project and service leads and Project Action Groups are in place to deliver on the plans. The remaining projects are being scoped and detailed plans are being developed. • Children’s Service Improvement Team: The Improvement Team remains a small team with only 3 substantive members of staff (2 Practice Improvement Co-ordinators and 1 HoS for Business Support and Practice Improvement). The Improvement Team also has an Interim Director of Improvement (till March 2023) and an Interim Improvement Consultant (funded by DfE through Leeds till March 2023). With 12 strands of improvement work identified, some of which are branching off into more than 1 plan, the team needs to increase • Conversations Based Approach for Referrals: The Conversations Based Approach was launched in Bradford in November 2022, this was following the research of Professor David Thorpe and finding that in Bradford, 60% of referrals were leading to NFA and no support for families, even though they have undergone the highest level of intervention. Early data is showing us that contacts have increased (which is positive) but the number of contacts leading to a referral and intervention has significantly decreased, therefore, Social Workers are able to focus on and work with children and families who need it. This means that caseloads for Social Workers will reduce to a more manageable level and they will have the time for self-development in order to improve practice and deliver a consistent service to children and families. Becoming a Social Worker in Bradford also becomes more attractive when trying to recruit. • Internal Audits: Audit activities continue across all parts of the Service with identified recommendations and learning, this has recently been stepped up due to the low number of returns. • External Audit: Children’s Services continue to commission a number of external audits in different parts of the Service with identified recommendations and learning. Most recently within Children with Disabilities and the Integrated Front Door. 					

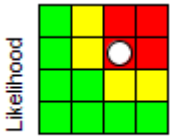
	<ul style="list-style-type: none"> • Ofsted: Initial feedback from the most recent full ILACS Ofsted Inspection in November/December 2022 highlighted areas requiring continued improvement and these have all been integrated into the Improvement Plans for each area of focus/project and are being worked on, when the final report is received, anything missed will be added. All Project Improvement Plans have been updated to link back to source so these are easily trackable. • Partnership: The DCS and Senior Managers continue to engagement with partners in building more positive relationships, this will allow the resetting of the professional relationship with partners making open frank discussions more positive. Partners continue to be included in improvement activities. • Recruitment and Retention: The Sufficient and Stable Workforce Improvement Plan is currently being refreshed following completion of many elements of the first phase plan. Ceriph, who developed the Bring Heart Campaign and micro-site for recruitment continues to work with Children's Services and are moving onto phase 2 of their plan of having in service ambassadors and having Social Media presence, a workshop is taking place 16th December to further enhance this. The first cohort of overseas recruits are due to start mid-February 23 with their training programme starting before they arrive in early January 23. Recruitment events have been set up for February with specific focuses, one being for residential and the other for experience Social Workers. The Service has successfully recruited permanence Service Managers. The Service are taking steps to centralise Practice Supervisors and for them to no longer case hold so they can focus on Practice Improvement to mirror the same role in other LA's increasing Bradford's likelihood of successful permanent recruitment in a competitive market. The Management factuality is due to launch in February 23 with further factuality's for Community Resource Workers, Business Support, Early Help, Fostering and Youth Justice Service to Follow. The next retention payment for established staff is due to be paid in March 2023. • Improved use of vital signs and performance data: Vital signs reporting has been reviewed with links into Leeds to support this. This will enable front line managers to address performance issues more promptly to address compliance with key indicators. • Children and young people's voice and influence: The 3 children's forums to enable children and young people to share their voice on service delivery continues to be utilised. The forums are Young Voice (aged 6-10), Youth Voice (aged 11-15) and Your Voice (aged 16-25). As well as feeding in to service delivery improvement, our young people are involved in developing Corporate Parenting workshops, the recruitment of practitioners and foster carers and developing the training for practitioners and they are involved in commissioned consultation.
Assurance Mechanisms	<ul style="list-style-type: none"> • Future Ofsted Inspections • Independent auditing of casework
Date Reviewed	16 January 2023
Actions / Controls under development	Plan Inspection Timetable
Managed By	Picklu Roychoudhury
Administered By	Lisa Turner

Code & Title	SR 16 EAT Educational Attainment			Current Risk Matrix	
Description	Failure to improve academic outcomes for children and young people resulting in lack of competitiveness in the workforce and in accessing further and higher education. Associated impact on culture and employment creation.				
				Likelihood	Impact
Type of Risk	District	Yes	Category	High	Critical
	Strategic	Yes	Risk Score	3	3
	Operational	Yes	Total Score	9	
Potential Effect of Risk	<p>Low attainment at the end of KS4 and 5 reducing employment and FE/HE opportunities. Low attainment in KS1&2 means reduced levels of progress into KS4&5 Bradford as a place to teach and to learn becomes unattractive and a cycle of less good teaching continues to impact on life chances for young people. External public examinations were taken this year for the first time since the pandemic. In the previous 2 years it has been some internal school or centre based assessments.</p> <p>Outcomes 2021/22 academic year for Key Stage 2;</p> <ul style="list-style-type: none"> Outcomes in reading are static compared to before the pandemic. The gap between Bradford and national averages has not reduced In mathematics, outcomes have declined compared to 2019 and the gap with national has increased to 2018 levels. In grammar, punctuation and spelling, outcomes have declined compared to 2019 and the gap with national has increased to 2018 levels. Writing outcomes have declined since 2019 and the gap between Bradford and national averages has increased In the combined reading/writing/maths outcomes have declined since 2019 and the gap between Bradford and national averages has increased <p>For KS4;</p> <ul style="list-style-type: none"> Attainment outcomes at KS4 have declined as had been expected given the changes to the assessment regime during the pandemic. Outcomes remain lower than national and the gap between Bradford and national has not closed. Girls continue to outperform boys. At attainment 8 girls achievement is 6% higher than boys and this is higher than the national gap. This is also the case for attainment 9-4. For attainment 9-5 the gap is 6% which is the same as national The gap between pupils with SEND and other pupils is 23% for attainment 8. This is the same as the national figure. At Basics 9-4 and Basics 9-5, the difference between pupils with and without SEN is lower in Bradford than the national average. The gap between disadvantaged and non-disadvantaged pupils is 14% for attainment 8. This is 1% lower than the national average. At Basics 9-4 and Basics 9-5, the difference between disadvantaged and other pupils is also lower in Bradford than the national average. Pupils whose first language is English outperform pupils whose language is not English by 1% in Attainment 8. Nationally, those pupils whose language is not English outperform pupils whose first language is English by 2%. At Basics 9-4 and Basics 9-5, the picture is similar with pupils whose first language is English outperforming pupils whose language is not English by 4% and 2% respectively. The national average picture is that, those pupils whose language is not English outperform pupils whose first language is English by 1% and 3% respectively. 				
Internal Controls	Schools are autonomous institutions and academies are independent of LA control. Internal controls from Education and Inclusion exist in terms of offering visits to all schools and academies to provide a quality assurance mechanism for the service. This is not compulsory and is dependent on the quality of relationships between the service and schools in an increasingly fragmented educational landscape. Systems and processes exist to support and monitor the LA maintained schools including risk assessments and close monitoring with performance targets.				

Assurance Mechanisms	Strategic mechanisms to limit this include meetings with CEOs, DfE, RSC , and LA councillors and officers to continue partnership working and dialogue wherever possible.
Date Reviewed	11/1/23.
Actions / Controls under development	<ul style="list-style-type: none">• Improved level of staffing for school improvement posts to add capacity to the monitoring and challenge function for LA maintained schools. Through a traded service this will be offered to all schools and academies.• Partnership working with DfE Education Improvement Area to bring about improvements in the least well performing academies and schools• Improved targeting of DfE Targeted School Improvement Grant reserves to ensure that rapid improvement is brought about in LA maintained schools through the School Improvement Support Programme• Raising attainment strategy funding will seek to support identification and targeted programmes to help C&YP improve their attainment at Key stages 1 and 2. This funding will end in July 2023.
Managed By	Sue Lowndes
Administered By	Caroline Levene

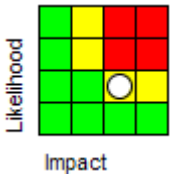
Code & Title		SR 17 CSI Children Safeguarding Incident			Current Risk Matrix	
Description		A high-profile safeguarding failure occurs caused by inadequate governance procedures or non-observance of protocols; significant increases in demand and inability to recruit and retain suitably qualified staff. Inadequate Ofsted judgment exacerbates challenges described and demonstrates that the risk level is high. Areas of risk in the Ofsted report include MASH/Front Door; placement sufficiency; social work practice; management and QA.				
					Likelihood	Impact
Type of Risk	District	No	Category	High	Critical	
	Strategic	Yes	Risk Score	3	3	
	Operational	Yes	Total Score	9		
Potential Effect of Risk	Harm to an individual. Damage to the Council's reputation					
Internal Controls	<p>The principles pressures remain</p> <ol style="list-style-type: none"> 1. A stable and competent workforce 2. The growing population of Looked after children and the attendant financial placement cost pressures on the budget. <p>We have appointed 3 new permanent Service Managers and we have begun permanent recruitment of social workers from abroad 15 of whom will arrive later in January 2023. They will be given a period of induction and introduction to the systems in the UK and in Bradford. We will also assist them to integrate and support them to settle and feel welcome. This will complement the current campaign to recruit within the UK. However, workforce stability is fragile and as a service we remain heavily reliant on agency social work staff which continues to be unstable in that workers can leave at short notice and it remains a significant pressure on the budget. Since engaging a number of project teams across the service this has led to an overall reduction of average caseloads to about 18 children. Some of this work is very intensive and complex and a further reduction will support practice and outcomes for children.</p> <p>The family Court Division has begun to implement its plans for Compliance Courts whereby the Courts will more publically hold local authorities and other parties to account for delays in Court proceedings and this potentially could become a reputational risk for the authority if we fail to meet timescales without clear reasons for delay.</p> <p>We continue to experience some challenges in ensuring that assessments, plans, visits to children and Reviews are completed on time mainly due to workforce pressures. Recruitment of staff is moving forward, UK, International and Social work Academy each contributing to this.</p> <p>Continuous oversight and scrutiny of children's risks is undertaken by managers on a daily basis to ensure we are prioritising those in greatest need or at greatest risk appropriately. An audit regime which allows managers at all levels to consider the quality of practice and the impact of our interventions on children and families.</p> <p>Supervision of staff is not yet fully consistent due to staff changes and remains a priority for senior managers.</p> <p>We do not have sufficient fostering, residential or specialist placements in Bradford causing us to place a significant numbers of children in independent fostering Agencies and private residential homes placing some elevated risks to children when they are placed a long way from home and further demand on the overstretched budget as charges from providers has increased. As before this continues to be a pressure for us. The looked after children population has increased to over 1500 children and the complexity of need has and we have also increased post Covid.</p>					

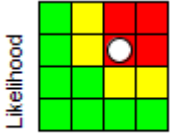
	<p>Audits continue to be completed but at a slightly improved level because of staff and manager turnover. This continues to be a focus for managers. We have engaged external social work auditors to support the development of first line managers to improve practice across the service.</p> <p>The lessons from Monitoring visits continued to be shared and implemented across the service.</p> <p>We have restructured part of the service bringing the children in care teams together under 1 head of service and this has now incorporated the Leaving Care service bringing a clearer focus on Children in public Care.</p>
Assurance Mechanisms	<p>The Bradford Partnership (Safeguarding) has carried out a Section 11 Audit of the safeguarding arrangements.</p> <p>Tight Performance Management Systems and clear lines of Management and Accountability Systems in place. Comprehensive Child Protection Training Strategy in place for all operational staff. We have a programme of induction and training for all staff.</p> <p>Ofsted undertook a full ILACS inspection of children's social care services from Mid-November to early December. The report will be published at the end of January 2023.</p> <p>We continue to recruit to Head of Service and Service manager roles and we have had some success in recruiting social workers from overseas.</p> <p>We have established a social work academy which will bring a steady supply of qualified social workers into the service. We have just initiated the 3rd cohort (20) following the successful completion of the 2 previous cohorts. It is proving effective and popular.</p> <p>BSCB has implemented enhanced safeguarding procedures across member agencies in the district including a review of children missing education and a review of the CSE Team. We maintain a focus with the Policeon children who go missing from care or from home.</p>
Date Reviewed	13 January 2023
Actions / Controls under development	<p>A CSE Action Plan has been shared with partners.</p> <p>The action plan following the SH National Panel report is being worked on and nearing completion.</p> <p>Our Outcomes Improvement Action Plan is being shared with senior managers to enable the development of underpinning action planning to support the delivery of the wider outcomes.</p> <p>The implementation of the Trust is imminent and this will help to settle the workforce some of whom have felt unsettled.</p> <p>The service has extra capacity supported by the Commissioner and DCS to bring about improvements.</p>
Managed By	David Johnston
Administered By	Caroline Levene

