



Agenda for a meeting of the Bradford West Area Committee to be held on Wednesday, 25 October 2023 at 5.30 pm in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors	<i>Alternates - Councillors</i>
LABOUR	LABOUR
Alipoor	<i>Ahmed</i>
Amran	<i>Duffy</i>
Azam	<i>Engel</i>
Ibrar Hussain	<i>Arshad Hussain</i>
Kamran Hussain	<i>Shabir Hussain</i>
Kauser	<i>Lal</i>
Nazir	<i>Mohammed</i>
Regan	<i>Mullaney</i>
Shaheen	<i>Thirkill</i>

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

Decisions on items marked * are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.

From:

Asif Ibrahim
Director of Legal and Governance

To:

Agenda Contact: Asad Shah, Committee Secretariat, City Hall, Bradford BD1 1HY
Phone: 01274 432280; E-Mail: asad.shah@bradford.gov.uk

A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The Director of Legal and Governance will report the names of alternate Members who are attending the meeting in place of appointed Members.

2. DISCLOSURES OF INTEREST

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

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

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

Notes:

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

Type of Interest	You must:
<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</i> <i>(a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and</i> <i>(b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider</i>

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

- (2) *Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

3. MINUTES

Recommended –

That the minutes of the meeting held on 12 July 2023 be signed as a correct record (previously circulated).

(Asad Shah – 01274 432280)

4. INSPECTION OF REPORTS AND BACKGROUND PAPERS

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

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

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

Notes:

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

Type of Interest

You must:

Disclosable Pecuniary Interests

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

Other Registrable Interests (Directly Related)

OR

Non-Registrable Interests (Directly Related)

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

Other Registrable Interests (Affects)

OR

Non-Registrable Interests (Affects)

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

(a) to a greater extent than it affects 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 would affect your view of the wider interest; in which case speak on the only if the public are also allowed to speak but otherwise not do not participate in the discussion or vote leave the meeting unless you have dispensation.

- (2) *Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

(Asad Shah – 01274 432280)

5. PUBLIC QUESTION TIME

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

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

Questions must be received in writing by the Director of Legal and Governance in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on ...

(Asad Shah – 01274 432280)

B. BUSINESS ITEMS

6. **BACK APSLEY CRESCENT, MANNINGHAM, BRADFORD - PETITION** 1 - 8

That the report of the Strategic Director (**Document “D”**) considers a petition requesting the revocation of the double yellow lines in Back Apsley Crescent.

Recommended –

- (1) **That an item to amend the waiting restrictions on Back Apsley Crescent be added to the list of schemes awaiting funding from the Safe Roads Budget.**
- (2) **That the lead petitioner be informed accordingly.**

(Andrew Smith – 01274 434674)

7. **SMART STREET LIGHTING - UPDATE ON PROJECT PROGRESS** 9 - 18

The Report of the Strategic Director of Place (**Document “E”**) seeks to provide Members with a progress report on the Smart Street Lighting Project and the work undertaken to date.

Recommended –

- (1) **That Members acknowledge the progress of the Smart Street Lighting project and welcome future updates**
- (2) **That Members endorse the project and the positive impact for Bradford West area constituency and its wards.**

(Allun Preece - 01274 434019)

8. **ALLOCATION OF COMBINED FUNDING 2023 - 2024** 19 - 36

That the report of the Strategic Director (**Document “F”**) summarises the applications received from eligible local organisations, across the Bradford West Constituency, from the amalgamation of funding from United Kingdom Shared Prosperity Fund (UKSPF), West Yorkshire Mayor’s Cost of Living fund (CoLF) and Household Support Fund (HSF).

Recommended –

- (1) That the Area Committee agree the proposals for the funding allocations, as outlined in Appendix C, attached to Document “F”.**
- (2) That the Grants Advisory Group be thanked for their work with this funding.**

(Arshad Mahmood – 01274 432597)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



Report of the Strategic Director Place to the meeting of Bradford West Area Committee to be held on 25 October 2023

D

Subject:

BACK APSLEY CRESCENT, MANNINGHAM, BRADFORD - PETITION

Summary statement:

This report considers a petition requesting the revocation of the double yellow lines in Back Apsley Crescent.

EQUALITY & DIVERSITY:

It is expected that there would be no disproportionate impact from the scheme recommended for future consideration within this report. Where a scheme is prioritised for funding, it will be subject to Equality Impact Assessments if potential disproportionate impact is identified through more detailed investigation and design.

Ward: Manningham

David Shepherd
Strategic Director Place

Portfolio:

Regeneration, Planning & Transport

Report Contact: Andrew Smith
Principal Engineer – Traffic & Road
Safety South
Phone: (01274) 434674
E-mail: andrew.smith@bradford.gov.uk

Overview & Scrutiny Area:

Regeneration & Environment

1. SUMMARY

- 1.1. This report considers a petition requesting the revocation of the double yellow lines in Back Apsley Crescent.

2. BACKGROUND

- 2.1. Background information is provided in Appendix 1 to this report.

3. OTHER CONSIDERATIONS

- 3.1. Local ward members have been consulted and one has expressed support for the petition.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1. There are no direct financial implications associated with the recommendations within this report. Funding would be subject to future prioritisation by the Bradford West Area Committee as and when the Safe Roads budget is next determined.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

6. LEGAL APPRAISAL

- 6.1. There are no specific issues arising from this report. The course of action proposed is in general accordance with the Council's powers as Highway Authority.

7. OTHER IMPLICATIONS

7.1. SUSTAINABILITY IMPLICATIONS

- 7.1.1. None

7.2. TACKLING THE CLIMATE EMERGENCY IMPLICATIONS

- 7.2.1. The recommendations within this report will not directly tackle the Climate Emergency or help reduce carbon emissions.

7.3. COMMUNITY SAFETY IMPLICATIONS

- 7.3.1. There are no community safety implications arising from the report recommendations.

7.4. HUMAN RIGHTS ACT

- 7.4.1. There are no implications on the Human Rights Act

7.5. TRADE UNION

7.5.1. There are no implications for the Trade Unions.

7.6. WARD IMPLICATIONS

7.6.1. Ward members have been consulted on the petitions.

7.7. AREA COMMITTEE ACTION PLAN IMPLICATIONS

7.7.1. There are no relevant priorities within the Manningham ward plan.

7.8. IMPLICATIONS FOR CORPORATE PARENTING

7.8.1. None

7.9. ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

7.9.1. None

8. NOT FOR PUBLICATION DOCUMENTS

8.1. None

9. OPTIONS

9.1. Members may propose alternative actions from those recommended on which they will receive appropriate officer advice.

10. RECOMMENDATIONS

10.1. That an item to amend the waiting restrictions on Back Apsley Crescent be added to the list of schemes awaiting funding from the Safe Roads Budget.

10.2. That the lead petitioner be informed accordingly.

11. APPENDICES

11.1. Appendix 1 – Petition Back Apsley Crescent, Manningham, Bradford

12. BACKGROUND DOCUMENTS

12.1. None.

Petition Back Apsley Road, Bradford (23 signatures)

Background information

The petitioners have submitted this petition to “revoke double yellow lines outside the houses for the residents of Lumb Lane from house numbers starting 218 – 254 Lumb Lane and Back Apsley Crescent”.

