



**A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 13th July, 2011 at 1.30 pm**

**Members of the Council are invited to attend and transact the following business:**

**1. Minutes**

To confirm the minutes of the Council Meeting held on 26<sup>th</sup> May 2011.

**2. Declarations of Interest**

To receive any declarations of interest from Members

**3. Communications**

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate

**4. Deputations**

To receive deputations in accordance with Council Procedure Rule 10

**5. Reports**

To consider reports as follows (the Chief Executive considers that these reports are appropriate to be received at this meeting in accordance with Council Procedure Rule 2.2(f)):-

- a) That the report of the City Solicitor on appointments be approved.

**J LEWIS**

- b) That the report of the Chief Officer, Democratic and Central Services presenting the Scrutiny Boards' Annual report to Council, prepared in accordance with Article 6 of the Constitution, be approved.

**K WAKEFIELD**

- c) That the recommendations of the Independent Remuneration Panel, as presented by the report of the Chief Officer, Democratic and Central Services, be approved and that the City Solicitor be authorised to make any consequential changes to the Members' Allowances Scheme.

**J LEWIS**

## **6. Questions**

To deal with questions in accordance with Council Procedure Rule 11

## **7. Recommendations of the Executive Board**

- a) That the Natural Resources and Waste Development Plan Document : Formal Submission be approved.

**K WAKEFIELD**

- b) That the Children and Young People's Plan 2011/15 be approved.

**K WAKEFIELD**

- c) That the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015 be approved.

**K WAKEFIELD**

## **8. Recommendations of the Standards Committee**

That the Annual report of the Standards Committee be received and noted in accordance with the recommendations of the report of the City Solicitor.

**B SELBY**

## **9. Minutes**

To receive the minutes in accordance with Council Procedure Rule 2.2(o)

## **10. White Paper Motion - Residential Care Homes**

In light of the present financial challenges faced by Southern Cross Care Providers, concerns raised about private sector care standards in a private care hospital exposed by a recent Panorama programme and the Dilnot Commission on funding of care and support which is to report its recommendations next month, this Council agrees to withdraw its proposals to consider closing its residential care homes across the City Council area.

**R FINNIGAN**

## **11. White Paper Motion - Welfare Reforms**

This council condemns the scale and severity of proposed Government welfare reforms, along with the speed with which they are being introduced.

Council notes with concern that these proposals risk denying vital support to those seeking a more independent life and will result in a welfare system that is unable to stabilise the lives of vulnerable people at times of economic or personal change.

Council further notes that these reforms risk increasing pressure on homelessness services and undermining wider efforts to establish stable, sustainable local communities.

Council requests that the Chief Executive writes to the Welfare Bill's sponsor Iain Duncan-Smith (Secretary of State for Work and Pensions) to call for ministers to establish a sustainable system that protects those in need and promotes meaningful employment opportunities.

## **B ATHA**

### **12. White Paper Motion - Trade Union Facilities**

This Council understands and recognises the valuable role played by Trades Unions in ensuring effective industrial relations and reaffirms the principle of providing reasonable support to Trades Unions including time off for stewards for this purpose.

However, this council believes that given the current state of the public finances taxpayer subsidy of full time Trade Union officials should now be brought to an end. The £417,000 annual cost to taxpayers in Leeds for 15 full time convenors is now unjustifiable both in terms of the massive budget pressure faced by Leeds City Council and the programme of cuts to frontline services currently being undertaken by the Labour administration.

This Council also notes the wider context of the huge donations that Trade Unions are able to offer to the Labour Party.

## **A LAMB**

### **13. White Paper Motion - City of Sanctuary**

Council notes that City of Sanctuary is a national movement to build a culture of hospitality for people seeking sanctuary in the UK. Its goal is to create a network of towns and cities throughout the UK which are proud to be places of safety and which include people seeking sanctuary fully in the life of their communities.

This council welcomes the extensive work already done by the Leeds City of Sanctuary group towards gaining formal City of Sanctuary status for Leeds.

This Council therefore recognises the contribution of asylum-seekers and refugees to the City of Leeds and is committed to welcoming and including them in our activities and supports Leeds becoming a recognised 'City of Sanctuary' for refugees and asylum-seekers.

## **J MATTHEWS**

Chief Executive

Civic Hall  
Leeds  
LS1 1UR

NOTE – The order in which White Paper motions will be debated will be determined by Whips prior to the meeting

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Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Thursday, 26th May, 2011

**PRESENT:** The Lord Mayor Councillor James McKenna in the Chair

**WARD**

**ADEL & WHARFEDALE**

John Leslie Carter  
Clive Fox  
Barry John Anderson

**ALWOODLEY**

Dan Cohen  
Peter Mervyn Harrand  
Ronald David Feldman

**ARDSLEY & ROBIN HOOD**

Jack Dunn  
Lisa Mulherin  
Karen Renshaw

**ARMLEY**

James McKenna  
Janet Harper  
Alison Natalie Kay Lowe

**BEESTON & HOLBECK**

Adam Ogilvie  
David Congreve  
Angela Gabriel

**BRAMLEY & STANNINGLEY**

Ted Hanley  
Neil Taggart

**BURMANTOFTS & RICHMOND HILL**

Asghar Khan  
Ron Grahame

**WARD**

**CALVERLEY & FARSLEY**

Joseph William Marjoram  
Rod Wood

**CHAPEL ALLERTON**

Mohammed Rafique  
Jane Dowson  
Eileen Taylor

**CITY & HUNSLET**

Patrick Davey  
Mohammed Iqbal  
Elizabeth Nash

**CROSS GATES & WHINMOOR**

Pauleen Grahame  
Peter John Gruen  
Suzi Armitage

**FARNLEY & WORTLEY**

Ann Blackburn  
John Hamilton Hardy  
David Blackburn

**GARFORTH & SWILLINGTON**

Mark Dobson  
Thomas Murray  
Andrea McKenna

**GIPTON & HAREHILLS**

Arif Hussain  
Kamila Maqsood  
Alan Leonard Taylor

**GUISELEY & RAWDON**

Paul Wadsworth  
Pat Latty  
Graham Latty

**HAREWOOD**

Rachael Procter  
Matthew James Robinson  
Ann Castle

**HEADINGLEY**

Neil Walshaw  
Martin Hamilton  
Jamie Matthews

**HORSFORTH**

Dawn Collins  
Brian Cleasby  
Christopher Townsley

**HYDE PARK & WOODHOUSE**

Gerry Harper  
Javaid Akhtar  
Penny Ewens

**KILLINGBECK & SEACROFT**

Veronica Morgan  
Brian Michael Selby  
Graham Hyde

**KIPPAX & METHLEY**

James Lewis  
Keith Ivor Wakefield  
John Keith Parker

**KIRKSTALL**

John Anthony Illingworth  
Bernard Peter Atha  
Lucinda Joy Yeadon

**MIDDLETON PARK**

Judith Blake  
Kim Groves  
Geoffrey Driver

**MOORTOWN**

Rebecca Charlwood  
Sharon Hamilton

**MORLEY NORTH**

Robert William Gettings  
Thomas Leadley  
Robert Finnigan

**MORLEY SOUTH**

Neil Dawson  
Shirley Varley  
Judith Elliott

**OTLEY & YEADON**

Colin Campbell  
Ryk Downes  
Graham Peter Kirkland

**PUDSEY**

Richard Alwyn Lewis  
Mick Coulson  
Josephine Patricia Jarosz

**ROTHWELL**

Karen Bruce  
Barry Stewart Golton  
Donald Michael Wilson

**ROUNDHAY**

Christine McNiven  
Ghulam Hussain  
Matthew Lobley

**TEMPLE NEWSAM**

Katherine Mitchell  
Michael Lyons  
William Schofield Hyde

**WEETWOOD**

Susan Bentley  
Judith Mara Chapman  
Ben Chastney

**WETHERBY**

Alan James Lamb  
John Michael Procter  
Gerald Wilkinson

## **1 Announcements**

- a) The Lord Mayor welcomed newly elected Members to their first meeting of Council.
- b) The Lord Mayor congratulated Councillor Patrick Davey and Patricia Davey on the birth of twin sons on 24<sup>th</sup> May 2011.
- c) The Lord Mayor announced that the Leeds entry at the Chelsea Flower Show had received a Gold award.
- d) The Lord Mayor reported that the Blue Room had been renamed the Ark Royal Room.
- e) The Lord Mayor addressed Council with regard to the events of his year in office.

## **2 Issue of Papers for the Meeting**

The Lord Mayor indicated that, following the despatch of the Summons, together with items 3, 8 and 10 on Wednesday, 18<sup>th</sup> May 2011, further and revised papers were circulated to Members, as follows:-

- 1) Schedules 6, 7(a), 7(b)(i)(ii) and (iii), 7(c)(i), 7(c)(ii)(a), 7(c)(ii)(b) and 9 on Friday 20<sup>th</sup> May 2011.
- 2) Revised Schedules 7(b)(i)(ii), 7(d) and 10 on Wednesday, 25<sup>th</sup> May 2011.
- 3) Further revised Schedules 7(b)(i) and 7(d) on Thursday, 26<sup>th</sup> May 2011.

## **3 Election of Lord Mayor**

Under the provisions of Council Procedure Rule 14.10, leave of Council was given to alter the motion by the addition of the words 'and that Councillor Cleasby be appointed as the Vice Chairman of the Council and to hold office until immediately after the election of the Lord Mayor at the Annual Meeting of the Council in 2012'.

It was moved by Councillor Golton seconded by Councillor Wakefield and

**RESOLVED UNANIMOUSLY** – That Councillor Reverend Alan Taylor be elected the Lord Mayor of the City of Leeds to hold office until the date of the Annual Meeting of the Council in 2012 and that Councillor Cleasby be appointed as the Vice Chairman of the Council and to hold office until immediately after the election of the Lord Mayor at the Annual Meeting of the Council in 2012 .

The Meeting was suspended to allow Councillor Taylor to accept the Chain of Office and to take the Chair.

## **4 Vote of Thanks to the Retiring Lord Mayor**

Councillor Taggart moved a vote of thanks to the retiring Lord Mayor, Councillor Jim McKenna. This was seconded by Councillor Townsley, supported by Councillors Lobley, Elliott and A Blackburn.

## **5 Minutes**

It was moved by Councillor J Lewis seconded by Councillor Lobley and

**RESOLVED** – That the minutes of the meeting of Council held on 6<sup>th</sup> April 2011 be approved.

## **6 Declarations of Interest**

The Lord Mayor announced that a list of written declarations submitted by members was on display in the ante-room, on deposit in public galleries and had been circulated to each Member's place in the Chamber.

Following an invitation to declare further individual interests, declarations in accordance with the Council's Members' Code of Conduct were made as follows:-

a) Members declared personal interests in minute 12, as follows:-

Cllr J Chapman	Nominee (uncontested) for Scrutiny Board Chair which brings with it an SRA
Cllr P Grahame	Chair of Committee/Board
Cllr M Rafique	Chair of Committee/Board
Cllr L Mulherin	Chair of Committee/Board
Cllr D Congreve	Chair of Committee/Board
Cllr N Taggart	Chair of Committee/Board
Cllr B Selby	Chair of Committee/Board
Cllr S Armitage	Chair of Committee/Board
Cllr J Lewis	Chair of Committee/Board
Cllr G Driver	Chair of Committee/Board
Cllr K Wakefield	Chair of Committee/Board
Cllr J Procter	Chair of Committee/Board
Cllr Anderson	Chair of Committee/Board

b) Members declared personal interests in minute 13 and 14, as follows:-

Cllr B Chastney	Nominee (contested) for Inner North West Area Committee Chair which brings with it an SRA
Cllr D Atkinson	Area Committee Chair
Cllr A Gabriel	Area Committee Chair
Cllr G Hussain	Area Committee Chair
Cllr G Hyde	Area Committee Chair
Cllr K Parker	Area Committee Chair
Cllr J Akhtar	Area Committee Chair
Cllr G Latty	Area Committee Chair
Cllr Wilkinson	Area Committee Chair
Cllr D Blackburn	Area Committee Chair
Cllr A Blackburn	Wife of Area Committee Chair

c) Members declared personal interests in minute 15, as follows:-

Cllr A McKenna	Member of Outside Organisation
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Cllr R Grahame	Member of Outside Organisation
Cllr J Illingworth	Member of Outside Organisation
Cllr A Hussain	Member of Outside Organisation
Cllr S Hamilton	Member of Outside Organisation
Cllr M Coulson	Member of Outside Organisation
Cllr J Harper	Member of Outside Organisation
Cllr J Lewis	Member of Outside Organisation
Cllr M Lyons	Member of Outside Organisation
Cllr V Morgan	Member of Outside Organisation
Cllr A Lowe	Member of Outside Organisation
Cllr M Iqbal	Member of Outside Organisation

d) Councillor A Carter declared a personal interest in Minute 17 as an Executive Board Member.

**7 Recommendations of the General Purposes Committee - Amendments to the Constitution**

It was moved by Councillor Wakefield seconded by Councillor J Lewis and

**RESOLVED** – That the recommendations of the General Purposes Committee with regard to amendments to the Constitution, as detailed in the report of the City Solicitor be approved.

**8 Establishment of Committees and Appointments**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That Committees be established having Terms of Reference as detailed in Schedule 7(a) to the agenda.

**9 Membership of Committees, Boards and Panels**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That appointments be made to the Committees referred to in 7(a) above, as detailed in revised Schedule 7(b)(i) and circulated on 26<sup>th</sup> May 2011, and that the Director of Resources be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council.

**10 Membership of the Standards and Licensing Committees**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That appointments be made to the Standards and Licensing Committees referred to in 7(a) as detailed in revised Schedule 7(b)(ii) and circulated on 25<sup>th</sup> May 2011, and that the Director of Resources be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council.

**11 Membership of Area Committees**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That appointments be made to Area Committees referred to in 7(a) above as detailed in Schedule 7(b)(iii).

**12 Appointment of Chairs**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That Chairs be appointed to those Committees as detailed in Schedule 7(c)(i).

**13 Appointment of Un-opposed Nominations to the Position of Chair to Area Committees**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That the unopposed nominations for Chair of Area Committees be appointed and reported to the first meeting of the Area Committee in the new Municipal Year.

**14 Appointment of Chairs to Contested Area Committees**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That the nominations for Chair of the only Area Committee (North West Inner) with more than one nomination (Councillors J Akhtar and B Chastney) be voted upon by the members of the North West Inner Committee as appointed in 7(b)(iii).

The vote by the Members of the North West Inner Area Committee resulted in an equal number of votes for Councillors Akhtar and Chastney.

As a result of the equal division of votes, the Lord Mayor invited full Council to determine the matter. Upon being put to the vote it was

**RESOLVED** – That Councillor Akhtar be appointed Chair of the North West Inner Area Committee and that the appointment be reported to the first meeting of that Area Committee in the new municipal year.

**15 Appointment to Outside Bodies**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That appointments to Outside Organisations, as detailed in revised Schedule 7(d) and circulated on 26<sup>th</sup> May 2011, be approved.

**16 Scheme of Delegation (Council (Non-Executive) functions)**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That the Officer Delegation Scheme (Council (Non Executive) Functions) as detailed in Schedule 8 be approved.

**17 Executive Arrangements**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That the list presented by the Leader setting out the arrangements for the discharge of Executive Functions, as detailed in Schedule 9, be noted.

**18 Council Meeting Dates 2011/2012**

It was moved by Councillor J Lewis seconded by Councillor Nash and

**RESOLVED** – That the dates of the meetings of the Council for the Municipal Year 2011/12, as detailed in revised Schedule 10 circulated to Members on 26<sup>th</sup> May 2011, be approved.

Council rose at 6.45 pm.

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**Report of the City Solicitor**

**Council**

**Date: 13<sup>th</sup> July 2011**

**Subject: Appointments**

**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

**1.0 Purpose Of This Report**

- 1.1 At the Annual Meeting the Director of Resources was authorised in consultation with Group Whips to change appointments made during the period between the Annual Meeting and the next ordinary meeting of Council in accordance with the proportions set out on the schedules, subject to their subsequent report to Council.
- 1.2 The Leader of Council also presented to the Annual Meeting for information the arrangements for the discharge of Executive Arrangements as set out in Schedule 9 of the documents considered at the Annual Meeting.
- 1.3 The Director of Resources in consultation with Group Whips has made appointments as follows:-
  - Councillor M Hamilton to Scrutiny Board (Safer and Stronger Communities)
  - Councillor M Hamilton to Development Plan Panel
  - Councillor Feldman to replace Councillor J L Carter on the Standards Committee.
  - Councillor Cleasby to Scrutiny Board (Regeneration)
  - Councillor Bentley to Scrutiny Board (Sustainable Economy and Culture).
  - Councillors Charlwood and Akhtar to Member Management Committee
  - Councillor Rafique to General Purposes Committee
  - Councillor Ewens to replace Councillor Cleasby on Scrutiny Board (Regeneration)

1.4 The Leader has completed the arrangements for the discharge of Executive Functions by the appointment of Councillor Maqsood as a Support Executive Member.

## **2.0 Recommendations**

2.1 That Council note the appointments to Committees, Boards and Panels referred to in 1.3 of the report.

2.2 That Council note the appointment of Councillor Maqsood as a Support Executive Member by the Leader of Council as detailed in 1.4 of the report.

## **3.0 Background Papers**

3.1 Schedules submitted to the Annual Council Meeting.



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## Report of the Chief Officer, Democratic and Central Services

### Council

Date: 13<sup>th</sup> July 2011

Subject: Scrutiny at Leeds City Council – Annual report 2010/11

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### Executive Summary

1. Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2010/11 annual report is appended.
2. Council is asked to receive and note the annual report

## **1.0 Purpose Of This Report**

- 1.1 The purpose of this report is to present to Council the scrutiny annual report for 2010/11.

## **2.0 Background Information**

- 2.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions.

## **3.0 Main Issues**

- 3.1 The annual report as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. It is vital that we continue to identify steps to improve the way that Scrutiny operates in Leeds. To this end a number of actions for improvement have been identified.
- 3.2 Individual Scrutiny Boards have produced their own annual reports which provide a more detailed account of the extensive work undertaken by the Scrutiny Boards and can be accessed via the Scrutiny Support Unit or Scrutiny website [www.leeds.gov.uk/scrutiny](http://www.leeds.gov.uk/scrutiny)

## **4.0 Implications For Council Policy And Governance**

- 4.1 The production of an annual report is required under Article 6 of the Council's Constitution and in reflecting on the work of the Scrutiny Boards gives an opportunity to improve the way in which overview and scrutiny is undertaken.

## **5.0 Legal And Resource Implications**

- 5.1 There are no legal or resource implications.

## **6.0 Conclusions**

- 6.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions.

## **7.0 Recommendations**

- 7.1 Council is asked to receive and note the 2011/11 scrutiny annual report.

## **8.0 Background Papers**

- 8.1 Council's Constitution
- 8.2 Individual annual reports agreed by Scrutiny Boards in April 2011



# Scrutiny at Leeds City Council

Annual Report 2010/11

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# Foreword

The Council's Scrutiny Boards are uniquely placed to evaluate how well public services are being delivered and how they could be improved, from the point of view of those receiving and using those services. On behalf of the Scrutiny Boards, I have pleasure in presenting this 2010/11 Scrutiny Annual Report, which summarises the highlights and achievements of Scrutiny in Leeds over the last 12 months. In particular, this report demonstrates where Scrutiny has contributed to the development of policy and service improvements.

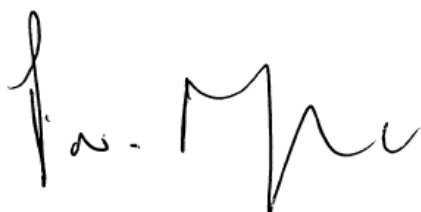
As well as celebrating Scrutiny's achievements, this annual report also reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. As a Council, it is vital that we continue to identify steps to improve the way that Scrutiny operates in Leeds. To this end a number of actions for improvement have been identified.

Scrutiny Boards remain responsible for ensuring that items of Scrutiny work come from a strategic approach, as well as a need to challenge service performance and respond to issues of high public interest. A significant step has already been taken to encourage Scrutiny to be more strategic and outward looking in its operation and to focus on the City Priorities.

In May 2011, the Council agreed to change the terms of reference of the Scrutiny Boards and now five of the Scrutiny Boards are themed to mirror the city's Strategic Partnership Boards. In doing so, the terms of reference of these Scrutiny Boards determine a number of areas of review to be undertaken on behalf of the Council, which are focused around the new City Priority Plans.

Scrutiny Boards remain autonomous in determining the scope of their reviews and any other pieces of Scrutiny work they consider appropriate. However, more attention will now be given to how the Council and its partners work collaboratively to achieve better 'outcomes' for the communities they serve, with less emphasis on measuring the value of a service based on 'process'. This is in line with the Council's cultural shift towards a more outward looking and 'outcomes' based approach towards service delivery. Scrutiny Boards recognise that by working closely with the Strategic Partnerships, they will have a significant role in helping to deliver on the key activities set out within the new City Priority Plans.

Actions for developing Scrutiny are also detailed within this annual report.



Peter Marrington  
Head of Scrutiny and Member Development

# Summary of work and Publications 2010/11

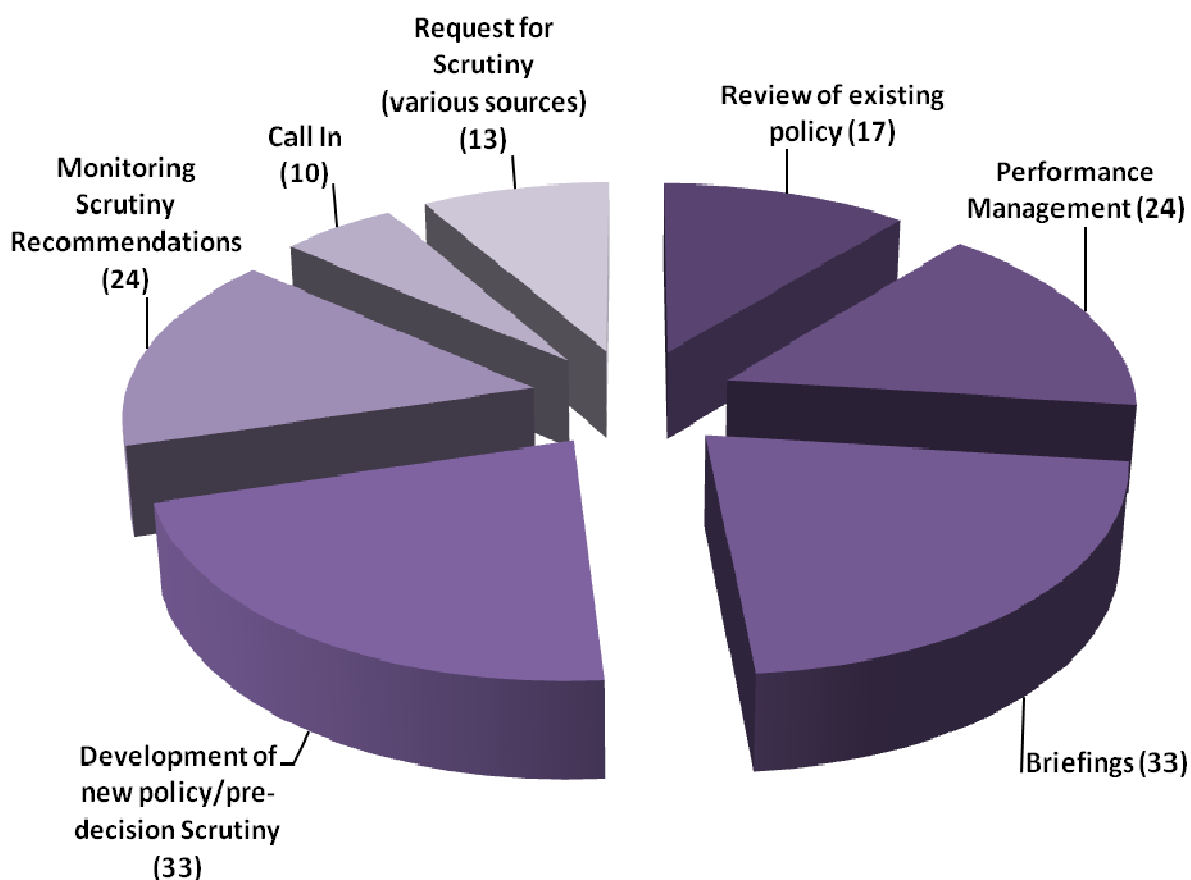
## Summary of Scrutiny Work in 2010/11

Each year, individual Scrutiny Boards produce their own annual reports reflecting on the Scrutiny work they have undertaken and also identifying other potential areas for future Scrutiny. These individual annual reports provide a more detailed account of the extensive work undertaken by the Scrutiny Boards and can be accessed via the Scrutiny Support Unit or Scrutiny website [www.leeds.gov.uk/scrutiny](http://www.leeds.gov.uk/scrutiny).

This report aims to provide a collective analysis of the work undertaken by Scrutiny over the last 12 months.

Each Scrutiny Board identifies the type of work it does. This allows Scrutiny members to see at a glance the balance of the items on their work programme and support them in deciding what types of work they would like to focus on. The chart below represents the type and proportion of work that the Scrutiny Boards have done this year.

**Type and total number of Scrutiny work items in 2010/11**



## Final Inquiry reports published by the Scrutiny Boards in 2010/11

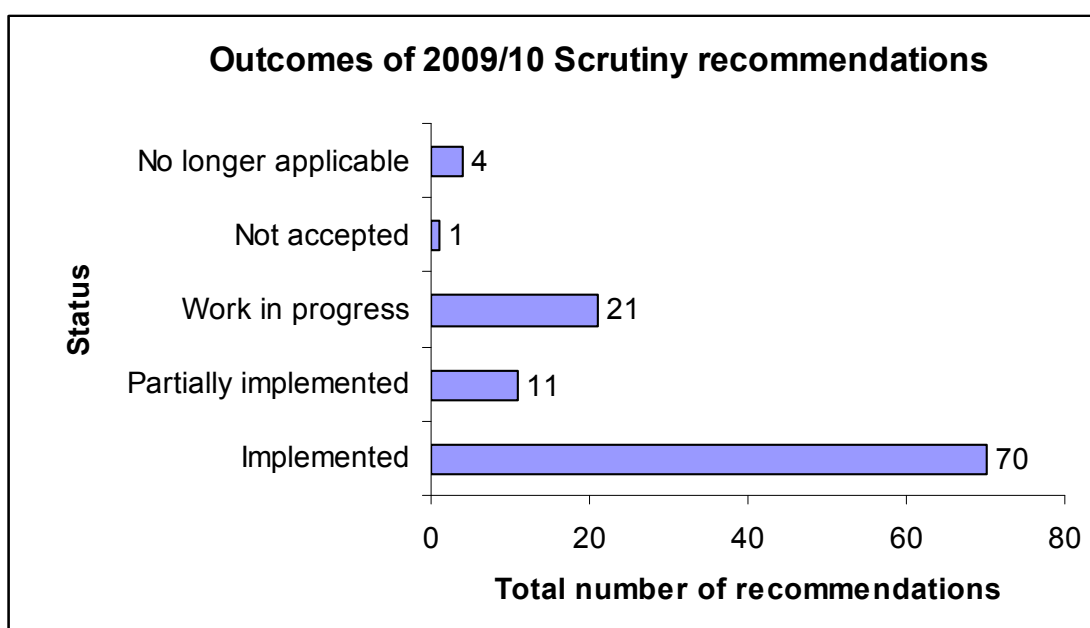
- Review on the Future of Kirkgate Market
- Cemeteries and Crematoria Horticultural Maintenance
- Home Farm, Temple Newsam
- School Balances
- Outdoor Education Centres
- Review of Gypsies and Travellers Provision in Leeds
- Offender Management
- Dog Control Orders
- Recycling
- Residential Care Services for Older People
- Review of Domiciliary Care and Reablement

## Outcome of recommendations made by Scrutiny in 2009/10

A key element of the Scrutiny Boards' work involves ongoing monitoring of recommendations arising from previous Scrutiny reviews.

Within their individual annual reports, the Scrutiny Boards highlight where previous Scrutiny recommendations have resulted in service benefits, or otherwise added value. As part of this, a statistical analysis of the recommendations made by the Scrutiny Board in the previous municipal year is also produced showing the outcome status of the recommendations after 12 months of monitoring.

The chart below shows the outcome status (as of April 2010) of all the Scrutiny recommendations made during 2009/10.



# Highlights and Achievements

The individual Scrutiny Board annual reports provide a more detailed account of the extensive work undertaken by the Scrutiny Boards this year. However, a brief summary of the significant pieces of work undertaken by Scrutiny over the last 12 months is presented below.

- **Challenging existing policy**

Following a request from an Executive Member, the Environment and Neighbourhoods Scrutiny Board reviewed the provision of sites within Leeds for gypsies and travellers. In doing so, the Scrutiny Board challenged the Council's existing and costly policy of continuously moving families from one illegal encampment to another. Following extensive engagement with key partners and representatives from the gypsy and traveller communities, the Board concluded with a number of bold proposals aimed at easing the current cycle of evictions. These proposals included the provision of negotiated stopping sites in Leeds and an additional 25 permanent pitches to accommodate 'Leeds families' of gypsies and travellers.

- **Developing innovative methods of evidence gathering**

As part of its inquiry on combating child poverty and raising aspirations, the Children's Services Scrutiny Board identified two 'case study' areas of the city. In place of their usual Board meeting, Members split into two groups and spent a morning visiting these areas. Members had the opportunity to talk to local practitioners and to undertake some additional visits in smaller groups, including meeting local people, before reconvening for a round table discussion with senior officers about their findings. This proved to be an effective way of working, particularly in identifying the Board's recommendations, and has been recommended as an approach to use for other future Scrutiny reviews.

As part of the Scrutiny Inquiry on the future of Kirkgate Market, particular importance was placed upon the Board gaining an insight into the day to day operation of the Market place. The Chair and other Members of the City Development Scrutiny Board therefore volunteered to become market traders for a day and were able to experience first hand some of the problems that other witnesses had raised with the Scrutiny Board during its Inquiry.

- **Influencing Executive Decision Making**

Following a request for Scrutiny, the City Development Scrutiny Board reviewed the closure of crèche facilities at six of the Council's leisure centres. By conveying its concerns to the Executive Board Member for Leisure and working closely with the Executive, an extension of 6 months was granted to keep four crèche facilities open at Scott Hall, Pudsey, Rothwell and Kippax Leisure Centres whilst potential alternative operators continued to be sought.

- **Holding the Executive to Account**

The Call In process provides the facility for Scrutiny Board Members to require a decision taker to reconsider a decision within a specified time period. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented.

The Call In facility was used on 10 separate occasions during 2010/11, seven of which related to Executive Board decisions. Scrutiny of these 10 decisions led to six of them being referred back to the decision maker for reconsideration, primarily due to concerns raised around insufficient consultation and/or a lack of sufficient information on which the original decisions had been based. Following the Call In process, all six of the decisions were reaffirmed by the decision maker following consideration of additional supporting information and, where appropriate, improvements made to consultations.

- **Scrutiny and Value for Money Reviews and Member Training**

One of the key action areas for Scrutiny this year was to undertake an increased number of value for money reviews. In taking this forward, the Central and Corporate Functions Scrutiny Board initiated and trialled Member training on the subject of how to undertake value for money Scrutiny reviews.

A number of Scrutiny reviews this year incorporated a value for money element. A particular example is the Scrutiny review into Outdoor Education Centres provided by the Council. The Children's Services Scrutiny Board made a number of recommendations for improved joint working in order to maximise resources and secure the longer-term financial viability of the centres. The previously mentioned Scrutiny review around the provision of sites for gypsies and travellers also sought to find more sustainable and value for money solutions to a long-standing and high profile issue.

- **Leading on Regional Scrutiny**

Last year a protocol for the Yorkshire and Humber Councils' Joint Health Scrutiny Committee was developed in conjunction with all the relevant local authorities. In February 2011, a Joint Health Scrutiny Committee was established to respond to the national review and consultation around proposals for the organisation and delivery of Children's Cardiac Surgery Services. This Joint Committee was led and supported by Leeds City Council, but drawing membership from across the region.

The Committee met twice in March 2011 and subsequently issued an interim recommendation to the Programme Director responsible for the review seeking a 3-month extension to the consultation period. This was to enable the Committee to complete its detailed review and analysis of the proposals. As a result, a national extension was granted to allow for further Scrutiny of the proposals until October 2011. The work of the Yorkshire and Humber Council's Joint Health Scrutiny Committee is therefore ongoing.

- **Championing public involvement in Scrutiny**

A continual key action area for Scrutiny is around increasing the level of public/service user participation in the work of the Scrutiny Boards. In doing so, the Scrutiny Boards acknowledge that by focusing on matters of high public interest, this will inevitably encourage greater participation levels. Equally, during a period of planned service reconfigurations, it is vital that the public and particularly service users are actively engaged within key decision-making processes. This was a particular message championed by the Adult Social Care Scrutiny Board throughout the course of its work this year.

Generally, high public interest matters originate from formal requests for Scrutiny. This year there has been an increase in the number of requests made to Scrutiny, with a total of 13 requests being considered by the Boards. During a particular meeting of the City Development Scrutiny Board in March 2011, a number of requests for Scrutiny were being considered. As a result, 40 members of the public attended this meeting, many of them expressing a wish to contribute to the debate. This had exceeded all expectation by the Board, which was very gratifying.



# Reflecting on the Year and Planning for the Future

It is vital that we reflect on the experience of past Scrutiny activity in order to identify best practice and also continue to improve the way that Scrutiny operates in Leeds. Last year we identified a number of key action areas to help develop the Scrutiny function during 2010/11. Progress made in delivering these key action areas is summarised below. Whilst a number of these areas will continue to remain a priority for Scrutiny, it is clear that any future challenges will be centred on the delivery of the City Priority Plans. In particular, it will be vital for Scrutiny to be more strategic and outward looking when undertaking pieces of Scrutiny work and assist the Council, and its partners, to achieve better value for money and economic sustainability.

## Key Action Areas 2010/11

## Progress

Encourage the increased percentage of pre-decision Scrutiny undertaken.	A much larger proportion of the Scrutiny Boards' work this year has been focused on the development of new policy (22% of the Boards' workload compared to 9% last year). Where referrals for Scrutiny are made by full Council or Executive Board, a key performance indicator is now included within the 2011/13 Democratic Services Service Plan for such work to be completed and reported on within the municipal year.
Work with regional colleagues to agree how best to Scrutinise the City Region.	This key action was set up to aid the work of the former City and Regional Partnership Scrutiny Board. As this Board no longer exists, individual Scrutiny Boards will continue to consider the implications of their work on the City Region, as appropriate. A good example of this is the Joint Health Scrutiny Committee.
Encourage the increased participation of the public in Scrutiny activity.	As reflected in the work of the Scrutiny Boards this year, we continue to champion public participation within the Scrutiny process. As a key performance indicator within the 2011/13 Democratic Services Service Plan, this will remain a key action area for Scrutiny next year.
Undertake an increased number of value for money reviews.	This year the Central and Corporate Functions Scrutiny Board initiated and trialled Member training on the subject of how to undertake value for money Scrutiny reviews. Whilst there have been reviews specifically focusing on VFM outcomes, the Scrutiny function will continue to ensure that a value for money element is incorporated in all pieces of Scrutiny work where appropriate.
Ensure that equality, diversity and cohesion and integration issues are embedded within the Scrutiny process.	A Scrutiny Guidance Note within the Constitution details arrangements to ensure that equality, diversity and cohesion and integration issues are embedded within the Scrutiny process. This has been revised to reflect the new Equality and Diversity Scheme 2011-2014 developed in conjunction with the Council's new strategic plans. In strengthening links between Scrutiny and the City Priority Plans, this will also help ensure that equality impact assessments are an integral part of the Scrutiny process. However, this will remain a key action area.

# Developing Scrutiny

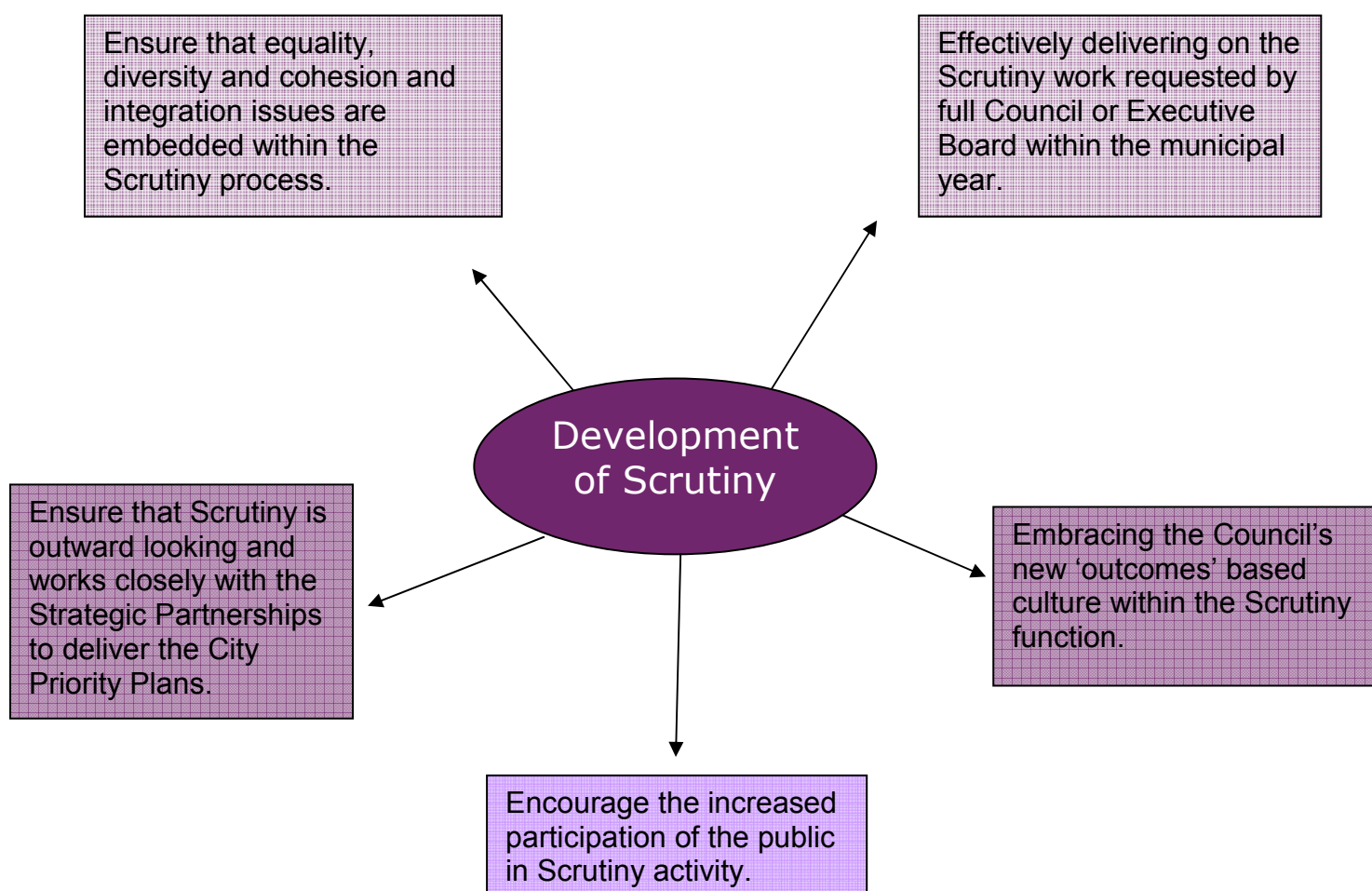
As always a key focus remains ensuring that Scrutiny is a worthwhile process for elected Members and adds value to the running of the Council.

As has been our practice in previous annual reports, we have published an action plan for the coming year identifying our key development areas.

The actions shown below are not an exhaustive list and a number of actions from previous years will continue to be progressed.

Our goals this year include

## Key Action Areas 2011/12



For those with access to the internet, further information on Scrutiny is also available at [www.leeds.gov.uk/scrutiny](http://www.leeds.gov.uk/scrutiny). This site includes information about each Scrutiny Board and links to the meeting papers and individual Annual Reports.

A list of all final reports since 1999 can be found on our website.



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## Report of the Chief Officer Democratic & Central Services

### Report to Council

Date: 13<sup>th</sup> July 2011

### Subject: MEMBERS ALLOWANCES

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 INTRODUCTION

1.1 This report advises Council of the receipt of a report from the Independent Remuneration Panel and asks Council to make a number of changes to the Members' Allowances Scheme.

## 2.0 BACKGROUND

2.1 Council is required to determine a Members' Allowances Scheme, having regard to recommendations from an Independent Remuneration Panel.

2.2 In determining or varying its Members' Allowances Scheme, Council may modify, accept or reject any such recommendations from the Independent Remuneration Panel as it considers appropriate.

2.3 Council is advised that the Independent Remuneration Panel has published a report, a copy of which is attached.

2.4 The Administration has indicated that it would wish to recommend to Council the following response to the recommendations made by the Panel in its June report.

"That the recommendations of the Independent Remuneration Panel Report dated June 2011 be approved and adopted subject to the following amendment:"

Recommendation (b) be rejected and removed.

2.5 In recommending this amendment, the Administration are mindful of the future transfer of Public Health functions to the Authority and feel that it is vital to retain these positions in order to maintain the flexibility that will be required in order to be able to meet the new challenges that arise as a result. They also want to avoid the need to reconvene the Panel at the time to reconsider this issue at a further cost of approximately £2,500.

2.6 The effect of the amendment is that Council would adopt the following:

“That the recommendations of the Independent Remuneration Panel dated June 2011 be approved and adopted as follows:”

- (a) The creation of nine posts of Support Executive Members and that they be paid the same Special Responsibility Allowance as that previously paid to the Deputy Executive Members, viz £4,793.58;
- (b) The continuation of two posts of Deputy Executive Members in respect of education and children’s social services respectively, and that they each be allocated a Special Responsibility Allowance of £11,386.98;
- (c) A Special Responsibility Allowance of £8,988.19 be paid to the Chair of the Climate Change and Environmental Working Group.
- (d) The proposals in this report be implemented with effect from the start of the 2011-12 Municipal Year

### **3.0 FINANCIAL IMPLICATIONS**

3.1 Implementing the recommendations of the Independent Remuneration Panel will achieve savings of £2,676.95, provided that there are no appointments to the positions of Advisory Members.

### **4.0 RECOMMENDATIONS**

4.1 Council is asked to approve amendments to the Members’ Allowances Scheme as detailed in paragraphs 2.4 and 2.6 of this report.

4.2 Council is asked to authorise the City Solicitor to make any consequential changes to the Members’ Allowances Scheme.

## **BACKGROUND PAPERS**

Members Allowance Scheme

# LEEDS CITY COUNCIL

## Report of Panel on Members' Allowances

June 2011

### 1. Introduction.

1.1 The Independent Panel on Members' Allowances was appointed by the Council to make recommendations on Members' Allowances in accordance with the relevant Regulations and the Government's statutory guidance. The Panel now consists of Sir Rodney Brooke CBE DL (Chair), Dave Fortune, Matthew Knight and Carolyn Lord.

1.2 The Panel issued its first report in May 1999. It updated its recommendations in October 2002 following new Government guidance. The Council adopted those recommendations with modifications. In subsequent reports the Panel has made further recommendations which again have been accepted, in some cases with modifications.

1.3 The political composition of the Council has changed as a result of the 2011 elections. The Labour Group (already forming the administration of the Council), now has an overall majority. There are proposals for minor alterations in the running of the Council with consequences for the Members' Allowances Scheme. These are

- Redefinition and enhancement of the current role of Deputy Executive Member and splitting the more broad duties into the new role of Executive Support Member
- Recognising the role of the Chair of the Environment and Climate Change Working Group

## **2. DEPUTY EXECUTIVE MEMBERS/SUPPORT EXECUTIVE MEMBERS**

2.1 Under the previous executive arrangements, there were eight positions of Deputy Executive Members. These positions provided a broad range of generic support to Executive Members.

2.2 Under the new arrangements it is intended that this generic support will continue to be provided across all Executive Members but by nine newly titled Support Executive Members. It is envisaged that this would continue to attract the existing Special Responsibility Allowance (SRA) of £4,793.58. It is the view of the Administration that for this support to be effective it would need to be provided by a total of nine Support Executive Members.

2.3 In addition to the above, the Administration believes that it is necessary to provide the Lead Executive Member for Children's Services with specific support with relation to the following functions:

- Social Service functions, so far as these functions relate to children, or young people leaving care.
- The authority's role as local education authority and the provision of services so far as they relate to information, advice, and guidance under the Learning and Skills Act 2000.

2.4 The proposal is that each one of these functions would be carried out by the redefined role of Deputy Executive Member.

2.5 The present scheme of members' allowances also provides for two advisory members of the Executive Board. The Council does not intend to fill these posts. The Panel believes that they should therefore be deleted from the Scheme. The overall effect of the present proposals is that the number of Deputy Executive Members reduces from eight to two; there are nine new posts of Support Executive Members; and the two posts of two advisory members of the Executive Board are eliminated.

2.6 The functions of education and children's social services consume the majority of the Council's budget and the Panel fully accepts that they demand a much greater time commitment and responsibility than other portfolios. The continuation of two Deputy Executive Members and the payment to them of the present special responsibility allowance seems entirely reasonable. The Panel therefore **recommends that the Members' Allowances Scheme be amended to provide for**

- **the creation of nine posts of Support Executive Members and that they be paid the same Special Responsibility Allowance as that previously paid to the Deputy Executive Members, viz £4,793.58;**
- **the deletion of the two posts of Advisory Members of the Executive Board; and**
- **the continuation of two posts of Deputy Executive Members in respect of education and children's social services respectively, and that they each be allocated a Special Responsibility Allowance of £11,386.98, to recognise the workload and responsibility involved. This figure is half the Special Responsibility Allowance allocated to each member of the Executive Board.**

### **3. CHAIR OF THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP**

3.1 Leeds has an adopted Climate Change Strategy (Vision for Action) and in December 2009, the Executive Board agreed a Leeds Climate Change Action Plan which mandated a 40% reduction in CO<sub>2</sub> emissions from the Council's operations. The full Council passed a resolution in January 2010 to extend this target to the whole City. The Council, at its meeting of 14<sup>th</sup> July 2010 proposed the establishment of an all-party Climate Change and Environmental Working Group. The function of the Group is to help achieve cross party consensus to develop and promote initiatives across the Council which will contribute to the achievement of the carbon reduction targets set out in the climate change action plan.

3.2 The Panel understands the need for action on energy reduction and the need to procure it across the council's services. It believes that the Special Responsibility Allowance for the Chair of this Group should be similar to that paid to the Chair of an Area Management Committee. Accordingly it **recommends that a Special Responsibility Allowance of £8,988.19 be paid to the Chair of the Climate Change and Environmental Working Group.**

3.4 Throughout its deliberations, the Panel has kept in mind the current problems facing public expenditure. The Council is, of course, well aware of the problems and public perceptions: it decided to forego the annual updating of members' allowances due in October 2010 and October 2011. Structural changes following the elections have resulted in an annual saving in the Members' Allowances Scheme of £11,864. The present proposals will result in a saving of £2,676 in the Scheme. In addition the Council has asked that members in receipt of a special responsibility allowance exceeding £7,000 should accept a 3% cut in that allowance. If uniformly accepted this will result in a further annual reduction in members' allowances of £16,000.

3.5 National guidance recommends that not more than 50% of members of a Council should receive a Special Responsibility Allowance (SRA). Fewer than 50% of Leeds members will receive an SRA under the proposals in this report.

#### **4. Implementation**

The Panel **recommends that the proposals in this report be implemented with effect from the start of the 2011-12 Municipal Year.**

#### **SUMMARY OF RECOMMENDATIONS**

**That the Members' Allowances Scheme be amended to provide for**

- (a) the creation of nine posts of Support Executive Members and that they be paid the same Speciality Responsibility Allowance**



as that previously paid to the Deputy Executive Members, viz £4,793.58;

- (b) the deletion of the two posts of Advisory Members of the Executive Board;
- (c) the continuation of two posts of Deputy Executive Members in respect of education and children's social services respectively, and that they each be allocated a Special Responsibility Allowance of £11,386.98
- (d) a Special Responsibility Allowance of £8,988.19 be paid to the Chair of the Climate Change and Environmental Working Group.
- (e) the proposals in this report be implemented with effect from the start of the 2011-12 Municipal Year

Rodney Brooke (Chair)  
Dave Fortune  
Matthew Knight  
Carolyn Lord

June 2011

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Originator: Kevin Tomkinson

Tel: 247 4357

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## Report of the City Solicitor

### Council

Date: 13<sup>th</sup> July 2011

Subject: Recommendations of the Executive Board

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### 1.0 Purpose of Report

1.1 To present to Council the following documents for approval :-

- National Resources and Waste Development Plan Document :Formal Submission
- Children and Young People's Plan 2011 to 2015

1.2 To note that the following documents will be presented to Council under cover of a separate report on this agenda:-

- Vision for Leeds 2011 to 2030
- City Priority Plan 2011 to 2015
- Council Business Plan 2011 to 2015

### 2.0 Background Information

2.1 The following reports were considered by the Executive Board on 18<sup>th</sup> May and 22<sup>nd</sup> June 2011 and in each case were referred to Council with recommendations for approval as detailed in each of the Executive Board minutes referring to them.

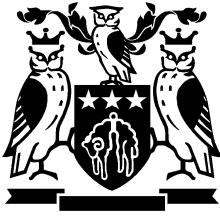
- (a) National Resources and Waste Development Plan Document :Formal Submission (minute 218 refers)
- (b) The Children and Young People's Plan 2011 to 2015 (minute 10 refers)
- (c) Vision for Leeds 2011 to 2030 (minute 8 refers)
- (d) City Priority Plan 2011 to 2015 (minute 8 refers)
- (e) Council Business Plan 2011 to 2015 (minute 8 refers)

### **3.0 Recommendation to Council**

- (a) That Council approve the National Resources and Waste Development Plan Document :Formal Submission as recommended in minute 218 of the Executive Board meeting held on the 18<sup>th</sup> May 2011
- (b) That Council approve the The Children and Young People's Plan 2011/15 as recommended in minute 10 of the Executive Board meeting held on the 22<sup>nd</sup> June 2011
- (c) To note that the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and Council Business Plan 2011 to 2015 as recommended in minute 8 of the Executive Board meeting held on the 22<sup>nd</sup> June 2011 is presented for approval under cover of a separate report on this agenda.

### **Background Documents**

Reports to the Executive Board.



## Report of the Director of City Development

### Executive Board

Date: 18 May 2011

**Subject: Natural Resources & Waste Development Plan Document – “Formal Submission”**

<p><b>Electoral Wards Affected:</b></p>          <input type="checkbox"/> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
Eligible for Call In <input type="checkbox"/>	Not Eligible for Call In (Details contained in the report) <input checked="" type="checkbox"/>

## EXECUTIVE SUMMARY

1. At the 3 November 2010 Executive Board, and following earlier periods of consultation, members were minded to approve the “Publication” version of the Natural Resources & Waste Development Plan Document (DPD) for a further period of public consultation. Following the completion of an 8 week period of consultation (15<sup>th</sup> December – 9<sup>th</sup> February) and consideration of representations received (by Development Plan Panel 8<sup>th</sup> March), Executive Board is requested to recommend to Council, that the NRWDPD (pursuant to section 20 of the 2004 Planning & Compulsory Purchase Act) is formally “Submitted” to the Secretary of State for Independent Examination. It should be emphasised, that once the DPD has been formally submitted for Examination, the City Council will have no power to formally withdraw the document, without the consent of the Secretary of State (Section 22 (2) Planning & Compulsory Purchase Act, 2004).
2. The Natural Resources & Waste Development Plan Document (DPD) is one of a number of planning documents currently being prepared as part of the Local Development Framework (LDF). The preparation of this document has been driven by the requirements of national planning guidance (PPS10), the implications of European Waste Management Directives and the City Council’s commitments to managing environmental resources and tackling climate change. Central to these requirements also, is the need for local authorities to develop an overall strategy for waste management (aligned to the Council’s own municipal waste strategy) and to identify specific sites to manage, municipal, commercial and industrial waste.

## **1.0 Purpose of this Report**

- 1.1 Following the completion of an 8 week period of consultation (15<sup>th</sup> December – 9<sup>th</sup> February) and consideration of representations received (by Development Plan Panel 8<sup>th</sup> March) Executive Board is requested to recommend to Council, that the NRWDPD (pursuant to section 20 of the 2004 Planning & Compulsory Purchase Act) is formally “Submitted” to the Secretary of State for Independent Examination.
- 1.2 In accordance with the Council’s Budget and Policy Framework and the relevant legislation, decisions as to the Council’s Development Plan (Local Development Framework) are reserved to Council. The Natural Resources and Waste DPD is part of the LDF and therefore part of the Budget and Policy Framework. As such the recommendation at 7.1, which makes a recommendation to Council is not eligible for Call In.

## **2.0 Background Information**

- 2.1 Within the context of national guidance (PPS10), European Directives and a range of City Council strategies (including municipal waste and climate change), the Natural Resources and Waste DPD has been in production since 2007. It should be noted also, that the Department of Communities & Local Government’s Chief Planning Officer, has recently written to all LPAs to urge progress in the preparation and adoption of ‘Waste DPDs, as the Government have announced that they intend to pass on fines under the European Directives to the offending Authorities, where such plans have not been prepared.
- 2.2 Following early technical work and stakeholder engagement, wider public consultation on an Issues & Alternative Options document took place in May – June 2008. This was subsequently followed by a further 6 week period of public consultation (18<sup>th</sup> January – 1<sup>st</sup> March 2010) on a ‘Policy Position’ document and an 8 week period of consultation on the Publication draft (15<sup>th</sup> December – 9<sup>th</sup> February), following consideration of the consultation material at the Development Plan Panel (12<sup>th</sup> October 2010) and Executive Board (3<sup>rd</sup> November 2010).
- 2.3 A schedule of the proposed changes to the document, following Publication consultation, to be included as part of the Council’s proposed formal Submission, is appended to this report and the complete set of Submission documents can also be obtained from the named clerk on the front of the agenda. The background papers listed at the end of the report can be obtained from Helen Miller on 24 78132.

## **3.0 Main Issues**

- 3.1 The Natural Resources & Waste DPD Publication draft contains a range of planning policies for Land Use, Minerals & Aggregates, Water Resources, Air Quality, Sustainable Energy Use and Waste, as part of an overall integrated approach, which seeks to minimise and manage the use of natural resources. As well as containing specific planning policies and site allocations, it is also envisaged that the document will have an influencing role in supporting the City Council’s wider strategic objectives for the environment.
- 3.2 Within this overall context, a number of key issues have emerged, which are addressed through the document. These include:
- planning for minerals & aggregates supply (whilst managing environmental assets and amenity),

- planning for municipal, commercial and industrial waste activity, including site specific allocations, (whilst seeking to reduce waste arisings overall)
- seeking to reduce flood risk, through mitigation and adaptation, in taking into account the effects of climate change.

3.3 Following public consultation on the Publication draft (15<sup>th</sup> December – 9<sup>th</sup> February), the following key issues have been raised and are summarised below. A more detailed summary of the representations received and the City Council's proposed responses is included as Appendix 1 to this report and a consolidated schedule of proposed changes to the document (for submission), is set out in Appendix 2 of this report.

#### Key Issues arising from Publication Consultation

3.4 In total 28 representations were received, covering a number of points of representation (incorporating 'objections' – on the basis of matters being unsound and expressions of 'support') and in a number of cases detailed points of support (including Natural England and submissions from the Environment Agency, Bradford City Council, Hansons Aggregates, Biffa Waste, Yorkshire Water and Aire Valley Environmental). The main points arising from the representations, in relation to key Policy areas within the document, can be summarised as follows:

#### **Minerals (Section 3):**

Responses were received from: North Yorkshire County Council, the Coal Authority, Hansons Aggregates, Minerals Products Association, Lafarge Aggregates, Highways Agency and English Heritage. The main points were: within the context of the West Yorkshire sub regional apportionment for mineral extraction, the DPD does not set a specific apportionment for Leeds, the West Yorkshire sub regional apportionment is time-limited to 2016 and does not extend to 2026 (the end of the plan period), objection to the protection for east of Pool, there is a need for a specific sand and gravel allocation at Methley, a series of detailed comments regarding the need to clarify policy wording and supporting text in relation to the safeguarding of coal resources (& development issues) and there is need to give more emphasis to heritage & historic issues in relation to local landscape character and sourcing local stone for construction.

#### City Council response:

- Within the current sub regional context, it is not possible to derive a specific apportionment for Leeds. The City Council is committed to working with the other West Yorkshire local authorities, as a member of the Regional Aggregates Working Party (RAWP) to address apportionment issues (to 2016 and beyond to the end of the plan period). Notwithstanding these issues, it is considered that the NRWDPD, in its overall strategy, policies and allocations for minerals, meets current and likely future requirements to 2026.
- Through the Leeds Unitary Development Plan, the City Council has an established position to resist sand and gravel extraction to the east of Pool. Based upon the continued allocation of Midgely Farm Otley (within the context of the overall strategy for minerals within the plan) and the landscape quality of the Wharfe Valley, sand and gravel extraction to the east of Pool is not considered appropriate,
- The potential and possible extension of sand and gravel extraction at Methley quarry has been identified as **Page 35** the DPD as an 'Area of Search'. Without

specific details of proven reserves, it is not possible at this stage to make a specific allocation.

- It is agreed that further amplification in the DPD would assist in recognising the significance of heritage & historic issues (see response to ref. 18 Appendix 1). With regard to potential sources of historic building stone (also raised by English Heritage) – Minerals Policy 7 has been drafted to support the provision of stone for repairs to historic buildings.

#### **Waste (Section 4):**

Responses were received from: Aire Valley Environmental, Yorkshire Water, Caird Bardon (for Peckfield Landfill), Barton Wilmore (for Keyland Developments), Mr R Taylor (resident), Mrs L Linstrum (resident), Mr S Wigglesworth (resident), RWe Npower, Biffa Waste, Entec (for the National Grid). The main points were: a desire from land owners to have greater flexibility in respect of waste allocations and specific objections from local residents in relation to energy from waste.

#### **City Council response:**

- A key focus of the DPD is to ensure consistency with national planning guidance (PPS10) and the requirements of European Directives, in the allocation of specific waste sites as part of an overall strategy. However, in recognising the need for flexibility under changing circumstances, including the outcome of the City Council's procurement of a residual waste solution, Appendix 1 details a number of minor changes to site boundaries (Knothrop Waste Water Treatment Works) and supporting text to Waste Policy 6. It is also proposed, (for consistency with the approach to Minerals) that Waste Policy 9 is also amended to reflect the points raised by English Heritage regarding the importance of the historic and heritage environment.
- The concerns regarding technology associated with energy from waste are noted. However, the focus and purpose of the DPD is to identify sufficient sites i.e. land and premises for waste management purposes, as part of an overall strategy, rather than prescribing the use of particular forms of waste treatment. It is the role of the City Council's residual waste management project and subsequent planning application process to consider the merits of individual technologies and their impact.

#### **Air Quality (Section 6):**

Responses were received from: Highways Agency. The main points were: the impact of traffic movements upon the strategic highway network and Air Quality Management Areas (AQMAs).

#### **City Council response:**

- Through a number of initiatives and measures within the lower Aire Valley and the emerging Area Action Plan, a number of provisions are in place or are being developed to seek to minimise traffic movements and their impact. These include public transport interventions and the development of Travel Plans and 'trip' management (via Transport Assessments). In relation to Air Quality Management Zones, Policy Air 1 of the DPD seeks to minimise the impact of development upon air quality.



## **Water (Section 6):**

Responses were received from: Environment Agency. Overall the response from the EA was generally supportive but a number of suggestions made to add further clarity to the supporting text (see response to ref 22, Appendix 1).

## **Site Allocations:**

Responses were received from: Network Rail, British Waterways, Barton Wilmore (for Towngate Estates Ltd) and Walton & Co. (for Db Schenker). The main points were: Objection to the safeguarding of specific wharves and rail sidings for alternative uses including housing.

## **City Council response:**

- A key dimension of the DPD (and its evidence base) is to seek to manage 'resource flows' across the city. Integral to this approach is the need to manage and encourage freight movements via sustainable travel modes. In the preparation and ongoing consultation on the DPD, the use of waterways and the need to safeguard appropriate wharves and railway sidings, has been an integral policy approach. Two prime sites at Old Mill Lane, Hunslet and Canal Wharfage at Stourton are therefore safeguarded. Within this context, alternative uses for housing are not considered to be appropriate, it is understood also that due to flood risk (Zone 3a ii), the sites are unsuitable for housing. This approach is consistent also with the emerging proposals for the Aire Valley Area Action Plan / Urban Eco-Settlement.

## **4.0 Implications for Council Policy and Governance**

- 4.1 As noted above, the Natural Resources & Waste DPD, forms part of the Local Development Framework and once adopted will form part of the Development Plan for Leeds.

## **5.0 Legal and Resource Implications**

- 5.1 The DPD is being prepared within the context of the LDF Regulations, statutory requirements and within existing resources. There are no specific resource implications for the City Council arising from the planning policies and allocations.

## **6.0 Conclusions**

- 6.1 The preparation of the Natural Resources and Waste DPD has been through several phases. The Submission stage marks a key milestone in moving the process through to independent examination and final adoption.

## **7.0 Recommendations**

- 7.1 That the Executive Board makes a recommendation to Council to approve the Natural Resources and Waste Development Plan Document (together with the proposed changes detailed in Appendix 2 of this report) for submission to the Secretary of State for independent examination, pursuant to Section 20 of the Planning & Compulsory Purchase Act 2004.

## **Background Papers**

Natural Resources & Waste DPD – Publication Document

Summary map

Inset map

Map Book

Sustainability Appraisal

Topic Papers (Waste, Minerals & Energy)

Natural Resources & Waste DPD Issues & Alternative Options, 'Policy Position' documents (and supporting technical papers), Publication Document & Report of Consultation.