Code & Title	SR 18 COV Covid Multiple Outbreaks			Current Risk Matrix	
Description	COVID-19 infections could rise locally causing multiple outbreaks across the District that could leave to further waves of infection. This could lead to reintroduction of control measures, one of which could be further lockdown scenarios				
				Likelihood	Impact
Type of Risk	District	Yes	Category	High	Critical
	Strategic	Yes	Risk Score	3	3
	Operational	Yes	Total Score	9	
Potential Effect of Risk	<ul style="list-style-type: none"> Increased number of fatalities Further pressure on local hospitals Slower economic recovery Breakdown in community cohesion 				
Internal Controls	COVID-19 Outbreak Control Plan written, exercised and published online. The plan includes Joint Working Agreements for how to deal with outbreaks in different groups and settings, overseen by the Outbreak Management Board.				
Assurance Mechanisms	On-going monitoring of COVID-19 cases, admissions and deaths in the District				
Date Reviewed	20-Dec-2022				
Actions / Controls under development	<ul style="list-style-type: none"> CBMDC staff encouraged and supported to WFH where possible Support the NHS-led programme to deliver COVID-19 vaccination at scale and to mitigate inequalities. Continue existing work with partners on health inequalities, prevention and health improvement. 				
Managed By	Sarah Muckle				
Administered By	Tariq Mohammed				

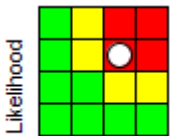
Code & Title		SR 19 Shortage of staff within the external care market.			Current Risk Matrix	
Description		Ability to secure care and support from external providers is threatened due to staff and skills shortage, which can impact adversely on the level and quality of care provision.				
					Likelihood	Impact
Type of Risk	District	No			Category	Very High
	Strategic	Yes			Risk Score	4
	Operational	Yes			Total Score	12
Potential Effect of Risk	<ul style="list-style-type: none"> Inability to secure care and support from external providers will lead to: Increase in hospital admissions due to a lack of properly-staffed care homes or care provision not being met within individual own home Delays from hospitals, creating additional pressure within the hospital – bed blockages Increase in waiting lists for support Safeguarding risks arising from care needs not being met LA not being able to meet its statutory duties leading to CQC challenge and potential judicial review – leading to potential financial penalties and reputational both financial and reputational damage. 					
Internal Controls	<ul style="list-style-type: none"> Health and Social Care Partnership have agreed a new priority people workstream, which look at creating an integrated approach to align workforce development activity. This builds on the work done through the One Workforce Programme. ASC workforce strategy now developed. BradfordCares webportal launched which provides an overview of the work undertaken by Council and Independent Care Providers, and the job opportunities available. One workforce portal launched which acts a repository of training and other support measures to help providers recruit and retain staff. Working with the University of Bradford to ensure that Social Work and Occupational Therapy courses are aligned to the approach undertaken by Bradford Council, while also ensuring robust support measures are in place for new qualified staff. 					

	<ul style="list-style-type: none"> • Using Skills House to support and coordinate recruitment for Health and Social Care System • Coordinated approach to pool resources from students and potential individuals who have been laid off together with potential workers from sectors impacted by redundancies due to the end of the furlough scheme. • Working with Skills for Care for care to develop and roll out training for new workers. We are also working on developing a workforce strategy, while we have also worked on strengthening relationships across the system through better engagement – the recent summit has helped with this.
Assurance Mechanisms	<p>CQC Inspections DMT Adult Social Care Reform - monthly DMT Finance, Performance, Quality and Transformation – monthly Raising Expectation Steering Group</p>
Date Reviewed	03.01.23
Actions / Controls under development	<ul style="list-style-type: none"> • Workforce lead post agreed to take forward the activities and actions detailed in the workforce strategy – JP to be developed graded ad recruited to. • Financial and other incentives to support reduction in staff turnover under consideration; working with BCA on coproducing local solutions and regular discussion at regional commissioner network meetings • Ongoing recruitment campaigns – to promote recruitment opportunities. • Work is underway to reduce the external enablement delivered through the home care market – this should help to manage the long term support better. • We are developing proposals for a new workforce academy that will further strengthen how we upskill people to take on roles within the system. • We are undertaking a detailed exercise on our cost of care, which will look to balance and support market sustainability.
Managed By	Jane Wood
Administered By	Imran Rathore


Code & Title	SR 20 EHE Elective Home Education			Current Risk Matrix	
Description	At September 2020 there were 484 children recorded as EHE. This number increased over the following three months to more than 800. Many of the families may not have opted for EHE due to a genuine philosophical desire to home educate. Although some pupils have since returned to school rolls, other pupils have been removed from school rolls so the number consistently remains above 700. Temporary funding for this through Raising Attainment is due to end and therefore significant further risk is possible if there is no response to information that suggests children are not receiving education. Huge churn is seen; in the academic year 2021/2022, 387 children became electively home educated and 414 were ended (back at school, no longer school age or left the district).				
				Likelihood	Impact
Type of Risk	District	No	Category	Medium	Critical
	Strategic	No	Risk Score	2	3
	Operational	Yes	Total Score	6	
Potential Effect of Risk	Welfare and safety of children is compromised. If children are removed from school roll to home educate, some safeguards are missing. 43% of the children removed from roll since September 2020 have previous children's social care involvement. This demonstrates some potential level of vulnerability across the cohort. Officers cannot insist on seeing the children and so some of the children will remain unseen, particularly if their parents submit a report on the education provision which is considered suitable.				
Internal Controls	Funding was secured for a temporary increase in staffing from June 2021, with two Elective Home Education Officers and a Senior honorarium for increased supervisory capacity. This has been extremely proactive, with increased and faster informal enquiries. There are still at least 3 Education Safeguarding Officers who are spending time on EHE cases, despite significant work on education safeguarding for the Safeguarding Partnership and Ofsted complaints about schools. The increased funding has allowed officers to proactively meet with schools and families who are considering EHE in order to make sure intentions and responsibilities are clear. This work is at risk of ending if Raising Attainment funding does not continue, and therefore the risk of the council not meeting statutory requirements around identifying and supporting children who are not in receipt of education will return.				
Assurance Mechanisms	Officers conduct informal enquiries of families. If there is information to suggest that the child is not in receipt of a suitable home education then a formal process is begun. This will consist of ultimately a School Attendance Order, prosecution and referral to Children's Social Care for neglect of education.				
Date Reviewed	12/12/22				
Actions / Controls under development	Continuous engagement with the DfE who have this as a key focus Increased positive working between EHE team and the Integrated Front Door to ensure safeguarding where the EHE team believe the child is not being educated				
Managed By	Sue Lowndes				
Administered By	Kate Hopton, Caroline Levene				

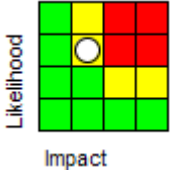
Code & Title	SR 21 TRI Terrorist Incident			Current Risk Matrix	
Description	National terrorist incident threat level is at Substantial and Strategic Security is a concern.			 Likelihood Impact	
				Likelihood	Impact
Type of Risk	District	Yes	Category	High	Critical
	Strategic	Yes	Risk Score	3	3
	Operational	Yes	Total Score	9	
Potential Effect of Risk	<ul style="list-style-type: none"> Preparation to implement new Protect Duty legislation is inadequate to meet Government expectations The Council is unable to respond effectively to a major incident and function some or all delivery priorities jeopardised. The Council is unable to meet its duties and responsibilities. The reputational risk to the Council is adversely effected. The welfare and safety of the Council's citizens is at risk. Increasing incidence and impact of service interruption events. Business-critical systems are impacted. 				
Internal Controls	<ul style="list-style-type: none"> The Strategic lead for security is the Strategic Director Corporate Services responsible for organisational protective security as a whole. The Threat from terrorism is ever present and changeable so policies, systems and plans need regular review. Security Policy documents, security management plans and building security is reviewed every time the threat level changes and appropriate measures are put in place. These cover securities of: personnel, buildings, information, resources and supply chains, business continuity and resilience and emergency incident plans Senior Managers undertake training appropriate to their roles and responsibilities and use the ACT app (Action Counters Terrorism) and JESIP App Critical Systems and Services are identified threats, risks and vulnerabilities and have business continuity plans in place and accessible in case of incidents. The Council has responded to the Protect Duty Consultation 2021. The Council in partnership with West Yorkshire Police have a Contest Board for Prepare and Protect and have a Prevent Action Plan 2020-2022 with the Safer Partnership. The National Risk Register is reviewed annually or when changes are announced. The Council reviews its top 3 risks quarterly at regional level with the West Yorkshire Resilience Forum. The Emergency Management Team coordinates the Councils approach to an incident/emergency and leads on emergency plans and liaison with partners and stakeholders; CT Police, CPNI, NACTSO All Councils are still waiting for the Protect Duty Legislation to become law. The Emergency Planning Team are working with John Chambers, Police Counter terrorism to ensure we are prepared when the legislation comes in. 				
Assurance Mechanisms	Security policy statement and security strategy and organisational security framework.				
Date Reviewed	16/12/22				

Actions / Controls under development	<ul style="list-style-type: none"> • The Council continues to develop a clear understanding of threat sources that have the intent, capability and opportunity to impact on its operation, assets and service delivery. • Protect Duty - The Council is part of a North East of England pilot to develop organisational and Bradford District readiness for forthcoming Protect Duty legislation including Partner and stakeholder engagement • ACT and SCaN Training needs to be rolled out to all departments delivered at an appropriate level for staff, it may become a mandatory requirement. • Security induction training is being reviewed, Information Assurance training is mandatory for all staff. • The Council is developing and implementing security minded communications on its website and media outlets. • Training and testing the security framework, plans and readiness. • The Emergency planning Manager is requiring a new post to manage the security risks and the protect duty with funding to be determined.
Managed By	Susan Spink
Administered By	Matthew Baggley

Code & Title	SR 22 COL Cost of Living Crisis			Current Risk Matrix	
Description	Available resources to support lower income households may be insufficient to meet cost of living where price rises in basic essential consumer goods and services (i.e. food and energy) outstrip wage / benefit rises.			 Likelihood Impact	
				Likelihood	Impact
Type of Risk	District	Yes	Category	High	Critical
	Strategic	Yes	Risk Score	3	3
	Operational	Yes	Total Score	9	
Potential Effect of Risk	<ul style="list-style-type: none"> • Increase in poverty and debt in the District. One in 5 of our working age families already live in relative poverty and 2 in 5 children under 15 live in relative poverty. Those living in poverty are affected most by cost of living impacts as they spend a higher proportion of their income on food/fuel • Local economy is impacted. • Inflation is at a 40 year high and some areas may become unsustainable as disposable income is reduced (e.g. local markets and business). • Potential for rise in crime, homelessness, demands on Council crisis services, and on health services in particular mental health services. • Risk of lower collection levels of Council Tax, Business Rates and Sundry Debts, and increased resource demand on debt collection services, as households and businesses prioritise other debts • Effect on lower paid Council staff could result in them being less able to meet their potential (under nourished, cold, worried about finance). • Around £1 in every £5 of public spending is spent dealing with the effects of poverty. 				
Internal Controls	<ul style="list-style-type: none"> • Occupational Health support for staff and signposting to other agencies providing support and advice. • Holiday Food and Activities programme in the school holidays • Household Support Fund of £11.4m in 2022/23 to support residents with the cost of food and fuel. Council Tax Energy Rebate to assist with fuel costs £150 Bands A- D together with a discretionary fund to support those on low incomes with top up payments • Credit Union membership of 9,000 • Food Bank provision across the District • Local Welfare Assistance programmes such as the Assisted Purchase Scheme and the Fuel Top Up scheme • Funding of Welfare and Debt Advice across the District – this has been subject of a re-tendering exercise in Autumn 2022 to ensure the service is sustained over the medium term • Warm Homes, Healthy People network to assist with energy efficiency measures and advice • Improving take up of Healthy Start vouchers and Free School Meals • Community 'Warm Spaces' initiative to provide a warm place and hot drink in libraries, community centres, church halls etc over the period Oct 2022 to March 2023. 				
Assurance Mechanisms	<ul style="list-style-type: none"> • Low income groups and those living in poverty are one of our protected characteristics when conducting Equalities Impacts Assessments. • All policies and strategies are assessed to ensure they work towards reducing poverty (the socio- economic duty) • Corporate Plan addresses initiatives to improve financial inclusion, protecting the most vulnerable, better housing, health and education • Wellbeing Board • The Anti- Poverty Strategy was approved by the Executive in November 2022. 				