The petitioners are also concerned that: -

- the yellow lines were put in at the request of one resident and no consultation took place with the remaining residents.
- There are many back streets throughout the district with no parking restrictions that are often blocked. Back Apsley Road is not used by emergency services. The bin collection service has never had a problem.
- The road name Back Apsley Crescent is not on OS maps or Google maps.
- Allow residents to park on Lumb Lane

Highways records show that the Traffic Regulation Order (TRO) to restrict waiting on Back Apsley Crescent was first introduced before 2009. Whilst it is no longer documented why the restrictions were originally implemented, they clearly help to protect access to the rear of properties on Lumb Lane and Apsley Crescent and, as the petitioners have identified, they also assist refuse collections which can be a significant problem on back streets without waiting restrictions. Over the years the yellow lines have faded however Back Apsley Crescent was recently surface dressed and the yellow lines reinstated in accordance with the prevailing TRO, which has made them more apparent.

There are back streets throughout the district that do not have waiting restrictions; many of these roads were built before car ownership was as prevalent as it is today. Adding or remove yellow lines or amending existing waiting restrictions requires the processing of a legal Order. Such Orders involve a lengthy and costly legal process therefore it is not possible to introduce waiting restrictions on all the back streets in Bradford with the current budget available. Maintaining access on these back roads relies mainly on the residents parking considerately and the police who have the legislative powers to ticket or remove any obstructive vehicles. Due to the limited budget only a small number of Traffic Regulation Orders (TRO) can be promoted each year.

The Council is responsible for assigning street names. The road is therefore identified as Back Apsley Crescent by the Council. There are many back streets that are not named on OS maps but are defined in the Council’s records.

Parking is available on Lumb Lane at night and all-day Sunday. However, it would not be feasible to allow parking during the day, Monday to Saturday, due to traffic queuing from the Marlborough Road junction. At peak times parked vehicles would obstruct traffic travelling towards the city centre. This issue is more pertinent in this area because Lumb Lane is a bus route therefore it would cause major disruption to the bus services that operate along this road.

Recommendation

It is recommended that an item to amend the waiting restrictions on Back Apsley Crescent be added to the list of schemes awaiting funding from the Safe Roads Budget.

Dated: 14/08/2023

TO BRADFORD METROPOLITAN COUNCIL

TO ALL THE RELEVANT DEPARTMENTS/ AUTHORITIES

(Petition to revoke double yellow lines outside the houses for the residents of Lumb Lane from house numbers starting 218- 254 Lumb Lane and Back Apsley Crescent)

Dear Sir/Madam

This is with regard to our issue regarding the double yellow lines been put by the Bradford Council at our back street which has caused resentment among the residents of Lumb Lane.

It is beyond our understanding as to why the council have opted to put yellow lines on our back street. The parking is a big issue for us now as on average there at least two car per household. We do not have big enough drives to fit more than one car in. The council never consulted the residents on putting the lines on our back street. One resident asked for these double yellow lines verbally around our back street to stop Bradford city supporters parking outside our drives and for it to only be for residents only. No one from the council consulted the rest of the street about this and we didn't even get a chance to object. We simply woke up one morning and the double yellow lines were there.

There are many back streets in Bradford with no parking restrictions. Our back street is only used for residents parking and bin collection which is done smoothly every week with no problems for over 20 years I've lived here. Ambulance and fire services have always used front entrance whenever required. This shows the incompetence of council and we believe they are only concerned with generating revenue by issuing undue fines. They should have a uniform policy over the parking for residents and should have alternate arrangements for resident and their visitors.

Furthermore the council identifies the back street as 'back apsey crescent' as mentioned on the parking fines issued to us whereas according to ORDINANCE SURVEY and Google maps and Yorkshire police no such street exists.

Alternatively allow all the residents to park their car on Lumb Lane at the front of their houses with marked parking bays like Bradford council have facilitated Sweet Centre on Lumb Lane by favouring them which is more dangerous during school and rush hours which also obstructs the bus stop. The parking bays are placed directly opposite a bus stop which causes chaos during busy periods and also blocks a junction which is beyond our understanding how this is allowed, yet you have an issue with us parking outside OUR houses.

Our question is, why all the back streets don't have double yellow lines for example 'Back Kensington Street' and 'Back Girlington Road' where even one parked car blocks the entire road. Our back street is never used by emergency services. The front side is always used. The bin collection services have never had an issue and is carried out swiftly as it is a through road.

Dated: 14/08/2023

We the undersigned, are concerned residents who urge our leaders to act now! Please find below the petition from residents of Lumb Lane and Apsley Crescent who would like you take up this issue with the relevant authorities and revoke all the parking fines issued to the residents as this is a complete discrimination against us.

Furthermore we contacted our [REDACTED] regarding the issue but he completely ignored us and didn't bother to reply while we still remember when he was advocating highly controversial parking outside sweet centre despite strong reservations from the residents reflecting the favouritism and incompetence in BDMC.


If you need to contact anyone in regards to this petition, kindly contact the main petitioner via email: [REDACTED]

(Petition to revoke double yellow lines outside the houses for the residents of Lumb Lane from house numbers starting 218- 254 Lumb Lane and Back Apsley Crescent)

Name	Address	Signature	Date	Comments
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Ordnance Survey AC0000813459.

 City of BRADFORD METROPOLITAN DISTRICT COUNCIL Department of Place Strategic Director: David Shepherd Planning, Transportation & Highways Services Traffic & Highways Unit 57-59 Station House Hill Top Shipley S10 1HX	Design	Drawn	Checked	Revised	Project
	MAG	MAG			BACK APSLEY CRESCENT, MANNINGHAM PETITION
	Author(s) (S/N)	Prepared	Date		
	1:1250				
A	Original	MAG	04.10.23	Engineers to Council:	Drawing Title
	Revision	Initials	Date	Richard Gelder B.Eng(Hons), I.Eng, MICE	LOCATION PLAN
C	By:				Drawing No

**Report of the Strategic Director of Place to the meeting
of Bradford West Area Committee to be held on 25th
October 2023**

E

Subject:

SMART STREET LIGHTING – UPDATE ON PROJECT PROGRESS

Summary statement:

The following reports seeks to provide Members with a progress report on the Smart Street Lighting Project and the work undertaken to date.

EQUALITY & DIVERSITY:

There are no equality and diversity issues.

David Shepherd
Strategic Director - Place

Portfolio:

Regeneration, Planning & Transport

Report Contact: Allun Preece
Principal Engineer
Phone: (01274) 434019
E-mail: allun.preece@bradford.gov.uk

Overview & Scrutiny Area:

Regeneration and Environment

1. SUMMARY

- This report provides Members with an update on progress of the Smart Street Lighting project, specifically, the work completed in the Bradford West constituency replacing old street lighting luminaires, life expired columns and the installation of the Central Management system and LoRaWAN network.

2. BACKGROUND

- The Council approved an invest to save project of £45m to update its current lighting stock, of approximately 56,500 assets, with the aim of significantly reducing energy consumption, maintenance costs and reducing CO² emissions. The project will replace the existing inefficient lighting with energy efficient LED's whilst retaining most of the existing lighting columns. It is envisaged that there will be a need for the replacement of approximately 15,600 life expired lighting columns which were identified during a survey of all existing assets (carried out in 2019-20). The new lighting solution will be controlled using a Central Management System (CMS) to control the lighting via a Low power wide area network (LoRaWAN) platform to facilitate Internet of Things (IoT) connectivity for a variety of sensors and devices.
- The project has been split into two work streams "In Scope" works around 48,300 assets which are the standard column replacements, connections and luminaire replacements on the majority of streets across the district and "Out of Scope" works around 8,200 which are the more challenging assets such as heritage assets, pole mounted and wall mounted luminaires, columns in back streets, overhead cabled columns etc.
- The "In Scope" works is being undertaken by the external contractor Amey OW Ltd. and the "Out of Scope" works will be a mix of the Councils in house delivery teams for the luminaire replacements and a further contract resource for the remaining column replacements and connections.