**Appendix 1.**

**NRWDPD Publication Draft – Representations & City Council Response**

**NRWDPD Publication Draft – Representations and LCC Response.**

Response and Reference		Representation	LCC response with any suggested wording amendments.
Respondent	Ref	Representation	Response
North Yorkshire County Council	1	<p><i>Summary</i></p> <p><i>Raises concerns of unsound policies (but not an outright objection) with regards to minerals.</i></p> <p><i>Para 3.16 - replace region with West Yorkshire Sub Region (see section 4.1.4 of the minerals topic paper).</i></p> <p><i>Para 3.16 – sentences on the 37year land bank are misleading. It confuses demand and the level of provision required.</i></p> <p><i>Para 3.5 is not clear how the 3.6mt figure has been derived.</i></p> <p><i>There should be a stronger policy commitment (e.g. through a revision to Policy Minerals 4) to encourage the local sources of crushed rock in acceptable locations.</i></p> <p><i>Policy Minerals 4 is too weak and the word exploration should be replaced with extraction.</i></p> <p><i>Policy Minerals 5 – A large proportion of sand and gravel resource within the Wharfe Valley lies to the east of pool. It is considered that this policy is unduly restrictive. A more flexible approach is required. It should be amended to give support in principle for</i></p>	<p>Concerns noted.</p> <p>Agreed.</p> <p>Amend text in Para 3.16 to replace ‘region’ with ‘<b>West Yorkshire sub-region</b>’.</p> <p>The Y&amp;H RAWP report identified that at Dec 2008 reserves of some 40 million tonnes of crushed rock provided a landbank of 37 years in West Yorkshire.</p> <p>Amend text in Para 3.16 to replace ‘estimates of demand’ with ‘<b>rates of extraction</b>’.</p> <p>This paragraph should have referred to the West Yorkshire Sub - Regional apportionment as set out in para. 4.1.3 of the Minerals Topic Paper. Leeds is unable to apportion on behalf of other Districts however we are committed to working with the other West Yorkshire authorities to help meet the apportionment.</p> <p>Delete the last sentence of para. 3.5. Add at the end of the second sentence after 2008 ‘...<b>a sub – regional apportionment for West Yorkshire has been derived. This is 5.5 million tonnes of sand and gravel and 17.8 million tonnes of crushed rock for the period 2001 to 2016.</b>’</p> <p>Given the level of provision of crushed rock already achieved within the sub region, the need to encourage further provision of crushed rock is not considered to be necessary.</p> <p>Agree replace ‘exploration’ with ‘<b>the extraction of</b>’ in MINERALS 4, also add at the end of the first sentence ‘...<b>for proven deposits in accordance with MINERALS 10.</b>’</p> <p>LCC acknowledge the presence of sand and gravel within the Wharfe Valley identifying a potential 20 million tonnes (Topic Paper 4.1.7) however some of this resource is constrained not least by landscape designations which are considered to be fundamental to the character of the district. The Leeds Landscape Character</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
Bradford City Council	<p><i>sensitively designed, operated and restored sites in order to help maintain supply of sand and gravel.</i></p> <p><i>We cannot find and reference to cross boundary working, only cross boundary movements. We would like to see reference to collaborative working. We would wish to support the policies relating to water. We would be interested in whether you consider there might be scope for joint working in terms of methodologies for investigating the potential for heat distribution networks/mapping opportunities for implementing district energy networks linked to identifying land for development.</i></p>	<p>Assessment 1994 evidences the high landscape quality, this Study is currently being updated and most recent indications are that the landscape quality is re-confirmed. The Study will be available in early Summer 2011.</p> <p>Add additional sentence at the end of paragraph 4.6 to state: <b>‘The City Council will continue to work with and consult with its neighbouring authorities.’</b></p> <p>Support welcomed.</p> <p>Note and action outside the NRWDPD process.</p>
Caird Bardon (on behalf of Peckfield Landfill)	<p><i>Provided a plan with annual throughputs and remaining void spaces at landfill operations in Leeds, Wakefield and York/N. Yorks/E. Yorks.</i></p>	<p>Update waste topic paper only. See separate schedule.</p>
Page 4 The Coal Authority	<p><i>Provided a copy annual infilling report as required by planning conditions.</i></p> <p><i>Figure 2.2 Minerals Resource Map is incorrect and does not match the data supplied in December 2009 or Map A3 of the DPD.</i></p> <p><i>Para 2.9 Minerals Resources General – Statement is not technically correct as Methley Quarry has a current surface mining license.</i></p> <p><i>Mineral Safeguarding, Coal, Map A3. Support Policy Minerals 2 – Minerals Safeguarding Area – support.</i></p> <p><i>Policy Minerals 8, Surface Coal and Development Sites. Welcomes at 3.18 recognition that fossil fuels including coal cannot be excluded as an important energy source. It supports the inclusion of a MSA for coal. However, the presumption in the test does not positively encourage further coal extraction in the MSA and it is unreasonable to include this. A criteria based policy setting out where coal extraction would be suitable would be welcomed. Coal authority seeks clarity of thresholds and the intentions of this policy.</i></p>	<p>The schematic nature of the Minerals Resource Map is designed to make it clear and accessible to all. It is based on Map A3 of the DPD which contains the data supplied by the Coal Authority in December 2009.</p> <p>Extraction of coal at Methley Quarry was incidental to the primary use of aggregate extraction and ceased in December 2010</p> <p>Action: Update Topic Paper.</p> <p>Support noted.</p> <p>Support noted.</p> <p>It has been agreed with the Coal Authority that this point could be satisfactorily dealt with by adding ‘always’ into the policy MINERALS 8, so that it reads: <b>‘Within the Mineral Safeguarding Area for surface coal, as shown on Map A3, applicants should always consider the opportunity to recover any coal present .....’</b></p> <p>This would help to improve awareness and promote the potential for surface coal extraction prior to development, whilst the requirement to undertake an assessment will only apply to major development and therefore not be unduly onerous on the applicant. The definition of ‘major development’ to be added to the glossary and to use the</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
	<p><i>Policy Minerals 9, Surface Coal and Non-Development Sites. Suggest wording changes to the policy to reflect National Policy in MPG 3.</i></p>	<p>definition in Reg. 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.  This approach will remove the difficulty in specifying a threshold when consideration of coal removal should be applied but still positively encourage further coal extraction.  Agree inclusion of wording relating to mining legacy issues. Add to MINERALS 9 so that the final sentence reads:  ‘Weight will be attached to schemes which provide local and/or community benefits, avoid the sterilisation of mineral resources, <b>address mining legacy issues</b> or facilitate other development which is in accordance with the development plan.’  Provide explanation of this point in the text by adding words to the end of para. 3.22 to state:  <b>‘Additionally, in areas of coal mining legacy, extraction of coal can help to improve conditions, for example by creating land stability.’</b></p>
	<p><i>Policy Land 1 – Contaminated Land. Contrary to the requirements of PPG 14 and that the policy is amended to address unstable land and mining legacy. Otherwise it is unsound.</i></p>	<p>LCC has a specialist Contaminated Land Team but they do not deal with land stability, consequently it is not appropriate for LCC to include a requirement on land stability within the contaminated land policy. However, we do recognise the need for Coal Mining Risk Assessments and these are part of the planning application validation criteria. We therefore suggest including the following words at the final end of para. 3.22 (i.e. after the words suggested above).  <b>‘The Coal Authority has provided Leeds City Council with information about the extent of former coal mining legacy areas. In accordance with PPG14, a Coal Mining Risk Assessment will be required for all Full and Outline non householder applications in Coal Mining Development Referral Areas where the ground will be disturbed.’</b></p>
<p>Hansons Aggregates</p>	<p>5</p> <p><i>Supports the plan and safeguarding of their interests in the various aspects of the plan (minerals and wharves).</i></p> <p><i>Asphalt Plant at Bridgewater Road South – Sound</i>  <i>Howley Park Extension – Sound</i>  <i>Concrete Plant at Knowthorpe Road – Sound</i>  <i>Concrete plant at Cross Green Way – Sound</i>  <i>Brickworks at Swillington – Sound</i>  <i>Brickworks at Howley Park Quarry &amp; Brickworks– Sound</i>  <i>Midgely Farm Near Otley – Sound</i></p>	<p>Support noted.</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
	<p><i>Supports the allocation for the proposed railway sidings and canal wharf at Bridgewater road for a aggregates and asphalt concrete railhead complex.</i></p> <p><i>Supports the sand and gravel allocation at Midgley Farm, Near Otley.</i></p> <p><i>Supports the preferred areas of mineral extraction at Howley Park Quarry and Brickworks.</i></p> <p><i>Minerals 6 gives the impression that these are the only areas preferred for minerals extraction during the plan period rather than the list of sites where possible extensions have been identified during the plan period.</i></p>	<p>Support noted.</p> <p>Support noted.</p> <p>Support noted.</p> <p>Comments Noted Action: Amend Para 3.11 to include further explanation of Preferred Areas and Areas of Search as follows: <b>Areas of Search (AoS) are areas where resources are known to be. However, no exploration as to potential yield or quality of the resource has been undertaken and therefore these are not proven. The Council wishes to encourage such exploration to ensure its continued contribution to sub regional levels of provision of sand and gravel and has therefore identified areas where it is appropriate that this may take place.</b></p> <p><b>“Preferred Areas” are those areas where the resource is proven and evidence as to the nature and extent of deposit is available. The Council wishes to ensure that the resources are exploited in an efficient and timely manner.</b></p>
	<p><i>Minerals Policy 1 is unsound. It does not state the apportionment or provide any commitment to it. It is impossible to monitor. The figure quoted in the minerals topic paper should be rolled forward to the end of the plan period. More provision should be provided. 8.9mt for sand and gravel and 28.8mt of crushed rock to 2026.</i></p> <p><i>Minerals Policy 2 is unsound. It is not in accordance with best practice and is not justified. Evidence base needs to be confirmed. It should an OS base.</i></p> <p><i>Minerals Policy 5: Limiting sand and gravel extraction in the Wharfe Valley. This policy begs the question of whether sufficient provision has been made and the resistance to proposals is unnecessary.</i></p> <p><i>Map A3: Minerals Safeguarding Areas – Map is not in accordance with National Policy.</i></p> <p><i>Considers the following policies to be sound:</i></p>	<p>Evidence to support this Chapter of the NRWDPD is set out in the Minerals Topic Paper and in supporting text. Sub – Regional Apportionment beyond 2016 has not yet been established.</p> <p>All spatial proposals will be consolidated on the Proposals Map which will be on an OS base.</p> <p>LCC consider that the reasoning behind the decision to limit extraction within the Wharfe Valley is adequately set out in the Minerals Topic Paper.</p> <p>All proposals will be consolidated on the Proposals Map which will be on an OS base. LCC can put an OS layer over Map A3 if necessary. Support noted.</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
David Walker for 7 Lafarge Aggregates	<p><i>Minerals 6, 7, 10, 11, 12, 13, 14. Waste 1, 2, 3, 4, 7, 8, 9, 10, 11. Agree with vision although minerals sites could take more prominence. Should recognise at 2.29 the role that minerals site can make in flood storage capacity.</i></p> <p><i>Minerals 1 – discrepancies with the figures and targets which need to reflect the Y&amp;H Rawp. It is not supported by the evidence base.</i></p> <p><i>Midgley Farm will not meet the sub regional apportionment. Methley Quarry and the proposed extension should be allocated under Minerals 4.</i></p> <p><i>Under Minerals 3, 13 and 14, a further buffer zone of 250m around the sites would help protect them from other forms of development which may prejudice minerals and transportation operations.</i></p>	<p>Comments noted.</p> <p>Add words to para. 2.29 to state: <b>‘Additionally, the restoration of mineral sites in appropriate locations can be designed to help provide flood storage benefits’.</b></p> <p>This representation is based on the assumption that LCC must meet the level of provision set for the entire sub region in the absence of consented sites in other districts within the sub region. Enquiries of adjacent West Yorkshire (Minerals Topic Paper Para 4.1.4 – 4.1.6) MPAs indicate that whilst there are currently no consented sites within their districts, there are resources which have the potential to provide significant yields that would contribute to meeting the sub regional apportionment.</p> <p>LCC suggest re-ordering the words of MINERALS 1 to help clarify this point. The Policy will read: ‘MINERALS 1 In conjunction with other West Yorkshire Metropolitan District Councils, the Council will encourage the recycling of materials and endeavour to maintain a land bank of permitted reserves of sand and gravel in accordance with the Sub-Regional Apportionment.’ The proven resource at Midgley Farm forms one part of an overall approach to meeting LCCs contribution to the level of provision required at sub regional level. It is not intended that LCC should provide exclusively the full apportionment for the sub region from the Midgley Farm site.</p> <p>The Council supports through an AoS designation the possible extension of Methley Quarry for the extraction of sand and gravel. Allocation of the site can only be considered following exploration to provide evidence as to the scale of the resource and indicative land take for a working proposal.</p> <p>MINERALS 2 and 3 afford protection to mineral resources and to operational sites themselves. MINERALS 10 provides development management criteria which are designed to ensure best working practices. Additional buffer zones are not considered necessary to protect either minerals sites or non mineral development</p>



Response and Reference	Representation	LCC response with any suggested wording amendments.
	<p><i>Policy Minerals 4 should also include Methley Quarry. There are more potential issues at delivering a scheme at Midgley than at Methley.</i></p> <p><i>Mineral policy 8 needs to refer to Map A3. It should also include reference and support for where coal can be extracted as a secondary mineral in wider extraction schemes.</i></p> <p><i>Amend point 2, 4 and 18 of Minerals 10 in accordance with suggested word changes.</i></p> <p><i>Minerals 13 should include mineral plant site areas that can be undertaken on a sustainable basis.</i></p> <p><i>Waste section should take more account that inert waste can play in restoring minerals sites. Suggest an amendment to Waste Policy 8 to reflect this.</i></p> <p><i>Water 1 could be amended to include the requirement for water efficient processing plant.</i></p> <p><i>Water 3 should be expanded to reflect PPS 25.</i></p> <p><i>Request a specific policy on Green Belt in terms of how natural resource and waste applications would be dealt with – minerals extraction is not necessarily incompatible with the Green Belt.</i></p> <p><i>General comment on the scale of some of the plans where precise locations are difficult to determine.</i></p>	<p>There is insufficient evidence to justify this as an allocation and this resource is not proven.</p> <p>Comment re map ref noted. This policy does not seek to identify specific sites where coal can be worked by opencast methods. It does seek to provide sufficient flexibility to allow the recovery of coal by opencast methods as an incidental activity to the primary re-development of any site within the area identified as the MSA for coal on Map A3.</p> <p>Suggested changes are not considered necessary.</p> <p>LCC supports the use of existing mineral sites for value added operations where appropriate but does not support the extended use of sites which are not appropriately located once the primary mineral use has ceased.</p> <p>The use of inerts to restore quarries can be acceptable under WASTE 8 and is provided for by WASTE 10.</p> <p>The policy applies to all development and therefore includes processing plants.</p> <p>In order to more accurately reflect national policy add the words ‘...and satisfies the Exception Test’ to the end of policy Water 3.</p> <p>National policy in relation to minerals development in the greenbelt is set out clearly in PPG 2; Green Belt. Reiteration of national green belt policy in this document is therefore considered to be unnecessary.</p>
Arup on behalf of Aire Valley Environmental 8	<p><i>Supports Policy Waste 6 in terms of the inclusion of land within the Knothrop Wastewater Treatment Works. However, the Map Book XC2 – Map E needs a slight amendment to reflect the AVE proposed facility.</i></p> <p><i>Supports Energy Policy 3 particularly that a facility should demonstrate the potential to connect to an outlet for any energy produced.</i></p>	<p><b>Amend Map 202 to reflect accurate boundary.</b></p> <p><b>Amended map attached to the schedule for clarity.</b></p> <p>Support noted.</p>
Yorkshire Water 9	<p><i>Supports the aspiration for a zero waste city.</i></p> <p><i>Fully support Waste 3.</i></p> <p><i>Fully support Waste 4</i></p> <p><i>Support the inclusion of land within Knothrop WWTW as being part of the Cross Green Industrial Estate preferred location for new waste management facilities.</i></p>	<p>Support noted.</p> <p>Support noted.</p> <p>Support noted.</p> <p>Agree extension to Cross Green Industrial Estate to include land formerly suggested as a strategic waste site. This is because it has previously been identified for waste uses and it would be inconsistent</p>

**Response and Reference****Representation**

*It is an obvious site most notably for Anaerobic Digestion. However, suggest an amendment to Plan E. Support Waste Policy 6. Rectify typo.*

*Any employment use should be compatible with the WWTW.*

*Supports the energy section.*

*Support Energy 3.*

*Support Energy 4.*

*Paragraph 1.18 of the topic paper could add utilities as one of the likely users of CHP and also reflect this in Energy 3 and 4.*

*Air 1 – This should reflect that sensitive new developments close to activities such as the WWTW should not necessarily proceed. YW seeks to minimise odour emissions and has invested in a new odour control plant. However, there will always be some low level odours as a result of operations.*

*Support Water Policies 1-7.*

*Could include a specific policy to support the statement at para. 6.32 regarding co-location with energy.*

*Keyland is the commercial property development subsidiary of Kelda Group whose main activity is the regeneration of Yorkshire Water surplus land. YW is also a subsidiary of Kelda Group.*

*Keyland is concerned that the wording of Waste 6 will make it more difficult for employment uses to proceed at the site if AVE is not successful in the Leeds Residual Waste PFI facility. The safeguarding of the site should automatically fall away if AVE is unsuccessful. There is no evidence to support the inclusion of the site beyond the PFI. It already has planning permission for storage and distribution. The wording of the policy discourages investment in employment uses.*

**LCC response with any suggested wording amendments.**

not to include it. **Amend Map 206 to reflect the further area of land within the Knostrop Waste Water Treatment Works.**

In Waste Policy 6 replace Sewage Water Treatment works with **'Waste'** Water Treatment Works.

Normal development control processes will deal with this and a specific policy is not required.

Support noted.

Support noted.

Support noted.

At paragraph 5.24 alter reference in the brackets in the first sentence to: (.....industrial uses **including utilities providers**).

Validation criteria currently requires that air quality assessments are carried out when development is proposed near to a designated industrial process.

Support noted.

Agree. Add an additional point on the list on page 12 under Low Carbon Economy, to state:

**'Support the co-location of natural resource activities to minimize transportation impacts.'**

Note for information. Yorkshire Water have supported the allocation of the site for strategic waste management use.

WASTE 6 makes provision for the site to be developed for employment uses should the site no longer be required for the strategic waste management facility. Keyland have an extant planning permission for storage and distribution which they can implement at any time.

This concern is not consistent with those of the other interests on this site where its safeguarding is supported and synergy with other utility uses identified. This has been the position at all previous stages of the plan.

The policy is intended to ensure that sufficient provision is made for Leeds to be able to manage its waste and demonstrates certainty about the ability to manage waste whilst allowing for the circumstances inevitably created by the procurement process.

Barton Wilmore 10  
for Keyland  
Developments  
Ltd.

*Under the minerals policies relating to coal, Keyland and their partners have explored the potential for recovery of sub-surface coal on land held within the joint ventures and it has been concluded that recovery of the coal deposits is not commercially viable. Minerals 2 is unduly onerous and needs amendment.*

*Minerals 8 fails to clarify how major applications will be defined. Policy approach is not clear in terms of economic value. The general extents of the MSA for coal and onerous requirements will generally harm the regeneration interests of the City.*

*Objects to NRWDPD:*

*Garforth residents do not know about NRWDPD generally.*

LCC suggests slight word changes to the introductory text to the policy to help clarify this position. Amend the second half of Para. 4.32 to delete the third sentence of the paragraph and add a further sentence regarding the procurement so the paragraph will read:

**'A City Council procurement process for a residual municipal solid waste (MSW) treatment facility has been running in parallel with the preparation of the NRWDPD. Two of the three strategic waste management sites are being considered as possible locations for the facility. In the event that it can be demonstrated that a site is no longer required for strategic waste management purposes, it will be acceptable to use it for other employment uses. In the case of the two sites in the procurement process this event will occur when the procurement process completes.'**

Note for information.

LCC are required to identify Mineral Safeguarding Areas to protect finite natural resources. Failure to do so or to identify the criteria which would allow other forms of development to take place would be in direct conflict with the aims and vision set out in Section 2 of this DPD.

Add the definition of major development to the Glossary, using the definition in regulation 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (10 dwellings or more or 1,000 sq. metres or more).

Keyland have complied with the proposed policy and therefore demonstrate that the policy is not too onerous.

There are many instances where developers prefer to extract coal before developing because they can make money out of it and because it helps create land stability.

The City Council has put a significant amount of resources into a City Wide consultation throughout this plan.

**Response and Reference****Representation**

*Does not necessarily accept EfW is a safe technology.*

*Richmond works at Garforth as a safeguarded site particularly after the recent fire at the Wastecare Site. General lack of knowledge and uncertainty at this site. More appropriate for them to consolidate their operations to Cross Green. Have we taken into account the cumulative air quality impacts of all the developments proposed in the NRWDPD along with existing emissions?*

*Raises other matters such as explosion in Rotherham and N.Yorks decision to build a Waste Transfer Facility at Chapel Allerton.*

*Objects to waste policy 6. This is because it seeks to prohibit employment uses at the site if they were to come forward. However, they have permission for B1, B2 and B8 uses which does not expire until 2017. As such development could take place at any time. The site will continue to be marketed for employment purposes. Skelton Grange should be allocated for both employment and waste uses.*

*Rather than rewording the policy they we are willing to accept reducing the footprint to reflect a 'particular proposal'.*

**LCC response with any suggested wording amendments.**

The role of the NRWDPD is to safeguard sites which are suitable for a range of technologies, including EfW. Emissions will need to be assessed as part of any future planning application. Any permitted proposal is also subject to separate environmental permitting by the Environment Agency. Waste development cannot operate without the relevant environmental permit.

The sustainable management of waste is dependent on maintaining current capacity as well as planning for additional capacity.

The cumulative impacts of policies have been examined in the Sustainability Appraisal. However, it is acknowledged that it is difficult to assess the complete impacts of all the policies on air quality taking into account changes in the wider environment. Policy Air 1 requires new developments to demonstrate that they will not have a detrimental impact on air quality, taking into account background factors and provided mitigation where this is necessary.

These comments are noted but by and large are matters outside the remit of the NRWDPD.

The policy safeguards all the strategic waste sites during the plan period unless they can demonstrate that they are no longer required for this purpose.

It ensures that sufficient provision is made for Leeds to be able to manage its waste and demonstrates certainty in the first instance whilst ensuring that the land is not unduly sterilized once provision has been met.

There is nothing to stop the extant employment use been implemented. It is up to the land owner to decide which use takes preference or if it is possible for them to co-exist. The landowner has consistently confirmed support for waste treatment facility provision on this site and an operator has expressed a clear interest in developing a major treatment facility for residual C&I waste within the footprint of this site, pre-application discussions have taken place and an application is expected soon (see representation 13 below).

The whole site as currently shown is still required to maintain flexibility should a planning application come forward. No other representations setting out a specific location within the site boundary on plan 200 under Section D of the map book have been received. However, National Grid has separately requested that the area of the

Response and Reference	Representation	LCC response with any suggested wording amendments.
Biffa Waste Ltd 13 Entec on behalf of the National Grid 14	<p><i>Supports the NRWDPD (no other comments). This is a mainly advisory in terms of where assets are located. However, the plan for Skelton Grange shows the NG electricity substation within the proposed allocation. They object unless the plan is amended to take out the substation. That the assets of the substation are protected should permission for a facility on Skelton Grange be granted.</i></p> <p><i>There are overhead power lines at Methley and Skelton Ash Lagoons that will need to be maintained. There is a gas transmission pipeline bounding site 36, Highmoor Quarry.</i></p>	<p>sub station is removed.            Support noted.            Comment noted.  <b>Remove sub station assets from the site boundary on Plan 200 under section D of the map book.</b></p> <p><b>Revised plan attached to the schedule for clarity.</b>            This would be a consideration should any planning application be received. All proposals would need to meet the requirements of WASTE 9.            Note information.</p>
Mrs Lyn Linstrum 15 (local resident)	<p><i>Sustainability Appraisal – It makes no reference to the EASEL Plan.</i></p> <p><i>Sustainability Appraisal – Which IMD scores have been used?</i></p> <p><i>Sustainability Appraisal – More explanation would be welcome of how the SA has taken into account housing disparity, social inclusion, job opportunities and health.</i></p> <p><i>Policy Waste 6 – The site selection study 2007 based its conclusion on inaccurate information on the Wholesale Market as it assumed that the nearest residential properties were to be demolished. The update undertaken 2009 acknowledged this but did not reduce the scoring based on the proximity to housing as it stated this had already been taken into account.</i></p>	<p>The EASEL Area Action Plan has been withdrawn..</p> <p>This is set out in the Social and Deprivation Chapter in Section 4.</p> <p>Chapter 3 provides the SA methodology, Chapter 4 provides the baseline used, and Part C presents the results of how the method was applied. These issues are clearly addressed under their appropriate topics.</p> <p>At the time of the 2007 study the EASEL plan was proposing to allocate a small part of the nearest residential areas as employment uses. The 2009 study acknowledged that this situation had changed in the intervening period. However, further information was also known about the potential layouts and designs which could be accommodated on the site by the time of the 2009 study.</p> <p>The Wholesale Market meets the tests in PPS 10. The site selection study demonstrates that there are very few alternative choices in Leeds.</p> <p>Any future proposals would need to comply with WASTE 9 and demonstrate that there are no adverse impacts on the surrounding area.</p> <p>In addition separate environmental permitting legislation requires proposals to comply with permitted environmental standards.</p>

**Response and Reference****Representation****LCC response with any suggested wording amendments.**

*Policy Waste 6 – The site should have been red in the site selection study not green.*

The Wholesale Market meets the tests in PPS 10. The site selection study demonstrates that there are very few alternative choices in Leeds.

*The site selection study soundness needs to be considered by the Inspector and the Wholesale Market removed from the plan. The bidder has stated they will not be justifying the selection of the site.*

This will be a matter for the Examination in Public.

*Policy WM6 has omitted ‘The Council will have regard to the proximity and cumulative effect upon residents’*

Any future proposals would need to comply with WASTE 9 and demonstrate that there are no adverse impacts on the surrounding area.

*The consultation process is not sound. It has not provided adequate information or answers. Sport England has not been consulted.*

In addition separate environmental permitting legislation requires proposals to comply with permitted environmental standards. A wide range of organisations have been consulted as part of the plan making process in compliance with the adopted Statement of Community Involvement.

Sport England are not a statutory consultee however they were consulted at Issues and Options stage and responded that the DPD was not of interest to them as they are only interested in proposals that affect playing pitches and other greenspace and sports provision. They asked not to be included in further consultation stages of the DPD.

Opposition is noted.

Mr Stewart  
Wigglesworth  
(local resident)

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*Oppose incineration at the Wholesale Market and the Yorkshire Water Land.*

*The sites are too close to residential areas and businesses.*

*The council has provided no justification for introducing this type of use into the area.*

*The incinerator in Sheffield is dirty, noisy and the odour in the local air was disgusting.*

Comments noted. These matters were considered and set out in the site selection study 2007 and the further update in 2009.

The site selection study reflects National Planning Guidance on Sustainable Waste Management in PPS 10.

This is anecdotal. The Sheffield facility is adjacent to a new office and supplies energy to the nearby flats and businesses. Officers and Members of LCC have also visited the Sheffield facility and did not find it to be any of these things. Sheffield residents are not reported to complain about it and the facility in Sheffield is right in the heart of the urban area.

The plan is technology neutral but it must enable a range of technologies to be implemented to reduce the current reliance on landfill.

*The council’s utopian dream is a clear attempt at sterilised propaganda to try and convince locals that the incinerator poses no threat to the area.*

Response and Reference	Representation	LCC response with any suggested wording amendments.
	<p><i>Veolia has had several environmental breaches.</i></p> <p><i>Accept incineration is a viable concept it must be done in the correct regulated manner and located in the correct area.</i></p> <p><i>Will the council start shipping in rubbish from other areas?</i></p>	<p>This is not a matter for the NRWDPD but WASTE 9 requires proposals to demonstrate that they would not give rise to adverse environmental impacts.</p> <p>Point noted.</p> <p>The plan objective is for self sufficiency. This recognises that Leeds must plan to meet its own waste needs. This is a significant challenge in itself. It is not the intention of the plan to provide for more than the needs of Leeds, however some existing facilities do take commercial and industrial waste from adjoining areas and vice versa (as detailed in the Waste Topic Paper).</p>
<p>English Heritage SA 17</p>	<p><i>Re-characterise heritage assets in table B2-1 on P52 of SA.</i></p> <p><i>Table B2-5 – Add additional reference to design and operation of development.</i></p> <p><i>Table B2-6 – do not agree with scoring for the strategic waste sites.</i></p> <p><i>Part B – do not agree with scoring on heritage assets. Subsequently think Policy Waste 9 needs to be amended.</i></p> <p><i>Minerals Policy 1-8: General support for them to support conservation of historic environment.</i></p> <p><i>Part C – P41/P56: General disagreement to scoring. (Request to contribute towards SA).</i></p>	<p>Acknowledge listed buildings are of national significance and this is incorrectly referenced.</p> <p>This point is noted but it considered that the adjustment to Policy WASTE 9 should meet English Heritage requirements.</p> <p>This is noted. Additional criteria have been added to WASTE 9 to reflect the protection of heritage assets.</p> <p>See below for suggested addition to WASTE 9.</p> <p>Note support.</p> <p>This is noted.</p>
<p>English Heritage (Plan) 18</p>	<p><i>Support the key principles at para. 2.19 but want historic interests to be given a specific reference and to be protected/enhanced.</i></p> <p><i>Seek rewording of paragraph 2.30 for clarity and to avoid confusion and to ensure the protection of the wider environment and not just certain elements of it.</i></p> <p><i>Minerals Policy 1 and 2 – English Heritage are conducting a study of other potential sources of historic building stones other than safeguarded quarries. They request that such locations are also safeguarded.</i></p>	<p>Suggest adding another objective under A high Level of Environmental Protection</p> <p><b>‘Protect and enhance the environment including the District’s heritage’.</b></p> <p>The DPD does this because of the historic building stone policy and other policies.</p> <p>Add the following after the first sentence of para. 2.30:</p> <p><b>‘This document has a strong emphasis on environmental protection throughout and encourages the use of local stone to repair and maintain historic buildings.</b> It gives added protection for trees .....’.</p> <p>Unfortunately the site information is not yet available and therefore we cannot include it in the DPD, however, MINERALS 7 has been written to support the provision of stone for repairs to historic buildings.</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
Defence Estates 19	<p><i>However, the information of where they might be is not available until the summer.</i></p> <p><i>Para 3.14 – asked for specific reference to Midgley Farm to be referred as requiring special protection from the potential effects of quarrying.</i></p> <p><i>Minerals 5 – support protection of the Wharfe Valley. Also support Minerals 7.</i></p> <p><i>Minerals 10 – add a specific reference to the protection of the historic environment.</i></p> <p><i>Waste 9 – Want a reference to protecting the historic environment adding to the policy.</i></p>	<p>MINERALS 10 incorporates specific criteria designed to protect environment and landscape character. This policy is proposed to be strengthened with the addition of the word ‘historic’ to the bullet point regarding natural environment. Not considered necessary to include additional “special” measures to protect Midgley Farm.</p> <p>Point 6 of MINERALS 10 to read: ‘6. Effect on the natural <b>and historic</b> environment’.</p> <p>Note support</p> <p>Agree. Point 6 of MINERALS 10 to read: ‘6. Effect on the natural <b>and historic</b> environment’</p> <p>Agree. Delete ‘all wildlife’, add ‘historic’. Point 8 of WASTE 9 to read: ‘8. Effect on the natural <b>and historic</b> environment’.</p> <p>Note Support This is acknowledged at point 7 of ENERGY 1.</p>
Clifford Parish Council 20	<p><i>Support Energy 1 and 2.</i></p> <p><i>Supports the document but reiterates the need to maintain safeguarding zones for RAF Church Fenton and Linton on Ouse and consult the MOD.</i></p> <p><i>Did not feel that there was enough time to make a reasoned response.</i></p>	<p>Comment acknowledged. The consultation period ran for 8 weeks, thus giving 2 weeks more than normal to allow for the christmas period.</p>
Highways Agency 21	<p><i>Minerals 10 – request wording change to also reflect strategic highways network.</i></p> <p><i>Air Quality – state they will be seeking further assurances through the Core Strategy and Sites DPD that the AQMA 8 at the A1 at Micklefield is not prolonged as a result of development. They also want to ensure that any development along the SRN corridor would not lead to the designation of further AQMA.</i></p> <p><i>Waste Policy 6 – Consider the strategic sites to be potentially unsound because their development may need to make financial contributions towards highways mitigation. This is further to discussions on the AVAAP. The NRWDPD should refer to this potential need in the policy.</i></p> <p><i>Better word item 13 in waste 9.</i></p>	<p>Agree. Delete the word ‘local’ from Point 12 of MINERALS 10 to read: <b>‘The adequacy of the highway network...’.</b></p> <p>The AQMA at Micklefield was withdrawn in July 2010. The current AQMAs are shown on Figure 3A of the Appendix to the DPD. The purpose of policy AIR 1 is to ensure that new developments do not increase air pollution.</p> <p>The strategic waste sites will be treated in a similar way to employment sites in the emerging Aire Valley Area Action Plan which will include a mechanism for delivering strategic highway and public transport improvements in the context of that Plan. Detailed Transport Assessments will be required as part of the planning application.</p> <p>Agree. Delete the word ‘local’ from Point 13 of WASTE 9 to read:</p>



Response and Reference	Representation	LCC response with any suggested wording amendments.
Environment Agency 22	<p><i>Appendix maps – concerned how the spur into Skelton Grange would pass under the motorway as this could affect the maintenance arrangements for the Aire Valley viaduct.</i></p> <p><i>General support for the soundness of the NRWDPD and the waste topic paper.</i></p> <p><i>May need further qualification of amount of landfill space remaining. Wellbeck Quarry has no planning permission for landfill beyond 2018. Reference on p20 may need amendment.</i></p> <p><i>Add PPS23 and Environmental Permit Regs to table 1.2.</i></p>	<p><b>'The adequacy of the highway network...'</b></p> <p>The Skelton Grange rail spur passes under the motorway via an existing tunnel. LCC will need to ensure adequate maintenance access is negotiated if the line becomes operational again.</p> <p>Support is noted.</p> <p>Topic paper to be amended.</p> <p>Add the following to Table 1.2 Summary of Legislative and Policy Framework in the all topics national column:</p>
	<p><i>Identify need for Hydrogeological Risk Assessments in landfill provision, waste management and future minerals activities.</i></p> <p><i>Microgeneration - Ground source heat pump systems to be operated sustainably.</i></p> <p><i>Paragraph 6.17 – FRA required on sites over 1ha in flood zone 1.</i></p> <p><i>If the Leeds Flood Scheme were to go ahead the SFRA would show two parallel zones of rapid inundation.</i></p> <p><i>Water 6 – Include a greater emphasis on safety. Seek advice from LCC Emergency Planning Officers.</i></p>	<p><b>'PPS 23: Planning and Pollution Control 2004. Environmental Permitting Regulations (EPR) 2010'.</b></p> <p>Covered by provisions of WASTE 9 and MINERALS 10 under 'protection of controlled waters'.</p> <p>Ground source heat pumps do not require planning permission as they are now permitted development.</p> <p>LCC require a consideration of flood risk on all sites regardless of size.</p> <p>Noted, LCC will need to update their SFRA accordingly.</p> <p>Emergency flood plans are not the same as Flood Risk Assessments as emergency plans tend to change according to the movement of flood water and specific circumstances of the flood. For this reason LCC Emergency Planning Officers do not like to comment on the safety aspects of proposed developments. However an FRA should cover safe access and egress.</p> <p>Add <b>'Safe access and egress'</b> to the end of WATER 6 list of criteria.</p> <p>Add the words <b>'PPS25'</b> before Exceptions Test in Para. 6.14.</p> <p>In order to more accurately reflect national policy add the words <b>'...and satisfies the Exception Test'</b> to the end of WATER 3.</p>
Natural England 23	<p><i>Para 6.14 – include PPS 25 before exceptions test.</i></p> <p><i>Water 3 – amend to read 'Development shall not be permitted in the areas shown as functional floodplain in the Leeds SFRA unless it is water compatible or essential infrastructure and satisfies the exception test.</i></p> <p><i>No further comments. Confirm the NRWDPD does not require Appropriate Assessment.</i></p>	<p>Note further confirmation that the plan does not require Appropriate Assessment.</p>
Network Rail 24	<p><i>Mineral 14 – Sites are acceptable except site XB21.</i></p>	<p>Noted.</p>

## Response and Reference

## Representation

*Mineral 14 – bullet point 3 – site XB21. Any rail facility is unlikely to be compatible with the regeneration aspirations of the Hunslet Riverside Area. It also reduces the potential for NR to develop the site in line with these aspirations. The site is also restricted in terms of the type of rail freight operations which could be provided.*

*B15 – Think there is a conflict with the allocation of the wharf area around Old Mill Lane, directly opposite the NR Riverside Site and adjacent to the Miller Homes flagship development at Yarn Street. This again could prejudice regeneration (housing) aspirations).*

*Para 3.28 – change wording to railway land at Holbeck is likely to be needed for stabling.*

*Mineral 14 – Change the Hunslet to Stourton Railway Line to the Leeds to Castleford rail line between Holbeck and Stourton is identified.*

*Site XB21 – An area of around 20 acres in a linear form parallel to the railway (as suggested and back in 2007 as part of the previous Area Action Plan) would be a more appropriate designation for the site XB21.*

*B15 – The council may wish to consider a more flexible approach to the designation to reflect the regeneration opportunities available.*

*There should be more evidence particularly on the demand for waterborne freight. The response provides further information on this.*

*It is important that in safeguarding wharves there is a reasonable prospect of them attracting interest otherwise the land is sterilised.*

*Minerals 14: Any safeguarded wharves must have a reasonable prospect of been used for such a use.*

*Map B2 - Fleet Lane – Woodlesford: Support*

## LCC response with any suggested wording amendments.

DPD commitment to retain the allocation is consistent with the overall strategy and the uses are compatible with the Aire Valley Area Action Plan which proposes the site for employment purposes.

Aggregates are already brought in on this line and therefore this type of freight is an appropriate operation.

The Old Mill Lane site is a proposed employment allocation in the Aire Valley Area Action Plan as is the site directly opposite on the other side of the River. This comment is based on out-of- date information. Wharf use is entirely compatible with employment use. LCC is not supporting housing on this site. The site is a high flood risk zone and it would conflict with national policy to move from a less vulnerable to a more vulnerable use (PPS25 terminology). LCC is considering potential design solutions to help housing at Yarn Street co-exist with existing and proposed employment uses in the area. Regeneration does not consist of purely housing development.

Agree. Amend para. 3.28 to state:

‘land at Holbeck **is likely to be** needed for locomotive storage’.

Agree. Amend point 4 of MINERALS 14 to read:

‘4. The **Leeds to Castleford rail line between** Holbeck and Stourton is .....’

Unclear which site is being referred to.

LCC to seek clarification from Network Rail.

The purpose of the Development Plan is to give some certainty to the future changes in the area.

Without a wharf to be able to load and unload barges, operators cannot progress waterborne freight. Operators have requested support from LCC in protecting and allocating wharves for this purpose. The principle of promoting waterborne freight is established in national policy, in the existing UDP and Local Transport Plan (LTP 3) and in the emerging Core Strategy.

Without certainty of long term use, operators are not willing to invest in wharves. Therefore LCC aims to protect wharves to give operators the assurance they need and so encourage investment.

LCC consider that there are reasonable prospects of safeguarded wharves being used and the response from operators to the consultations on this DPD back this up.

Richard Newton 25  
British  
Waterways

**Response and Reference****Representation**

*Map B2 - Canal Wharfage Stourton – Support  
Map XB2 - Skelton Grange Road – Support but should be a review mechanism during the life of the NRWDPD.  
Map B2 – Canal Wharfage Old Mill Lane: Owned by BW. Not uses as a wharf for many years – use as a wharf is now incompatible with the adjoining Miller Homes development. No evidence in the NRWDPD to show whether the use as a wharf is compatible with this use. This site is also being considered as part of the eco-settlement. Is the NRWDPD objective for the site compatible with the AVAAP?*

*Map XB2 - Bridgewater Road – maybe appropriate and BW would be happy to assist in its assessment  
Owners of land at Haigh Park Road, Stourton. There has been a failure to take into account previous representations and there is an error in the consultation report.*

Barton Wilmore 26  
on behalf of  
Towngate  
Estates Ltd

**LCC response with any suggested wording amendments.**

The safeguarding of this wharf does not conflict with the housing scheme on Yarn Street or the emerging Aire Valley Area Action Plan. The character of the area is mixed use and the Aire Valley will remain a major employment area for Leeds.

Old Mill Lane is the only remaining purpose built wharf in Leeds but it has not been adequately marketed for use as a wharf for some time. The CBOA has informed us that an operator is in fact interested in using this site but no more information is available as yet due to client confidentiality.

Use as a wharf is compatible with the Aire Valley Area Action Plan which allocates the site for employment purposes. LCC is not supporting housing on this site. The site is in a high flood risk zone and it would conflict with national policy to move from a less vulnerable to a more vulnerable use (PPS25 terminology).

The Yarn Street development was granted consent prior to the introduction of PPS25. Considerable flood risk mitigation has been required and the site has received substantial subsidies to enable it to happen.

Add to the end of the first sentence under Point 3 of MINERALS 14: ‘Bridgewater Road South is suitable for provision of new rail sidings **and may be suitable for a canal wharf**’.

Previous consultations were taken in to account as evidenced by the Summary tables that went to Development Plan Panel, however at that time the decision in the Aire Valley Area Action Plan to remove the housing proposal from Towngate’s land had not been made public. This was not public until August 2010 and meant that we could not include it in our Summary table of responses which was to be published on the Leeds City Council web site in June 2010.

Therefore Towngate’s comment about conflicts with their intended housing aspirations was not included in the table. It was considered that once Towngate were aware that LCC was no longer supporting housing on their land then their objection would not remain.

Colleagues working on the AVAAP did inform Towngate of this prior to the NRWDPD Publication Draft consultation. The reason for the change in the AVAAP was due to the fact the site is in High Flood Risk Zone 3a(ii) and failed to pass the PPS25 Sequential Test. The housing proposal also brought an objection from the Environment Agency.

Response and Reference	Representation	LCC response with any suggested wording amendments.
	<p><i>Their clients land has not been formally removed from the AVAAP as a prospective residential site. Therefore, this should not hold any weight in the NWWDPD process.</i></p> <p><i>The previous representations were not just based on the site been retained as a residential allocation but on a number of other matters which there is still no evidence to support as part of the NRWDPD.</i></p> <p><i>No explanation why the area of land identified at Haigh Park Road needs to be safeguarded. Object to this land been included at all. It would prejudice both future residential and employment development.</i></p> <p><i>Cite that discussions with British Waterways and other comments in the NRWDPD indicate there are better sites for wharves than along Haigh Park Road.</i></p> <p><i>The safeguarded wharf area at Haigh Park Road should be either removed or drastically reduced.</i></p>	<p>The revised Aire Valley Area Action Plan proposals released in February 2011 confirm that the site is not being proposed by LCC for housing development.</p> <p>The AVAAP Preferred Options consultation did not confer any weight on the site at that stage.</p> <p>The decision not to support housing is based on sound planning principles.</p> <p>Evidence of the site assessment is included in the Site Identification Schedule and Site Identification Schedule Update 2010 (both of which are available on the LCC website along with the consultation documents).</p> <p>Wharf use is complementary to and supports employment uses. The site is used by ASD Metals who provide 200 jobs in Leeds and need an adjacent wharf to support their waterborne transport aspirations. LCC does not support housing on this site.</p> <p>British Waterways have supported the proposed wharf safeguarding (see response 25 above).</p> <p>Wharf use is complementary to and supports employment uses. The site is used by ASD Metals who provide 200 jobs on the site and need an adjacent wharf to support their waterborne transport aspirations. LCC wishes to retain this major employer in the Leeds District.</p> <p>LCC does not support housing on this site.</p>
Walton and Co on behalf of Db Schenker	<p>27</p> <p><i>DBs as a major landowner but its views have not been obtained.</i></p> <p><i>There is insufficient evidence to support the allocation of Bridgewater Road.</i></p> <p><i>A more logical site is for rail related minerals uses at Neville Hill. A plan of this site is included.</i></p> <p><i>Bridgewater Road should not be limited to employment</i></p>	<p>An email was sent to D.B.Schenker on 18.3.10 strongly encouraging them to send us comments on the Policy Position because we noticed that they had not responded to the consultation. We specifically asked them to 'send us comments on any sites that you think we may have omitted'. No reply was received.</p> <p>Evidence is demonstrated in the Site Identification Schedule Update 2010 and in the demand for the site demonstrated in the representations received from Hanson Aggregates.</p> <p>The Aire Valley Area Action Plan identifies the land at Neville Hill as an Employment site and it may possibly be suitable as an additional rail siding site. Such proposals on this site will require Environmental Impact Assessment.</p> <p>The respondent was strongly encouraged to inform us of any other sites they wished us to consider in March 2010 and they did not respond.</p> <p>This allocation is important for the efficient use of land and to make</p>

Response and Reference	Representation	LCC response with any suggested wording amendments.
Inland Waterways Association	<p data-bbox="593 172 1254 260"><i>uses that are only associated with rail freight operations. It is unclear if the intended allocated use is for minerals and waste only.</i></p> <p data-bbox="593 355 1254 531"><i>Bridgewater Road is currently allocated as a housing site in the UDP. The site has been put forward for consideration as part of the SHLAA and is considered by that to have medium to long term housing prospects. The Bridgewater Road site should be removed from the NRWDPD.</i></p> <p data-bbox="593 539 1254 595"><i>Support Minerals Policy 14 and the inclusion of the Canal Wharfs in B2 and XB2.</i></p> <p data-bbox="593 619 1254 707"><i>In clause 2.5 there is no mention of the Aire and Calder Navigation which is the commercial waterway that all the wharfs in B2 and XB2 are on.</i></p> <p data-bbox="593 715 1254 802"><i>Whilst Clause 2.5 mentions the Leeds and Liverpool Canal to the west, it is the Aire and Calder Navigation that links Leeds to the east and the Humber Ports.</i></p> <p data-bbox="593 810 1254 858"><i>On page 72 CBOA stands for Commercial Boat Operators Association.</i></p>	<p data-bbox="1283 172 2114 323">the most of opportunities for rail freight. The NRWDPD does not directly limit movement of materials to minerals and waste, however it may indirectly do so by safeguarding a site which is adjoining a wharf or rail sidings, for example this occurs with the Tarmac site and adjacent rail sidings.</p> <p data-bbox="1283 355 2114 507">The housing number decided in the SHLAA was reduced to take account of the fact that the southern part of the site was no longer being supported for housing purposes. In addition consideration in a SHLAA does not imply that a site will be allocated. This site is needed to maximize opportunities for rail freight.</p> <p data-bbox="1283 539 2114 571">Support is noted.</p> <p data-bbox="1283 619 2114 675">Add reference in para. 2.5 to the '<b>Aire and Calder Navigation</b>'.</p> <p data-bbox="1283 715 2114 770">In para. 2.5 add the words '<b>and Aire and Calder Navigation</b>'.</p> <p data-bbox="1283 802 2114 834">Reference to the CBOA does not exist in the DPD.</p>

**Appendix 2.**

**Consolidated Changes for Submission**

## **NRWDPD: CONSOLIDATED SCHEDULE OF CHANGES FOR SUBMISSION**

**The actual alteration to the DPD is shown in bold.**

1. Add the following to Table 1.2 Summary of Legislative and Policy Framework in the Minerals National column:  
**“PPG14: Development on Unstable Land 1990”**  
  
and in the All Topics National column:  
**“PPS 23: Planning and Pollution Control 2004, Environmental Permitting Regulations (EPR) 2010.”**
2. In para. 2.5 after Leeds – Liverpool Canal add the words:  
**“and the Aire and Calder Navigation”.**
3. Add an additional objective on the list on page 12 under Low Carbon Economy, to state:  
**“Support the co-location of natural resource activities to minimise transportation impacts.”**
4. Add another objective under A high Level of Environmental Protection, to state:  
**“Protect and enhance the environment including the District’s heritage”.**
5. Add words to para. 2.29 to state:  
**“Additionally, the restoration of mineral sites in appropriate locations can be designed to help provide flood storage benefits”.**
6. Add the following after the first sentence of para 2.30:  
**“This document has a strong emphasis on environmental protection throughout and encourages the use of local stone to repair and maintain historic buildings”.**
7. Revise MINERALS 1 to state:  
**MINERALS 1: PROVISION OF AGGREGATES**  
**“In conjunction with other West Yorkshire Metropolitan District Councils, the Council will encourage the recycling of materials and endeavour to maintain a landbank of permitted reserves of sand and gravel in accordance with the Sub-Regional Apportionment.”**
8. Delete the last sentence of para. 3.5. At the end of the second sentence after “2008” add:  
**“...a sub – regional apportionment for West Yorkshire has been derived. This is 5.5 million tonnes of sand and gravel and 17.8 million tonnes of crushed rock for the period 2001 to 2016.”**
9. Include definitions of Area of Search and Preferred Areas at the end of Para. 3.11 as follows:  
**“Areas of Search (AoS) are areas where resources are known to be. However, no exploration as to potential yield or quality of the resource has been undertaken and therefore these are not proven. The Council wishes to encourage such exploration to ensure its continued contribution to sub regional levels of provision of sand and gravel and has therefore identified areas where it is appropriate that this may take place”.**  
  
**“Preferred Areas” are those areas where the resource is proven and evidence as to the nature and extent of deposit is available. The Council wishes to ensure that the resources are exploited in an efficient and timely manner”.**
10. Amend text in Para 3.16 to replace “region” with:  
**“West Yorkshire sub-region”.**
11. Amend text in Para 3.16 to replace “estimates of demand” with:  
**“rates of extraction”.**
12. Add **“and road access is poor”** to the end of Para. 3.17.
13. Replace “exploration” with **“the extraction of”** in MINERALS 4, also add at the end of the first sentence **“...for proven deposits in accordance with MINERALS 10”.**
14. Add at the end of para. 3.22 :  
**“Additionally, in areas of coal mining legacy, extraction of coal can help to improve conditions, for example by creating land stability. The Coal Authority has provided Leeds City Council with information about the extent of former coal mining legacy areas. In accordance with PPG14, a Coal Mining Risk Assessment will be required for all Full and Outline non householder applications in Coal Mining Development Referral Areas**

**where the ground will be disturbed”.**

15. Slight amendments to MINERALS 8 to state:  
“Within the Mineral Safeguarding Area for surface coal, **as shown on Map A3**, applicants should **always** consider the opportunity to recover any coal present.”
16. New Para 3.23 (Follows MINERALS 8 box ) to state:  
“**Recent advice given by the Coal Authority suggests that small scale, short term recovery operations by opencast methods are possible on small sites within heavily developed areas. The Council wishes to maintain a flexible approach to the recovery of coal by opencast methods within the MSA for coal identified on Map A3 where this is possible. Therefore applicants proposing non-householder development on previously developed land within the coal MSA will need to demonstrate that they have considered the potential for prior extraction. Where proposals involve major development (See Glossary for definition of major development) applicants will need to demonstrate that the proposal can meet the criteria attached to MINERALS 10”.**
17. Add to MINERALS 9 so that the final sentence reads:  
“Weight will be attached to schemes which provide local and/or community benefits, avoid the sterilisation of mineral resources, **address mining legacy issues** or facilitate other development which is in accordance with the development plan”.
18. Re-number the old para. 3.23 to be called 3.24.
19. Add the word ‘historic’ to point 6 of MINERALS 10 so as to read:  
“6. Effect on the natural **and historic** environment”.
20. Delete the word ‘local’ from Point 12 of MINERALS 10 to read:  
“**The adequacy of the highway network...**”.
21. Amend para. 3.28 to state:  
“land at Holbeck **is likely to be** needed for locomotive storage”.
22. Add to the end of the first sentence under Point 3 of MINERALS 14:  
“Bridgewater Road South is suitable for provision of new rail sidings **and may be suitable for a canal wharf”.**
23. Amend point 4 of MINERALS 14 to read:  
“4. The **Leeds to Castleford rail line between** Holbeck and Stourton is ...”
24. Add additional sentence at the end of paragraph 4.6 to state:  
“**The City Council will continue to work with and consult with its neighbouring authorities.**”
25. Alter the second half of Para. 4.32 to read:  
“A City Council procurement process for a residual municipal solid waste (MSW) treatment facility has been running in parallel with the preparation of the NRWDPD. Two of the three strategic waste management sites are being considered as possible locations for the facility. In the event that it can be demonstrated that **a site is** no longer required for strategic waste management purposes, it will be acceptable to use **it** for other employment uses. **In the case of the two sites in the procurement process this event will arrive when the procurement process completes”.**
26. In WASTE 6 replace Sewage Water Treatment works with “**Waste**” Water Treatment Works.
27. Delete “all wildlife”, add “historic”. Point 8 of WASTE 9 to read:  
“8. Effect on the natural **and historic** environment”.
28. Delete the word ‘local’ from Point 13 of WASTE 9 to read:  
“**The adequacy of the highway network...**”.
29. At paragraph 5.24 alter reference in the brackets to:  
(...“industrial uses **including utilities providers**”).
30. Add the words “**PPS25**” before Exceptions Test in Para. 6.14.
31. In order to more accurately reflect national policy add the words “**...and satisfies the Exception Test**” to the end of WATER 3.
32. Add “**Safe access and egress**” to the end of WATER 6 list of criteria.
33. Add the definition of major development to the Glossary, using the definition in Reg. 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (10 dwellings or more or 1,000 sq. meters or more).
34. **Map Book Changes**

**Remove sub station assets from the site boundary on Map 200.**

**Amend Map 202 to reflect accurate boundary.**



**Amend Map 206 to reflect accurate boundary.**



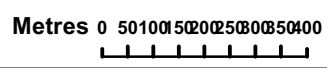
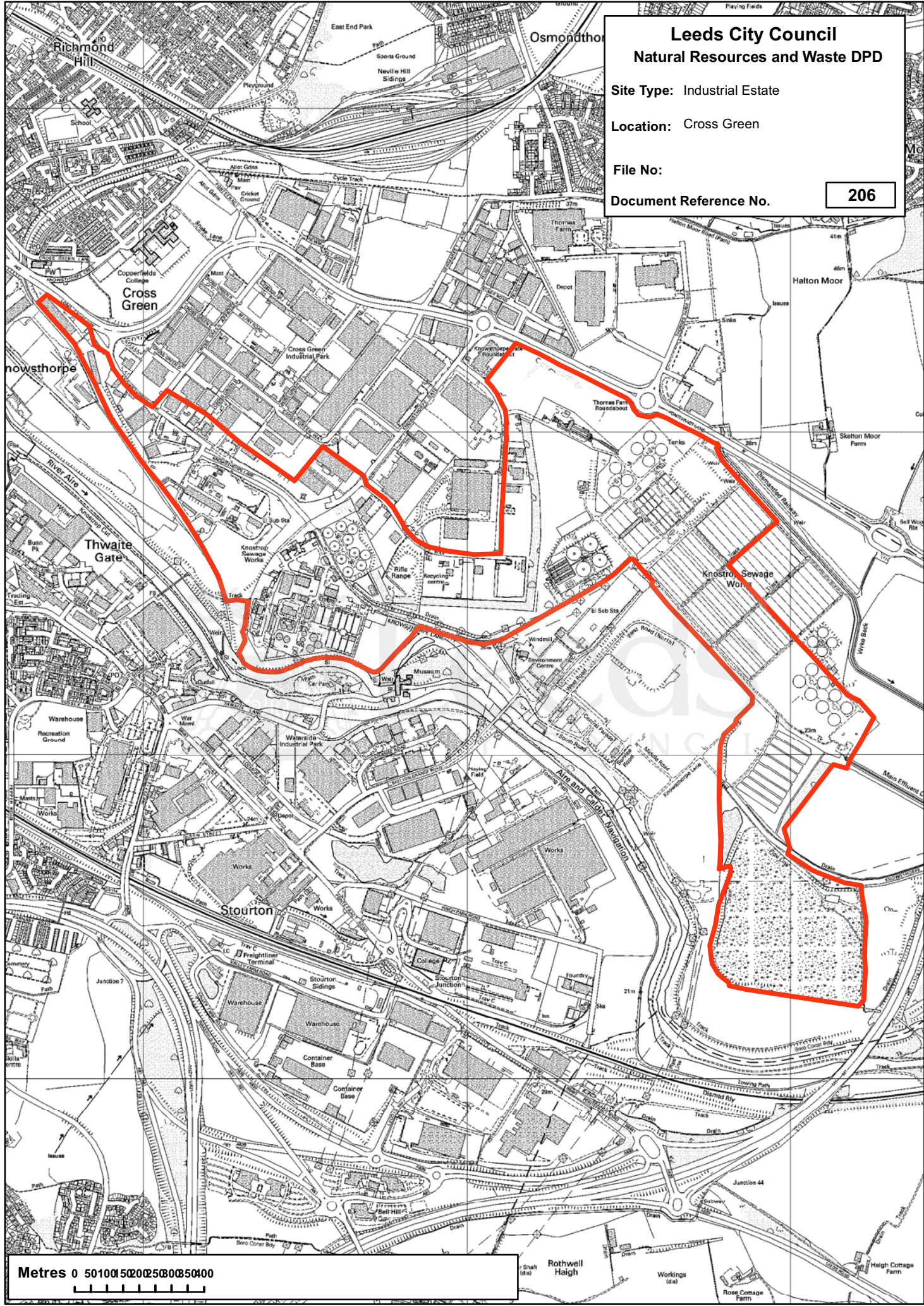
**Leeds City Council**  
**Natural Resources and Waste DPD**

Site Type: Industrial Estate

Location: Cross Green

File No:

Document Reference No. **206**



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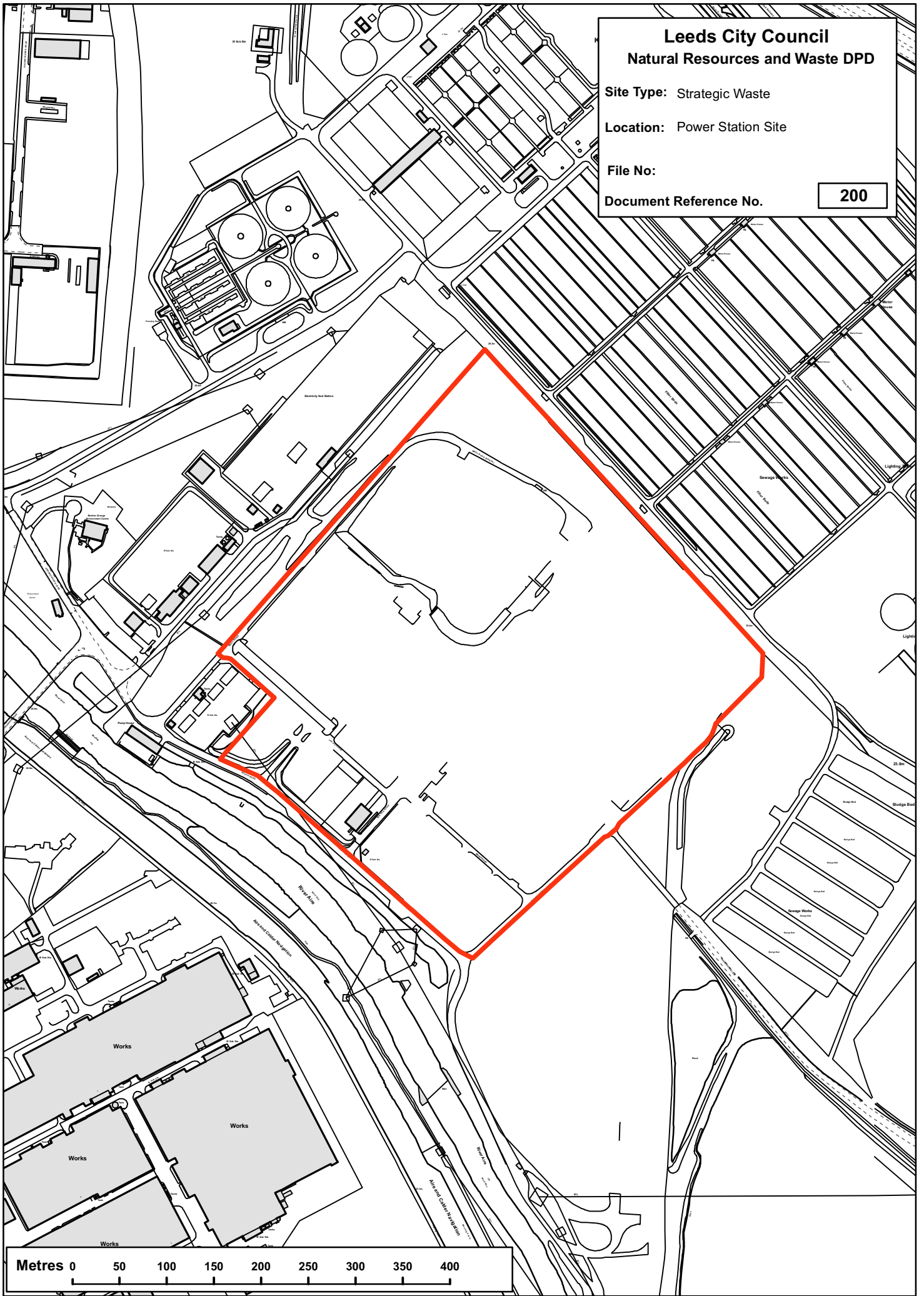
**Leeds City Council**  
**Natural Resources and Waste DPD**

**Site Type:** Strategic Waste

**Location:** Power Station Site

**File No:**

**Document Reference No.** 200



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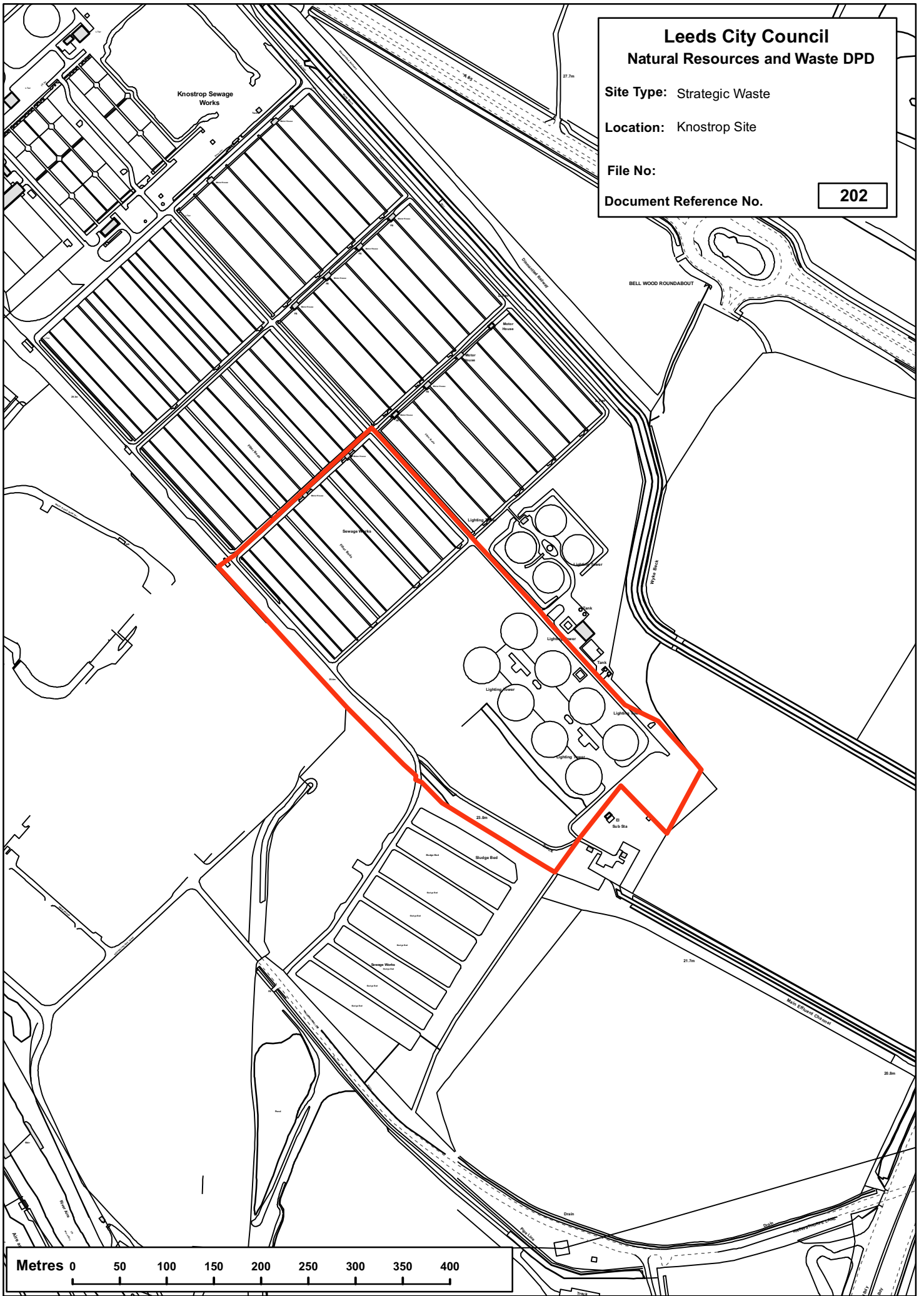
**Leeds City Council**  
**Natural Resources and Waste DPD**

**Site Type:** Strategic Waste

**Location:** Knostrop Site

**File No:**

**Document Reference No.** 202



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## Report of the Director of Children's Services

### Executive Board

Date: 22<sup>nd</sup> June 2011

Subject: Children & Young People's Plan 2011-15

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In  
(Details contained in the report)

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## EXECUTIVE SUMMARY

1. This report brings to Executive Board the new Children and Young People's Plan (CYPP) 2011 to 2015. The role of the CYPP as a city wide priority plan is covered in a separate report on this agenda which sets the five city priority plans in the context of the new Vision for Leeds and new Council Business Plan. The Board is asked to support the CYPP as the framework for improving outcomes for children and young people across the city, prior to formal approval by full Council. The plan has been developed through a detailed needs analysis and consultation with children and young people, parents and carers, Children Leeds partners, Children's Trust Board members (CTB), and Children Leeds staff. It was approved at the Children's Trust Board at its meeting on April 18<sup>th</sup>.

### Recommendations

2. Members of Executive Board are asked to:
  - endorse and support the Children and Young People's Plan 2011-15, (attached at appendix 1) subject to formal approval by full Council on 13 July 2011.
  - contribute to the delivery of the CYPP by using contribution to delivering the CYPP 2011-15 as a key criterion in their evaluation of all issues relating to children and young people

## **1.0 Purpose Of This Report**

- 1.1 This report brings to Executive Board the final version of the CYPP and seeks their endorsement and support for this important statement of outcomes, priorities and indicators agreed by all the Children Leeds partners as the framework for improving outcomes.

## **2.0 Background Information**

- 2.1 Although there is no longer a statutory requirement to have a CYPP, Leeds' Children's Trust Board (CTB) has confirmed its commitment to having a single shared vision and set of priorities for children and young people. The removal of the statutory framework for CYPPs means that local CTBs are free to determine the form and contents of their CYPPs. They can also make local arrangements for monitoring and evaluating performance against the delivery of agreed priorities.
- 2.2 The 5 outcomes, 11 priorities and 15 key indicators with 3 "obsession indicators" form the core of CYPP, see page 6 of the CYPP document. This framework in the context of the vision to have a child friendly city and minimise the effects of poverty on children and families is the CTB's agreed, shared response to improving outcomes for children and young people. The three obsession indicators are reducing the number of looked after children; reducing the number of young people not in education, employment or training; and, improving school attendance.
- 2.3 The three obsession indicators reflect areas where there is a need for rapid improvement but have also been chosen because they are powerful "can openers" that provide a way to tackle the complex issues affecting the most vulnerable. Rapid progress on these indicators will have a "knock on" effect in other areas. An example of the power of seemingly limited, one subject issues is reflected in the fact that a range of groups of young people are more likely to be NEET, including some BME groups, those with learning difficulties and disabilities, care leavers, young offenders, poor school attenders, young parents, young carers, pregnant young women, homeless young people and those living away from their family. NEET rates vary significantly in different areas of the city. Young people who are NEET report feeling bored and isolated. They have more chance of long-term unemployment, poor health outcomes and criminality than their peers. Tackling one indicator- obsessing on this indicator- will therefore draw services and partners together to progress a range of complex priority areas.
- 2.4 The three obsession indicators and the vision for a child friendly are the main focus of the city wide priority plan for children and young people which is one of five city priority plan described in detail elsewhere on this agenda. The wider CYPP consisting of the 5 outcomes, 11 priorities and 15 key indicators is the CTB's agreed, shared response to improving outcomes for children. Children's Trust Board sponsors have been agreed to support the Leeds City Council leads for each CYPP priority.
- 2.5 The CYPP includes initial action plans for the 3 obsessions. These highlight a small number of key partnership actions designed to maximise impact. Regular report cards will describe progress against all 11 priorities and 15 indicators, and there will also be regular reports on the overall vision for a child friendly city and the cross cutting theme of minimising the effects of child poverty. Ensuring that

the links between the five plans are fully articulated and equality issues addressed where appropriate will be part of the action plan updates and detailed service plans that underpin the CYPP.

### **3.0 Main Issues**

- 3.1 The plan has been developed through needs analysis and consultation with children and young people, parents and carers, Children Leeds partners, CTB, and Children Leeds staff. It was approved at the CTB meeting on April 18<sup>th</sup>.
- 3.2 Child poverty is at the root of most, if not all, poor outcomes for children and young people (CYP) and their families. Minimising the effects of child poverty is a cross cutting theme that informs work in all our priority areas.
- 3.3 Child friendly city (CFC) as well as being an overarching vision is also a specific programme of work. CFC is a United Nations initiative based on the belief that every child has the right to the best possible start in life; to have the highest standards of health and education; and, to be heard and influence the quality of their lives and their environments. Initial work in Leeds includes engaging partners and local organisations and businesses in the CFC movement and gaining their commitment to a specific pledge to
- 3.4 Other key overarching strategies to deliver our shared vision are Results based accountability (RBA) and restorative practice. RBA focuses attention on key performance trends and asks partners to develop simple, clear action plans to improve baseline performance. The fundamental premise of restorative practice is that people are happier, more cooperative and productive, and more likely to make positive changes when agencies and service deliverers do things *with* them, rather than *to* them or *for* them.

### **4.0 Implications For Council Policy And Governance**

#### **4.1 Risk management**

- 4.1.1 The corporate and directorate risk register will be reviewed and updated in light of these new plans to ensure that the key risks associated with the priorities in these plans are appropriately risk assessed. These will continue to be monitored through the existing risk management procedures. An update will be provided to Executive Board in the Risk Management Unit Annual Report in July 2011.
- 4.1.2 The risk of not supporting the CYPP is that there would not be a clear set of priorities for the Council and the city. This would have an impact on other linked planning and performance processes such as service planning and appraisals.

#### **4.2 Equality and Diversity and Cohesion and Integration**

- 4.2.1 An Equality Impact Assessment has been completed on the strategic planning approach and City Priority Plans. This considers the strategic planning approach and development of the city priority plans as a whole, rather than at the detailed level of individual priorities or actions contained in them. In common with the other the City Priority Plans and the Council Business Plan, the CYPP adopts an approach to give due regard to equality which is relevant and proportionate. This includes linking to existing Equality Impact Assessments, identifying where there are any gaps and providing challenge, where necessary, to the developing action plans. It is still early relatively early days in the development of these action

plans. However as they are further developed, it is anticipated that work will continue to develop meaningful equality outcome measures, address data gaps and ensure any outstanding equality impact assessments are undertaken where relevant. This future work will ensure a robust approach to equality and provide visible evidence of its consideration.

- 4.2.2 An Equality, Diversity, Cohesion and Integration Screening process has been completed for the CYPP. This suggests that the CYPP framework of outcomes, priorities and indicators addresses equality, diversity and integration issues but that further work will be required to ensure that the delivery of the CYPP action plans and the service and team plans underpinning them adequately reflect equality, diversity and integration issues.

#### 4.3 Council policies and City priorities

- 4.3.1 This report is bringing to Executive Board the final version of a key Council and partnership plan, reflecting shared priorities for improving outcomes for children and young people across the city. Where appropriate reports on key issues and major decisions, will now be required to state how they contribute to the priorities and targets in the Vision, City Priority Plans and Council Business Plan.

#### 4.4 Consultation

- 4.4.1 The CTB's work on the framework of outcomes, priorities and indicators began with workshops based around the updated needs analysis for children and young people. Following this further consultation took place with children and young people, including focus groups, parents and carers, Children Leeds partners, and Children Leeds staff.

#### 4.5. Call-In

- 4.5.1. The approval of these plans is a Council decision and therefore is not subject to call-in.

### **5.0 Legal And Resource Implications**

#### 5.1 Constitution and legal matters

- 5.1.1 The Vision, City Priority Plans and Council Business Plan form part of the Council's Budget and Policy Framework as set out in the Constitution. The draft outcomes, priorities and indicators have been subject to Scrutiny during their development.

- 5.1.2 Previously the CYPP was a statutory requirement and the secretary of state exercised powers to prescribe to local authorities and partnerships the detail of the contents of their CYPPs. There is no longer a statutory requirement to produce a CYPP or any statutory guidance on the format and content of CYPPs.

#### 5.2 Financial and resource implications

- 5.2.1 The CTB is developing a joint financial and investment plan to enable the delivery of the Children and Young People's Plan with an initial focus on the priority of 'helping children to live in safe and supportive families'. This means that partners will align current spend and future investment in key areas to underpin commissioning and service plans in order to have maximum impact and benefit. The plan will initially cover intensive support to children and families,

including mental health provision and joint funding arrangements for placements that require funding from more than one agency.

- 5.2.2 An important element of the Children's Services budget is LCC's decision to protect the services that support the most vulnerable children by recognising demand pressures such as the number of referrals to social care, increasing numbers of children with a child protection plan and the increasing numbers looked after in the care system. The 2011/12 budget provides additional funding of £11.2m to meet demand pressures.

## **6.0 Recommendations**

- 6.1 Members of Executive Board are asked to:
- endorse and support the Children and Young People's Plan 2011-15 (attached at appendix 1), subject to formal approval by full Council on 13 July 2011.
  - to contribute to the delivery of the CYPP by using contribution to delivering the CYPP 2011-15 as a key criterion in their scrutiny and evaluation of all issues relating to children and young people

## **Background Documents**

- Children and Young People's Plan 2011-15

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# Leeds Children and Young People's Plan (CYPP) 2011-15

(Version 1 approved at the Children's Trust Board on April 18<sup>th</sup> 2011  
(Last updated 30/06/11)

## About our Children and Young People’s Plan (CYPP)

Our Children and Young People’s Plan is built on understanding what it is like to be a child, or young people growing up in Leeds.

It describes the outcomes, priorities and actions designed to make that experience better for our children and young people. The plan shows how we will measure our progress by identifying key indicators for each of our priorities. It describes how we will use an approach called “outcomes based accountability” to drive improvement and change. The Plan is owned by the Leeds Children’s Trust Board (CTB)

The plan is one of five city priority plans for Leeds. The other plans cover Safer and Stronger Communities, Sustainable Economy and Culture, Regeneration, and Health and Well Being. The Leeds Initiative Board takes an overview of progress against the five city priority plans, and particularly how they overlap and contribute to each of the others priorities.

Our Plan is set out using the following headings;

<b>THE CONTENTS OF OUR PLAN</b>		
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## **Who are Children Leeds, the Children’s Trust Board and the Leeds Safeguarding Children Board?**

**Children Leeds** describes the overall partnership between all those agencies who play a part in improving outcomes for children and young people in our city.

The business of Children Leeds is managed by the **Children’s Trust Board**. (CTB). The CTB is one of five city-wide strategic boards operating as part of the Leeds Initiative. The Board is Chaired by Councillor Judith Blake, who as Executive Member is the senior Councillor responsible for Children’s services, and also lead by Nigel Richardson, the Director of Children’s services.

The Board brings together NHS Leeds, Leeds Youth Offending Service, West Yorkshire Police, West Yorkshire Probation, Job Centre Plus, local schools, colleges and children’s centres, the voluntary sector, and Leeds City Council services such as children and young people’s social care, housing, early years, and education and learning. The partners share a commitment to the CYPP and working together to deliver the priorities for improvement.

The **Leeds Safeguarding Children Board** (LSCB) has a statutory responsibility for holding those agencies responsible for promoting children’s welfare, and protecting them from abuse and neglect, to account. It monitors and influences how effectively they keep children and young people safe. The LSCB has representatives on the CTB and vice versa. The two Boards work together closely and their responsibilities are complementary.

The LSCB is responsible for coordinating our work to safeguard and promote the welfare of children and for ensuring the work is effective. It develops policies and procedures, contributes to service planning, takes a leadership role in sharing learning and understanding practice, and providing workforce development and training, and monitors and performance manages safeguarding practice.