Date Reviewed	5 January 2023
Actions / Controls under development	<ul style="list-style-type: none">• The Government has announced that the Household Support Grant fund will be extended in 2023/24.• Widening of low cost food offer for the District is currently under consideration including signposting our staff to this support.• The Council is a referral partner for the Money Adviser Network to signpost residents to free debt advice.• Determination of the allocation of Council Tax Support fund announced by the Govt in December 2022 for the year 2023/24.
Managed By	Caroline Lee
Administered By	Mark St Romaine

Code & Title	SR 23 SUP Supply Chain Risk			Current Risk Matrix	
Description	Inability to source key supplies and services (including energy) as a result of current fiscal and economic circumstances.				
				Likelihood	Impact
Type of Risk	District	No	Category	Medium	Critical
	Strategic	Yes	Risk Score	2	3
	Operational	Yes	Total Score	6	
Potential Effect of Risk	Council unable to source essential goods and services and hence unable to effectively discharge functions and responsibilities and/or deliver services effectively. Supply costs increase above budget provision (overlap with Financial Resilience and Sustainability risk).				
Internal Controls	CSO 20 - Exceptions provisions.				
Assurance Mechanisms	<ul style="list-style-type: none"> Active and competitive supply chain for majority of council goods and services. Number of national frameworks available that could be drawn down upon if needed. Supply chain currently not adversely impacted to degree it impacts ability for council to deliver services; main impact is that supply chain is responding by increasing charges especially in relation to cost of living impacts. 				
Date Reviewed	4 January 2023.				
Actions / Controls under development	Ongoing Recruitment for the Procurement Service. A temporary head of Procurement is scheduled to start in post on 16 January 2022.				
Managed By	Christopher Kinsella				
Administered By	Mark St Romaine				

Code & Title	SR 24 HUM Human Capital, Diversity and Talent Management			Current Risk Matrix	
Description	There continues to be a shortage of professional and skilled staff within the employment market leading to recruitment and retention difficulties to key posts.				
				Likelihood	Impact
Type of Risk	District	Yes	Category	High	Significant
	Strategic	Yes	Risk Score	3	2
	Operational	Yes	Total Score	6	
Potential Effect of Risk	Inability to recruit in key disciplines could have a significant impact on the Council's ability to deliver services and support the Council's ambitions within the financial resources available.				
Internal Controls	<ul style="list-style-type: none"> The update for Q2 2022/23 stipulates that 439 young people started on a Kickstart placements across the Council, however, since Q2, it has been identified that the Council did use other Gateways to secure Kickstart placements and the correct figure is 767. The commitment by CMBDC was for 920 kickstart opportunities. There were 6,529 referrals received from DWP. The total number of starters which were set up on SAP was 767 of which 201 ended early (anything from 1-6 months were from other Gateways) and 566 completed the 6-month kickstart placement. The largest take up was in Business Admin support and continued to be a popular choice for young people. We are unable to report on the full extent of the Council's success at local level, as DWP are yet to present to Government, therefore the update in March 2023 from DWP is not guaranteed. From the information that we hold, we know that 85 of our Council Kickstart placements have moved on to permanent employment from our scheme. Full monitoring of 'leavers' is not fully processed across the council due to the lack of information provided by the individuals when resigning from the Council. There isn't a centralised leavers process which could have captured this data. The Council commenced a graduate scheme in November 2020. Three graduates were recruited as part of the National Graduate Development Programme (NGDP) in November 2020 and January 2021. A further 3 NGDP graduates were recruited in September 2022 and a further 2 graduates were recruited in October 2022. The 3 graduates from Nov 2020 and 2021 are no longer on placement. (1 gained permanent employment in the Council). Placements are offered across Departments with each graduate completing four placements in the two-year period they are with the Council. A review of Agency/consultancy workers is underway and hard to fill roles further identified with consideration of market data, supplements, wider attraction strategy and workforce planning so pipelines are identified and established. 				
Assurance					

Mechanisms	
Date Reviewed	14 December 2022
Actions / Controls under development	<ul style="list-style-type: none"> • We are using the apprenticeship levy to develop existing and new skills including those in professional and skilled roles. The 252 Live Council apprentices are made up of 44 apprentices in maintained schools, 37 new starters in the Council and 171 existing Council staff. The most popular apprenticeship jobs roles/sector qualifications for the 44 apprentices in schools are Early Years (50%), Teaching Assistant/Teacher (30%) Business Admin, Management and IT (16%), Production/Hospitality (4%) • Council apprenticeships are in: Adult Care (15%), Management (24%), Building, Construction, Civil Engineering, Trades etc (16%) Children and Young People (6%), Production/Hospitality (16%), Business Admin/Customer Service (6%) Social Work (8%), Finance, IT, Procurement (3%) other specialised apprenticeship training (6%) • In Children’s Services the apprenticeship programme links into “grow own and we are focussed on attracting and retaining social workers through a dedicated “bring heart” campaign and microsite, and are developing an ambitious ASYE academy to grow our own given the national shortages of experienced Level 3 Social Workers, are recruiting international Social Workers and Students and are partnering with the University. • We are working on developing an internal graduate scheme, better suited to organisational need, as well as a scheme for West Yorkshire Pension Fund and considering routes for other key areas across the Council as well as linking in with initiatives across our public sector system at a place level. • It is intended that a review of Pay and Allowances will take place during 2023-24. • A review of the employee benefits offer is well underway with an implementation date of April 2023, as well as mapping our Employee Value Proposition and the procurement of a new recruitment system are all in scope and progressing. • Appointment of temporary HR resourcing specialists to provide strategic and operational support to senior managers; reviewing recruitment challenges, identify skills shortages and developing recruitment and retention strategies and associated initiatives. Including: <ul style="list-style-type: none"> • Whether posts can be converted to apprenticeships, graduate/placement opportunities • Reducing reliance on Agency/Consultancy workers • Developing initiatives for growing our own staff in order to resolve current and future recruitment challenges • Role composition and market supplements • Assist hiring managers with scoping recruitment campaigns and sourcing candidates, ensuring advertising channels are appropriate and reach a wide and diverse range of applicants and that the CBMDC brand is promoted consistently through all resourcing and recruitment activity.
Managed By	Anne Lloyd
Administered By	Emma Lawer

Code & Title	SR 25 Digital Switchover - Adult Social Care operations.	Current Risk
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			Matrix	
Description	<p>The main providers of the analogue network OpenReach and VirginO2 are working to migrate from the existing analogue telephone network (PSTN) to a fully digital network (Voice over Internet Protocol) by 2025. This means that in 2025 the old analogue network will be switched off, with all calls being handled via the digital 'Voice over internet Protocol' (VOIP) network.</p> <p>Our existing telecare infrastructure relies upon analogue networks to communicate between the alarm and pendant in a persons home and the alarm receiving centre based at cornerstones. We currently have approximately 8000 people who could potentially be left without a working alarm.</p>			
			Likelihood	Impact
Type of Risk	District	Yes	Category	High
	Strategic	Yes	Risk Score	3
	Operational	Yes	Total Score	9
Potential Effect of Risk	<p>Impact on H&WB</p> <ul style="list-style-type: none"> Approximately 8000 citizens currently have a safe & sound pendant & alarm, the digital switchover may result in these people being unable to contact support services in the event of a fall or crisis, potentially resulting in a risk to life. This risk is increasing as more analogue infrastructure is replaced. Funding will need to be found to replace existing analogue alarms with digital equivalents Citizens are at risk of being the target of scams or fraudulent activity relating to the switchover The lack of national coordination from Communication Providers has resulted in challenges managing and understanding when existing safe & sound users are migrated to digital <p>Wider Corporate concerns</p> <ul style="list-style-type: none"> The digital switchover will not just impact on telecare users but on every household and business across the Bradford district that uses a phone line. It is anticipated the switchover will impact on monitored smoke alarms, burglar alarms, lifts, chip and pin machines, traffic lights, CCTV etc. Due to the industry led nature of the switchover, local and national communications about the switchover have been limited in comparison to the government led drive preceding the TV digital switch. There is minimal support to citizens to understand how the switchover will impact them, whether they're a telecare user or not, with potentially a large cohort of vulnerable people being left unsure of how to proceed. Given the Councils role in supporting local businesses and safer communities, should the Council be assuming a role in providing clarity and support across the district. At this moment without detailed mapping activity it is unclear to what extent the impact of the switchover and will require a detailed coordinated impact assessment across the Council. 			
Internal Controls	<p>Digital Switch over plan now in place, which includes the following work streams:</p> <ul style="list-style-type: none"> Telecare Alarm Receiving Centre (ARC) Migration – this will include tender for new supplier Communication and awareness – this will care for telecare user, council staff and partners on key implications. We will also need to work up Advice, guidance, policy on installing on digital infrastructure/if find customers box left unplugged Analogue to Digital Strategy – this will include: Baseline assessment of current users, develop proactive support offer for customers undergoing switch, develop and agree policy for use of SIM enabled alarms and implement strategy for replacing A2D alarms and proactive monitoring of call handshakes. 			
Assurance Mechanisms	<ul style="list-style-type: none"> DMT Care Reform - monthly DMT Finance, Performance, Quality and Transformation – monthly TEC Steering Group - monthly 			

Date Reviewed	03.01.23
Actions / Controls under development	<ul style="list-style-type: none">• Further discussions with Corporate ICT to align activity to ensure we have a joined up approach across the Council.
Managed By	Imran Rathore
Administered By	Imran Rathore



Report of the Strategic Director of Children's Services to the meeting of the Executive to be held on 31 January 2023

AR

Subject:

Determination of Primary and Secondary Admission Arrangements

Summary statement:

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

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for 2024/25.
- To approve the Co-ordinated Admission Schemes for Primary, Secondary and In-Year Admissions for 2024/25.
- To note the 'own admission authority schools' proposing changes to their admission policies for 2024/25.
- To note Published Admission Numbers for 2024/25.

EQUALITY & DIVERSITY:

There is no anticipated impact on equality as the School Admissions Code 2021 requires compliance with the Equalities Act and any changes must comply with the Code.

Marium Haque
Strategic Director, Children's Services

Portfolio:

Education, Employment and Skills

Report Contact: Rachel Phillips
Strategic Manager Admission
Phone: 01274 439215
E-mail: sue.lowndes@bradford.gov.uk

Overview & Scrutiny Area:

Children's Services

1. SUMMARY

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

- To approve the Admission Arrangements for Community and Voluntary Controlled Schools for entry to school in September 2024/25.
- To approve the Co-ordinated Admission Schemes for entry to school in September 2024/25 for Primary, Secondary and In-Year Admissions.
- To note the 'own admission authority schools' proposing changes to their admission policies for entry to school in September 2024/25.
- To note Published Admission Numbers for entry to school in September 2024/25.

2. BACKGROUND

2.1 Admission Arrangements for entry to school in 2024/25:

2.1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places available. Admission arrangements are determined by admission authorities.

2.1.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for the schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation Schools and Academies are responsible for determining their own admission arrangements.

2.1.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications in the following academic year. If no changes are made to admission arrangements, they must be consulted on at least every 7 years.

2.1.4 All admission authorities must determine admission arrangements every year even if they have not changed from the previous year and consultation has not been required.

2.1.5 Admission authorities must determine admission arrangements for entry in 2024 by 28 February 2023 (even if consultation has not taken place).