3. OTHER CONSIDERATIONS

- None currently.

4. FINANCIAL & RESOURCE APPRAISAL

- There are no financial issues arising from the project to date. The funding was agreed by the PAG and is split as follows;
£25,893,509 Prudential Borrowing
£19,084,597 SALIX interest free Government Funding for carbon reduction projects.
- Upon completion of the project, it is projected that the Council will have reduced the annual energy consumption, as outlined in the table in Appendix A.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- Due to the size and nature of the project there are several risks in delivering the works, these are being effectively managed through the NEC contract with Amey OW Ltd. as well as the whole project being overseen by a governance framework and monthly project board meetings to ensure that risks are managed and mitigated effectively.
- The Smart Street Lighting Project Board reviews the risk register at each meeting and assesses whether escalation is required or whether the Project Executive is satisfied that the risks are being managed effectively.

6. LEGAL APPRAISAL

- There are no current legal issues.

7. Links to the Locality Plan

Smart Street Lighting is an all-District service delivery project.

7.1 SUSTAINABILITY IMPLICATIONS

- The Smart Street Lighting project forms part of the Council Plan in helping to deliver the priority area “A Sustainable District”. By replacing the old street lighting units with energy efficient LED’s this will reduce the Councils energy consumption for street lighting by at least 65% whilst providing lower maintenance requirements and costs.
- The installation of the Central Management System facilitates the dynamic control of the lighting enabling dimming and switching off lights, automatic fault reporting which saves on physical night inspections of lights to identify failures as well as pseudo energy metering so that the actual consumption of the units can be monitored and provided for billing purposes.
- The specification for all new lighting columns has been developed to provide a useful life of 50 years rather than 30 years offered with standard specification columns, reducing the necessity to replace as frequently. Also, the LED luminaires are projected to have a 20-year life, again reducing the need for frequent replacement as opposed to the old lamps which had a 4 – 6-year life.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

- By reducing the energy consumption of the street lighting assets this provides a significant reduction in CO² emissions. It is anticipated that the savings will be around 6000 tonnes of CO² per annum when the project is complete. In addition to this by specifying materials with longer life this also reduces the Councils carbon footprint.
- The provision of the CMS and the LoRaWAN network enables the Council to

control the lighting and provide connectivity of a plethora of sensors which could assist in providing data to support the Councils response to the Climate Emergency. Refer to Appendix A for carbon reduction figures.

7.3 COMMUNITY SAFETY IMPLICATIONS

- The first phase of the project was to survey every asset in the District to ascertain both electrical and structural safety, this included non-destructive testing of all steel lighting columns. During the survey, columns were identified for replacement based on the results of the testing with many concrete columns proposed for replacement. Overall, the column replacements identified are in the region of 30% of the stock.
- Inevitably, during the survey around 700 columns were found to be structurally unsafe requiring immediate action. These units were cut down to just above the shoulder around 1.2m above ground level and made safe. Risk assessments were undertaken to identify those requiring urgent replacement based upon whether they were the only light in the street or multiple lights in the same street. The vast majority of these have been replaced with around 15 outstanding across the District.
- The provision of a safe, modernised, fit for purpose streetlighting infrastructure is an important service for ongoing community safety.

7.4 HUMAN RIGHTS ACT

- There are no human rights implications.

7.5 TRADE UNION

- There are no trade union implications.

7.6 WARD IMPLICATIONS

- As an all-District project, all wards in the Bradford West Constituency are affected by the project. This includes installation works resulting in traffic management measures, barriers on pavements and limited time disruptions in all streets as work is carried out.
- Ward specific data regards number of assets and completed works can be found in Appendix B.
- It should be noted that as the contractor's data is not held against Wards and that these have been derived from the "Town" and "Locality" fields in the Asset Management System. Work is ongoing to provide this information in a more accurate form.

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

- The project aligns with the Area Committee Action Plan priority of A Sustainable District, not only in providing energy efficient lighting but also improving the street scene by replacing outdated concrete columns and providing lower maintenance LED lighting.

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

There are no implications for children and young people.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

No issues arising.

8. NOT FOR PUBLICATION DOCUMENTS

- None

9. OPTIONS

- This report provides information on the progress of the Smart Street Lighting Project and therefore there are no options requiring a decision.

10. RECOMMENDATIONS

- That Members acknowledge the progress of the Smart Street Lighting project and welcome future updates
- That Members endorse the project and the positive impact for Bradford West area constituency and its wards.