## Welcome

Welcome to the Leeds Children and Young People's Plan 2011–15, our statement of intent and ambition for how we'll make a positive and significant difference to the lives of over 180,000 children and young people.

We started with a simple question: What is it like to be a child, or young person growing up in Leeds? From there we thought about the things we can do to make the biggest positive difference to those who need our help the most. We've done this through a partnership approach because addressing these issues is the responsibility of everyone who works with and cares about the children and young people of Leeds. We want to be very clear about what outcomes we're aiming to achieve for them, the priorities we must address to do so and how we'll measure our success. This Plan can help all of us to do that.

We strongly believe that everyone in Leeds has a part to play, which is why the aspiration to become a child friendly city is at the heart of our Plan. If we all do what we can to ensure our children and young people are heard, involved and respected at home, at school, in their communities - wherever they are in Leeds and whenever decisions affect them – it sends the right message about how important their welfare is to us and how important they are to our future.

So, our challenge to everyone reading this plan is to look at the 5 outcomes and 11 priorities we've identified and the methods to help us address them and think about your contribution to making it happen. How will you play your part in changing a child or young person's life for the better and shaping the future of our city?

In 2015 it would be fantastic if, as a city, we could look back on the ambitions we've set out here and feel really proud and positive about how far we've come towards realising them. It is crucial that we do. With collective determination it can happen. We look forward to working with you to make Leeds a child friendly city and changing the lives of 180,000 children and young people.

**Councillor Judith Blake**  
Executive member for  
children's services,  
Chair of CTB

**Nigel Richardson**  
Director of Children's  
Services

**Vision... By 2030 Leeds is the best city in Britain  
Leeds is a child friendly city  
Minimise the effects of poverty on children and families**

Our vision is for Leeds to be a truly “child friendly City”. The key to delivering this are the 5 outcomes, 11 priorities and 15 key indicators (shown on the next page) that guide and underpin our work together. By making Leeds a child friendly city we can contribute significantly to the city-wide vision for Leeds to be the best city in Britain.

As well as being our overarching vision the concept of the child friendly city (CFC) is also a specific programme of work. It is a United Nations initiative based on the belief that every child has the right to the best possible start in life; to have the highest standards of health and education; and, to be heard and influence the quality of their lives and their environments. We have already begun the journey of engaging partners and local organisations and businesses from across the city in CFC agenda, with many making a specific pledge of their support. Our CYP Plan will enable us to progress that further and engage more of the city in owning and taking this work forward.

In working towards our ambition we recognise clearly that child poverty is at the root of many poor outcomes for children and young people (CYP) and their families. Minimising the effects of child poverty is a cross cutting theme that informs work in all our priority areas. Addressing poverty is a consistent theme within each of the five city-wide priority plans, reflecting its prominence as an issue for Leeds and our determination to address it across all we do. Indeed across each of the priority plans there are links that support our ambitions for children and young people in Leeds.

We will use a number of approaches to deliver against our Plan, but two key overarching strategies will be at the forefront of our work: outcomes based accountability (OBA) and restorative practice. OBA focuses attention on key performance trends and asks partners to develop simple, clear action plans to improve baseline performance. The fundamental premise of restorative practice is that people are happier, more cooperative and productive, and more likely to make positive changes when agencies and service deliverers do things *with* them, rather than *to* them or *for* them.

These strategies are part of a significant change programme for Children’s services. The programme aims to change the way we deliver services to make them more effective for children and young people. It is built around creating more integrated, multi agency services, focused on locality working. It will help us to respond flexibly and effectively to complex important national developments - legislative changes in health, education and social care services, and increased demand for social care and health services. Our focus on working at locality level will help services work with communities to drive sustainable improvement.

This is a broad and complex agenda so we want to focus our efforts in a way that makes the greatest impact. So within our list of 11 priorities and 15

indicators we have identified 3 ‘obsession’ areas where we will work to make significant improvements in a relatively short timescale. These are indicated clearly in the table below:

<b>5 outcomes</b>	<b>11 priorities (3 starting points highlighted in italics)</b>	<b>15 Key indicators &amp; baselines (3 “obsessions” highlighted in italics)</b>
CYP Are safe from harm	<b><i>1. Help children to live in safe and supportive families</i></b> 2. Ensure that the most vulnerable are protected	<b><i>1. Number of looked after children- 1,434 January 2011</i></b> 2. Number of children and young people with child protection plans- 778 at January 2011
CYP Do well at all levels of learning and have the skills for life	<b><i>3. Improve behaviour, attendance and achievement)</i></b> <b><i>4. Increase numbers in employment, education or training</i></b> 5. Support children to be ready for learning 6. Improve support where there are additional health needs	<b><i>3. School attendance Primary 94.4% (half terms 1-5, 09/10 academic year) Secondary 91.6% (half terms 1-5, 09/10 academic year)</i></b> <b><i>4 16-18 NEET is 8.3% (1,816) (average monthly figure for November-January 2010/11)</i></b> 5. Foundation stage threshold- 53% (4,415) in 09/10 academic year 6. KS2 L4+ E&M- 74% (3,309) in 09/10 academic year 7. 5+ A*-C GCSE inc E&M- 50.6% (4,067) in 09/10 academic year 8. Level 3 qualifications at 19. 46.7% (4,392) in 09/10 academic year 9. The number of CYP 16-18 who start an apprenticeship, (1,306 in 09/10) 10. The number of children & families accessing short breaks & levels of satisfaction- baselines to be identified
CYP Choose healthy lifestyles	7. Encourage activity and healthy eating 8. Promote sexual health	11. Obesity levels at year 6 (age 11) 21%, 09/10 (sample size 5,260) 12. Teenage pregnancy- 47.4 per 1,000 (618) 15-17 year olds, June 2009
CYP Have fun growing up	9. Provide play, leisure, culture and sporting opportunities	13. Number of CYP engaged in high quality school PE & Sport- 81%, 09/10 academic year. (based on limited survey samples) Work on wider indicators for this priority is ongoing.
CYP Are active citizens who feel they have voice & influence	10. Reduce crime and anti-social behaviour 11. Increase participation, voice and influence	14. Proportion of 10-17 year olds offending- 2023 young people with 1 or more offence in 09/10 which is 2.7% 15. C&YP influence in a) school b) the community - 70% and 56% reporting at least a fair amount of influence. (based on limited survey samples) Work on additional measures of engagement is ongoing.

## Delivering the vision

All our work is underpinned by a set of agreed approaches to working together to deliver improved outcomes for children and young people-

- the child is the client
- talking a common language
- using outcomes based accountability to improve outcomes in localities
- helping children and families with issues through restorative practice- doing things *with* them rather than to or for them
- doing the simple things better- never doing nothing
- supporting strong schools, settings, families and communities
- involving everyone who has a part to play – a whole city approach
- improving assessment and intervention
- targeting resources to make the biggest impact on priorities

## Turning the curve in Leeds

Outcomes based accountability (OBA) is a way of thinking and approach that develops practical action plans through “turning the curve” exercises. OBA takes the current baseline performance trend, and asks partners to agree a trajectory for improved performance and to describe the actions that will “turn the curve” towards the desired improvement. The approach takes partners through the following stages:

- What progress are we making against agreed outcomes and indicators, what are the baselines, are those OK, where do we want to be?
- What is the story behind the baseline, the causes of the trends and the issues lying behind them?
- What is the curve we want to turn?
- What are the information requirements, the gaps in our knowledge?
- Who are the key partners and what is their contribution to our shared indicators and outcomes?
- What works, what is the practical strategy and action plan?

Regular OBA report cards provide partners with timely updates on progress, highlighting the extent to which curves are turning, the effectiveness of actions, and key accomplishments. They also describe any new actions or stories behind the latest trends.

An important OBA principle is that the most powerful indicators are those that draw out a number of linked indicators and issues. Work in one area inevitably leads to a range of inter-related issues. ***The 15 key indicators with our 3 obsessions have been chosen because they are powerful “can openers” that provide a way to tackle the complex issues affecting the most vulnerable. Rapid progress on these indicators will have a “knock on” effect in other areas.***

Examples of these links for the 3 obsession indicators are shown in the table below.

**Linkages between indicators and issues**

<b>Indicator</b>	<b>Examples of linked indicators and issues</b>
<b>Looked after children</b>	LAC status is often linked to other issues that have a significant impact on outcomes for children and their families, eg. substance misuse, mental health, access to health services, domestic violence, poor school attendance and attainment, worklessness, NEET, youth offending, poverty, teenage parenthood. Demand for social care and health services such as such as mental health, health visiting, school nursing and emotional health and well being services is concentrated in particular areas of the city.
<b>Young people not in employment, education or training</b>	Some young people are more likely to be NEET, eg. some BME groups, those with learning difficulties and disabilities, care leavers, young offenders, poor school attenders, young parents, young carers, pregnant young women, homeless YP and those living away from their family. NEET rates vary significantly in different areas of the city. Young people who are NEET report feeling bored and isolated. They have more chance of long-term unemployment, ill health and criminality than their peers. When they do get work, they are more likely to be in low-paid jobs.
<b>School attendance</b>	There is a strong correlation between attendance and attainment and between poor attendance, NEET and youth offending. Pupil groups with lower attendance and higher persistent absence are: those living in deprived areas, looked after children, pupils eligible for free school meals, pupils with special education needs. Overall pupils of black and minority ethnic heritage have levels of attendance above the Leeds average, however, pupils of bangladeshi, mixed Black Caribbean and white, eastern european and traveller heritage have significantly lower levels of attendance.

OBA workshops focusing on turning 3 curves- reducing the number of looked after children, increasing school attendance and reducing the number of young people not in employment, education or training have been held. Further workshops will roll out the approach in localities across the city and the OBA programme will be progressively rolled out across the partnership, and then across the other partnership boards in the Leeds Initiative.

Initial action plans arising from existing work and the OBA workshops are on page 16 onwards. Regular quarterly reporting on progress against the CYPP will reflect our relentless focus on the starting points- our 3 obsessions- but will also cover progress against all the other indicators and priorities, and the impact work in these other areas has on the 3 obsessions.

Our first ambition is to turn the curve and then significantly improve performance for our obsession indicators. In addition we expect progress against all the indicators and priorities. Progress contributes to the overarching vision for a child friendly city and minimising the affects of poverty but

these two areas also have their own dedicated work programmes. There are a range of other important work programmes that support our priorities and indicators including the LSCB action plan, the Infant Mortality Action Plan and action planning around mental health and emotional health and well being. A review of supporting plans and the links between plans will be included in the work programme for the regular cycle of quarterly monitoring and evaluation of the CYPP.

## **Performance management and governance**

The initial action plans in the CYPP are the headline partnership plans for our 3 obsessions, highlighting mission critical activity that will make the biggest difference. Service, cluster and team plans across the partnership give more detail on all the CYPP priority areas, and action plans will be refined and updated through a regular cycle of reporting to the CTB. This will include action to address different outcomes for different equality groups and impact assessments where appropriate. Each priority has a CTB sponsor (s) and a lead officer from the LCC Children Services Leadership Team who together develop work to progress the priority, see page 15 for list as at April 2011. Governance arrangements will be established through a regular cycle of meetings between leads, sponsors, and through groups such as the 11-19 (25) learning and support partnership and the performance and planning sub group of the CTB. The role of the CTB sponsor is as follows:

Work with the CSLT lead for the priority to

- maximise the resources available to tackle the priority
- secure the commitment of partners to progressing the priority
- ensure that partnership activity takes account of the priority
- promote the importance of the priority
- identify and tackle barriers to progress
- contribute to rapid progress on the 3 obsessions
- review, scrutinise and challenges progress
- support evaluation and the celebration of achievements

The CSLT lead for the priority would have lead responsibility for this activity and would also work with the performance management leads to:

- lead cross service and agency action planning and evaluation of progress
- regular report cards detailing progress
- make sure that work on the priorities is reflected in the relevant service and team plans
- make sure that OBA is embedded as a means to driving improvement in the priority area

(NB. The CTB and LSCB share responsibility for priority 1. As well as the CYPP action plan for this priority there is also a detailed LSCB action plan. The governance arrangements for this are through the LSCB and its three sub groups, especially the LSCB Performance Management Sub Group.)

## What is it like growing up in Leeds?

There are approaching 180,000 children and young people (CYP) in Leeds. Recent rises in the birth rate have increased the number of 0-14 years olds by 13%. For the majority, growing up in Leeds is mostly a good and positive experience, and recent inspections of children's services in Leeds are positive about levels of performance and our capacity to improve. Below is a headline summary of our detailed needs analysis of outcomes for different groups.

### Children and young people are safe from harm

- The majority of CYP report feeling safe but children and young people are present at 43% of the 8,000+ cases of domestic violence that happen each year in Leeds.
- There are nearly 1,500 looked after children, 80+% because of abuse or neglect, social care workloads are increasing- up 44% over the last year. Over 750 children and young people have child protection plans. This has a significant impact on health services such as mental health, health visiting, school nursing and emotional health and well being services.
- Leeds is less deprived than other large cities and average income is above regional averages but 23% of CYP- over 33,000- live in poverty.
- The majority feel safe but some have concerns about safety at night & on public transport.

### Children and young people do well at all levels of learning and have the skills for life

- There have been significant reductions in the number of young people not in education, employment or training in recent years, but the figure remains too high.
- The number of CYP getting 5 good GCSEs is increasing and is currently over 50% but some groups do much less well.
- Only 53% achieve a good level of development in the early years phase leading up to primary school and 1 in 4 do not do as well as expected in maths and English by the end of primary school.
- Despite recent improvements, over 3000 secondary pupils and 1000 primary pupils are classed as persistently absent from school.

### Children and young people choose healthy lifestyles

- Levels of healthy eating and physical activity are improving but 10% of 5 year olds and 20% of 11 year olds are obese
- 10-20% report involvement in substance abuse.
- Poor health outcomes and poor access to health services tend to be concentrated in particular, deprived areas of the city and some groups of CYP are much more likely to experience a range of poor health outcomes.

### Children and young people have fun growing up

- 80% of CYP report that they enjoy life but CYP would like more places to go and things to do.



- Minority (17%) involved in bullying others and graffiti (22%).

## **Children and young people are active citizens who feel they have voice & influence**

- 70% of CYP say they have at least a fair amount of influence in school and 56% that they have a fair amount of influence in the community
- 2023 or 2.7% of 10-17 year olds commit one or more offence

We also know that some groups of children and young people are more likely to experience difficulties as they grow up, and that they often experience multiple difficulties. These groups typically have significantly worse outcomes than the average outcome for Leeds. Some poor outcomes are concentrated in particular areas of the city.

## **Concentrations of poor outcomes in particular areas**

- Relatively high rates of teenage pregnancy- as high as 1 in 10 in some deprived areas
- Rising demand for social care and health services is concentrated in a small number of areas of the city
- In some wards the NEET rate is as low as 3% in others it is close to 15%
- Average educational outcomes, attendance, health outcomes and access to health services at all ages are significantly worse for those from deprived backgrounds
- There have been improvements in infant mortality & low birth weight but they remain 50% higher in deprived areas

## **Outcomes for particular groups of children and young people**

- Some BME groups, those living away from their family and those with learning difficulties and disabilities are more likely to be NEET,
- Care leavers, young parents/carers, those pregnant or homeless or from deprived backgrounds are also more likely to be NEET
- Looked after children, those with learning difficulties and disabilities and those from some BME groups are much more likely to be excluded from school
- Average educational outcomes, attendance, health outcomes and access to health services at all ages are significantly worse for those with learning difficulties or disabilities
- Average educational outcomes, attendance, health outcomes and access to health services at all ages are significantly worse for some BME groups
- Those who are NEET were often poor attenders & low achievers at school and are involved in youth offending- a third of persistent absentees are also young offenders
- Those with poor educational and health outcomes at an early age are likely to have poor outcomes throughout their learning and beyond

## Transforming children's services in Leeds: Change programmes, Progress & Challenges

The OBA change programme provides a common language to tackle challenges and accelerate progress so that Leeds can move further along the journey to excellent outcomes for children and young people.

A parallel development is the change programme arising from the commitment to improving outcomes through enhanced integrated, multi agency, locality working across the partnership. The programme is also a response to complex legislative changes, increased demand for social care and health services, recent inspections and performance trends. Key features of the transformation programme are:

- Good and improving schools and children's centres working with partners through a network of local extended service clusters.
- Strong clusters providing locally led and managed universal plus provision, targeted services and child protection teams with a clear relationship with specialist services operating at an area or city level. *('Universal plus' is shorthand phrase to describe the expectation that universal services have increasing responsibility for building the capacity to deliver preventative and extended services to meet additional need)*
- Delivering the Healthy Child Programme (HCP) as the core early intervention and prevention public health programme. HCP offers every family a programme of screening tests, immunisations, developmental reviews, and information and guidance to support parenting and healthy choices.
- Local targeted services will cut across service, professional discipline and partner boundaries ensuring that a lead professional can be appropriately allocated (and supported) to meet needs.
- Three area based services focusing on improving outcomes for looked after children and three area based services focusing on improving outcomes for children and young people with complex needs.
- Schools and local collaborations of schools will continue to develop provision for children with behavioural difficulties with the Council as a provider of last resort.
- A revised city wide integrated directorate providing leadership and management and the range of business support and commissioning functions.

### Progress

- The 2010 Ofsted annual assessment confirmed that many services are performing good or better.
- Good or better outcomes in inspections of Fostering, Adoption, Youth Offending and the unannounced inspection of social care contact, referral and assessment processes.
- GCSE results in 2009/10 best ever for the city with some improvements for most under achieving groups.

- Improvements also delivered in other key indicators – such as the number of young people not in education, employment or training
- Strong governance in place through a revision of the arrangements for the Children’s Trust Board and Leeds Safeguarding Children Board.

## **Challenges**

- Delivering significant improvements in the key performance indicators in the CYPP 2010-15, particularly “narrowing the gap” for those who do less well than the average for the city.
- Responding to increased demand for services arising from increases in the birth rate across the city and in particular localities.
- Maintaining and accelerating performance against the background of significant increases in social care and health services workload.
- Narrowing persistent health inequalities against a background of complex changes to health services and reduced budgets for key intervention programmes.
- Supporting strong clusters of schools in the context of new relationship with schools, following the Coalition Government’s changes to the way local authorities support schools.

## **Budget issues & the development of more integrated, local services**

The CTB is developing a joint financial and investment plan to enable the delivery of the Children and Young People’s Plan with an initial focus on the priority of ‘helping children to live in safe and supportive families’. This means that partners will align current spend and future investment in key areas to underpin commissioning and service plans in order to have maximum impact and benefit. The plan will initially cover intensive support to children and families, including mental health provision and joint funding arrangements for placements that require funding from more than one agency.

An important element of the Children’s services budget is LCC’s decision to protect the services that support the most vulnerable children by recognising demand pressures such as the number of referrals to social care, increasing numbers of children with a child protection plan and the increasing numbers looked after in the care system. The 2011/12 budget provides additional funding of £11.2m to meet demand pressures.

The integration of services change programme across the Children Leeds partnership with revised arrangements for commissioning services will provide opportunities to deliver services in new ways, bringing together the best of voluntary, private and other statutory sector partners in localities and shaping more health and social care services around our schools and children’s centres. Children Leeds teams will draw on a range of skills sets to deliver intensive support services to those who need them most.

## **Minimising the effects of child poverty on children and families**

Child poverty is at the root of many, poor outcomes for children. Tackling the effects of child poverty and the impact it has upon life chances and choices has always been a policy driver in children's services. It has been an important part of each CYPP that has been developed in Leeds and is a key cross cutting theme of the new CYPP. The scale and complexity of the causes of child poverty mean that concerted effort to tackle the issue must be everybody's responsibility and involve work across services well beyond the domain of services to adults or children.

The Child Poverty Act 2010 placed a statutory responsibility on the local authority to undertake a review of all current needs assessment to identify key child poverty priorities. The Child Poverty Strategic Outcome Group, including all key partners, have constructed the needs analysis and developed the emerging priorities. Delivery of these priorities will be driven through all 5 city priority plans. The strategy proposed will not be a separate document but a simple working plan of key priorities, objectives and success measures that will be incorporated into the five plans.

The needs assessment undertaken for the new CYPP was central to the child poverty needs assessment. There is a clear synergy in the priorities of the CYPP and emerging priorities for the child poverty strategy. There is an emphasis on family support services that include wider issues of financial support to families, support to combat worklessness and therapeutic and intensive family support services. These family support issues are currently strong priorities for commissioning of health services and significant in the work of other council directorates.

The CYPP 2011-15 will be updated to include the action plans arising from city wide approach to child poverty issues as soon as the details of the governance and management of cross plan links have been finalised.

## **The development of Leeds as a Child Friendly City**

In a similar way the emerging programme of work around the development of a Child friendly city will be included in the ongoing amendments to the CYPP and reported back through the report card process. Initial work over and above work on the 15 indicators is focusing on the following areas:

- a) Consult with children and young people to identify a small number of areas that they think are priorities to work on and establish baselines.
- b) Develop a toolkit to be used to engage partners and local organisations and businesses in the Child Friendly City movement and gain their commitment to a specific pledge to help.
- c) Identify Child Friendly City ambassadors Leeds whose role will be to meet with partners, organisations and businesses to explore what they can do to further a Child friendly Leeds.

<b>CYYP: CTB sponsors and LCC children's services delivery leads- April 2011</b>				
<b>Ambition: Child Friendly City</b>			<b>CTB Sponsor:</b> Cllr Blake, CTB Chair	<b>LCC Lead:</b> Nigel Richardson
<b>Outcomes</b>	<b>Priorities</b>	<b>Obsessions</b>	<b>CTB sponsors:</b>	<b>LCC Children's Services Leads:</b>
<b>Safe from harm</b>	<b>help children to live in safe and supportive families</b>	LAC	Jane Held, Bridget Emery	Jackie Wilson
	ensure the most vulnerable are protected		Chris Radelaar	
<b>Do well at all levels of learning/ skills for life</b>	supporting children to be ready for learning		Ann Pemberton	Simon Flowers
	<b>improving behaviour attendance and achievement</b>	School attendance	Simon Whitehead, Tony Adlard	
	<b>young people in employment, education, or training</b>	NEET	Martin Fleetwood Diana Towler	
	improve support where there are additional health needs		Diane Reynard	
<b>Choose healthy life styles</b>	encourage activity and healthy eating		Hilary Devitt	Sarah Sinclair
	promote sexual health		Ian Cameron	
<b>Have fun growing up</b>	provide play, leisure, culture and sporting opportunities		Alan Bolton	Simon Flowers
<b>Active citizens</b>	reduce youth crime and anti-social behaviour		Sam Prince	Mariana Pexton
	increase participation, voice and influence		Neil Moloney	
<b>Cross – cutting theme : minimise the effects of poverty</b>			Cllr Blake, CTB Chair	Mariana Pexton

**Initial action plans for the 3 obsessions- Looked after children**

<b>Strategic Outcome- All children and young people are safe from harm</b>	<b>Accountable Director – Nigel Richardson Delivery Lead- Jackie Wilson CTB Sponsors- Jane Held &amp; Bridget Emery</b>
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Priorities for this outcome are 1) help children to live in safe and supportive families. 2) Ensure that the most vulnerable are protected.

<b>Key indicator and initial focus for work on this priority</b>
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The number of looked after children - baseline at January 2011- 1,434

- The high costs of placements and requirement to target consequent budget pressure (£13.7M)
- Numbers of LAC admissions to care and their duration
- Appropriateness of all placements to meet priority outcomes through care planning & exit from care

<b>Priority partnership action plan 2011/12</b>
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Action	Targeting	Action Owner	Contributing Officers/Teams	Milestone or Target
<b>Information Management</b>				
1. Improve information sharing practice and governance across all partners in the interests of the child.	City wide to inform top 100 methodology working and reduce risk to children	Mariana Pexton	All service performance and IKM managers ICT	Safe information sharing practice and protocols in place and understood by workforce Safe e-mail, data sharing, scanning and printing facilities available at locality levels
2. Develop improved management information, ICT systems and	City wide	Saleem Tariq	Steve Hayes Richard Storrie	Support needs analysis & segmentation analysis Information to allow targeted

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performance management capability				activities against priority areas/cohorts. Replacement core ICT systems specification which supports managing LAC
3. Workload analysis to provide evidence based approach to all referral and subsequent activities, including quality assurance of referrals	Region, city, area and cluster; All referral agents.	Saleem Tariq	Performance management IKM team	Improved appropriateness of referrals; better quality information on receipt; best practice applied uniformly across service, e.g. use of CAF, thresholds applied etc.
<b>Early Intervention and Edge of Care</b>				
4. Co-ordinate and re – commission all family intervention projects and intensive family support.	In-house provision External Provision	Sarah Sinclair	Jody Sheppard Rob Kenyon Child & family targeted support	Inventory of providers and assurance assessment. Tight intensive family support specification focused on vulnerable families and those on the edge of care Re commissioned services in place
Audit effectiveness/ evidence for all Edge of Care services	All intensive support services to children and families	Sue May	Tom Bowerman Marie Jackson Richard Chillery Munaf Patel Maggie Smith Contracting team for commissioned services	All develop measures which evidence their contribution to keeping children out of care/ returning children from in-care placements
5. Refocus targeted Youth	City Wide	Jean Davey	Sally Coe	Increase in participation in positive

Work support to provide priority access for vulnerable groups			Sue May Maggie Smith	activities for LAC and other vulnerable groups
6. Develop assertive outreach and core support packages	City Wide	Saleem Tariq	Sue May Jean Davey Multi Agency	Portfolio of packages available and commissioning governance framework in place. Restructure 'School Away' Alternatives to admissions available through development of resource packages, short term support etc.
7. Develop Intensive Prevention Team to work with children 10+ who are on edge of care	Children 10+ on edge of care	Saleem Tariq	Sue May Jean Davey Multi Agency	Reduction in 10+ children admitted to care
8. Increase priority access to quality early years services for parents and young children	Top 100 methodology in localities 0 to 5 review Target service where known high risk attributes identified e.g. <ul style="list-style-type: none"> <li>• Domestic violence</li> <li>• Substance abuse</li> <li>• Mental health</li> <li>• Offending</li> <li>• Teenage parents/carers</li> </ul>	Jim Hopkinson	Andrea Richardson Jane Mischenko Rob Kenyon Helen Rowlands Sal Tariq Sue May	Clear service entitlement across health, early education and family support for families at risk Reduction in the numbers of LAC who are under 5



<p>9. Engage Children’s Centres and Family Resource Centres to work intensively with identified families/children at edge of care/high risk and those who could potentially escalate to edge of care/high risk</p>	<p>Top 100 methodology Think Family- family CAF Identified priority localities/families/children</p>	<p>Jim Hopkinson</p>	<p>Andrea Richardson</p>	<p>Reduction in the numbers of LAC who are under 5</p>
<p>10. Develop capacity for targeted services in clusters to provide focused support for children on the edge of care and their families</p>	<p>Top 100 methodology in clusters – capacity to support multi agency teams and planning MST FGC 0_16 CAMHS Youth Offending Service Signpost Intensive family support FNP 2 year old pilot</p>	<p>Jim Hopkinson</p>	<p>Andrea Richardson Sue May Saleem Tariq Ken Morton</p>	<p>All clusters using top 100 methodology Reduction in the number of children who are looked after</p>
<p>11. Audit effectiveness/ evidence for all Edge of Care services</p>	<p>All intensive support services to children and families</p>	<p>Sue May</p>	<p>Tom Bowerman Marie Jackson Richard Chillery Munaf Patel Maggie Smith Contracting team for commissioned services</p>	<p>All develop measures which evidence their contribution to keeping children out of care/ returning children from in-care placements</p>

12. Develop a 60 day plan for all children on cusp of entering care or who have just entered care to establish whether an intensive family support plan can remove risk or bring the child quickly out of care  Develop assertive outreach and core support packages	City wide in clusters	Saleem Tariq/ Sue May	Andrea Richardson Jim Hopkinson Ken Morton Cluster leaders	Reduction in the number of children in care Increased numbers of children with safe exit pathway from care
		Saleem Tariq	Sue May Jean Davey Multi Agency	Portfolio of packages available and commissioning governance framework in place. Restructure 'School Away' Alternatives to admissions available through development of resource packages, short term support etc.
13. Strengthen common assessment processes and other integrated processes to support multi agency teams around children at risk	City wide	Andrea Richardson	Mary Armitage Rob Kenyon Chris Lingard Andrea Robinson	Business case to inform case record keeping system for families/ children with escalating risk
<b>Capacity development , commissioning, funding and governance arrangements</b>				
14. Initiate foster carer recruitment campaign to increase in-house capacity and choice.	City wide and regional	Sue May	Placement Service Communications Team(s)	Net increase of 20 in-house carers per annum (recruit 40).

<p>15. Design and implement in-house foster carer competency, terms and conditions review.</p>	<p>In-House foster carers, Special Guardians, Adopters</p>	<p>Sue May</p>	<p>CYPSC HoS Communications Team Commissioning Finance</p>	<p>Revised 4 levels of foster carers introduced. New payment regime designed and transitioned to. Reduced 'unit' costs for in-house foster carers achieved. Agreed financial strategy for SGOs and Adopters.</p>
<p>16. Review adoption service recruitment and placement process.</p>	<p>Adoption Services</p>	<p>Sue May</p>	<p>Asst. HoS LAC Placements Service</p>	<p>Revised strategy reflecting new guidelines, e.g. ethnicity Increased numbers of children placed for adoption Increased numbers of adopters recruited and approved. Reduced time-scale to recruit and place children once approved</p>
<p>17. Revise strategy for residential provision and refocus based on needs assessment</p>	<p>All residential provision.</p>	<p>Sue May</p>	<p>Residential Service Children's Rights Ofsted Commissioning.</p>	<p>OBA event for strategy development Immediate change in provision at Squirrel Way. Develop need based provision plans: i.e. emergency provision; special placements (e.g. for pregnant LAC) Develop commissioning plans</p>

18. Improve funding, commissioning & operational management and governance of placements	All placement providers. Admissions to care and major changes to care provision.	Jackie Wilson/ Sarah Sinclair	Sue May JDAR, MALAP, Educ & Soc.Care joint body. HoSDaR. Placements Service Partner Agencies	Block purchase contracts available. Improved MI on placements, carers and external provision available. Number of jointly funded placements. Ensure fair and equitable funding from all partner agencies
<b>Care planning</b>				
19. Redesign of Social Care LAC/Child Protection service provision	City Wide	Jackie Wilson	All integrated service providers	Approval and funding by May 2011 CYPSC staff into new structure by Sept. 2011. develop integrated teams by March 2012
20. Creation of the Integrated Safeguarding Unit	City Wide (3 area teams + corporate)	Jackie Wilson	LSCB HoS ISU Education	Phase 1 (CYPSC and Education) in post by Sept. 2011 (providing capacity to improve conferences & care planning/reviews.

21. Explore options for quicker and more efficient exits from care.	All LAC reviewing permanency planning, court discharge processes, prioritising return to home, looking at barriers to exit and return to home	Jackie Wilson	All HoS Legal Partner agencies Schools	Targeted review schedule for all LAC by June 2011 to give prioritised cohort(s) for exit strategies. Increased Sect20 children returning home.
22. Review of Pathway Planning service delivery	All LAC and care leavers	Sue May	Adult Social Care Health & all Partner Agencies	Robust planning achieved. Reviews Cost/risk assessments Check against National PIs
23. Early intervention where placement is at risk of breakdown to provide targeted support to child/carer/family	Refocus of Therapeutic social worker's priorities and include 1.8FTE clinical psychologists (Health funded)	Sue May	CAMHS Schools	Completed carers assessments (Strengths and Difficulties Questionnaires)

**NB. In addition to the milestones for individual actions shown above there are also a number of generic milestones for all actions, eg.**

- Reduction in LAC admissions
- Reduction in number of referrals
- Number of families and children worked with.
- Number of children kept out of the care system.
- Reduction in days children spend in short term admissions/respice.
- Reduction in the numbers of placement moves per child

**Initial action plans for the 3 obsessions- Attendance**

<b>Strategic Outcome- All children and young people do well at all levels of learning and have the skills for life</b>	<b>Accountable Director – Nigel Richardson Delivery Lead- Simon Flowers CTB Sponsors- Simon Whitehead &amp; Tony Adlard</b>
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Priorities for this outcome are 1) improve behaviour, attendance and attainment. 2) Increase numbers in employment, education or training.

**Key indicator and initial focus for work on this priority** (see separate action plan for numbers in employment, education or training)

The level of attendance at primary school- 94.3% as at end of half term 4 2009/10  
The level of attendance at secondary school- 91.6% as at end of half term 4 2009/10

**Priority partnership action plan 2011/12**

Action	Targeting	Action Owner	Contributing Officers or agencies	Milestone or Target
1. Target children with a 60-70% absence rate, carrying out OBA exercises at cluster level to establish the local reasons for low attendance and agree local solutions and interventions.	Priority clusters determined by need and leadership capacity	Jancis Andrew & Ken Morton through Multi agency implementation group	Area inclusion partnerships Cluster chairs and managers Integrated service Leaders OBA facilitators Head teachers Children Leeds area partnerships	Project Brief March 2011 Delivery Summer term 2011

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<p>2. Evaluate and test the local &amp; city wide service redesign implications of the 60-70% absence rate project for locality based children's services.</p>	<p>City wide</p>	<p>Multi agency implementation group</p>	<p>As above plus Children Leeds Performance &amp; information teams</p>	<p>Evaluation data end of summer term Project Brief August 2011 Commence delivery September 2011</p>
<p>3. Engage with the parents and families of children with low attendance in year 1 of Primary school.</p>	<p>Target Early Years settings &amp; Children's Centres where low attendance is an issue</p>	<p>Jancis Andrew &amp; Andrea Richardson</p>	<p>Early Years Surestart Area inclusion partnerships Children Leeds area partnerships Cluster chairs and managers</p>	<p>As per 60-70% project</p>
<p>4. Engage with Police Community Safety Officers and Safer Schools officers to establish cluster level intelligence about attendance patterns. Use this for targeted truancy interventions at cluster &amp; school level.</p>	<p>Target clusters with worst levels of attendance</p>	<p>Jancis Andrew, Bob Bowman &amp; Wendy Winterburn</p>	<p>Police Cluster chairs and managers</p>	<p>Intervention model developed by September 2011  By December 2011 implemented in 1 cluster with evaluation</p>
<p>5. Produce and promote across the city a common script, describing the importance of attendance and the impact of low attendance.</p>	<p>City wide</p>	<p>Jancis Andrew</p>	<p>Communications teams Elected members Cluster chairs and managers</p>	<p>Dissemination in September 2011</p>

<p>6. Develop an “attendance pledge” for individuals, agencies and schools across the city to sign up to, including high profile publication of the pledge. The pledge will publicly register actions to be taken by the person/institution signing the pledge to improve attendance. Possible part of wider Child friendly city pledge.</p>	<p>City wide</p>	<p>To be developed as part of Child Friendly City Programme</p>	<p>Communications teams Elected members Cluster chairs and managers</p>	<p>Dissemination in September 2011 linked to ledge, see below</p>
<p>7. Incentivise good attendance through city wide promotion of scheme to engage local agencies and service providers from all sectors in provision of rewards for good attendance.</p>	<p>Children and young people, parents, carers and families where attendance is low</p>	<p>Jancis Andrew</p>	<p>Council Leisure services Local Businesses Communication teams</p>	<p>Initial launch September 2011 Evaluation end of December 2011</p>



**Initial action plans for the 3 obsessions- NEET**

<b>Strategic Outcome- All children and young people do well at all levels of learning and have the skills for life</b>	<b>Accountable Director – Nigel Richardson Delivery Lead- Sally Threlfall CTB Sponsors- Martin Fleetwood &amp; Diana Towler</b>
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Priorities for this outcome are 1) improve behaviour, attendance and achievement. 2) Increase numbers in employment, education or training. 3) Support children to be ready for learning. 4) Improve support where there are additional health needs.

**Key indicator and initial focus for work on this priority**

The percentage of young people aged 16-18 who are not in education, employment or training- baseline- 8.3% (average monthly figure for November-January 2010/11)

**Priority partnership action plan 2011/12**

Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
1. Use of Identified Progression Pathways and Support (IPPS) process in all schools to identify a learning pathway and progression route for every young person.	Process includes identifying young people who are at risk of becoming NEET, and provision of targeted support.	Richard Amos	Multi agency NEET action plan group Schools & colleges- federations Off site learning providers Post 16 learning providers	All secondary schools carry out needs analysis of Year 8 by December 2011  Identify needs of young people are least likely to remain in learning after Year 11 by December 2011  Plan learning programmes and support packages to meet needs of identified young people by June 2012

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<p>2. Analysis of young people NEET and their needs. Improve the recruitment of young people to available programmes. By sharing information with potential learning providers on young people NEET by occupational preference and qualification level.</p>	<p>Young people who are currently NEET. (NB. Need to obtain their permission to share their contact details with learning providers</p>	<p>Mary Brittle</p>	<p>Connexions providers Learning providers Schools &amp; colleges College Principals Confederations, Clusters</p>	<p>Identify occupational preferences and qualifications of current cohort by June 2011  System to match young people against current offer by June 2011</p>
<p>3. Development of personal tutoring model All children and young people have a school based personal tutor, additional mentoring support available where appropriate.</p>	<p>All schools</p>	<p>Alan Rees</p>	<p>Schools, Children's services Mentoring teams</p>	<p>Commence roll out of personal tutoring model to all schools by September 2011</p>
<p>4. Development of models for parental engagement to improve the progression information and advice available to parents through schools.</p>	<p>All High schools, parents / carers</p>	<p>Andrea Cowans</p>	<p>Schools, Clusters, Confederations</p>	<p>Identification of successful models for parental engagement by December 2011  Dissemination of model to all high schools by April 2012</p>

5. Development of resources and training for primary schools on career learning, including activities to support the primary secondary transition.	All Leeds primary and secondary schools	Terry Walsh	Primary and secondary schools, Confederations, Clusters, Children Leeds 14 to 19 staff	Workshops delivered to primary school staff by December 2011  Resource pack made available to all Leeds primary schools by December 2011
6. Developments of briefing for all staff working with children, young people and families to understand the value and importance of learning, aspirations, attendance and requirements of RPA.	All Children Leeds staff and relevant staff in other directorates	Mary Brittle	Children Leeds education and learning teams	Developed and distributed by April 2011
7. OBA workshops at cluster level to identify specific actions around reducing NEET to be carried out at a local level.	Priority clusters determined by need and leadership capacity	Ken Morton	Multi agency NEET action plan group	OBA cluster roll out plan to Cluster managers March 2011. Project Brief August 2011. Commence delivery September 2011

<p>8. Raise awareness with secondary schools, SILCs and PRUs around their new duties for careers guidance from April 2012</p>	<p>All secondary schools SILCs and PRUs</p>	<p>Andrea Cowans</p>	<p>11-19 (25) IAG and progression group Connexions Schools Further education colleges, virtual college</p>	<p>Briefings delivered to schools staff by Oct 2011.</p> <p>Development of models to ensure that all young people receive appropriate information, advice and guidance to plan for learning up to 18 by Jan 2012.</p> <p>Models in all schools by April 2012 Resources available for schools on Leeds Pathways by Sept 2011</p>
<p>9. Awareness raising for young people in KS4 and parents / carers of financial support available to young people and families for young people to continue in learning post 16 and to higher education</p>	<p>Children, young people and their families in KS4</p>	<p>Terry Walsh</p>	<p>Children's services 14 to 19 staff Connexions</p>	<p>Information on financial support available from September 2011 on Leeds Pathways website by April 2011.</p> <p>Connexions PAs undertake awareness raising in schools by May 2011.</p>

<p>10. Development of online resources to support learner progression into all post 16 full time learning pathways and apprenticeships, including careers and labour market information, information on employability, skills and enterprise, and an interactive online advice and guidance service for young people and families</p>	<p>All High schools, parents / carers</p>	<p>11-19(25) IAG and Progression group Connexions</p>	<p>secondary schools Children's services 14 to 19 staff</p>	<p>Online resources developed and piloted by Sept 2011 Leeds Pathways developments implemented by April 2012</p>
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## Report of the Assistant Chief Executive (Planning, Policy and Improvement)

### Full Council

Date: 13<sup>th</sup> July 2011

Subject: New Vision and Strategic Plans

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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## EXECUTIVE SUMMARY

1. This report brings to Council the new Vision for Leeds 2011 to 2030, the City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015. This new suite of strategic planning documents have been developed and consulted upon with Members and partners over the past 6 months.
2. Members of Council are asked to:
  - approve the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015 (attached at Appendix 1); and
  - authorise Executive Board to make “in-year” amendments to these plans as may be required.

## 1.0 Purpose Of This Report

- 1.1 This report sets out the key stages of the development of these important plans including consultation with the public and with partners; how due regard has been given to equality and diversity in preparing these plans; as well as bringing the plans themselves for consideration and approval.

## 2.0 Background Information

- 2.1 A number of changes to the city and council planning and partnership framework have been progressed over the past few months. In particular, a whole system approach has been sought which ensures the partnership structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real change across the city. The role of the key plans are:
- **Vision for Leeds 2011 to 2030** - this is the Leeds Sustainable Community Strategy which sets out the long-term ambition and aspirations for the city.
  - **City Priority Plan (CPP) 2011 to 2015** – this is the new city-wide partnership plan which identifies the key outcomes and priorities to be delivered by the council and its partners over the next 4 years. It is owned and will be performance managed by the new strategic partnership boards. The plan has been restricted to a small set of outcomes and priorities that represent the absolute “must do’s” for each of the partnership boards in delivering the first phase of the Vision. Some boards may also choose to produce a fuller plan that covers all aspects of their work eg Children and Young People’s Plan 2011-15 (see related paper which is also on this agenda).
  - **Council Business Plan 2011 to 2015** – this is the strategic plan for the council and includes our own priorities alongside our main contributions to the delivery of the city priorities. It has two main elements - a small number of cross council priorities and a set of directorate priorities. The cross council priorities are aligned to the council’s new values. The directorate element of the plan is aligned to the Director’s own personal appraisal objectives on which their progress will be regularly assessed.
- 2.2 An outcomes based accountability approach has been incorporated into our strategic planning and performance management arrangements. One of the key concepts underpinning outcomes based accountability is the clear differentiation between the broader whole population based outcomes/indicators which require partnership action, as opposed to performance accountability which is about monitoring organisational, service, or project based contributions to the outcomes/indicators. That is the distinction between the ends (outcomes and population accountability) and the means (performance accountability).
- 2.3 The City Priority and Council Business Plans have been developed to reflect the current financial context by providing a smaller more focused set of “must do” priorities for the city and the Council. These priorities are measured through a number of indicators which identify the issues where we really want to make a difference. But importantly, they have also been chosen as their achievement will drive improvement across a broader range of indicators. The priorities will be supported by action plans that include much more detail on how they will be delivered including targeted actions for key equality groups and/or certain



geographical areas. This approach was deliberately chosen to ensure that the plans are simple, clear and understandable by everyone.

- 2.4 In line with outcomes based accountability, targets have been set for the performance measures in the Council Business Plan and within the City Priority Action Plans. In this way the actions of individual organisations as well as any joint projects/programmes which contribute to delivery of priorities will be effectively monitored. The role of the strategic partnership boards is then to monitor the overall progress of the priorities and headline indicators and to identify what further action is needed. This enables the partnership to focus on the overall progress across the city with individual organisations being held to account for their specific contributions.

### **3.0 Main Issues**

- 3.1 The Vision for Leeds 2011 to 2030, the City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015 have been developed in consultation with partners, members and officers across the city. The final drafts of these plans are provided in Appendix 1.

### **4.0 Implications For Council Policy And Governance**

- 4.1 The Vision, City Priority Plan and Council Business Plan form part of the Council's Budget and Policy Framework as set out in the Constitution. The draft outcomes, priorities and indicators have been subject to Scrutiny during their development. The approval of these plans is a Council decision and, therefore, it is not subject to call-in.
- 4.2 These are the Council and city's main strategic planning documents and it is important that the plans remain live documents and are amended as circumstances change. However, they also need to be subject to an appropriate level of political scrutiny and approval. A formal review is scheduled after two years. The Council's Budget and Policy Framework procedure rules allow for amendment within the timeframe of the plan to be delegated to the Executive Board and it is proposed that this option is put to Full Council. Any proposed changes will be scrutinised through the on-going involvement of the relevant Scrutiny Boards in developing the action plans and through regular performance reporting.

#### *Equality and Diversity and Cohesion and Integration*

- 4.3 The Council has a general public duty under the Equalities Act 2010 to
- eliminate unlawful discrimination, harassment, and victimisation,
  - advance equality of opportunity, and
  - foster good relations
- 4.4 Giving due regard to equality through the equality impact assessment process will ensure that there is robust and visible evidence that we understand and are taking appropriate actions to meet the general duty.
- 4.5 An Equality Impact Assessment and sustainability appraisal were undertaken on the Vision for Leeds. These have been used to inform the Vision for Leeds (and supporting documents) and actions arising from the assessment are being implemented.

- 4.6 An Equality Impact Assessment has also been completed on the strategic planning approach and City Priority Plan. This considers the strategic planning approach and development of the City Priority Plan as a whole, rather than at the detailed level of individual priorities or actions that will be contained in them from the council's perspective. Both the City Priority Plan and the Council Business Plan have adopted an approach to give due regard to equality which is relevant and proportionate. This includes linking to existing Equality Impact Assessments, identifying where there are any gaps and providing challenge, where necessary, to the developing action plans. It is still early days in the development of these action plans. However as they are further developed, it is anticipated that work will continue to develop meaningful equality outcome measures, address data gaps and ensure any outstanding equality impact assessments are undertaken where relevant. This future work will ensure a robust approach to equality and provide visible evidence of its consideration.

#### *Risk management*

- 4.7 The corporate and directorate risk register will be reviewed and updated in light of these new plans to ensure that the key risks associated with the priorities in these plans are appropriately risk assessed. These will continue to be monitored through the existing risk management procedures. An update will be provided to Executive Board in the Risk Management Unit Annual Report due to be considered in the summer.
- 4.8 The risk of not approving these plans at the current time is that there would not be a clear set of priorities for the Council and the city. This would have an impact on other linked planning and performance processes such as service planning and appraisals.

#### *Consultation*

- 4.9 These plans have been informed by two major public consultations exercises - the "What if Leeds.." consultation on the Vision for Leeds; and the "Spending Challenge" consultation which asked the public for their priorities for spending. A summary of the main issues that the public told us were important and how these are directly included within the priorities of the delivery plans was provided to Scrutiny Boards to inform their work. Further information on these consultations is available in the background documents.
- 4.10 The draft priorities were considered by the relevant Scrutiny Boards who overall were broadly supportive of the plans but felt that delivery was the key issue. Members were keen to have an on-going role in shaping and challenging the action plans as well as monitoring progress in delivery. A number of more specific proposals were made and appendix 2 sets out the changes that have been made as a result of the scrutiny input. Partner organisations were also given the opportunity to input into the priorities directly during the development process.

### **5.0 Legal And Resource Implications**

- 5.1 The City Priority and Council Business Plans have been developed to reflect the current financial context by providing a smaller more focused set of "must do" priorities for the city and the Council. They set realistic ambitions for the strategic partnership boards and reflect the resources available.

5.2 There are currently legal requirements for local authorities and local strategic partnerships to have certain plans in place including:

- Sustainable Community Strategy – this is met by the Vision for Leeds 2011 to 2030
- Crime and Disorder Reduction Strategy (CDRS) – this is fulfilled by the Safer and Stronger Communities Plan;

## **6.0 Conclusions**

6.1 This report brings to Council the new Vision for Leeds 2011 to 2030, the City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015. This new suite of strategic planning documents have been developed in line with legal and constitutional arrangements and consulted upon with Members and partners over the past 6 months.

## **7.0 Recommendations**

7.1 Members of Council are asked to:

- approve the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015 (attached at Appendix 1); and
- authorise Executive Board to make “in-year” amendments to these plans as may be necessary.

## **8.0 Background Papers**

- Executive Board Report Revenue Budget and Council Tax 2011/12, 11th Feb 2011 - includes results from spending challenge consultation.
- Vision 2011 to 2030 supporting documentation including the “What if Leeds” consultation report and analysis; understanding our city - progress and setbacks in realising the Vision; Equality Impact Assessment and Sustainability Assessment.
- Scrutiny Board reports on New Strategic Plans 2011 to 2015; Mar/April 2011
- Equality Impact Assessment on Strategic Planning Approach and City Priority Plan.
- Summary of progress in giving due regard to equality in the City Priority Plan and Council Business Plan 2011 to 2015.

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# Leeds 2030 ...

**our vision to be the best city in the UK.**

**Vision for Leeds 2011 to 2030**

## Appendix 1a Draft Vision for Leeds

The Leeds Initiative is the city's local strategic partnership. Founded in 1990, we bring together a wide range of people and organisations from the public, private, community, voluntary and faith sectors to work together to improve the city and overcome problems for the benefit for everyone.

All our documents, and the notes of all our meetings, are on our website at [www.leedsinitiative.org](http://www.leedsinitiative.org)

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We can make this document available in Braille, large print and audio format on request.

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In producing the Vision for Leeds we have paid due regard to equality issues and carried out an equality impact assessment. We have also undertaken a sustainability appraisal. These and other supporting documents relating to this Vision are available on our website. They include:

- a report and analysis of the consultation;
- Understanding our city – a high-level summary of progress and setbacks since the last Vision for Leeds was published in 2004; and
- 'Best City' – a film.

[www.leedsinitiative.org/vision](http://www.leedsinitiative.org/vision)

### Foreword

Leeds is a city still grappling with the effects of a worldwide financial crisis and significant cuts to public sector investment. This is having a huge impact on standards of living and the opportunities available to people. Young people in particular are finding it harder than ever to find job opportunities and fulfill their potential. While addressing these short-term challenges Leeds must continue to be a forward-looking city and have a clear plan for the future.

This Vision is ambitious, we are challenging ourselves to be the best city in the UK. That means being fair, sustainable and inclusive. The consultation exercise highlighted that people care about community and society as much as infrastructure and buildings. So this Vision sets out how we aim to achieve a 21st century transport system for the city but also our ambitions to create a more cohesive city with stronger communities.

Leeds City Council will play its part by aiming to become the best council in the country, but it cannot implement this Vision alone. We want to see all people, businesses and organisations get behind this collective effort.

The success of our city depends on all of us working together to make sure that our Vision and all our plans and strategies are robust and have been tested and challenged. We will make sure that we continue to work in partnership and with local communities to achieve the best for the people of Leeds.

Councillor Keith Wakefield  
Chair Leeds Initiative  
Leader Leeds City Council

### A Vision for all of Leeds

Leeds is the regional capital and the main economic driver for Yorkshire with major road, rail and air connections to neighbouring towns and cities and to national and international networks. Known as the leading financial and legal centre in the UK outside London, the city is home to some of the largest financial institutions in the country. It has a diverse economy, excellent universities and world-class culture and sport.

This Vision is for everyone who lives and works in the Leeds Metropolitan District, an area covering 217 square miles. Leeds is the second largest metropolitan authority in the country and the largest in the north of England. It is a rich and varied place, including a vibrant city centre - well known for its shopping and nightlife – with built-up areas surrounding it, some more rural areas, and several towns and villages. These stretch from Otley in the north-west, Wetherby in the north-east, the rural areas of Bramham and Aberford to the east, Rothwell, Allerton Bywater and Methley to the south and south-east, and Pudsey and Morley to the west and south-west. A unique and distinctive place, the city has a rich industrial heritage, two-thirds of the district is green belt and it is in easy reach of two national parks.

Leeds is a city of 812,339 people<sup>1</sup>. In general, people are living longer and Leeds has as many people over 60 as under 16. There is a higher proportion of young people than the national average, including a large student population. Leeds is also a diverse city with many cultures, languages, races and faiths. Eleven percent of our population is made up of people from black and ethnic-minority communities, 18 percent have a limiting long-term illness or disability<sup>2</sup> and six to ten percent are lesbian, gay and bisexual.

#### Why a new Vision?

Despite becoming wealthier as a city over the last 20 years, Leeds still has too many deprived areas, where there is a poor quality of life, low educational performance, too much crime and anti-social behaviour, poor housing, poor health, and families where no one has worked for generations. We need to continue to tackle the multiple problems of poverty and to improve all parts of Leeds. Our partners need to find new ways to share resources and work with communities to achieve results.

We last published a long-term plan for the city in 2004 and since then much has changed both globally and locally. The city of Leeds is facing a series of major challenges.

**Tackling climate change.** In Leeds we have already seen how small changes can have a dramatic impact on our daily lives – such as the flooding, which caused havoc to our communities and businesses. We are also using up the planet's natural resources at an alarming speed – as early as 2020 our demand for oil could exceed supply. We need to plan for this and look at alternatives.

**Responding to the global recession** Over the last ten years, Leeds has gained a national reputation as a city of economic growth, creating jobs in a range of industries and sectors. But the recession has had a real impact on some of Leeds' key sectors, including construction, and business and financial services. We will need to find new ways to remain competitive.

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<sup>1</sup> Office of National Statistics, population projection for 2011

<sup>2</sup> Census of Population 2001



## Appendix 1a Draft Vision for Leeds

**Anticipating changes to our population** Leeds' population is forecast to grow. This will include:

- greater numbers of children and young people;
- more people aged 75 years and over; and
- more people from black, ethnic-minority and mixed race backgrounds

We need to start planning now to make sure that the city can manage these predicted changes to our population.

These are just some of the reasons we must think ahead and plan for future success.

## Developing our new Vision

Between September and December 2010, we asked the people who live and work in Leeds to tell us what they wanted Leeds to be like in 2030 and their ideas for how to make it happen.

We did this by:

- distributing a consultation document across the city in public buildings,
- publicising the consultation in the local media;
- setting up a website – [www.whatifleeds.org](http://www.whatifleeds.org) – inviting people to get involved in a debate about the kind of city they want Leeds to be;
- using social media, including Facebook, Twitter and LinkedIn; and
- holding face-to-face discussions and events with over 400 groups, including 200 businesses across the city.

The responses we received during the consultation were analysed by an independent organisation.

The top priorities to emerge were:

- good quality, reliable public transport;
- a cleaner, greener city;
- new job opportunities;
- a sense of community spirit;
- good community relations;
- safety; and
- culture and entertainment.

### Our Vision for 2030

Our purpose is to improve life for the people of Leeds and make our city a better place. We have listened carefully to what local people, businesses and organisations have said.

**Our Vision for 2030 is to be the best city in the UK.**

- **Leeds will be fair, open and welcoming.**
- **Leeds' economy will be prosperous and sustainable.**
- **All Leeds' communities will be successful.**

### What do we mean by best city?

We have set our Vision to be the best city in the UK. Not the richest or the biggest, but the best for all who live and work in Leeds - our children, our communities and our businesses. A place where everyone can enjoy a good quality of life and make choices. It applies to all our local communities, as well as our towns and villages, the city centre, the Yorkshire region, and nationally and internationally.

To become the best city in the UK we need to reduce the inequalities that exist and also compete internationally. We will aspire to make Leeds a place where everyone has the same opportunity to enjoy good health and education, and a choice of where to live. We will embrace the opportunity to innovate and grow our city, creating sustainable new jobs for local people, through local entrepreneurship and international business.

### Our aims

This Vision is about results. To become the best city we must work together to achieve our aims. Our partnership will regularly publish City Priority Plans, setting out how we will make progress and how we will achieve success. We will base these plans on our understanding of our city, the best research and information which helps create good plans.

**By 2030, Leeds will be fair, open and welcoming.** Leeds will be a place where everyone has an equal chance to live their life successfully and realise their potential. Leeds will embrace new ideas, involve local people, and welcome visitors and those who come here to live, work and learn.

To do this Leeds will be a city where:

- there is a strong community spirit and a shared sense of belonging, where people feel confident about doing things for themselves and others;
- people from different backgrounds and ages feel comfortable living together in communities;
- local people have the power to make decisions that affect them;
- people are active and involved in their local communities;
- people are treated with dignity and respect at all stages of their lives;
- there is a culture of responsibility, respect for each other and the environment;

## Appendix 1a Draft Vision for Leeds

- the causes of unfairness are understood and addressed;
- our services meet the diverse needs of our changing population;
- people can access support where and when it is needed; and
- everyone is proud to live and work.

**By 2030, Leeds' economy will be prosperous and sustainable.** We will create a prosperous and sustainable economy, using our resources effectively. Leeds will be successful and well-connected offering a good standard of living.

Leeds will be a city that has:

- a strong local economy driving sustainable economic growth;
- a skilled workforce to meet the needs of the local economy;
- a world-class cultural offer;
- an internationally excellent higher, further and work based education
- built on its strengths in financial and business services, and manufacturing, and continued to research, innovate and grow its strong retail, leisure and tourism, health and medical sectors, and its cultural, digital and creative industries;
- developed new opportunities for green manufacturing and for growing other new industries building on our knowledge and ability to innovate;
- improved levels of enterprise through creativity and innovation;
- opportunities for work with secure, flexible employment and good wages;
- sufficient housing, including affordable housing, that meets the need of the community;
- high-quality, accessible, affordable and reliable public transport;
- increases investment in other forms of transport, such as walking and cycling routes, to meet everyone's needs;
- successfully achieved targets to make Leeds a lower carbon city;
- adapted to changing weather patterns;
- a commitment to find new ways to reuse and recycle;
- increased its use of alternative energy supplies and locally produced food; and
- buildings that meet high sustainability standards in the way they are built and run.

**By 2030, all Leeds' communities will be successful.** Our communities will thrive and people will be confident, skilled, enterprising, active and involved.

To do this Leeds will be a city where:

- people have the opportunity to get out of poverty;
- education and training helps more people to achieve their potential;

## Appendix 1a Draft Vision for Leeds

- communities are safe and people feel safe;
- all homes are of a decent standard and everyone can afford to stay warm;
- healthy life choices are easier to make;
- people are motivated to reuse and recycle;
- there are more community-led businesses that meet local needs;
- local services, including shops and healthcare, are easy to access and meet people's needs;
- local cultural and sporting activities are available to all; and
- there are high quality buildings, places and green spaces, which are clean, looked after, and respect the city's heritage, including buildings, parks and the history of our communities.

Here are some of the areas where we want the Vision to make a difference.

### Best city... for children

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action. Our children will:

- be safe from harm;
- do well in learning progressing to further and higher levels so they have skills for life;
- choose healthy lifestyles;
- have fun growing up; and
- be active citizens who feel they have voice and influence.

### Best city... for business

Leeds will be a place, which encourages enterprise, competition and innovation in the knowledge economy. It will be a city where:

- significant new job opportunities are created;
- businesses are supported to start up, innovate thrive and grow;
- people choose sustainable travel options; and
- we all benefit from a low carbon economy.

### Best city... for communities

Leeds will be a city of communities where people feel able to get involved and make decisions, supported by the best council and the best public services in the UK. It will be an attractive place to live, where:

- people are safe and feel safe;
- the city is clean and welcoming;
- people are active and involved in their communities; and

## Appendix 1a Draft Vision for Leeds

- people get on well together.

### Best city... for health and wellbeing

Leeds will be a healthy and caring city for all ages where:

- people live longer and have healthier lives;
- people are supported by high quality services to live full, active and independent lives; and
- inequalities in health are reduced, for example, people will not have poorer health because of where they live, what group they belong to or how much money they have.

### Best city... to live

Leeds will be a great place to live with good housing, clean, green spaces, where everyone can enjoy a good quality of life. It will be a city where:

- people can travel on good quality, reliable public transport and have access to walking and cycling routes;
- the housing growth of the city is sustainable;
- houses to rent and buy will meet the needs of people at different stages of their lives;
- local people benefit from regeneration investment; and
- people enjoy a high-quality culture, sport, leisure and entertainment;

### Leeds and beyond

To make sure all this happens we need to engage beyond our boundaries.

#### Best City Region

The Leeds City Region<sup>3</sup> is the wider economic area whose economy is driven by Leeds, and upon whom Leeds relies for its economic success. For Leeds to be economically successful, its surrounding areas need to be successful too. People travel and companies recruit across this area and to be the best city the city region has to be effective.

We have created a Local Enterprise Partnership, led by business and involving the local councils. Its priorities and programmes will help Leeds meet local priorities including:

- attracting investment to create new jobs;
- meeting the skills needs of firms;
- delivering the city region transport strategy;
- creating a wide range of housing choice and affordability through regeneration;
- creating a low carbon economy; and
- developing enterprise zones to encourage business growth.

#### Strong nationally and internationally

Leeds will punch above its weight as the biggest city in the north, raising its profile to match, and making sure that decision makers and opinion formers understand the city and what it offers, its potential and the needs of its communities.

We will make sure that Leeds gets the investment and funding it needs for big national projects, such as high-speed rail. We will look for further changes, which enable us to make more decisions locally.

We will build on the world class reputation and international profile of our universities, our cultural offer, our hospitals and health care excellence, our sporting facilities and teams and our businesses and their expertise to create a city that is a world class destination for all in a globalised knowledge economy.

#### Delivering the Vision for Leeds 2011 to 2030

This Vision will be the driver for the city's other strategies and action plans and for our continued partnership working over the next 20 years. However, we know that it is difficult to anticipate all the changes that will take place between now and 2030 and how those changes will affect the city and the lives of those who live and work here. But we do know that there are urgent issues that we need to address now. This is why, alongside this long-term Vision for Leeds, we are publishing five City Priority Plans to

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<sup>3</sup> The Leeds City Region brings together the eleven local authorities of Barnsley, Bradford, Calderdale, Craven, Harrogate, Leeds, Kirklees, Selby, Wakefield, York and North Yorkshire County Council to work together on areas such as transport, skills, housing, planning and innovation.

## Appendix 1a Draft Vision for Leeds

2015, which set out the key outcomes and priorities to be delivered by the council, and its partners, over the next four years.

We have set up the Leeds Initiative Board and five strategic partnership boards, made up of organisations from the public, private and voluntary sectors, to oversee the work and progress on the city priority plans and the Vision for Leeds. These are:

- Children's Trust Board;
- Sustainable Economy and Culture Board;
- Safer and Stronger Communities Board;
- Health and Wellbeing Board; and
- Housing and Regeneration Board.

These boards will be responsible for measuring and tracking progress towards our Vision aims and taking action to tackle any problems. But it is not just these boards that will help us to become the best city in the UK. Our work is being supported by many hundreds of organisations throughout the city and it is up to all of us as to do what we can to help make Leeds the best place to live.

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# **Leeds 2015 ...**

**delivering our priorities.**

## **City Priority Plan 2011 to 2015**

## **Appendix 1b Draft City Priority Plan**

### **Leeds 2015**

*Our ambition is to be the best city in the UK*

The Leeds Initiative, our city partnership, has developed the Vision for Leeds 2011 to 2030 – a long-term plan for the future development of the city. The purpose of this plan is to improve life for the people of Leeds and make our city a better place. After listening carefully to what local people, businesses and organisations have said, our vision is that:

By 2030, Leeds will be locally and internationally recognised as the best city in the UK.

This long-term Vision is supported by three aims.

- Leeds will be fair, open and welcoming.
- Leeds' economy will be prosperous and sustainable.
- All Leeds' communities will be successful.

This Vision will be the driver for the city's other strategies and action plans and for our continued partnership working over the next 20 years. However, we know that it is difficult to anticipate all the changes that will take place between now and 2030 and we also recognise that there are urgent issues that we need to address now. This is why, alongside the long-term Vision for Leeds, we are publishing this City Priority Plan, which sets out the key outcomes and priorities to be delivered by the council, and its partners, over the next four years.

### **What do we want to achieve by 2015?**

In the current environment of reduced public funding, we have to make difficult choices about where we can make progress by 2015. We have developed a set of priorities that we must do over the next four years - urgent issues that we need to address to deliver our long term ambition to be the best city in the UK.

Five separate action plans have been drawn up to deliver these priorities. These are:

- Children and Young People's City Priority Plan;
- Health and Wellbeing City Priority Plan;
- Housing and Regeneration City Priority Plan;
- Safer and Stronger Communities City Priority Plan;
- Sustainable Economy and Culture City Priority Plan.

### **Measuring our progress**

Along with the four-year priorities, the partnership has identified a series of headline indicators. These have been chosen as the best overall measure of our progress towards the priority. In addition, we will track other indicators and measures of our progress, which will make sure we have a more detailed understanding of the factors that impact on achieving our priorities.

## Appendix 1b Draft City Priority Plan

### Best City... for children and young people

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action. Over the next 4 years we will:

The four-year priorities	Headline indicators
Help children to live in safe and supportive families.	Reduce the number of children in care
Improve behaviour, attendance and achievement.	Raise the level of attendance in both primary and secondary schools.
Increase the levels of young people in employment, education or training.	Reduce the number of 16- to 18-year-olds that are not in education, employment or training.

### Best city... for health and wellbeing

There are a range of social, economic and environmental factors that affect people's health in Leeds, which means some people have poorer health than others. In Leeds, we will focus on housing, education, transport, green space, work and poverty and what we can do to help everyone have the best chance to be healthy. Health and social care services will work together better to help people stay active and independent for as long as possible and provide care when needed in local communities. Over the next 4 years we will:

The four-year priorities	Headline indicators
Make sure that more people make healthy lifestyle choices.	Reduce the number of adults over 18 that smoke. * Subject to change pending publication of Outcomes Framework for Public Health
Support more people to live safely in their own homes.	Reduce the rate of emergency admissions to hospital.  Reduce the rate of admission to residential care homes.
Give people choice and control over their health and social care services.	Increase the proportion of people with long-term conditions feeling supported to be independent and manage their condition.
Make sure that people who are the poorest improve their health the fastest.	Improve the number of children from the poorest 20% in Leeds who are ready to start school by age five.

## Appendix 1b Draft City Priority Plan

### Best city... for business

Leeds has started to recover from the recession, and we need to make sure jobs are created and that local people can access those jobs. We will make sure new developments create skills and opportunities through apprenticeships. Leeds will be an attractive place to visit and invest in, with cultural attractions for local people and visitors nationally and internationally. Over the next 4 years we will:

<b>The four-year priorities</b>	<b>Headline indicators</b>
Create more jobs.	Increase the number of new jobs.
Improve skills.	Increase the number of employers offering apprenticeships
Support the sustainable growth of the Leeds' economy.	Hectares of brownfield land under redevelopment Increase number of businesses registering for Value Added Tax (VAT)
Get more people involved in the city's cultural opportunities.	Increase the proportion of adults and children who regularly participate in cultural activities.
Improve journey times and the reliability of public transport.	Increase the percentage of residents who can get to work by public transport within half an hour at peak times.
Improve the environment through reduced carbon emissions.	Reduce carbon emissions
Raise the profile of Leeds nationally and internationally.	Improve our position in the European survey of best cities in which to do business.

### Best city... for communities

Our communities will get the backing they need to help local people lead their lives successfully. We will encourage community spirit and local activity, but recognise that it will take high-quality public services working with local people to tackle crime and anti-social behaviour effectively, and to keep our neighbourhood clean and green. Over the next 4 years we will:

<b>The four-year priorities</b>	<b>Headline indicators</b>
Reduce crime levels and their impact across Leeds.	Reduce the overall crime rate.
Effectively tackle and reduce anti-social behaviour in our communities.	Improve public perception rates that anti-social behaviour is being managed effectively.

## Appendix 1b Draft City Priority Plan

Ensure that local neighbourhoods are clean.	Reduce the percentage of streets in Leeds with unacceptable levels of litter
Increase a sense of belonging that builds cohesive and harmonious communities.	Increase the number of people who believe people from different backgrounds get on well together in the local area.

### Best city... to live

Leeds needs investment in new homes and our aim is to attract maximum investment from the private sector and government. We will finalise our housing planning policy to grow the city in a sustainable way, while maintaining the distinctiveness of communities and a green city. We will improve our existing homes, making them more energy efficient and easier to heat. Over the next 4 years we will:

The four-year priorities	Headline indicators
Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods.	<p>Increase the number of new homes built per year.</p> <p>Increase the number of new affordable homes built each year.</p> <p>Increase the number of long-term empty properties brought back into use</p>
Enable growth of the city whilst protecting the distinctive green character of the city.	Improve the percentage of people satisfied with the quality of the environment.
Improve housing conditions and energy efficiency.	<p>Increase the number of properties improved with energy efficiency measures.</p> <p>Increase the number of properties, which achieved the decency standard</p>

### Working together to deliver our priorities

We have recently revised our partnership arrangements and have set up a new Leeds Initiative Board and five strategic partnership boards, made up of organisations from the public, private and voluntary sectors, to provide a strong lead and a focus on the actions that will make a difference. These are:

- Children's Trust Board;
- Sustainable Economy and Culture Board;
- Safer and Stronger Communities Board;
- Health and Wellbeing Board; and
- Housing and Regeneration Board.

## **Appendix 1b Draft City Priority Plan**

The Leeds Initiative Board takes overall responsibility for managing performance across the five boards. Each priority will be progressed through an action plan and accountability for improvement in that priority will rest with the respective board. We will monitor our progress in delivering the plans and provide regular updates on our progress. The priorities and targets will be formally reviewed after two years to ensure that they still contain our 'must do' priorities. When we have delivered a significant improvement in one priority we will replace it with another so that we keep challenging ourselves in our ambition to be the best city in the UK.

Each board will be responsible for measuring and tracking progress towards our Vision aims and taking action to tackle any problems. But this is a partnership plan and we know that it can only be delivered through the efforts of all of us working together and collectively bringing our resources to bear on the problems and the opportunities facing Leeds. We will need to work differently, to deliver more for less, and be much more focused on achieving the priorities we have identified.

And it is not just these boards that will help us to become the best city in the UK. We will seek the support, energy and enthusiasm of people, organisations and businesses throughout the city to work together to make Leeds the best city in the UK.