2.1.6 There are no proposed changes to the admission arrangements for community or voluntary controlled schools in Bradford and therefore a consultation has not been undertaken.

2.1.7 The admission arrangements for community and voluntary controlled primary and Secondary schools for 2024/25 are shown in Appendix A and B.

2.2 Co-ordinated Schemes

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

2.2.2 There are no amendments to the proposed to the co-ordinated schemes for 2024/25.

2.3 Published Admissions Numbers (PANs)

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

2.3.2 Published Admission Numbers (PANs) for Primary and Secondary Schools for entry in September 2024 are shown in Appendix G.

3. OTHER CONSIDERATIONS

3.1 Own admission authority schools

A number of own admission authority schools have consulted on changes to their admission policies. Details can be found on individual school websites and will be published on the Bradford Council website in the Autumn term, see Appendix E. Own admission authorities must also consult with other admission authorities including the Local Authority. Where the Local Authority does not support the changes outlined in the individual consultations we will formally feedback to the school/academy or MAT the Local Authorities position. In the case of PAN reductions, we do not support any reductions that would interfere with the Local Authorities statutory duty to ensure sufficient school places.

This is based on the projected numbers for basic need which ensures we have sufficient school places to offer places to every Reception and Yr7 child due in school in September 2024, enabling us to meet our statutory duty, as reported to the DfE in the SCAP return.

4. FINANCIAL & RESOURCE APPRAISAL

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

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1 There are no identified risks.

6. LEGAL APPRAISAL

6.1 The local authority is the admission authority for community and voluntary controlled schools in the area and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.

- 6.2 In accordance with the School Admissions Code 2021 when changes are proposed to admission arrangements for entry in September 2024, all admissions authorities must consult on their admission arrangements. Where the admission arrangements have not changed from the previous year there is no requirement to consult subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years even if there have been no changes during that period. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year
- 6.3 In accordance with the School Admissions Code 2021 all admission authorities must determine their admission arrangements, including their Published Admission Number (PAN), every year, even if they have not changed from previous years and a consultation has not been required, by 28 February in the determination year.
- 6.4 Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website by 15 March in the determination year and continue displaying them for the whole school year in which offers for places are made.
- 6.5 As part of determining their admission arrangements all admission authorities must set a PAN for each 'relevant age group'
- 6.6 Own admission authorities are not required to consult on their PAN where they propose to either increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website.
- 6.7 Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to co-ordinate admission arrangements for the normal admissions round and late application for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of the qualifying scheme by 28 February in the determination year.

There is no requirement for local authorities to co-ordinate in-year applications for schools for which they are not the admission authority. They may, however, co-ordinate in-year applications for any or all own admission authority schools in their area with the with the agreement of the relevant admission authority. Local

authorities must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from September onwards in that year. This includes setting out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions.

- 6.7 Paragraph 3.6 of the School Admissions Code 2021 provides that once admission arrangements have been determined for a particular school year they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of the Code, admissions law, a determination of the Schools Adjudicator or any misprint in the admission arrangements.
- 6.8 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

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

7.2 SUSTAINABILITY IMPLICATIONS

There are no sustainability implications.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications from this report.

7.5 HUMAN RIGHTS ACT

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

7.6 TRADE UNION

No implications for Trade Unions.

7.7 WARD IMPLICATIONS

No implications for Ward Councillors.

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

No implications for children and young people.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

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

8. NOT FOR PUBLICATION DOCUMENTS

8.1 None.

9. OPTIONS

9.1 In accordance with the statutory School Admissions Code:

9.1.1 To approve the Primary and Secondary Admission Arrangements

9.1.2 To approve the Primary and Secondary Co-ordinated Admissions Scheme

9.1.3 To approve the In-Year Co-ordinated Admissions Scheme

10. RECOMMENDATIONS

10.1 That the Executive approve the Primary and Secondary Admission Arrangements.

10.2 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.

10.3 That the Executive approve the In-Year Co-ordinated Admissions Scheme.

10.4 That the Executive note the proposed changes to the admission arrangements for own admission schools listed in Appendix E.

10.5 That the Executive note the Published Admission Numbers contained in Appendix G.

11. APPENDICES

11.1 Appendix A: Admission Arrangements for Community and Voluntary Controlled Primary Schools 2024/25

11.2 Appendix B: Admission Arrangements for Community Secondary Schools 2024/25

11.3 Appendix C: Co-ordinated admission scheme for primary schools 2024/25

11.4 Appendix D: Co-ordinated admission scheme for secondary schools 2024/25

11.5 Appendix E: Own Admitting Authorities Consulting on Changing Admissions Policies

11.6 Appendix F: Co-ordinated admissions scheme for In Year Applications and Mid-Term Policy 2024/25

11.7 Appendix G: School Published Admission Numbers (PANs)

12. BACKGROUND DOCUMENTS

12.1 School Admissions Code 2021.

**Admission Arrangements for
Community and Voluntary-Controlled Primary Schools
2024/2025**

ENTITLEMENT

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

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

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

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

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

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

TIE BREAK

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

MULTIPLE BIRTHS

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

ADMISSION POLICIES

A) Schools with Priority Admission Areas

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

Addingham, Ben Rhydding, Eldwick, Long Lee primary schools.

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

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

** For Eldwick primary school, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.*

B) All other community schools

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

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

E) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

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

St Matthew's CE

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

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

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

F) All Saints CE Primary School (Ilkley) - voluntary-controlled

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

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

NOTES

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice).
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.
3. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and

Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

4. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.
5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
6. Proximity to school is used as a tie-breaker, those living closest being given priority.
When demand exceeds places in any of the criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by Local Authority officers.
7. Multiple Births – where the parents of children of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Admission Arrangements for Titus Salts School 2024/2025

The Published Admission Number (PAN) for Titus Salt School is 250. The school will admit up to this number using the following admission criteria:

Pupils with an Education, Health and Care Plan

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

Tie Break

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

Multiple Births

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

Oversubscription Criteria

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Note 1).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
3. Children whose home address is in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (See Note 2).
4. Other children whose home address is in the school's priority admission area (see Note 3).

5. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission.
6. All other children

NOTES

1. A 'looked after child' is a child who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (in accordance with 1.8 School Admissions Code of Practice.
2. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included, cousins are not siblings.
3. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

Titus Salts School Admission Policy for Entry into Sixth Form

Entry requirements are set by each school and full details of these can be found in the respective schools' sixth form prospectus. Students not currently on roll of the school who wish to join the sixth form must complete an application form and return it to the school by the date specified.

Year 11 students currently on roll at the school may proceed to Year 12 where the entry requirements are met.

The sixth form prospectus can be found at <https://www.titussaltschool.co.uk/sixth-form> or contact the school direct for a copy.

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

**For applications made during the normal admissions
round
for entry to Reception in
2024-2025**

1. INTRODUCTION

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

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

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

The scheme does not apply to special schools.

2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is 15 January 2024. We will accept applications up until 12 February and if exceptional reasons exist these will be considered on time. All other applications will be considered late, after all on time applications. The deadline for submitting exceptional reasons for a late application is 12 February. After 12 February the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as on time regardless of reason. These applications will be processed after 16th April.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at www.bradford.gov.uk/admissions. A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.
- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Applicants that are moving house after 15 January must still apply on time and provide details of their child's current address. If the move is completed by 12 February 2024 then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 12 February should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 16 April 2024. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- f) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents/carers applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) Dixons Music Primary require parents/carers applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- i) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent/carer who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, the Bradford Council website and is also available from the Admissions Team.
- j) All early years' providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Contact the Admissions Team for information and booklets.
- k) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **Week beginning 13 November 2023**, summary information for parents/carers in the form of a booklet will be available to parents/carers of nursery children and will be distributed to all Bradford LA nurseries, primary schools and early years' settings. Parents/carers will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website from **12th September**.
- b) Parents/carers may apply for up to **five** primary schools and must apply online **by 15 January** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January**.

Stage 2

- a) **By Friday 9 February 2024**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) In the week commencing **19 February 2024**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 4 March 2024**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) By **Monday 11 March 2024**, in the first cycle of exchange of information, the Admissions Team will have:
 - notified other LAs whether a place can be offered in a Bradford maintained primary school to applicants' resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) By **Monday 25 March 2024**, in the final cycle of exchange of offers with other LA's will be made.
 - c) In the **w/c 8 April 2024**, final allocation lists will be available on Bradford Schools Online for primary schools to view.
 - d) Parents/carers who apply online will be sent an email on **16 April National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 16 April via Royal Mail, as will any parent who applied online who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
 - e) By **Tuesday 30 April 2024** parents/carers must accept the place offered by completing and returning an acceptance slip for the allocated school waiting list forms must be returned to the Admissions Team by the same date.
 - f) **Wednesday 15 May 2024** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
 - g) **June/July 2024** appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been completed, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', ie until 31 August each year. However parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than 5 schools, late applications up to a total of 5 preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible, a late application will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they will make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents/carers have made their 5 preferences, they cannot be changed without an exceptional reason/change in circumstances for doing so, for example if the family have recently moved address and the preferences are no longer 'local'.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority area, a place will be allocated their child at another school with place available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

Parents/carers can request that their child is placed on a waiting list for any of the schools for which they have applied.

If a vacancy occurs when the number of children on roll falls below the published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis.

It is possible for names to fall down the list if new applicants better meet the admission criteria.

Community school and Voluntary controlled schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2024-2025 academic year

Voluntary-aided, Foundation, Free, Trust schools and Academies

The Schools Admissions Code states that waiting lists must be maintained at least until the end of the Autumn Term (December) If there is a pupil movement after allocations have been made and voluntary-aided, foundation, free, trust schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admissions authority to determine whether they will maintain waiting lists beyond the autumn term.

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

7. RIGHT OF APPEAL

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

as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

8. IN-YEAR APPLICATIONS AND TRANSFERS

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

9. FAIR ACCESS PROTOCOL

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

The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

PRIMARY SCHOOL ADMISSIONS TIMETABLE 2024/25

Application process opens
Monday 13 November 2023

Closing date for applications - **15 January 2024**

Details of applications sent to other local authorities
By 9 February 2024

Details of applications for VA, foundation and Academies sent to relevant schools
Week commencing 19 February 2024

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers
by Monday 4 March 2024

First cycle of exchange of potential offers with other local authorities
by Monday 11 March 2024

Final exchange of provisional allocations with other local authorities
by Monday 25 March 2024

List of allocated pupils available on BSO from wc 8 April 2024
(confidential until national offer day **16 April**)

Online applicants receive an email confirming allocated school
16 April 2024 National Offer Day
Paper applicants are sent an offer letter via Royal Mail on **16 April 2024**

Deadline for return of acceptance slips/ waiting list forms
by 30 April 2024

Closing date for return of appeal forms – **15 May 2024**

Appeal hearings take place
June-July 2024

Waiting lists are kept open until the end of the 2024-2025 academic year for most schools but check own admitting authorities' websites

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

**For applications made during the normal admissions round
for entry to Year 7 in September 2024-2025**

1. INTRODUCTION

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

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

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

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

2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is **31 October**. We will accept applications up until 30 November and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 30 November 2023. After 30 November the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed after 1 March.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a secondary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained secondary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at www.bradford.gov.uk/admissions. A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.

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

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

- d) Primary schools should ensure that the parent/carer of a child starting in year 6 during the school year is directed to the Admissions Team (or to the child's home local authority).
- e) Parents/carers that intend to move house after 31 October 2023 must still apply on time and provide details of their child's current address. If the move is completed by 30 November 2023, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 30 November should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 1 March 2024. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- f) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return, but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- g) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- h) Parents/carers applying for a school or Academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools or the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- i) Bradford Girls Grammar School, Trinity Academy Bradford and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require parents/carers to complete a SIF in order to register for their non-verbal reasoning tests.
- j) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

3. PROCEDURE

Stage 1

- a) **By 12 September 2023**, a booklet containing summary information for parents/carers will be distributed to all Bradford LA primary schools for their Year 6 children. The booklet will set out how to apply online or how to request a paper form. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the Admissions Booklet which is available on

the Bradford Council website.

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

Stage 2

- a) By **Monday 20 November 2023**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents/carers resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) By **Friday 1 December 2023**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 11 December 2023**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. This information will be sent securely.