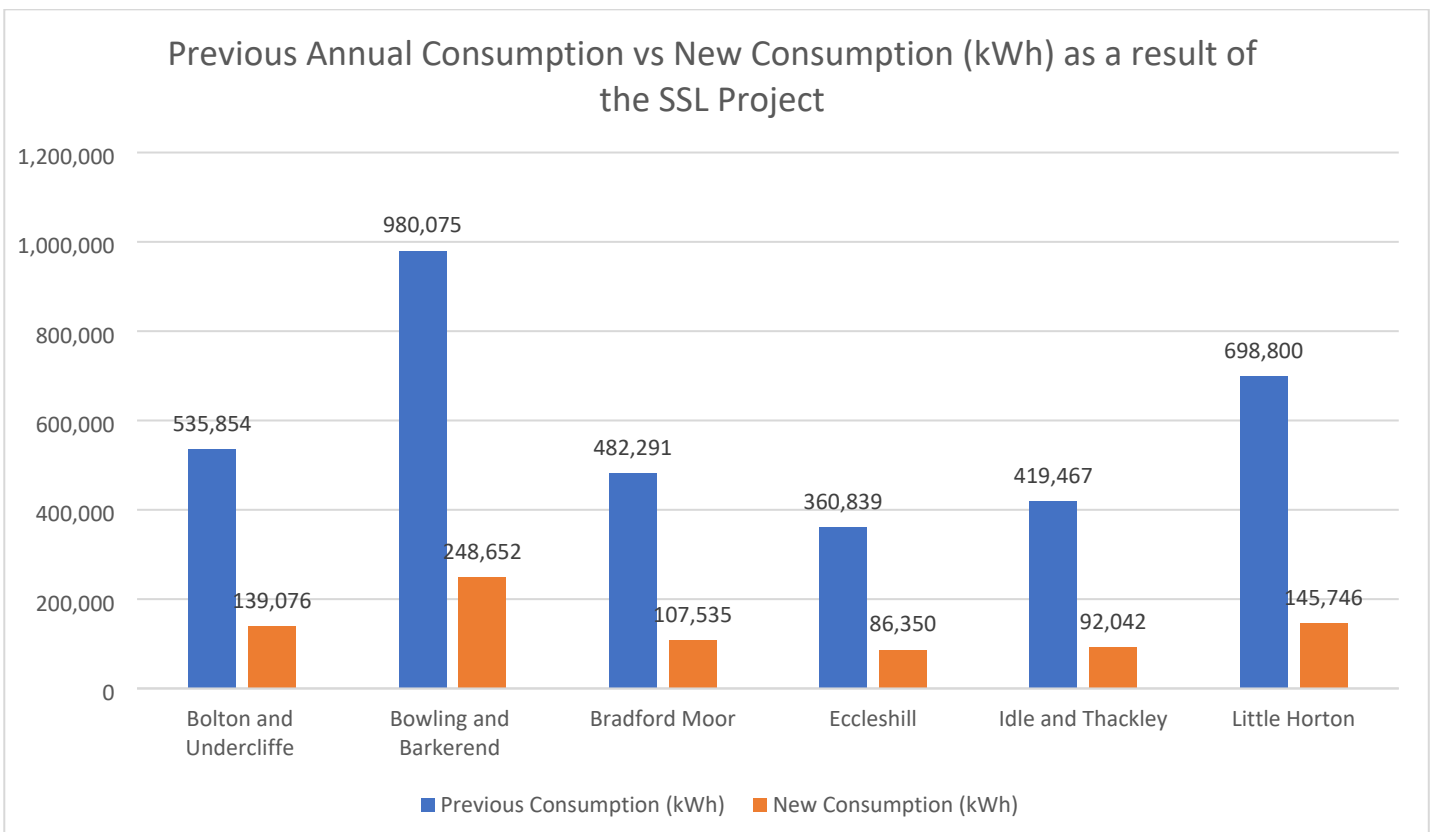
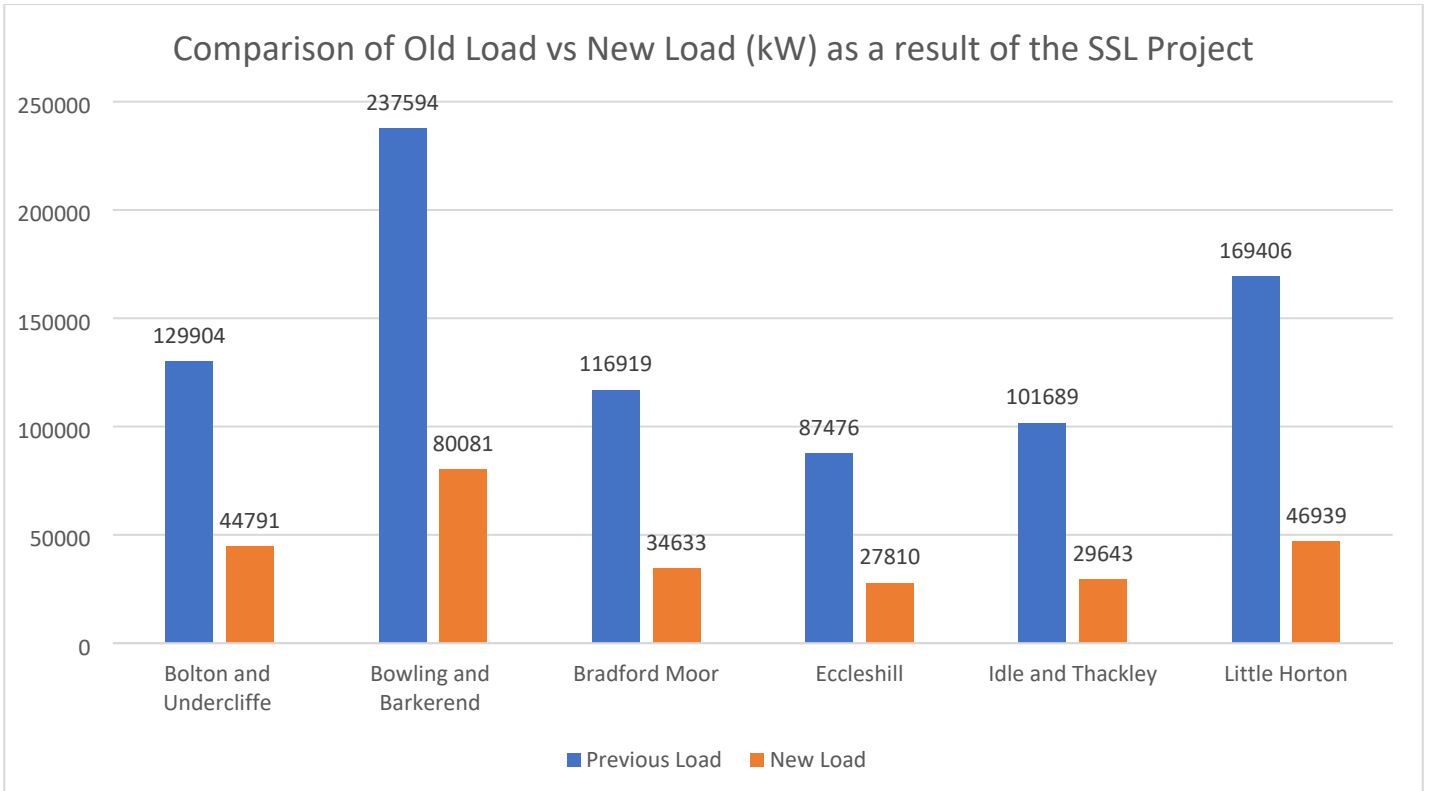
11. APPENDICES