### **Equality Impact Assessment**

All public bodies have a general public duty under the Equalities Act 2010 to:

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

Due regard has been given to the strategic planning approach and City Priority Plans through the completion of an equality impact assessment. This clearly outlines the demographics of the city, references the comprehensive piece of fact finding research, which was undertaken for the Vision for Leeds Equality Impact Assessment, and the consultation process that has taken place to inform and develop both the Vision for Leeds and the City Priority Plans. It recognises that for individual equality impact assessments of the City Priority Plans and supporting action plans that there may be a need for further fact finding.

Detailed information on the approach taken for each of the five City Priority Plans can be found within the Action Plans.

# **Leeds City Council**

# **Council Business Plan 2011 to 2015**

## Council Business Plan 2011 to 15

**“Our ambition is to be the best city council in the UK”**

### Introduction

The **Council Business Plan 2011 to 2015** is an important document which outlines what we want to change and improve over the next four years. It not only sets out *what* we are going to do but also sets out *how* we will do things differently. The plan is underpinned by a clear set of **values**.

It has one **ambition** – to be the best city council in the UK - and we have explained what achieving this ambition will mean in real terms so that we will know when we have got there. It sets out the **priorities** we need to focus on to achieve our ambition. These priorities determine what we will do over the next four years and how we put our **values into action** to deliver our ambition.

### Where are we now?

Over the past few years we have made good progress in a number of areas that we said were important in our last plan including:

- Successfully managing our annual budget despite significant reductions and service pressures
- Reducing the number of working days lost to staff sickness
- Improving the speed and way we handle complaints
- Reducing our carbon emissions by 4.7%
- Successfully introducing new ways of working to reduce the number of buildings we need
- Achieving “excellent” status (the highest possible score) in the Equality Framework as externally assessed by Local Government Improvement and Development

But there are many challenges facing local government, arising from the changing needs of our citizens and communities as well as the central government’s reform agenda. We will have to be flexible and responsive in order to meet these challenges and deliver the improvements needed. Some of the key challenges and opportunities include:

- Delivering the toughest local government funding settlement in many years including a major cut in government grant. This is on top of a 'funding gap' arising from changes to the make up of the city like an ageing population, rising birth-rates and the overall growth of the city - all of which put more pressure on council services.
- A difficult economic climate with rising unemployment, high inflation, pressures on social housing and reforms to welfare systems. Many of these will lead to greater demands on service delivery as well as reductions in our income.



## Appendix 1c - Draft Council Business Plan 2011 to 2015

- New legislation, most notably the Decentralisation and Localism Bill, which proposes radical change in many areas. The Bill sets very clear expectations that some power and budgets will be passed down to local communities. As well as giving citizens greater choice in shaping local services and their community and so being less dependent.
- Radical changes for partner organisations that will have an impact on local government e.g. reforms in the health service.

Doing things the same way as they always have been done is not an option. We will need to transform ourselves, to become a different organisation. We will have to work differently, to deliver better and more focused services for less money. And we will need to work closely with partners across the city to find solutions to complex problems.

We know the council will look different in four years' time. It will be smaller and we expect to have reduced our workforce by 3000 people. We will need to make better use of our assets and our buildings; closing those that are inefficient. Some services may have to be reduced, changed or perhaps delivered by other organisations and those people that can afford to do so may have to pay more for the services they receive. However, these changes offer us an opportunity to review, refocus and improve the way we work. We will work closely with our partners as well as voluntary, community and faith groups and will do all that we can to protect the most vulnerable people in Leeds.

### The ambition

To be the best city council in the UK is a big ambition. In the current climate it may seem particularly bold. But we believe that thinking big leads to big achievements. Without a long term vision it is hard to set a clear way forward and to agree the next steps. It also provides an endless and exciting challenge: as others improve, so must we; as people's expectations of 'the best' grow, we must improve to meet or exceed them.

But what does being the best mean? It means bringing together what is good from the public, private and voluntary sector into the ways we work. That is being as efficient and dynamic as the private sector, as connected to the community as the voluntary sector and with the fairness and service ethic of the public sector. By 2015 we want to:

- 1) Be recognised as **the best city council** in the UK and as a leader in local government
- 2) Provide clear, accountable **civic leadership** that unites public, private and third sector partners to deliver better outcomes for people in Leeds
- 3) Commission and deliver **quality and value for money public services**, by mixing provision from the council, the third and the private sector, according to who is best placed to provide these for local people
- 4) Use our **spending power and influence** to encourage other organisations to deliver wider outcomes and benefits across the city

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- 5) Be **an excellent employer** with a flexible and motivated workforce who clearly demonstrate our values

To achieve our ambition we need clear priorities based on shared values so that we remain absolutely focused on achieving desired outcomes for people in Leeds.

### The values

Leeds City Council values are at the heart of all our planning. They inform the way we design and deliver our services and the way our staff work and behave.

The values are:

- Working as a team for Leeds
- Being open, honest and trusted
- Working with communities
- Treating people fairly
- Spending money wisely

In a period of immense change and challenge a set of values can help us to:

- take the difficult decisions we will have to take, by giving us some clear, shared ideals against which to measure our options
- challenge people who do not appreciate what we do well, and challenge each other when we do less than our best
- inspire us all to be the best we can be by reminding us who and what we're working for
- give our customers and partners the same high-quality experience, no matter who they're dealing with in the council

We will know how successful we have been in embedding the values by measuring how well we are delivering our priorities.

We will also be assessing the individual contributions of staff through appraisals. Appraisals will consider not only the way in which someone is helping to deliver the priorities but also how well they are putting the values into action. In this way the values will be at the centre of everything we do.

Crucially, we will also listen to what our service users, communities, partners and colleagues say about us. The biggest test for our values is the extent to which other people recognise them in everything we do.

### The priorities

In order to make real and tangible progress we have developed a set of priorities for action. The priorities will help us to put the values into action and deliver our ambition. However, we do not work alone and our priorities link closely to the city-wide priorities. The city-wide priorities can be found in the five City Priority Plans and are agreed with our partners including business, the voluntary and third sector, the health services and the police.

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In this plan there are two sets of priorities. The first set covers the whole council and are all about actions to embed the values. Everyone has a part to play in delivering these priorities. The second set are the priorities for the individual directorates and these are the **council's contribution** to the city-wide priorities.

We will assess our progress against the priorities through the targets that we have set ourselves and also by regularly reviewing the actions and activities which contribute to achieving them.

### Cross Council Priorities

#### Value - Working as a team for Leeds

##### Priority – Appraisals

**Staff have a clear understanding of their role as well as clear objectives and performance targets which are monitored through high quality appraisals.**

*Appraisals are an important process for ensuring staff perform at their best, enabling us to improve the services we deliver and help the council face its challenges. Appraisals also encourage staff to build skills and expertise and fulfil their career ambitions.*

**Target – Every year 100 per cent of staff have an appraisal**

#### Value – Being open, honest and trusted

##### Priority - Engagement.

**Staff are fully involved in delivering change and feel able to make an impact on how services are delivered**

*Effective staff engagement is essential to help the council meet the many challenges it faces, including improving productivity and service delivery. We recognise that there are many factors that influence staff engagement. These include the quality of leadership as well as whether staff feel listened to and valued and whether we are seen to be living the council values.*

**Target – increase the level of staff engagement<sup>1</sup>**

#### Value – Working with communities

##### Priority – Consultation

**Local communities are consulted about major changes that may affect their lives.**

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<sup>1</sup> We will set a specific target for this during 2011-12.

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*At a time when resources are limited we need to make sure we are providing the services that the public need in the most appropriate way. By providing clear evidence of public consultation we can ensure communities are effectively able to influence what we do.*

**Target – Every year we will be able to evidence that consultation has taken place in 100 per cent of major decisions affecting the lives of communities**

### **Value – Treating people fairly**

#### **Priority – Equality**

**Equality is given due regard in council policy and decision making.**

*We are committed to ending unlawful discrimination, harassment and victimisation and to advancing equal opportunities and fostering good relations. In order to achieve this we need to ensure that equality and diversity are given proper consideration when we develop policies and make decisions. By providing evidence that we have done this for our most important decisions, we can be sure that we are meeting our legal and moral obligations*

**Target – Every year we will be able to evidence that equality issues have been considered in 100 per cent of major decisions**

### **Value – Spending money wisely**

#### **Priority – Keep within budget.**

**All directorates and services work within their approved budget with no overspends.**

*The financial climate we are in is challenging. Our funding from government is reducing and we have greater demands on our services. Through our budget-setting process we have developed a plan to manage with less, including doing things more efficiently, reducing the size of the council and changing the way services are delivered. It is vital that we stick to this plan and that all council services stay within their agreed budget and deliver on their budget action plans*

**Target – No variation from agreed directorate budget in the year**

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### Directorate Priorities

#### Adult Social Care Directorate Priorities and Performance Measures – NB all targets are subject to final confirmation

- Help people with poor physical or mental health to learn or relearn skills for daily living
- Extend the use of personal budgets
- Improve the range of daytime activities for people with eligible needs
- Ensure more people with poor physical or mental health remain living at home or close to home for longer
- Support adults whose circumstances make them vulnerable to live safe and independent lives
- Ensure resources are efficiently matched and directed towards those with greatest need
- Provide easier access to joined-up health and social care services
- People with social care needs receive coordinated and effective personalised support from local health and wellbeing agencies
- Our customer experience is enhanced through improved information systems developed with health partners
- Create the environment for effective partnership working
- Deliver the Health and Wellbeing City Priority Plan,
- Establish local joined-up services for older people

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Increase number of people successfully completing a programme to help them relearn the skills for daily living	250 people	2000	3000
Reduce number of older people admitted permanently to residential and nursing care homes (per 10,000 population)	81.7 (911 admissions)	77.2 (860 admissions)	72.7 (810 admissions)
Increase proportion of older people (65 and over) who were still at home 91 days after leaving hospital into rehabilitation services	85%	87%	90%
Reduce number of delayed discharges from hospital due to adult social care only (per 100,000 adult population per week)	2.38 (Average 14.73 people per week)	2.00 (12.37 people per week)	1.50 (9.28 people per week)
Increase percentage of service users and carers with control over their own care budget	29%	45%	55%
Increase percentage service users who feel that they have control over their daily life.	76%	80%	85%
Increase percentage of safeguarding referrals which lead to a safeguarding investigation	33.7%	40%	45%

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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Delivery of efficiency savings for directly provided services	N/A – new indicator	£7.2 million	TBC

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### Children's Services Priorities and Performance Measures

- Create the environment for effective partnership working
- Deliver the Children and Young People's Plan (CYPP) with the aim of creating a Child Friendly City
- Put in place a joined-up children's directorate
- Build a strong relationship with schools which delivers improved outcomes and develops their role in their local area
- Develop a high performing and skilled workforce

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Increase percentage of children's homes that are rated good or better by Ofsted <sup>2</sup>	62%	100% by 2015	
Increase percentage of council children's centres that are rated good or better by Ofsted <sup>3</sup>	83% (From Sep 2010 to March 2011)	Continue to baseline in 2011/12 and set targets	Target to be confirmed
Increase percentage of pupil referral units rated good or better by Ofsted	75%	100%	100%
Maintain percentage of initial assessments carried out by social care within timescale	PROVISIONAL 79.9% in 2010/11 <sup>4</sup>	80%	80%
Maintain percentage of in-depth (or core) assessments carried out by social care within timescale <small>Error! Bookmark not defined.</small>	PROVISIONAL 86.2% in 2010/11 <sup>2</sup>	84%	84%
Increase percentage of children in care with a qualified social worker	99.4%	100%	100%
Maintain percentage of children and young people with a child protection plan who are not allocated to a qualified social worker (might this be better as a positive statement and 100% targets?)	0%	0%	0%
Complete restructure of children's services	N/A	Revised leadership tier 2 and 3 in place by	New structures in place by April 2012

<sup>2</sup> Ofsted is the Office for Standards in Education, Children's Service and Skills and is the national inspection body for schools and children's service

<sup>3</sup> Framework only introduced in September 2010 and so full year data not yet available

<sup>4</sup> Result provisional until after the return of the Children in Need census to Department for Education

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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
		September 2011.	
Increase percentage of complaints resolved within 20 days	None - new indicator & performance standard from Apr 11	Baseline and set targets	Target to be confirmed
Increase percentage of complaints resolved by the initial investigation	None - new indicator & performance standard from Apr 11	Baseline and set targets	Target to be confirmed



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### City Development Priorities and Performance Measures

- Create the environment for effective partnership working
- Deliver the Sustainable Economy and Culture Board City Priority Plan
- Deliver a new Asset Management Strategy to reduce carbon emissions and water usage
- Market and promote the city
- Produce a new Local Development Framework that identifies targets for new housing and supports their delivery
- Improve the quality of Leeds' parks
- Develop the council's cultural events and facilities including changes to sport centres and Libraries
- Maximise income to support the delivery of the budget
- Link financial and workforce planning
- Provide, manage and maintain a safe and efficient transport network for the city
- Deliver major projects and make sure these help to deliver the city's priorities;
  - Arena; Eastgate/Harewood; Trinity; City Park & South Bank; New Generation Transport; Flood Alleviation Scheme; Aire Valley; South Leeds; Leeds /Bradford corridor/Kirkgate Market

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Reduce running costs of our buildings	£40,516,690	£39,927,560	Tbc
Reduce our energy and water bills	£12,471,685	£11,759,090	Tbc
Reduce our carbon emissions	136,989 tonnes CO <sub>2</sub> (2008/09)	-6.4%	-9.4%
Number of enquiries received from businesses seeking to locate in Leeds	1,817	1,800	1,800
Increase percentage of major and minor planning applications that are completed on time	Major	64.82%	70%
	Minor	76.61%	75%
Percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23%	25%	27%
Maintain number of visits to Leisure Centres	4,199,160	4,199,160	4,199,160
Increase number of items borrowed from libraries	3,018,930	3,049,119	3,079,309
Deliver income agreed in the budget	£95m	£94m	Tbc
Reduce staff numbers in line with the 5 year plan	2,490	2,351	2,231
Reduce percentage of non main roads where maintenance is needed	8%	7%	6%

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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Reduce number of people killed or seriously injured on the roads	304	TBC in July <sup>5</sup> - see footnote	
Number of new jobs created through the planned major projects in the city	N/A - new indicator	1,512 <sup>6</sup>	6,696 <sup>Error!</sup> Bookmark not defined.

<sup>5</sup> Historically, targets for this indicator were set nationally as part of the Road Safety Framework by the Department for Transport. Guidance for future years was issued in May 2011 and confirmed that no national targets would be set and local authorities will be responsible for setting their own targets. As such, discussions have commenced between the Leeds Safer Roads Group and targets are expected to be agreed in July.

<sup>6</sup> Based on Trinity, Arena and Aire Valley development schemes

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### Environment and Neighbourhoods Priorities and Performance Measures

- Create the environment for **effective partnership working**
- Deliver the Safer and Stronger Board City Priority Plan, with a focus on reducing **burglary** levels, increasing confidence in relation to **Anti Social Behaviour** and improving **cleanliness**
- Deliver the Housing and Regeneration Board City Priority Plan, with a focus on delivering **Affordable Housing** and improving domestic **energy efficiency**
- Improve **Recycling** rates
- Improve **refuse service reliability**
- Support people to improve **skills** and move into **jobs**
- Improve the **quality of the customer experience**
- Improve **staff engagement**
- **Work effectively at a local level**

Performance Measure	Baseline (2010-11 year end result unless otherwise stated )	Targets	
		2011/12	2012/13
Increase percentage waste recycled	35.08% (current year end forecast)	40%	45%
Reduce number of missed bins per 100,000 collected	Working to establish a reliable baseline position – targets to be reviewed once this is available	50 (by Qtr 4)	50
Increase number of new affordable homes built	779 (NB funding structure now changed)	500	TBC – anticipated in July 2011
Increase number of houses with improved energy efficiency (both public and privately owned housing)	(N/A - new programmes/dependent on available funding streams)	6,000 private 5,000 public  11,000 total	12,000 private (public sector opportunities being pursued – target tbc)
Reduce number of burglaries	8869	8200	7600
Reduce percentage of streets with unacceptable levels of litter	New baselines being established at Area Cttee level which will be used to determine city-wide baseline and targets	To be determined following consideration of baselines	To be determined following consideration of baselines

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Performance Measure	Baseline (2010-11 year end result unless otherwise stated )	Targets	
		2011/12	2012/13
Increase the number of employers offering apprenticeships	1744 (projection based on mid academic year figure)	2000	2300

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### Resources Priorities and Performance Measures

- Lead the delivery of Cross Council Priorities:
  - Staff have clear understanding of their role, have clear objectives and performance targets which are monitored through a quality appraisal
  - Staff are fully involved in delivering change and feel able to make an impact on how services are delivered
  - All directorates deliver their budget action plan and stay within their approved budget
- Create the environment for effective partnership working
- Deliver financial planning and management which makes sure we keep adequate reserves
- Manage the reduction in the size of our workforce whilst retaining the right skills/experience and through developing our staff
- Manage the change to the new welfare system
- Improve the Information Communication Technology (ICT) infrastructure to support the delivery of priorities
- Maintain effective audit and risk management processes.
- Ensure there are good rules and procedures to govern the council's business, including elections and referenda as may arise
- Maintain effective arrangements to buy good and services that give value for money

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Value of Revenue Reserves	£21.2m	>= £19m	To be confirmed
Increase percentage of invoices that are paid within 30 days	90%	92%	92%
Maintain total percentage of Council Tax collected	99.19% (1993 - 2007)	99.20% (2009/10)	99.20% (2010/11)
Maintain percentage of Council Tax collected in year	96.70%	96.70%	96.70%
Maintain percentage of business rates collected in year	97.93%	98.00%	98.10%
Maintain percentage of other income collected within 30 days	97.98%	97.98%	97.98%
Reduction in staff headcount (including percentage of leavers who are BME <sup>7</sup> , Disabled or Women monitored against current staff profile)	Total Staff = 17,260 <sup>8</sup> (April 2010)	1500 (cumulative total 2010 – 12)	750
Maintain percentage time ICT Systems are available	99.97%	>= 95.0%	>= 95.0%
Increase satisfaction of users with ICT Services	67%	>= 70%	>= 75%

<sup>7</sup> BME – Black or Minority Ethnic

<sup>8</sup> Excludes Schools

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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Increase user satisfaction with the adequacy ICT training to help them do their job (scored on scale 1-7)	4.64	>= 4.9	>= 5.25
Increase user satisfaction with the quality of ICT training (scored on scale 1-7)	4.51	>= 4.9	>= 5.25
Maintain number of days taken to process Housing Benefit or Council Tax Benefit new claims and updates	11.66 days	11.00 days (20 days – claims) (10 days – changes)	11.00 days (20 days – claims) 10 days – changes)
Reduce number of days staff sickness (per full time equivalent)	10.18 days	9.0 days	8.5 days
Percentage of senior officers who are women	Baseline and Target to be based on the findings of the Equality Data Project (Autumn 2011).  NOTE: As the numbers are low, the BME and DDA percentages can move significantly when there are only minimal changes.		
Percentage of senior officers who are from BME communities			
Percentage of senior officers who are disabled			
Improve percentage of the workforce by following characteristics:	Baseline and Target to be based on the findings of the Equality Data Project (Autumn 2011).		Proportionate representation at key levels compared to population of Leeds and based on Census results
• Age			
• Disability			
• Sex			
• Ethnicity			
• Sexual orientation			
• Religion, faith, beliefs			
Maintain percentage of important <sup>9</sup> decisions that are implemented in 3 months	TBC	95%	95%
Improve percentage of important <sup>10</sup> decisions that are published on the forward plan	84%	89%	89%
Maintain percentage of important <sup>11</sup> decisions available for	TBC	95%	95%

<sup>9</sup> Measure covers Executive Board & Key/Major decisions

<sup>10</sup> Measure covers Key decisions

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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
challenge			
No challenge to the outcome of any election	No challenge	No challenge	No challenge
Delivery of budget savings through procurement	N/A	£20 million	TBC

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<sup>11</sup> Measure covers Key/Major decisions

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### Planning, Policy and Improvement Priorities and Performance Measures

- Lead the delivery of Cross Council Priorities:
  - We will consult with local people on changes that may affect their lives
  - Equality is given due regard in council policy and decision making
- Lead the delivery of our customer access strategy to improve customer experience
- Establish a research and intelligence capability for the city and produce an annual State of the City report.
- Deliver an approach to locality working with improved community engagement and more local decision making
- Deliver effective leadership and governance arrangements for the city-region partnership.
- Improve communications and marketing services across the council.
- Create the environment for effective partnership working and for delivering the city's planning and performance management framework
- Lead the transformation of our workplace culture and working environment

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
Increase the range of self service options available to the public, by ensuring all high demand transactions can be undertaken online	14	14 <sup>12</sup>	17
Improve overall customer satisfaction of the council's website	New Indicator – methodology and baseline to be established in 2011-12		Target to be confirmed
Increase the number of employees using flexible ways of working	150 staff	385 staff	3000 staff
Increase percentage of residents who trust the council's communications	New Indicator – baseline to be established in 2011-12		Target to be confirmed
Increase percentage of City Priority Plan priorities with positive progress	New indicator	> 50%	> 70%
Increase percentage of partners who feel they can influence change	New Indicator – baseline to be established in 2011-12		Target to be confirmed
Increase percentage of people who feel they are involved in their local community	New Indicator – baseline to be established in 2011-12		Target to be confirmed
Increase percentage of services who feel their communications and marketing needs are being met effectively	New Indicator - baseline to be established in 2011-12		Target to be confirmed
Increase percentage of staff who believe the values are positively	New Indicator - baseline to be established		Target to be

<sup>12</sup> No new services possible until launch of new website - a detailed improvement plan will be developed in 2011/12 as part of Web & Intranet replacement Project. This will look at improving those services already provided online as well as introducing new services.



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Performance Measure	Baseline (2010-11 year end result unless otherwise )	Targets	
		2011/12	2012/13
affecting their own and others' behaviour	in 2011-12		confirmed

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### **Reviewing the Plan**

We will monitor our progress in delivering the plan. We will give regular updates to staff, Members and the public on how we are doing. The priorities and targets will be formally reviewed after two years. When we have delivered a significant improvement in one priority we will replace it with another so that we keep challenging ourselves to be the best.

## Appendix 2

### **Vision for Leeds 2011 to 2030, City Priority Plans 2011-15 and Council Business Plan 2011-15 Feedback from Scrutiny Process**

The Budget and Policy framework specifies that the initial proposals for these plans are to be published at least two months in advance of adoption and that Scrutiny is allowed at least six weeks to respond to these initial proposals. In line with this the draft plans were taken to Scrutiny Boards in the March and April round of meetings for discussion and approval and the following feedback was recorded:

#### **Central and Corporate Functions Scrutiny Board 7<sup>th</sup> March 2011**

- Staff appraisals – Members welcomed the approach to ensure that all staff had appraisals and it was reported that it was a target for all staff to have had an appraisal before the end of March 2011.
- Scrutiny of external partners – external partners had a duty to co-operate and the need to get the right relationship with partners to respond to each others concerns was stressed.
- The role of partners and turning plans into action – it was recognised that the plans would be meaningless without actions and work had to take place with all partners across the public and private sectors to achieve targets. The Board was informed of the various partners the Council was involved with and work with developers to ensure employment opportunities and apprenticeships for local people was cited as an example of how working with partners could contribute to the success of the city.
- Work with health partners and how this affected services across the Council.
- Transport – it was recognised that there could be improvement and that more control and influence over public transport services would be beneficial
- Population/Housing pressures – this was regarded as a major challenge and would require in depth work with planners and developers.
- Culture – it was felt that there was a lack of things to see and do in Leeds compared to other similar sized cities. It was reported that Leeds did not always promote many of its cultural achievements as well as it could such as the College of Art which had the best results in the country.

#### **Environment and Neighbourhoods Scrutiny Board 14<sup>th</sup> March 2011**

- The need for ALMOs to be on board as a partner in delivering the strategic plans. The Director indicated that this was in hand;
- Action Plans – the next stage of the process would be to draw up action plans regarding how the various priorities would be achieved, and these would be submitted in due course to Scrutiny Boards. It was suggested that Members needed base-line information in order to be able to measure eventual improvement;
- 'Leeds' economy will be prosperous and sustainable' – Care needed to be taken to ensure that Leeds residents benefited directly from any increased job or training opportunities, especially those residents from a BME or deprived background, and that the City was not just creating opportunities for non-Leeds people. The Council itself needed to do more to ensure that the make up of its own work force better reflected the ethnic make up of the City;
- Transport – Concerns were expressed regarding communities being left isolated by lack of proper public transport provision and lack of services after 10.00 pm. Reference was made to the Bus Quality Contract initiative which hopefully would address the issues;
- Health and Wellbeing – Anti-smoking measures needed targeting at children just as much, if not more, than adults, and teenage pregnancy rates also needed tackling more efficiently;

## Appendix 2

- Housing – The desperate need for more affordable housing needed to be addressed, and tackling current empty property levels was regarded as part of the possible solution. New homes were only part of the issue – there were also infrastructure concerns too.
- The Council should, it was suggested, explore gas plasma technology in relation to reclaiming landfill sites and job creation;
- Local residents needed greater encouragement and involvement in civic affairs;
- Education achievement levels, school attendance issues and school transport matters were touched upon;
- The Government's current review of the benefits system and its effects on people in receipt of the Disability Living Allowance, and on single parents in terms of training opportunities, was discussed. Members felt that a training seminar on this topic for Council Members would be useful;
- It was accepted that, against a backdrop of world recession and vastly reduced resources, the Council was limited regarding what realistic effect it could have on some of the above issues. However, it needed to be identifying 'gaps' and opportunities where perhaps it could play a significant role.

### **Adult Social Care Scrutiny Board 16<sup>th</sup> March 2011**

- Partnership Board representation – final arrangements were still to be confirmed but would involve both officers and Elected Members as well as representatives from other organisations including the NHS and GPs consortia.
- The City Priority Plans had been developed over a period of time through various consultations and had taken account of issues such as the Council's spending challenge.
- Although there was not a specific priority plan aimed at older people, the Health and Wellbeing Priority Plan had a very strong focus. Other priorities also included the needs of older people.
- Increasing personalisation and concerns regarding safeguarding – it was reported that personalisation of services only progressed following thorough assessment by social care professionals and that there was satisfaction that safeguarding issues would not be a concern.
- Equality Issues – these were covered across all the priorities particularly those related to Safer and Stronger Communities.
- Key performance indicators – in relation to the indicator for service users having control over their daily life, it was reported that the information was gathered over an eighteen month to two year period to get a balanced result. Sample surveys were carried out on a quarterly basis.

### **Children's Services Scrutiny Board 17<sup>th</sup> March 2011**

- The Scrutiny Board discussed the consultation process, particularly involving young people. It was reported that work had been undertaken with primary schools to assist them in developing their own ideas on the vision and priorities.
- Members will use the action plans that will provide further detail to monitor progress against the strategic plans.

### **Health Scrutiny Board 22<sup>nd</sup> March 2011**

- No substantive items raised

### **City Development Scrutiny Board 5<sup>th</sup> April 2011**

- The priorities were currently at a draft stage and additional or amended priorities could be included.
- Priorities and Action plans would be developed at a partnership level.
- It was suggested that there would be ongoing scrutiny of priorities and action plans.

## Appendix 2

- There would be opportunity for Elected Members to get involved in target setting.

### Key Actions

Most Boards were broadly supportive of the plans but felt that delivery was the key issue – Members were keen to be involved in developing and shaping the supporting delivery plans. These will be taken to Scrutiny Boards early in the new municipal year along with baseline positions for headline indicators where available. Members were also keen to ensure that the links between the plans were effective so that no issues could fall through the gaps especially around the broader poverty and inequality issues. The proposal for the Main Board to take a lead in this area was highlighted to the Boards.

The issue of equality was also raised more specifically and Members noted that there was very little included within the City Priority Plans (CPP) relating to improvements for specific key groups other than Children and Young People. This issue of equality has arisen as the planning approach taken was in line Results Based Accountability (RBA) was to keep the City Priority Plans high level focusing on delivering outcomes at a city wide/whole population level. The indicators were similarly selected in order to drive a wide range of improvements rather than targeting any specific groups. However this was with the understanding that the CPPs will be supported by more detailed action plans which would include any activities to target specific groups or areas of the city. This approach was primarily to ensure simplicity and clarity at the strategic level but the consequence has been that equality issues seem to be less visible. However, the action plans will include targeted actions and performance reports will include specific issues of performance for key equality groups as appropriate.

The following specific amendments have been incorporated into the plans as a result of the Scrutiny of these plans:

Priority/indicator	Amendment
<b>Sustainable Economy and Culture</b>	
The profile of Leeds is raised nationally and internationally	This was identified as a gap and a new priority has been added to this effect
More jobs are created	Members were keen to ensure local people take up these jobs. Whilst the headline indicator will remain the total number of jobs created - the uptake of jobs by local people will also be reported against this priority in on-going performance reports
Proportion of adults and children who regularly participate in cultural activities	Members asked for this to include the breakdown in deprived communities. This will be picked up within the action plan and will also be reported against this priority in on-going performance reports – CD to check if we can get this detailed breakdown
<b>Housing and Regeneration Board</b>	
Number of new homes per year	Members suggested adding the number of affordable new homes as well

## Appendix 2

Other changes that were put forward but that will be picked up elsewhere are set out in the table below.

Priority/indicator	Proposed change	Rationale/Comment
<b>Sustainable Economy and Culture</b>		
Reduced bus journey time variability on the core network	Members were keen to reflect the coverage of bus services as this underpins access to jobs and training	Waiting for CD to confirm indicator possibly household survey measure of public transport access to services and work
<b>Health and Wellbeing Board</b>		
Smoking prevalence in adults – as the measure for making healthy lifestyle choices	Alternative indicators were put forward as suggestions: teenage conception, obesity levels and physical activity	It was agreed that these are all important measures that will be included within the wider health and wellbeing plan as well as in the action plans. Teenage conception and childhood obesity levels are indicators in the Children and Young Peoples Plan. However, smoking is seen as the best headline measure as a significant proportion of people in Leeds smoke (city wide average 22.7%, equates to 149,196 aged 16+) and making significant in-roads into reducing this will have a big impact. Also we know smoking is more prevalent in deprived areas so it will also have an impact on health inequalities.
<b>Housing and Regeneration Board</b>		
Maximise regeneration investment to deliver a range of housing options	Members asked that the action plan is to include infrastructure so that new homes are not built without consideration of access to transport, schools, shops etc to avoid creating disconnected and isolated communities	This will be included within the action plan.



Originator: Amy Kelly

Tel: 0113 39 50261

## Report of the City Solicitor

### Council

Date: 13<sup>th</sup> July 2010

Subject: Standards Committee Annual Report 2010/11

#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

### 1.0 Purpose Of This Report

1.1 The purpose of this report is to make the Council aware of the Standards Committee Annual Report 2010/11, which is attached at Appendix 1. This report provides an outline of the content of the annual report.

### 2.0 Background Information

2.1 As in previously years, it has been agreed that an annual report be submitted to the Council to outline the work carried out by the Standards Committee during 2010/11. The annual report was approved by the Standards Committee at its meeting on 16<sup>th</sup> February 2011, subject to any necessary amendments.

### 3.0 Main Issues

3.1 The Standards Committee Annual Report for 2010/11 covers the following subject areas:

#### Complaints received during 2010/11

3.1.1 This section of the report gives a summary of the number of complaints received during the last municipal year and what action has been taken in relation to each complaint.

### Other performance information

- 3.1.2 The annual report goes on to provide other performance information in relation to questions taken from the Annual Return 2009/10, which the Council was required to complete by Standards for England. Standards for England no longer monitors the performance of Councils in relation to standards issues, but this information will provide assurance to the Council that the Standards Committee is meeting its current statutory obligations, which it must continue to do until the provisions in the Localism Bill come into force in early 2012.
- 3.1.3 These questions cover the following topics:
- The complaints process;
  - Promoting standards of conduct and ethical values; and
  - Training on standards issues.

### Issues for 2011-12

- 3.2 Unlike previous years the annual report does not contain a list of forthcoming agenda items due to the Government's planned abolition of the current standards regime, which is due to take place in early 2012.

## **4.0 Implications For Council Policy And Governance**

- 4.1 There are no implications for Council policy.
- 4.2 By producing a report which details its work and performance throughout the year, the Standards Committee is promoting transparency in its actions.

## **5.0 Legal And Resource Implications**

- 5.1 There are no legal or resource implications.

## **6.0 Conclusions**

- 6.1 The Standards Committee Annual Report 2010/11 is attached at Appendix 1 for Members' information. The report summarises the work of the Committee during the previous year in relation to complaints, and also provides other performance information in relation to standards of conduct.

## **7.0 Recommendations**

- 7.1 Members of the Council are asked to note the Standards Committee Annual Report 2009/10 as attached at Appendix 1.

## **8.0 Background Documents**

- 8.1 Report to Standards Committee, 'Standards Committee – Interim Annual Report', 16<sup>th</sup> February 2011
- 8.2 Minute 30 of the Standards Committee meeting, 16<sup>th</sup> February 2011



# Leeds City Council

## Standards Committee

### Annual Report 2010 – 2011



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## Introduction

This is the Committee's sixth Annual Report and it presents a summary of its work during the 2010/11 municipal year.

The general functions of the Standards Committee are:

- ▶ Promoting and maintaining high standards of conduct by Members and co-opted members; and
- ▶ Assisting Members and co-opted members to observe the Code of Conduct.

The terms of reference for the Committee are:

- ▶ Promoting, monitoring and reviewing the rules controlling the behaviour of Councillors and Officers (Code of Conduct);
- ▶ To initially assess and review complaints against Leeds City Councillors and Parish and Town Councillors in Leeds and to decide what action (if any) to take;
- ▶ To consider the results of any investigation into the behaviour of Councillors and decide whether their behaviour has broken the rules described above. If the Councillor is found to have broken the rules, the Committee decides what sanction to impose;
- ▶ To make suggestions to and work with other agencies about standards issues and the different codes of conduct. This involves taking part in research projects and consultation exercises, as well as making suggestions for improvement and best practice to Standards for England;
- ▶ To provide advice and guidance to Members and officers and to make arrangements for training them on standards issues;
- ▶ To advise the Council about changes which need to be made to the code of conduct for Officers and to promote, monitor and review this code; and
- ▶ To consider applications to include or remove a post from the Council's list of Politically Restricted Posts.

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## Work completed in 2010/11

### Complaints received during 2010/11

- ▶ Leeds City Council has received two complaints since the start of the municipal year. Case reference 1011001 was received on 8<sup>th</sup> December 2010 and was considered by the Assessment Sub-Committee on 13<sup>th</sup> December 2010. This complaint was made by a Council officer in relation to a Leeds City Councillor. The Assessment Sub-Committee decided to refer the whole complaint for local investigation, to be added into the existing investigation into case reference 0910010. This was because the complaint contained similar allegations against the same Councillor. Case reference 1011002 was received on 18<sup>th</sup> March 2011 and was considered by the Assessment Sub-Committee on 27<sup>th</sup> April 2011. This complaint was made by a member of the public in relation to a Leeds City Councillor. The Assessment Sub-Committee decided that no further action should be taken on this complaint. The average timescale for administering complaints from receipt to initial assessment is 14.5 working days for the municipal year.
- ▶ The other complaint considered by the Assessment Sub-Committee during this municipal year was received on 11<sup>th</sup> May 2010, and is therefore included in last municipal year's statistics (case reference 0910014). The Assessment Sub-Committee considered this complaint on 11<sup>th</sup> June 2010 and decided to take no further action. This decision was not reviewed by the complainant. The complaint was made by a member of the public in relation to a Leeds City Councillor.
- ▶ The table attached at Appendix 1 shows further details in relation to each investigation which has been commissioned or completed during this municipal year, including the estimated date of completion. The duration of an investigation is measured from the date of the Assessment Sub-Committee's decision to the completion of the final report. Members will recall that Standards for England advise that investigations should be completed within six months where possible, and that this is also reflected in the "Procedure for external Code of Conduct investigations" adopted by the Council.
- ▶ The table shows that the Council exceeded this timescale in relation to all the completed investigations. A short explanation for this in relation to each investigation is shown below:
  - ▶ **0809019** – The investigator experienced several difficulties with this case which included staffing and resource issues, the medical condition of the subject Member, and their inability to trace the whereabouts of the complainant once the investigation was underway. Due to the unacceptable delays during this investigation

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the Council was able to secure a refund for part of the investigation costs.

**0910001(2)** – This complaint was investigated by an internal legal officer and therefore there were no costs in carrying out this investigation, although the officer was unable to complete the investigation within the recommended timescales due to the demands of their day to day work.

**0910012** - This delay was due to the Monitoring Officer seeking an alternative resolution to the complaint on the recommendation of the Assessment Sub-Committee. The investigation was suspended for two months whilst resolution was sought. Unfortunately this intervention failed and the investigation was resumed. Without this interruption, the investigation would have been completed within the recommended timescales.

- ▶ The table shows that the ongoing investigation (0910010 and 1011001) has currently taken 14 months, although the new allegations arising from case reference 1011001 were only added to the existing investigation on 16<sup>th</sup> December 2010. The reasons for the delay can be explored by the Standards Committee once the investigation has been completed.

### Other performance information

- ▶ The following questions have been taken from the Annual Return 2009/10, which the Council was required to complete by Standards for England. Standards for England no longer monitor the performance of Councils in relation to standards issues, but this information will provide assurance to the Council that the Standards Committee is still meeting its statutory obligations.
- ▶ When the provisions in the Localism Bill come into force the Council will have a duty to promote and maintain high standards of conduct by Members and co-opted Members of the Council. Considering such performance information will help the Council to determine whether it is meeting this duty.

### **How can the public access information about how to make a complaint about a Member's conduct?**

- ▶ This information is available on the Council's website. The page explaining how to make a complaint can be found through the 'Get Involved' box on the front page, which provides a link to the 'Compliments and Complaints' area of the website. There is also a link to this page on the 'Standards Committee' area of the website. Both members of the public who submitted a complaint since the complaints form was amended have specified that they found the relevant

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information on the Council's website. No other attempts have been made during this municipal year to advertise the complaints process more widely.

**How can the public access information about the outcome of initial assessment decisions?**

- ▶ Minutes of the Assessment and Review Sub-Committees are published on the Council's website, and are available through the Standards Committee agenda and the full Council agenda. The 'notices of outcome' from each case are also available for public inspection at Civic Hall, although no requests to inspect these notices have been made during this municipal year.

**How can the public access information about the outcome of investigations?**

- ▶ The Consideration Sub-Committee publishes minutes of its meetings, which are available on the Council's website, and as part of the agendas for the Standards Committee and full Council. Each final report also has an open covering report from the Monitoring Officer (containing the outcome of the investigation but not the names of the parties) which is published on the Council's website. If the Consideration Sub-Committee decided not to maintain the exemption on the report, it would be published and considered in public. A notice would also be published in the local newspaper (unless the matter was referred to a hearing or the subject Member requests otherwise).
- ▶ There have been three Consideration Sub-Committee meetings during this municipal year (as outlined earlier in this report). In all cases the Sub-Committee decided to maintain the exemption and exclude members of the public from the meeting. In addition, none of the subject Members agreed to a notice being placed in a local newspaper.

**Does the Council have a mechanism in place for measuring the satisfaction of all those involved in allegations of misconduct? For example the Member, complainant and witnesses.**

- ▶ At the end of each complaint the subject Member and complainant (and witnesses, if appropriate) are asked for feedback on the process and their experience. These results are reported to the Standards Committee alongside any suggestions for improvement. The most recent of these reports was received at the meeting on 13<sup>th</sup> July 2010, and resulted in various changes to the complaints process, including allowing complainants to request informal resolution and to specify a form of resolution that would satisfy them.

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- ▶ At the same meeting the Standards Committee also received a report reviewing the Hearings Sub-Committee procedure following feedback from the two hearings held in May 2010.

### **How does the Council promote standards and the work of the Standards Committee internally?**

- ▶ The Standards Committee has its own page on the Council's website, and is featured in the internal newsletter 'Governance Matters'. The Chair of the Standards Committee promotes the work of the Committee by meeting the Leaders of the Political Groups and the Chief Executive on a quarterly basis, and by attending meetings of the Corporate Governance and Audit Committee as a non-voting co-opted Member.
- ▶ The minutes of the Standards Committee are also received by the Corporate Governance Audit Committee, and the Group Whips receive quarterly updates on the work of the Sub-Committees in relation to complaints.

### **How does the Council promote standards and the work of the Standards Committee externally to partners and the public?**

- ▶ Members of the public can access information about the Standards Committee through various resources available on the Council's website, as outlined above. Members of the public can also attend Standards Committee meetings to observe, although this has not happened during this municipal year.
- ▶ Prior to each Standards Committee meeting the Parish Clerks are sent an email with a link to the Standards Committee agenda, which also highlights any particular items which may be of interest to their Parish Council.
- ▶ Members of the Standards Committee and officers supporting the Standards Committee took part in the West Yorkshire Regional Conference on 7<sup>th</sup> July 2010, which enabled Members to share best practice with their counterparts.

### **How does the Standards Committee communicate ethical issues to senior Council figures?**

- ▶ As outlined above the Chair of the Standards Committee has quarterly meetings with the Leaders of the political groups and the Chief Executive, and also regularly attends meetings of the Group Whips. The Leader of the Council has responsibility for standards issues as part of the 'Central and Corporate' Executive Board portfolio, and the Monitoring Officer is part of the Corporate Leadership Team.

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### **How do senior figures demonstrate strong ethical values?**

- ▶ Ethical values are reflected in the Council's Aspirational Culture and in the new values introduced by the Chief Executive. These are 'Treating people fairly; Working with communities; Being open, honest and trusted; Working as a team for Leeds; and Spending Money Wisely'.

### **Does the Council have a protocol for partnership working that outlines the standards of behaviour expected of those working in partnership?**

- ▶ The Council has an Advisory Note on Partnership Governance which was introduced in November 2010 to replace the Governance Framework for Significant Partnerships. This advisory note covers the resolution of conflicts of interest, but does not require partnerships to adopt a code of conduct for its members.
- ▶ The Council no longer monitors the governance arrangements of partnerships, although a register of significant partnerships which the Council has entered into is maintained and provided to Internal Audit on an annual basis. Internal Audit could then compare the arrangements within these partnerships to the standards set out in the advisory note.

### **What mechanisms are used to deal with Member/officer and Member/Member disputes?**

- ▶ Such disputes are dealt with informally where possible and are usually resolved by the Monitoring Officer. The formal procedure for Members and officers to follow is set out in the Protocol for Member/officer Relations. Members can raise the matter with the officer directly (if appropriate) or with the relevant Director. An officer who has breached the Protocol may face disciplinary action, and a Member who has breached the Protocol may be reported to their Group Whip or Leader. There have been a few complaints involving Members and officers which have been resolved informally during this municipal year, but no formal complaints under the Protocol.

### **Has the Council assessed the training and development needs of Council Members in relation to their responsibilities on standards of conduct during this municipal year? What training needs were identified?**

- ▶ The Council continues to assess the training needs of Members through completion of their Personal Development Plans (PDPs). So far this municipal year 30 PDPs have been undertaken. A number of learning needs have been identified, including ICT skills, media skills, chairing skills, corporate parenting and scrutiny skills. No specific training needs have been identified in relation to conduct issues, although

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training on governance and conduct issues has been provided to Members of the Licensing Committee and Plans Panels as per the Constitutional requirements set out in Articles 8 and 8A and the Codes of Practice.

- ▶ The Standards Committee has a training plan containing some compulsory elements, which was last amended on 22<sup>nd</sup> April 2010. The plan seeks to meet the training and development needs of Standards Committee Members, both when they are new to the Committee and throughout their time as Members of the Committee. The following elements of the training plan are therefore compulsory:
  - To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee (in order to Chair the Standards Committee or any of its Sub-Committees);
  - To ensure all members of the Committee have an understanding of the Code of Conduct (in order to sit on any Sub-Committee);
  - To ensure all members of the Committee have the necessary skills to assess or review local complaints (in order to sit on the Assessment and Review Sub-Committee); and
  - To ensure that all members have the necessary skills to conduct a local hearing (in order to sit on the Hearings Sub-Committee).
  
- ▶ The current Members of the Standards Committee have completed all of the compulsory and highly recommended training, apart from one elected Member who has not attended any hearings training. However, it is not anticipated that this will cause any issues as only two elected Members would be required to sit on the Hearings Sub-Committee.
  
- ▶ The Head of Scrutiny and Member Development can also provide assurance that the way in which Councillors are trained, supported and developed in Leeds has been judged to be one of the best examples in the country, as the Council was awarded the Charter Plus Award for its Member Development following an inspection on 24<sup>th</sup> June 2010. Leeds City Council is the first Council in the Yorkshire and Humber region to reach the highest grade. The award aims to promote best practice in Member training and development and is based on the Investors in People national quality standard. It provides a systematic framework for the development of elected Members, and goes further than the basic level Charter award which the Council gained in 2007. The award is backed by Local Government Yorkshire and Humber and the Improvement and Development Agency and requires councils to demonstrate evidence that the Council is fully committed to developing elected Members, that member development is strategic and Member led, that the Council has a Member learning and development plan, and that the Council promotes work-life balance and citizenship.



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**What training has been carried out for Members and who received it? How well attended was it, and how are standards issues covered during the induction?**

- ▶ This municipal year four 'Learning and Development' days were scheduled in advance. These days were clearly identified in the Council diary and spaced at regular intervals. A total of 30 Members attended events on the first learning day, and 19 Members attended on the second day. The majority of learning activity taking place on the learning days is the compulsory events for regulatory panel members referred to above.
- ▶ Member Management Committee have a responsibility to consider matters in relation to the training and development of elected Members. To this end, Member Management Committee have formed a working group for Member Development. The Member Development Working Group meets on a regular basis to formulate, progress and monitor Member Development activities. Over the last six months this has included work on the following projects:
  - Progressing work on learning and development projects such as induction and personal development planning
  - Undertaking exit interviews for Members stepping down or not re-elected
  - Reviewing attendance and feedback from the 2010-11 events programme and the Member Learning Days
  - Monitoring attendance and evaluating the compulsory Planning and Licensing Programme.
- ▶ A report containing feedback from the Member Development Working Group on the above issues was presented to Member Management Committee on 12<sup>th</sup> January 2011. As a result of this report Member Management Committee resolved that a report summarising the findings from exit interviews be presented to the first Member Management Committee meeting of the municipal year, and that the Committee be involved in reviewing the question template and procedures; Group Whips be informed which of their Members have not attended the compulsory planning and licensing training, and dates of future sessions; and the proposed approach to political awareness training for officers be endorsed, including the production of a DVD as a supporting material.
- ▶ All newly elected Members took part in training on the Code of Conduct during the induction period, which included a section on the registration and declaration of interests. The Standards Committee received a report on this matter on 13<sup>th</sup> July 2010.

## On which areas of the Code of Conduct has training been provided to Members?

- ▶ All aspects of the Code of Conduct were covered during the induction training for newly elected Councillors. Members of the regulatory panels received an update on interests, and how predetermination issues can lead to possible disrepute.

## What other training has been provided on areas of a Members' role or activities they may engage in?

- ▶ As part of the induction period Members received training on various aspects of their role including licensing, managing casework, a specific induction for new Corporate Governance and Audit Committee Members, how to handle difficult situations, and time management. The Member Development Working Group are planning a number of events and programmes for the remainder of the municipal year which include corporate parenting and safeguarding, emerging public health landscape and the role of the Council, building resilient communities and local enterprise partnerships.

## How many investigations have been carried out, who by and at what cost? Does the Council have a policy in place to ensure the quality of investigations?

- ▶ Information about the completed investigations is set out earlier in this report. The ongoing investigation is being carried out by an external solicitor, and the final costs are not yet known as separate charges are made depending on the outcome of the case and whether the investigator needs to attend a Consideration Sub-Committee meeting or a Hearings Sub-Committee. The costs of the completed investigations for this municipal year are shown in the table below:

Case Reference Number	Estimated cost of completed investigation	Additional cost for attending Consideration Sub-Committee	Additional cost for attending Hearings Sub-Committee	Estimated total cost of case
0809019	£1,446.80	All inclusive	n/a	£1,446.80
0910001(2)	Investigation completed internally.			
0910012	£3,650.00	n/a	n/a	£3,650.00
<b>Estimated total cost for Leeds City Council<sup>1</sup>:</b>				<b>£5,096.80</b>

<sup>1</sup> Excluding VAT and travel expenses.

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- ▶ The Council has adopted a 'Procedure for external Code of Conduct investigations' which outlines the standards expected of any external investigator commissioned by the Council. This procedure was reviewed by the Standards Committee on 13<sup>th</sup> July 2010 in the light of the feedback received from the participants in the two hearings held in May 2010.

**What training has been provided for Parish Councils? What subjects did this cover, what methods were used and who attended?**

- ▶ Training has been provided as part of the Annual Parish and Town Council Spring Conference which took place on 26<sup>th</sup> May 2010 in the Civic Hall. Delegates had a choice of four seminars to attend, which covered allotments provision, community policing and safety, Highways Services, and refuse collection and waste management. In addition to the seminar programme they were a variety of displays set up in and around the area of the Banquet Hall which were staffed by both internal and external organisations. This included information about standards issues.
- ▶ Approximately fifty representatives from the Parish and Town Council's across Leeds attended the event.

**Does the Council have a COMPACT with the Parishes in the area? What help is provided to Parishes experiencing problems?**

- ▶ The Council has a Parish and Town Council Charter with the Parishes in Leeds. This was initially agreed in October 2006 and was most recently updated in November 2009.
- ▶ Section two of the Charter sets out what practical support Leeds City Council will provide for the Parish and Town Councils in Leeds. This includes support from Democratic Services, Elections, Financial Management, Leeds Revenue Service, and Financial Development. Parishes also have access to a named officer in Democratic Services who performs a liaison function.

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## Impact Statement

This report provides assurance that the Standards Committee and its Sub-Committees are complying with their statutory responsibilities as set out in the Local Government Act 2000 and the Standards Committee (England) Regulations 2008. The Standards Committee is required to carry on complying with these requirements until the provisions within the Localism Bill 2010/11 come into force.

The report also sets out more general performance information which demonstrates that the Standards Committee is fulfilling its functions under the Local Government Act 2000, and those delegated by full Council.

### Future changes to the standards regime in Leeds City Council

Under the provisions of the Localism Bill 2010/11 there would no longer be a compulsory Members' Code of Conduct and no requirement for local authorities to have a Standards Committee. Instead each Council will have a duty to promote and maintain high standards of conduct by Members and co-opted Members.

The Government has developed transitional arrangements to come into effect before the provisions of the Localism Bill come into force, which is expected to happen at the beginning of 2012.

The Council will also have the option of adopting a Code of Conduct to apply to its Members when they are acting in their official capacity. Wider consultation is currently being undertaken within Leeds City Council to establish to what extent Members support, or not, the adoption of some form of Code of Conduct.

## EXECUTIVE BOARD

WEDNESDAY, 18TH MAY, 2011

**PRESENT:** Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, A Carter,  
S Golton, P Gruen, R Lewis, T Murray,  
A Ogilvie and L Yeadon

Councillors J Dowson and R Finnigan – Non-Voting Advisory Members

### 214 **Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 2 to the report referred to in Minute No. 225, under the terms of Access to Information Procedure Rule 10.4(1) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that the information contained within the appendix relates to individuals who are current tenants of the properties leased by Leeds Federated Housing Association from the Council.
- (b) Appendix 1 to the report referred to in Minute No. 220, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained within the appendix relates to the financial or business affairs of the Council. It is considered that it is not in the public interest to disclose this information at this point in time as it could undermine the Council's bid to the Department for Transport (DfT), particularly as the New Generation Transport bid will be submitted earlier than competing bids from other promoters. It is therefore considered that whilst there may be a public interest in disclosure, this information will be publicly available from the DfT after all bids from promoters have been received.

### 215 **Declaration of Interests**

Councillors Wakefield, Ogilvie, Murray, Yeadon, R Lewis, Dowson, Gruen and Blake all declared personal interests in the item entitled, 'Primrose High School', due to their respective memberships of the Co-operative Group (Minute No. 223 refers).

Councillors Murray and Golton both declared personal interests in the item entitled, 'Property Exchange with Leeds Federated Housing Association', due

to their respective positions as an Area Panel Member and a Board Director of Aire Valley Homes ALMO (Minute No. 225 refers).

Councillor Gruen declared a personal interest in the item entitled, 'John Smeaton Academy', due to his position as a Governor of John Smeaton High School (Minute No. 222 refers).

Councillor A Carter declared a personal interest in the item entitled, 'Submission of the Best and Final Bid for the NGT Scheme' due to being a member of the West Yorkshire Integrated Transport Authority (Minute No. 220 refers).

**216 Minutes**

**RESOLVED** – That the minutes of the meeting held on 30<sup>th</sup> March 2011 be approved as a correct record.

**DEVELOPMENT AND REGENERATION**

**217 Scrutiny Board Recommendations - Leeds Bradford International Airport - Provision for Public Hire Taxis**

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from Scrutiny Board (City Development) inquiry into 'Leeds Bradford International Airport: Provision for Public Hire Taxis' and inviting the Board to pronounce on the recommendation presented.

Councillor J Procter, the Chair of the Scrutiny Board (City Development) attended the meeting to present the Board's findings.

**RESOLVED –**

- (a) That the response to the Scrutiny Board (City Development) recommendation be noted.
- (b) That more detailed plans be drawn up for the provision of a hackney carriage stand at Whitehouse Lane adjacent to Leeds Bradford International Airport, with a further report being submitted to the September 2011 Board meeting, detailing the progress which has been made in respect of this matter and outlining a proposed way forward, with further negotiations being undertaken with all relevant parties in the meantime.

**218 Natural Resources and Waste Development Plan Document: Formal Submission**

Further to Minute No. 108, 3<sup>rd</sup> November 2010, the Acting Director of City Development submitted a report detailing the outcomes from the consultation exercise undertaken in respect of the Natural Resources and Waste Development Plan Document (DPD) and presenting the DPD to the Board, with the request that it was recommended to Council for the purposes of formal submission to the Secretary of State for Independent Examination.

**RESOLVED** - That Council be recommended to approve the Natural Resources and Waste Development Plan Document (together with the proposed changes, as detailed within Appendix 2 to the submitted report) for the purposes of submission to the Secretary of State for independent examination, pursuant to Section 20 of the Planning & Compulsory Purchase Act 2004.

(The matters referred to in this minute, being matters reserved to Council, were not eligible for Call In)

**219 Proposal to Invest in Additional Energy Saving Measures for Street Lighting**

The Acting Director of City Development submitted a report providing an overview of the current energy saving initiatives embedded within the current street lighting service and outlining the possible opportunities for further reductions in energy consumption with recommendations as to how they may be achieved.

The Board emphasised the importance of Ward Members' views being sought from the outset of the associated consultation exercise.

The report provided details of the Equality, Diversity, Cohesion and Integration Impact Assessment which had been undertaken in respect of the proposals on the 16<sup>th</sup> March 2011.

**RESOLVED -**

- (a) That the content of the submitted report and the efficiency measures already undertaken as part of the street lighting PFI be noted.
- (b) That the potential annual savings of the proposed programme of implementation, as outlined within paragraph 3.30 of the submitted report be noted.
- (c) That approval be given to officers beginning a process of consultation on the proposed programme of implementation, with a view to an injection into the capital programme of £334,700 for 2011 to 2014, resulting in an estimated net saving from a reduction in energy consumption of £940,860 by 2021.

**220 Submission of the Best and Final Bid for the New Generation Transport (NGT) Scheme**

The Acting Director of City Development submitted a report providing an update on proposals regarding the development of a high quality public transport system in Leeds, outlining details of the next key stage of the project, namely, a 'Best and Final Bid' to the Secretary of State for Transport, whilst also seeking approval for this application to be made at the most appropriate time, following consultation being undertaken with the Department for Transport (DfT).

Following consideration of appendix 1 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That approval be given to the submission of the Best and Final Bid to the Department for Transport at the most appropriate time for the New Generation Transport scheme.
- (b) That the local contribution towards the scheme, as detailed within exempt appendix 1 to the submitted report, be agreed.
- (c) That agreement be given to the Council and Metro underwriting the risk of overspend on the project, as previously, any overspends have been reported as being shared 50/50 with the DfT.
- (d) That the development and undertaking of a lobbying campaign be agreed, which will support the Best And Final Bid from the wider Leeds community.

**221 Interim Affordable Housing Policy**

Further to Minute No. 166, 11<sup>th</sup> February 2011, the Acting Director of City Development submitted a report providing details of the public consultation exercise undertaken in respect of the Draft Interim Affordable Housing Policy and seeking agreement of the proposed amendments to the policy and its immediate implementation.

The Board emphasised the importance of the policy being kept under review, and that it remained flexible enough to adapt to changes within the housing market.

The report provided details of the equality, diversity, cohesion and integration screening process which had been undertaken on the proposed policy.

**RESOLVED** - That the proposed amendments to the draft Interim Affordable Housing Policy as set out within appendix A to the submitted report be agreed, and that approval be given to the draft Interim Affordable Housing Policy (as amended) being implemented with effect from 1<sup>st</sup> June 2011 (the policy would therefore apply to all relevant decisions made on or after 1<sup>st</sup> June 2011 – this allows for the call-in period after the Executive Board meeting on 18<sup>th</sup> May).

**222 John Smeaton Academy**

The Acting Director of City Development submitted a report seeking approval to the Heads of Terms for the leasehold disposal at nil consideration of John Smeaton Community College for the Academy scheme to John Smeaton Academy, who were the Council's selected operator for an Academy at this school.

**RESOLVED** - That the disposal of John Smeaton Community College for the proposed Academy on a 125 year lease at nil consideration be agreed, and

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that the Acting Director of City Development be authorised to agree the final terms, as detailed within paragraph 3 of the submitted report.

**223 Primrose High School**

The Acting Director of City Development submitted a report seeking approval to the Heads of Terms for the leasehold disposal at nil consideration of Primrose High School to the Co-operative Academy scheme, who were the Council's selected operator for an Academy at this school.

In response to enquiries raised regarding the legal costs associated with the proposals detailed within Minute Nos. 222 and 223, officers undertook to provide details to the Member in question.

**RESOLVED** - That the disposal of Primrose High School for the proposed Academy on a 125 year lease at nil consideration be agreed, and that the Acting Director of City Development be authorised to agree the final terms as detailed within paragraph 3 of the submitted report.

**NEIGHBOURHOODS AND HOUSING**

**224 Land at West Grange Road, Belle Isle, Leeds, LS10**

The Director of Environment and Neighbourhoods submitted a report regarding the proposed disposal of land at West Grange Road, Belle Isle, to Leeds Federated Housing Association at less than best consideration.

**RESOLVED** - That the disposal of the land at West Grange Road, Belle Isle, at less than best consideration be approved.

**225 Property Exchange with Leeds Federated Housing Association**

The Director of Environment and Neighbourhoods submitted a report outlining proposals in relation to the transfer of 14 Council owned miscellaneous properties to Leeds Federated Housing Association (LFHA) in exchange for 15 properties, which would contribute towards the wider regeneration of the area.

The submitted report presented the following three options:

Option A: Do nothing

Option B: The purchase of LFHA properties within the Garnets demolition area

Option C: The exchange of LFHA properties within the Garnets demolition area for other council owned miscellaneous properties.

Following consideration of appendix 2 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(1), which was circulated, considered in private and subsequently retrieved at the conclusion of the meeting, it was

**RESOLVED** -

(a) That the transfer of 15 LFHA properties in the Garnets clearance area to LCC in exchange for 14 Council owned miscellaneous properties to

LFHA be authorised, with the difference in value being contributed by LFHA towards the costs of demolition on the scheme.

- (b) That all properties detailed within exempt appendix 2 to the submitted report be declared as surplus for disposal to LFHA.
- (c) That the Acting Director of City Development be authorised to approve the detailed terms of the transaction.

### **CHILDREN'S SERVICES**

#### **226 Basic Need Programme 2012 - Outcome of Consultation on Proposals for Primary Provision for 2012**

Further to Minute No. 203, 30<sup>th</sup> March 2011, the Director of Children's Services submitted a report presenting the outcome of work which had been undertaken following the conclusion of the consultation exercise on proposals to expand primary provision at three schools in Leeds from September 2012. In addition, the report also sought permission to publish a statutory notice for one of those schools concerned.

#### **RESOLVED -**

- (a) That individual approval be given to the publication of a statutory notice for the following:-
  - **Proposal two:** Change the age range of Roundhay School Technology and Language College to 4-18, with a reception admission limit of 60, and use land off Elmete Lane for the primary provision.
- (b) That it be noted that further work will be completed by officers prior to bringing forward a recommendation on the following:-
  - **Proposal three:** Change the age range of Allerton Grange School to 4-18, with a reception admission limit of 60, and use land next to the school for the primary provision.
  - **Proposal six:** Expand the capacity of Little London Primary School from 210 to 630 using land off Cambridge Road.

#### **227 Outcome of Feasibility on Providing Girls Only Education at a Central Location in Leeds**

Further to Minute No. 220, 7<sup>th</sup> April 2010, the Director of Children's Services submitted a report providing an update on the feasibility work undertaken in respect of single sex education provision for girls at a central location in the city.

#### **RESOLVED -**

- (a) That the Local Authority does not move to establish girls-only education in Leeds at this time.
- (b) That the Local Authority continues to undertake a choice and diversity survey each year during its admissions process in order to inform its statutory duty.

- (c) That the Local Authority continues to take account of parental responses around choice and diversity, and effectively integrates emerging academies and free schools into strategic planning.

**228 Scrutiny Board Recommendations - Outdoor Education Centres**

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from the Scrutiny Board (Children's Services) inquiry into Outdoor Education Centres.

**RESOLVED** - That the responses to the recommendations of the Scrutiny Board (Children's Services) arising from its inquiry into Outdoor Education Centres be noted.

**LEISURE**

**229 Leeds Libraries and Information Service: Proposals for the Future**

Further to Minute No. 135, 15<sup>th</sup> December 2010, the Acting Director of City Development submitted a report providing the outcomes of the consultation exercise undertaken in relation to the proposals outlined within, 'A New Chapter for Leeds Libraries' and seeking the Board's agreement to the resultant proposals for future library provision in the city.

Further to the recommendations detailed within the submitted report, Members were asked to consider some updated proposals, specifically that Cow Close library remained open for a year whilst further consideration was given to its future, and that Rawdon library remained open for a year whilst further discussions were undertaken with interested parties regarding community asset transfer opportunities.

Members highlighted the importance of the mobile provision and the need to ensure that those users affected by the proposals were able to access such provision.

The report provided details of the reviews which had been undertaken in respect of the impact that the proposals would potentially have on various communities.

**RESOLVED -**

- (a) That the recommendations, as defined within Section 7 of the submitted report, including the changes to the opening hours as identified within paragraph 7.2, modified by the impact of the inclusion of the updated proposals detailed above, be supported.
- (b) That the change in the method of delivering the library service for 20 libraries, as outlined within paragraph 7.3.1 of the submitted report be approved, with the inclusion of the updated proposals detailed above and as reported at the meeting.

- (c) That mobile provision be developed across the City as outlined within paragraph 7.4 of the submitted report.
- (d) That, for a limited period, a consultation exercise be offered to the community on the asset transfer opportunities for the vacated libraries, and that after this designated period, the asset management team find the best solutions for the buildings.

**230 Call In of Decision on Garforth Squash and Leisure Centre**

Further to Minute No. 205, 30<sup>th</sup> March 2011, the Acting Director of City Development submitted a report advising that following the original decision taken by the Board, this matter was called in and subsequently considered by Scrutiny Board (City Development) on 20<sup>th</sup> April 2011, who resolved to refer the decision back to Executive Board for further consideration. The report recommended that the original decision taken on 30<sup>th</sup> March 2011 by Executive Board was reaffirmed.

**RESOLVED –** That the decision taken by the Executive Board at its meeting on 30<sup>th</sup> March 2011 regarding Garforth Squash and Leisure Centre (Minute No. 205 refers) be reaffirmed.

(The matters referred to in this minute, having been the subject of a previous Call In process, were not eligible for Call In)

**231 Long Term Supply of Burial Space**

The Acting Director of City Development submitted a report advising that as a result of a call in meeting, Scrutiny Board (City Development) had referred back to Executive Board for further consideration, its decision concerning proposals to consult on the Draft Informal Planning Statement for Whinmoor Grange, including plans for a cemetery on the site. In addition, the report considered the issues which had been raised by the Scrutiny Board during the Call In process and detailed proposals in respect of how such issues could be progressed.

The Board was informed that the duration of the consultation period had been extended from 4 weeks to 6 weeks, in order to ensure that all potential stakeholders had a greater opportunity to engage in the process.

**RESOLVED –**

- (a) That the Draft Informal Planning Statement for Whinmoor Grange be approved for the purposes of a public consultation exercise, which is to be undertaken over a six week period, with the findings being reported back to Executive Board in due course.
- (b) That the expenditure on Capital Scheme Number 1358 be held in abeyance pending the outcome of the consultation exercise referred to in resolution (a).

(The matters referred to in this minute, having been the subject of a previous Call In process, were not eligible for Call In)

### **232 Scrutiny Board Recommendations: Cemeteries and Crematoria Horticultural Maintenance**

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from Scrutiny Board (City Development) inquiry into 'Cemeteries and Crematoria Horticultural Maintenance' and inviting the Board to pronounce on the recommendation where there had been a difference of opinion between the Scrutiny Board and Director/Executive Member.

Councillor J Procter, the Chair of the Scrutiny Board (City Development) attended the meeting to present the Board's findings.

Having discussed the process by which responses to Scrutiny Board inquiry reports were considered by the Executive, it was suggested that the Chair of the Scrutiny Board which had conducted the inquiry approved the summary covering report prior to its submission. In addition, responding to concerns raised, it was also suggested that further consideration was given to the extent and nature of the information provided to Executive Board Members when considering Scrutiny Board inquiries, in order to ensure that they had access to all relevant details.

#### **RESOLVED –**

- (a) That the responses to the Scrutiny Board (City Development) recommendations arising from its inquiry into Cemeteries and Crematoria Horticultural Maintenance be noted.
- (b) That in respect of recommendation two of the Scrutiny Board Inquiry Report, further work on this matter be undertaken with a report being submitted to a future meeting of the Executive Board outlining proposals for a way forward.

### **ADULT HEALTH AND SOCIAL CARE**

### **233 Review of Consultation Process for Building Based Services**

The Director of Adult Social Services submitted a report advising that following the resolutions made by Executive Board at its meeting on 11<sup>th</sup> February 2011 (Minute No. 163 referred) regarding mental health day service provision, representations on such matters had been made to the Scrutiny Board (Adult Social Care) and therefore, the report invited Executive Board to review the decisions taken in February 2011.

In response to enquiries, Members were provided with reassurance regarding the nature and extent of the consultation process which was proposed.

#### **RESOLVED -**

- (a) That in view of the issues highlighted within the submitted report, the decision of the February 2011 Executive Board regarding the consolidation of buildings based services to one site not be implemented.

- (b) That the Board's support for the other recommendations, as outlined in paragraph 2.4 of the submitted report, regarding the direction of travel for the modernisation of Mental Health Day Services in Leeds be noted and confirmed.
- (c) That it be noted that the consultation process regarding the decision to consolidate the day service buildings base will be specific and will focus upon an interim model of provision for in house service, and that the findings from the consultation process will be joined with the consultation on the future commissioning of all community based mental health services
- (d) That a further report be submitted to the Executive Board detailing the outcomes from the consultation process.

**234 Councillors Murray, Dowson and A Blackburn**

On behalf of the Board, the Chair paid tribute to and thanked Councillors Murray, Dowson and A Blackburn for their services to the Board, as this marked their final meeting as Executive Board Members.

**DATE OF PUBLICATION:** 20<sup>TH</sup> MAY 2011

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 27<sup>TH</sup> MAY 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12noon on 31<sup>st</sup> May 2011)

## EXECUTIVE BOARD

WEDNESDAY, 22ND JUNE, 2011

**PRESENT:** Councillor K Wakefield in the Chair

Councillors J Blake, A Carter, M Dobson,  
R Finnigan, S Golton, P Gruen, R Lewis,  
A Ogilvie and L Yeadon

### 1 **Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendices 1 – 5 to the report referred to in Minute No. 5, under the terms of Access to Information Procedure Rule 10.4(5) and on the grounds that the appendices detail legal advice and related correspondence. As there is potential for legal action to be initiated by any of the interested parties, in that context, the public interest in allowing access to the specific legal advice to and analysis of the present position by Council officers, is outweighed by the need for the Council to be able to respond appropriately to any potential future legal challenge. Therefore, the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (b) The appendix to the report referred to in Minute No. 24, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that it contains information and financial details which, if disclosed would adversely affect the business of the Council and may also adversely affect the business affairs of the other parties concerned.

### 2 **Late Items**

The Chair admitted to the agenda the following late items of business:

- (a) Proposed Aire Valley Leeds Enterprise Zones (Minute No. 26 refers)  
Whilst the decision of the Local Enterprise Partnership on the 15<sup>th</sup> June 2011 to submit the Aire Valley Leeds proposal to Government as the Leeds City Region Enterprise Zone had been taken after the publication of the Executive Board agenda, it was determined essential that this matter was considered by the Board at the earliest opportunity in order to keep the Board informed of the progress made on this issue,

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whilst also seeking the Board's endorsement to the approach taken and obtaining support for the further work required to deliver an Enterprise Zone in Aire Valley Leeds.