Stage 3

- a) By **Friday 19 January 2024**, in the first cycle of exchange of information, the Admissions Team will have:
 - notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants' resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;
 - where a child is eligible for a place at more than one school, they will be offered the school ranked highest on the application form which they qualify for.
- b) By **Monday 12 February 2024**, the final cycle of exchange of offers with other LAs will be made.
- c) By **Friday 23 February 2024** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
- d) On **Monday 26 February 2024**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view.
- e) Parents/carers who apply online will be sent an email on **1 March National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 1 March via Royal Mail,

as will any parent/carer who applied online but who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.

- f) By **Friday 15 March 2024** parents/carers need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.

Some schools within Bradford and other LA's may require parents/carers to accept the offer. It will be made clear where this is the case and failing to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.

- g) By **Friday 12 April 2024** parents/carers should return appeal forms if they wish to have their appeal heard before the end of the academic year.

- h) May to June 2024 appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been made on 1 March, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', i.e. until 31 August each year. However, parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than five schools, late applications up to a total of five preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible a late application, will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they will make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parent/carers have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where parents/carer lives, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

Parents/carers can request that their child is placed on the waiting lists for any of the schools for which they have applied.

Waiting lists must be maintained for all schools until 31 December 2024, in accordance with the School Admissions Code. A vacancy only occurs when the number of children on roll falls below the published admissions number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

Community School and Voluntary Controlled Schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2024, in accordance with the School Admissions Code.

Voluntary-aided, Foundation, Free, Trust schools and Academies

If there is pupil movement after allocations have been made and voluntary-aided, foundation, Free, Trust schools and academies are able to offer additional places, they must inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term. By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, free, trust schools or academies, if requested to do so. If a school closes the waiting list on 31 December 2024 parent/carers can reapply via the In-Year Common Application Form to be reconsidered for any vacancies and re-join the waiting list, in line with the individual school policy on waiting lists.

7. RIGHT OF APPEAL

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

8. IN-YEAR APPLICATIONS AND TRANSFERS

- 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

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

9. FAIR ACCESS PROTOCOL

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

SECONDARY SCHOOL ADMISSIONS TIMETABLE 2024/2025

Application process opens
Tuesday 12 September 2023

Closing date for applications
31 October 2023

Details of applications sent to other local authorities
By Monday 20 November 2023

Details of applications for VA, foundation and academies sent to relevant schools
By 1 December 2023

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers
by Monday 11 December 2023

First cycle of exchange of potential offers with other local authorities
by Friday 19 January 2024

Final exchange of provisional allocations with other local authorities
by Monday 12 February 2024

List of allocated pupils available on BSO from 26 February 2023
(confidential until national offer day **1 March 2024**)

Online applicants receive an email confirming allocated school
1 March 2024 National Offer Day
Paper applicants are sent an offer letter via Royal Mail on 1 March 2024

Deadline for return of acceptance slips/ waiting list forms
by Friday 15 March 2024

Closing date for return of appeal forms
Friday 12 April 2024

Appeal hearings take place
May – June 2024

Waiting lists are closed **31 December 2024**

For 2024 intake: Consultations carried out

LA Consultations:

Eldwick Primary	PAN reduction 75 to 60 from 1 September 2024
Steeton Primary	PAN reduction 45 to 30 from 1 September 2024

OAA consultations:

All Saints C of E Primary (Bfd)	PAN reduction 90 to 60 from 1 September 2024 Consultation closes 20/01
Appleton Academy	PAN reduction 60 to 50 from 1 September 2024
Beckfoot Nessfield	PAN reduction 45 to 30 from 1 September 2024 Consultation closes 27/01
Green Lane Primary	PAN reduction 90 to 60 from 1 September 2024 Consultation closes 31/01
Haworth Primary	PAN reduction 45 to 30 from 1 September 2024 Consultation closes 31/01
Keighley St Andrews	PAN reduction 60 to 45 from 1 September 2024 Consultation closes 30/01
The Holy Family Catholic	PAN reduction 165 to 150 from 1 September 2024 Consultation closes 31/01

Other consultation (not PAN)

Dixons Music	Removal of random allocation as oversubscription criterion and introduction of priority for children eligible for pupil premiums and straight-line distance
Dixons McMillan	Removal of fair banding and random allocation as oversubscription criteria and introduction of straight-line distance
Exceed	Trust admission policy to replace individual school admission policies, addition of oversubscription criterion relating to children of staff at Baildon Glen, Bowling Park and Cottingley Village (already a criterion at other schools in the trust)

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

**For applications and mid-term transfers during
the school year for all schools in the Bradford
Metropolitan District Area
2024/25**

1. INTRODUCTION

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

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

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

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

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

2. APPLICATION FORMS

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

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

3 NUMBERS ON ROLL

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

APPLICATION PROCEDURES

4.1 Applications for community and voluntary-controlled schools

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

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

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

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

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

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

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

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

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

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

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

4.4 Applications for schools in other local authorities

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

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

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

OFFERS OF SCHOOL PLACES

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

6 ADMISSION TO SCHOOL

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

i) Pupils new to the district or who have moved house

Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.

ii) Pupils transferring from another local school

The authority's '**Mid Term Transfer Policy**' which is attached to this document, states that pupils who are transferring from one locally accessible school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to take into account the allocation and the place will not be offered to another child.

7 WAITING LISTS

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

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

Allocations made through the Fair Access Protocol are made without reference to waiting lists.

8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Applications for children with an Education Health and Care Plan will be dealt with the by the Special Educational Needs Team (01274 435750).

9 FAIR ACCESS PROTOCOL

All LA's **must** have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the School Admissions Code 2021.

Introduction

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

1. Background

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff have to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

2. Legal Framework

A parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to Secretary of State for consideration in relation to academies and free schools.

3. School Transfer Process

Any in-year admission request (whether the child is already attending a Bradford District school or is new to the area) shall be co-ordinated by the local authority. An *'In Year Common Application Form'* is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team.

For all applications, parents will be required to ask the Head of Year or a member of the Senior Leadership Team at the child's current school to complete Part Two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. The information provided by the current school will assist in determining whether the transfer request may require being dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

5. Exceptions

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

6. Information for parents

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental effects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.

Primary School Published Admission Numbers (PANs)

School	PAN
Addingham	30
All Saints' CE (Bradford)	60
All Saints' CE (Ilkley)	60
Appleton	50
Ashlands	60
Atlas Community Primary	30
Baildon CE	60
Baildon Glen	30
Bankfoot	30
Barkerend	60
Beckfoot Allerton	60
Beckfoot Heaton Primary	90
Beckfoot Nessfield	30
Beckfoot Priestthorpe	30
Ben Rhydding	30
Blakehill	60
Bowling Park	90
Brackenhill	60
Bradford Academy	60
Bradford Girls Grammar	56
Burley & Woodhead CE	30
Burley Oaks	60
Byron	90
Carlton Mills	60
Carrwood	30
Cavendish	60
Christ Church Primary Academy	30
Clayton St John's CE	60
Clayton Village Primary	30
Co-op Academy Parkland	30
Co-op Academy Princeville	60
Copthorne	60
Cottingley Village Primary	60
Crossflatts	60
Crossley Hall	90
Cullingworth	45
Denholme	30
Dixons Allerton Academy	60
Dixons Manningham Academy	60

School	PAN
Dixons Marchbank Academy	60
Dixons Music Academy	60
East Morton CE	30
Eastburn Junior & Infant	30
Eastwood	60
Eldwick	60
Fagley	30
Farfield	60
Farnham	60
Fearnville	60
Feversham	60
Foxhill	30
Frizinghall	60
Girlington	60
Green Lane	60
Greengates	30
Grove House	60
Harden	30
Haworth	30
Heaton St Barnabas' CE	60
High Craggs Academy	60
Hill Top CE	30
Hollingwood	60
Holybrook	30
Holycroft	45
Home Farm	60
Horton Grange	90
Horton Park	60
Hoyle Court	45
Idle CE	60
Ingrow	60
Iqra	90
Keelham	15
Keighley St Andrew's CE	45
Killinghall	90
Knowleswood	60
Lapage	90
Laycock	15
Lees	30

School	PAN
Ley Top	60
Lidget Green	60
Lilycroft	60
Long Lee	45
Low Ash	60
Low Moor CE	60
Lower Fields	60
Margaret McMillan	90
Marshfield	60
Menston Primary	60
Merlin Top	45
Miriam Lord Community	60
Myrtle Park	30
Newby	60
Newhall Park	60
Oakworth	60
Oldfield	10
Our Lady & St Brendans Catholic	30
Our Lady Of Victories Catholic	30
Oxenhope CE	30
Parkwood	30
Peel Park	60
Poplars Farm	60
Rainbow	60
Reevy Hill	30
Riddlesden St Mary's CE	60
Russell Hall	30
Ryecroft	30
Saltaire	60
Sandal	60
Sandy Lane	45
Shibden Head	60
Shipley CE	30
Shirley Manor	30
Silsden Primary	90
Southmere	60
St Anne's Catholic	30

School	PAN
St Anthony's Catholic (Clayton)	30
St Anthony's Catholic (Shipley)	20
St Clare's Catholic	30
St Columba's Catholic	50
St Cuthbert & The First Martyr's	30
St Francis' Catholic	30
St John The Evangelist	30
St John's CE	60
St Joseph's Catholic (Bradford)	40
St Joseph's Catholic (Bingley)	30
St Joseph's Catholic (Keighley)	45
St Luke's CE	30
St Mary's & St Peter's Catholic	30
St Matthew's Catholic	30
St Matthew's CE	60
St Oswald's CE	60
St Paul's CE	30
St Philip's CE	30
St Stephen's CE	60
St Walburga's Catholic	30
St William's Catholic	30
St Winefride's Catholic	60
Stanbury Village School	15
Steeton Primary	30
Stocks Lane	30
Swain House	60
Thackley	60
The Academy At St James	30
The Sacred Heart Catholic	30
Thornbury Leadership Academy	60
Thornton	60
Thorpe	30
Trinity All Saints CE	30
Victoria	45
Wellington	60
Westbourne	60
Westminster CE	60

School	PAN
Whetley	90
Wibsey	90
Wilsden	30
Woodlands CE	15
Woodside	60
Worth Valley	30
Worthinghead	30
Wycliffe CE	45

Entries in BOLD are subject to consultation and agreement

Secondary School Published Admission Numbers (PANs)

School	PAN
Appleton Academy	180
Beckfoot Oakbank	300
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton	145
Belle Vue Girls' Academy	180
Bingley Grammar School	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	145
Bronte Girls' Academy	120
Buttershaw Business & Enterprise College Academy	300
Carlton Bolling	300
Carlton Keighley	150
Co-op Academy Grange	300
Dixons Allerton Academy	245
Dixons City Academy	180
Dixons Cottingley Academy	180
Dixons Kings Academy	160
Dixons McMillan Academy	134
Dixons Trinity Academy	134
Eden Boys' Leadership Academy	120
Feversham Girls' Academy	120
Hanson Academy	300
Ilkley Grammar School	300
Immanuel College	300
Laisterdyke Leadership Academy	180
Oasis Academy Lister Park	160
One In A Million Free School	75
Parkside School	210
St Bede's & St Joseph's Catholic College	290
The Holy Family Catholic School Voluntary Academy	150
Titus Salt School	250
Tong Leadership Academy	180
Trinity Academy Bradford	180



Report of the Director of Children's Services to the meeting of Executive Committee to be held on 31 January 2023

AS

Subject:

Proposed changes to Published Admission Numbers at two maintained primary schools

Summary statement:

Proposed Reduction of Published Admission Numbers at Eldwick Primary School and Steeton Primary School

EQUALITY & DIVERSITY:

The proposed reduction in the published admission numbers is in response to surplus school places; it would therefore have **No Impact** on equality and diversity as current arrangements adhere to 1.8 of the School Admissions Code, which states:

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

Marium Haque
Strategic Director - Children's Services

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

Portfolio:
Education, Employment and Skills

Overview & Scrutiny Area:
Children's Services

1. SUMMARY

The reduction of the Published Admission Number at Eldwick Primary School from 75 to 60 from 1 September 2024.

The reduction of the Published Admission Number at Steeton Primary School from 45 to 30 from 1 September 2024.