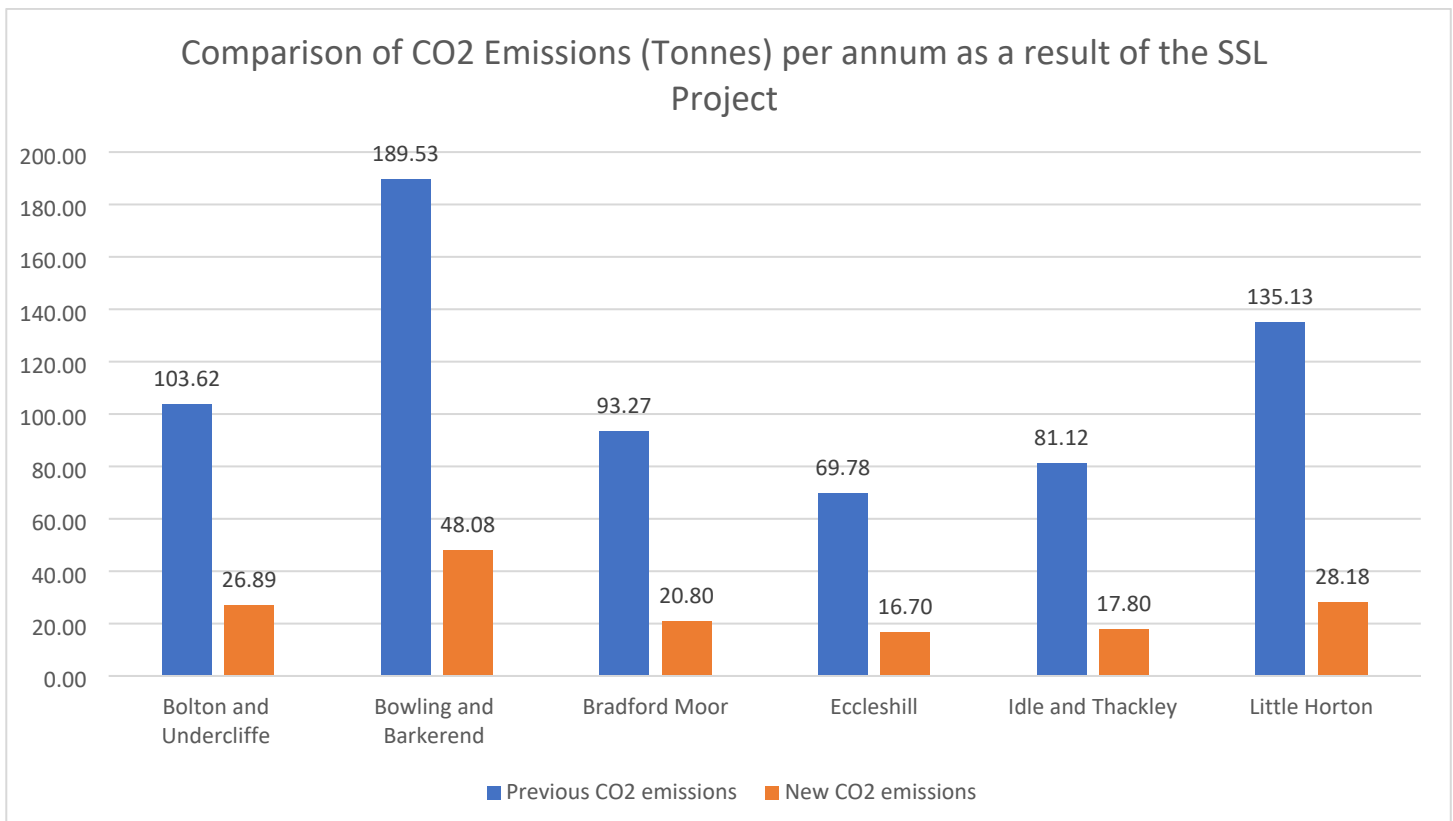
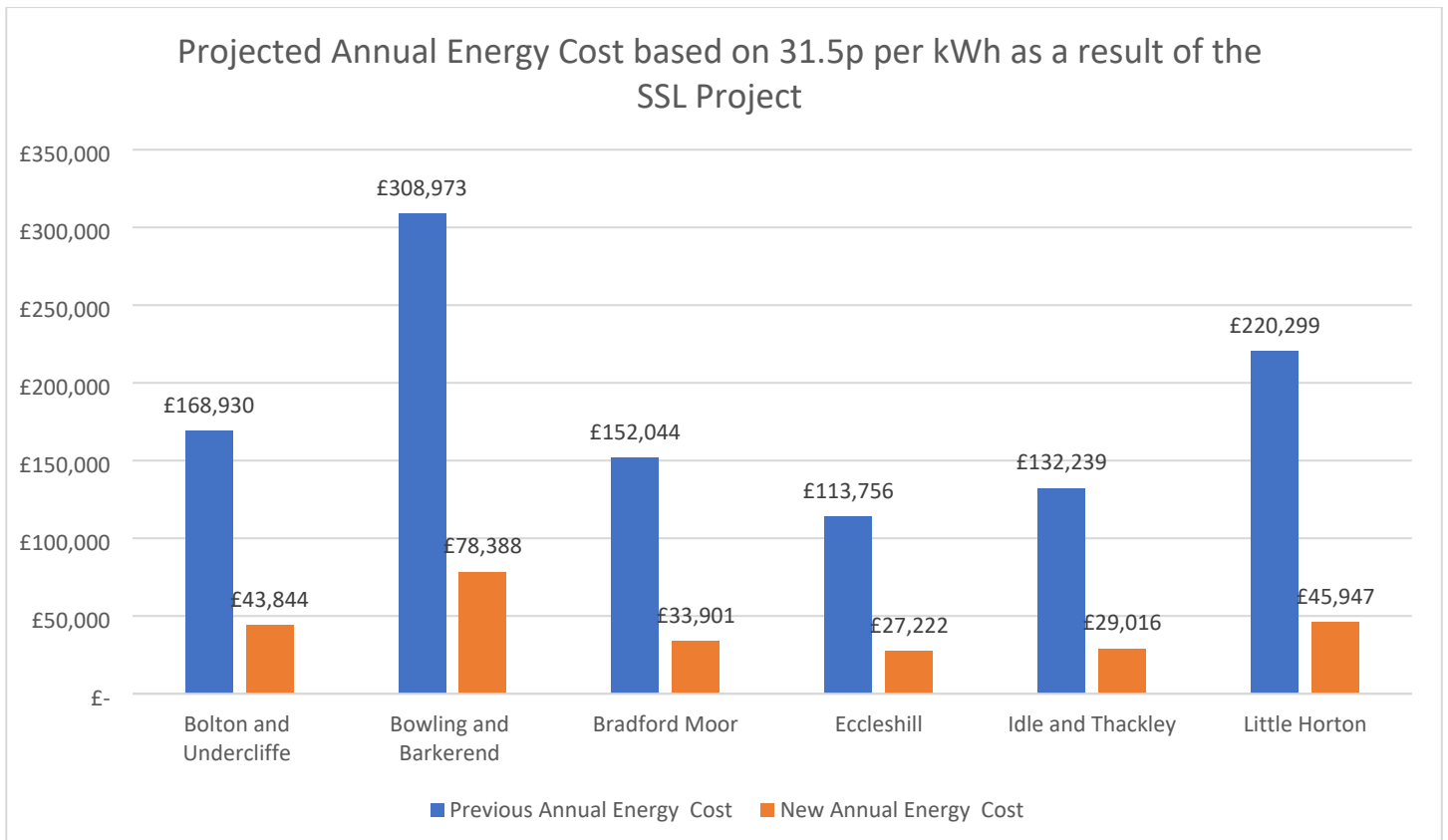
- **Appendix A** – Charts outlining Load Reduction, Energy Savings and CO2 savings by ward.
- **Appendix B** – Chart identifying Smart Street Lighting works, by work type and completed works by ward to date.

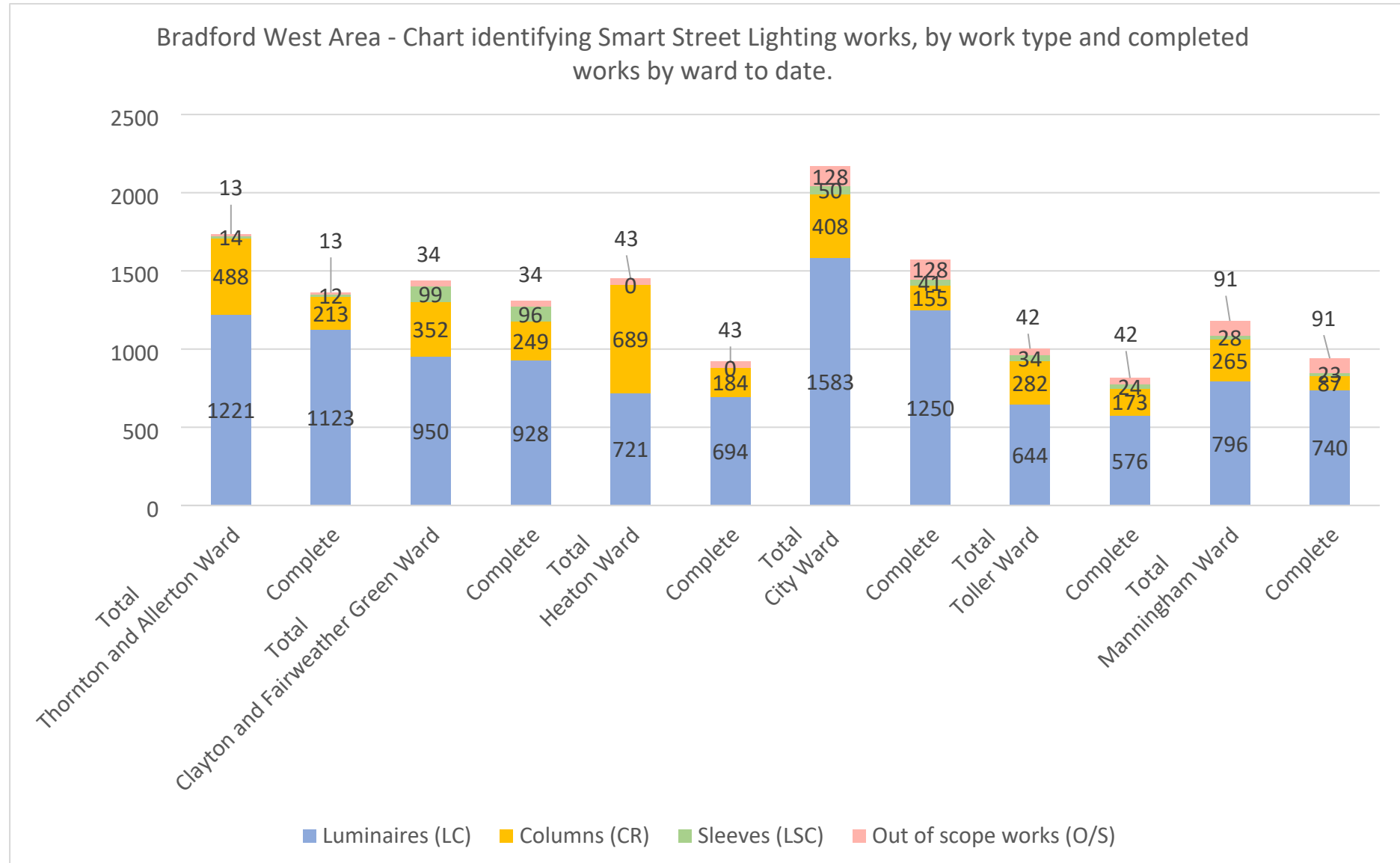
12. BACKGROUND DOCUMENTS

- None

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Report of the Bradford West Area Co-ordinator to the meeting of Bradford West Area Committee to be held on Wednesday 25th October 2023