(b) Closure of East Leeds Leisure Centre and Middleton Pool and Reduced Opening Hours of Garforth Squash and Leisure Centre (Minute No. 16 refers)

The report was not available for inclusion within the agenda papers, as the formal responses from the relevant directorate to the Scrutiny Board's proposals were being compiled at that time. However, it was determined necessary that Executive Board consider the responses to the Scrutiny Board's recommendations at the earliest opportunity, following the conclusion of the scrutiny inquiry.

(c) Grants to Culture and Sport Related Organisations (Minute No. 18 refers)

The report was not available for inclusion within the agenda papers, as the formal responses from the relevant directorate to the Scrutiny Board's proposals were being compiled at that time. However, it was determined necessary that Executive Board consider the responses to the Scrutiny Board's recommendations at the earliest opportunity, following the conclusion of the scrutiny inquiry.

(d) Response to the Review of Home Farm, Temple Newsam – Scrutiny Inquiry Report (Minute No. 17 refers)

The report was not available for inclusion within the agenda papers, as the formal responses from the relevant directorate to the Scrutiny Board's proposals were being compiled at that time. However, it was determined necessary that Executive Board consider the responses to the Scrutiny Board's recommendations at the earliest opportunity, following the conclusion of the scrutiny inquiry.

(e) Little London and Beeston Hill and Holbeck PFI Housing Project – Value for Money (VFM) Review and Final Business Case Update (Minute No. 29 refers)

The report was not available for inclusion within the agenda papers, as the correspondence from the Homes and Communities Agency confirming that the project had passed the Value for Money test, subject to some amendments, was not received until the 20<sup>th</sup> June 2011, and it was deemed necessary that Executive Board be formally provided with the latest position at the earliest opportunity.

### **3 Declaration of Interests**

Councillor A Carter declared a personal interest in the item entitled, 'Local Sustainable Transport Fund Bid for West Yorkshire', due to being a member of the West Yorkshire Integrated Transport Authority (Minute No. 23 refers).

Further declarations of interest were made at a later point in the meeting (Minute Nos. 12 and 17 refer).



**4 Minutes**

**RESOLVED** – That the minutes of the meeting held on 18<sup>th</sup> May 2011 be approved as a correct record.

**ADULT HEALTH AND SOCIAL CARE**

**5 Neighbourhood Network Update**

Further to Minute No. 34, 21<sup>st</sup> July 2010, the Director of Adult Social Services submitted a report providing an account of the negotiations held to date in line with the resolutions of the Executive Board in July 2010 in respect of Neighbourhood Networks, detailing the outcome of those negotiations, whilst also providing a recommendation on a potential way forward based upon legal advice obtained by the Council.

Correspondence received from the solicitors acting on behalf of Leeds Irish Health and Homes had been circulated to Board Members for their consideration prior to the meeting, with separate correspondence from the Chief Executive of the same company being tabled at the meeting.

The report provided details of the equality impact assessment which had been undertaken in respect of the original tendering exercise.

Following consideration of Appendices 1,2,3,4 and 5 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(5), which was considered in private at the conclusion of the meeting, it was

**RESOLVED -**

- (a) That no contract (advertised under the overall tendering of Neighbourhood Network services in 2009/10) be awarded for the provision of Neighbourhood Network services in relation to those 5 areas of East Leeds specified in this report, namely Burmantofts, South Seacroft, Swarcliffe, Richmond Hill and Crossgates and District.
- (b) That the commencement of a renewed tendering exercise for the provision of Neighbourhood Network services in relation to those areas of East Leeds specified in the submitted report be approved.
- (c) That the tendering exercise be constructed in such a way as to take account of the lessons learnt in the original tender process, the analysis of the current position as set out in confidential Appendix 4 and arising from the specialist legal advice contained within exempt Appendix 3 to the submitted report.
- (d) That it be noted that the services currently being delivered will continue through an extension of existing contracts to 31<sup>st</sup> March 2012, pending the outcome of resolutions (b) and (c) above.

## **RESOURCES AND CORPORATE FUNCTIONS**

### **6 Financial Performance - Outturn 2010/2011**

The Director of Resources submitted a report setting out the Council's financial outturn position for 2010/11, including both revenue and capital elements, in addition to the Housing Revenue Account. In addition, the report covered revenue expenditure and income compared to the budget, reported on the outturn for Education Leeds and the ALMOs, highlighted the position regarding other key financial health indicators and invited the Board to consider the approval, creation and usage of the Council's reserves.

The Board thanked all of those officers who had been involved in managing the financial performance of the Council throughout the 2010/11 financial year and into 2011/12.

In response to Members' enquiries regarding the issue of car parking charges, the Board noted that a further report regarding car parking policy was scheduled to be submitted to the September Board meeting.

#### **RESOLVED -**

- (a) That the contents of the submitted report be noted.
- (b) That the creation of an earmarked reserve for an early leavers scheme in 2011/12 be approved.
- (c) That the earmarked reserves, as detailed within Appendix 2 of the submitted report, be approved.
- (d) That the immediate release of £12,400,000 earmarked reserves as detailed in paragraph 6.9 of the submitted report be approved.

### **7 Financial Health Reporting 2011/2012**

The Director of Resources submitted a report providing information as to both the context and arrangements for the reporting of the Council's financial health during 2011/2012.

In response to Members' enquiries regarding the timescales for reporting the Council's financial health to the Board, the Director of Resources undertook to ensure that each update report would contain the most up to date information possible.

**RESOLVED –** That the proposals for financial health reporting in 2011/2012, as detailed within the submitted report, be approved.

### **8 New Vision and Strategic Plans**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining the key stages of the development of several of the Council's important plans, including consultation undertaken with the public and with partners, detailing how due regard needed to be given to equality and diversity in preparing them, whilst presenting the plans

themselves for consideration and endorsement prior to formal approval by Full Council.

The Chief Executive provided details of the changes which had been made to the city and council planning and partnership framework and highlighted the introduction of an outcomes based accountability approach which had been incorporated into the strategic planning and performance management arrangements.

The Board thanked all of those officers and partners who had been involved in the compilation of the Vision for Leeds 2011-30, the City Priority Plan 2011-15 and the Council Business Plan 2011-15.

The report provided details of the Equality, Diversity, Cohesion and Integration Impact Assessment which had been undertaken in respect of the New Vision and Strategic Plans.

#### **RESOLVED -**

- (a) That the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015, as attached at appendix 1 to the submitted report, be endorsed.
- (b) That Members of Full Council be recommended to approve the Vision for Leeds 2011 to 2030, City Priority Plan 2011 to 2015 and the Council Business Plan 2011 to 2015 at their meeting on 13th July 2011.
- (c) That Members of Full Council be recommended to authorise Executive Board to make "in-year" amendments to these plans as may be necessary.
- (d) That the Assistant Chief Executive (Planning, Policy and Improvement) be authorised to complete the plans with any outstanding information prior to their submission for approval to Full Council on 13th July 2011.
- (e) That a report be submitted to a future meeting of the Board in respect of the outcome based accountability approach being incorporated into the strategic planning and performance management arrangements.

(The matters referred to in this minute being matters reserved to Council were not eligible for Call In)

#### **CHILDREN'S SERVICES**

##### **9 Children's Services Improvement Update Report**

The Director of Children's Services submitted a report providing the Board with an update on the improvement activity that was continuing across children's services in Leeds. The report particularly focussed upon the wider context, in view of a number of significant policy developments which had taken place, improvement and inspection activity and the Children's Services Transformation Programme.

Members were provided with responses to enquiries raised regarding the replacement of the Electronic Social Care Recording system for Children's Services.

In response to enquiries, the Director of Children's Services undertook to provide Members with a timetable detailing the proposed schedule for the roll out to a locality level of the outcomes based accountability methodology.

**RESOLVED** - That the contents of the submitted report be noted and that the continuing direction of travel across children's services in Leeds along with the preparations being undertaken for a possible announced inspection during summer 2011 be supported.

**10 Children & Young People's Plan 2011-2015**

The Director of Children's Services submitted a report presenting the final version of the Children & Young People's Plan (CYPP) and seeking endorsement and support for the important statement of outcomes, priorities and indicators which had been agreed by all the Children Leeds partners as the framework for improving outcomes.

The report provided details of the Equality, Diversity, Cohesion and Integration Impact Assessment which had been undertaken in respect of the strategic planning approach and City Priority Plans.

**RESOLVED –**

- (a) That the Children and Young People's Plan 2011-15, as attached at appendix 1 to the submitted report, be endorsed and supported, subject to formal approval by full Council on 13 July 2011.
- (b) That Executive Board Members contribute towards the delivery of the CYPP by using the CYPP 2011-15 as a key criterion in their scrutiny and evaluation of all issues relating to children and young people.

(The matters referred to in this minute being matters reserved to Council were not eligible for Call In)

**11 Annual Review of the Fostering and Adoption Statements of Purpose**

The Director of Children's Services submitted a report presenting for approval the revised statements of purpose for Leeds City Council's Fostering and Adoption Services.

**RESOLVED** - That the Statements of Purpose for both the Fostering and Adoption Services for Leeds City Council be approved.

**12 Design and Cost Report for E-ACT Leeds East Academy, Submission of Stage 0 Proposal to Partnerships for Schools and Disposal of Parklands Leasehold at Nil Consideration**

The Director of Children's Services submitted a report which sought approval to submit the Confirmation of Procurement Approval (Stage 0) Document to

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the Partnerships for Schools (PFS), for the injection of funding and 'Authority to Spend' for E-ACT Leeds East Academy (BSF Wave 1, Phase 5). In addition, the report also sought the relevant approvals in respect of the disposal of the leasehold interest of Parklands Girls' High School at nil consideration.

Copies of the document entitled, 'Confirmation of Procurement Approval for Subsequent Phases in a BSF Wave (Stage 0)' had been provided to Board Members as part of their agenda packs.

The report advised that an Equality, Diversity, Cohesion and Integration Screening form had been completed for the project, which determined that it was not necessary to carry out a formal impact assessment.

#### **RESOLVED –**

- (a) That the submission of the Stage 0 proposal to Partnerships for Schools be approved.
- (b) That the injection of £5,253,100 into scheme 16155 - E-ACT East Leeds Academy into the Council's capital programme be approved, and that the Authority to Spend this additional funding also be approved.
- (c) That the disposal of the leasehold interest of Parklands Girls' High School at nil consideration be approved.

(Councillors Gruen and Finnigan both declared personal interests in this item due to being members of Plans Panel (East))

#### **LEISURE**

##### **13 Response to Deputation to Council: Friends of Bramley Baths**

The Acting Director of City Development submitted a report in response to the deputation to Council on 6<sup>th</sup> April 2011 regarding the reduction of hours at Bramley Baths.

The report provided details of the outline Equality, Diversity, Cohesion and Integration Impact Assessment had been conducted.

#### **RESOLVED -**

- a) That the response to the deputation from the Friends of Bramley Baths be noted.
- b) That the process of advertising for expressions of interest in the Community Asset Transfer of this site, on the terms as described within the submitted report, be approved.

##### **14 Response to Deputation to Council: West Riding Track League**

The Acting Director of City Development submitted a report in response to the deputation to Council on 6<sup>th</sup> April 2011 from the West Riding Track League

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highlighting the League's success over the last 65 years, whilst also seeking Council support for the future of league and grass track racing on the historic track at Roundhay Park.

The report provided details of the Equality Impact Assessment Screening Form which had been completed in respect of this matter.

**RESOLVED** - That the response detailed within the submitted report to the West Riding Track League's deputation to Council of 6<sup>th</sup> April 2011 be noted and endorsed.

**15 Mercury Abatement Works - Rawdon Crematoria: Capital Scheme No. 16194**

Further to Minute No. 68, 25<sup>th</sup> August 2011, the Acting Director of City Development submitted a report advising Members of the current position with regard to facilitating the installation of cremators with mercury filtration equipment at Rawdon crematorium and requesting that Members authorise the letting of the works contract and the incurring of expenditure of £1,645,050, including fees from existing budget provision.

**RESOLVED -**

- a) That the works planned for Rawdon Crematorium be noted.
- b) That the award of the design and build contract in the sum of £1,445,050 be authorised.
- c) That authority to spend up to £1,645,050 on the scheme, including fees, be authorised.

**16 Closure of East Leeds Leisure Centre and Middleton Pool and Reduced Opening Hours of Garforth Squash and Leisure Centre**

The Head of Scrutiny and Member Development submitted a report inviting the Board to consider the recommendations of the former Scrutiny Board (City Development) following the Scrutiny Board's consideration of issues relating to proposals regarding the closure of East Leeds Leisure Centre, Middleton Pool and the reduction in operating hours at Garforth Squash and Leisure Centre.

Councillor J Procter, the Chair of the former Scrutiny Board (City Development) attended the meeting to present the Board's findings.

Copies of the report had been circulated to Board Members prior to the meeting for their consideration.

**RESOLVED –**

- (a) That it be noted that the former Scrutiny Board (City Development) recommends that any proposals to reduce services should be fully consulted upon before the matter is referred to Executive Board for determination.

- (b) That it be noted that the former Scrutiny Board (City Development) opposes the reduction in operating hours at Garforth Squash and Leisure Centre and the proposed Community Asset Transfer to the School Partnership Trust and the closure of East Leeds Leisure Centre and Middleton Pool.

**17 Response to the review of Home Farm Temple Newsam Scrutiny Board Inquiry**

The Head of Scrutiny and Member Development submitted a report inviting the Board to consider the recommendations of the former Scrutiny Board (City Development) following the conclusion of the Scrutiny Board's inquiry entitled, 'Review of Home Farm, Temple Newsam'.

Councillor J Procter, the Chair of the former Scrutiny Board (City Development) attended the meeting to present the Board's findings.

Copies of the report and accompanying documents had been circulated to Board Members prior to the meeting for their consideration.

**RESOLVED** – That the recommendations of the former Scrutiny Board (City Development) and the directorate responses be noted, with a further report being submitted to a future meeting of the Board in order to further consider ways in which the operation of Home Farm can be developed in the future.

(Councillor Wakefield declared a personal interest in this item, as a member of Meanwood Valley Urban Farm)

**18 Grants to Culture and Sport Related Organisations**

The Head of Scrutiny and Member Development submitted a report inviting the Board to consider the recommendations of the former Scrutiny Board (City Development) following the Scrutiny Board's consideration of issues relating to proposals regarding changes by the Arts Council and West Yorkshire Grants to their approach towards grant making.

Councillor J Procter, the Chair of the former Scrutiny Board (City Development) attended the meeting to present the Board's findings.

Copies of the report and accompanying documents had been circulated to Board Members prior to the meeting for their consideration.

**RESOLVED** – That the recommendations of the former Scrutiny Board (City Development) and the directorate responses be noted.

**DEVELOPMENT AND THE ECONOMY**

**19 Response to Deputation to Council: West Park Residents Association**

The Acting Director of City Development submitted a report in response to the deputation to Council on 6<sup>th</sup> April 2011 from the West Park Residents' Association regarding the future use of the centre.

The report provided details of the An Equality, Diversity, Cohesion and Integration impact assessment scheduled to be carried out as part of the options appraisal.

**RESOLVED -**

- (a) That the response to the deputation from the West Park Residents' Association be noted.
- (b) That officers be authorised to undertake an options appraisal in order to determine the future of the building and the future location of services currently provided on site, with the outcomes from the options appraisal being reported back to Executive Board with recommendations later in the year.

**20 Response to Deputation to Council: Danoptra Ltd.**

The Acting Director of City Development submitted a report in response to the deputation to Council on 6<sup>th</sup> April 2011 from Danoptra Ltd. regarding the draft Horsforth and Cragg Hill Conservation Area Appraisal and Management Plan.

**RESOLVED -** That the contents of the submitted report be noted.

**21 Response to Deputation to Council: Leeds Students' Unions**

The Acting Director of City Development submitted a report in response to the deputation to Council on 6<sup>th</sup> April 2011 from Leeds Student Unions regarding the proposed Article 4 Direction affecting Houses of Multiple Occupation (HMOs).

**RESOLVED –**

- (a) That the content of the submitted report which responds to issues raised by the Leeds Student Unions in relation to the proposed Article 4 Direction be noted.
- (b) That a report be submitted to a future meeting outlining the response to the Article 4 Direction consultation.

**22 Housing Appeals - Implications of the Secretary of State's Decision relating to Land at Grimes Dyke, East Leeds**

The Acting Director of City Development submitted a report providing an update on the outcome of an appeal relating to a substantial greenfield housing site at Grimes Dyke, East Leeds. The report noted that the decision taken by the Secretary of State followed a series of similar cases determined by individual inspectors and invited consideration of the consequences arising from the decision in terms of the Council's approach towards similar greenfield developments in the future.

Members highlighted the need for an all party lobbying exercise to be undertaken in order to relay the Council's concerns in respect of this matter to the Minister for Housing and Local Government, with enquiries being made as to the possibility of involving other Local Authorities who were in a similar position.



Having highlighted the importance of maintaining the current balance between greenfield sites and urban settlements across the city, the Chief Executive highlighted the need for officers and Members to engage further with developers in order to move forward on this matter.

**RESOLVED -**

- (a) That the outcome of the appeal at Grimes Dyke and the consequences for Council policy, as set out within the submitted report, be noted.
- (b) That the release of all the Phase 2 and 3 housing allocations in the UDP be agreed, subject to proposals coming forward being otherwise acceptable in planning terms.
- (c) That the withdrawal from the appeal on land at Whitehall Road, Drighlington, be agreed.
- (d) That approval be given to the Regional Spatial Strategy providing the basis for assessing the 5 year land supply pending the Core Strategy.
- (e) That the Prospectus, attached as Appendix A to the submitted report, be endorsed as the basis for informal consultation on the Core Strategy housing issues.
- (f) That Scrutiny Board (Regeneration) be invited to review and report on the population and household projection information that will underpin the Core Strategy, in addition to the land banking practices of developers, with such a review being undertaken as a matter of urgency in order to enable progress to be maintained according to the Core Strategy timetable, with the outcomes from the review being submitted to the Executive Board in due course.
- (g) That an all party lobbying exercise be undertaken in order to relay the Council's concerns in respect of this matter to the Minister for Housing and Local Government.

(The matters referred to in this minute were not eligible for Call In as there was a further, similar appeal case for which evidence was due, and it was important that the Council's approach towards that case was established and confirmed at the earliest opportunity).

**23 Local Sustainable Transport Fund Bid for West Yorkshire**

The Acting Director of City Development submitted a report providing details of the bid which had been prepared and submitted to the Department for Transport regarding the Local Sustainable Transport Fund project for West Yorkshire.

**RESOLVED -**

- (a) That the preparation of funding bids for the Local Sustainable Transport Fund and the submission of a Large Project bid made to the Government on 6th June 2011 be noted.
- (b) That the decision made by the West Yorkshire Integrated Transport Authority Executive (Appointed Members) taken on 3rd June 2011 to approve the bid be noted.
- (c) That it be noted that the Council is a partner in a separate Thematic bid for travel to school, led and submitted by Sustrans in partnership with a consortium of local authorities.

**24 Elland Road Masterplan**

The Acting Director of City Development submitted a report providing an update on the progress made in respect of the Elland Road Masterplan since its inclusion within the Informal Planning Statement for Elland Road, the acquisition of the Castle Family Trust land, developments regarding a potential park and ride facility and the sale of the former Greyhound Stadium. The report also sought approval of the revised Heads of Terms with the operator of the proposed ice rink on Elland Road, whilst also seeking an injection from the Capital Programme into the proposed realignment of Lowfields Road.

Following consideration of the Appendix to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED -**

- (a) That the continuing development of the Informal Planning Statement through the acquisition of the Castle Family land and the sale of the Greyhound Stadium to the West Yorkshire Police Authority for their new divisional headquarters be noted.
- (b) That the revised Heads of Terms and additional 6 month exclusivity period to the ice rink operator, as identified within the exempt appendix to the submitted report, be approved.
- (c) That approval be given to the injection of £500,000 from the Capital Programme as a contribution towards the implementation of the masterplan, allowing for the realignment of Lowfields Road on the terms identified within the exempt appendix to the submitted report.

**25 Rugby League World Cup 2013**

The Acting Director of City Development submitted a report providing details of the 2013 Rugby League World Cup (RLWC) and the bidding process for potential Host Cities. In addition, the report sought approval for the submission of a final bid and provided details on the role of a consortium who would lead on RLWC activity.

Members thanked officers for the work which had been undertaken on this matter to date, given the restricted timescales involved.

The report provided details of the Equality, Diversity and Cohesion and Integration Impact Assessment (EDCI) which had been undertaken in respect of the bid process and of Leeds hosting the event.

**RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That approval be given for Leeds to submit a bid to be a Host City for the Rugby League World Cup 2013 on July 15<sup>th</sup> 2011.
- (c) That the requirement for the consortium to take responsibility for the Rugby League World Cup bid and subsequent World Cup related activity be noted.
- (d) That approval be given for the consortium to progress contractual and commercial discussions with the Rugby Football League and for officers to report back to Executive Board with requirements once contractual and commercial details are known.

(The matters referred to in this minute were not eligible for Call In due to the imminent deadline for the submission of the final bid to become a Host City for the 2013 Rugby League World Cup)

**26 Proposed Aire Valley Leeds Enterprise Zone**

The Acting Director of City Development submitted a report advising of the submission to the Local Enterprise Partnership Board of the proposal for an Enterprise Zone in Leeds, welcoming the subsequent decision of the Local Enterprise Partnership Board and seeking endorsement to the approach taken and support for the further work required to deliver an Enterprise Zone in Aire Valley Leeds.

Copies of the report and accompanying documents had been circulated to Board Members prior to the meeting for their consideration.

The Board emphasised the significance of the Enterprise Zone as a catalyst for growth throughout the whole of the Leeds City Region (LCR). In addition, Members highlighted the need to support each partner Local Authority within the LCR to help them deliver their strategic priorities, as this would be to the benefit of the whole of the region and underlined the important role that the Local Enterprise Partnership would play in this process.

**RESOLVED –**

- (a) That the recommendation of the Local Enterprise Partnership Board be welcomed and that the further development of the Aire Valley Leeds Enterprise Zone proposal for submission to Government be agreed.

- (b) That the preparation of a Local Development Order be agreed, with the details of which being reported to Executive Board for approval.

## **NEIGHBOURHOODS, HOUSING AND REGENERATION**

### **27 Assistance to Vulnerable Households: the business case for unsupported borrowing to fund equity release loans to vulnerable households**

The Director of Environment and Neighbourhoods submitted a report outlining proposals regarding a financial model which would enable Leeds City Council to deliver unsupported borrowing for the provision of equity loans to vulnerable households.

The report provided details of the Equality, Diversity and Community Cohesion Impact (EDCI) screening form which had been completed in respect of this matter.

**RESOLVED** - That approval be given to the proposal to introduce an equity release loans scheme for vulnerable home owners, funded through unsupported borrowing, with the redeemed Leeds Loans used to subsidise costs, up to a limit of £500,000 per annum based upon the model set out within the submitted report for up to the next 4 years, subject to annual review of the scheme, in order to minimise the risk to the Council.

### **28 Reducing Reported Burglary in Leeds**

The Director of Environment and Neighbourhoods submitted a report providing an overview of the burglary problem in Leeds and outlining the key drivers in relation to this offence. In addition, the report sought agreement to the Leeds Burglary Reduction Strategy and approval to the allocation of £1,326,000 made available through the Community Safety Fund to support the delivery of the Leeds Burglary Reduction Programme.

In response to Members' enquiries, officers undertook to provide Board Members with the burglary statistics broken down by Ward.

#### **RESOLVED –**

- (a) That the Leeds Burglary Reduction Strategy be agreed.
- (b) That the allocation of £1,326,000 of resources made available through the Community Safety Fund to support the delivery of the Leeds Burglary Reduction Programme be approved.
- (c) That the annual funding allocations currently assigned to the Community Safety Fund for 2011/12 and 2012/13 be amended to make this more evenly split across the two financial years and aligned to the Burglary Reduction Programme, as outlined within section 5 of the submitted report.

- (d) That a further report on the progress made to reduce domestic burglary be submitted to the Board in one year (June 2012).

**29 Little London and Beeston Hill & Holbeck PFI Housing Project - Value For Money Review and Final Business Case**

The Director of Environment and Neighbourhoods submitted a report informing the Board of the progress made to date on the Little London and Beeston Hill and Holbeck PFI Housing Project, whilst focussing upon the status of the project in relation to the Department for Communities and Local Government's Value for Money assessment of the programme and the remaining approval processes and likely timetable.

Copies of the report and accompanying documents had been circulated to Board Members prior to the meeting for their consideration.

**RESOLVED -**

- (a) That the contents of the submitted report be noted.
- (b) That the positive outcome for the project with regard to the Department for Communities and Local Government's Value for Money review be noted.
- (c) That the impact of delays on the project and the likely programme to the financial close be noted.
- (d) That a further, more detailed report be submitted to the Board on 27<sup>th</sup> July 2011 in order to confirm the final proposed scope and affordability of the project for further approval by the Government.

**DATE OF PUBLICATION:** 24<sup>TH</sup> JUNE 2011

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 1<sup>ST</sup> JULY 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 4<sup>th</sup> July 2011)

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## SCRUTINY BOARD (CENTRAL AND CORPORATE)

MONDAY, 4TH APRIL, 2011

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, D Blackburn,  
B Chastney, J Hardy, K Groves, R Wood  
and A Gabriel

### 82 Chair's Opening Remarks

The Chair welcomed everyone to the final meeting of the 2010/11 Municipal Year. She thanked Members for their contributions over the previous year and for their excellent contributions to the successful recommendations that had been implemented following the Board's work.

### 83 Declarations of Interest

There were no declarations of interest.

### 84 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors L Carter, A Lowe and M Hamilton.

### 85 Minutes - 7 March 2011

**RESOLVED** – That the minutes of the meeting held on 7 March 2011 be confirmed as a correct record.

### 86 Matters arising from the minutes

Minute No. 77 Scrutiny of the Budget and Performance Reports

Information on Staff Appraisals would be circulated to the Board.

### 87 Scrutiny Board Working Group Update

The report of the Head of Scrutiny and Member Development reminded the Board of the working group that had been established to look at the reporting of missed bin collection and how this was dealt with through the contact centre and Streetscene and reported back to the customer.

The following were in attendance for this item:

- Paul Broughton, Chief Customer Services Officer
- Sue Upton, Head of Waste Management

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

- Julie Snowdon, Customer Services Development Manager

In response to Members comments and questions, the following issues were discussed:

- Use of tasking sheets and links to performance related pay.
- Use of tracking systems on refuse collection vehicles – not all systems had real time available information to be able to provide immediate responses.
- Concern regarding the length of time sometimes taken to register complaints. This was an issue that was currently under consideration and it was reported that the system needed to be simplified and a single point of contact be provided.
- As part of the project to investigate current problems and improve service provision, a working group would be established with representatives from Customer Services and front line service operators.
- Information between the Contact Centre and Streetscene was continually monitored. The Executive Member was provided with quarterly updates.
- Contact Centre opening times and use of the out of hours service.
- Micro-chipped bins – the Council did purchase micro-chipped bins but information was not currently collected from these. They could be used to provide collection records.

#### **RESOLVED –**

- (1) That the report and discussion be noted.
- (2) That the Project Group report back to Scrutiny on possible solutions to the known customer services problems in order for these solutions to be discussed by Members

#### **88 Work Programme and Discussion with Councillor Wakefield, Leader of the Council**

The report of the Head of Scrutiny and Member Development issued Members with a copy of the Council's Forward Plan and Executive Board minutes. As this was the last meeting of the Municipal Year, the Work Programme was not attached. Councillor Keith Wakefield, Leader of the Council had been invited to the meeting to discuss potential areas for scrutiny involvement.

The Chair welcomed Councillor Wakefield to the meeting. He reported that the Council would have to find further savings over the forthcoming year and that this could prove to be more difficult than in the previous year. Constructive ideas had been received from Scrutiny and scrutiny of the budget was particularly welcomed. Further issues highlighted included the following:



- Challenges faced following the loss of experienced staff through the Early Leavers Initiative.
- How to maintain levels of service across the City.
- Work with partners including the Police, Health Partners and Voluntary Sector.
- The role of Scrutiny in ensuring we became a better and more efficient council.

In response to Members comments and questions, the following issues were discussed:

- The need to identify areas where waste could be avoided and how to spend more efficiently. The purchase and re-use of office furniture and equipment was discussed along with improved ways of procuring goods and services.
- Staff appraisals.
- Possibility of sharing back office functions with partners such as the Police and Health Service.
- Purchase of vehicles – joint arrangements across council departments and with external partners.
- Improvement and replacement of IT systems.
- The introduction of a ‘One Council’ approach and seamless working across all departments and with external partners with all taking responsibility for delivery of public services.

**RESOLVED –**

- (1) That the report and discussion be noted.
- (2) That the Forward Plan and Executive Board minutes be noted.

**89 Annual Report 2010/11**

The report of the Head of Scrutiny and Member Development presented a draft of the Board’s contribution to the composite Scrutiny Boards’ Annual Report. The draft contained an introduction from the Chair and details of the work carried out by the Board during the 2010/11 Municipal Year.

**RESOLVED –** That the Board’s contribution to the composite Annual report for 2010/11 be approved.

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## SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 21ST APRIL, 2011

**PRESENT:** Councillor J Chapman in the Chair

Councillors M Coulson, G Driver, A Lamb, B Lancaster,  
P Latty, J Lewis, K Maqsood and B Selby

### CO-OPTED MEMBERS (VOTING):

Mr E A Britten	- Church Representative (Catholic)
Ms N Cox	- Parent Governor Representative (Special)
Prof P H J H Gosden	- Church Representative (Church of England)
Ms J Ward	- Parent Governor Representative (Secondary)

### CO-OPTED MEMBERS (NON-VOTING):

Ms C Johnson	- Teacher Representative
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#### 91 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of the Scrutiny Board (Children's Services).

#### 92 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept a late item, agenda item 16, Appointment of Co-opted Member. The report was submitted late as the election result was only announced on Monday 18<sup>th</sup> April, which was after the time of agenda despatch. (Minute No. 93 refers)

The Chair also admitted to the agenda as supplementary information, a copy of the response to the recommendation tracking report. (Minute No. 103 refers)

#### 93 Appointment of Co-opted Member

The Head of Scrutiny and Member Development submitted a report which sought the Scrutiny Board's formal confirmation of the appointment of a co-opted Member to the Board.

The Chair welcomed Jacqueline Ward to her first meeting of the Scrutiny Board (Children's Services).

**RESOLVED** – That the Scrutiny Board confirms the appointment of Jacqueline Ward as the parent governor representative (secondary) for a four year term of office from 21 April 2011.

**94 Declaration of Interests**

Councillor Coulson declared a personal interest in agenda item 10, Fostering Inspection Action Plan and Update on Foster Carer Recruitment, in his capacity as a Member of LCC Fostering Panel. (Minute No. 101 refers)

A further declaration of interest was made at a later point in the meeting. (Minute No. 97 refers)

**95 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors Gettings, W Hyde and Morgan and Co-opted Members; Mr Granger, Ms Morris-Boam, Ms Kayani and Ms Foote.

**96 Minutes - 17th March 2011**

**RESOLVED** – That the minutes of the meeting held on 17<sup>th</sup> March 2011 be confirmed as a correct record.

**97 Annual Standards Report - Primary Schools**

The Scrutiny Board received and considered the report of the Chief Executive, Education Leeds, submitted to the Council's Executive Board on 11<sup>th</sup> February 2011, which provided an overview of the performance of primary schools at the end of 2009-10, as demonstrated through statutory national testing and teacher assessment. The report also outlined some of the key challenges and priorities for primary schools.

The Chair welcomed to the meeting the following Executive Members and officers to present the report and respond to Members' questions and comments:

- Councillor Blake, Executive Member (Children's Services)
- Councillor Dowson, Advisory Member of Executive Board (Learning)
- Mariana Pexton, Deputy Director of Children's Services
- Paul Brennan, Interim Director of School Improvement, Children's Services
- Christine Halsall, Head of Primary School Improvement and National Strategies, Children's Services
- Brian Tuffin, Head of Secondary School Improvement and National Strategies, Children's Services.

Christine Halsall, Head of Primary School Improvement and National Strategies, introduced the report and the following areas were discussed:

- The need to improve outcomes and close the gap for the lowest achieving children.
- Inconsistent results from some ethnic minority groups and those children with English as an additional language.
- Concern that there were too many satisfactory performing schools in Leeds and the need for further improvement.
- Confirmation that 20 schools were in the process of appointing head teachers and the strengths and weaknesses associated with this.
- Success of early intervention programmes at KS1.

Members' questions were then invited and in brief summary, the main areas of discussion were:

- Concern about poor performance against the national average, particularly those with English as an additional language and the uptake of free school meals. The Scrutiny Board was advised that there was a need to introduce more robust leadership arrangements and provide additional support at some schools. The development of partnership arrangements was assisting with this.
- Concern about children arriving at school undernourished and the important role of breakfast clubs in addressing this.
- The development of an Action Plan in relation to underperforming schools – a comparative analysis of other authorities had been undertaken and a targeted strategy was now in place.
- Concerns about instability caused by changes in leadership and the need to consider structural changes, particularly the need to explore federation opportunities, e.g. Windmill and Low Road Primary Schools.
- Concern that stress was one of the main contributing factors in the high turnover of head teachers. It was advised that turnover at inner city schools was higher than at other schools. The average turnover at inner city schools was 5 years.
- Succession plans were in place to assist with the recruitment of head teachers, e.g. local leaders programme, investing in diversity programme to ensure Deputy Heads, etc, were equipped with the right skills to access senior leadership positions.
- The Scrutiny Board requested a more detailed statistical breakdown of comparator authorities to be included in future reports.
- Support for parents and acknowledgement of recent improvements in relation to healthy eating.
- The low take up of Children's Centre places in some areas of the city.
- Good practice in relation to child and adolescent mental health.
- The role of clusters in addressing issues in relation to attendance.
- Concerns that School Improvement Partners (SIPs) were no longer a statutory requirement – The Scrutiny Board was advised that LCC was continuing to fund this in part.
- The role of the family in improving outcomes for children, particularly in relation to healthy eating.

**RESOLVED** – That the report and information appended to the report be noted.

(Councillor Selby joined the meeting at 10.30 am during the consideration of this item.)

(Councillor Lancaster declared a personal interest in this item as LEA Governor at Carr Manor High School.)

## **98 Annual Standards Report - Secondary Schools**

The Scrutiny Board received and considered the report of the Chief Executive, Education Leeds, submitted to the Council's Executive Board on 11<sup>th</sup> February 2011, which summarised progress in relation to secondary school improvement in Leeds and outlined challenges for further improvement.

The Chair welcomed to the meeting the following Executive Member and officers to present the report and respond to Members' questions and comments:

- Councillor Blake, Executive Member (Children's Services)
- Mariana Pexton, Deputy Director of Children's Services
- Paul Brennan, Interim Director of School Improvement, Children's Services
- Christine Halsall, Head of Primary School Improvement and National Strategies, Children's Services
- Brian Tuffin, Head of Secondary School Improvement and National Strategies, Children's Services.

In brief summary, the key areas of discussion were:

- Concerns associated with children from complex and disadvantaged backgrounds, particularly attendance and attainment.
- The introduction of new national targets. It was agreed to provide Members with copies of the action plan submitted to the Secretary of State.
- Challenges associated with rising unemployment.
- Challenges in relation to local accountability of academies.
- Success of the Child Poverty Strategy citywide.
- Barriers to post 16 achievement, particularly withdrawal of the Education Maintenance Allowance (EMA). It was agreed to provide the Scrutiny Board with further information about numbers.
- Ensuring that young people were equipped with the necessary skills to enter employment.

**RESOLVED** – That the report and information appended to the report be noted.

(Councillor P Latty left the meeting at 11.20 am at the conclusion of this item.)

## 99 Gypsy and Traveller Education

The Head of Scrutiny and Member Development submitted a report in relation to gypsy and traveller education arising from the Scrutiny Board (Environment and Neighbourhoods) inquiry report in January 2011.

Appended to the report for Members' information was the relevant extract from the Scrutiny Board's inquiry report and a briefing paper on the national and local position of gypsy and traveller girls' school attendance and educational achievements at 11 years and above.

The Chair welcomed to the meeting the following officers to present the report and respond to Members' questions and comments:

- Sameena Choudry, Head of Ethnic Minority Achievement
- Claire Lockwood, Assistant Travellers Education Manager.

The Scrutiny Board discussed the need to develop smaller, less isolated, local sites. Members briefly discussed some of the challenges associated with integrating gypsy and roma groups into the community and encouraging them to access education. It was noted that more progress had been made with primary age children.

**RESOLVED** – That the information provided be noted. That the Scrutiny Board (Environment and Neighbourhoods) be informed that in future this Board intends to specifically monitor the progress of gypsy and traveller girls as part of its annual reports on education standards.

## 100 Formal Response to Scrutiny Recommendations - Outdoor Education Centres

The Head of Scrutiny and Member Development submitted a report which presented the formal response to the Board's recommendations arising from its inquiry on Outdoor Education Centres.

John Paxton, Head of Integrated Youth Support Service, attended the meeting and responded to Members' questions and comments.

Members were updated on progress at Herd Farm and Lineham Farm. It was agreed to provide the Scrutiny Board with a further update as part of the quarterly recommendation tracking report.

The Scrutiny Board agreed the status of recommendations as follows:

- Recommendation 1 – monitor again in 3 months
- Recommendation 2 – monitor again in 3 months
- Recommendation 3 – monitor again in 3 months
- Recommendation 4 – monitor again in 6 months
- Recommendation 5 – sign off
- Recommendation 6 – sign off

Minutes approved as a correct record  
at the meeting held on Thursday, 19th May, 2011

- Recommendation 7 – monitor again in 3 months.

**RESOLVED** – That progress continues to be monitored in the quarterly recommendation tracking report.

#### **101 Fostering Inspection Action Plan and update on foster carer recruitment**

The Head of Scrutiny and Member Development submitted a report which presented the Fostering Inspection Action Plan and an update on foster carer recruitment.

The Chair welcomed to the meeting, Sarah Johal, Service Delivery Manager – Fostering, Adoption and Family Placement, to present the report and respond to Members' questions and comments.

The Chair briefly discussed the budgetary challenge of external placement costs. It was suggested that the Board considered this area of work as a potential inquiry topic in 2011/12.

The Scrutiny Board was advised that a major recruitment campaign for foster carers in Leeds was underway.

**RESOLVED** – That the report and information appended to the report be noted, and that no further Scrutiny Board monitoring of the Inspection Action Plan was required.

#### **102 Draft Scrutiny Inquiry Report - School Balances**

The Head of Scrutiny and Member Development submitted a report which presented the conclusions arising from the Scrutiny Board's work on school balances.

**RESOLVED** –

- (a) That the Scrutiny Board's final report and recommendations be approved; and
- (b) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports.

#### **103 Recommendation Tracking**

The Head of Scrutiny and Member Development submitted a report which requested Members to consider the response on the recommendation from the Meadowfield Primary School inquiry report in relation to the third stage review of complaints from schools.

**RESOLVED** – That no further action is required by the Scrutiny Board in relation to the recommendation on third stage review of complaints.



#### **104 Work Programme**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, the minutes from the Executive Board meetings held on 9<sup>th</sup> March and 30<sup>th</sup> March 2011, together with an extract from the Forward Plan of Key Decisions for the period 1<sup>st</sup> April to 31<sup>st</sup> July 2011.

The Scrutiny Board agreed to receive a report back on the Children and Young People's Plan (CYPP) and associated action plans at the May meeting.

**RESOLVED** – That the work programme, as amended, be approved.

#### **105 Date and Time of Next Meeting**

Thursday 19<sup>th</sup> May 2011 at 9.45 am with a pre-meeting for Board Members at 9.15 am.

(The meeting concluded at 11.51 am.)

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## SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 19TH MAY, 2011

**PRESENT:** Councillor J Chapman in the Chair

Councillors M Coulson, G Driver, B Gettings, A Lamb,  
P Latty, J Lewis, K Maqsood and V Morgan

### CO-OPTED MEMBERS (VOTING):

Mr E A Britten	- Church Representative (Catholic)
Ms J Ward	- Parent Governor Representative (Secondary)

### CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote	- Teacher Representative
Ms C Johnson	- Teacher Representative
Ms T Kayani	- Leeds Youth Work Partnership
Ms J Morris-Boam	- Leeds Voice Children and Young People Services Forum Representative

### 106 Chair's Opening Remarks

The Chair welcomed all in attendance to the May meeting of the Scrutiny Board (Children's Services). Members were thanked for their contribution to the Scrutiny Board's work throughout the 2010/11 municipal year, particularly their involvement at working group meetings and the case study approach.

### 107 Declaration of Interests

There were no declarations of interest.

### 108 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor W Hyde and Co-opted Members, Ms Cox, Professor Gosden and Mrs Hutchinson.

The Chair advised that Mr Granger had resigned his position as Parent Governor Representative (Primary) and a replacement representative was being sought.

### 109 Minutes - 21st April 2011

An amendment to Minute No. 97, Annual Standards Report – Primary Schools, 5<sup>th</sup> bullet point under Members' questions and comments, was agreed as follows '... it was advised that turnover at inner city schools was

Draft minutes to be approved at the meeting  
to be held in June

higher than at other schools. The average turnover at inner city schools was 5 years.'

**RESOLVED** – That subject to the amendment above, the minutes of the meeting held on 21<sup>st</sup> April 2011 be confirmed as a correct record.

#### **110 Children and Young People's Plan Update Report**

The Director of Children's Services submitted a report which presented the final version of the Children and Young People's Plan 2011-15.

Also appended to the report was a copy of the Equality, Diversity, Cohesion and Integration Screening form.

The Chair welcomed to the meeting the following officers:

- Mariana Pexton, Deputy Director of Children's Services
- Stephen Featherstone, Performance Management Officer, Children's Services.

Members noted that the Board's terms of reference for next year would reflect the three 'obsessions' in the Plan.

**RESOLVED** – That the report and information appended to the report be noted.

#### **111 Draft Terms of Reference**

The Head of Scrutiny and Member Development submitted a report which invited Members to agree terms of reference for the Board's inquiry into reducing teenage conception.

The Scrutiny Board agreed to include reference to vulnerable and looked after children as part of the scope of the inquiry.

Members discussed the following areas:

- The ongoing impact of teenage conception on achievement.
- The role of the youth service, particularly in seeking the views of young people.
- Checking whether information on international research on levels of teenage conception was readily available.

It was agreed that the proposed inquiry would be brought back for further consideration at the June Board meeting, when the work programme for the coming year was discussed.

**RESOLVED** – That the terms of reference for the inquiry, as amended, be approved.

Draft minutes to be approved at the meeting  
to be held in June

**112 Draft Scrutiny Inquiry - Service Redesign**

This item to be deferred to the June meeting of the Scrutiny Board (Children's Services).

**113 Annual Report 2010/11**

The Head of Scrutiny and Member Development submitted a report which presented the draft of the Board's Annual Report.

**RESOLVED** – That the Board's Annual Scrutiny Report 2010/11 be approved.

**114 Scrutiny Working Group - Review of Children's Social Care System**

The Head of Scrutiny and Member Development submitted a report which presented the notes of the working group meetings by way of reporting back on the group's activity to the full Scrutiny Board.

**RESOLVED** – That the activity undertaken by the working group in relation to the review of the children's social care system, be noted and endorsed.

(The meeting concluded at 10.10 am.)

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## **SCRUTINY BOARD (CITY DEVELOPMENT)**

**TUESDAY, 5TH APRIL, 2011**

**PRESENT:** Councillor J Procter in the Chair

Councillors J Akhtar, B Atha, D Atkinson,  
J Elliott, G Harper, J Jarosz, M Lobley,  
R Pryke, M Rafique, M Robinson and  
S Smith

**CO-OPTED:** B Woroncow  
**MEMBER**

### **133 Exempt Information - Possible Exclusion of the Press and Public**

It was reported that Agenda Item 16, Implementing Audit Report Recommendations contained information considered to be exempt under Access to Information Rules 10.4 (1,2,4 & 6) and Article 6 Human Rights Act 1998. Members were asked to consider whether to exclude the press and public from the meeting during the discussion of this information.

**RESOLVED** – That the press and public be excluded from the meeting during consideration of the aforementioned parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information.

### **134 Late Items**

In accordance with his powers under Section 100B (4)(b) of the Local Government Act 1972, the Chair consented to the submission of the following late item of business:

Agenda Item 11 – Preliminary Flood Risk Assessment – the report was not available at the time of agenda despatch.

Members also received a revised report for Item 16 – Implementing Audit Report Recommendations.

### **135 Declaration of Interests**

Councillor J Akhtar declared a personal interest in Agenda Item 9, Leeds Bradford International Airport – Provision for Public Hire Taxis, due to his employment as a Private Hire Driver. Minute No. 139 refers.

### **136 Minutes of the Previous Meeting**

Minutes approved as a correct record at the meeting held on Wednesday, 20<sup>th</sup> April 2011

**RESOLVED** – That the minutes of the meeting held on 8 March 2011 be confirmed as a correct record.

**137 Closure of East Leeds Leisure Centre and Middleton Pool and Reduced Opening Hours Garforth Squash and Leisure Centre**

The report of the Head of Scrutiny and Member Development reminded the Board of the requests for scrutiny and or petitions concerning the closure of East Leeds Leisure Centre and Middleton Pool and also the reduced operating hours at Garforth Squash and Leisure Centre.

A report of the Chief Recreation Officer had also been submitted which set out the facts concerning the budget position of each of the operations and the rationale that had been applied to identify selection for closure or reduced operating hours.

The following were in attendance for this item:

- Councillor Adam Ogilvie, Executive Member
- Martin Farrington, Acting Director, City Development
- Mark Allman, Head of Sport and Active Recreation

It was reported that the decisions to close centres or reduce operating hours had been taken as part of the Council's need to make overall savings of £90 million. The decisions taken had been influenced by the Vision for Leisure Centres which had recommended the replacement of old and poorly located centres. Further issues affecting the decisions had included the reduced capital spending programme and the loss of PFI funding.

In response to Members comments and questions, the following issues were discussed:

- Current losses made by centres did not necessarily mean that those that lost more would close. Geographic and special dimensions were taken into consideration and how these would best meet community needs. These considerations were all taken as part of the budget setting process.
- Concern regarding the ability of current users being able to travel to alternative centres, particularly in areas of deprivation. It was reported that Sport England had done a detailed analysis into swimming provision and this had been one of many factors considered.
- Concern regarding the knock on effects of closures such as health issues, crime and teenage pregnancy.
- Community Asset Transfers – this had been explored regarding provision at Garforth. There had been no expression of interest to do this in East Leeds but any interest would be investigated. There was a discussion of what facilities would be developed as part of new school building in the area and whether these would be made available to the public.



- Executive Board had made an in principle decision for a Community Asset Transfer of facilities in Garforth with the Schools Partnership Trust subject to the submission of a business plan. The dual use with education partners would be interrogated as part of the business case. The business plan would need to finalise the proposal for the operation of the Bodyline gym in the centre.

The Chair expressed concern that not all the facts behind the rationale for the proposed changes were available for consideration of this item.

**RESOLVED** – That this item be deferred to the next meeting of the Scrutiny Board (City Development)

### **138 Request for Scrutiny The Route 5 Cycle Track**

The report of the Head of Scrutiny and Member Development referred to a request for Scrutiny from Mr Bill McKinnon, Chair of the Friends of Woodhouse Moor concerning the Route 5 Cycle Track. It was reported that Mr McKinnon was unable to attend the meeting and had requested that the item be deferred.

**RESOLVED** – That the item be deferred to a future meeting of the Scrutiny Board (City Development)

### **139 Leeds Bradford International Airport - Provision for Public Hire Taxis**

The report of the Head of Scrutiny and Member Development referred to the request of the Hackney Carriage trade concerning their request for a hackney carriage stand on Whitehouse Lane. A report of the Director of City Development provided Members with a briefing on the issues surrounding the initial development of a proposal for a taxi rank on Whitehouse Lane adjacent to Leeds Bradford International Airport (LBIA). The report also summarised consultation to date.

The following officers were in attendance for this item:

- Martin Farrington, Acting Director – City Development
- Andrew Hall, City Development

It was reported that the report had been produced following the Board's February meeting where it had been requested to consider proposals for a hackney carriage stand at the airport. Initial consultation had been undertaken with Ward Members and other stakeholders.

The following key issues were highlighted:

- Ward Members were broadly supportive of the proposals.
- The provision of a hackney carriage stand would provide a public service and give customers a choice between the use of hackney carriage or private hire vehicles.

Minutes approved as a correct record at the meeting held on Wednesday, 20<sup>th</sup> April 2011

- The hackney carriage providers would contribute towards the funding of the proposals.
- There was felt to be a lack of provision for disabled customers that would be rectified with the availability of hackney carriages near the airport.
- Concerns raised by LBIA – these included safety of pedestrians and that the plans may prejudice the future development of the airport.

Members raised concerns and made the following comments in relation to the proposals:

- The reasons given by LBIA against the proposals were weak. Claims that the proposed rank would be too far from the airport should be dismissed as the rank was closer than much of the airport car parking.
- The concerns of pedestrian safety were exaggerated.
- The clearing of luggage trolleys – this was an issue that should be easily resolved between the hackney carriage traders and the airport.
- Concern that LBIA had a vested interest due to the contract with the chosen private hire provider.
- The private hire contractor only had 8 to 10 disabled access vehicles whereas the hackney carriage service had approximately 300.
- Current arrangements for hackney carriages were not appropriate due to having no waiting area.
- Current arrangements did not give passengers choice and hackney carriages could give improved access.
- Provision for people coming from the South East of the city – it had become easier to access Manchester and other airports.
- Had there been anything in the terms and conditions of the sale of the airport regarding hackney carriage provision? – it was reported that Leeds and Bradford Council's retained a golden share in the airport which prevented certain changes but did not include a requirement for hackney carriage provision.
- Concern that the cost of the private hire cars available was prohibitive.
- What would be the cost of providing a hackney carriage rank? – full details of this would be provided to the Board.
- Current arrangements for the private hire cars did not provide a satisfactory service.

In summary, Members unanimously agreed that there should be hackney carriage provision via a rank near the airport on Whitehouse Lane Yeadon and requested that officers pursue this with LBIA and representatives of the hackney carriage trade.

## **RESOLVED –**

(1) That Executive Board be informed of the unanimous view of the Scrutiny Board (City Development) that provision should be made for a hackney carriage stand at Whitehouse Lane adjacent to Leeds Bradford International Airport.

Minutes approved as a correct record at the meeting held on Wednesday, 20<sup>th</sup> April 2011

(2) That the Acting Director of City Development consult further with representatives of Leeds Bradford International Airport to see how a proposal can be delivered in partnership that complements the current and planned surface access arrangements.

#### **140 Request for Scrutiny Concerning the Future Library Provision in the City**

The report of the Head of Scrutiny and Member Development informed the Board of a request for scrutiny from Councillor Matthew Robinson regarding library provision in the city. The reason for the request was concern regarding the future of library provision and the consultation exercise undertaken in relation to 'A new chapter for Leeds libraries' which was to be submitted to Executive Board.

The Chair welcomed the following to the meeting:

- Councillor George Hall, Barwick in Elmet and Scholes Parish Council
- Councillor Robert Dyson, Shadwell Parish Council
- Councillor Ben Hogan, Barwick in Elmet and Scholes Parish Council

Martin Farrington, Acting Director, City Development and Catherine Blanshard, Chief Libraries, Arts and Heritage Officer were also in attendance for this item.

The representatives of the Parish Councils addressed the meeting and outlined their reasons behind the request for scrutiny. Issues raised included the following:

- Concern regarding the consultation undertaken for future library provision. Reference was made to an e-mail that had been inadvertently sent to Parish Councillors and it was felt that this email had undermined the consultation process and further concern was expressed that it was inappropriate for the officer involved to have continued participation in the development of any proposals for future library provision.
- Concern regarding the lack of respect given to the Town and Parish Council Charter with regards to consultation.
- Concern that a member of staff had described some of the mobile library provision as a waste of time.
- Potential loss of facility should library buildings close – these were used by Guides, Scouts, Paris Council and Police surgeries as well as others.
- Concern that new mobile libraries had not been purchased.

Marting Farrington and Catherine Blanshard, Chief Officer – Libraries, Arts and Heritage were in attendance and responded to the concerns. A full and unreserved apology had been made with respect to the e-mail and those concerned were assured that full and meaningful consultation would take place. The Board was informed that the report that would be prepared for

Executive Board would be the report of the Acting Director, City Development and would have input from all officers involved.

In response to Members comments and questions, the following issues were discussed:

- Promotion of mobile services – if mobile services were to replace any building based provision there would need to be marketing of services. As part of the consultation, Ward Members and library users would be asked for their views on potential locations.
- Examples of mobile provision being an improvement to building based provision were given.
- Results of the consultation and surveys would be made publicly available.

#### **RESOLVED –**

- (1) That the report and discussion be noted.
- (2) That no further Scrutiny of this issue is required.

#### **141 Preliminary Flood Risk Assessment (PFRA)**

The report of the Acting Director of City Development asked the Board to comment on the Preliminary Flood Risk Assessment (PFRA) which outlined flood risk that the city faced from local sources. A copy of the PFRA was appended to the report.

The Chair welcomed Peter Davis, Flood Risk Manager to the meeting.

The Board was reminded of recent flooding incidents across the City and the requirement to carry out a Preliminary Flood Risk Assessment. It was reported that the Council was the Lead Local Flood Authority for the area and members attention was brought to the draft Preliminary Flood Risk Assessment.

In response to Members comments and questions, the following issues were discussed:

- The need to work closely with other agencies including the Environment Agency.
- The possibility of lowering weirs at Knostrop and Leeds Bridge to reduce flood risk – the viability of this was being investigated. The Board was informed that funding for any major flood alleviation scheme as originally proposed for Leeds was unlikely and the lowering of weirs was seen as a possible cheaper option but needed further work as it could increase the risk of flooding in other places.
- Legislation related to areas that had populations of 30,000 or more. This was monitored carefully in Leeds where areas that were currently under that level could increase.

- The Flood Risk Management team looked at new developments in line with the Local Development Framework and other plans. Planning applications were also scrutinised in areas of flood risk.
- Insurance issues – insurance costs were rising in areas affected by flooding which could be a disincentive to development.

**RESOLVED** – That the report and discussion be noted.

#### **142 New Strategic Plans 2011-15**

The report of the Chief Executive presented proposals for the new set of strategic planning documents for advice and consideration before they went to Executive Board and Council for approval. They included the proposals for the long term partnership strategy for the City, the Vision for Leeds 2011 to 2030 and the first set of delivery plans for the first 4 years. These proposals had been developed in light of the current financial situation which meant that priorities had to be more focussed than in previous plans. The proposals also took into account, the results of two recent public consultations on the Vision for Leeds and the Spending Challenge.

The Chair welcomed the following to the meeting for this item:

- Paul Maney, Head of Strategic Planning, Policy and Performance
- Martin Dean, Head of Leeds Initiative and International Partnerships
- Heather Pinches, Performance Manager - Planning, Policy and Improvement

Members attention was brought to the new City Planning Framework which introduced the City Priority Plans that would replace the Leeds Strategic Plan. Particular attention was given to the vision and outcomes for the Sustainable Economy and Culture Board which had 6 'must do' priorities for the following four years. Attention was also brought to the recent consultation on the Vision for Leeds.

In response to Members comments and questions, the following issues were discussed:

- The priorities were currently at a draft stage and additional or amended priorities could be included.
- Priorities and Action plans would be developed at a partnership level.
- It was suggested that there would be ongoing scrutiny of priorities and action plans.
- There would be opportunity for Elected Members to get involved in target setting.

**RESOLVED** – That the report and discussion be noted.

#### **143 City Development Scrutiny Board Performance Report Quarter 3 2010/11**

The report of the Head of Policy and Performance presented an overview of performance against priority outcomes to demonstrate current performance and highlight areas for action. Information detailed in the report described key actions for the next 6 months along with details of progress.

**RESOLVED** – That the report be noted.

#### **144 Annual Report 2010/11**

The report of the Head of Scrutiny and Member Development presented the draft of the Board's contribution to the Scrutiny Boards Annual Report. The report included an introduction from the Chair and details of the work undertaken by the Board during the 2010/11 Municipal Year. The report would be updated to reflect any additional and outstanding work of the Board.

**RESOLVED** – That the Board's contribution to the composite Annual Report for 2010/11 be approved.

#### **145 Work Programme, Executive Board Minutes and Forward Plan of Key Decisions**

The report of the Head of Scrutiny and Member Development outlined the current work programme for the Board and also included an extract of the Council's Forward Plan relating to the Board's portfolio and a copy of the latest Executive Board minutes.

**RESOLVED** –

- (1) That the Executive Board minutes and Forward Plan be noted
- (2) That the Board's Work Programme be agreed.

#### **146 Implementing Audit Report Recommendations**

The report of the Acting Director of City Development reported on action taken to implement the recommendations of the Audit Report into whistle blowing allegations.

**RESOLVED** – That this item be deferred to a future meeting of the Scrutiny Board (City Development)

## SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 5TH APRIL, 2011

**PRESENT:** Councillor J Procter in the Chair

Councillors J Akhtar, B Atha, J Elliott, P Grahame, G Harper, J Jarosz, M Lobley, R Pryke, M Rafique, M Robinson and S Smith

**CO-OPTED MEMBER** B Woroncow

### 148 Declaration of Interests

There were no declarations of interest.

### 149 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor D Atkinson. Councillor P Grahame was in attendance as substitute.

### 150 Call-In of Decision - Briefing Paper

The report of the Head of Scrutiny and Member Development informed Members of the Call In arrangements in accordance with the Council's Constitution and the options of action available to the Board. It was reported that only the two following options were applicable to the Board:

- Release the decision for implementation
- Recommend that the decision be reconsidered

**RESOLVED** – That the report be noted.

### 151 Call In - Long Term Burial Supply for North East Leeds; Whinmoor Grange Cemetery Design and Cost Report and Draft Whinmoor Grange Informal Planning Statement.

The report of the Head of Scrutiny and Member Development presented the background papers to a decision which had been called-in in accordance with the Council's Constitution.

The following papers were included with the agenda:

- Copy of completed call-in request form
- Report of the Acting Director of City Development
- Relevant extract of Executive Board minutes of 9 March 2011.

The Chair welcomed the following to the meeting for this item:

- Councillor Rachel Procter, Call-in Signatory
- Mr Evans – Thorner Resident
- Councillor G Hall, Barwick in Elmet and Scholes Parish Council
- Mr S Wood, Clerk to Thorner Parish Council
- Mr Godson, Resident of Morwick Avenue
- Martin Farrington, Acting Director, City Development
- Christine Addison, Acting Chief Asset Management Officer
- Jane Cash, Senior Project Manager
- Councillor Adam Ogilvie, Executive Member

Councillor R Procter addressed the meeting and raised the following concerns as part of the reason for calling in the decision:

- Lack of consultation with Ward Members, Parish Councillors and other local representatives.
- Some consultation was held with Ward Members, but not until after the report to Executive Board had been written.
- Concern regarding increased traffic at the Thorner/A64 junction.
- Issues with land drainage in the area.
- Close proximity of the cemetery to local sports pitches.

Mr Evans raised the following concerns:

- Lack of consultation with local residents and the Parish Council.
- The area concerned was not suitable for a cemetery, the adjacent sports ground was frequently waterlogged as was land at Whinmoor Grange Farm.
- Alternative sites had not been considered.
- There would be an increase in accidents at the Thorner/A64 junction.

Councillor G Hall raised the following issues:

- Concern that the Parish Council was only made aware of this 3 days before the Executive Board meeting and that they had not been consulted. It was felt that Leeds City Council had not honoured its obligations as outlined in the Town and Parish Council Charter. Mr Wood of Thorner Parish Council also raised concerns that consultation was not carried out in line with the Charter and requested that the decision be deferred until proper consultation was undertaken.
- Highways issues – including increased volumes of traffic and accident statistics.
- Concern raised by residents of Morwick Terrace

Mr Godson, a resident of Morwick Terrace addressed the meeting. He informed the Board of the following concerns:

- Lack of consultation with residents



- The fields planned to be used remained in a poor condition through out the year.
- Due to the slope of the land and problems with drainage, the houses at Morwick Terrace had problems with flooding.
- It was felt that the proposals would devalue the properties
- Close proximity of the proposed cemetery to gardens.
- Impacts on wildlife.
- Landscaping of the site and screening views from local properties

In response to the comments and concerns raised, Martin Farrington addressed the meeting. He gave a full background and history to the cemetery proposals at Whinmoor Grange including the planning permission that was granted in 2002, and previous reports to Executive Board in 2006 and 2008. There was a need to increase provision in the North East of the City as it was estimated there was only a 20 month supply left elsewhere. It was further reported that at this stage, the decision of the Executive Board was to approve the consultation process to be undertaken.

In response to Members comments and questions, the following issues were discussed:

- The consultation process was being drafted. This would include input from Planning, Highways, Land Drainage, Sport England, faith groups and others.
- Concern that expenditure for the construction of the site had been approved without the appropriate consultation.
- Potential sites for alternative provision.
- In response to questions regarding planning provision, it was confirmed that planning permission was still live for the proposed area.
- Test holes had been dug at the site in October 2010 and had not shown a problem with water retention – it was possible that further testing could be carried out. The Environment Agency had been consulted with regards to surface water and no problems had been identified.
- Expenditure on the scheme would not be progressed without further consultation.

Councillor R Procter was invited to summarise the call-in and reiterated the issues already raised.

## **152 Outcome of Call-In**

Members were asked to make a recommendation arising from the consideration of the called-in decision and reminded of the options available.

A proposal was made to the Board that the decision be referred back to the Executive Board because of the lack of consultation. There were also concerns regarding highways, drainage and landscape issues and the fact

that the Executive Board had already agreed the release of £309,579 on the construction of a 5 acre cemetery at Whinmoor Grange (Scheme No 1358)

Following a vote of Board Members, it was:

**RESOLVED** – That the decision be referred back to Executive Board to be reconsidered.

## SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 20TH APRIL, 2011

**PRESENT:** Councillor J Procter in the Chair

Councillors J Akhtar, B Atha, J Elliott,  
G Harper, J Jarosz, M Loble, R Pryke,  
M Rafique and M Robinson

B Woroncow (Co-optee)

### 153 Chair's Opening Remarks

The Chair welcomed everyone to the additional April meeting of the Scrutiny Board (City Development).

### 154 Exempt Information - Possible Exclusion of the Press and Public

It was reported that Agenda Item 8, Implementing Audit Report Recommendations (Appendix 1 and 2 refers) contained information considered to be exempt under Access to Information Rules 10.4 (1,2,4 & 6) and Article 6 Human Rights Act 1998. Members were asked to consider whether to exclude the press and public from the meeting during the discussion of this information.

**RESOLVED** – That the press and public be excluded from the meeting during consideration of the aforementioned parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information.

### 155 Late Items

The Chair agreed to accept the following documents as supplementary information:-

- Minutes of the meeting held on 5<sup>th</sup> April 2011 and the Call-In meeting held on 5<sup>th</sup> April 2011 (Agenda Item 6) (Minute 158 refers)
- Background information in relation to the closure of East Leeds Leisure Centre and Middleton Pool and Reduced Opening Hours of Garforth Squash and Leisure Centre (Agenda Item 7) (Minute 159 refers)

The documents were not available at the time of the agenda despatch, but made available on the Council's Internet site prior to the Board meeting.

### 156 Declaration of Interests

There were no declarations of interest made at the meeting.

**157 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received on behalf of Councillors D Atkinson and S Smith with no substitutes having been offered.

**158 Minutes of the Previous Meetings**

**RESOLVED-** That the minutes of the meeting held on 5<sup>th</sup> April 2011 and the Call-in meeting held on 5<sup>th</sup> April 2011 be confirmed as a correct record.

**159 Closure of East Leeds Leisure Centre and Middleton Pool and Reduced Opening Hours of Garforth Squash and Leisure Centre**

A report of the Head of Scrutiny and Member Development was re-submitted on the closure of East Leeds Leisure Centre and Middleton Pool and reduced opening hours of Garforth Squash and Leisure Centre. This matter was adjourned at the last meeting

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Scrutiny of Council Budget Decisions on Leisure Centres – Report of the Chief Recreation Officer
- Leisure Centres Key Statistics 2010/11 (Appendix A refers)
- Analysis of Income and Expenditure (Appendix B refers)
- Bodyline Analysis (Appendix C refers)

In addition to the above documents, a copy an update on Garforth, East Leeds, Middleton and Bramley was circulated.

The following representatives were in attendance and responded to Board Members' queries and comments:-

Councillor A Ogilvie, Executive Member, Leisure  
Martin Farrington, Acting Director of City Development  
Richard Mond, Chief Recreation Officer, City Development  
David O'Loan, City Development

At the request of the Chair, the Chief Recreation Officer presented his report in relation to Scrutiny of Council Budget decisions on Leisure Centres highlighting the main points.

The Board then responded to the main points of discussion.

In summary, specific reference was made to the following issues:-

- Clarification of the discounts and subsidies in comparison to private health clubs
- Clarification of the process followed under the Sports Facility Strategy – the Vision for Leisure Centres
- Clarification of the public transport facilities serving the leisure centres

- The deprivation in the areas where these proposals have been implemented and the negative effect these decisions will have in those communities
- The consultation process
- The concern that all children in Leeds have access to swimming pool facilities

**RESOLVED-**

- a) That the contents of the report and appendices be noted including the decision by the Executive Board to keep Kippax Leisure Centre and Bramley Baths open but having reduced operating hours at Bramley.
- b) That this Board recommends to the Executive Board: that in future, proposals of this nature should be fully consulted upon before the matter is referred to the Executive Board for determination.
- c) That the Executive Board be advised that this Scrutiny Board opposes the reduction in hours at Garforth Squash and Leisure Centre and the proposed Community Asset Transfer (CAT) to the School Partnership Trust and the closure of East Leeds Leisure Centre and Middleton Pool.

(Councillor J Akhtar joined the meeting at 10.10am during discussions of the above item)

**160 Implementing Audit Report Recommendations**

The Head of Scrutiny and Member Development submitted a report on implementing Audit Recommendations.

Prior to discussing the matter, the Board agreed to conduct this item of business in private session.

The following representatives were in attendance and responded to Board Members' queries and comments:-

Neil Hunter, Head of Internal Audit, Resources  
 Martin Farrington, Acting Director of City Development  
 Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, City Development

The Chair, on behalf of the Board requested the Head of Internal Audit to give a brief introduction on the following specific issues:-

- An explanation of how whistleblowing worked within the Council
- An explanation of the work of Internal Audit and the process and procedures it follows
- How Internal Audit was viewed within the Council
- Brief resume of the history of this investigation and comments on the report of the Acting Director of City Development on the action and progress taken to implement the recommendations of the Audit Report into these specific whistleblowing allegations

In summary, specific reference was made to the following issues:-

- Clarification of the procedure following an allegation of whistleblowing and the role of Internal Audit in this regard
- Clarification of the number of staff employed within Internal Audit
- Clarification of the process applied for officers to make declarations of interest across the Council and how are they monitored and kept up to date
- Clarification of what checks were made to ensure officers are declaring interests and where they are registered and who has access to these declarations
- Clarification of what mechanisms/safeguards were in place that would identify an officer having an interest when officers were advising Members on issues
- Clarification as to whether officer declarations were available under Freedom of Information and if not why not
- Clarification of what the current position was regarding proposals by Government to introduce the same requirements for officer declarations as those of Elected Members which include being accessible by the public
- The view that the Head of Internal Audit should be required to submit all whistleblowing cases to the Corporate and Governance and Audit Committee and not just those that he regards as having major concerns whilst maintaining the confidentiality of the whistleblower when presenting such information
- Clarification as to whether officers terms and conditions of employment require them to declare conflicts of interest
- To suggest that whistleblowing should be included as part of the newly Elected Members induction training

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the Head of Internal Audit be requested to submit all whistleblowing cases to the Corporate and Governance and Audit Committee on a regular basis whilst maintaining complete confidentiality of the identity of the whistleblower/s concerned.
- (c) That, the Chief Officer (Human Resources) prepare a report on the following specific issues for consideration at the Board's next meeting on 17<sup>th</sup> May 2011:-
  - the process applied for officers to make declarations of interest across the Council and how are they kept up to date and monitored
  - what checks are made to ensure that officers are declaring interests and details of where the declarations are kept and who has access to them
  - what mechanisms/safeguards are in place that would identify an officer having an interest when officers were advising Members on issues
  - whether officer declarations are available under Freedom of Information and if not why not

- what the current position is regarding proposals by Government to introduce the same requirements for officer declarations as those of Elected Members which include being accessible by the public
  - to identify whether officers terms and conditions of employment require them to declare conflicts of interest
- (d) That whistleblowing be included as part of the newly Elected Members induction training.

(Councillor G Harper left the meeting at 12.25pm during discussions of the above item)

(Councillor M Rafique left the meeting at 12.30pm during discussions of the above item)

**161 Date and Time of Next Meeting**

Tuesday 17<sup>th</sup> May 2011 at 10.00am (Pre meeting for Board Members at 9.30am)

(The meeting concluded at 1.05pm)

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## SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 20TH APRIL, 2011

**PRESENT:** Councillor J Procter in the Chair

Councillors J Akhtar, B Atha, B Chastney,  
J Elliott, P Grahame, G Harper, J Jarosz,  
M Lobley, R Pryke, M Rafique and  
M Robinson

B Woroncow (Co-optee – non voting)

**162 Chair's Opening Remarks**

The Chair welcomed everyone to the call-in meeting.

**163 Declaration of Interests**

There were no declarations of interest made at the meeting.

**164 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received on behalf of Councillors D Atkinson and S Smith.

Notification had been received for Councillor P Grahame to substitute for Councillor D Atkinson and for Councillor B Chasney to substitute for Councillor S Smith.