2. BACKGROUND

- 2.1.1 When planning primary school places in Bradford, the District is split into 26 primary school planning areas.
- 2.1.2 The School Admissions Code requires that all admission authorities consult where they propose to reduce a Published Admission Number (PAN).
- 2.1.3 Funding received by schools is directly related to the number of pupils attending the school. Vacancies mean that a school does not receive the maximum possible revenue.

2.2 Proposal to reduce the Published Admission Number at Eldwick Primary School:

- 2.2.1 Eldwick Primary School is situated in the Bingley 1 planning area. From 2010, population growth in Bradford placed an increased pressure on primary school places, resulting in a large-scale expansion programme to meet the growth in demand. In 2011, two schools in this planning area, St Joseph's Catholic Primary School and Trinity All Saints CE Primary School increased their PANs, from 20 to 30 and 30 to 60 respectively. Due to the decline in the number of places required, Trinity All Saints reduced its PAN back to 30 from 2022
- 2.2.2 Eldwick Primary School permanently increased its PAN from 60 to 75 in September 2014. This PAN has applied to all Reception intakes since 2014. The net capacity for the building is 525, which is the capacity required to admit up to 75 pupils in each year from Reception to Year 6. 508 pupils were on roll at the October 2022 census.
- 2.2.3 Since the PAN was increased in 2014, Eldwick has recorded only a small number of vacancies in reception on the January Census. However, only 64 pupils started in reception in September 2022, meaning there are 11 vacancies. Eldwick Primary School is forecast to have fewer than 60 Reception pupils in 2024, 2025 and 2026.
- 2.2.4 Across the Bingley 1 planning area, there were 255 Reception places available for allocations in 2022, with the total number of places allocated on National Offer Day being 206, leaving 49 vacancies.
- 2.2.5 The proposed PAN reduction will provide 240 places in the planning area for September 2024. Current published forecasts indicate that the numbers of reception places required in reception for the next four intake years across

Bingley 1 are:

2023/24:	213
2024/25:	193
2025/26:	199
2026/27:	193

2.2.6 As required by the Department for Education (DfE), a calculation has been made for the possible additional children who could come to live in approved housing developments in this planning area and these additional children are included in the above forecast figures.

2.2.7 Proposal to reduce the Published Admission Number at Steeton Primary School:

2.2.8 Steeton Primary School is situated in the South Craven planning area, along with Eastburn Primary School and Silsden Primary School. Silsden Primary School was created from the merger of the local junior and infant schools (Hothfield and Aireview) in 2017.

2.2.9 To meet the growth in demand from an increased population, Aireview Infant School increased its PAN from 75 to 90 in 2014, and Silsden Primary School took on that PAN of 90. Silsden Primary School initially operated on the sites of the schools it replaced, before moving to a new purpose-built building in January 2022.

2.2.10 The number of Reception pupils at Steeton Primary School, as recorded in the January school census, has not reached 45 pupils for any of the cohorts currently at the school, i.e. not since before 2016/17. 34 children were allocated places at Steeton Primary School on National Offer Day in 2022.

2.2.11 The total number of pupils from Reception to Year 6 recorded by the school on the October 2022 census was 286, which is below the building's net capacity of 315.

2.2.12 Across the South Craven planning area, there were 165 reception places available for the 2022 intake. The total number of places allocated on National Offer Day was 139, leaving 26 available places at that time.

2.2.13 The proposed PAN reduction will provide 150 places in the planning area from 2024. Current published forecasts, which include possible additional children who could come to live in approved housing developments, indicate that the number of Reception places required for the next four intake years across South Craven are:

2023/24:	165
2024/25:	135
2025/26:	134
2026/27:	128

3 OTHER CONSIDERATIONS

3.1 Consultations to reduce the PAN at both schools

- 3.1.1 In line with the School Admissions Code, consultations on the proposals to reduce the PAN at each school ran between 3 November 2022 and 15 December 2022. The consultations ran separately but simultaneously.
- 3.1.2 The lists of those consulted are shown in Appendices A and D. Details of the consultations were placed on each school's website, Bradford Council's website and Bradford Schools Online; parents of current pupils were notified by the school by email, text notification on the school app and given the opportunity to collect paper copies (Appendices B and E) if required.

3.2 Consultation responses to reduce the PAN at Eldwick Primary School

- 3.2.1 39 responses were received; see comments in Appendix C. 36 respondents agree with the proposal to reduce the PAN to 60, three disagree.

3.3 Consultation responses to reduce the PAN at Steeton Primary School

- 3.3.1 19 responses were received; see comments in Appendix F. 15 respondents agree with the proposal to reduce the PAN to 30, four disagree.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.
- 4.2 Legislation limits infant class size to 30, meaning classes above 30 require an additional teacher. Having 31 children on roll would therefore require the same staffing resources as having 45 on roll, but with considerably less funding attached.
- 4.3 Bradford Council believes that reducing the PAN at both schools will assist them to provide stability in their long-term planning and allow them to deliver high quality educational outcomes for the pupils on roll.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

6. LEGAL APPRAISAL

- 6.1 In accordance with paragraph 1.45 of the School Admissions Code 2021, when changes are proposed to admission arrangements that will apply for entry in

September 2024, the admissions authority must consult on those arrangements. Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year ie the school year immediately preceding the offer year. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.

6.2 All Admission Authorities must consult in accordance with paragraph 1.45 of the School Admissions Code where they propose to lower a school's PAN.

6.3 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

There are no sustainability implications

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions.

7.3 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications from this report.

7.4 HUMAN RIGHTS ACT

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

7.5 TRADE UNION

Trade Unions have been consulted on the proposals to reduce PAN at Eldwick Primary School and Steeton Primary School.

7.6 WARD IMPLICATIONS

Ward Councillors have been consulted on the proposals to reduce PAN at Eldwick Primary School and Steeton Primary School.

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

N/A

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

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

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

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

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

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

9.1 Eldwick Primary School

- a) Approve the reduction of the Published Admission Number (PAN) at Eldwick Primary School from 75 to 60 from 1 September 2024
- or**
- b) Retain the existing PAN of 75 at the school

9.2 Steeton Primary School

- a) Approve the reduction of the Published Admission Number (PAN) at Steeton Primary School from 45 to 30 from 1 September 2024
- or**
- b) Retain the existing PAN of 45 at the school

10. RECOMMENDATIONS

- 10.1 That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Eldwick Primary School from 75 to 60 from 1 September 2024.
- 10.2 That the Executive approve the proposal to reduce the Published Admission Number (PAN) at Steeton Primary School from 45 to 30 from 1 September 2024.

11. APPENDICES

Appendix A: Consultation list for Eldwick Primary School
Appendix B: Consultation letter to Eldwick parents
Appendix C: Responses to Eldwick consultation
Appendix D: Consultation list for Steeton Primary School
Appendix E: Consultation letter to Steeton parents
Appendix F: Responses to Steeton consultation

12. BACKGROUND DOCUMENTS

School Admissions Code 2021

List of Consultees – Eldwick

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



Appendix B

City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

Department of Children's Services

**Parents / Carers of pupils of
Eldwick Primary School**

Intelligence and Sufficiency
7th Floor
Margaret McMillan Tower
Bradford
BD1 1NN

Email: SufficiencyConsultation@bradford.gov.uk

Date: 03 November 2022

Dear Parents / Carers

Statutory consultation on the proposed reduction of the Published Admission Number for Eldwick Primary School for the 2024/25 academic year

Background

The current Published Admission Number (PAN) at Eldwick Primary School is 75. This means that the number of children admitted to the school in reception each year is a maximum of 75.

When planning primary school places in Bradford, the District is split into 26 primary school planning areas. Eldwick Primary School sits in the Bingley 1 planning area.

According to data from the Office of National Statistics (ONS), the number of live births nationally fell for five consecutive years up to 2020, with the total number of live births in 2020 being the fewest since 2002. There was a slight increase in 2021 but still fewer births than in 2019. Given the falling number of births nationally and across the District, this has led to a high level of surplus places in some of the primary school planning areas, including Bingley 1, where Eldwick Primary School is situated.

Over recent years, there has been a significant reduction in the number of reception places required across this planning area. In response to this reduction, Trinity All Saints C of E Primary School reduced their PAN from 60 to 30 in September 2022, reducing the PAN for this planning area to 255.

Since the PAN was increased in 2014, Eldwick has recorded only a small number of vacancies in reception on the January Census. However, only 64 pupils started in reception in September 2022, meaning there are 11 vacancies. Eldwick Primary School is forecast to have fewer than 60 reception pupils in 2024, 2025 and 2026.

Appendix B

Across the Bingley 1 planning area, there were 255 reception places available for allocations in 2022, with the total number of places allocated on National Offer Day being 206, leaving 49 vacancies.

The proposed PAN reduction will provide 240 places in the planning area for September 2024. Current published forecasts indicate that the numbers of reception places required in reception for the next four intake years across Bingley 1 are:

2023/24:	213
2024/25:	193
2025/26:	199
2026/27:	193

The Local Authority's forecast information has been used to model the school's budget over the next five years. This process showed that if the PAN remains at 75 the school will face financial difficulty. The proposed PAN reduction will help to ensure the school is in a financially stable position in future years.

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

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

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

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

This consultation will run for six weeks from Thursday 3 November 2022 to Thursday 15 December 2022, after which time any representations received will be considered and a report taken to the Council's Executive Committee for a decision to be made on the PAN for Eldwick Primary School.

Specific Proposal

Bradford Council proposes to reduce the PAN at Eldwick Primary School from 75 to 60 from 1 September 2024.

This means that the maximum number of pupils intended to be admitted in Reception in 2024, and all subsequent Reception cohorts, will be 60. There will be no impact on children who already have a place at the school in other year groups.

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

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

The school is located in Bingley 1 planning area where there continues to be a falling demand for primary school places, resulting in a significant surplus across the area.

The total number of pupils from reception to Year 6 recorded by the school on the October 2022 census was 508, which is below the current capacity of 525.

Due to the lower numbers of younger children registered with the NHS who will require a school place in the coming years, the Council forecasts that there will be sufficient school places available for local children if the PAN is reduced. If agreed, the overall PAN for the Bingley 1 planning area will be 240 from 2024.

Should circumstances change in the future in the number of children requiring a primary school place, Bradford Council will work with local schools to ensure all children can be placed in a local school.

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

Any representations should be made on the online survey

<https://online1.snapsurveys.com/PANconsultationEldwick> or scan this QR code:



Alternatively, if you would prefer a paper copy of the response form, please email SufficiencyConsultation@bradford.gov.uk quoting Eldwick Primary School PAN reduction. Completed paper response forms can be handed in to the school office or returned to the address on the form.

Yours faithfully,

City of Bradford Metropolitan District Council
Department of Children's Services

Summary and all responses to consultation on reducing the PAN at Eldwick Primary School

Group	Agree	Disagree	Other	Total
Parent / Carer	30	3		33
Staff member	3			3
Eldwick Primary School Governor	1			1
Other School Governor				
Local Councillor				
Member of Local Community	1			1
Parent of younger child	1			1
Other/Unknown				
Total	36	3		39

Not all respondents left comments; 16 comments were in favour and one against.

Comments agreeing with the proposal to reduce the PAN:

If keeping the admission number at 75 would out the school in difficulty it makes no sense to remain at this number and admissions need to drop to 60.

Makes sense based on data shared.

There is already an issue with parking relating to drop off and pick up times. Residents are unable to sometimes get out of their drives due to parking issues at school times. An increase in numbers would only cause more problems regarding traffic. I also believe that larger numbers in the school would not be beneficial to the children, in relation to their learning and larger classroom sizes. I think this is not a good idea to increase numbers. I do not support admission numbers to remain at 75.

I feel like it will be better for the school and children

As a parent of a child who already attends and one who should attend in 2025 I would prefer a smaller intake to max funding.

Yes, agreed a two form entry I believe would benefit the children and stop the mixed classes that currently are in place.

I agree with the proposal - there is likely to be a financial impact if the PAN remains at 75

Having been a member of the school when intake was 60 and knowing a number of children since who have been in both intakes of 60 and of 75, I believe smaller intake is better.

I want to ensure the school is financially stable.