F

Subject:

ALLOCATION OF COMBINED FUNDING 2023-2024

Summary statement:

This report summarises the applications received from eligible local organisations, across the Bradford West Constituency, from the amalgamation of funding from United Kingdom Shared Prosperity Fund (UKSPF), West Yorkshire Mayor's Cost of Living fund (CoLF) and Household Support Fund (HSF).

EQUALITY & DIVERSITY:

Decisions will need to be made in line with Equal Rights legislation. This will require Area Committees to assess the potential equality impact of any decisions they make. The District Plan and Locality Plans are underpinned by a cross cutting principle of tackling inequality in our communities. These combined funds will set out a program of activity that supports this as a core outcome. As a Council, we have committed to keeping equalities at the heart of what we do - 'This means everyone can access services regardless of their background, that we embrace our different communities across the whole district and that we build an inclusive organisation.' In collaboration with partners, we will support this approach, address inequality, and improve opportunities for communities across Bradford West.

David Shepherd
Strategic Director Place
Phone: 01274 434748/433761
E-mail: david.shepherd@bradford.gov.uk

Portfolio: Abdul Jabar
Neighbourhoods and Community Services

Report Contact: Arshad Mahmood
Bradford West Area Co-ordinator
Phone: (01274) 432597
E-mail: ash.m@bradford.gov.uk

Overview & Scrutiny Area: Corporate

1. SUMMARY

- 1.1 This report summarises the applications received from eligible local organisations, across the Bradford West Constituency, from the amalgamation of funding from the UK Share Prosperity Fund (UKSPF), West Yorkshire Mayor's Cost of Living fund (CoLF) and Household Support Fund (HSF).

2. BACKGROUND

- 2.1 The City of Bradford Metropolitan District Council (CBMDC) via its Constituency Area Offices has invited applications from eligible local organisations to apply for funding available from The West Yorkshire Mayor's Cost of Living Fund (WYCA CoLF) £287,000, Household Support Fund (HSF) £172,000 and United Kingdom Share Prosperity Fund, UKSPF £135,000. These are actual sums for community grants once £120,000 has been transferred from the Cost of Living Fund to Bradford Credit Union for affordable loans and support for school uniforms.
- 2.2 The UKSPF Programme replaces the European Structural and Investment Fund following Brexit. The UK government released the UKSPF prospectus in April 2022 as part of its central mission to level up the whole of the United Kingdom. The allocation for West Yorkshire is £80,486,557 over a 3-year period, with £7,578 million allocated for the Bradford District. It is a three-pillar framework for allocating this funding:

Pillar 1 - Communities and Place
Pillar 2 - Supporting Local Business
Pillar 3 - People and Skills

- 2.3 Applications from eligible local organisations across the Bradford West constituency were invited to apply from the total funding of £142,192.00. The funds from CoLF, HSF and UKPSF were combined to provide emergency local services and support during the cost-of-living crisis, specifically for food banks/parcels, warm places debt advice and support for mental health.

Examples of support can be (not an exhaustive list):

- Food (or other such as hygiene, clothes) parcels
- Establishing new or extending existing warm places
- Support and advice
- Measures to improve energy efficiency for households
- Tangible items for vulnerable groups (slow cookers, hot water bottles, flasks, blankets)

- 2.4 All grants will be distributed via the Area Co-ordinator's Neighbourhood Teams who cover the 5 Parliamentary Constituencies in the district, which are Bradford West, Bradford East, Bradford South, Shipley and Keighley.
- 2.5 The Stronger Communities Team developed a single application process and criteria required for the combined funding and these funds will be administered through this team. The funding went live in September 2023 with a closing date for receipt of applications of 30 September 2023.

2.6 Funding Allocation and delivery plan

- 2.7 The West Yorkshire Lord Mayor's Cost of Living Fund, Household Support Fund and UKSPF when combined, total £594,000 in grants. Each area was offered a baseline budget of £50,000 and the remaining balance of £344,000 was shared by applying the deprivation index formula. As stated in 2.2. of this report applications from eligible local organisations across the Bradford West Constituency were invited to apply from the total funding of £142,192.00.
- 2.8 The minimum grant value an organisation could apply for in each constituency was £2,000 and the maximum grant value up to £10,000. The grant must be spent by 31st March 2024 and monitoring forms to be returned by end of June 2024.
- 2.9 The approval process will be through the Grants and Advisory Groups (GAGs) and the approval at Area Committee meetings held in October 2023.
- 2.10 Funding is delegated to Area Committees to distribute to the Voluntary and Community Sector, the Grants Advisory Group (GAG) is made up of elected members nominated by the Area Committee at the beginning of each municipal year to help support the decision-making process in conjunction with the Area Co-ordinator. Once all grant applications are appraised and before moving to contracting, the Area Co-ordinator and the GAG are expected to report their decision to the full Area Committee to enable agreement to proceed contracting.
- 2.11 Monitoring and evaluation will be undertaken, and the information collected will include:
- nature of the support received (e.g. warm space/food parcel etc)
 - financial value of the support (estimated where appropriate)
 - other key beneficiary information as far as possible, including ward, gender, ethnicity, and disability.
- 2.12 Data will be collected (including case studies) to enable the timely evaluation of Fund impacts to be undertaken by the Combined Authority, such as:
- improved health and wellbeing,
 - increased aspirations/motivation/participation,
 - reduced barriers to inclusion and employability,

2.12 Timeline

The table below sets out key dates for the allocation of this funding:

Call launch	4th September 2023
Deadline for submitting application(s)	30th September 2023
Grant Advisory Group Panel	Week commencing 9th October 2023
Area Committee Approval	25th October 2023
Grant offer letters and Memorandum of Agreements issued	November 2023
Payments made by Bradford Council	November 2023

Ongoing monitoring: Claims submitted incl. delivery of outputs and progress reports.	February to March 2024
Projects Completed	31st March 2024
Completion Monitoring/Final reports	30th June 2024

3. OTHER CONSIDERATIONS

- 3.1 If any funding is left unallocated from the initial callout a second round of applications will be invited by the respective Area Committee to be determined locally by each Area Committee.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Each area was offered a baseline budget of £50,000 and the remaining balance of £344,000 was shared by applying the deprivation index formula. See section 2.6 of this report for more information on the financial context. Management of the administration sits centrally within the Stronger Team.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 There are no risk management or governance issues.

6. LEGAL APPRAISAL

- 6.1 There are no legal appraisal issues to highlight.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

The District Plan and Locality Plan is underpinned by sustainability goals. As the priorities have been set using the District Plan, the outcomes achieved from this funding help us achieve our district goals on sustainability.