**165 Call-in of Decision - Briefing Paper**

The Head of Scrutiny and Member Development submitted a report regarding the procedural aspects of the call-in process.

Members were advised that the options available to the Board in respect of this particular called-in decision were:-

Option 1 – **Release the decision for implementation.** Having reviewed the decision, the Scrutiny Board (City Development) could decide to release it for implementation. If this option was chosen, the decision would be released for immediate implementation and the decision could not be called-in again.

Option 2 – **Recommend that the decision be reconsidered.** Having reviewed the decision, the Scrutiny Board (City Development) may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the Executive Board.

In the case of an Executive Board decision, the report of the Scrutiny Board will be presented to the next available meeting. The Executive Board will reconsider its decision and will publish the outcome of its deliberations within the minutes of the meeting. The decision may not be Called In again whether

Minutes approved as a correct record at the meeting  
held on Tuesday, 17th May, 2011

or not it was varied.

**RESOLVED** – That the report outlining the call-in procedures be noted.

**166 Call In - Garforth Squash and Leisure Centre**

The Head of Scrutiny and Member Development submitted a report, together with background papers, relating to a review of a decision made by the Executive Board on 30<sup>th</sup> March 2011 in relation to 'Garforth Squash and Leisure Centre'.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Copy of the completed call-in request form
- Garforth Squash and Leisure Centre – Report of the Acting Director of City Development submitted to the Executive Board meeting held on 30<sup>th</sup> March 2011
- Relevant extract of the Executive Board minutes of 30<sup>th</sup> March 2011

The decision had been called-in for review by Councillors A Lamb, D Schofield, B Anderson, C Fox and P Harrand on the following grounds:-

- A lack of clarity of aims and outcomes
- Insufficient information and lack of explanation of all the options considered and details of the reason for the decision taken by the Executive Board
- A lack of openness and transparency and concerns as to what was being proposed
- The 2000 plus named petition of local residents showing the level of local concern
- The lack of a business plan and opportunity to other possible providers
- Concerns about the overall process, particularly the level of detail in the Executive Board report

Councillors A Lamb and D Schofield attended the meeting and gave evidence to the Board as to why they had called this item in and responded to Members' questions and comments.

The following representatives were also in attendance:-

Councillor A Ogilvie, Executive Member with portfolio responsibility for leisure  
Martin Farrington, Acting Director of City Development  
Richard Mond, Chief Recreation Officer, City Development  
Mark Allman, Head of Sport and Active Recreation, City Development

In summary, the main points raised by Councillors A Lamb and D Schofield were the need:-

- The concerns about the overall process, particularly the level of accurate detail in the Executive Board report
- That discussions were ongoing with the School Partnership Trust regarding the lease and potential business plan of the Garforth Squash Club and Leisure Centre which, again, was not reflected within the Executive Board report
- That Garforth Squash and Leisure Centre was viewed as a valuable asset to the Community
- That, in view of the above reasons, the Executive Board report should be referred back for re-consideration

In explaining the reasons for the Executive Board decision, Councillor Ogilvie and officers made the following comments:-

- The need to progress a proposal for community asset transfer for Garforth Sports Centre resulting from a reduction in the sports budget for 2011/12
- The need to recognise that timing was an issue in securing the continuation of a community resource in Garforth
- To recognise that a business plan would be brought forward in due course

The Chair then invited questions and comments from Board Members be put to Councillors Lamb and Schofield, the Executive Board Member and officers on the evidence submitted.

In summary, the main areas of discussion were:-

- Clarification of the discussions to date between the School Partnership Trust and the Garforth Academy
- Clarification of the process to date, together with the involvement between the local Ward Member, the Trust and officers on this issue
- Clarification of the process in relation to the business plan and whether or not consideration had been given to introducing a Plan 'B' should the current proposals not go ahead
- Clarification of the Community Asset transfer process and the leasing arrangements
- Clarification of the future of the bodyline service provided at Garforth Squash and Leisure Centre
- Clarification of the heads of terms that had been drafted and shared with the School Partnership Trust and the reassurances sought that the terms were not similar to the PFI programme
- Clarification of the repairs required at Garforth Squash Club and Leisure Centre estimated to be £348, 650 and whether the Schools Partnership Trust would be responsible for these under the 'repairing obligation' set out in the Heads of Terms

Following this process, the Chair allowed officers and the Call-In signatories to sum up.

In conclusion, the Chair thanked Councillors Lamb and Schofield, together with Councillor Ogilvie and officers for their attendance and contribution to the call in meeting.

**RESOLVED-** That the report and information provided be noted.

**167 Outcome of Call-In**

Following consideration of evidence presented to them, the Board passed the following resolution:-

**RESOLVED** – That the decision be referred back to the Executive Board on the grounds that there were concerns that the School Partnership Trust (SPT) had not agreed to take on this facility, that there was no business plan submitted to Executive Board as to how the future service delivery at this facility for community use will be delivered, no reference to repair costs that will have to be incurred by the Council under the proposed Heads of Term before SPT take on the repairing obligation and that only a single organisation had been approached with a view to transferring the Council's asset.

(The meeting concluded at 2.50pm)

## SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 17TH MAY, 2011

**PRESENT:** Councillor J Procter in the Chair

Councillors B Cleasby, J Elliott, C Fox,  
P Grahame, R Grahame, M Lobley,  
R Pryke and M Rafique

B Woroncow (Co-optee)

### 168 Chair's Opening Remarks

The Chair welcomed Councillor B Cleasby to the meeting who had been appointed to fill the current vacancy on the Board and Councillors C Fox, P Grahame and R Grahame who were attending as substitutes.

### 169 Late Items

The Chair agreed to accept the following documents as supplementary information:-

- Response to Report of Working Group on Holme Farm, Temple Newsam – Report of the Acting Director of City Development (Agenda Item 8) (Minute 174 refers)
- Update on External Arts Grants to Leeds Organisations – Report of Chief Libraries, Arts and Heritage Officer (Agenda Item 9) (Minute 175 refers)
- E mail received from the Friends of Leeds Kirkgate Market dated 17<sup>th</sup> May 2011 (Agenda Item 10) (Minute 176)

The documents were not available at the time of the agenda despatch, but made available on the Council's Internet site prior to the Board meeting.

### 170 Declaration of Interests

The following personal interests were declared at the meeting:-

- Councillor J Procter in his capacity as Chair of the Leeds Grand Theatre Board and also as a trustee of Northern Ballet Theatre (Agenda Item 9) (Minute 175 refers)
- Councillor R Grahame in his capacity as a Member of the GMBAT Union (Agenda Item 10) (Minute 176 refers)

### 171 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors D Atkinson, G Harper, J Jarosz and M Robinson.

Notification had been received for Councillor P Grahame to substitute for Councillor J Jarosz; Councillor R Grahame to substitute for Councillor G Harper and Councillor C Fox to substitute for Councillor M Robinson.

Minutes approved as a correct record at the meeting held on Tuesday, 28<sup>th</sup> June 2011

## **172 Minutes of the Previous Meetings**

A copy of the minutes of the meeting held on 20<sup>th</sup> April and the Call-In meeting of the same date were submitted.

In relation to Minute 159 of the meeting held on 20<sup>th</sup> April 2011, Councillor R Grahame sought clarification of which previous Executive Member and Director was involved in relation budget matters on Leisure Centres.

**RESOLVED** – That the minutes of the meeting held on 20<sup>th</sup> April 2011 and the Call-in meeting held on the same date be confirmed as a correct record.

## **173 Officer Registration of Interests**

Referring to Minute 160 of the meeting held on 20<sup>th</sup> April 2011, the Head of Scrutiny and Member Development submitted a report on Officer Registration of Interests.

Appended to the report was a copy of a document entitled 'Officer register of interests – Report of Head of Human Resources (HR Governance)' for the information/comment of the meeting.

The following representatives were in attendance and responded to Members' queries and comments:-

Dave Almond, Head of Human Resources, Resources  
Neil Hunter, Head of Internal Audit, Resources

The Board then responded to the main points of discussion.

In summary, a number of issues and comments were made including:-

- The fact that the Employee Code of Conduct had recently replaced the former Officer Code of Conduct
- That the administrative procedures in place as a consequence of the Employee Code of Conduct require all employees with relevant interests to declare them at least once a year
- That staff were reminded annually of this duty to declare their interests. It was reported that this had last been undertaken on 11<sup>th</sup> April 2011
- That staff identified by Directors as "high risk" posts were specifically targeted particularly if they were politically restricted posts, or graded JNC Chief Officers (or above). Members asked what salary level this related to and officers advised that it was £45,000pa and above
- That the average return rate from all Directorates in respect of the most recent reminder was 90% following one request to complete a return and a reminder. One Directorate's return was only 62% whilst City Development Directorate's return was 93%. Directors would now be pursuing those non returns in respect to "high risk" posts with a view to achieving a 100% return rate

- The fact that unlike Members declarations of interest employee declarations of interests were exempt from disclosure under the Freedom of Information legislation as it was personal information within the meaning of the Data Protection Act
- The fact that the current Government had confirmed that it does not intend to proceed with the introduction of a national officer code of conduct
- That the arrangements outlined in the report did not include the ALMOs as they would have their own arrangements in place
- The suggestion that some London Boroughs have introduced a voluntary declaration scheme for officers which were published on the internet
- That in accordance with the Council's terms and conditions of service the onus is on individual officers to make any necessary declarations of interest and that appropriate training and guidance was offered and provided by the Business Support Centre and the relevant Directorate's
- Concerns as to the process and whether it was fit for purpose

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That Scrutiny Board (Resources and Council Services) be asked to undertake an inquiry on officers declarations of interest to identify the effectiveness of the current arrangements and whether it was fit for purpose.

**174 Inquiry to Review Home Farm, Temple Newsam - Draft Final Report and Recommendations**

Referring to Minute 122 of the meeting held on 8<sup>th</sup> March 2011, the Head of Scrutiny and Member Development submitted a report on the draft final report and recommendations in relation to the Inquiry to review Home Farm, Temple Newsam.

Appended to the report was a copy of the draft final report, along with a summary of evidence considered during the Inquiry for the information/comment of the meeting.

In addition to the above documents, a report on the response to the report of the Board's Working Group by the Acting Director of City Development was circulated as supplementary information.

The following representatives were in attendance and responded to Members' queries and comments:-

Martin Farrington, Acting Director of City Development  
 Richard Mond, Chief Recreation Officer, City Development  
 Sean Flesher, Head of Parks and Countryside, City Development

Prior to discussing the issue, the Chair expressed his concerns, on behalf of the Board, that the Acting Director's comments in his report seemed to

Minutes approved as a correct record at the meeting  
 held on Tuesday, 28<sup>th</sup> June 2011

contradict some aspects of the agreement the Working Group thought it had achieved during their deliberations with relevant officers of his Directorate and sought reassurances from officers that the Working Groups proposals and recommendations would be implemented.

The Chief Recreation Officer and the Head of Parks and Countryside responded and confirmed that in the main they did support the proposals and recommendations, except with reservations around whether the farm could truly operate on a commercial basis and the practical difficulties because of health and safety issues, of using volunteers to reduce operating costs.

The Board then responded to the main points of discussion.

In summary, specific reference was made to the following issues:-

- clarification of the role and duties of the single Farm Manager post
- clarification of the rationale behind the proposal to reduce posts
- clarification of the 2009/10 income figures outlined in the Temple Newsam Farm Account (Appendix 2 refers)
- the need to address the budget elements prior to the report being presented to Executive Board
- clarification of the current car parking charging policy at Home Farm

#### **RESOLVED –**

- a) That the comments, report and appendices of the Acting Director of City Development to the Board's final report and recommendations be noted.
- b) That approval be given to the Board's final report and recommendations as submitted and without amendment.
- c) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports as set out in Scrutiny Procedure Rule 15.1.

#### **175 Grants to Culture and Sport Related Organisations**

Referring to Minute 128 of the meeting held on 8<sup>th</sup> March 2011, the Head of Scrutiny and Member Development submitted a report on Grants to Culture and Sport Related Organisations.

Appended to the report were copies of the following documents considered by the Grants to Culture and Sport Related Organisations Working Group for the information/comment of the meeting:-

- Notes of the Grants to Culture and Sport Related Organisations Working Group for Scrutiny Board (City Development) held on 14<sup>th</sup> February 2011
- Grants to Cultural Organisations – Working Group Paper – 14<sup>th</sup> February – Report of the Chief Libraries, Arts and Heritage Officer



In addition to the above documents, a report prepared by the Chief Libraries, Arts and Heritage Officer on External Arts Grants to Leeds Organisations updating Members on the current position was circulated as requested .

The following representatives were in attendance and responded to Board Members' queries and comments:-

Martin Farrington, Acting Director of City Development  
Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, City Development.

The Board then responded to the main points of discussion.

In summary, specific reference was made to sustainability issues and clarification of the process in relation to costs around insurance cover of individual bodies.

The Chief Libraries, Arts and Heritage Officer responded and informed the meeting that costs around insurance cover of individual bodies was a complex issue. She agreed to circulate relevant details to Board Members via the Board's Principal Scrutiny Adviser.

#### **RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the note of the Working Group meeting held on 14<sup>th</sup> February 2011 and the report of the Chief Libraries, Arts and Heritage Officer considered at that meeting be received and noted.
- c) That the report updating Members on the current position with regard to West Yorkshire Grants and other related issues be noted.
- d) That the Executive Board be asked to approve the following proposals:-
  - that in view of the grants provided by Leeds City Council through West Yorkshire Grants being critical for the survival of many cultural organisations, the money currently allocated by West Yorkshire Grants to arts and culture organisations be ring fenced to the arts and culture
  - that the true value of the Council's support to all organisations should be stated and reflected in the grant making and assessing process
  - that a comprehensive public review of all grants should take place to ensure transparency and openness and that specific consideration should be also given to the disparity between similar organisations

#### **176 Inquiry to Review the Future of Kirkgate Market - Draft Final Report and Recommendations**

Referring to Minute 123 of the meeting held on 8<sup>th</sup> March 2011, the Head of Scrutiny and Member Development submitted a report on the draft final report and recommendations in relation to the Inquiry to review the future of Kirkgate Market.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Report of the Acting Director of City Development – Kirkgate Market – 17<sup>th</sup> May 2011
- Review of the Future of Kirkgate Market – Scrutiny Inquiry Report – Draft dated 27<sup>th</sup> April 2011

In addition to the above documents, a copy of an e mail received from the Friends of Kirkgate Market dated 17<sup>th</sup> May 2011 was circulated as supplementary information.

The following representatives were in attendance and responded to Board Members' queries and comments:-

Martin Farrington, Acting Director of City Development  
Cath Follin, Head of City Centre and Markets, City Development  
Sue Burgess, Markets Manager, City Development

In addition to the above representatives, the Chair invited Liz Laughton, National Market Traders Federation, Kirkgate Branch; Michelle Hocken, Market Trader and Jo Williams, consultant to the National Market Traders Federation's Kirkgate Branch to comment on the conclusions and recommendations contained in the draft final report.

#### **RESOLVED –**

- a) That the comments and contents of the report of the Acting Director of City Development and appendices be noted.
- b) That approval be given to the Board's final report and recommendations subject to (c) below.
- c) That, where appropriate, the Board's Principal Scrutiny Adviser be requested to incorporate the points outlined in the e mail received from the Friends of Kirkgate Market within the Board's final report and recommendations.
- d) That the most up to date figures in relation to the number of voids (empty stalls) be provided by the Head of City Centre and Markets and included in the Board's final report and recommendations.
- e) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports as set out in Scrutiny Procedure Rule 15.1.
- f) That a vote of thanks be conveyed to officers and market traders for their attendance and contribution to the Inquiry to Review the Future of Kirkgate Market.

#### **177 Chair's Closing Remarks**

The Chair reminded Members that this was the last Board meeting within the current municipal year. He personally thanked Board Members; Barbara Woroncow, the Board's Co-optee for her expertise and to the external witnesses for their support during the year.

(The meeting concluded at 12.25pm)

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## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 11TH APRIL, 2011

**PRESENT:** Councillor B Anderson in the Chair

Councillors G Driver, P Ewens,  
R Grahame, G Hyde, L Mulherin and  
P Wadsworth

### 111 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of the Scrutiny Board (Environment and Neighbourhoods).

### 112 Declarations of Interest

Councillors Driver, G Hyde and R Grahame declared a personal interest in agenda item 8, Inquiry into Intelligence Gathering and Sharing (Safer Leeds), in their capacity as ALMO Directors. Councillor Driver also declared a personal interest in his capacity as a Member of Belle Isle Tenant Management Organisation (BITMO). (Minute No. 118 refers)

### 113 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

### 114 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 14<sup>th</sup> March 2011 be confirmed as a correct record.

### 115 Matters Arising from the Minutes

Minute No. 105 – Environment and Neighbourhoods Performance Report – Quarter 3 2010/11

The Principal Scrutiny Advisor, Richard Mills, reported that he had provided a response to Councillor R Grahame concerning blocked gullies on York Road, including the frequency of clean.

### 116 Trial of Pavement Advertising in Leeds City Centre

Further to Minute No. 93 of the meeting held on 14<sup>th</sup> February 2011, the Head of Scrutiny and Member Development submitted a report which presented the Scrutiny Board with the views of all the relevant Council Directorates on the trial of controlled clean advertising on designated areas of pavement in Leeds City Centre.

Draft minutes to be approved at the next meeting

The following information was appended to the report for Members' information:

- Map of designated areas in Leeds City Centre for the trial of pavement advertising
- List of Members consulted by a briefing note (Ward Members and City Centre Plans Panel)
- Advertising Content Guidance Notes.

The Chair welcomed to the meeting, Councillor Richard Lewis, Executive Member (Development and Regeneration), and the following officers to present the report and respond to Members' questions and comments:

- Martin Farrington, Acting Director of City Development
- Graham Wilson, Head of Environment Action and Parking
- John Ebo, Deputy Head of Service, City Centre Management.

In brief summary, the key areas of discussion were:

- Concerns about the consultation process, particularly the timescales involved and the lack of engagement with Elected Members. The Scrutiny Board was informed that no feedback had been received from members of the public.
- The need to ensure a co-ordinated response from Council departments, i.e. Planning, Highways, Streetscene, etc.
- Concern that pavement advertising sent out the wrong message that graffiti was acceptable. The Executive Member (Development and Regeneration) pointed out that unlike graffiti, pavement advertising was inoffensive and disappeared after a short period of time.
- Confirmation that the trial of pavement advertising was restricted to specific parts of Leeds City Centre.

#### **RESOLVED –**

- (a) That the report and information appended to the report be noted.
- (b) That the Scrutiny Board notes the intention to continue with the trial to completion. On completion of the trial a report which takes into account comments from the Scrutiny Board will be produced and submitted to the Executive Board, following discussion with the Executive Member (Development and Regeneration) and Ward Members on the outcome of the trial.

#### **117 Inquiry into Intelligence Gathering and Sharing (Safer Leeds)**

Further to Minute No. 96 of the meeting held on 14<sup>th</sup> February 2011, the Head of Scrutiny and Member Development submitted a report which presented information as part of the Scrutiny Board's inquiry into intelligence gathering and sharing.

The Chair welcomed to the meeting, Councillor Gruen, Executive Member (Neighbourhoods and Housing) and the following officers and police representative to present the report and respond to Members' questions and comments:

- Neil Evans, Director of Environment and Neighbourhoods
- Liz Jarmin, Head of Safety and Safeguarding
- Inspector Steve Lavelle, Area Community Safety.

In brief summary, the main areas of discussion were:

- The need to establish a more consistent approach to information sharing.
- Exploring options as part of locality based working.
- Issues around extending the use of Police Community Support Officers (PCSOs), particularly in relation to graffiti and needle finds.
- The role of multi-agency quest teams and the impact on local communities.
- Concern about proposed efficiency savings as part of the intelligence review.

#### **RESOLVED –**

- (a) That the report and information appended to the report be noted
- (b) That the comments raised at the meeting be used to inform further scrutiny in the 2011/12 municipal year.

#### **118 Burglary Joint Inspection Safer Leeds Partnership**

The Head of Scrutiny and Member Development submitted a report which presented the joint inspection report on burglary in Leeds.

The following Executive Member, officers and police representative attended the meeting and responded to Members' questions and comments:

- Councillor Gruen, Executive Member (Neighbourhoods and Housing)
- Neil Evans, Director of Environment and Neighbourhoods
- Liz Jarmin, Head of Safety and Safeguarding
- Inspector Steve Lavelle, Area Community Safety.

In brief summary, the key areas of discussion were:

- Encouraging private sector landlords to extend their responsibilities to include matters involving health and security.
- Raising awareness of the Landlord Accreditation Scheme and links with student unions.
- Development of licensing arrangements in relation to Housing Management Organisations (HMO's).
- Challenges imposing responsibilities on non-registered landlords.

- Supporting residents not eligible for grants, etc, to protect their home.
- Concern about the large reduction in area based funding and the impact on local communities.
- A suggestion that a representative of the Crown Prosecution Service could be invited to attend a future meeting of the Scrutiny Board.
- One Member requested a copy of the Police Reform Bill be forwarded to the Scrutiny Board.

The Chair thanked officers and representatives for their attendance at the meeting, particularly Councillor Gruen, Executive Member (Neighbourhoods and Housing), for his overall contribution to the Scrutiny Board's work during the year.

#### **RESOLVED –**

- (a) That the report and information appended to the report be noted
- (b) That the comments raised at the meeting be used to inform further scrutiny in the 2011/12 municipal year.

#### **119 Review of Household Waste Sorting Sites (HWSS)**

The Director of Environment and Neighbourhoods submitted a report which provided the Scrutiny Board with an update on the findings of the ongoing review into operational practices of HWSS.

The Chair welcomed to the meeting the following officers to present the report and respond to Members' questions and comments:

- Andrew Mason, Chief Environmental Services Officer
- Susan Upton, Head of Waste Management Services.

In brief summary, the main points of discussion were:

- Concerns about the proposed revised opening hours at HWSS, particularly due to noise disturbance and the impact on traffic. The Board was advised that there was a need to ensure a consistent approach across the city. The revised opening hours were in line with other core cities. In response to concerns about noise disturbance, it was reported that levels of noise were being monitored and a noise barrier was being installed at the site referred to.
- Concerns that the increase in recycling facilities was not consistent across all sites.
- Issues associated with disposing of commercial waste and proposed trial of Automatic Number Plate Recognition (ANPR). The Scrutiny Board discussed raising this issue with the Executive Member (Environmental Services).
- Confirmation that Trade Unions had been consulted on the proposals.



- Ongoing work in relation to behavioural attitudes to inform the city strategy.
- Future update report to include a focus on a textiles strategy.
- Greater support required for individuals that had no access to a car, especially students and those from deprived areas.
- Suggestion to extend the opening hours on bank holidays and weekends – Members were reminded of the need to ensure consistency across sites.
- Concerns about poor lighting on site due to the revised opening hours – discussions with officers and trade unions were already underway.

**RESOLVED –**

- (a) That the report and information appended to the report be noted
- (b) That the Scrutiny Board supports the changes required to operational staffing arrangements in order to implement amended opening hours across all sites which was in accordance with the Board's recommendations on this matter following its inquiry on recycling.
- (c) That the Scrutiny Board supports the proposed Automatic Number Plate Recognition (ANPR) trial.

(Councillor G Hyde left the meeting at 12 noon at the conclusion of this item.)

**120 Recommendation Tracking**

The Head of Scrutiny and Member Development submitted a report which requested Members to confirm the status of recommendations from previous scrutiny inquiries.

Appended to the report was the recommendation tracking flowchart and draft status of recommendations.

The Principal Scrutiny Advisor, Richard Mills, presented the report.

In brief summary, the main highlighted points were:

- Confirmation in relation to recommendation 3, that the Waste Resources Action Programme (WRAP) had completed its report on the collection of glass at the kerbside. Susan Upton, Head of Waste Management Services, undertook to provide the Scrutiny Board with a copy of the report.
- Confirmation in relation to recommendation 19, that the business waste handbook was being promoted to all businesses in Leeds.

**RESOLVED –**

- (a) That the report and information appended to the report be noted; and
- (b) That the Board agrees the status of recommendations, subject to recommendation 14 being given a status of 4, not achieved (progress made acceptable – continue monitoring, and recommendations 9 and 10 being

Draft minutes to be approved at the next meeting

given a status of 5, not achieved (progress made not acceptable – continue monitoring).

## **121 Annual Report 2010/11**

The Head of Scrutiny and Member Development submitted a report which presented the Board's contribution to the Annual Scrutiny Report 2010/11.

The Principal Scrutiny Advisor, Richard Mills, presented the report.

In relation to the Board's Inquiry into Gypsies and Travellers Site Provision within Leeds, it was agreed to include reference to attendance from different political groups.

**RESOLVED** – That the Board's contribution to the Annual Scrutiny Report 2010/11 be approved, as amended.

(Councillor Wadsworth left the meeting at 12.12 pm during the consideration of this item.)

## **122 Work Programme, Executive Board Minutes and Forward Plan of Key Decisions**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report was the current version of the Board's work programme, the minutes of the Executive Board meeting held on 9<sup>th</sup> March 2011, and an extract from the Forward Plan of Key Decisions for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> July 2011.

The Principal Scrutiny Advisor, Richard Mills, presented the report.

It was advised that feedback on dog control orders was being reported back to the June Scrutiny Board (Environment and Neighbourhoods).

**RESOLVED** – That subject to the comment raised at the meeting, the work programme be approved.

(The meeting concluded at 12.14 pm.)

## SCRUTINY BOARD (ADULT SOCIAL CARE)

WEDNESDAY, 13TH APRIL, 2011

**PRESENT:** Councillor T Hanley in the Chair

Councillors B Cleasby, P Grahame,  
S Hamilton, A Hussain, V Kendall,  
M Lyons, R Pryke, K Renshaw, D Schofield  
and S Varley

**CO-OPTEEs** J Fisher and S Morgan

### 90 **Declarations of Interest**

Joy Fisher and Sally Morgan declared personal interests as Service Users.

### 91 **Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted on behalf of Councillor P Davey and Co-opted Member, Mrs B Smithson. Councillor P Grahame was in attendance as substitute.

### 92 **Minutes - 4 and 16 March 2011**

**RESOLVED** – That the minutes of the meetings held on 4 and 16 March 2011 be confirmed as a correct record.

### 93 **Response to the Tri-Centre Group submissions in relation to the recommendation to the reconfiguration of Leeds City Council Mental Health Day Services Response to UNISON Concerns in relation to Crisis Centre and Day Services Reconfiguration Equality Impact Assessments**

The report of the Head of Scrutiny and Member Development referred to the meeting of 16 March 2011 when the Board heard representations from the Tri-Centre Group in relation to the reconfiguration of Leeds City Council Mental Health Services and from UNISON in relation to reconfiguration Equality Impact Assessments.

Appended to the report were detailed responses of the Director of Adult Social Services to the representations from the Tri-Centre Group and UNISON. Sandie Keene, Director of Adult Social Services attended the meeting and gave the Board an overview of the responses. The Board was also asked to endorse the recommendation that the matter regarding the reconfiguration of services be returned to Executive Board, advising that the recommendation should not be implemented pending the formalisation of the existing consultation.

In response to Members' comments and questions, the following issues were discussed:

- The need to consult on future reconfiguration of services and how pathways to Mental Health support should be supported. There was a need to look at all services provided across the City including those within the voluntary sector and any areas of overlap or gaps need to be identified.
- The challenge to provide improved quality of services and deliver change with diminished budgets.
- Provision of support within the community and helping people to achieve independence.
- Members welcomed the approach to take the recommendation back to the Executive Board.

**RESOLVED –**

- (1) That the content of the report and its conclusion (Response to Tri-Centre Group submission) be noted and endorsed.
- (2) That the content of the report (Response to UNISON concerns) be noted.

**94 Recommendation Tracking - Supporting Working Age Adults with Severe and Enduring Mental Health Problems**

The report of the Head of Scrutiny and Member Development gave a progress report on the recommendation tracking following the Board's Inquiry into Supporting Working Age Adults with Severe and Enduring Mental Health Problems.

Members attention was brought to the appendix of the report which highlighted that of the six recommendations detailed in the report, four of these were considered to have been achieved and the remaining two had seen acceptable progress.

**RESOLVED –** That the progress status on the achieved recommendations be accepted and that no further monitoring be required.

**95 Scrutiny Inquiry - Terms of Reference - Leeds Crisis Centre**

The report of the Head of Scrutiny and Member Development referred to the request for scrutiny from the Leeds Local Involvement Network (LINK) concerning the proposal to decommission the Crisis Centre. Draft terms of reference had been drawn up and were appended to the report for the Board's approval.

John Lennon, Chief Officer – Access and Inclusion, Adult Social Care was in attendance for this item.

Members' attention was brought to the scope of the Inquiry which would focus on future provision and exit strategies. It was reported that implementation of the decision to decommission the Crisis Centre had commenced following the outcome of the call-in meeting on 4 April and further issues highlighted included the following:

- Opening hours of the centre had now reduced and there would be no new referrals.
- Ongoing consultation was going on with staff; some staff had already found alternative employment.
- Ongoing discussion with the NHS regarding service provision.
- Future arrangements for Service Users and staff – it was suggested that the Terms of Reference be extended to include exit strategies for staff and some concern was expressed regarding the loss of professionally qualified staff.

**RESOLVED** – That the draft Terms of Reference be approved

(Councillor S Hamilton declared a personal interest in this item due to her employment with the NHS).

## **96 Inquiry into the Future of Residential and Day Care Provision for Older People in Leeds**

The report of the Director of Adult Social Services updated the Board on the programme of work developed to progress and implement the recommendations of Executive Board agreed in December 2010. It explained the circumstances and reasons for the delays in progressing to the next phase of the review and presented revised plans for the next phase. It also presented interim feedback from the consultation so far and provided opportunity for Members to consider this feedback before embarking on stage two of the more detailed consultation on the specific options for each individual home and day care centre affected.

Dennis Holmes, Chief Officer – Commissioning and John Lennon, Chief Officer – Access and Inclusion were in attendance for this item.

Members attention was drawn to the following:

- Consultation carried out so far – including public, residents, carers and staff.
- Details to be included and those to be consulted in stage two of the process.
- Negotiations with NHS Leeds.
- Timescales for the consultation

**RESOLVED** – That the report be noted.

(Councillor Cleasby declared a personal interest in this item due to his position with the Horsforth Living at Home Scheme)

Draft minutes to be approved at the next meeting

## 97 Domiciliary Care and Reablement Update

The report of the Director of Adult Social Services provided the Board with a progress update on the development and improvement work relating to Domiciliary Care and Reablement Services.

Emma Lewis, Programme Manager, Services Transformation joined Dennis Holmes and John Lennon for this item.

Members were reminded of the paper considered by Executive Board in November 2010 and given an overview of issues detailed in the report including the impact of staff departures under the Early Leaver's Initiative, commissioning of independent/voluntary sector services and the future of in house services which would eventually be reported back to Executive Board.

In response to Members comments and questions, the following issues were discussed:

- Choice for service users – it was reported that service change was partially driven by staff changes due to the Early Leavers Initiative. The option for service users to remain with the in house services would be kept wherever possible. Direct payments could also be used as an option when choosing service provision.
- Differences in cost between public and independent sector costs, particularly in relation to staffing costs. Measures to reduce in house staffing costs had included restructuring of services and progress made in reducing sickness absence through managing attendance.
- The role of Neighbourhood Networks in the reablement process.

**RESOLVED** – That the report and discussion be noted.

## 98 Summary of Progress in Response to Self Directed Support Inquiry Recommendations

The report of the Director of Adult Social Services provided a summary of progress of Adult Social Services in response to recommendations contained within the Self Directed Support: Scrutiny Inquiry Report. John Lennon and Dennis Holmes were in attendance for this item.

In response to Members comments and questions, the following issues were discussed:

- Safeguarding risk for individuals – it was reported that best practice guidance had been developed and training for staff had been undertaken. Emergency contact cards had been issued to service users as part of risk management arrangements.
- All facilities that provided personal care were monitored and regulated by the Care Quality Commission. Where individuals lived

independently or in supported accommodation, the responsibility for regulation was with the funding authority.

- Potential impact of the Localism Bill.
- There was a strong trend of voluntary sector involvement in Leeds and it was hoped to build on this support.
- Personalised budgets and cash payments.

**RESOLVED** – That the report be noted.

## **99 Annual Report 2010/11**

The report of the Head of Scrutiny and Member Development presented the Board's contribution to the Scrutiny Boards Annual report.

The contribution included an introduction and summary from the Chair and also summarised the work and Inquiries carried out by the Board over the previous year.

The Chair thanked Members and Co-optees for their contribution over the past year and also extended his thanks to officers and all other organisations involved in contributing to the work of the Board.

**RESOLVED** – That the Board's contribution to the composite Annual Report for 2010/11 be approved.

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## SCRUTINY BOARD (HEALTH)

TUESDAY, 22ND MARCH, 2011

**PRESENT:** Councillor M Dobson in the Chair

Councillors S Armitage, P Ewens,  
P Harrand, A Hussain, J Illingworth,  
G Kirkland, G Latty and E Taylor

**CO-OPTEEs** Mr A Giles Leeds Local Involvement  
Network

### 88 Chair's Opening Remarks

The Chair welcomed everyone to the March meeting of the Scrutiny Board (Health).

### 89 Late Items

The Chair agreed to accept the following documents as supplementary information:-

- Written submission from Janette Walker (Agenda Item 7) (Minute 93 refers)
- Summary Points provided by NHS Leeds (Agenda Item 8) (Minute 94 refers)
- Revised Health and Wellbeing City Priority Plan 2011 to 2015 (Page 106) (Agenda Item 10) (Minute 96 refers)

The documents were not available at the time of the agenda despatch, but made available on the Council's Internet site immediately after the meeting.

In relation to the general issue of late supplementary information, the Board raised their concerns about information being circulated on the day of the meeting and requested the Board's Principal Scrutiny Adviser to monitor this situation.

### 90 Declarations of Interest

Councillor E Taylor made a general declaration of personal interest in respect of today's agenda, in her capacity as an NHS employee.

Councillor M Dobson declared a personal interest in his capacity as knowing the two individuals who brought the request for scrutiny (Agenda Item 7) (Minute 93 refers)

### 91 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted on behalf of Emma Stewart.

**92 Minutes of the Previous Meeting**

In relation to the provision of playing fields in Leeds and the public health implications (Minute 86 refers), the Board noted the importance and benefits of physical activity and the need to promote this message more widely.

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> February 2011 be confirmed as a correct record.

**93 Request for Scrutiny - Health Implications associated with the decision to reduce the opening hours of Garforth Squash and Leisure Club**

The Head of Scrutiny and Member Development submitted a report on a request for scrutiny that had been received in relation to the health implications associated with the decision to reduce the opening hours of Garforth Squash and Leisure Centre.

The Chair, having previously declared a personal interest in this item, informed the meeting that following legal advice, he was allowed to Chair this item as he had not been part of the decision-making process which would reduce the opening hours of Garforth Squash and Leisure Centre.

Natalie Mitchell, spokesperson was in attendance to present the key issues and to address any specific questions identified by the Scrutiny Board.

At the request of the Chair, the Principal Scrutiny Adviser read out the contents of a written submission from Janette Walker who had conveyed her apologies for today's meeting.

In brief summary, the main points of discussion were:

- The overall wellbeing and public health benefits associated with sport and leisure activities, particularly in relation to the current provision at Garforth Squash and Leisure Centre.
- The potential and implications of reduced opening hours, including:
  1. Reduced access - in particular for those living in the East in the City;
  2. Negative impact associated with the obesity agenda, particularly in relation to children and young people;
  3. Environmental impacts, such as increased car journeys and associated pollution.
- The proposed Community Asset Transfer and the need for the leisure centre to be run on a proper basis for the benefit of the local community.
- The need to seek advice from the Director of Public Health regarding the likely health implications associated with the decision.

**RESOLVED-**

- a) That the contents of the report and supplementary information be noted.
- b) That a vote of thanks be conveyed to Ms Mitchell for her excellent presentation and contribution to the meeting.

Minutes approved as a correct record at the meeting held on Tuesday, 26th April, 2011

- c) That the request for scrutiny associated with the health implications of the decision to reduce the opening hours of Garforth Squash and Leisure Club be approved.
- d) That a time-limited working group be established to consider this issue and that the Principal Scrutiny Officer be requested to prepare relevant terms of reference.
- e) That the Principal Scrutiny Adviser be requested to invite Ms Mitchell and Ms Walker to attend as co-opted members on the Working Group.

#### **94 NHS Operating Framework 2011/12**

The Head of Scrutiny and Member Development submitted a report on the introduction of the NHS Operating Framework 2011/12, issued by the Department of Health on 15 December 2010. The Operating Framework was a planning document that outlined the priorities for the NHS for 2011/12 and the report provided the opportunity for the Scrutiny Board (Health) to explore the local implications and any associated impacts.

Appended to the report was a copy of the 'NHS The Operating Framework for the NHS in England 2011/12' for the information/comment of the meeting.

In addition to the above documents, a copy of summary points provided by NHS Leeds was circulated at the meeting to assist Board Members with their deliberations.

The following representatives were in attendance to present the major implications for the coming year and to address any specific questions identified by the Scrutiny Board:

- Linda Pollard (Chair) – NHS Leeds
- Philomena Corrigan (Executive Director of Strategy and Commissioning) – NHS Leeds
- Mike Collier (Chair) – Leeds Teaching Hospitals NHS Trust (LTHT)
- Dr. Peter Belfield (Medical Director) – Leeds Teaching Hospitals NHS Trust (LTHT)
- David Richardson (Chair) – Leeds Community Healthcare
- Sam Prince (Managing Director) – Leeds Community Healthcare
- Frank Griffiths (Chair) – Leeds Partnerships Foundation Trust (LPFT)
- Jill Copeland (Director of Strategy and Partnerships) – Leeds Partnerships Foundation Trust (LPFT)

In brief summary, the main points raised by the above representatives were as follows:

#### Leeds Community Healthcare

- The move to an independent NHS Trust from 1<sup>st</sup> April 2011.
- Continuing to work closely with primary care and social care to deliver appropriate and cost-effective services.

## NHS Leeds

- Maintaining and improving quality and patient outcomes.
- Financial control, including focusing on efficiencies through procurement and use of estates.
- Maintaining an overview and developing the new system, in particular around:
  - GP Commissioning consortia
  - The new NHS Commissioning Board
  - Health and Wellbeing Boards
  - New Public Health England Service
- Significant governance and accountability issues associated with the proposed structural changes

## Leeds Partnerships NHS Foundation Trust

- Maintaining a focus on the aims of the 2015 Strategy, including:
  - Helping people achieve their potential;
  - Patient safety
  - Improving the patient experience
- Potential challenges of working with consortia /multiple commissioners
- Impact of personal health budgets
- Provider authority implications and the extension of services into York, Tadcaster and Selby

## Leeds Teaching Hospitals NHS Trust

- Workforce implications associated with reducing costs while improving quality
- Maintaining a focus on:
  - Providing worldclass treatment services
  - Becoming the hospital of choice
  - Becoming the employer of choice
  - Research and development
  - The Managing for Success Programme
- Significant financial pressures arising from:
  - The need to become more efficient
  - National tariff changes
  - Other funding changes (i.e. Teaching funding)
  - Strategic service changes
- Achieving Foundation Trust status
- Closer working with Social Services and GP commissioners

Arising from detailed discussions, in brief summary Board Members raised the following issues:

- Clarification of the commissioning process with specific reference to 2013 shadowing arrangements

- Clarification of the GP Consortia arrangements across the City
- Clarification of the potential implications of Leeds Partnerships Foundation Trust (LPFT) providing services across parts of North Yorkshire and the need for a report on this issue  
(The Director of Strategy and Partnerships (LPFT) responded and agreed to provide a paper on this for a future meeting of the Scrutiny Board (Health))
- Use of appropriate drugs and associated costs
- Clarification around staff development/career structures
- Clarification of the detail and implications of the Managing Success Programme, particularly in terms of:
  - Clear and open consultation with patients
  - The use of the Trust's estate/ premises
- The impact of integration and closer working with social services
- The work and role of the Transformation Board and how this informed current decision-making arrangements.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That a vote of thanks be conveyed to those organisations for their comments and contributions to the local implications and any associated impacts arising from the NHS Operating Framework.
- c) That the issues raised and discussed be readdressed at a future Board meeting to assess the progress been made in Leeds.

(Councillor S Armitage joined the meeting at 10.45am during discussions of the above item)

(Councillor A Hussain left the meeting at 11.25am during discussions of the above item)

(Councillors P Harrand and E Taylor left the meeting at 11.55am during discussions of the above item)

(Councillor G Kirkland left the meeting at 12:00 noon at the conclusion of the above item)

**95 Joint Performance Report Quarter 3 2010/11**

A joint report of Leeds City Council and NHS Leeds was submitted presenting the performance information summarising progress against the joint Council and NHS Leeds priorities as set out in the Leeds Strategic Plan, as well as key NHS Leeds priorities, for third quarter of 2010/11.

The following representatives were in attendance to present the key issues highlighted in the report and to address any specific questions identified by the Scrutiny Board:

- John England (Deputy Director) – Leeds City Council, Adult Social Services
- Brenda Fullard (Head of Healthy Living & Health Inequalities) – NHS Leeds
- Graham Brown (Performance Manager) – NHS Leeds

Minutes approved as a correct record at the meeting held on Tuesday, 26th April, 2011

The Head of Healthy Living & Health Inequalities updated the meeting on the mortality rates in Leeds. The Board noted and welcomed that rates had reduced in Leeds, although it was noted that there had been an increase in mortality rates in deprived areas (i.e. an increase in the gap between more prosperous and poorer areas) . Arising from discussions, it was noted that there was a continuing need to focus services on tackling health inequalities that were still prevalent across certain areas of the City.

It was recognised that with new and changing responsibilities around health and well-being, a change in approach across the Council would be needed to ensure that health and well-being issues were being given due consideration in other aspects of the Council work and across service boundaries.

It was agreed to circulate a copy of the most recent mortality data to Board Members for their information/attention, via the Principal Scrutiny Adviser..

The Board also discussed patient safety issues around the incidence of MRSA. Although not highlighted in the performance data presented, members noted the likely failure of achieving the target in this area (despite good progress earlier in the (financial) year). It was outlined that there appeared to be a correlation of the increased incidence with the poor weather conditions experienced in the early part of the (calendar) year.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Board notes that there would be a joint working group meeting with the Scrutiny Board (Children's Services) on 20<sup>th</sup> April 2011 in relation to teenage pregnancy; with the performance data presented at today's Scrutiny Board meeting informing discussions at the working group.

**96 New Strategic Plans 2011-15**

A joint report of the Chief Executive and Director of Public Health was submitted presenting the proposals for the new set of strategic planning documents for advice and consideration before these go to Executive Board and Council for approval.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- The new city planning framework (Appendix 1 refers)
- Outline Framework (Appendix 2 refers)
- How recent consultations were reflected in the new Plans (Appendix 3 refers)

The following representatives were in attendance to present the key issues highlighted in the report and to address any specific questions identified by the Scrutiny Board:

- Martin Dean (Deputy Head of Leeds Initiative and Interim Head of International Relations) – Leeds Initiative
- Brenda Fullard (Head of Healthy Living and Health Inequalities) – NHS Leeds
- John England (Deputy Director) – Leeds City Council, Adult Social Services
- Christine Farrar (Policy Director: Health Improvement and Partnerships) – Leeds Initiative

A copy of revised page 106 of the agenda pack regarding the Health and Wellbeing City Priority Plan 2011 to 2015 was circulated for the information/comment of the meeting and there was a brief discussion on the contents of the report and associated appendices.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Board wishes to place on record their thanks and appreciation to John England who was retiring from the Council at the end of March.

**97 Updated Work Programme 2010/11**

The Head of Scrutiny and Member Development submitted a report outlining the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report was a copy of the Scrutiny Board (Health) – Work Programme 2010/11 (Appendix 1 refers) for the information/comment of the meeting.

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

**RESOLVED -**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the outline work programme in accordance with the report now submitted.

**98 Date and Time of Next Meeting**

To note that the next meeting of the Scrutiny Board will be held on Tuesday 26<sup>th</sup> April 2011 at 10.00am (Pre meeting for Board Members at 9.30am).

(The meeting concluded at 12.30pm)

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## SCRUTINY BOARD (HEALTH)

TUESDAY, 26TH APRIL, 2011

**PRESENT:** Councillor S Armitage in the Chair

Councillors P Ewens, P Harrand,  
J Illingworth, G Latty, J Matthews and  
E Taylor

**CO-OPTED MEMBERS** Arthur Giles                      Leeds LINK  
Emma Stewart                                  Leeds LINK

### 99 Election of the Chair

It was announced at the beginning of the meeting that Councillor M Dobson, Chair of Scrutiny Board (Health) had conveyed his apologies due to illness. Therefore the Board were asked to appoint a Chair for this meeting.

Following a formal vote of those Members present, Councillor S Armitage was elected as Chair in the absence of Councillor Dobson.

### 100 Chair's Opening Remarks

The Chair welcomed everyone to the April meeting of the Scrutiny Board (Health).

### 101 Late Items

The Chair agreed to accept the following documents as supplementary information:-

- Dermatology Services in Leeds – Report of the Head of Scrutiny and Member Development, together with a submission document received from the Leeds Teaching Hospitals NHS Trust (LTHT)(Agenda Item 7)(Minute 105 refers)
- Leeds Alcohol Harm Reduction Plan (2011 – 2015) – Consultation - Report of the Head of Scrutiny and Member Development (Agenda Item 8)(Minute 106 refers)
- National Review of Children's Congenital Cardiac Services – Progress report - Report of the Head of Scrutiny and Member Development (Agenda Item 9)(Minute 107 refers)
- Recommendation Tracking - Report of the Head of Scrutiny and Member Development (Agenda Item 10)(Minute 108 refers)
- Scrutiny Board (Health) – Annual Report 2010/11 - Report of the Head of Scrutiny and Member Development (Agenda Item 11)(Minute 109 refers)
- Updated Work Programme 2010/11- Report of the Head of Scrutiny and Member Development (Agenda Item 12)(Minute 110 refers)

The documents were not available at the time of the agenda despatch, but made available on the Council's Internet site prior to and immediately after the meeting.

**102 Declarations of Interest**

Councillor E Taylor made a general declaration of personal interest in respect of today's agenda, in her capacity as an NHS employee.

Councillor J Illingworth in his a capacity as an attendee at the Public Inquiry for the Leeds Girl's High School (Agenda Item 12) (Minute 110 refers).

**103 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received on behalf of Councillors M Dobson and G Kirkland.

**104 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> March 2011 be confirmed as a correct record.

**105 Dermatology Services in Leeds**

The Head of Scrutiny and Member Development submitted a report presenting the Scrutiny Board (Health) with an updated position regarding the proposed development of dermatology services within Leeds.

Appended to the report were copies of the following documents for the information/comment of the meeting:

- An outline of some areas of progress provided by the Leeds Dermatology Patients Panel (Appendix 1 refers)
- A list of main issues/concerns that remain in relation to both in-patient and out-patient services (Appendix 2 refers)
- Letter from the Skin Care Campaign addressed to the Chair of the Scrutiny Board (Health) dated 12<sup>th</sup> April 2011 regarding treatment, care and support of patients with skin diseases in Leeds (Appendix 3 refers)

In addition to the above documents, a copy of a submission from Leeds Teaching Hospitals NHS Trust (LTHT) on Dermatology Services in Leeds was circulated to assist Board Members with their deliberations. The information provided consisted of:

- A briefing paper on the Trust's plans for the Dermatology Outpatient Service, including the associated timescales, and in response to concerns highlighted by the Leeds Dermatology Patient Panel (LDPP)
- Details of patient and public involvement
- Response to the inpatient concerns raised by Leeds Dermatology Patients Panel

- Response to the outpatient concerns raised by Leeds Dermatology Patients Panel

The following representatives were in attendance and to address any specific questions identified by the Scrutiny Board:

- Victor Boughton, Chair, Leeds Dermatology Patients Panel
- Professor Bill Cunliffe, Secretary, Leeds Dermatology Patients Panel
- Dr. Graham Johnson, Divisional Medical Manager, Medicine Division, LTHT
- Judith Lund, Directorate Manager, Specialty Medicine (LTHT)
- Philip Norman, Divisional General Manager (LTHT)
- Alan Sheward, Divisional Nurse Manager, Medicine Division (LTHT)

The Chair invited Victor Boughton and Professor Bill Cunliffe, Leeds Dermatology Patients Panel to briefly outline the specific concerns as at 13<sup>th</sup> April 2011 as referred to in Appendix 2 of the report.

Following this process, the Chair then invited Dr. Graham Johnson; Judith Lund; Philip Norman and Alan Sheward from the Leeds Teaching Hospitals NHS Trust (LTHT) to briefly respond to the concerns raised by Leeds Dermatology Patients Panel.

Arising from detailed discussions, Board Members raised their concerns about the lack of progress in the following specific areas:

- Infection control
- Ward signage (e.g. male and female toilets and bays)
- Ward lighting
- Cleaning regimes
- Staff morale
- Patient safety

In concluding, the Board requested representatives from the Leeds Teaching Hospitals NHS Trust (LTHT) to produce a report, in consultation with the Leeds Dermatology Patients Panel, detailing the outstanding issues with completion dates, together with a list of resolved issues, for circulation to Members.

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That a further report, detailing any outstanding issues with expected completion dates, together with a list of resolved issues, be prepared and circulated to members of the Board as soon as practicable.
- c) That the Principal Scrutiny Adviser be requested to arrange a visit of the Board to the Dermatology ward in the new Municipal year (June/July).

**106 Leeds Alcohol Harm Reduction Plan: 2011-15 - Consultation**

Referring to Minute 75 of the meeting held on 25<sup>th</sup> January 2011, the Head of Scrutiny and Member Development submitted a report providing the Scrutiny Board (Health) with the opportunity to comment on the draft Alcohol Harm Reduction Plan (2011-2015).

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- A copy of the Leeds draft Alcohol Harm Reduction Plan (2011-2015) (Appendix 1 refers)
- Leeds Alcohol Harm Reduction Action Plan – A consultation response form (Appendix 2 refers)

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

Arising from discussions, in brief summary Board Members raised the following points:

- A clearer focus on heavy drinkers drinking less alcohol
- The role of education in raising awareness of the dangers of excessive alcohol consumption
- Conveying a positive message around sensible and responsible consumption of alcohol.
- The national position regarding minimum pricing for alcohol
- The role and work of specific groups/ organisations, such as Universities and Colleges, around preventative measures

As part of the discussion, members of the Board suggested that consideration should be given to the effectiveness of the PubWatch scheme. As part of this, the Board's Principal Scrutiny Adviser agreed to gather and circulate details associated with the scheme to members of the Board.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the Principal Scrutiny Adviser be requested to draft a consultation response, summarising comments from the Board, for circulation prior to formal submission.
- c) That, with reference to the ongoing national consideration of minimum pricing levels for alcohol, a copy of the Boards previous inquiry report (Promoting Good Public Health) be sent to all local Members of Parliament and relevant Government Departments, including the Department of Health.

(Councillor G Latty left the meeting at 11.20am at the conclusion of this item)

### **107 National Review of Children's Congenital Heart Services - Progress Report**

The Head of Scrutiny and Member Development submitted a report providing the Scrutiny Board (Health) with an update around the national review of children's congenital heart services and the associated work of the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) – the regional scrutiny body specifically formed to consider the proposals.

Appended to the report was copy of the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) – Reconfiguration of Children's Congenital Heart Services in England – Proposed Action Plan and Timetable document for the information/comment of the meeting (Appendix 1 refers).

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the Board be kept informed of progress and developments associated with the work of the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber).

### **108 Recommendation Tracking**

The Head of Scrutiny and Member Development submitted a report providing a progress update on the Board's previous scrutiny inquiries and recommendations.

Appended to the report were copies of the following documents for the information/comment of the meeting:

- Recommendations tracking flowchart and classifications: Questions to be considered by Scrutiny Boards (Appendix 1 refers)
- Promoting Good Health: The role of the Council and its partners – Progress Report (Appendix 2 refers)

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the draft assessment of the status recommendations as detailed in Appendix 2 of the report.

### **109 Scrutiny Board (Health) - Outline Annual Report 2010/11**

The Head of Scrutiny and Member Development submitted a report Seeking comment from Members of the Scrutiny Board (Health) regarding the content of the Board's Annual Report for 2010/11.

Appended to the report was a copy of the Board's full work programme 2010/11 for the information/comment of the meeting.

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

There was a general discussion around the main areas of the Board's work during the current municipal year.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That, in consultation with the Chair, approval be given for the detailed content of the Board's Annual Report to be finalised by the Principal Scrutiny Adviser and circulated to Members of the Board for comment/approval.

**110 Work Programme - Update**

The Head of Scrutiny and Member Development submitted a report outlining the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- A copy of the Board's work programme for 2010/11 (Appendix 1 refers)
- Equity and Excellence; Liberating the NHS – Managing the transition – Letter from the Department of health dated 13<sup>th</sup> April 2011 (Appendix 2 refers)
- Leeds Local Medical Committee Limited – Minutes of a LMC meeting with Members of the Scrutiny Board (Health) held on 25<sup>th</sup> March 2011 (Appendix 3 refers)
- Statement of Common Ground – Leeds Girl's High School Inquiry - 14<sup>th</sup> June 2011 (Appendix 4 refers)

The Board's Principal Scrutiny Adviser presented the key issues highlighted in the report and addressed specific points of clarification identified by the Scrutiny Board.

The Board briefly discussed issues raised by Councillor Illingworth around the forthcoming Leeds Girls High School Public Inquiry, but concluded not to take any action in this regard.

On behalf of members not present at the meeting, the Board's Principal Scrutiny Adviser also raised the issue of a potential ward closure at Wharfedale Hospital. The Board's Principal Scrutiny Adviser outlined that this matter formed part of Leeds Teaching Hospitals NHS Trust's 'Managing for Success' programme, and that any further consideration of issues associated

with Wharfedale Hospital might usefully be considered in the context of the overall programme.

The Board concluded not to consider issues associated with Wharfedale Hospital at the current time.

**RESOLVED** - That the contents of the report and appendices be noted.

**111 Arthur Giles - Co-optee**

The Chair informed the meeting that Mr Giles, Co-optee, had recently tendered his resignation as a Leeds Local Involvement Network (LINK) representative on the Board. Therefore this would be his last Board meeting in that capacity.

The Chair and Board Members thanked Mr Giles for his support and contributions to the Board over recent years and wished him much success for the future.

In addition, as the last scheduled meeting for the current municipal year, this was also likely to be Ms Stewart's last meeting during the current year.

The Chair and Board Members also thanked Ms Stewart for her work and contributions throughout the year.

(The meeting finished at 11.35am)

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## **SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

**FRIDAY, 17TH JUNE, 2011**

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, A Blackburn,  
N Dawson, J Hardy, C Macniven, R Wood  
and C Fox (Substitute)

### **1 CHAIR'S OPENING REMARKS**

The Chair welcomed everyone to the first meeting of the Scrutiny Board (Resources and Council Services) of the 2011/12 Municipal Year.

### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest reported at the meeting

### **3 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

Apologies for absence were received from Councillors: J L Carter, Chastney, Gabriel and Lowe

Notification had been received for Councillor C Fox to substitute for Councillor J L Carter

### **4 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** -That the minutes of the former meeting of the Scrutiny Board (Central and Corporate) held on 4<sup>th</sup> April 2011 be confirmed as a correct record.

### **5 CHANGES TO THE COUNCIL'S CONSTITUTION IN RELATION TO SCRUTINY**

The report of the Head of Scrutiny and Member Development provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 26 May 2011, which directly related to and/or impacted on the work of Scrutiny Boards. The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function were summarised in the report.

Members of the Board were informed of the following main changes:

- There would now be five themed Scrutiny Boards that reflected the Boards of the Strategic Partnership.
- Changes to the Call-In process – these included the requirement to consider the financial consequences of calling in a decision and changes to allow sitting Members of a Scrutiny Board to be a signatory

Draft minutes to be approved at the meeting  
to be held on 11<sup>th</sup> July 2011

of the calling in of a decision for consideration by their respective Board.

**RESOLVED** – That the amendments to the Council’s Constitution as outlined in Section 3 of the submitted report be noted.

## **6 SOURCES OF WORK AND AREAS OF PRIORITY FOR THE SCRUTINY BOARD**

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work to be developed within the Board’s Work Programme for 2011/ 12.

Copies of the Scrutiny Boards terms of reference along with recent Executive Board minutes and a copy of the Council’s Forward Plan were appended to the report.

The Chair welcome to the meeting Councillor Wakefield, Leader of the Council who suggested the following service areas where a Scrutiny Inquiry may be beneficial:

- The Council Budget – Managing Diminishing Resources
- Apprenticeship and Jobs – Explore opportunities to deliver services with the assistance of the Private Sector
- Consequences of Benefit Changes – To explore the implication when changes are made to the Benefits System
- Customer Access Strategy – An investigation into Customer Care

Other topics raised by Board Members included:

- Best Utilisation of Surplus Properties
- Vehicle Maintenance Garage at Torre Road – Generation of Income
- Quality Control and Contracts
- Best Value Review of ITC
- Internet Provision in Deprived Areas
- Marketing Leads – Costs of Producing marketing material, value for money and effectiveness
- Council Wide Costs of Publications
- Translation Service – Cost of Service

The Chair confirmed that the Contact Centre Working Group established last year would be reconstituted and have it’s inquiry

The Chair thanked Councillor Wakefield for his attendance and contributions

**RESOLVED** – That the Work Schedule be amended in line with the discussion and prioritised accordingly.

## 7 WORK SCHEDULE

The Head of Scrutiny and Member Development submitted a report which gave opportunity for consideration of the Board's work schedule for the forthcoming Municipal Year. A draft work schedule was appended to the report.

### **RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the following topics be scheduled for the July meeting:-
  - Customer Access Strategy
  - Final Outturn Report
  - That Members be provided with briefing notes on the quality control of contracts and Agency Staff

## 8 CO-OPTED MEMBERS

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appoint of co-opted members. Reference was made to the provision in the Council's Constitution for the appointment of co-opted members.

Members discussed the different options for co-opting members to the Board including appointing co-opted Members for the duration of the Municipal Year or making ad-hoc appointments to provide specialist support and advice on specific inquiries.

**RESOLVED** - The Board agreed to appoint co-optees on an ad hoc basis, as and when considered necessary to assist with particular matters or inquiries.

## 9 DATE AND TIME OF MEETINGS FOR THE 2011/12 MUNICIPAL YEAR

**RESOLVED** – To note that future meetings of the Board be scheduled as follows:

Monday 11<sup>th</sup> July 2011  
Monday 5<sup>th</sup> September 2011  
Monday 3<sup>rd</sup> October 2011  
Monday 7<sup>th</sup> November 2011  
Monday 5<sup>th</sup> December 2011  
Monday 9<sup>th</sup> January 2012  
Monday 6<sup>th</sup> February 2012  
Monday 5<sup>th</sup> March 2012  
Monday 2<sup>nd</sup> April 2012

All meetings to held in the Civic Hall, Leeds commencing at 10.00 a.m.  
(Pre-meeting for Board Members to commence at 9.30 a.m.)

**(The meeting concluded at 11.15am)**

## **SCRUTINY BOARD (CHILDREN AND FAMILIES)**

**THURSDAY, 23RD JUNE, 2011**

**PRESENT:** Councillor J Chapman in the Chair

Councillors R Charlwood, G Driver,  
P Ewens, A Khan, A Lamb, P Latty,  
K Maqsood, M Rafique and K Renshaw.

### **CO-OPTED MEMBERS (VOTING):**

Professor P H J H Gosden – Church Representative (Church of England)  
Ms J Ward – Parent Governor Representative (Secondary)

### **CO-OPTED MEMBERS (NON-VOTING):**

Ms C Foote – Teacher Representative  
Ms C Johnson – Teacher Representative  
Mrs S Hutchinson – Early Years Representative  
Ms A Choudhry – Leeds VOICE Children and Young People Services Forum  
Representative

#### **1 Chair's Opening Remarks**

The Chair welcomed all in attendance to the first Scrutiny Board (Children and Families) meeting of the new municipal year and invited everyone present to introduce themselves.

#### **2 Declarations of Interest**

There were no declarations of interest.

#### **3 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillor B Gettings; and Co-opted Members, Mr E A Britten, Ms N Cox and Ms T Kayani.

#### **4 Minutes - 19th May 2011**

**RESOLVED** – That the minutes of the meeting held on 19<sup>th</sup> May 2011 be approved as a correct record.

#### **5 Appointment of Co-opted Members**

The Head of Scrutiny and Member Development submitted a report which sought Members' approval for the appointment of co-opted members to the Scrutiny Board.

## **RESOLVED –**

- (a) That Professor P H J H Gosden (Church Representative - Church of England) and Mr E A Britten (Church Representative - Roman Catholic) be re-appointed as voting co-opted members of the Scrutiny Board for 2011/12
- (b) That the continued appointment of Ms J Ward (Parent Governor Representative - Secondary) and Ms N Cox (Parent Governor Representative - Special), be noted
- (c) That the election process currently taking place for the vacant position of Primary Parent Governor Representative, be noted
- (d) That Ms C Foote and Ms C Johnson (Teacher Representatives), Mrs S Hutchinson (Early Years Representative), Ms T Kayani (Youth Work Partnership Representative) and Ms A Choudhry (Leeds VOICE Children and Young People Services Forum Representative) be appointed as non-voting co-opted members of the Scrutiny Board for 2011/12.

## **6 Changes to the Council's Constitution in relation to Scrutiny**

The Head of Scrutiny and Member Development submitted a report which provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 26<sup>th</sup> May 2011, which directly related to and/or impacted on the work of Scrutiny Boards.

**RESOLVED –** That the amendments to the Council's Constitution as outlined in the report, be noted.

## **7 Sources of work and areas of priority for the Scrutiny Board**

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work and areas of priority within the Scrutiny Board's terms of reference.

Relevant information was attached to the report to assist Members as follows:

- Terms of reference for the Scrutiny Board (Children and Families)
- An extract of the draft City Priority Plan 2011-15 relevant to the Scrutiny Board's terms of reference
- Minutes of the Executive Board meeting held on 18<sup>th</sup> May 2011
- An extract from the Forward Plan of Key Decisions for the period 1 July 2011 to 31 October 2011

The Chair welcomed to the meeting, Councillor Blake, Executive Member (Children's Services) and Nigel Richardson, Director of Children's Services:

In brief summary, the key areas of discussion were:

- A focus on 3 'obsessions' in the Children and Young People's Plan which impacted on children's life choices:
  - Reducing the numbers of looked after children
  - Improving attendance

- Increasing the number of young people in education, training and employment.
- The outcomes based accountability approach being adopted
- Establishing effective partnership arrangements to ensure all agencies were working together.
- Concern about the current economic climate and the impact on families, potentially resulting in more looked after children.
- Development of the Common Assessment Framework (CAF) and support for agencies in how to apply them.
- Concerns about fragmentation of services – reports of academies charging LEA schools for specialist provision.

The Scrutiny Board was invited to suggest other potential areas for scrutiny and the following issues were raised:

- Review of admissions policy
- Bullying and the impact on attainment
- Developing a city wide response to changes in school provision.

**RESOLVED** –That the report and contributions made during the discussion be taken into account when the Board is finalising its work programme and deciding its priorities.

## **8 Green Paper - Support and aspiration; a new approach to special educational needs and disability**

The Head of Scrutiny and Member Development submitted a report which presented the recent government Green Paper on special educational needs and disability and invited the Board to contribute views to the corporate response to this government consultation.

The Chair welcomed to the meeting the following officers to present the report and respond to Members' questions and comments:

- Nigel Richardson, Director of Children's Services
- Barbara Newton, Strategic Leader – Performance, Children's Services
- Andrea Robinson, Children's Services.

In brief summary, the key areas of discussion were:

- Confirmation that Chairs of Governors, head teachers of schools with specialist provision and the voluntary sector had been consulted in developing the council's response to the Green Paper.
- Concern for families with more complex support needs, particularly that the most vulnerable in society will be left behind.
- Concern about proposed funding arrangements impacting on the flexibility of schools to deliver services.
- The need to establish a single point of contact for parents.

- Concern about issues of affordability, particularly if parents were able to supplement their personal budgets.
- Members encouraged Ms Foote to submit her extensive comments as an individual response to the Green Paper

#### **RESOLVED –**

(a) That a summary of Members' comments be produced by the Principal Scrutiny Advisor and agreed by email circulation, for submission to Children's Services as a contribution to developing the council's response to the Green Paper.

(b) That a copy of the final response submitted by the council be circulated to Board members for information.

### **9 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Scrutiny Board's work schedule for the forthcoming municipal year.

A draft work schedule was appended to the report for Members' consideration.

Further to earlier discussion, the following key areas were highlighted:

#### Inquiries set by the Council

- Reducing the numbers of looked after children
- Improving attendance
- Increasing the number of young people in education, training and employment.

The Scrutiny Board agreed to continue the cross-party working group on the review of the Children's Social Care Record System. Councillor Renshaw was added to membership of this group to replace Councillor James Lewis.

Members discussed establishing further working groups throughout the year as and when required. To assist with this process it was agreed to receive an update at the next meeting on key issues within Children's Services.

#### **RESOLVED –**

(a) That the report and information appended to the report be noted

(b) That the Principal Scrutiny Adviser produces an updated work schedule to be confirmed at the next Scrutiny Board meeting.

### **10 Dates and Times of Future Meetings**

The Chair reported that the meeting date in December may be subject to change.

Draft minutes to be approved at the meeting  
to be held on Thursday, 21st July, 2011



**RESOLVED** – That the following dates be noted and approved:

- 23 June 2011
- 21 July 2011
- 8 September 2011
- 6 October 2011
- 10 November 2011
- 8 December 2011 (provisional)
- 12 January 2012
- 9 February 2012
- 15 March 2012
- 26 April 2012

All at 9.45am (Pre-Meetings at 9.15am).

(The meeting concluded at 11.53 am.)

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# Public Document Pack

## SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 16TH JUNE, 2011

**PRESENT:** Councillor M Rafique in the Chair

Councillors D Atkinson, S Bentley, G Hyde,  
M Lobley, M Lyons, J Matthews, V Morgan,  
M Robinson and B Anderson

### 1 **Chairs Opening Remarks**

Councillor Rafique opened the meeting by welcoming all present to this; the first meeting of the Scrutiny Board (Sustainable Economy and Culture). Short introductions were made.

### 2 **Late Items**

No formal late items of business were added to the agenda however Members were in receipt of documents relating to the City Priority Plan due to be considered by Executive Board on 22 June 2011 for reference (minute 6 refers).

### 3 **Declarations of Interest**

The following Member declared a personal interest for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor M Lobley – declared a personal interest in any discussions on the construction of Leeds Arena as the Chair of Re'new Leeds - a regeneration charity – during consideration of the priorities and work programme for the Board (minute 6 refers)

### 4 **Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillor D Cohen. The Board welcomed Councillor B Anderson as his substitute.

### 5 **Changes to the Council's Constitution in relation to Scrutiny**

The Head of Scrutiny and Member Development presented a report setting out the Terms of Reference for the Scrutiny Board for the forthcoming year and highlighting the amendments recently made to the Council's Constitution and approved at Annual Council on 26<sup>th</sup> May 2011 in respect of the work of Scrutiny Boards.

**RESOLVED** – To note the contents of the report and the amendments made to the Council's Constitution.

### 6 **Sources of work and areas of Priority for the Scrutiny Board**

The Head of Scrutiny and Member Management introduced a report providing information and guidance on potential sources of work and priority areas within the remit of the Boards' Terms of Reference.

Appended to the report were copies of the Terms of Reference, minutes of the Executive Board meeting held 18<sup>th</sup> May 2011 and the Forward Plan of Key Decisions July – October 2011 to enable discussions.

The Board welcomed the following to the meeting  
Councillor R Lewis - Executive Member, City Development;  
Councillor A Ogilvie - Executive Member, Leisure  
Mr M Farrington - Acting Director, City Development  
Mr P Maney - Head of Strategic Planning, Policy & Performance, City Development

Councillor R Lewis and Mr M Farrington highlighted issues from within the development portfolio for the Board to consider:

- The need to take a strategic view of city centre development including the impact of the credit crunch and those sites left undeveloped
- Connectivity of the City and new developments with the suburbs and the balance between vehicle/pedestrian movement around the city
- Development of the flood alleviation scheme

(Councillor D Atkinson joined the meeting at this point)

The Board discussed the following issues

Local employment

- Measures available and currently used to ensure developers encouraged local employment, skills and apprenticeships
- Concern that new developments in Leeds brought more commuters from across West Yorkshire, rather than employment for Leeds citizens

Transport infrastructure

- Concern generally about the existing transport infrastructure throughout the city. The west and north west areas of Leeds were identified as areas not well served by an effective highway network.
- The proposed location for the high speed rail terminus. Members advocated development of a fully integrated transport interchange in the City centre
- The need to establish a fall-back position for transport improvement should the NGT bid fail to consider how to support continuous development without the NGT scheme

Future Development

- Measures to encourage high quality developments which provide high quality green space
- The impact of residential development in the green belt in terms of added stress on the transport infrastructure and quality of life generally
- Broadband connectivity issues for small businesses. Members noted that Mr Farrington would provide Councillor Robinson with a copy of the city region broadband project

(Councillor Matthews withdrew from the meeting for a short time at this point)

- The need to take an overview of the Leeds retail and culture offer and to establish proposals to support those parts of the city centre left empty when retail development shifts emphasis
- Measures to prevent developments stagnating
- Reduction of CO2 emissions and what LCC could do in terms of leading by example through utilising renewable energy and goods within its own buildings, thus encouraging developers to do the same
- Role of the night time economy and the infrastructure needed to support it.