If there are not enough children requiring a reception place in the coming years, it is right to reduce the PAN to ensure that school receive the correct funding and are able to have an efficient level of staffing for the number of children in school.

There is no point holding open unnecessary places. This may also mean the dual year class is no longer required which I'm not keen on.

As a parent of three children who have attended Eldwick Primary School, I am aware of the difficulties of increased class size, in terms of, reduced educational standards due to increased pressure placed on the School and the teachers and resource provided for the Children. The School is not large enough to accommodate the number of Children currently attending to a high standard. As a local resident for 20 years, I have major concerns regarding the volume of vehicles that travel to and from Eldwick Primary School before and after School. Without supervision, the local roads are dangerous to cross for the Children due to the number of parked cars. There has been a marked increase in vehicles parked illegally outside of the School and preventing local residents accessing driveways. There are also health implications due to emissions. Walking to School should be promoted. For the benefit of the Children, I would like to see reduced class size across the board at Eldwick Primary School.

I agree that 75 is too much and the mixed year classes after Reception concern me. However, we are just slightly outside of the catchment area and I have a son that would start Reception in year 25/26 so I would be concerned he wouldn't be offered a place if numbers reduced. As long as the criteria for offering places for siblings doesn't change, I am in agreement with the reduction.

I have had 2 children in this school. It is a great school, however, due to the numbers being increased and therefore people travelling from even further afield, the mornings are now complete chaos.... too many cars. The classes are also enormous, which can't be good for learning at this age.

Based on the information provided the proposal seems an informed change for the benefit of local school funding.

It has become very apparent that children are no longer local who attend the school. The increase in traffic and my personal awareness that people are travelling long distances and ultimately bypassing their local school. The 75 intake is obviously no longer required.

Comments disagreeing with the proposal to reduce the PAN:

It gives more people in the area a chance for their child to go to school near their house

Council response to the comments:

The proposal to reduce the PAN from 75 to 60 is based on a reduction in numbers of younger children and forecasts indicate that 75 places are not required at Eldwick Primary School. Data indicates that there are sufficient school places available for the number of children living in this area if the proposal is approved.

List of Consultees – Steeton

Strategic Director & ADs Children's Services
All Councillors
Neighbourhood Forums
Steeton with Eastburn Parish Council
All Schools
Catholic Diocese
CE Diocese
Council for Mosques
Children's Services Managers
Education & Learning (formerly Bradford Achievement Service)
Head /Chair of Governors
MPs
Muslim Association
Playgroups and other Early Years providers
Parents & prospective parents
School Staff
Unions
Wider public audience: Bradford Schools Online (BSO), Bradford Council website, School website

Department of Children's Services

**Parents / Carers of pupils of
Steeton Primary School**

Intelligence and Sufficiency
7th Floor
Margaret McMillan Tower
Bradford
BD1 1NN

Email: SufficiencyConsultation@bradford.gov.uk

Date: 03 November 2022

Dear Parents / Carers

**Statutory consultation on the proposed reduction of the Published Admission
Number for Steeton Primary School for the 2024/25 academic year**

Background

The current Published Admission Number (PAN) at Steeton Primary School is 45. This means that the number of children admitted to the school in reception each year is a maximum of 45.

When planning primary school places in Bradford, the District is split into 26 primary school planning areas. Steeton Primary School sits in the South Craven planning area.

Across the Bradford District, there has been a significant reduction in the number of younger children registered with the NHS. This has led to a high level of surplus places in some of the primary school planning areas, including South Craven.

According to data from the Office of National Statistics (ONS), the number of live births nationally has fallen in five of the last seven years, with the total number of live births in 2020 being the fewest since 2002. Given the falling number of births nationally and across the District, there has been a significant reduction in the number of reception places required across this planning area; the Council does not anticipate that there will be a significant increase in the number of places required in the near future.

The number of Reception pupils at Steeton Primary School, as recorded in the January school census, has not reached 45 pupils for any of the cohorts currently at the school, i.e. not since before 2016/17. 34 children were allocated places at Steeton Primary School on National Offer Day in 2022.

Across the South Craven planning area, there were 165 reception places available for the 2022 intake. The total number of places allocated on National Offer Day was 139, leaving 26 available places at that time.

Appendix E

The proposed PAN reduction will provide 150 places in the planning area from 2024. Current published forecasts indicate that the numbers of reception places required in reception for the next four intake years across South Craven are:

2023/24:	165
2024/25:	135
2025/26:	134
2026/27:	128

The increased demand for 2023/24 means a PAN reduction would not be appropriate before 2024/25.

The Council's forecast information has been used to model the school's budget over the coming years. This process showed that if the PAN remains at 45 the school is likely to face financial difficulty. The proposed PAN reduction will help to ensure the school is able to maintain a financially stable position over the long-term.

The School Admissions Code requires that all admission authorities consult where they propose to reduce a PAN. As the Admission Authority, the Council is seeking representations on the proposed change to the PAN for Steeton Primary School.

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

- Parents/carers of current pupils and prospective parents of pupils
- Bradford Council (the Local Authority in which the school is situated)
- All other Admission Authorities within the District
- Neighbouring Local Authorities
- Councillors and MPs
- Trade Unions
- Anyone else who has an interest in the proposed changes

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

This consultation will run for six weeks between Thursday 3 November 2022 and Thursday 15 December 2022, after which time any representations received will be considered and a report taken to the Council's Executive Committee for a decision to be made on the PAN for Steeton Primary School.

Specific Proposal

Bradford Council proposes to reduce the PAN at Steeton Primary School from 45 to 30 from 1 September 2024.

This means that the maximum number of pupils intended to be admitted in Reception in 2024, and all subsequent Reception cohorts, will be 30. There will be no impact on children who already have a place at the school in other year groups.

Appendix E

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

- A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies mean that schools will not receive the maximum possible revenue. Therefore, the school is proposing to reduce the number of available places to enable the school to operate more efficiently and cost effectively.
- The school is located in the South Craven planning area, where there continues to be a falling demand for primary school places, resulting in a significant surplus across the area.
- The total number of pupils from reception to Year 6 recorded by the school on the October 2022 census was 286, which is below the current capacity of 315.
- Due to the lower numbers of younger children registered with the NHS who will require a school place in the coming years, the Council forecasts that there will be sufficient school places available for local children if the PAN is reduced. If agreed, the overall PAN for the South Craven planning area will be 150 from 2024.
- Should circumstances change in the future in the number of children requiring a primary school place, Bradford Council will work with local schools to ensure all children can be placed in a local school.

Bradford Council believes that reducing the PAN at Steeton Primary School will provide stability for the school's long-term planning and allow it to continue to deliver high quality educational outcomes for the pupils currently on roll. The reduction in PAN will ensure that an appropriate number of places are provided for future pupils, in line with forecasts.

Any representations should be made on the online survey <https://online1.snapsurveys.com/Steeton> or scan this QR code:



Alternatively, if you would prefer a paper copy of the response form, please email SufficiencyConsultation@bradford.gov.uk quoting Steeton Primary School PAN reduction. Completed paper response forms can be returned to the address on the form or handed in to the school office.

Yours faithfully,

City of Bradford Metropolitan District Council
Department of Children's Services

Summary and all responses to consultation on reducing the PAN at Steeton Primary School

Group	Agree	Disagree	Other	Total
Parent/Carer	6	3		9
Member of school staff	7			7
Member of the Local Community	1			1
School Governor at Steeton Primary School	-	-		-
School Governor at another school	-	-		-
Local Councillor	-	-		-
Member of the Local Community	-	-		-
Parent of a younger child	-	-		-
Other	1	1		2
Total	15	4		19

Not all respondents left comments; 7 comments were in favour and three against.

Both 'other' respondents are local childminders.

Comments agreeing with the proposal to reduce the PAN:

Lack of money in school is causing many issues and putting a strain on teachers ability to provide quality lessons and support for children.

Long term stability for the school with regards to budgeting and financial forecasting. I would hope that the school would retain its 2 reception classes which are combined with some year 1 children needing additional support after leaving reception. Measures need to be put into place to ensure that Steeton based children are not disadvantaged by siblings of existing pupils who live outside of Steeton getting reception places ahead of them - priority catchment area or similar?

I feel that as this is a village school reducing the yearly intake would mean most of the children would be from the village and so walk to school saving lots of cars causing pollution and a safer area around the school relating to parents / carers outside the village driving up to the school, letting children out of cars, parking on the pavement around school causing dangers for children who have walked.

The school playground and hall have always seemed very cramped. I was against the proposed expansion of the school a few years ago so am definitely in favour of the reduction in pupil numbers

Pupil numbers have fallen below 300 for the past 10 years at Steeton Primary School. School already has to over-staff reception due to the fact that it is one and a half form entry; providing 2 teachers in order to accommodate 2 reception classes costs the school the equivalent of half a teacher extra per year. Lower pupil numbers have meant that school is paying for staffing as though we have at 315 pupils, whilst only being funded at around 280-290 pupils. This has had a detrimental effect on school resources and infrastructure for many years. A PAN reduction to 30 will mean that spend per pupil will improve and with-it outcomes and life chances for each child on role.

Appendix F

I agree with the proposal to reduce the admission number at SPS from 45 to 30. I believe it will benefit the children of SPD as it will provide stability for the school's long-term planning and allow it to continue to deliver high quality educational outcomes for the pupils currently on roll. Instead of not filling the PAN every year.

I believe it's better to have 30 children in the class room as they get more support from the teachers & will be a more happy place with less children.

Comments disagreeing with the proposal to reduce the PAN:

Looking at a more futuristic view Silsden will increase the number of families in a short time therefore decreasing admissions will make it difficult and force parents to go register their children outside their area of residence , so I am not an apologist for this opinion and suggest the parishes the more they increase the housing more schools could be available for families . Kind regards.

If all of the children who live in Steeton attend their local school the I am sure there wouldn't be a problem. People do not like the fact that done children travel from Keighley so local children are attending other schools .I believe a lot of people do not appreciate the amount of Asian children attending I do not have a problem with this but I know some people do. Steeton School is a fantastic school and always has been during the 30 years that I have had connections with it. I would hate to see it struggle.

Whilst the consideration for reduction takes into consideration the South Craven area, the practical reality is that Steeton is close to Keighley and there is a large proportion of students who attend from Keighley. The plans have not mentioned how reduciing the number of admissions to Steeton Primary will affect the nearby Keighley residents. The proposal mentions that there were 34 students admitted into reception class in Sep 2022. Reducing the number of admissions to 30 would have had an adverse impact on 4 students this year. I believe that keeping the amount of admissions to 45 will avoid disappointing parents who prefer to send their child to Steeton Primary. The council needs to reconsider how it allocates funding to schools - instead of basing funding upon the amount of possible admissions, it should do so based on actual amount of admissions to the school. The key thing is that admissions as they are now will not affect education. Rethink strategy and methodology of funding

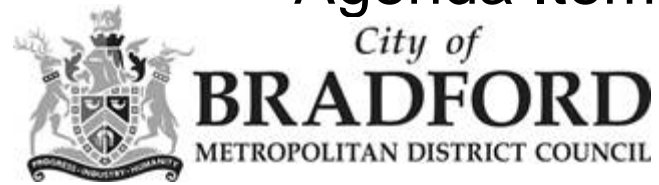
Council response to the comments:

- The additional children that approved housing developments in Silsden are likely to bring has been factored in to the forecasts. As demonstrated by the surplus in the planning area as a whole from 2024, sufficient places exist for children who may move here in the future. These children are more likely to impact upon admissions to Silsden Primary School, which also has a level of surplus places. As stated in the consultation document, should circumstances change in the future in the number of children requiring a primary school place, Bradford Council will work with local schools to ensure all children can be placed in a local school.
- The situation in neighbouring planning areas was considered and the Council acknowledges the fact that a number of families in Keighley prefer to send their children

to Steeton Primary School. The school has been undersubscribed for a number of years, meaning that an applicant's distance from the school has not been relevant to them being allocated a place. If the school were to become oversubscribed as a result of a PAN reduction, it may have a slight impact upon families in Keighley. However, even with recent PAN reductions in Keighley schools, significant surplus exists in that area too; unsuccessful applicants are likely to be offered a place in a school that is closer to their home than Steeton.