7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS

The work planned on greening areas of Bradford, working with community groups on decarbonisation and supporting households with the costs of living crisis all support their agenda.

7.3 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications arising from this report.

7.4 HUMAN RIGHTS ACT

There are no human rights implications arising from this report.

7.5 TRADE UNION

There are no trade union implications arising from this report.

7.6 WARD IMPLICATIONS

This is detailed within the main body of the report and is key to the successful delivery of the grants allocated, to improve quality of life for residents across the Bradford West constituency, to support the Bradford West Ward Plans.

7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS

As above in 7.6 and to support the delivery of priorities in the Bradford West Constituency Locality Plan.

7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE

The District, Locality and Ward plans contain specific outcomes that relate to children and young people. Grants allocated from these funding pots will bring direct and indirect benefit to them, addressing local priorities of need and deprivation.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

There are no issues arising from this report.

8. NOT FOR PUBLICATION DOCUMENTS

There are no not for publication items.

9. OPTIONS

- 9.1 To agree the proposals for the allocation of funding outlined in Appendix C.
- 9.2 To amend the proposals for the allocation of funding
- 9.3 To agree timelines for the allocation of any funding not allocated from the first call out in conjunction with the Area Co-ordinator.

10. RECOMMENDATIONS

- 10.1 That the Area Committee agree the proposals for the funding allocations as outlined at Appendix C.
- 10.2 That the Grants Advisory Group be thanked for their work with this funding.

11. APPENDICES

Appendix A - Combined Funding Guidance Document
Appendix B - Combined Funding Application Form
Appendix C - Proposed Allocation of funding (to be tabled at the Area Committee meeting)

12. BACKGROUND DOCUMENTS

None

Combined funding Guidance – BMDC – September 2023

Call for funding applications:

Measures to Reduce the Impacts from the Cost of Living Crisis for Households in the Bradford District

Summary

The City of Bradford Metropolitan District Council (CBMDC) via its Constituency Area Offices is inviting applications from eligible local organisations to apply for the combined funding of UK Shared Prosperity Fund (UKSPF), Householder support fund (HSF) West Yorkshire Mayor's Cost of living Fund (WYCA C of LF) to deliver support to households and individuals to reduce the cost of living.

Households have suffered over the past months from the increase in costs including energy and food. There is now further funding available to support organisations in the Bradford district to deliver help to those households that need it the most. It is similarly recognised that organisations are also under strain due to financial pressures at the same time as there is a significant increase in demand for services based within local places.

Due to the urgency of the support needed, organisations applying to deliver this support are required to read the funding call timetable below carefully, and only apply if they are confident the organisation can meet the timescales in addition to the other funding criteria set out.

Programme details

Each Bradford Constituency Area Office (Bradford East, Bradford South, Bradford West, Keighley and Shipley) has been allocated a proportion of the combined funding that is aimed at reducing the cost of living. Organisations can propose to deliver support in one or more area. We expect each area's allocation to be divided across multiple organisations.

The support needs to meet one or more of the following outputs:

1. Number of households receiving support;
2. Number of households supported to take energy efficient measures;
3. Number of people reached.

In addition, applicants are expected to provide an increase to the following baseline numbers (if relevant to the activity proposed):

1. Improved engagement numbers;
2. Increased uptake of energy efficient measures.

The minimum grant value an organisation can apply for in each area is £2,000 and the maximum grant value is up to £10,000. The grant must be spent by the programme end date of 31st March 2024.

Applicants can include up to 10% of the value of the grant as Management & Administrative costs for delivering the support. This must be set out clearly in the application form.

Examples of support can be (not exhaustive list):

- Food (or other such as hygiene, clothes) parcels
- Establishing new or extending existing warm places
- Support and advice
- Measures to improve energy efficiency for households
- Tangible items for vulnerable groups (slow cookers, hot water bottles, flasks, blankets)

Each organisation must in the application form set out clearly what the funding will be spent on, how they intend to distribute the support / undertake activity. The funding can be used to support an existing activity, please set that out clearly in the application form.

Organisations wanting to deliver support in more than one area/constituency/locality must submit a separate application form to each relevant Area Office and make it clear in each application that they have done this and which constituencies/wards they have applied for.

Note: the funding is revenue only, as such cannot be used towards capital expenditure such as refurbishments or building upgrades.

Scoring priorities

The following priorities will be considered when assessing and scoring the bids:

- Locally based organisations
- Activity linked to priorities contained within the Locality Plan(s) and / or Ward Plan(s) for the relevant constituency
- Value for money (number of outputs delivered for funding required)
- Evidence for successful delivery of previous/current grant programmes (if applicable)
- Ability to deliver within the timescales given.

How to apply

The table below sets out key dates and eligibility criteria:

Call launch	September 23
Deadline for submitting application(s)	30th September
Internal Grants Panel Meetings	Week commencing 9th October 23
Report to Area Committees	October 2023
Grant offer letters issued	November 2023
Payments made by Bradford Council	November 2023
Ongoing monitoring: Claims submitted incl. delivery of outputs and progress reports.	February 2024 to March 2024
Programme end	31st March 24

Questions prior to the deadline, and completed application forms must be submitted to the relevant District Area Office via the below e-mail address(es):

Bradford East	bradfordeastinformation@bradford.gov.uk 01274 431066
Bradford South	BradfordSouthAreaOffice@bradford.gov.uk 01274 431155
Bradford West	BradfordWestInfo@bradford.gov.uk 01274 432597
Keighley	KeighleyAreaCoordinatorsOffice@bradford.gov.uk 01535 618008
Shipley	ShipleyAreaOffice@bradford.gov.uk 01274 437146

The following must be submitted with your application form:	✓
1. Your Organisation's constitution or rules	
2. Latest audited accounts or bank statements	
3. Quotations from expenditure listed and details of any income anticipated	
4. Any other relevant information to support your application	

Eligibility criteria

1. Applicant Eligibility

- 1.1. Organisations based in the Bradford district can apply for this funding within the respective Constituency area(s).
- 1.2. The organisations must be constituted and provide evidence of this with the application by enclosing a copy of the organisation's constitution or relevant governance document.
- 1.3. The organisation must provide details of their bank account.
- 1.4. The organisation must pass all CBMDC due diligence checks.
- 1.5. If the applicant has received funding from CBMDC to deliver projects previously, they must be able to demonstrate successful delivery of the project(s). Inability to demonstrate this may result in the application being rejected.
- 1.6. Any type of organisation can receive funding, subject to subsidy control policy. Declaration of previous funding received must be completed in the application form.
- 1.7. The following scoring methodology will be used:

Score	Term	Explanation
0	Unacceptable	Failed to provide a response, or the response provided is wholly inconsistent with the specified Contract requirements and standards with respect to this criterion
1	Poor	The response has material weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to many elements of the criterion, and associated specified Contract requirements and standards.
2	Fair	The response has some weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to at least one element of the criterion, and associated specified Contract requirements and standards with respect to this criterion.
3	Satisfactory	The response addresses all elements of the criterion and associated specified Contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; some issues, weaknesses, or omissions in some areas.
4	Very Good	The response covers all elements and almost all of the other elements of the criterion and associated specified Contract requirements and standards; and with relevant and detailed information, backed up with clear evidence; with a few minor issues, weaknesses, or omissions.
5	Outstanding	The Response covers all elements of the sub criterion and associated specified Contract requirements and standards; and with a high level of relevant and detailed information, backed up with clear evidence; and

	demonstrates a robust and coherent understanding of the requirements; and with no issues, weaknesses or omissions.
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2. Funding terms