Councillor Ogilvie addressed the Board and highlighted the following issues for the Boards' consideration from within the culture portfolio

- How to engage young people with the city's sporting and cultural events. To consider the success of the current approach and evaluate whether this approach could be developed
- Establishment of a bowling pitch strategy
- Consideration of the economic and social benefits brought to the city by hosting cultural/sporting and recreation events

The Board further discussed:

- How to build on the substantial physical improvements made to the city's cultural infrastructure
- What support LCC could provide young people who sought to create their own events
- The city's history of provision of concerts and music entertainment
- The role of Area Committees in providing funds for local youth groups and events

**RESOLVED** – Members noted the information contained within the report and the contents of the discussions and

- a) Confirmed the following six areas of Scrutiny for the forthcoming Municipal Year
  - a. Employment and training
  - b. The north/south divide in the city and the links with employment opportunities
  - c. Transport links around and through the City, with particular reference to the north and north-west areas.
  - d. How to engage young people with the cultural/sporting events in the city, including an evaluation of the current methodology and consideration of its development
  - e. A strategy for the City's bowling pitches
  - f. The economic and social benefits brought to the city by cultural, sporting and recreation events, including consideration of the development of toolkit to publicise the benefits
  
- b) Authorised the Chair, in conjunction with officers, to draw up Inquiry Terms of Reference for subsequent approval by the Board

## 7 **Work Schedule**

The Head of Scrutiny & Member Development submitted a draft work programme for the Board for the 2011/12 Municipal Year including a schedule which referred to the four main priority themes already identified in the Boards' Terms of Reference.

Having regard to the six priority areas for Scrutiny already identified in previous discussions (minute 6a refers above), Members noted the resources required to create terms of reference for those diverse areas of scrutiny and considered scheduling those issues for consideration throughout the year.

(Councillor Atkinson withdrew from the meeting at this point)

**RESOLVED** – To prioritise the identified topics as follows

- a) To schedule initial papers on the topics “engaging young people” and “transport” for the July meeting
- b) To schedule an initial report on employment and training for the September meeting
- c) That officers be requested to populate the schedule with the remaining four topics

## 8 **Co-Opted Members**

The Head of Scrutiny & Member Development presented a report seeking Members' consideration of whether to appoint Co-optees to the Scrutiny Board or whether to call for witnesses to specific Inquiries instead.

Members recognised the value of co-optee participation however felt that the input of specialists would be more appropriate to strengthen the work of the Board in any Inquiry into a given priority due to the breadth of the remit of the Scrutiny Board.

**RESOLVED** – Not to appoint standing co-optees to the Scrutiny Board, but to seek the input of expert witnesses, or incorporate external research studies where appropriate, to future Inquiries.

## 9 **Date and time of Future Meetings**

**RESOLVED** - To note the following arrangements:

14 July 2011

22 September 2011

20 October 2011

1 December 2011

26 January 2012

23 February 2012

22 March 2012

19 April 2012

All formal meetings commence at 10.00 am with a pre-meeting for Board Members only at 9.30 am

## **SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)**

**MONDAY, 20TH JUNE, 2011**

**PRESENT:** Councillor B Anderson in the Chair

Councillors R Grahame, K Groves,  
M Hamilton, P Harrand, G Hyde, J Jarosz,  
J Marjoram and N Walshaw

### **1 Chair's Opening Remarks**

The Chair welcomed everyone to the first meeting of the Scrutiny Board (Safer and Stronger Communities) of the 2011/12 Municipal Year.

### **2 Declarations of Interest**

Councillors G Hyde and R Grahame declared a personal interest in Agenda Item 12, Inquiry to Review the Establishment of a Shared Service Centre for the Leeds Arms Length Management Organisations (ALMOs) – Draft Final Report, due to their respective positions as Directors of the East North East Homes ALMO Board. Minute No.10 refers.

### **3 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted on behalf of Councillors E Taylor and C Townsley.

### **4 Minutes of the Scrutiny Board (Environment and Neighbourhoods) held on 11 April 2011**

**RESOLVED** – That the minutes of the meeting of the Scrutiny Board (Environment and Neighbourhoods) held on 11 April 2011 be confirmed as a correct record.

### **5 Changes to the Council's Constitution**

The report of the Head of Scrutiny and Member Development provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 26 May 2011, which directly related to and/or impacted on the work of Scrutiny Boards. The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function were summarised in the report.

Members of the Board were informed of the following main changes:

- There would now be 5 themed Scrutiny Boards that reflected the Boards of the Strategic Partnership.

Draft minutes to be approved at the meeting  
to be held on Thursday, 7th July, 2011

- Changes to the Call-In process – this included the requirement to consider the financial consequences of calling in a decision. This will be part of the required pre Call In discussion with the relevant Director or Executive Board Member. It was also noted that any Scrutiny Board Member can be a signatory to a Call In, even if they are a member of the Scrutiny Board considering the Call In.

Members sought further clarification regarding the consideration of the financial consequences of calling-in a decision.

**RESOLVED** – That the amendments to the Council’s Constitution as outlined in the report be noted.

## **6 Co-opted Members**

The report of the Head of Scrutiny and Member Development sought the Board’s formal consideration for the appointment of co-opted members. Reference was made to the provision in the Council’s Constitution for the appointment of co-opted members.

Members discussed the different options for co-opting members to the Board including appointing co-opted Members for the duration of the Municipal Year or making ad-hoc appointments to provide specialist support and advice on specific inquiries.

**RESOLVED** - That the Board agrees to appoint co-optees on an ad hoc basis, as and when considered necessary to assist with particular matters or inquiries.

## **7 Crime and Disorder Scrutiny Joint Protocol**

The report of the Head of Scrutiny and Member Development referred to the extended remit of local authorities to scrutinise crime and disorder functions. The Scrutiny Board (Safer and Stronger Communities) had been designated as the Council’s ‘Crime and Disorder Committee’. A copy of the joint protocol between Scrutiny and the local Community Safety Partnership was attached to the report.

Members were informed that any referral of Crime and Disorder matters for scrutiny would be given consideration by this Board and that the Board could also review the work of the Community Safety Partnership.

**RESOLVED** – That the joint protocol between Scrutiny and the local Community Safety Partnership be noted.

## **8 Sources of Work and Areas of Priority/Work Schedule**

To assist the Board in effectively managing its workload for the forthcoming Municipal Year, the report of the Head of Scrutiny and Member Development provided information and guidance on potential sources of work and areas of



priority within the terms of reference. Copies of the terms of reference along with recent Executive Board minutes and a copy of the Council's Forward Plan were appended to the report.

A further report of the Head of Scrutiny and Member Development requested the Board to consider its work schedule for the forthcoming Municipal Year. A draft work schedule was appended to the report.

The following were in attendance for this item:

- Councillor P Gruen, Executive Member (Neighbourhoods, Housing and Regeneration)
- Neil Evans, Director of Environment and Neighbourhoods
- John Statham, Head of Housing Partnerships
- Martin Dean, Head of Leeds Initiative and International Partnerships

Martin Dean addressed the meeting regarding a particular area of review already outlined within the Board's terms of reference. This related to 'the relationship and respective roles of the City Council and third sector organisations in mitigating the negative effects of the recession on the communities they serve'.

It was reported that there had been a key meeting between the Council and third sector partners in November 2010. As a result, it was noted that a review of the third sector is now underway on behalf of the Strategic Planning and Policy Board to address issues around infrastructure, procurement and commissioning, as well as engagement and capacity building with the third sector.

In response to Members' comments and questions, the following issues were discussed:

- That the review of the third sector needs to identify more clearly how the Council is measuring effectiveness, performance and value for money.
- Concerns that third sector organisations were branching out into other areas outside their expertise in order to attract or receive funding.
- Reference to a piece of work carried out by Leeds Voice on the value of the third sector to the economy of Leeds – it was reflected that having a healthy third sector attracted more business to the City.
- In response to a request for a progress update on the 'What if Leeds?' consultation, it was reported that the Vision for Leeds had been approved by the Leeds Initiative Board and was due to be considered by Executive Board before it went to full Council for approval.

Rather than conduct a separate review, the Board agreed to feed into the existing review of the third sector where appropriate and keep a watching brief of its progress.

The Chair thanked Martin Dean for his attendance.

Draft minutes to be approved at the meeting  
to be held on Thursday, 7th July, 2011

Neil Evans addressed the Board on issues relating to Safer Leeds. These included the following:

- That intelligence gathering and sharing mechanisms were undergoing significant change. Particular reference was made to the review of intelligence structures within West Yorkshire Police.
- The Leeds Burglary Reduction Strategy and £1,326,000 being made available through the Community Safety Fund to support the delivery of the Leeds Burglary Reduction Programme.
- Changes in tackling anti-social behaviour by bringing the Council's Anti-Social Behaviour Unit, Police and ALMOs closer together. The Board agreed to keep a watching brief of the effectiveness of this new approach
- Proposals set out within the Police Reform Bill which involves replacing police authorities with directly elected Police and Crime Commissioners and new Police and Crime Panels. It was unclear at this stage how these new roles would relate to the existing Community Safety Partnership and also the Scrutiny function. This was therefore considered a key area for Scrutiny to explore further.

The Board was also informed of issues surrounding housing including changes to the Housing Revenue Account (HRA) and the standard/provision of private rented accommodation across the City.

In response to Members comments and questions, the following issues were discussed:

- Fuel poverty – this was raised as a potential area for Scrutiny. However, clarification was to be sought as to whether this matter came under the remit of this Board.
- Welfare Reform Bill – the implications of this Bill in relation to housing benefit levels
- Creation of a Leeds Enterprise Zone – in developing the new Enterprise Zone, Members emphasised the need to take on board the issues previously raised by Scrutiny around job creation and sustainability in the employment market. It was agreed that this would be relayed back to the Regeneration Scrutiny Board for consideration.
- Private rented sector housing issues – reference was made to the Leeds Landlord Accreditation Scheme and the Private Rented Sector Working Group that worked closely with private landlord representatives. Further issues discussed included licensing of HMOs; the Council's regulatory powers for enforcing health and safety; direct payments of housing benefits to landlords and how to get empty properties back into use.
- Housing Revenue Account (HRA) – It was noted that the Localism Bill included proposals to change the way social housing is funding which involves an end to the current system of Housing Revenue Account Subsidy. A major piece of work was being carried out by the directorate around the implications of this reform.

Members discussed future areas of Inquiry for the Board. The Board agreed to keep a watching brief of the changes underway for improving community safety intelligence functions. At this stage, the Board also agreed to establish working groups to consider possible terms of reference for the following reviews:

- Anti-social behaviour – Councillors Anderson, Groves and Jarosz
- Implications of the Police Reform and Social Responsibility Bill – Councillors Anderson, M Hamilton and G Hyde
- Reform of Council housing finances (Housing Revenue Account) – Councillors Anderson, R Grahame and Hyde
- Private rented sector housing – Councillors Anderson, Groves, M Hamilton and Walshaw
- Implications of the Welfare Reform Bill – Councillors Anderson, Hyde and Jarosz
- Fuel Poverty – Councillors Anderson, R Grahame and Marjoram

It was noted that some of these issues could be linked together. The Principal Scrutiny Adviser was therefore requested to discuss these further with the Chair and to write out to all Board Members to confirm membership of these working groups.

Members were also reminded that further discussion regarding the Board's future work programme would take place with Councillor M Dobson, Executive Member (Environmental Services)

#### **RESOLVED –**

- (1) That, where appropriate, the Scrutiny Board feeds into the existing review of the third sector by the Strategic Planning and Policy Board and keeps a watching brief of its progress.
- (2) That the Principal Scrutiny Adviser liaises with the Chair regarding the above working groups and writes to all Board Members confirming membership of these working groups.
- (3) That the Work Schedule be amended in line with today's discussion.

(Councillor M Hamilton joined the meeting at 10.20 a.m. and Councillor Harrand left the meeting at 11.00 a.m. during the discussion on this item. Councillor G Hyde left the meeting at 11.15 a.m. following the conclusion of this item).

#### **9 Inquiry to Review the Establishment of a Shared Service Centre for the Leeds Arms Length Management Organisations (ALMOs) - Draft Final Report**

The report of the Head of Scrutiny and Member Development referred to the Inquiry Reviewing the Establishment of a Shared Service Centre for the Leeds Arms Length Management Organisations (ALMOS) carried out by the Scrutiny

Draft minutes to be approved at the meeting  
to be held on Thursday, 7th July, 2011

Board (Environment and Neighbourhoods). A copy of the draft final report into the Inquiry along with a summary of the evidence was presented and the Board was requested to agree the final report and recommendations.

**RESOLVED –**

- (1) That the Board's final report and recommendations be agreed.
- (2) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports as set out in Scrutiny Procedure Rule 14.1.

**10 Date and Time of Future Meetings**

Monday, 18 July 2011  
Monday, 12 September 2011  
Monday, 10 October 2011  
Monday, 14 November 2011  
Monday, 12 December 2011  
Monday, 16 January 2012  
Monday, 13 February 2012  
Monday, 12 March 2012  
Tuesday, 3 April 2012

All meetings commence at 10.00 a.m. with a pre-meeting for Board Members at 9.30 a.m. and are scheduled to be held in the Civic Hall, Leeds.

**The meeting concluded at 11.20 a.m.**

## **Plans Panel (East)**

**Thursday, 14th April, 2011**

**PRESENT:** Councillor D Congreve in the Chair

Councillors R Finnigan, R Grahame,  
P Gruen, G Latty, M Lyons, K Parker,  
J Procter, A Taylor and D Wilson

### **168 Chair's opening remarks**

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

### **169 Late Items**

Although there were no formal late items, Panel Members were in receipt of the following information to be considered at the meeting:

Application 10/04378/FU – Land off Station Lane Thorner LS14 – written representations, photographs and a copy of the Thorner Village Design Statement (minute 175 refers)

### **170 Declarations of Interest**

Councillor John Procter declared a personal interest in application 10/05446/FU – The Coach House Bramham, through knowing the applicant (minute 178 refers)

### **171 Minutes**

**RESOLVED** - That the minutes of the Plans Panel East meeting held on 17<sup>th</sup> March 2011 be approved

### **172 'Planning for Growth' - National advice**

Members considered a report of the Chief Planning Officer setting out information sent to all Local Planning Authorities (LPAs) in England by the Chief Planner (Communities and Local Government) in respect of the national objectives in 'Planning for Growth'. Appended to the report was a statement by the Minister for Decentralisation and further information on planning obligations

The Panel's Lead Officer presented the report and informed Members that the Government were placing great importance on delivering sustainable growth and that LPAs were being asked to place significant weight on the need to secure economic growth when considering planning applications. However, whilst the delivery of sustainable economic growth should be looked at favourably, there was no requirement to set aside other planning policies and guidance which existed

In future, Officers' reports to panel would include the degree of weight which should be given to economic factors. Members were informed that in cases where the principle of development was accepted but there were issues around design, highways, etc, greater weight might be placed on economic growth factors and this may lead to a recommendation of approval of an application

Members commented on the following matters:

- how the proposals matched with the Localism Bill and greater involvement in planning decisions by Town and Parish Councils
- whether these proposals were likely to be legally challenged
- the need for greater clarification on the status of the advice, ie is it a material planning consideration or something to have regard to
- concern about how the proposals will affect future planning policy and that it could lead to greater demand for development of greenfield sites which could not be considered as being sustainable
- the impact of the proposals on housing development
- that the Localism Bill would give greater power to local communities as where there was significant objection to a planning application, due consideration should be to reject the application

The Panel's Lead Officer stated that definitive answers could not be given to all of the points raised as whilst some of the context of the Localism Bill was known, the Bill had yet to be finalised. No changes had been indicated to suggest that local opinion by itself could be a determinative factor

It was not known if a legal challenge would be mounted to the Ministerial Statement, but local planning authorities have been asked to have regard to it and it was to be a material planning consideration with weight being given to it when considering an application

Regarding the implications of the proposals on housing development, it was agreed that this be considered in a different forum

**RESOLVED** - To note the report and attached papers and to have regard to them in making planning decisions

### **173 Applications 09/0218/FU and 09/04531/FU - Land at Church Fields High Street Boston Spa LS23 - Appeal decision**

Further to minute 160 of the Plans Panel East meeting held on 17<sup>th</sup> March 2011, where Panel received a verbal update on recent appeal decisions for two major housing developments at Church Fields High Street, Boston Spa LS23, Members considered a report of the Chief Planning Officer setting out the Inspector's findings and the implications for the LPA

Officers presented the report and outlined the main issues identified by the Inspector which related to housing land supply; impact upon regeneration and harm to the character and appearance of the Conservation Area

The Inspector's decision had been greatly disappointing, especially as the Inspector seemed to place more weight on national as opposed to local guidance in reaching his decision

The application was accompanied by a Section 106 Agreement which would provide 30% affordable housing together with education and transport contributions; the appeals, which were dealt with by public inquiry, were allowed with a partial award of costs against the Council

Members commented on the following matters:

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- the Inspector's view that the RSS figure for housing supply land for Leeds – this being 4300 dwellings per annum - provided a credible level to aim for when there had been much opposition and debate on this figure
- that little regard to the character of Boston Spa had been given in terms of the design of the proposals
- whether the appeal decisions would create a precedent for other residential proposals. Officers stated that if a further phase 2 or 3 site came forward for development, the appeal decisions could make it difficult to resist any allocated sites. Members were informed that further work would be required in the policy section to ensure the housing figures were up to date

Councillor John Procter referred to a Freedom of Information request which he had submitted requesting information from the Planning Inspectorate on recent appeal decisions on greenfield sites in Leeds, which he offered to share with Members once his request had been responded to

**RESOLVED** - To note the appeal decision

**174 Application 10/00337/FU - Ryder Cottage Main Street East Keswick LS17 - Appeal decision**

Further to minute 75 of the Plans Panel East meeting held on 28<sup>th</sup> October 2010 where Panel agreed with the Officer's recommendation to refuse an application for the erection of a 2 storey rear extension at Ryder Cottage Main Street East Keswick, Members received a report setting out the Inspector's decision on the appeal lodged by the applicant

It was the decision of the Inspector to dismiss the appeal in a letter dated 23<sup>rd</sup> March 2011

**RESOLVED** – To note the appeal decision

**175 Application 10/04378/FU/MIN - Detached 15m high wind turbine - Land off Station Lane Thorner LS14**

Plans, drawings and photographs were displayed at the meeting

A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for a detached 15m high wind turbine on land off Station Lane Thorner LS14, which was situated in the Green Belt and a Special Landscape Area

Revisions to the siting of the wind turbine had been made as Natural England and Environmental Health had objected to the initial site which had been proposed

The main issues were outlined as set out in the submitted report and Panel was informed that Environmental Health Officers; the Landscape Officer and the Council's Nature Conservation Officer had not raised any objections to the revised proposals

Officers provided the following updates, for Members' consideration:

- six additional objections had been received giving a total of 22 objections to the proposals
- four letters of support had been received

- Councillor Castle had requested the application be deferred as Officers had visited the site after the report had been prepared, leading to the view that further assessments were being made and these should be considered. Members were informed that this was incorrect and that Officers had visited the site recently to produce some photo montages to assist the Panel's deliberations

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members commented on the following matters:

- whether the wind turbine could be re-sited without any drop in voltage
- the lack of a policy on wind turbines, particularly in view of the increasing number of applications being submitted
- that notice had been taken of objections raised by Natural England and Environmental Health but not local residents
- that many applications which were sited in the Green Belt were recommended for refusal, yet applications for wind turbines in the Green Belt seemed to be considered as being acceptable
- that determination of wind turbine applications should have regard to the impact of the industrial process on the workforce engaged in the production of magnets and that consideration of the application should be deferred

Members considered how to proceed

Following a even number of votes for and against the Officer's recommendation to approve the application, the Chair used his casting vote

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

### **176 Application 11/00737/FU - One detached house with garage to garden and detached garage to existing house - 29 Carrholm View Chapel Allerton LS7**

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to an application for a residential dwelling and garages to an area of land adjacent to 29 Carrholm View LS7.

Members were advised that the area of the site was smaller than that shown on the plan displayed at the meeting

Two previous applications had been refused on the grounds of back land development and harm to the character of the area. Members were advised of the revisions to PPS3 which were relevant in this case

By way of clarification, Members were informed that the comments contained in the report should not be attributed to Councillor Lancaster directly, rather they were a report of comments made to her by the applicant

Officers were of the view that the proposal would be harmful to the character of the area and recommended the application be refused

The Panel heard representations on behalf of the applicant's agent who attended the meeting

**RESOLVED** - That the application be refused for the following reason:



The proposed development, by virtue of its siting and layout within the site and in relation to neighbouring properties and the amount of hardstanding proposed, would fail to reflect the pattern of surrounding development and would appear as an incongruous development within the streetscene, to the significant detriment of the character and appearance of the area, contrary to policies GP5, N12, N13 and BD5 of the Leeds Unitary Development Plan (Review) 2006 and the guidance in SPG13: Neighbourhoods for Living, PPS 1 and PPS3

**177 Application 10/05599/FU -Laying out of hard standing and widening of access at St Vincent's School 27 Church Street Boston Spa LS23**

Plans and photographs were displayed at the meeting

Officers presented the report which sought permission for the laying out of a hard standing and widening of access at St Vincent's School, Church Street Boston Spa LS23, which was situated in the Boston Spa Conservation Area

Members were informed that the proposals were for the formation of a parking area for seven mini-buses which were used to transport pupils to the school which catered for 77 pupils from primary to secondary age, primarily from the north-west Leeds and Harrogate areas

The school day was from 8.00am – 2.30pm therefore there would not be an increase in traffic during the peak-time hours: the mini-buses were driven by parents/grandparents of the pupils

In terms of impact of the proposals this was minimal and there had been no objections from local residents

Officers updated the report and informed Panel of the following matters:

- only 1 brick pillar had been removed, not 2 as stated in the report
- that the access had been widened by 1.3m, not 3.5m as previously indicated
- that the report should contain a reference to PPS5 – Planning for the Historic Environment

The Chair welcomed students from the school who were attending the meeting

Members commented on the following matters:

- the travel arrangements and whether the transport plan operated by Children's Services could be used. Members were informed that the school was privately run so was outside the remit of Children's Services
- the surfacing of the hardstanding area and whether small setts could be considered. Members were informed that porous gravel was proposed
- that infill planting to the rear of the parking area should be enhanced to fill up the gaps which currently exist, if the hedge is within the ownership of the school

**RESOLVED** – That the application be granted subject to the conditions set out within the submitted report, subject to the deletion of condition 4 and an additional condition requiring landscaping to the boundary to fill gaps in the hedge

**178 Application 10/05446/FU - Change of use of former coach house to form 3 bedroom house with single storey side extension and detached garage - The Coach House Old Vicarage House Vicarage Lane Bramham LS23**

Plans and photographs were displayed at the meeting

Officers presented the report which sought a change of use and extensions to form a single dwelling house on Vicarage Lane Bramham LS23, which was situated in the Bramham Conservation Area

The planning history of the site was outlined and Members informed that two previous schemes had been refused on highway grounds. Whilst there remained an objection from highways to the current proposal, this had been considered and Officers were of the view that the benefits which would arise from securing the long term beneficial use of this building served to outweigh these objections, with the application being recommended for approval

**RESOLVED** - That the application be approved subject to the conditions set out in the submitted report and the following additional conditions:

- development to be carried out in accordance with approved plans
- no use of courtyard area for parking and vehicular access
- no development to commence before a scheme of highway improvement works for Vicarage Lane and Back Lane have been submitted to and agreed in writing by the LPA. Once agreed, the highway works shall be implemented prior to first occupation of the dwelling

**179 Application 10/05358/FU - Detached summerhouse to residential care house - Carlton House 24 Wakefield Road Rothwell LS26**

Plans, photographs and drawings were displayed at the meeting

Officers presented the report which sought retrospective planning permission for a detached summerhouse within the grounds of Carlton House which was a residential care home on Wakefield Road Rothwell

Members were informed that due to the objections raised by local residents a 12 month temporary permission was being sought to enable the Ward Members to be consulted further about any future application to retain the summerhouse

The Panel considered how to proceed and was of the view that a temporary planning consent was inappropriate in this case

**RESOLVED** - That a permanent permission be granted with a condition restricting the hours of use of the summerhouse to between 09.00 – 21.00 hours

**180 Date and time of next meeting**

Thursday 19<sup>th</sup> May 2011 at 1.30pm in the Civic Hall, Leeds

## **Plans Panel (East)**

**Thursday, 19th May, 2011**

**PRESENT:** Councillor D Congreve in the Chair

Councillors M Coulson, R Grahame,  
P Gruen, G Latty, T Leadley, K Parker,  
J Procter, A Taylor and D Wilson

### **181 Chair's opening remarks**

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

### **182 Late Items**

There were no formal late items although the Panel was in receipt of the following information to be considered at the meeting:

Application 10/04855/FU – 505 Harrogate Road LS17 – photographs circulated by an objector (minute 188 refers)

Application 11/00915/FU – Grove Lane LS6 – drawings circulated by an objector (minute 189 refers)

Application 10/04438/FU – Cragg Hall Farm Linton – written representations and graphics circulated by the applicant (minute 192 refers)

### **183 Declarations of Interest**

No declarations of interest were made

### **184 Apologies for Absence**

Apologies for absence were received from Councillor Lyons and Councillor Finnigan who were substituted for by Councillor Coulson and Councillor Leadley respectively

### **185 Minutes**

**RESOLVED** - That the minutes of the Plans Panel East meeting held on 14<sup>th</sup> April 2011 be approved

### **186 Application 10/05711/FU - Alterations to existing unlawful residential annexe to form 3 bedroom residential annexe - 11 Old Park Road Gledhow LS8**

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to an application to regularise unauthorised works to a residential annexe at 11 Old Park Road Gledhow which was

minutes approved at the meeting  
held on Thursday, 16th June, 2011

situated in the Roundhay Conservation Area and adjacent to the playing fields of Roundhay High School

The application sought to alter the unauthorised annexe through reducing its height and length at first floor level by 3 metres, whilst seeking to retain the existing (unauthorised) length of the building at ground floor level. Other proposed amendments included a new roof profile, alterations to windows and the patio doors

An Enforcement Notice had been served on the works and this was upheld at appeal with the timescale for demolition of the unauthorised works being April 2011. The current application had been submitted in December 2010 after negotiations with Officers

Members were informed of the recent planning history of the site with plans of the previously approved scheme being shown in context of the unauthorised development and the scheme under consideration

An update on the boundary treatment between the site and the school was provided with Members being informed that the applicant's arboriculturist was satisfied that the newly planted hedge would grow, although the Council's Landscape Officer disagreed and was of the view that the hedge would not provide sufficient screening of the property

Officers were of the view that despite the amendments, the development remained larger than permitted and were recommending the application be refused

The receipt of five further letters of objection were reported together with a representation from Councillor G Hussain who supported the application and a further representation from the applicant's agent who requested determination of the application be deferred to enable further discussions to take place

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members commented on the following matters:

- whether further amendments to the scheme were possible which could meet the applicant's requirements
- the value of delaying a decision on the application for one cycle, with mixed views on this
- that no remedy had currently been found which would satisfy the LPA
- the point at which enforcement action had been taken and whether this could have commenced when the footings had been inspected

On this matter the Head of Planning Services stated he could check on this and respond directly to Members

The Panel's legal adviser was asked to provide a view on the reasonableness of determining the application at the meeting when a deferral of one cycle had been requested

The Panel was informed that from the information before it and the Officer's recommendation it would be reasonable to determine the application

The Chair was of the view that a decision on the application should be deferred to the June meeting and that further negotiations should take place on the following matters:

- the length of the ground floor to be reduced to be similar to that of the 2007 planning permission
- the side wall of the building be sited to allow for a substantial hedge to be planted

Members considered how to proceed with concerns being expressed that any amendments should be in line with the existing permission

minutes approved at the meeting  
held on Thursday, 16th June, 2011

**RESOLVED** - That determination of the application be deferred for one cycle for further negotiations on the issues now raised and that the Chief Planning Officer be asked to submit a further report to the June meeting

**187 Application 11/01102/FU - Change of use and alterations from former internet cafe to pizza takeaway with restaurant facilities - 209 Dewsbury Road Hunslet LS11**

Plans and photographs were displayed at the meeting

Officers presented the report which sought permission for alterations and a change of use of a vacant A1 shop to an A3/A5 pizza takeaway with restaurant facilities at 209 Dewsbury Road LS11

The site was within an S2 Centre and as a hot food take away, policy SF15 had to be considered, however it was felt that given the relatively small scale of the proposal, the proposed use was acceptable in policy terms although consideration had to be given to residential amenity in view of the close proximity to Burton Terrace and that there was living accommodation above the shop. Conditions to address these issues were proposed

Officers reported the receipt of further objections from residents of Burton Terrace and from the applicant who had raised concerns at the conditions relating to hours of opening as these had been requested up to 23.00, although 22.00 hours was being recommended and the wording of condition no 6 to enable access to the flat from Back Burton Terrace

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members discussed the following matters:

- odour mitigation measures, particularly the discharge of extracted air through the existing chimney; the adequacy of this and whether Environmental Health Officers (EHO) in considering the proposals had taken into account the amenity of nearby residents using their attics. The Panel's Lead Officer agreed to consult EHO on this and report back to the Chair
- that the proposed closing hours of 22.00 were acceptable

**RESOLVED** – That the application be granted subject to the conditions set out in the submitted report, subject to the rewording of condition no 6 to enable access from Back Burton Terrace to the living accommodation above the shop

**188 Application 10/04588/FU - Demolition of existing house and erection of 4 semi-detached three storey houses with garages - 505 Harrogate Road Moortown LS17**

Plans and photographs were displayed at the meeting

Officers presented the report which sought permission for the demolition of the existing, vacant, house at 505 Harrogate Road LS17 and its replacement with 4 semi-detached three storey houses with garages

Members were informed that the development would be well screened with all the trees on the frontages being retained and a new vehicular access would be provided

Policy PPS3 as amended, was relevant in this case, however there was an extant permission on the site for demolition of the property and the neighbouring house and the erection of two blocks of nine 3 bedroom apartments

If minded to approve the application, additional highway conditions were suggested

Members heard representations from the applicant's agent and an objector who attended the meeting

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report plus additional conditions requiring details to be submitted of the widened access and of closing off the redundant access and reinstatement of the verge

### **189 Application 11/00915/FU - Three storey residential care home with basement car parking, laundry, kitchen and stores at Grove Lane Headingley LS6**

Plans, photographs, drawings and an artist's impression were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for a three storey residential care home on a brownfield site at Grove Lane LS6

Members were informed that residential use had previously been approved on the site although what was being proposed was in a different form, ie a 76 bed residential care home

Officers considered the design and scale of the proposals were in keeping with the area, with materials to be brick, render and slate

Access arrangements were acceptable and car parking provision for 17 cars in a basement car park was considered to be sufficient

Landscaping would be controlled by conditions which included the retention of the existing trees and their enhancement by additional tree planting

Local employment for 60 people on a full and part-time basis would be provided by the scheme

Details of further consultation on the proposals with local residents were provided, with Officers stating that if Members had concerns at the impact of the development on residential amenity, that the application could be deferred and delegated to enable further discussions to take place on this matter

Additional conditions relating to highways and use of the care home were suggested by Officers

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members discussed the following matters:

- the proximity of the proposals to existing residences
- the possibility of resiting the property further into the site to improve the relationship to Cherry Grove to protect residential amenity
- concerns that details of the access road to the basement car park had not been provided
- the arrangements for service vehicles
- that daily deliveries could occur in this setting and whether it was possible to condition delivery hours

- that obscure glazing should be provided to some secondary windows on the eastern elevation

Members considered how to proceed

**RESOLVED** - To defer and delegate approval to the Chief Planning Officer subject to further negotiations on the following matters:

- realigning the access road and building 1 metre away from the properties on Cherry Grove
- the provision of obscure glazing to secondary windows on the eastern elevation
- consideration of delivery hours

and subject to the conditions set out in the submitted report with additional conditions in respect of:

- restricting the use of the care home to the provision of nursing home care or extra care for elderly people
- details of off-site highway works (access points, ambulance bay, TRO and reinstatement of verge) to be submitted
- details of signage to car park to be provided
- submission of finished floor levels

(and any others he might consider appropriate) and the completion of a legal agreement within 3 months from the date of resolution unless otherwise agreed in writing by the Chief Planning Officer, to include the following obligations:

- a) Public Transport contribution - £21,189
- b) Metro bus stop contribution - £10,000
- c) Travel plan and monitoring fee - £2500

**190 Application 10/05634/FU -Part retrospective application for change of use of domestic storage with ancillary workshop to car repair centre - 25 - 29 Florence Street Harehills LS9**

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members attended

Officers presented a report which sought permission for a change of use of domestic storage and workshop to a car repair centre at Florence Street LS9

Members were informed that one of the representations was from Harehills Labour Club rather than a local resident as stated in the report

An additional condition relating to the use of Florence Avenue for emergency use was proposed. Condition no 11 was proposed to be reworded to state ' hours of delivery 08.30 – 18.00 Monday to Saturday. None on Sunday or Bank Holidays'

A further condition was suggested to prevent paint spraying taking place on the premises

**RESOLVED** - That the application be granted subject to the conditions in the submitted report, as amended, plus additional conditions to restrict the Florence Avenue entrance to emergency exist only and no paint spraying to take place on the site

**191 Application 10/00279/OT - Outline application to layout access and erect business and industrial park development including retail/amenity block, car parking and attenuation pond - Land off Sandbeck Lane Wetherby LS22 - Position statement**

minutes approved at the meeting  
held on Thursday, 16th June, 2011

(Prior to consideration of the following matter Councillors Coulson and Taylor left the meeting)

Plans, photographs and graphics were displayed at the meeting

Officers presented a report of the Chief Planning Officer providing an update on an application for a major industrial park development in Wetherby and seeking Members' comments on a range of issues

Members were informed that the site was allocated in the UDP for employment uses with proposed uses being for a mixed B1,B8 development with small ancillary A1/A2/A3/A4 provision. Reference was also made to the national objectives in 'Planning for Growth' which placed importance on the need to secure economic growth when considering planning applications

A revised layout was displayed at the meeting and whilst scale and appearance would be considered as Reserved Matters, single and two storey blocks were envisaged

In terms of accessibility to the site, walking distances based on average walking speeds indicated that the nearest bus stop was 6 minutes from the site with Wetherby Town Centre being 15 minutes walk from the site

The following general comments were made:

- disappointment that the comments made by Ward Members at a meeting with the applicant had not been taken into consideration
- that Metro was of the view that the site was inaccessible and the amount of public transport contributions being sought would be insufficient
- that Harrogate Borough Council had raised valid concerns about the proposals
- that information on the planning file about the proposed design of the buildings suggested the inclusion of a tall building which would tower above the A1 and would not fit in with the image Wetherby had as an historic market town
- that the office accommodation exceeded the limit suggested at this location
- that an A1 floorspace of 200 sq metres was felt would protect trade elsewhere but that a larger unit was being proposed
- that any retail use was regrettable as Wetherby Town Centre would not benefit from the development if people chose to remain on the site during lunch breaks
- the archaeological potential of the site and the comments of WYAAS that a full evaluation of the site was required before an application was determined
- why the Public Rights of Way which existed across the site had not been identified in the application
- that a sequential assessment of office space in Wetherby Town Centre had taken place in January 2010 but needed to be updated to reflect the current situation which was not as robust as when the survey was done
- that the level of the proposed office accommodation did not currently exist in Wetherby but that Thorp Arch was relatively close and this was



experiencing some difficulties, despite being in a sustainable and accessible location

- that much greater detail was required and should be shared with Ward Members
- the need for the applicant to understand the issues in Wetherby, especially those of Wetherby Business Association

In response to the specific questions in the report, the following responses were provided:

- The principle of employment use on the site - this was agreed
- Scale and mix of uses - some concerns were raised at the lack of detail to enable these matters to be properly considered; that single and two storey buildings might be acceptable but that a three storey building should be reconsidered; whether office accommodation should be accepted in an out of town location and the viability of the retail use on the site; that any scheme should support Wetherby Town Centre and that due to the inaccessibility of the site, increased car parking would be required with concerns about this
- Concerning the sustainability of the site in terms of its location, reference was made to Metro's comments which stated that the site was unsustainable
- Access arrangements – these were considered to be acceptable
- Layout and scale – comments made on this – see above
- Biodiversity and landscaping – that little information was provided on biodiversity and concerns about the approach to landscaping, these being echoed by Harrogate Borough Council
- Heads of Terms – that detailed information had not been provided. The Head of Planning Services highlighted the areas where contributions were being sought and the need to continue discussions on these matters in negotiation with Ward Members
- Time limit – the imposition of a 5 year time limit condition in which the reserved matters should be submitted if the outline application was approved was accepted so long as the S106 contributions could be updated and be index-linked
- Other issues to be addressed – these were as set out in the general comments together with a need to make provision for local employment and training initiatives

The Panel's Lead Officer summarised Members' comments as being supportive of the principle of employment use but that more detail was required in terms of design and quantum of development and that the retail element should be removed from the scheme

**RESOLVED** - To note the report and the comments now made

## **192 Application 10/04438/FU - Detached dwelling - Cragg Hall Farm Linton Lane Linton LS22 - Position statement**

Plans, photographs, drawings and a model of the proposals were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Members considered a report of the Chief Planning Officer setting out the current position on an application for a detached dwelling at Cragg Hall Farm Linton which was situated in the Green Belt and seeking Members' comments on specific issues on the application

An update received from the applicant was read out for Members' consideration

The proposals were for the demolition of all existing buildings on the site and the construction of a detached 3 storey dwelling of contemporary design with a basement, swimming pool, guest suite and garaging

The house would be positioned centrally within the site and had been designed to maximise light. Extensive and varied landscaping would be provided around the property

As the application raised finely balanced arguments, especially in relation to Green Belt policy, Members' comments were requested

The following general comments were made:

- the planning history of the site and the views of two Planning Inspectors on the importance of the site to Green Belt purposes
- that the land was seen as being of local importance through being the last remnant of such land between Linton and Wetherby, as noted by the Planning Inspectors

In response to the specific questions set out in the submitted report, the following responses were made:

- development in the Green Belt – the Panel confirmed that the proposals should be regarded as being inappropriate for which very special circumstances needed to be demonstrated by the applicant
- impact on openness – mixed views with the removal of the existing buildings having some support but concerns that 1.8 metre high security fencing and hedging would not preserve views and that information on which side of the boundary the hedge would be planted was essential
- principle of single dwelling – it was considered that a single dwelling of suitable size could best safeguard against future development was agreed but that its location also needed to be considered
- the design and its acceptability in the location – some Members considered the design to be acceptable. Some Members expressed the view that if the building was reoriented within the site, many of the issues associated with the proposals could be resolved. Concerns were also expressed that insufficient attention had been paid to the visual impact of the property especially in winter when it would be less screened by foliage
- highways – considered acceptable
- further comments-
  - that no evidence had been provided of the very special circumstances which existed
  - that the site was controversial in the area with much local concern about its future
  - the infilling which had occurred on the site and what materials had been used to do this
  - the possibility of the applicant who was in attendance addressing these points. The Chair explained this was not

possible at this stage but that when the application came forward for determination, public speaking would be allowed

The Head of Planning Services summarised the comments and stated that possibly if very special circumstances could be demonstrated then the application might be supported although key elements to be addressed were also the location of the property in the site and its impact on openness

**RESOLVED** - To note the report and the comments now made

(During consideration of this matter, Councillor Gruen left the meeting)

**193 Date and time of next meeting**

Thursday 16<sup>th</sup> June 2011 at 1.30pm in the Civic Hall, Leeds

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## **Plans Panel (East)**

**Thursday, 16th June, 2011**

**PRESENT:** Councillor D Congreve in the Chair

Councillors R Finnigan, R Grahame,  
P Gruen, M Lyons, C Macniven, K Parker,  
J Procter, R Pryke and D Wilson

### **1 Chair's opening remarks**

The Chair welcomed everyone to the meeting, especially Councillor McNiven and Councillor Pryke who were new members on Plans Panel East. Members and Officers were then asked to introduce themselves for the benefit of the public who were in attendance

### **2 Late Items**

There were no formal late items although the Panel was in receipt of the following information to be considered at the meeting:

Application 10/04641/FU – Highfield House Morley – photographs and a site plan circulated by the applicant (minute 13 refers)

Application 11/01241/FU – 482 Roundhay Road LS8 – Photographs and further written representations circulated by the applicant (minute 14 refers)

### **3 Declarations of Interest**

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8-12 of the Members Code of Conduct:

Councillor Lyons declared personal interests in the following applications through being a member of West Yorkshire Integrated Transport Authority as Metro had commented on the applications:

Applications 11/01678/FU and 11/01679/AD – 95a Queen Street Morley LS27 (minute 17 refers)

Application 08/06739/FU – Leeds United FC Ltd – Elland Road LS11 (minute 20 refers)

Application 11/01244/OT – Land on Gelderd Road and Ring Road Beeston (minute 23 refers)

Councillor Gruen declared a personal interest in application 11/01244/OT – Land at Cartmell Drive LS15 through being the Executive Member for Neighbourhoods and Housing as the applicant was Leeds City Council who was seeking approval for a residential development (minute 22 refers)

### **4 Apologies for Absence**

Apologies for absence were received from Councillor Latty who was substituted for by Councillor Fox

## **5 Request to withdraw an item from the agenda**

In respect of applications 11/00735/FU and 11/01403/EXT – Wikefield Farm Harrogate Road Harewood, the Panel's Lead Officer informed Members that the applicant had withdrawn application 11/00735/FU and that the remaining extension of time application had attracted a large number of objections. Officers were requesting this application be deferred for one cycle to enable the Officer's report to be amended in light of this withdrawal and for the objections to be properly considered. As the timescale for determination of the application was 15<sup>th</sup> July 2011, there would not be the opportunity for the applicant to appeal against non-determination if consideration of the application was deferred at this meeting

**RESOLVED** - That the report be withdrawn and that a revised report be brought to the meeting scheduled for 14<sup>th</sup> July 2011

## **6 Minutes**

The Head of Planning Services referred to minute 189 of the meeting held on 19<sup>th</sup> May 2011, in respect of Application 11/00915/FU – The Grove Headingley and asked Members to confirm the minute accurately recorded the Panel's discussions as concerns had been raised in respect of the proposed distance the access road and building was to be from the properties on Cherry Grove. Whilst accepting the minute was accurate, the view was expressed that if concerns could be met by realigning this 1.5 metres away, this could be accepted

**RESOLVED** – To approve the minutes of the Plans Panel East meeting held on 19<sup>th</sup> May 2011

## **7 Matters arising from the minutes**

With reference to minute 186 – Application 10/05711/FU – 11 Old Park Road Gledhow LS8 which Panel resolved to defer for one cycle, the Head of Planning Services stated that with the potential for pending enforcement action, it was considered that further clarification was needed especially in relation to the boundary hedge treatment. A report on the current situation had been presented to the Chair and it had been made clear to the applicant's agent that delays would not be accepted, with a further report being submitted to Panel as soon as possible

## **8 Update on an appeal decision**

The Head of Planning Services verbally updated Members on a decision issued by the Secretary of State on 25<sup>th</sup> May 2011 relating to a large scale residential development on a Greenfield site at Grimes Dyke LS15

The appeal had been allowed and an award of costs had been made against the Council. The Inspector concluded that the application would not conflict with policy and that the Council had not provided evidence to support its refusal relating to housing supply and impact on urban renewal. A report on the matter would be

considered at Executive Board in June to discuss the implications of this decision, with a further report being presented to the next Joint Plans Panel meeting

Members commented on the following matters:

- That the decision ran counter to the localism agenda and was a poor decision
- The implications of such decisions for the whole city, with concerns that greater landbanking could take place
- That the decision undermined the Council's approach of trying to promote brownfield development and trying to protect the Greenfield sites and all of the work undertaken with communities on these sites
- The Inspector's view that the city had only 2.5 years land supply despite the LPA having approved the equivalent of 5 years worth of supply of housing and concerns that in view of this decision, the Council was unlikely ever to achieve a 5 year land supply
- The difficult position Panel Members had been placed in when considering applications in view of this decision

#### **9 Application 08/00416/FU - Land opposite Moat House Church View Thorner LS14 - Appeal decision**

Plans were displayed at the meeting

Members considered a report of the Chief Planning Officer setting out an appeal decision following refusal of planning permission for two semi-detached residential dwellings, 2 single detached garages and associated landscaping at the garden curtilage of numbers 1-3 Church View Thorner LS14

It was the decision of the Inspector to allow the appeal subject to a range of conditions

Officers stated they were disappointed with the decision and that there were differing views from Inspectors on the development of garden sites. This was echoed by Panel Members

**RESOLVED** - To note the appeal decision

#### **10 Application 10/03784/OT - 16a Church Lane Bardsey LS17 - Appeal decision**

Plans were displayed at the meeting

Members considered a report of the Chief Planning Officer setting out an appeal decision relating to non-determination of a planning application for the erection of a detached dwelling and approval of details relating to access on land to the front of 16a Church Lane Bardsey LS17

The Panel was informed that the plan attached to the report was incorrect but that the correct plan was displayed at the meeting

It was the decision of the Inspector to dismiss the appeal on the issue of sustainability although a partial award of costs was made against the Council as the Inspector considered there had been a failure by the Council to substantiate its concerns relating to access/highways and drainage/flooding issues

Members and Officers commented on the decision, particularly the view that the site for a single dwelling in an established village within reasonable proximity of a bus stop was not considered to be sustainable

The possibility of this being discussed at a future Joint Plans Panel meeting was raised

**RESOLVED** - To note the appeal decision

#### **11 Application 10/02898/FU - Cleavesty Centre Cleavesty Lane East Keswick LS17 - Appeal decision**

Plans were displayed at the meeting

Members considered a report of the Chief Planning Officer setting out an appeal decision against non-determination considered by Plans Panel East at its meeting on 20<sup>th</sup> January 2011 (minute 128 refers) for the redevelopment of the existing equestrian/kennels/cattery buildings to form a single replacement dwelling on Cleavesty Lane East Keswick LS17

It was the decision of the Inspector to dismiss the appeal although a partial award of costs was made against the Council through the failure to produce sufficient evidence to substantiate its reason for refusal relating to design and by doing so, had acted unreasonably

Concerns were raised by Panel Members at the Inspector's decision to award costs in this case; the inconsistency of views between Inspectors; a disregard of local views, especially Village Design Statements and the imposition of standards of design

It was suggested that a letter be sent to the Planning Inspectorate outlining Members' concerns on recent appeal decisions, with the Panel's Lead Officer being asked to draft a letter for clearance by the Chair and Councillor Gruen

**RESOLVED** - To note the appeal decision

#### **12 Application 10/04438/FU - Detached dwelling - Cragg Hall Farm Linton Lane Wetherby LS22**

Further to minute 192 of the Plans Panel East meeting held on 19<sup>th</sup> May 2011 where Panel considered a position statement on an application for a single detached dwelling at Cragg Hall Farm Wetherby, Members considered a formal application

Plans, including an amended site plan which had been circulated to Members, photographs, drawings and a model were displayed at the meeting

Officers presented the report which sought permission for a single dwelling located centrally within the site and the demolition of all the existing buildings on the site

Clarification had been sought on the intended boundary treatments to demarcate the boundary between residential curtilage and agricultural land, with the applicant's agent being willing to accept a condition regarding detailing. A further condition relating to external lighting was also recommended

In relation to Members' requests for details of the very special circumstances which applied in this case to outweigh the harm to the Green Belt, these were outlined as being:

- the replacement of 2 dwellings with one dwelling
- the siting of this and its impact on the open character and visual amenities of the Green Belt
- issues of nature conservation and biodiversity



- that the proposal represented a better form of development for this site than others that might be judged to comply with Green Belt planning policy

Reference was made to the recent appeal decision on the Cleavesty Centre, with Officers stating that the decision was a finely balanced one

In view of the previous, detailed discussions by Panel on the application, the Chair suggested that new Panel Members might wish to consider not participating in determining this application

Members commented on the following matters:

- the handling of the application with concerns at the timescale; the lack of consultation with Ward Members and local groups and the differing approach taken to this application compared to the Cleavesty Centre particularly the range of possible uses for the dwelling contained in the submitted report if this application for a single dwelling house was not approved
- that issues raised in a previous Inspector's report had not been included in the Officer's report
- the need for Ward Members to be involved in discussions about the boundary treatment and planting

**RESOLVED** – That the application be granted subject to the conditions set out in the submitted report together with the following additional conditions:

- Demolition of all existing buildings to take place prior to commencement of building work
- No external lighting to be erected anywhere within the site until details have been submitted and approved in writing by the LPA. External lighting shall be installed in accordance with these approved details and retained as such thereafter
- Notwithstanding the details shown on the approved plans, no boundary treatments, gates or retaining walls shall be erected onsite until all details have been submitted to and approved in writing by the LPA. Such details shall include position, materials, height, colour etc. All boundary treatments shall be installed in accordance with the approved plans prior to first occupation and retained as such thereafter

and that consultation take place with Ward Members on the proposed conditions concerning boundary treatments, landscaping and materials

**13 Application 10/04641/FU - Detached 5 bedroom house with detached double garage, new vehicular access, associated hard standing and 2m high pillars and boundary wall with iron railing - Land adjacent to Highfield House Brunswick Street Morley LS27**

Plans, photographs and drawings were displayed at the meeting

A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought approval for a detached dwelling with new access, hardstanding and boundary treatments on land adjacent to Highfield House Brunswick Street Morley LS27 which was situated in the Morley Conservation Area

The Design/Conservation Officer had recently highlighted areas of external design which could improve the relationship of the property to Highfield House relating to fenestration; the removal of dormer windows to the front elevation and less emphasis to the size of the front projecting central gable. In view of this, Officers requested that the approval of the application be deferred and delegated to allow for design alterations

In respect of the Contaminated Land consultation, no objections had been received

Officers reported the receipt of further comments from the occupants of Highfield House which were outlined as were the comments from Morley Town Council

The Panel heard representations from the applicant and an objector who attended the meeting

Members commented on the following matters:

- Land stability and that this issue should be fully consulted upon with Ward Members
- Highways issues
- The need for conditions covering reasonable hours of work including limited work on Saturday and none on Sunday being drawn up and Highfield House to have adequate access at all times during construction

**RESOLVED** - To defer and delegate approval of the application to the Chief Planning Officer to allow for detailed design issues and subject to the conditions set out in the submitted report, additional conditions relating to the submission of a construction management plan and access to Highfield House to be maintained during the construction process and following consultation with Ward Members on the issue of the stability of the land

#### **14 Application 11/01241/FU - Change of use of part basement of existing ground floor shop to form 1 one bedroom studio flat - 482 Roundhay Road LS8**

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for the change of use of part basement of existing shop to form a single bedroom studio flat at 482 Roundhay Road LS8 which was sited within the Oakwood District Centre and the Roundhay Conservation Area. Works to the building had been carried out, making the application retrospective

A previous scheme had been refused by Officers due to the lack of daylight for the dwelling, with this decision being upheld by an Inspector

Although revisions had been made to the scheme, Officers remained unhappy and were recommending the application be refused

The Panel heard representations from the applicant's agent who attended the meeting

**RESOLVED** - That the application be refused for the following reason:

The proposed flat would fail to provide an appropriate level of accommodation and amenity for future occupiers in terms of outlook and natural light, contrary to policy GP5 of the Leeds Unitary Development Plan (2006) and the guidance in SPG 6: Development of Self-contained flats and SPG 13: Neighbourhoods for Living

**15 Application 11/01288/FU - Retention of detached double garage to rear of 104 Leeds Road Oulton LS26**

Plans, drawings and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report for retrospective approval of a detached double garage rear of 104 Leeds Road Oulton

Members were informed that a permitted development inquiry had been made with the applicant being advised planning permission was not needed in this case. A query regarding this was made and it was found that the information given had been incorrect; that the application did not constitute permitted development and the applicant was invited to submit a planning application

An issue of an illegal fence had been raised, and whilst the fence was shown on the photographs, this had been removed when Members visited the site. In response to a question about this, Members were informed that a fence above 2 metres required planning permission and if in the future the fence was reinstated at that height, planning permission would be required

**RESOLVED** - That the application be granted subject to the condition set out in the submitted report and an additional condition to restrict the garage to the ancillary use of the occupation of the house

**16 Application 11/01837/FU - Single storey side and rear extension - 51 Pondfields Drive Kippax LS25**

Further to minute 109 of the Plans Panel East meeting held on 16<sup>th</sup> December 2010 where Panel was minded to refuse an application for a single side and rear extension at 51 Pondfields Drive Kippax LS25, the Panel considered a further application as the previous one had been withdrawn by the applicant

Officers presented the amended application and explained that the side and rear extensions could be built under permitted development, but that the wrap-around element of the scheme linking the side and rear extensions fell outside the scope of this. The scheme had been set back from the main front elevation of the house in order to try and overcome the streetscene concerns

Details of bin storage was provided in response to a question by the Panel

**RESOLVED** – That the application be granted subject to the conditions set out in the submitted report

**17 Applications 11/01678/FU - Change of use of shop (use class A1) to betting office (use class A2) including alterations, new shop front and two air condenser units to roof and 11/01679/ADV - 2 illuminated signs - 95a Queen Street Morley LS27**

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought a change of use of part of Morley Market to a licensed betting office. The site was located within the designated S2 Morley Town Centre and also within Morley Town Centre Conservation Area

In terms of policy SF7 which regulated the amount of units in non-retail

use, the proposals were acceptable and would result in 27.3% non retail uses being created, with a figure of 30% being acceptable

The proposals would result in the loss of a side entrance to Morley Market although a new entrance on the corner would be provided

Members were informed there were no highways issues and the proposed use was acceptable in a town centre

The Panel heard representations from the applicant's agent and Town Councillor Sanders who was objecting to the proposals

The Panel discussed the following matters:

- the relocation of several indoor market stalls to a less prominent location in order accommodate the proposals and the impact of this for the market and its traders
- the possible detrimental impact of such a use on the character and identity of the market

The Head of Planning Services stated that if Panel was minded to refuse the application, the need to set out the harm to the market weighed against the benefits should be considered

**RESOLVED** - That the Officer's recommendation to approve the applications be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out possible reasons for refusal of the applications based on the concerns raised by Panel in respect of the impact on the character and viability of the market and the character and viability on the Conservation Area and the proposals being harmful to the retail function of Morley Town Centre

### **18 Applications 11/01019/EXT and 11/01021/EXT - Extension of time applications for 07/05804/LI and 07/05805/FU - Part demolition, restoration and extension to church to form residential accommodation with landscaping and car parking - St Mary's Church and Presbytery Church Road Richmond Hill LS9**

Plans, photographs and graphics were displayed at the meeting Officers presented the report which sought an extension of time for previously approved applications at St Mary's Church and Presbytery Church Road Richmond Hill LS9. The applications had been approved in principle by Panel at its meeting on 14<sup>th</sup> February 2008 (minute 221 refers)

As the applications were for extension of time, limited consultation was required and in line with Government guidance, the approach to applications of this nature was to focus on issues which had changed since the original permission was granted.

In respect of national planning policy and guidance the changes which had taken place since permission had been granted were not considered to impact on the acceptability of granting the current applications

Regarding local policy, the introduction of the Street Design Guide was considered to be of relevance, with Highways Officers being re-consulted on the proposals, but with no concerns being raised subject to the original conditions being attached

Officers requested an amendment to condition No 7 on the full application to reflect the parking space of 1 Richmond Hill Close which was against the boundary of the site, through the provision of a speed table when entering the site

The Panel heard representations from two objectors who shared the speaking time allowed

Members commented on the following matters:

- highways issues
- the impact of the proposals on residential amenity
- the remit of such applications with the Panel's Legal Officer reiterating the advice that the principle of development could not be revisited unless there had been significant changes
- whether it would be possible to secure a revision to the access point if this was agreed to by the applicant

Members considered how to proceed

The Head of Planning Services suggested that consideration of the applications could be deferred for one cycle to enable a meeting to take place between Officers and the applicant to ascertain the intentions for the site, particularly in view of the continual deterioration of both of these Listed Buildings

**RESOLVED** - That consideration of the applications be deferred for one cycle to enable negotiations with the applicant on the issues outlined above

(During consideration of this matter, Councillor Fox left the meeting)

**19 Application 11/01368/FU -Change of use of shop to tea room (A3 use) at 37 Commercial Street Rothwell LS26**

Plans were displayed at the meeting

Members considered a report of the Chief Planning Officer on an application for a change of use of shop to a tea room at Commercial Street Rothwell which was sited within the Rothwell Town Centre and the Rothwell Conservation Area.

Although such an application would normally have been dealt with under delegated powers, the application had been brought to panel as the applicant was a close relative of an Elected Member who would also be a partner in the business

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

**20 Application 08/06739/FU - Proposed development at LUFC Stadium for hotels, shopping, nightclub and spectator facilities to the east stand - Leeds United FC Ltd, Elland Road LS11 - Position statement**

Prior to consideration of the following matter, Councillor Gruen and Councillor Procter left the meeting

Further to minute 238 of the Plans Panel East meeting held on 9<sup>th</sup> April 2009 where Panel agreed in principle an application for the development of a range of shopping and leisure uses at Leeds United's Elland Road stadium, Members considered a further report seeking comments on a proposed amendment to the scheme to include a museum

Plans and photographs were displayed at the meeting

Officers presented the report and stated that the proposed museum which would be included in the first phase of the development would be an additional tourist attraction for the city. No additional floorspace would be required as the museum would be accommodated within the existing footprint for the site

With reference to the amount of match day car parking provision, the Chair, as Ward Member for the area, stated that the reduced level of car parking had not been agreed with Ward Members and that the last masterplan for the site which had been consulted upon had shown that there was no support for the loss of car parking spaces within the locality

Further discussions took place relating to:

- the impact of inadequate car parking, particularly through increased gate numbers if the team won promotion to the Premiership
- the lack of response about a possible railway station at the ground
- local employment; the need to secure this and difficulties which had arisen with the EASEL scheme which had not been able to define 'local' as being within a specific area; rather it had been defined as 'being within the Leeds Boundary'

Concerns continued to be raised at the loss of match day car parking

**RESOLVED** - To note the comments on the proposed variation to plans previously agreed

(Following consideration of this matter Councillor Grahame left the meeting)

**21 Application 11/01235/FU - Variation of condition 3 (restriction of goods for sale) of application 07/050843/FU to allow sale of golf goods from 942 sqm floorspace at Units 2-11 City South Retail Park, Tulip Street Hunslet LS10**

Plans and photographs were displayed at the meeting

Officers presented the report which related to the variation of a condition attached to application 07/050843/FU which restricted the goods which could be sold at City South Retail Park, formerly Tulip Retail Park, Hunslet LS10. Members were informed that no occupier had been put forward for the application which was seen as being an attempt to secure a new operator on the site

Three appeals relating to previous refused applications at the retail park had been lodged with these being scheduled to be dealt with in early August 2011 by Public Inquiry

Golfing goods were general comparison goods, rather than bulky goods, and as such could be sold from town centre locations. National guidance contained in PPS4 seeks to direct main town centre uses, which includes most forms of retail, into town centres unless it can be demonstrated otherwise through a sequential test. In this case, Officers were of the view that this had not been adequately demonstrated by the applicant who had only assessed three sites. Furthermore, Officers could not agree with the reasons given by the applicant in rejecting some city centre sites, particularly due to the specific space requirements for golfing goods

It was therefore the view of Officers that the application should be refused with a possible reason for the refusal being included for Members' consideration

The Panel heard representations from the Retail Park's planning agent who attended the meeting

Members discussed the following matters:

- the current trading situation of the Retail Park, with nearly half of the units being empty and the need to help the retail park
- the impact on the city centre and surrounding S2 centres such as Dewsbury Road, Morley and Rothwell of opening up the variety of goods which could be sold on the site, if approval was given

- that the sale of golfing goods would have no impact on neighbouring retail centres
- that the site would be suitable for the sale of golfing goods, some of which were bulky and there was a requirement for easy access by car

A proposal to accept the Officer's recommendation was made, however further discussions continued

With the Chair's permission, the Head of Planning Services asked factual information from the Retail Park's agent who indicated that if the application was granted his company would work with the Council to find a way to deal with one of the appeals currently lodged

The Head of Planning Services stressed the importance for Members to consider whether by approving the application they were prepared to give away part of the principle that the LPA were going to Public Inquiry on and that this could be seen as either the thin end of the wedge or helping out a failing retail centre

Members considered how to proceed. A proposal to grant planning permission was made and seconded and in doing so Panel accepted the position Officers had been faced with on this application

**RESOLVED** – That the Officer's recommendation to refuse permission be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out proposed conditions to be attached to an approval

## **22 Application 11/01258/LA - Outline application for residential development on land at Cartmell Drive Halton Moor LS15**

Plans, photographs and graphics were displayed at the meeting

Officers presented the report which sought outline consent with all matters reserved for approximately 34 residential units on land at Cartmell Drive LS15, which was largely a cleared site, formerly housing two tower blocks, but also included an area of green space, although there were proposals to mitigate this loss through the re-provision of an area of greenspace on site

Affordable housing would be provided on site with this being at the level which existed at the time the Reserved Matters application was submitted. In respect of timescales, Members were informed that the applicant was seeking a longer outline consent period of 5 years for reserved matters approval and 4 years for the implementation of development. The justification for this request was based around not having a delivery partner for the development and the need to market the site openly which would take time

Concerns were raised at the timescales being sought, which amount to 9 years

**RESOLVED** - To approve the application subject to the conditions set out in the submitted report and for the time limits to be 3 years for the outline consent and 2 years for submission of reserved matters

## **23 Application 11/01244/OT - Outline application for development of non food retail units, 2 car showrooms, ancillary food kiosk with associated access roads and landscaping - Land on Geldard Road and Ring Road Beeston - Position Statement**

Plans, photographs, drawings and graphics were displayed at

the meeting

Members considered a position statement on proposals for a commercial development on a strategic site in South Leeds

Officers presented the report and stated that the site which was now cleared had previously supported B8 uses, so the principle of development was considered to be acceptable. Further information was required on the size of the kiosk unit and when the application was brought for determination details on the restrictions of the goods for sale would be provided

Some concerns existed about the amount of landscaping being proposed, with some of it being off-site. Design issues also existed with Officers of the view that a building of equal quality to the adjacent Porsche building was required

Members commented on the following matters:

- The need for a high profile building with good quality landscaping on this site and that anything less would not attract people to the development
- The possibility of the curved design of the Porsche building being echoed in the design for this scheme
- The need for adequate car parking to support the mix of uses even if this meant less units on the site
- Highways issues, that the site was close to a busy junction which regularly led to traffic building up on the Ring Road and that the highways proposals would need to take this into account
- the need for pedestrian safety issues and access points to be addressed as concerns were raised about rat-running through the site which must be prevented
- The fact that the site was within a flood risk zone and the need to address the Environment Agency's comments in respect of flooding
- The Coal Authority's comments and who would carry out further investigations. Members were informed that it would be for the developer to arrange for such work to be undertaken

**RESOLVED** - To note the report and the comments now made

**24 Application 09/05411/FU - Proposed residential development to form 239 apartments comprising 5 new buildings, 4 to 8 storeys, 10 three storey town houses, retail unit with access, parking and landscaping - Former Buslingthorpe Tannery Education Road Sheepscar LS7 - Position Statement**

Further to minute 92 of the Plans Panel East meeting held on 25<sup>th</sup> November 2010 where Panel considered a position statement on the proposals, a further report was submitted for Members' consideration

Plans and graphics were displayed at the meeting

Officers presented the report and informed Members that a recent fire in February 2011 had destroyed the original 5 storey brick tannery building but that the applicant was seeking to replace this with a comparable building, together with 4 additional buildings and 10 three storey townhouses

The opportunity to create a route through between the two main buildings would be taken as well as improvements to the landscaping

Members provided the following responses to the specific points to be addressed in the report:



That the Panel accepted the applicant's approach to the redevelopment of the site following the loss of the tannery building

The Panel was satisfied with the suitability of the replacement building in terms of its footprint, scale design and use of external materials

The proposed mix of residential units was acceptable

The overall number of car parking spaces being proposed appeared to be acceptable so long as it was unallocated

That planning obligations would be required, including affordable housing, a travel plan and contributions towards greenspace and public transport infrastructure

**RESOLVED** - To note the report and the comments now made

**25 Date and time of next meeting**

Thursday 14<sup>th</sup> July 2011 at 1.30pm in the Civic Hall Leeds

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# Public Document Pack

## PLANS PANEL (WEST)

THURSDAY, 31ST MARCH, 2011

**PRESENT:** Councillor N Taggart in the Chair

Councillors J Akhtar, B Chastney,  
M Coulson, J Hardy, J Harper, T Leadley,  
J Matthews, P Wadsworth and R Wood

### 120 **Declarations of Interest**

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor Akhtar – Leeds Bradford International Airport - declared a personal interest as he stated that he and his family used Pakistan International Air, mentioned in discussions on enforcement matters, to travel from LBIA to Pakistan (minute 123 refers)

### 121 **Minutes**

The Panel noted a number of minor amendments to minute 112 as follows:

Para 13 – to reword to clarify that all future residents of the Clariant site would live within the Horsforth ward

Para 15 - to refer to Woodside Quarry (not Mills)

**RESOLVED** – That, subject to the amendments outlined above, the minutes of the last meeting be approved as a correct record

### 122 **Matters Arising**

Minute 118 Little London Regeneration – Councillor Leadley stated he had received correspondence confirming that the developers would offer reasonable terms for refurbishment works to existing owner/occupiers of homes within the areas scheduled for refurbishment

### 123 **Matters Arising from previous meetings**

Leeds Bradford International Airport – Councillor Matthews referred Members to reports presented to previous Panel meetings on noise monitoring at LBIA and Members' resolve to ensure breaches of the conditions, particularly night time breaches, were pursued. He stated that local ward Councillors had been informed that enforcement action was not to be pursued by the Authority.

The Head of Planning Services responded that officers intended to report back with the next 6 monthly update to the next Panel meeting. He outlined the steps which had been taken to address the issue including the desire to introduce a quieter plane. He also confirmed that PIA had breached the night time flight condition twice in January and that there had been high level meetings since then between LCC Members, officers and LBIA representatives where a number of sensitive issues had been discussed. Members expressed concern that a resolution of the Panel was not being implemented but noted that a further report would be tabled for the next meeting

Minutes approved at the meeting  
held on Thursday, 28th April, 2011

**RESOLVED** – To note the information

**124 Chairs Report - Mr M Darwin**

The Chair reported that Mr M Darwin, Head of Highways Development Services was in attendance at this, his last Panel meeting, as he would retire from the Council today. Councillor Taggart provided the Panel with a brief history of Mr Darwin's working life and recognised his significant contribution to Leeds and to the work of the Plans Panels. All Panel Members and officers present expressed their best wishes to Mr Darwin for the future.

**125 Application 10/03880/FU/MIN - Erection of an 18.3m (to hub) wind turbine at Grange Farm, Black Hill Road, Arthington, Otley, LS21**

Slides showing a site plan, a drawing of the elevation and photograph of a similar sized turbine were displayed at the meeting. Members had visited the site prior to the meeting.

Officers reported updates to the report, namely that the distance to the nearest property boundary should read 330m (not 260m as stated in the report) and that paragraph 10:22 should state that the LCC Nature Conservation Officer had responded in consultation with Natural England.

The Panel heard from Mr B Thompson, Chair of Arlington Parish Council who referred to the presence of Red Kites in the locality and the guidelines issued by Natural England that turbines should be located no nearer than 500m from a nesting site. He suggested this turbine would be within that distance. Furthermore he felt the applicant had not provided evidence of the special reasons to set aside Green Belt policy.

The Panel then heard from Mr P Bailey, agent, in response who described the locality and the siting of the proposed turbine set down within the landscape with significant tree cover to mitigate any visual impact.

Members discussed the following matters:

- The proximity of the Red Kite nesting site. Officers reported the turbine to be approximately 400m away. Neither Natural England nor LCC Conservation officer foresaw a problem with this, however there was no evidence to suggest either way. The Panel discussed the request from NE for the applicant to monitor the impact of the turbine but noted that conditions had to be pertinent to this application and could not require the applicant to gather evidence for future applications
- The turbine would provide electricity for all the requirements of the farm. Any additional power would be relayed to the National Grid for general consumption
- The minimal noise caused by turbines
- Colour of the turbine mast which Members suggested should be unobtrusive but still visible to birds

**RESOLVED** - That the application be granted subject to the specified conditions

**126 Application 10/04068/OT - Outline Application including means of access to erect residential development at the former Clariant site, Calverley Lane, Horsforth LS18**

Further to minute 112 of the meeting held on 3<sup>rd</sup> March 2011 when the Panel resolved not to accept the officer recommendation to approve the application; the Chief Planning Officer submitted a further report setting out proposed reasons to refuse the application based on the concerns raised at that meeting. The proposals had been considered in conjunction with development proposals for the adjacent Riverside Mills site (minute 127 refers) and the same reasons to refuse both applications were dealt with at the same time.

Five reasons were contained within the report, and officers tabled a sixth reason at the meeting following further discussions on the Transport Assessment. Officers clarified that the reasons for refusal were based on the application as made – without the proposals for signalisation of Horsforth roundabout as they had not part of the formal application, although offered and discussed at the Panel meeting.

**RESOLVED** – That the application be refused for the following reasons:

1. The site lies outside the main urban area, in a location which is remote from local services. As such, the site is not in a demonstrably sustainable location for residential development and the sustainability measures promoted are considered insufficient to outweigh this locational disadvantage. The proposal is therefore detrimental to the aims and objectives of sustainability policy, contrary to adopted Leeds UDP Review (2006) strategic goal SG4, strategic aim SA2, policies H4, T2, T9; RSS (2008) policies YH7, LCR1, T1 and government guidance in PPS1, PPS3 and PPG13.