- The funding model for schools is set by central government and not the Council. Whilst there is a small amount of flexibility in the allocation of certain funds, the Council cannot change the core funding method, i.e. funding being based on the number of children on roll.

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Report of the Strategic Director of Place, to the meeting of the Executive, to be held on January 31 2023

AT

Subject: Opening of Housing Revenue Account and Associated Matters

Summary statement:

The purpose of this report is to set out progress towards opening a Housing Revenue Account (HRA) with effect from April 2023 and to seek approval to the annual rent increase, service charges and level of HRA reserve to be established upon opening.

EQUALITY & DIVERSITY:

The decision to open a HRA is being undertaken as a result of a direction made by the Department for Levelling Up, Housing and Communities (DLUHC). As part of this process, service delivery to tenants will not change and therefore there are no equality / diversity issues related to this element of the decision

The impact of rent and service charge increases has been considered, specifically in relation to the impact on those on low incomes. Rent increases have been set at a rate significantly below the level of inflation and in accordance with government guidance and the sector standard. Support is available for those on low income in the form of housing benefit and current housing management arrangements facilitate access to advice and assistance on debt management and benefit entitlement. Social and affordable housing rents are specifically provided in order to ensure that those on low income can access safe, secure and appropriate housing. As a result of the current cost of living crisis, a range of further support at local and national level is available and this assists to mitigate the impact on low-income households.

David Shepherd
Strategic Director of Place

Portfolio:
Regeneration, Planning & Transport
Healthy People and Places

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Overview & Scrutiny Area:
Regeneration & Environment

1. SUMMARY

- 1.1 At its meeting of November 1 2022, Executive approved the opening of a Housing Revenue Account (HRA) for the financial year 2023-24. In its Autumn Statement of November 2022, the government announced a 7% cap on the rent standard – limiting the level of rent increase social landlords can apply.
- 1.2 This report provides an update as to progress in opening a HRA. It also sets out progress in developing a HRA Business Plan and seeks approval to a 7% rent increase for 2023/24 and an increase to service charges as part of the housing budget setting process, as well as determining the level of reserve to be transferred to the new HRA upon opening.
- 1.3 Under Para 8.7.4 of Part 3E of the Constitution, the report is marked exempt from call-in for the reason that if it is called in the decision may not be confirmed in time to open the HRA by April 1 2023, due to the need to revise the HRA Business Plan, which is required upon start up and which is due to receive Executive approval on March 7.

2. BACKGROUND

- 2.1 The Executive, at its meeting of November 1 2022, approved the opening of a Housing Revenue Account (HRA) in the financial year 2023-24. This was in response to a direction issued by the Department for Levelling Up Housing and Communities (DLUHC) in relation to council's owning more than 200 units of housing. Bradford District presently owns just 406 units out of approximately 34000 social housing units in the Bradford district. The recommendations in this paper only apply to the 406 council-owned units.
- 2.2 HRA is a separate ring-fenced account in which the council carries out a landlord function. It is funded from rents and service charges from council tenants and leaseholders. It pays for the costs of managing the council's housing stock: for example, major repairs, responsive repairs and liaison with tenants. The main legislative features of a HRA are:
 - Credits and Debits are prescribed by statute;
 - The creation of a major repairs reserve is required
 - There is no general discretion to breach the ring-fence;
 - It cannot budget for a deficit; and
 - That all borrowing within the HRA is in line with the CIPFA (the Chartered Institute of Public Finance and Accountancy) Prudential Code.
- 2.3 The landlord function (and therefore HRA) does not fund other elements of the council's housing strategy such as homelessness. Nor can it include the cost of other council services, for example social care or refuse collection, delivered to residents living in council housing stock. The HRA has to be self-financing, balancing expenditure against rental income. The account can budget for a surplus which increases reserves for periods where expenditure is greater than income but ensuring the reserve balance does not fall below zero.

- 2.4 In 2019, the government set a rent policy for social housing that would permit rents to increase by up to Consumer Price Index (CPI) plus 1 percentage point ('CPI+1%') per annum and made clear its intention to leave this policy in place until 2025. However, this assumed CPI would remain at around 2%. Due to a range of factors CPI rose to 10.1% in September 2022 and as such, this would have permitted rent increases from 1 April 2023 of 11.1%. This much higher than expected rate of inflation is already placing considerable pressure on many households, including those living in affordable housing.
- 2.5 As a result, Government undertook consultation on a number of scenarios, based upon a rent cap of 3%, 5% and 7%, to balance the requirements of landlords to meet increasing costs while mitigating the impact on tenants. In the Autumn Statement of November 2022, the Government confirmed a 7% cap on the rent standard for the 2023/24 financial year – limiting the level of rent increase landlords can apply to a level significantly below the rate of inflation. Providers have discretion, up to and including 7% that it may apply. Given the pressures that a below inflation level increase in rents will place on providers, it is expected that the majority of providers will apply the full 7%.
- 2.6 Bradford is in the rare position of opening a new HRA due to government requirements. The date set by government for opening a HRA has placed a unique set of challenges and pressures on Bradford District specifically. The small number of units in ownership (406) means that any significant variances in Right to Buy numbers, void levels or inflation in any element of the relevant supply chain or services, will have a significant impact on the viability of the new HRA.
- 2.7 The council's housing stock and staff were transferred to an independent Housing Trust, Bradford Community Housing Trust (now Incommunities) in 2003. As such, the council no longer retains any housing management staff or expertise. The council therefore procures registered housing providers to undertake the housing management role for its housing stock (Incommunities for general needs stock and Mears (Plexus) in respect of Extra Care). The revenue costs of these contracts are funded from the rental income from the properties and therefore will be incorporated into the HRA. The re-procurement of management services, planned for implementation in 2024/25, are likely to see significant labour and inflationary pressures. It should be noted that this report and its recommendations relates solely to the council's housing stock of 406 units. It does not relate to Incommunities housing stock of circa 21,000 units.
- 2.8 Additionally, the recent tragic death of 2-year-old Awaab Ishak in Rochdale has raised concerns regarding the extent of problems related to damp and mould in both the private rented and social housing sectors nationally. Measures to more effectively address such matters are expected from Government as a result. A range of information has already been requested from providers by the Secretary of State and Social Housing Regulator, relating to the way in which damp and mould issues are identified and addressed. The council's housing stock of 406 units is modern and of high specification. It has been constructed to a high standard and most are provided with effective mechanical ventilation which helps prevent damp and mould. However, in response to this recent tragedy, Government may introduce new measures or service standards within the social housing sector,

regardless of age and condition of housing stock to prevent and address damp and mould and this may have a financial impact on the new HRA.

- 2.9 Having modelled the impact of inflation on costs, in order to ensure that the new HRA income and expenditure is balanced, it will be necessary to apply the full 7% increase in rents for 2023/24 to these 406 council-owned units. This will result in an average weekly rent increase of £7.51, from £107.28 to £114.79 for a typical council general needs property. Rents in the council's Extra Care scheme will increase by £8.10 from £115.66 to £123.76. Service charges are based on the actual cost of provision and apply to a proportion of tenants, at different levels, depending upon the services provided. The maximum service charge payable by a tenant in general needs housing is £10.27. Service charges in the council's Extra Care accommodation is proposed at £51.39.
- 2.10 The existing financial model assumes a Right to Buy (RTB) rate of 4 per annum. Any acceleration or increase to this assumption will need to assess if it is still permissible and economically sustainable to have a HRA which is viable. Similarly, a projection on void levels and impact on rental income has been utilised to determine the rent level requirement. Any increase above the levels of rent loss modelled will place further pressure on HRA. As a result of the significant financial risks that will apply to the new HRA, good practice requires that an appropriate reserve is in place in order to mitigate the impact of unforeseen financial impacts. The current Housing Account balance of £503,000 will be essential to mitigating the risk to the viability of HRA. Approval to transferring the balance to HRA will be required

3. OTHER CONSIDERATIONS

- 3.1 In order to open an HRA, the council will also need to develop a HRA Business Plan. The Business Plan is being developed with assistance from external consultants and sets out the strategic plan for managing and maintaining the council's housing stock. It also details the short to medium term plans and priorities for housing and asset management services and provides a long term (30 year) forecast on stock investment and financial planning. Furthermore, it gives an economically sustainable strategy with which to go forwards, meeting the statutory health and safety requirements, improving the decency of homes, providing more homes and starting the journey towards carbon neutrality. Officers, together with suitably qualified and experienced housing consultants, are presently developing the Business Plan which will be presented for approval by Executive during March 2023.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 The HRA has different accounting policies to the General Fund, a key feature is that there is no requirement to repay debt. The council has financed existing assets through self-financing, no external borrowing has been taken.
- 4.2 The interest rate which will be used on transfer of debt from the council is 1.63%. This has been determined by using 01/04/22 PWLB minus 1%. The interest charge will be £537k per annum.

- 4.3 As set out above, having modelled the impact of the 7% rent cap on the HRA, it confirms that this is sufficient to provide a balanced HRA upon opening. As a result, it is recommended that the full 7% rent increase is implemented, in order to enable a balanced HRA to be established and to mitigate the risks associated with establishing a new HRA, together with risks of increased RTB's, higher rent loss on voids and potential impact of the government's current focus on damp and mould issues. This will result in an average weekly rent increase of £7.51, from £107.28 to £114.79 for a typical house (Extra care scheme rent increases £8.10 from £115.66 to £123.76).
- 4.4 The table below illustrates a high-level summary of the HRA Financial Model for 23/24

	£'000
Total income	2,544
Total costs	2,007
Net income from services	537
Interest payable	-537
Net income/expenditure before appropriations	0
Net HRA Surplus/Deficit	0
HRA Balance brought forward	503
HRA surplus/(deficit)	0
HRA Balance carried forward	-503

- 4.5 Tenant service charges are specific charges for services that some tenants receive and others do not. The list of charges which are identified separately are set out below. Landlords may not charge more than the actual cost of the service, plus a reasonable management fee. Not all tenants pay service charges. Around 155 pay service charges for housing and 69 for Extra Care Housing. The proposed charges per week are set out below:

Service	Proposed charges for 23/24 Housing	Proposed charges for 23/24 Extra Care
Cleaning	£1.15 - £2.98	
Ground Maintenance	£1.92 - £5.69	
Door Entry	£0.95	
Coms Lighting	£0.20	
Management	£0.35 - £0.45	
Extra Care		£51.39

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 The key risks associated with the opening of HRA are largely related to financial and legal requirements as set out in this report

6. LEGAL APPRAISAL

- 6.1 Although the council does not need to have permission from the Secretary of State to open an HRA, to open an HRA there is a requirement to declare its intention to do so by writing to the Secretary of State. This will be undertaken following the meeting of Executive on January 31. Procurement of housing management services will be carried out in accordance with Contract Standing Orders and Public Contracts Regulations.
- 6.2 Appropriate communications with tenants will be required in order to provide clarity on the implications of establishing a HRA and also to inform tenants of the annual increase in rents and service charges set out above. Officers are currently working to agree the form and content of communications with tenants.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

None as a direct result of this report

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

None as a direct result of this report

7.3 COMMUNITY SAFETY IMPLICATIONS

None as a direct result of this report

7.4 HUMAN RIGHTS ACT

None as a direct result of this report

7.5 TRADE UNION

None

7.6 WARD IMPLICATIONS

None

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

None

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

None as a direct result of this report

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None as a direct result of this report

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

- 9.1 The alternative course of action would be to implement a lower rent increase and / or service charge level, both of which would place significant strain on the legal requirement to establish a balanced HRA

10. RECOMMENDATIONS

10.1 That Executive;

- i. Formally approve the establishment of a Housing Revenue Account with effect from April 1 2023.
- ii. Approve a rent increase of 7% - to be applied from 1st April 2023 in respect of the council's housing stock of 406 units.
- iii. Approves the transfer of housing reserves of £503k from General Fund to HRA
- iv. Approve the service charges to apply to the council stock of 406 units from April 1 2023 as set out below:
 - a. Extra Care £51.39 per week
 - b. General needs £1.20 - £10.27 per week (dependent upon property type)
- v. Note progress on the development of the draft HRA Business Plan

11. APPENDICES

None

12. BACKGROUND DOCUMENTS

Executive Report dated 1 November 2022 – Housing Revenue Account Review

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