- 2.1. The funding will be issued as a grant, to deliver the agreed activity as set out in the grant application and final grant agreement.
- 2.2. The activity must take place after the grant offer letter has been issued, and not have been paid for previously. If this is for continuing a project, please clearly demonstrate the additionality the funding requested will provide.
- 2.3. Successful organisations are required to submit to deadlines set out in the grant offer letter, for the relevant period, a completed claim form including evidence of outputs achieved and evidence of eligible defrayal documents:
 - 2.3.1. Receipts or invoices for goods/services bought, showing clearly date of purchase, goods/service bought, and supplier details
 - 2.3.2. Evidence of payment leaving applicant organisation’s bank account such as business/organisation bank statement matching the invoice details
 - 2.3.3. Date of purchase/payment must be **after** the offer letter date (grants will not cover activity that occurred before the date of the offer letter).
- 2.4. Grant payments will **not** be made for any activities outside of what is agreed in the grant agreement.
 - 2.4.1. Changes to agreed activity **must** be discussed first with the relevant area office, there is no guarantee a change will be allowed.
- 2.5. Any grant monies not defrayed by the applicant by the deadline will need to be repaid to CBMDC.
- 2.6. You commit to deliver certain outputs and/or outcomes as part of your grant agreement. Information on how to evidence delivery of these will be set out in your grant offer letter.
- 2.7. If evidence of outputs and outcomes delivered is not demonstrated and evidenced within the agreed timescales or to the specification set out in the grant agreement, the funder **will** request the grant payment is returned by the applicant.
- 2.8. Successful applicants details will be shared with WYCA and may be approached for comment or further information from the WY Mayor’s Office.
- 2.9. The relevant output definitions are:

Output	Definition	Minimum evidence requirement
# Households receiving support	A ‘household’, as defined in the 2011 Census is: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’, includes houses, bungalows, flats, and maisonettes.	Survey / count by the project /partner Type of support provided. Postcodes of those supported Equalities data including Gender, Age, Ethnicity and

	- Support is provision that helps reduce the burden of the cost of living.	Disability
# Households supported to take energy efficient measures	<p>- A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes.</p> <p>- Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. Reporting will also facilitate the option to report a decrease metric.</p>	(TBC): An Energy Performance Certificate (EPC) assessment and a copy of the final EPC.
# People reached	<p>Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:</p> <ul style="list-style-type: none"> - Energy efficiency improvements - those living or working within the treated premise. - Engagement schemes - those directly engaging (e.g. reading, viewing, attending). <p>- Direct impact should only be recorded where it can be done so robustly.</p>	<p>Number of people supported.</p> <p>Number of premises and / or households supported.</p>

Definitions taken from UKSPF Indicators 13.07.22 and WYCA version 2 January 2023.

Equality, diversity, and inclusion required questions

We want to better understand who we are engaging with and hearing from. We are required to act in line with the Equality Act 2010. By asking these questions we can make sure our work reflects the diverse communities we serve.

These questions are optional. If you choose to answer these questions you will not be identified by the information provided.

Area

What is your postcode?

Prefer not to say

Gender

What is your sex?

Female/ woman

Male/ man

Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes

No

Prefer not to say

I self-describe my gender identity as:

Age - How old are you?

0 – 15

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

85+

Prefer not to say

Ethnicity - How would you describe your ethnicity or ethnic background?

Asian, Asian British:

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please state:

Black, Black British, Caribbean or African:

African

Caribbean

Any other Black, African or Caribbean background, please state:

Mixed or Multiple ethnic groups:

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background, please state:

White:

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background, please state:

Other

Arab

Any other ethnic group

Prefer not to say

Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes

No

Prefer not to say

Do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

Sexual orientation

How would you describe your sexual orientation?

Heterosexual or straight

Gay man or gay woman / lesbian

Bisexual

I self-describe my sexual orientation as:

Prefer not to say

Religion or belief

What is your religion or belief?

No religion (including atheist)

Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (specify, if you wish):

Prefer not to say



Application form

Measures to Reduce the Impacts from Cost of Living Crisis for Households
in the Bradford district

Before completing this application, confirm you have read and agree with the criteria in the ‘Call for funding’ document (tick box)	<input type="checkbox"/>
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Applicant details

Organisation/business name	
Type (select from drop down)	Choose an item.
Companies House/Other number	
Year established/incorporated	
Number of FTE employees	
Number of volunteers	
Address	
Post code	
Website / Social media links	
Contact person name	
Telephone number	
E-mail address	
Bradford area (drop down)	Choose an item.
Are you applying to more than one area?	Choose an item.
Ward(s) please state	

(Note: if you are applying to deliver activity in more than one area, submit one application to each relevant area)

Bank details

Account payee name	
Bank name	
Sort code	
Account number	
Full address of bank including post code	

This information must match the bank statement copy provided as part of this application.



Combined Funds – UKSPF, HSF, WYCA
BCMDC Cost of Living support programme – September 2023

1. Please provide a clear description in no more than 500 words of the activity you are applying for within the box below including what you want to do, why there is a need, where this will be held, who will benefit etc
2. Please provide details of what difference this will make and wider project benefits in the box below
3. Please provide details of anticipated outputs and outcomes to be achieved from this project

Number of households receiving support	
Number of households supported to take up energy efficiency measures	
Number of people reached	

Outputs need to be delivered by the end of the programme.
See the Call document for definitions.

4. Please provide details of anticipated outputs and outcomes to be achieved from this project

Timescale for project (note: end date for delivery must be by 31 st March 2024)	Start	Click or tap to enter a date.	End	Click or tap to enter a date.
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5. Please clearly provide details of total cost and a clear breakdown of total expenditure

Total grant value (delivery)	£
Management & Administrative cost (max 10% of grant value)	£
Total value applied for	£
Please provide details of any other funding applied for, if this has been secured or not including who will benefit	

Activity 1 – details of expenditure itemise individually	
Details of expenditure	Cost
Estimate of total cost	£

Activity 2 – details of expenditure itemise individually	
Details of expenditure	Cost



Combined Funds – UKSPF, HSF, WYCA
BCMDC Cost of Living support programme – September 2023

Estimate of total cost	£	

(Copy the table above if you include more than two activities)

6. Other related grants

Has your organisation received any funding from Bradford Council in the past 12 months?	Choose an item.
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Name of funds	Project Details (including completion date)	Amount Received

7. Additional evidence to be attached with this application form

Evidence of constitution / governance document	<input type="checkbox"/>
Bank statement clearly stating your organisation’s name and bank details (transactions can be redacted)	<input type="checkbox"/>
Safeguarding policy for working with children and vulnerable adults (if applicable)	<input type="checkbox"/>
Copy of public liability insurance	<input type="checkbox"/>
Copies of quotations	<input type="checkbox"/>

8. Declaration

I confirm that the information provided in this form is correct. I agree with the criteria and terms & conditions set out in the Call document. I have attached all the requested documents.

Print name	
Signature	
Position in organisation	
Date	



Combined Funds – UKSPF, HSF, WYCA
BCMDC Cost of Living support programme – September 2023

Submit the application form and requested documents via e-mail to the respective District Area Office by 30th September 2023.

Bradford East	bradfordeastinformation@bradford.gov.uk 01274 431066
Bradford South	BradfordSouthAreaOffice@bradford.gov.uk 01274 431155
Bradford West	BradfordWestInfo@bradford.gov.uk 01274 432597
Keighley	KeighleyAreaCoordinatorsOffice@bradford.gov.uk 01535 618008
Shipley	ShipleyAreaOffice@bradford.gov.uk 01274 437146

DRAFT

To be tabled for the Area Committee meeting

DRAFT