2. The site is poorly served by non car modes of transport. The proposed bus service is insufficient to meet the minimum standards suggested by the SPD “Public Transport Contributions” and proposals for Calverley Lane North result in disbenefits for cyclists. Consequently residents would be primarily dependent upon use of the private car. The proposal is therefore detrimental to the aims and objectives of sustainability policy, contrary to adopted Leeds UDP Review (2006) strategic goal SG4, strategic aim SA2, policies GP5, H4, T2, T2D, T5, T9; RSS (2008) policies YH7, T1, T3; SPD “Public Transport Improvements and Developer Contributions” (August 2008) and government guidance in PPS1, PPS3 and PPG13.

3. The submitted Travel Plan is unacceptable as regards baseline mode splits and targets, penalties and mitigation if targets not met, travel to school by sustainable transport and the form, timing and length of monitoring. The proposal is therefore detrimental to the aims and objectives of sustainability policy, contrary to adopted Leeds UDP Review (2006) strategic aim SA2, policy GP5, para 6.3.9., 6.3.12, RSS policy T1, SPD “Travel Plans” (May 2007) and government guidance in PPG13.

4. The development is accessed from the A6110 (Ring Road) which is a high speed, heavily trafficked primary route. The access from Calverley Lane South onto the A6110 does not have adequate capacity to cater for the development and is considered unsafe. The proposal is therefore detrimental

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to highway safety, contrary to adopted Leeds UDP Review (2006) policies GP5, T2 and T5 of the and government guidance in PPS3 and PPG13.

5. The proposed access works to Calverley Lane North fail to take proper account of cyclists returning to the site, detrimental to their safety and convenience. The proposal is therefore detrimental to highway safety, contrary to adopted Leeds UDP Review (2006) policies GP5, T2, T5; RSS policy T1 and government guidance in PPG13.

6. The Transport Assessment is based on a VISSIM model which has a number of serious flaws; in particular the queue lengths in the existing situation do not validate which has implications for the fallback and development case results. This means that the model does not provide an acceptable representation of impacts on the local highway network and the Transport Assessment cannot be relied upon to make a sound planning decision. The application is therefore detrimental to highway interests contrary to adopted Leeds UDP (2006) policies GP%, T2, T2B and PPG13 paras 23 – 25

**127 Application 10/04261/OT - Outline Application including means of access to erect residential development for up to 150 dwellings with associated open space and off site highway works at Riverside Mills, Low Hall Road, Horsforth LS18**

Further to minute 112 of the meeting held 3<sup>rd</sup> March 2011 when the Panel resolved not to accept the officer recommendation to approve the application, the Chief Planning Officer submitted a report setting out proposed reasons to refuse the application based on the concerns raised by Members at the previous meeting. This matter was dealt with in conjunction with the Clariant site proposals (minute 126 refers) as the reasons to refuse both applications were the same

Five reasons to refuse the application were included within the report and officers tabled a sixth reason at the meeting following further consideration of the Transport Assessment.

**RESOLVED** – That the application be refused for the reasons set out in minute 126 above.

**128 Application 10/05548/EXT - Extension of time period for planning permission 08/00397/OT Outline application for one part 3, part 4 storey block of 15 student flats at Moorland Road, Woodhouse, LS6 for**

The Panel considered the report of the Chief Planning Officer on an application seeking the extension of time period for implementation of outline application 08/00397/OT for student flats. The Panel had visited the site prior to the meeting. Plans and photographs of the site were displayed. Officers also showed an indicative drawing of the type of development proposed however reiterated that the details of the proposal were reserved for a future application.

Members heard from Mrs S Buckle on behalf of the local community objecting to the scheme who expressed concern over the impact of the block on the

local residents and the number of surplus student bed spaces available across the city. The Panel then heard from Mr D Cook, agent, who stated the site was identified within the UDP as suitable for HMO development and that the building itself would not be as large as the substantial terraces around it.

Members considered whether there had been any material planning changes since the original consent was granted in 2008 and had regard to the fact that the Little Woodhouse Neighbourhood Design Statement had been recently adopted. Members were also mindful that the principle of this development was already established and of the Government Guidance relating to applications seeking extension of time for implementation during the current economic climate. On balance, the Panel recognised that there was no evidence of significant material changes to support a reason to refuse the application

**RESOLVED** – That the application for the extension of time for implementation of application 08/00397/OT be granted; subject to the specified conditions contained within the report and subject to the completion of a signed Section 106 Agreement for an off-site Greenspace payment of £17,922.34 and a management fee of £600.

(Councillors Akhtar and Hardy withdrew from the meeting at this point)

**129 Application 11/00255/FU - Change of Use and alterations and extension to form A2 offices with associated landscaping at 75 Otley Road, Headingley LS6**

Plans and photographs of the site were displayed at the meeting along with computer generated graphics of the proposals in the street scene. The Panel had previously received a pre-application presentation on the scheme in December 2010 and officers highlighted revisions made to the proposals since then.

(Councillor Akhtar resumed his seat in the meeting)

Officers reported receipt of one further letter of objection submitted on behalf of the Headingley Renaissance Group relating to the servicing/delivery arrangements for the unit. The Panel broadly agreed that the location of the property opposite the Arndale Centre related as much to the commercial area of Headingley as it did to the residential area.

**RESOLVED** – That the application be granted subject to the specified conditions contained within the report

**130 Application 11/00544/FU - Retrospective application for change of use of retail unit to estate agents (A2) for a period of 2 years at 8 St Anne's Road, Headingley LS6**

Plans and photographs of the site were displayed at the meeting. Officers reported concerns relating to the loss of retail vitality on this shopping parade and the supportive comments of the Planning Inspector at an appeal in June 2010 against refusal for permission for change of use to A2 use at 10 St Anne's Road. Officers were however mindful that Panel had recently

approved the expansion of an existing restaurant in the same parade of shops which had resulted in the loss of a retail use.

The Panel heard from Mr S Moran, the applicant, who detailed the business and retail history of the units in the shopping parade and the impact of the recession on the viability of the units. The Panel noted this was a retrospective application which was recommended for refusal, but bearing in mind the recent grant of restaurant use to another retail unit and the likelihood that no other operator would seek to use this unit in the near future; considered the proposed 2 year temporary use to be acceptable in the current economic climate.

**RESOLVED –**

- a) That the officer recommendation to refuse the application be not agreed.
- b) That the application be approved in principle for a temporary period of 2 years only
- c) That final approval of the application be deferred and delegate d to the Chief Planning Officer (subject to conditions deemed to be appropriate)
- d) To note that a report would be presented to Panel if the applicant chose to appeal the 2 year temporary permission in the future

**131 Application 11/00639/FU - Proposed two bedroom detached house to garden site, 5 Caythorpe Road, West Park, LS16**

Plans and photographs of the site were displayed at the meeting. Officers highlighted key issues to consider, particularly the fact that Panel had recently approved a similar development for a dwelling with a link to the existing dwelling contrary to officer recommendation in January 2011. The application now before the Panel proposed an entirely detached new dwelling.

Members noted the inclusion of a condition which ensured that Permitted Development rights were removed

**RESOLVED –** That the application be granted subject to the specified conditions contained within the submitted report

**132 Date and Time of Next Meeting**

**RESOLVED –** To note the date and time of the next meeting as Thursday 28<sup>th</sup> April 2011 at 1.30 pm



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## PLANS PANEL (WEST)

THURSDAY, 28TH APRIL, 2011

**PRESENT:** Councillor N Taggart in the Chair

Councillors B Chastney, M Coulson,  
J Hardy, J Harper, G Latty, T Leadley and  
J Matthews

### 133 Late Items

The Chief Planning Officer tabled one Late item of business for the Panel to consider, with the agreement of Councillor Taggart. The late report pertaining to Leeds Bradford International Airport had been despatched prior to the meeting. (minute 139 refers).

Additionally the Panel received a revised version of the planning officers report on Application 10/02363/OT Retail superstore at Armley, containing amendments arising from continuing discussions with the developer (minute 137 refers)

### 134 Declarations of Interest

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor J Harper – Application 10/02363/OT retail development, Armley - declared a personal interest as Vice Chair of West Leeds Gateway Steering Group and as a member of the Townscape Heritage Initiative (minute 137 refers)

Councillor N Taggart - Application 10/02363/OT retail development, Armley - declared a personal interest as a member of West Leeds Gateway Steering Group (minute 137 refers)

### 135 Apologies for Absence

Apologies for absence were received from Councillors Wadsworth and Wood. The Panel welcomed Councillor G Latty as a substitute for Councillor Wadsworth.

### 136 Minutes

**RESOLVED** – The minutes of the last meeting held 31<sup>st</sup> March 2011 were approved as a correct record

### 137 Application 10/02363/OT - Outline Application to erect Retail Superstore with car parking, petrol filling station/shop, three A1/A2/A3 Units and public open space at land off Carr Crofts, Town Street and Modder Place, Armley LS12

The Panel considered the report of the Chief Planning Officer on an outline application including the siting and access arrangements for a large retail superstore with car parking and three retail units in Armley. The Panel was in receipt of a revised covering report setting out an amended description of

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development, amended officer recommendation, amended conditions and additional details of heads of terms for the Section 106 agreement.

Plans of the site, street elevations, architects 3D graphics and a photo montage showing the proposals in the street scene were displayed at the meeting. Officers addressed the revisions made to the report and highlighted the amendments made to the proposals since Panel received and commented on a position statement presented in July 2010. In particular:

Petrol station – Reduced in size, set back from Carr Crofts, reorientated to provide better access arrangements and live frontage onto Carr Crofts and improved roof design.

Conservation Area buildings – those originally earmarked for demolition to make way for the petrol station would now be replaced with new retail units to turn the corner on Town Street with public seating set in a wide pedestrian area. Officers concluded that the demolition now had a neutral impact on the Conservation Area, as the new buildings were an acceptable replacement in the conservation area.

Public transport – a new bus stop with real time display to be provided on both sides of Carr Crofts and those on Town Street to be relocated.

In addition officers reported on the following issues previously raised by Members:

Scale and impact on Armley Town Centre – officers reported they had investigated the impact of similar developments on similar town centres as requested in Batley and Rothwell – and concluded that those superstores had generally encouraged vitality in the towns and reduced vacancy. However there had been some fall off in trade in Batley following introduction of a mezzanine, but this could also be attributable to current economic circumstances.

Whether a smaller scheme would be viable – as previous concerns about the impact of this development on the Conservation Area and highway impact had been addressed, this was no longer a fundamental issue.

Impact on employment – importantly, two companies currently on site had confirmed that they would relocate and expand within the Leeds district.

Officers reported their remaining concerns over the proposed roof form shown on the indicative drawings due to the expanse of the unit and the inclusion of roof lights which were felt to be contrived, but noted this could be dealt with at the Reserved Matters stage. Members were directed to the regeneration and employment benefits brought by the proposals as a key issue to consider in light of the matters now addressed.

The Panel commented the site had historically been a busy area and noted the local support for the scheme, although they were concerned that the relationships between the new development and the neighbourhood were right. Members discussed the following:

Retail Mix –

- noted that Condition 42 restricted uses within the retail store in order to protect uses currently on Town Street.

- queried whether there was flexibility in this condition to reflect subsequent use changes on Town Street and whether the condition would prohibit the store selling products which were available on Town Street.
- commented that shoppers may not venture into Town Street in the future.
- wanted officers to assess this proposed condition further.

#### Noise –

- noted conditions 22/23 restricted the hours of opening/deliveries and commented that other supermarkets in similar neighbourhoods had later hours. Local residents here would have an expectation this store would open until 23:00 hours.
- queried whether the restriction was necessary and if it would prevent existing uses relocating.
- noted that it would be preferable for the service vehicles to retain their reverse beepers in the interests of public safety.
- could sound deadening surfaces be installed within the service area to alleviate the impact on noise from vehicles.
- wanted officers to assess this proposed condition further.

Officers responded that the restrictions arose from concerns to protect vitality and viability of Town Street and Environmental Protection Team advice regarding potential noise impact. The conditions would not prevent uses relocating and could be reviewed as requested. Surfacing materials would be addressed in the detail of the Reserved Matters application. Restrictions should have regard to the context of the site, as it was surrounded by residential properties.

Opening hours (in particular night time access and car parking arrangements) could be reviewed, perhaps making use of under croft car parking to minimise noise. The main access to the unit would be off Carr Crofts/Station Avenue. Direct access onto Station Avenue will be stopped up.

#### Roof –

- queried whether a green roof could be incorporated and requested further details on the carbon footprint.

Officers noted that care should be taken when viewing the indicative drawings as such matters would only be designed and formally considered at Reserved Matters stage

#### Highways –

- welcomed the provision of signals to the Tong Road/Carr Crofts junction as the store would attract customers from the Farnley and Wortley areas.
- Queried if the Branch Road/Armley Road junction should also be addressed as traffic from the new store could use this route and add to long queues of stacking traffic already experienced at the junction waiting to make the difficult right turn onto Armley Road. The Highways Officer confirmed that this concern would be passed onto Urban Traffic Control.

Some Members were concerned about the number of issues which appeared to be unresolved and required further attention through the defer and delegate process. Officers reiterated that some of the issues raised by Panel now could only be dealt with at the Reserved Matters stage at which point an application would be brought back to Panel. Furthermore, a defer and delegate decision would afford opportunity to review the conditions relating to restricted uses and proposed hours of operation. In addition it was agreed that officers would consult ward members on such details prior to a decision being formally issued.

The Panel considered the revised officers recommendation and **RESOLVED** – That the application be approved in principle and final approval be deferred and delegated to the Chief Planning Officer subject to the submission of an acceptable Stage 1 Road Safety Audit; the conditions specified in the revised report and the completion of a Section 106 Agreement to cover those matters listed within the revised report namely the management fee, travel plan monitoring fee (£4,000 index linked), public transport contribution (£660,756 index linked), bus infrastructure contribution (£40,000 index linked), specification and timing of public realm works, specification and timing of works to the former Chapel, specification and timing of construction/marketing of retail units, details of training and employment for local people.

Under the provisions of Council Procedure Rule 16.5 Councillor Leadley required it to be recorded that he voted against this matter.

(Councillors Coulson and Hardy with drew from the meeting)

### **138 Planning For Growth - National Advice**

The Chief Planning Officer submitted a report setting out information sent to all Local Planning Authorities (LPAs) in England by the Chief Planner (Communities and Local Government) in respect of the national objectives in 'Planning for Growth'. Appended to the report was a statement by the Minister for Decentralisation and further information on planning obligations.

(Councillors Coulson and Hardy resumed their seats in the meeting)

The Head of Planning Services highlighted the following

- the importance now placed on delivering sustainable growth and the clear expectation that a positive answer should be given to development and growth whenever possible, particularly for moving forward previously stalled schemes, although key sustainable development principles should not be compromised
- weight should be given to the economic factors and economic recovery when an application is finely balanced,

Members noted that Executive Board was due to consider the revised Affordable Housing (AH) figures on 18<sup>th</sup> May 2011 and noted that any permission granted with the lower AH threshold will be required to be implemented within 2 years. The Head of Planning Services commented that

applications to vary the AH offer were anticipated from those developers who had recently won appeals for residential Greenfield developments offering AH at the higher threshold. Members expressed concern that developers would repeatedly apply for extensions of time for applications with lower AH thresholds. The Head of Planning Services clarified that once the 2 years had elapsed with no development on site, a fresh full application would be required.

The Chair expressed interest in the impact this new approach would have had on some recent Panel decisions and requested officers undertake an exercise to review those decisions in the light of the government advice

**RESOLVED** - To note the report and attached papers and to have regard to them in making planning decisions

**139 LATE ITEM - Leeds Bradford International Airport - Monitoring report September 2010 to February 2011 of night time aircraft movements, noise levels and air quality**

Further to minute 123 of the previous meeting, the Chief Planning Officer presented a Late Item of business relating to monitoring of night time aircraft movements, air quality and noise at Leeds Bradford International Airport (LBIA).

The report was accepted as a Late Item as Panel had specifically requested a report at the last Panel on the reasons why enforcement action was not to be taken in respect of breaches of conditions as raised by Councillor Matthews and that it should be provided in the context of the latest monitoring report. The Head of Planning Services apologised for the lateness of the report which was due to the time taken to get the required monitoring information but felt it was important that the information and explanation was tabled at this meeting. He also made it clear that Members did have the option of deferring the item a cycle if they wanted to allow more time to consider its contents

The comments of an e-mail from local ward Councillor Campbell on the contents of the report and the approach taken by the Local Planning Authority to the monitoring of LBIA were read out in full to the meeting.

The Head of Planning Services outlined the circumstances of the last 3 breaches which had occurred since he wrote to the airport in May 2010 and considered that they were exceptional. He referred to the history of Pakistan International Airlines (PIA) breaches; the improvement over time and the actions which had been taken by the airport to improve the situation. The Head of Planning Services recognised that there were a number of factors to take into account before taking formal enforcement action and the impact of the breaches had to be weighed against the economic benefits brought to Leeds by PIA flying from LBIA. Consideration was also being given as to how other airports dealt with breaches of conditions and the need to continue to work co-operatively with the airport

Members commented that allowing the planning conditions to continue to be flouted would set a worrying precedent. They noted the number of breaches

which had happened over the last 3 years but that improvements had been made and the latest breaches were due to exceptional circumstances

Members considered that enforcement action at this time would not be appropriate but that the issue should be kept under review and the enforcement file should remain open. We should continue to bring the matter to the attention of the airport and urge further dialogue with PIA to bring the quieter B777 aircraft into service on this route at the earliest opportunity

**RESOLVED –**

- a) To note the contents of the report in relation to night time aircraft movements, noise and the air quality monitoring
- b) To note the update in relation to outstanding enforcement action in relation to breaches of the planning condition on night flying and aircraft noise
- c) To support the approach adopted by officers so far, in seeking to resolve the issues of the PIA breaches by continued dialogue rather than formal action at this stage given the improvement in the position over time and the low number of breaches now occurring
- d) To note the intention to present a further monitoring report in six months time

**140 Date and Time of Next Meeting**

**RESOLVED –** To note the date and time of the next meeting as Wednesday 25<sup>th</sup> May 2011 at 1.30 pm (avoiding Annual Council on 26<sup>th</sup> May 2011)

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## PLANS PANEL (WEST)

WEDNESDAY, 25TH MAY, 2011

**PRESENT:** Councillor N Taggart in the Chair

Councillors J Akhtar, B Chastney,  
M Coulson, J Hardy, J Harper, T Leadley,  
J Matthews, P Wadsworth and R Wood

### 141 **Declarations of Interest**

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor T Leadley – Application 11/01400/EXT Kirkstall Forge – declared a personal interest as he stated that comments he had made regarding Leeds bid for NGT and its impact on the proposed railway station at Kirkstall Forge had been reported in the press (minute 150 refers)

Councillor N Taggart - Application 11/01400/EXT Kirkstall Forge – declared a personal interest as a member of both West Leeds Gateway Steering Group and a member of Kirkstall Valley Park (minute 150 refers)

Councillor N Taggart - Applications 10/03015/FU & 10/03014/CA Cragg Wood Nurseries and Applications 10/00848/FU & 10/01122/LI Throstle Nest Farm – declared personal interests in both matters as West Yorkshire Archaeological Society had commented on the proposals. The Society falls within the remit of West Yorkshire Joint Services Committee which is Chaired by Councillor Taggart although he stated he was not involved in the day to day decision making process. (minute 144 refers)

### 142 **Minutes**

**RESOLVED** – That the minutes of the last meeting held 28<sup>th</sup> April 2011 be agreed as a correct record

### 143 **Matters Arising**

Minute 139 Leeds Bradford International Airport Appeals outcomes – the Head of Planning Services reported two appeals against refusal of permission for car parking provision (Sentinel car park and Unit 1a Whitehouse Lane) had been allowed by the Inspector. The comments of the Inspector regarding loss of employment land, surface access strategy and pick-up/drop-off arrangements for passengers were noted. Members commented on the imposed condition regarding pick up/drop off given that the LBIA site was private land.

Monitoring – The Head of Planning Services reported that a response had been received from LBIA Operations Manager confirming actions being taken in response to a letter expressing the comments made by Members at the last Panel meeting. Members noted that a further report on the monitoring of flights would be presented to an appropriate Panel meeting when a further 6 months results were available.

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**144 Application 10/03015/FU - One 6 Bedroom Detached House including conversion of Chapel to form Annexe and One 4 Bedroom Detached House both with detached double garages AND Application 10/03014/CA Conservation Application for demolition of outbuildings at Cragg Wood Nurseries, Cragg Wood Drive, Rawdon LS19**

The Panel considered both applications together as they related to proposals for a residential development on the same site. Plans and photographs of the site were displayed along with architects drawings of the proposals. Members had visited the site prior to the meeting. Officers reported a new total of 119 signatures to the petition objecting to the proposals

The Panel heard representation from a local resident over concerns of damage to the site and wildlife habitats. Photographs were tabled of the site and text of her verbal submission and stated there were no special circumstances to support approval of the application.

The Panel then heard representation from the agent for the applicant who highlighted the benefits of the scheme, the public consultation undertaken and that designation of a site as Conservation Area did not preclude development. Members went on to discuss

- Surface treatment. Members were concerned at the proposal to pave the pedestrian footpath and tarmac the access to the dwellings and felt a more sensitive approach to the hard standing elements of the scheme was required
- The current state of the site and dilapidated buildings
- The size of the domestic curtilage of each property
- The impact of the current permitted use should the horticultural nursery re-open in terms of vehicular movements, impact on the landscape

(Councillor J Harper withdrew from the meeting for a short while at this point)

Members noted the proposals would not usually be regarded as acceptable development within the Green Belt as this was not a sustainable site, however the unique nature of the site and very special circumstances such as the enhancements to the site, access improvements, reduction in traffic (from the previous nursery traffic) and benefits the development would bring in terms of land management and maintenance were felt to outweigh the harm arising from inappropriate development in the Green Belt.

**RESOLVED –**

**a) Application 10/03015/FU** - That the application be approved in principle and final approval be deferred and delegated to the Chief Planning Officer subject to the conditions specified in the report; plus an additional condition to restrict the domestic curtilage of each dwelling to that shown on the submitted plan and an amendment to Condition No 5 to read “notwithstanding the submitted details, samples of surfacing materials to be submitted *and agreed in writing by the LPA*” and subject to the completion of a Section 106 Agreement to cover



- i. improvements to the public footpath (Aireborough No.100), which adjoins the eastern site boundary in discussion with the Rights of Way Officer
- ii. the right for pedestrians to pass and re-pass along the section of the site access road between Woodlands Drive and the southern end of the public footpath.

In the circumstances where the Section 106 Agreement has not been completed within 3 months of the resolution to grant planning permission, the final determination of the planning application shall also be delegated to the Chief Planning Officer

**b) Application 10/03014/CA** - That the application be approved in principle and the final approval be delegated to the Chief Planning Officer subject to the specified conditions contained within the report

Councillor J Harper required it to be recorded that she abstained from voting on both matters under the provisions of Council Procedure Rule 16:5

(Councillor Leadley withdrew from the meeting for a short while at this point)

**145 Application 11/00811/FU - Construction of 12 Flats, 8 Houses, Detached Common House with car parking, public open space and communal gardens at former Wyther Park Primary School, Victoria Park Avenue, Bramley, LS13**

Plans and photographs of the site were displayed at the meeting. The Panel had previously received a pre-application presentation on the proposals in February 2011. Officers highlighted the key issues as being

- The ethos of the design of the scheme within a stand alone site
- Members previously indicated that no affordable housing provision in the scheme would be acceptable due to the not for profit nature of the community build
- The small garden size was acceptable due to the large amount of communal amenity space within the site

Members commended the scheme and commented that this could be a signature scheme and bench mark for other community developers

**RESOLVED** – that the application be granted subject to the specified conditions contained within the report

(Councillor Harper withdrew from the meeting at this point)

**146 Applications 10/00848/FU & 10/01122/LI - Change of Use and Listed Building applications involving part demolition of and alterations to former Agricultural Buildings to form One 2 Bedroom, One 3 Bedroom and One 4 Bedroom Terraces Houses with associated car parking and amenity space at Throstle Nest Farm, Weston Lane, Otley LS21**

(Councillor J Harper resumed her seat in the meeting)(Councillor Hardy withdrew from the meeting for a short while at this point)

Plans, slides showing side elevations and aerial photographs of the site were displayed at the meeting. Members had undertaken a site visit prior to the

meeting. The content of two further letters of representation received from a neighbour and from local ward Councillor Campbell was reported. Officers highlighted the key issues to consider as being design, amenity and impact on wildlife. As a result; one further condition was requested to require submission of a method statement and timing of the works to ensure the swallows nesting in the buildings were not affected by the development.

Members noted the buildings were Grade II listed, and commented that roof and guttering materials should be appropriate and preferably match those to be retained. Officers responded that materials would be discussed with the Conservation Officer.

**RESOLVED** – That the applications be granted subject to the specified conditions contained within the report and further conditions to ensure the use of plastic guttering is reviewed and to require submission of a method statement for the timing of the works to ensure the swallows nesting in the buildings are not affected by the development

**147 Applications 09/04287/RM & 10/03695/FU - Applications for laying out of access roads and erection of 138 Dwellings, 21 Flats, 41 Retirement Apartments, 2 Storey Office Block and alterations and extensions to Mill Building to form 36 Flats and 1 Office Unit and Change of Use of building to Bar/Restaurant and 20 space car park, greenspace and landscaping on land at Gallows Hill, adjacent to Cemetery, Pool Road, Otley LS21**

It was reported that the applicant had requested the withdrawal of this item from the agenda

**RESOLVED** – To withdraw this application from the agenda

**148 Application 11/00704/FU - Removal of Condition 01 from planning permission reference P/07/05389/FU in order to allow the permanent retention of the existing animal stables and the continued use of this building for ancillary care purposes at Hickory Thicket, West Chevin Road, Otley LS21**

Plans of the site were displayed at the meeting. Officers reported the contents of one further letter of representation which expressed concerns over the lawful use of the building, publicity and reference to residents' letters.

Officers clarified that at the time the existing temporary permission was granted, the Panel had considered the special circumstances of the case and had taken the view that although not strictly an agricultural use, the building was of agricultural style and its use for keeping animals would be ancillary to the residential care use of the main building on the site. Officers confirmed this would still be the case, although the nature of the ancillary use had changed in response to the residents need.

The Panel noted that the building currently provided space for activities the residents could not follow within their own flats however there was no intention to alter the size or appearance of the unit. Members commented that a permanent permission would not be appropriate. The Chair therefore varied usual procedure to allow the applicants' representative to address the Panel

on behalf of the applicant who emphasised the carefully managed nature of the site and stated the applicant would accept a 5 year temporary permission in the circumstances.

**RESOLVED** –That permission be granted for a period of 5 years subject to the specified conditions contained within the report

(Councillors Akhtar and Matthews withdrew from the meeting at this point)

**149 Application 11/00414/FU - Change of Use of storage barn to offices/toilets and extensions to abattoir at Low Green Farm, 40 Leeds Road, Rawdon LS19**

Plans and photographs of the site and slides showing proposed elevations were displayed at the meeting. Members had undertaken a site visit prior to the meeting. Officers referred to the site history of the abattoir and were mindful that this was a commercial use that had arisen from the historical agricultural use and had been allowed to expand over time. Plus, although the site currently lay within the Conservation Area the part where the extensions were planned was due to be excluded from the Conservation Area shortly although it would still abut the boundary. Officers also had regard to PPS4 and recent advice from Central Government encouraging support for developments in the current economic climate.

(Councillor Akhtar resumed his seat in the meeting. Councillor J Harper withdrew from the meeting)

The very special circumstances of the case, the limited impact on the Green Belt and the residents concerns about hours of use were highlighted. It was noted that further investigation was required of the appropriateness of restricting the hours of use; therefore officers requested the application be deferred and delegated should Members be minded to approve the application.

The Head of Planning Services read out the contents of late correspondence received from local ward Councillors Townsley and Cleasby.

(Councillor J Harper resumed her seat in the meeting)

The Panel discussed the following matters:

- Increased capacity of the abattoir and impact of vehicle movements on residents to the north of the site
- Location of the site on a busy road
- The impact any restrictions on delivery hours could have on the requirement to deal with livestock humanely
- Views across the building and whether a stone or green façade treatment to the elevations would minimise impact
- Boundary treatment to the north west of the site

The Chair permitted the agent on behalf of the applicant to answer a direct query with regards to traffic, hours and agricultural smells. The agent stated

that a traffic assessment found that an additional 4 vehicles per hour could be generated.

**RESOLVED** – That the application be deferred and final approval be delegated to the Chief Planning Officer subject to the specified conditions contained within the report plus an additional condition to restrict the hours of delivery in order to protect residential amenity (outside of normal working hours)

(Councillor Chastney withdrew from the meeting at this point)

**150 Application 11/01400/EXT - Extension of time for 25/96/OT for Mixed Development, site remediation, bridge works, river works, car parking and landscaping at Kirkstall Forge, Abbey Road, Kirkstall LS5**

Site plans, an indicative layout plan, and schedule Section 106 contributions were displayed at the meeting in support of the presentation which was a position statement on the application seeking an extension of time for the permissions necessary for the Kirkstall Forge development.

Officers reported government funding for the new railway stations would only be secured if local funding was increased by 40%. METRO had pledged £1.3m which necessitated the applicant seeking to revise the conditions (section 106 obligations) in order to divert £1.3 from the Affordable Housing provision and Horsforth roundabout works to the provision of the railway. Key issues to consider were whether the following were acceptable:

- viability statement and re-apportionment of the S106 funding
- request for 15 years for reserved matters submissions
- the proposal to construct the western access first

Discussion ensued on the following:

- Members felt the 15 year request was overlong
- impact of the revised funding arrangements delayed construction of the rail station until 2015. Members noted the development of the station had the support of all Leeds MPs, and the delivery of the station remained critical to the development
- construction of the western access first would allow access to the station and the commercial area surrounding it, which would bring viability to the scheme and provide the support and impetus for the later residential development
- the change to the quantum of development within the site to reduce number of flats and increase commercial uses

(Councillor J Harper left the meeting at this point)

The Chair noted Members concerns regarding the length of time of the permission and with the agreement of Panel varied usual procedure to allow the applicant's representative to address the comments already made. He clarified the need for the 15 year timeframe as works to deliver the station were not due commence until 2015 by Network rail. Once those works commenced, the applicant would have 10 years to build the

remainder of the site, including applying for the reserved matters for each phase, hence the request for 15 years.

The Panel additionally noted the station would be situated on the Airedale Line and commented that consideration should be given to the residential/commercial elements to ensure the station is well lit and overlooked. This approach to the site design would ensure the station is well used, and have regard to night time use in particular.

The Panel reconfirmed its support for the principle of the development on the site and the Chair concluded there was general support for the

- submission of reserved matters within 15 years
- revisions to the S106 to provide additional funding for the trains station if required by the re-apportionment of existing contributions
- amendments to the highways related conditions 11 and 14 in relation to the timing of the construction of the accesses and the bus service trigger to enable flexibility in the timing of the commercial development
- the need to assess potential recession proof clauses in a revised Section 106 given the lengthening timescales

**RESOLVED** – That the contents of the progress report and the comments of the Panel be noted

**151 Date and Time of Next Meeting**

**RESOLVED** – To note the date and time of the next meeting as Thursday 23<sup>rd</sup> June 2011 at 1.30 pm

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## PLANS PANEL (WEST)

THURSDAY, 23RD JUNE, 2011

**PRESENT:** Councillor J Harper in the Chair

Councillors J Akhtar, B Chastney,  
M Coulson, J Hardy, J Harper, T Leadley,  
J Matthews, P Wadsworth and R Wood

### 152 Election of Chair

In the absence of Councillor Taggart, the Panel was asked to nominate a Chair for the meeting. A nomination was made on behalf of Councillor Harper, and following a vote by Members present, it was

**RESOLVED** – That Councillor Harper be appointed to the chair for the meeting.

### 153 Declarations of Interest

There were no declarations of interest.

### 154 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Groves and Taggart.

### 155 Minutes

**RESOLVED** – That the minutes of the meeting held on 25 May 2011 be confirmed as a correct record.

### 156 Appeal decisions

The report of the Chief Planning Officer referred to appeal decisions in respect of the following applications:

- Application 09/04512/FU (Sentinel) – Appeal against non determination of an application for the use of land as a secure off site car park at Sentinel Car Park, Warren House Lane, Yeadon, Leeds, LS19 7FT
- Application 09/05365/FU (Learmonth) – Appeal against refusal of permission for the change of use of Unit 1A from general industrial use to use for off-airport car parking at Unit 1A, Leeds Bradford Airport Industrial Estate, Harrogate Road, Leeds, LS19 7WP

Members were reminded of the details of the applications and shown site designs and pictures. It was reported that the appeals were heard at a joint public inquiry and were both subsequently upheld and permanent planning permission was issued.

A summary of the Inspector's case was given and the following issues were highlighted:

- Current demand for parking
- Growth of the airport
- Negotiations on Section 106 agreements for transport
- There would be no harm to green belt land
- Future masterplan and airport surface strategy
- Customer choice

In response to Members comments and questions, the following issues were discussed:

- Highway safety due to increased transport and previous concern regarding this in relation to the Learmonth application – it was reported that there would be a shuttle bus service to and from the car park which picked up and dropped off at the airport forecourt.
- Impact on airport plans – there had been concern from Leeds Bradford International Airport that this could lead to a potential loss of revenue which in turn could affect other public transport proposals in relation to Section 106 agreements and the core strategy.

The Panel was also given an update on appeals relating to Riverside Mills, Horsforth and the Leeds Girls High School Site

**RESOLVED** – That the appeal decisions be noted.

**157 Applications 10/00739/FU and 10/00742/CA - The Tannery Leeds Road Otley LS21**

Plans and photographs of the site were displayed at the meeting. Members of the Panel had also visited the site prior to the meeting.

It was reported that the applications submitted were for the demolition of The Tannery building and for it to be replaced with 12 dwellings. A previous application had been withdrawn which had included the retention of the front of the Tannery buildings.

The applications had been recommended for refusal. Amongst the reasons for recommending refusal were the following:

- The building was in a conservation area
- Highway safety issues
- Design and layout of the site

The panel heard representations from the applicant. It was reported that the majority of the buildings had been empty since 2006 and active marketing had not been successful in attracting new tenants. The buildings were now in an un-lettable condition and a decision had been taken to re-develop the site. Costs to repair the site were also prohibitive.



The applicant's agent also addressed the Panel. He made reference to the fact that the application had been amended to accommodate previous concern and it was felt that the highway layout was adequate with space to turn the largest vehicles.

Further representations were made by a representative from Highways and it was suggested that the applicant has further discussion with Highways regarding revision of the plans.

Members discussed options available to the site including full and partial demolition of the buildings and indicated that they would be prepared to consider a future application which sought full demolition of the building to facilitate an improved access.

**RESOLVED** – That the applications be refused for the reasons specified in the submitted report.

**158 Application 10/04924/FU - Former St Joseph's Convalescent Home - Outwood Lane Horsforth LS18**

Plans and photographs of the site and proposed development were displayed at the meeting. Members of the Panel had also visited the site prior to the meeting.

It was reported that a previous application had been refused in June 2010 and the following main amendments to the application were highlighted:

- The plans had been amended to bring the building in at both ends
- The roof had been designed so it was further into the building
- The building would be further into the site
- More natural materials would be used

The application had been recommended for refusal. Amongst the reasons for recommending refusal were the following:

- Design issues
- Conservation issues
- Highways and Car Parking
- Amenity issues for local residents

The applicant's agent addressed the Panel. The Panel was informed that advice had been considered since the previous application; that reasonable changes had been made to the plans and that all necessary consultation had been carried out. The previous application had been substantially bigger and changes had been made to the side elevations. Members were asked to consider the nature of the application and the employment opportunities it would create.

Members discussed the application in further detail and it in summary concluded that the changes had not been substantial enough since the previous application.

**RESOLVED** – That the applications be refused for the reasons specified in the submitted report.

**159 Date and Time of Next Meeting**

Thursday, 21 July at 1.30 p.m. in the Civic Hall, Leeds.

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## Plans Panel (City Centre)

Thursday, 12th May, 2011

**PRESENT:** Councillor B Selby in the Chair

Councillors D Blackburn, C Campbell,  
A Castle, G Driver, M Hamilton,  
S Hamilton, G Latty, E Nash and N Taggart

### **88 Chair's opening remarks**

The Chair welcomed back the Chief Planning Officer, Mr Crabtree, who had recently returned to work after a long illness

The Chair thanked Angela Bloor on behalf of the Panel for her support of the Panel as clerk as this would be her last meeting as she was moving to other duties in the Governance Services Section

The Panel paid tribute to former Councillor James Monaghan who had not been re-elected following the recent local elections. The clerk was asked to send a letter on behalf of the Panel thanking James for all the hard work he had undertaken whilst sitting on Plans Panel City Centre

The Chair then asked Members and Officers to introduce themselves

### **89 Declarations of Interest**

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct

Applications 11/01000/OT and 11/01003/LI – Eastgate and Harewood Quarter and Templar House Lady Lane LS2

Councillors Campbell, Nash and Selby declared personal interests through being members of English Heritage which had commented on the proposals (minute 92 refers)

Councillor Castle declared a personal interest through being a member of Leeds Civic Trust which had commented on the proposals (minute 92 refers)

Application 11/01194/FU – Former Park Lane College Building – Bridge Street and Ladybeck Close LS2 – Councillor Castle declared a personal interest through being a member of Leeds Civic Trust which had commented on the proposals (minute 93 refers)

A further declaration of interest was made later in the meeting (minute 92 refers)

### **90 Minutes**

**RESOLVED** - That the minutes of the Plans Panel City Centre meeting held on 10<sup>th</sup> March 2011 be approved

### **91 Application 11/00058/FU -Extension of Unit 1 to form additional self-contained workshop (B2) Mushroom Street Sheepscar LS9**

Plans, drawings and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to a retrospective application to regularise works which had created an additional workshop at Mushroom Street

The planning history of the site was outlined as was the view of Officers that the application should be refused on the grounds of increased on street parking and highways safety issues

The Panel heard representations from the applicant and an objector who attended the meeting

Members discussed the following matters:

- the changes which had been made to the approved scheme
- highways issues
- the nature of the business on site and the need for larger premises

The Panel considered how to proceed

**RESOLVED** - That the application be refused for the following reason:

The Local Planning Authority considers that the retention of unit 1A results in a demand for parking which cannot be satisfactorily accommodated within the site causing servicing difficulties and an exacerbation of the existing level of on street parking on Mushroom Street to the detriment of highway safety and is therefore contrary to policies GP5, T2 and T24 of the Leeds Unitary Development Plan (Review 2006)

## **92 Applications 11/01000/OT and 11/01003/LI -Eastgate and Harewood Quarter and Templar House Lady Lane LS2**

Further to minute 96 of the Plans Panel City Centre meeting held on 26<sup>th</sup> May 2010 where Panel considered an extension of time application for a major mixed-use development at the Eastgate and Harewood Quarter (EHQ), Members considered a position statement on a revised application

Plans, including the 1847 plan of Lady Lane, drawings, photographs, precedent images and graphics including a fly-through were displayed at the meeting. A model showing the site within the wider context of the city was also provided

The Head of Planning Services introduced the report; briefly outlined the planning history of the development; referred to the latest round of public consultation on the scheme which had taken place in September 2010 and to a visit made by Members and Officers to Leicester in January 2011 to view the recently completed Highcross Shopping Centre which was developed by Hammersons, the applicant for the EHQ scheme

Officers presented the report and revised scheme and informed Members that the proposals were for a reduced scheme which was considered to be deliverable and viable and whilst still being a mixed-use development, would no longer include housing; a cinema; a church drop in facility or a hotel. The proposed uses were for retail stores, restaurants, bars and offices in use classes A1,A2,A3,A4,A5 and B1, gym (D2), medical centre, crèche and multi-faith prayer room (D2) with associated development comprising changing places toilet facilities; new squares; public realm; landscaping; car parking and associated highway works

The boundary of the site had also been revised and would not now extend to the former Appleyard's filling station or Millgarth Police Station. As a result, the development was sited wholly within the Prime Shopping Quarter so fully conformed to the Development Plan

The application which had been submitted was for outline planning permission with all matters reserved although a considerable amount of detail had been provided with the outline application

A large number of objections to the proposals had been received, with 26 further representations having been recorded from those listed in the report. An additional letter of support had also been received. Members would be updated on representations at the time the application was before them for determination

Further details were provided on the reduced footprint of the site which arose from the fact that Millgarth Police Station had not yet been vacated, although permission had been obtained for a new police headquarters on Elland Road and that Ladybeck culvert ran through the site and under Millgarth which had caused difficulties in obtaining the floorspace layouts required by the main anchor store, John Lewis. As a result, the proposed John Lewis store would be re-sited on the Harewood side of the scheme, close to the markets

Members were informed of the parameters for the heights of the individual units, with these ranging from 3-4 storeys to 10-12 storeys, with parameters existing for widths of buildings also

The Panel left the meeting room to view the model which was displayed in the ante-chamber and which set the context of the proposals within the wider city centre

Members commented on the following matters:

- the massing of the John Lewis store and whether the bulk of this could be reduced by sinking the building further into the ground
- the need to relate the building lines of the Market and its exits with those of the EHQ scheme
- the importance of the exterior treatment of the car park and that it should not add to the existing harshness of York Road at this point

(Councillor Taggart joined the meeting at this point)

Councillor Taggart declared a personal interest as a member of the Joint Services Committee which managed West Yorkshire Archaeological Advisory Service which had commented on the application

Members returned to the meeting room and Officers continued with their presentation

Details of the landscaping proposals were provided. Although there was much hard landscaping, there would be the creation of two new squares; Templar Square which would be sited adjacent to Templar House Public House in the north-west corner of the site which would be a calmer, quieter and contemporary space and Eastgate Square which would be more vibrant and be the venue for a range of events and activities. The resiting of this square in the revised proposals would involve the breaking through and removal of a section of the Blomfield buildings to the north of Eastgate to provide a new public space fronting on to the refurbished and re-used Listed Templar House. A water feature was also proposed within the development

The importance of the scheme in relation to Kirkgate Market had been considered by the applicant and it was felt that opportunities for the market could flow from that development, some of these being:

- increased footfall across the site and an attraction to people visiting the city

- increased parking
- dedicated loading areas for market traders, which did not currently exist
- additional trading opportunities to cater for the construction workers on the site
- the design of the scheme which respected the Market and its historic street patterns and gave clear sight lines to the Market and improved connectivity

Within the site were the historic buildings of Lyons Works and Templar House and the once dominant street, Lady Lane. The retention of Lyons Works had been considered but as in the previous scheme, this was not possible. However, Templar House which was Grade II Listed would be restored and enhanced. The site of the original alignment of Lady Lane would be marked where it was being lost, with precedent images of the commemorative plaques marking the Berlin Wall being shown as possible ways to achieve this

Details of the arcade/covered street were provided with the proposed roof form being of a glazed cloistered design. A glazed bridge link, required by John Lewis from their store to the car park had been incorporated into the scheme. Members were informed that this would be lightweight in appearance and would not hinder views up Eastgate

In relation to highways issues, the following information was provided:

- George Street would be remodelled and the existing pay and display car park located to the north of George Street would be removed. A drop-off point would be provided adjacent to the coach station; the taxi rank would be retained and there would be the provision of a new bus stop to accommodate the buses which were to be diverted along George Street that do not use the bus station. There would also be dedicated loading bays for up to 20 transit vans with the standard 20 minutes being allowed for unloading. Members were informed that the surveys which had been undertaken suggested this provision would be sufficient. The carriageway would be wide enough to allow buses to comfortably pass the kerb side activities
- the NGT proposals had been accommodated as a route had been planned which would wind its way through the scheme. Similarly bus routes had been considered with Westbound buses on Eastgate being diverted via Vicar Lane and York Street and Eastbound buses via George Street and Vicar Lane. A bus gate on Call Lane by the Corn Exchange was proposed to reduce the volume of general through traffic on York Street. The need for additional bus stops was being reviewed to accommodate the changes in bus routing, which considered the number of passengers likely to wait at a stop and hence the time required to load. The development would also support use of bicycles, with cycle links being provided from Mabgate to Eastgate
- the design of the multi storey car park enabled vehicular access from Bridge Street and Vicar Lane
- the John Lewis store would have a service yard off George Street and a customer collect area in the basement
- details of the pedestrian routes were provided; the Eastgate roundabout would be retained and signalised pedestrian crossings would be sited on Vicar Lane; one would lead directly down to the John

Lewis store from Sidney Street, with a second one providing a link to the Grand Arcade

Members commented on the following matters:

- bus routes, with concerns that the proposals would result in more buses going along New Briggate which was already unpleasant due to buses and the various retail uses along the street
- the possibility of buses coming eastwards turning on Albion Street to Merrion Street, with mixed views being expressed on this suggestion
- whether there was the possibility of buses continuing down The Headrow/Eastgate into the bus station, in view of the amount of money which had been spent upgrading this and the number of people needing to use this facility
- the view that the whole scheme hinged on the absence of buses down Eastgate
- that problems currently existed with east/west routes through the city centre and that diverting buses along George Street up to The Corn Exchange would add to these problems
- the need to consult on the proposals with all the bus operators, not solely First Bus
- the need to ensure the system of bus routes worked with the delivery systems for market traders
- that there should be no additional pedestrian guard rails on George Street
- the design of the car park and the need to ensure this appeared as a building rather than a box
- that consideration should be given to reflecting the interesting and intricate designs of the paving in Leeds' historic arcades in the proposed new arcade
- the need to ensure the height of the bridge would protect views both to and from Eastgate
- that increased trade for Kirkgate Market was possible and had occurred in Leicester when the Highcross development had opened adjacent to the city's market, however, it was essential that logistically the market could continue to function properly and therefore some tweaking of the scheme might be needed to achieve this
- that despite the boost to the market trade in Leicester, that the impression had been given on the site visit to Highcross that many people only visited the John Lewis store by car and then returned home thereby confining their use of the centre and their spending to the anchor store, and that despite the obvious draw of John Lewis in Leeds, this would need to be considered
- that details of the design of the John Lewis store were awaited but concerns that the store in Highcross lacked active frontages around the whole of the building and that this should not be replicated on the Leeds store
- that walkways were a feature of Leeds city centre and that the proposals for the area around the John Lewis store lacked these

Officers provided the following responses:

- regarding the bus proposals, that Metro had taken the lead on satisfying themselves that the proposals would work and that all bus operators providing services into Leeds were being spoken to. It was estimated that approximately 76 buses per hour were to be diverted along George Street although traffic modelling remained ongoing.
- that the implications of diverting buses up Albion Street on to Merrion Street would need to be considered
- that no additional need for pedestrian guard rails had been identified for this scheme
- that in relation to the design of the John Lewis store, debate had centered around issues such as servicing, floor plates and door openings, therefore for the purposes of the presentation, Officers had used a previous representation of the store. If the outline application was approved, it was possible that the first Reserved Matters application should be how the John Lewis store related to the rest of the scheme

In response to the specific questions raised in the report, the Panel provided the following comments:

- Members were supportive of the principle of the proposed uses and their mix
- that subject to the comments made, Members were supportive of the principles of the proposed layout, scale and design
- regarding the principles of the proposed transport strategy, access arrangements and connectivity across and through the site, some scepticism was expressed about the information which had been provided and that the proposed Vicar Lane/George Street diversion would work adequately. Further information was requested on details of all buses which used Eastgate – in both directions – and not solely those using Central Bus Station, which should also encompass all the bus operators and provide information on the consequences of the proposals for bus users. The Panel's Highways Officer suggested the information could be provided in the form used to brief Members of the proposed bus changes associated with the Trinity Scheme. This was accepted, with the information being requested as soon as it was available
- concerning the proposed public realm and landscaping, Members broadly supported this, although the need for the proposed water feature to work consistently was stressed. In terms of the use of Eastgate Square there was a difference in views on the type of event which should be provided, but it was agreed it should be a well-used space. Some concern was expressed in relation to the proposed public open space around the markets area and the need for the streets around Millgarth to be pedestrian-friendly was emphasised
- Members were supportive of the principles of the approach taken to heritage assets conservation; demolitions and to the archaeology
- in relation to the strategy for drainage and managing flood risk, Members were supportive of the principles proposed
- in respect of sustainability, Members were supportive of the sustainable measures proposed. In terms of an acceptable fall back



position should the low carbon energy centre not come forward, it was suggested that a default position should be that of the most energy efficient alternative possible

- Members supported the principles and findings of the Environmental Impact Assessment
- in relation to the Section 106 obligations as listed in the submitted report, these were supported as was the Chief Planning Officer's comments that provision for sufficient space for unloading vehicles during the day for market traders would be required under condition

**RESOLVED** – To note the report and the comments now made

(Towards the end of this item, Councillor Nash left the meeting)

**93 Application 11/01194/FU -Demolition of buildings and erection of a low carbon energy centre; associated landscaping; means of enclosure and highway works - Former Park Lane College Building - Bridge Street - 1-2 and 27-30 Ladybeck Close LS2 - Position Statement**

(Prior to consideration of this item, Councillor Taggart left the meeting\_

Plans, photographs, drawings and graphics were displayed at the meeting  
A site visit had taken place earlier in the day which some Members had attended

Officers presented the report and scheme which outlined proposals for a low carbon energy centre at Bridge Street/Ladybeck Close which although being associated with the proposed Eastgate and Harewood Quarter development, was a stand alone application and could be delivered independently of the Eastgate retail scheme

The proposed Low Carbon Energy Centre (LCEC) would house a range of equipment including gas-fired boilers, a biomass boiler and Combined Heat and Power engine. The LCEC would be controlled remotely but two car parking spaces had been included on site to allow for daily maintenance visits

The external cladding would comprise three-dimensional metal triangles of varying size which would be coloured in earth tones. The chimney which would be approximately 54m in height would be silver in colour

Visual interest would be provided by a window at ground-floor level where passers by could watch some of the LCEC processes

Members were informed that a concern raised by highways in respect of forward visibility from Ladybeck Close had been addressed

Receipt of a letter from the new owners of Crispin House was reported which requested consideration be given to residential and visual amenity

Members commented on the following matters:

- the weathering of the materials
- the colouration of the cladding; that this was not earth-toned and that the references shown of other buildings in Leeds did not relate to the colour of the proposed cladding
- the scale of the building and whether it was necessary to be as high as being proposed

- that the metal cladding was reminiscent of the panelling on the Headingley Stadium with concerns that the joints would be visible, so leading to a less pleasing effect
- that the design was at variance with surrounding buildings and was inappropriate in view of the close proximity to residential properties

The Civic Architect, Mr Thorp, provided the following responses:

- that improved technologies in pigmenting pre-cast concrete enabled better colour retention so the materials would weather well
- that earth tones had been considered as these would provide a richness which would avoid a monolithic effect, but the exact tones would be reconsidered with some samples being provided for Members' consideration. Mr Thorp suggested that the successful approach taken to the cladding on the Arena, by providing large-scale coloured panels be adopted for this scheme
- that unlike Headingley Stadium the cladding would be cut diamond shapes which would also be perforated as ventilation was required
- in terms of the design challenge, Members were informed that the three levels of the LCEC worked differently and that the design reflected that; at ground floor there was noise; at first floor there was less noise but greater ventilation was required with the top floor being the site of the coolers where there was an open roof. In relation to the concerns about the height, Mr Thorp stated that the profile of the top of the building could be reconsidered

In relation to the specific issues raised in the report, the Panel provided the following responses

- that in principle the proposal was acceptable as a stand alone development delivering low carbon energy to existing and proposed (non-Eastgate Quarters) developments but that it was important to know the fall-back position as the provision of a high quality sustainable development was required
- that the comments were noted on the scale, form and design
- regarding impact on existing residential amenity to note the comments now made and those made on the site visit, where most Members were of the view that in relation to the hostel the proposals were acceptable, provided that comments made about the height were adequately addressed. It was noted that the proposed multi-storey car park in the Eastgate and Harewood could lessen the visual impact of the LCEC
- that the proposals did not raise any highway safety concerns

**RESOLVED** – To note the report and the comments now made

(During consideration of this matter, Councillor Driver left the meeting)

#### **94 'Planning for Growth' - National Advice**

Members considered a report of the Chief Planning Officer setting out information sent to all Local Planning Authorities (LPAs) in England by the Chief Planner (Communities and Local Government) in respect of the national objectives in 'Planning for Growth'. Appended to the report was a statement by the Minister for Decentralisation and further information on planning obligations

The Head of Planning Services presented the report and informed Members that the Government was placing great importance on delivering sustainable growth and that LPAs were being asked to place significant weight on the need to secure economic growth when considering planning applications

Members were also informed that consultation on proposed changes to use classes had commenced and that a paper on this matter would be presented to the Member/Officer Working Group

Regarding the viability of schemes and affordable housing, Members were informed that a report on levels of affordable housing to be sought would be considered by Executive Board at its meeting on 18<sup>th</sup> May

**RESOLVED** - To note the report and attached papers and to have regard to them in making planning decisions

**95 Date and time of next meeting**

Thursday 9<sup>th</sup> June 2011 at 1.30pm in the Civic Hall, Leeds

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# Public Document Pack

## Licensing Committee

Monday, 28th March, 2011

**PRESENT:** Councillor S Armitage in the Chair

Councillors R Downes, J Dunn, T Hanley  
and V Morgan

**75 Short Notice**

The meeting was called at short notice under the provisions of paragraph 4.1 of the Access to Information Procedure Rules in order to hold a Special Meeting of the Committee to deal with one item of business.

**76 Late Items**

There were no late items.

**77 Declarations of Interest**

There were no declarations of interest.

**78 Apologies for Absence**

Apologies for absence were received from Councillors Dobson, Mrs R Feldman, R D Feldman, Grayshon, G Hussain, G Hyde, Selby, Townsley and Wilkinson.

**79 Licensing Committee - Delegation of Functions to officers**

The Head of Licensing and Registration submitted a report on proposed revisions to the officer delegation scheme associated with the work of the Licensing Committee required in order to address staffing changes due to take effect from 31 March 2011. A revised copy of the delegation scheme was included at Appendix 2 of the report.

**RESOLVED** – That the proposals to delegate the licensing functions to the Director of Resources with effect from 1 April 2011 (as set out in appendix 2 of the submitted report) be approved

(This item was considered at short notice in order to maintain good corporate governance arrangements and continue the efficient administration of the business of the Licensing Authority )

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## Licensing Sub-Committee

Monday, 21st March, 2011

**PRESENT:** Councillor M Dobson in the Chair

Councillors R Downes

### 225 Election of the Chair

All parties were advised that Councillor Armitage was unwell and could not attend today's meeting; however the Sub Committee could still operate if all parties present for the applications to be considered agreed to the Sub Committee membership of two Members

**RESOLVED** – That Councillor M Dobson be elected Chair of the meeting

### 226 Late Items

There were no late items of business

### 227 Declarations of Interest

There were no declarations of interest

### 228 "Arches" - Application for the Grant of a Premises Licence for "Arches", 28-34 Assembly Street, Leeds LS2 7DE

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application to for the grant of a Premises Licence in respect of the premises trading as "Arches", 28 – 34 Assembly Street, Leeds LS2. Members noted that the premises lay within Area 1 (city centre) of the Cumulative Impact Policy (CIP).

Prior to the hearing, all parties confirmed that they were happy to proceed with a Sub Committee of two members, rather than the usual three pursuant to Para. 6 of the Licensing Procedure Rules.

Representations had been received from LCC Environmental Protection Team (LCC EPT) and LCC Health & Safety Team (LCC H&S) however as the applicant had agreed to the measures proposed to address the relevant licensing objectives, those representations had been withdrawn. A representation had been submitted by West Yorkshire Police (WYP). Present at the hearing were:

Mr C Connor - solicitor for the applicant

PC C Arkle - WYP

The Sub Committee first dealt with an application to adjourn determination of the application from Mr C Connor on behalf of the applicant. Mr Connor explained the reason for the request and the circumstances of his involvement with the application. The Sub Committee noted that WYP raised no objection to the request.

Members commented that based on the written application before them and without the benefit of the applicant being present, the Sub Committee could see no reason to deviate from the Cumulative Impact Policy, but whilst they were disappointed in the strength of the application, they did have regard to the personal circumstances of the applicant and

**RESOLVED** – That the application be adjourned to a hearing on 11<sup>th</sup> April 2011

**229 "Tesco" - Application to Vary a Premises Licence for "Tesco", 361 Roundhay Road, Leeds LS8 4BU**

This application was withdrawn prior to the hearing by the applicant



## Licensing Sub-Committee

Monday, 28th March, 2011

**PRESENT:** Councillor S Armitage in the Chair

Councillors J Dunn and D Wilson

**230 Election of the Chair**

Councillor Armitage was elected Chair of the meeting.

**231 Late Items**

There were no late items of business.

**232 Declarations of Interest**

There were no declarations of interest.

**233 "Chemic" - Application to vary a Premises Licence for Chemic Tavern, 9-11 Johnston Street, Woodhouse, Leeds LS6 2NG**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance, and Authority's own Statement of Licensing Policy considered an application to vary an existing Premises License held at the Chemic Tavern, 9-11 Johnston Street, Woodhouse, LS2. The applicant sought to vary the hours of operation on Thursdays, Fridays and Saturdays evenings and to remove conditions from the licence.

Representations had been received from LCC Environmental Protection Team (LCC EPT) and from one local resident. A representation was also submitted by West Yorkshire Police (WYP) containing measures proposed to address the crime prevention licensing objective. These had been agreed by the applicant prior to the hearing and the representation had subsequently been withdrawn on the understanding the measures would be included on the Premises Licence, should the variation be granted. The local resident did not attend the hearing, and the Sub Committee agreed to proceed in her absence and to take her written representation into account. Present at the hearing were:

Mr D Watson – the applicant (Punch Taverns)

Miss D Edwards – for the DPS

Mr J Coen - the solicitor for the applicant

Mr D King - trainee solicitor

Mr B Kenny – LCC EPT

The Sub-Committee heard from Mr Kenny, LCC EPT, who explained the basis for the full objection to the extension of hours due to the proximity of the premises to residential dwellings and the likelihood of increased noise and disturbance to residents in the early hours of the morning if the variation was granted. Mr Kenny did confirm that to date, no complaints had been received by the department relating to the current operation of the premises, but highlighted the fact that the Licensing Act 2003 did provide a preventative role to all responsible authorities, including EPT.

The Sub-Committee then heard from Mr Coen who emphasised the conditions which were to remain on the Premises Licence and that the variation would only affect Thursday to Saturday nights. He reported that no complaints had been made by local residents about the operation of the premises to any of the responsible authorities or directly to the management. Mr Coen provided an overview of the entertainment offered and the usual clientele and addressed the written comments of the local resident. Miss Edwards explained the reason for the application stating that Thursday, Friday and Saturday nights were busiest around midnight, and the additional hour would allow the patrons to dissipate naturally.

The Sub-Committee carefully considered both the written and verbal representations from the applicant and LCC EPT. Members were persuaded that granting the application in full would undermine the public nuisance licensing objective. Having regard to the representations, the Sub Committee considered that any disturbance would be most keenly felt on a Thursday night, into Friday morning. Members therefore felt the following action would be necessary and appropriate

**RESOLVED** - That the application be granted in part as follows:

Hours and activities

Thursday – variation not granted.

Provision of recorded Music and Sale of alcohol

Friday & Saturday 10:00 hours until 02:00 hours (the following day)

Hours the premises open to the public

Thursday – variation not granted

Friday & Saturday 10:00 hours until 02:30 hours (the following day)

- The variation request to remove the former “Public Entertainment Licence” conditions No 1 to 85 be granted
- The variation request to remove the conditions relating to capacity and membership of Nightwatch be agreed
- Former Conditions 86 & 87 as agreed between the applicant and WYP will be retained and are now imposed on the new Premises Licence as conditions

**234 "Starlight Bar" - Application for a Licence Transfer for The Starlight Bar, Shaftesbury Parade, Harehills Lane, Leeds LS9 6TA**

This application was withdrawn in its entirety by the applicant prior to the meeting.

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## Licensing Sub-Committee

Monday, 11th April, 2011

**PRESENT:** Councillor T Hanley in the Chair  
Councillors Mrs R Feldman and  
C Townsley

**235 Election of the Chair**

Councillor Hanley was elected Chair for the meeting

**236 Late Items**

No formal late items of business were added to the agenda however additional paperwork relating to "Arches" was submitted by West Yorkshire Police on the day of the hearing which had been omitted from the original paperwork in error (minute 239 refers).

**237 Declarations of Interest**

There were no declarations of interest

**238 "The Agora Restaurant" - Application for the Grant of a Premises Licence for The Agora Restaurant, 55a Otley Road, Headingley, Leeds LS6 3AB**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a new Premises Licence in respect of the Agora Restaurant at 55a Otley Road, Headingley. Members noted the premises lay within Area 2 of the Cumulative Impact Policy.

Representations containing measures proposed to address the relevant licensing objectives had been received from LCC Environmental Protection Team (LCC EPT); LCC Health and Safety Team (LCC H&S) and West Yorkshire Police (WYP). The applicant had agreed to the proposed measures prior to the hearing and the representations had been withdrawn on the understanding that the measures would be included as conditions on the new Premises Licence, should the application be granted. Representations had also been received from local ward Councillor J Monaghan and Dr S E Griffiths on behalf of Wood Lane Neighbourhood Association who did not attend the hearing. The Sub Committee resolved to take their written representations into account and proceed in their absence

The Sub Committee heard from Mr I Eryatmaz and Mrs N Kaplan who described their proposals for a 26 seat family run restaurant which would serve Greek and Turkish food. They anticipated the restaurant would not attract younger drinkers, rather an older clientele who would not cause disruption to the locality. CCTV would be installed at the premises. Mr Eryatmaz explained their experience within the licensed and restaurant trade and his personal experience within the door security trade. He confirmed the

restaurant would not operate as a take-away and anticipated last orders for food would be around 22:00 hours, with last orders for alcohol at 23:00 hours.

The Sub Committee carefully considered all the written and verbal submissions before them. The Sub Committee was satisfied, given the experience of the applicants in the relevant trades, the installation of CCTV at the premises and the small, family run nature of the premises along with all the measures already agreed, that this applicant had demonstrated that this premises would not add to the cumulative impact of such premises within CIP Area 2.

**RESOLVED** – To grant the application as requested

Sale of alcohol

Monday to Sunday 11:30 until 23:00 hours

Performance of Recorded Music and Hours the premises are open

Monday to Sunday 11:30 until 23:30 hours

Conditions

The Sub Committee imposed the measures previously agreed between the applicant and WYP, LCC H&S and LCC EPT as conditions on the licence as they felt these were appropriate to this premises in this location

- Members reiterated that no food could be served past 23:00 hours under the terms of this Premises Licence.

**239 "Arches" - Application for the Grant of a Premises Licence for Arches, 28 - 34 Assembly Street, Leeds LS2 7DE**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect "Arches", 28 – 34 Assembly Street, Leeds LS2. Members noted that the premises lay within Area 1 (city centre) of the Cumulative Impact Policy (CIP) and that this matter had previously been adjourned from a hearing on 21 March 2011.

Representations had been received from LCC Environmental Protection Team (LCC EPT) and LCC Health & Safety Team (LCC H&S) however as the applicant had agreed to the measures proposed to address the relevant licensing objectives, those representations had been withdrawn. A representation had been submitted by West Yorkshire Police (WYP). Prior to the hearing, WYP notified all parties that some pages had been omitted in error from the schedule of incidents associated with another premise managed by the proposed DPS. The Sub Committee agreed to delay the start of the hearing to allow the solicitor for the applicant time to prepare a response to the documentation.

Present at the hearing were:

Mr C Connor - solicitor for the Designated Premises Supervisor

Mr K Magambo – proposed DPS

Mrs R Magambo

Mr G Mackay –representative of Network Rail the owner of the building

PC C Arkle - WYP

The Sub Committee first dealt with an issue relating to the timings requested as the applicant requested the same terminal hour for all proposed licensable activities as the premises closing time. After some discussion, the applicant agreed to reduce the hours requested by 30 minutes but to retain the proposed hours of opening, thus ensuring a “cooling down period/drinking up time”.

The Sub Committee then heard from PC C Arkle who emphasised the size of the proposed premises and its location within Area 1 of the Cumulative Impact Policy and one of the three “hotspots” for crime and disorder in the city centre. PC Arkle stated that WYP liaised closely with licensed premises in this locality and some premises funded additional doorstaff.

PC Arkle referred to the measures proposed to address the relevant licensing objective should the Sub Committee grant the application. She stated the applicant had verbally agreed to the majority of the measures, except that requiring 2 doorstaff to be on duty whilst the premises were open. She noted this was due to their intention to operate units 28-30 as a restaurant during the day when it may not be necessary to employ doorstaff. However PC Arkle reiterated that it would be impossible for a nightclub/restaurant operating at night in this locality not to have an impact on the CIP.

PC Arkle referred to the adjournment of the hearing on 21 March 2011 and the additional documents which she reported had been submitted in response to a direct request for information on the experience of the applicant. The schedule outlined reported incidents at another premises managed by the applicant over 13 months. The applicant had experienced some problems there when he had first become DPS in July 2009, and the number of incidents had resulted in police visits. However the schedule also showed the number of times the applicant had called for assistance from WYP.

The Sub Committee then heard from Mr C Connor. He explained that Mr Magambo had been served with a termination of his lease of the other premises he managed. He intended to open Arches, and encourage patrons to follow him there. Mr Magambo sought to cater for the African Community, and a city centre location would be more easily accessible for patrons from across Leeds and the wider area. Mr Connor described the proposals as an African themed bar/restaurant (units 28-30) and a world music themed lounge bar/dance area (units 32-34) with unit 31 being the service area. He stated the restaurant would open until 23:00 hours and there was no application for late night refreshment. The applicant did not intend to compete with nightclubs in the immediate locality and would not employ “promotions” whereby a visiting DJ night would attract its own clientele.

Mr Connor explained the nature of some of the incidents recorded in the additional schedule of incidents relating to the other premises. He confirmed the applicant was aware that a city centre premises within the CIP area required greater control in partnership with WYP. To that end all WYP measures, save that for doorstaff, were agreeable. Mr Connor stated the applicant, having regard to the daytime restaurant use, would offer the use of

2 doorstaff on Sundays from 21:00 to close, and 2 doorstaff 21:00 until 22:30 followed by 4 doorstaff from 22:30 until close all other days of the week. Mr Connor reiterated there would be no off-sales of alcohol and no drinking allowed outside.

Members carefully considered the location and size of the premises, and during their deliberations sought further information on the management of patrons between the restaurant and club after 23:00 hours. Mr Connor confirmed that there would be no public access to Unit 31 and offered a condition to ensure that. The applicant proposed to issue a pass to patrons of the restaurant who wished to enter the nightclub after 23:00 hours. Entry to the nightclub would be through Unit 33 only. Units 28-30 would operate as a bar after 23:00 hours. Mr Connor noted that venue capacity would be set by the Fire Authority.

The Sub Committee carefully considered all the written and verbal submissions and was satisfied that the CIP did apply in this instance. Members were however satisfied that granting the application with modifications and as amended at the hearing by the applicant, for this style of proposed themed restaurant and club would not undermine the licensing objective designed to prevent crime and disorder and public nuisance.

**RESOLVED** – That the application be granted in the following terms:

Licensable activities

Monday to Wednesday	10:00 until 01:30 (the following day)
Thursday	10:00 until 02:30 (the following day)
Friday & Saturday	10:00 until 03:30 (the following day)
Sunday	12:00 noon until 23:30 hours

Hours the premises will be open to the public

Monday to Wednesday	10:00 until 02:00 (the following day)
Thursday	10:00 until 03:00 (the following day)
Friday & Saturday	10:00 until 04:00 (the following day)
Sunday	12:00 noon until 00:00 midnight

Conditions

- No public access permitted to Unit 31
- The Premise Licence Holder/Designated Premises Supervisor shall control the management of patrons of Units 28-30 to the remainder of the premises using a pass or stamp system
- The measures proposed by LCC EPT and LCC H&S and agreed prior to the hearing by the applicant shall be included within the Premises Licence as conditions
- The measures proposed by WYP were deemed to be necessary and appropriate to this premises and will be included within the Premises Licence as conditions - with the exception of Condition 6 relating to the provision of door staff – which is amended as offered by the applicant as follows:

Sunday -	21:00 hours until closing – 2 doorstaff
Monday to Saturday -	21:00 hours until 22:30 hours – 2 doorstaff 22:30 hours until closing – 4 door staff

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## Licensing Sub-Committee

Monday, 18th April, 2011

**PRESENT:** Councillor C Townsley in the Chair

Councillors G Wilkinson and D Wilson

**240 Election of the Chair**

Councillor Townsley was elected Chair of the meeting

**241 Late Items**

There were no late items of business.

**242 Declarations of Interest**

There were no declarations of interest

**243 "Edward VII WMC" Application for the grant of a Premises Licence for Edward VII WMC, 63 - 65 Leeds Road, Allerton Bywater, Castleford, WF10 2HE**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of the Edward VII Working Men's Club, Allerton Bywater. This application would allow the general public access to the premises, whilst also proposing reduced hours of operation.

Representations containing measures proposed to address the relevant licensing objectives had been received from LCC Environmental Protection Team (LCC EPT) and West Yorkshire Police (WYP). The applicant had agreed to the proposed measures prior to the hearing and the representations had been withdrawn on the understanding that the measures would be included as conditions on the new Premises Licence, should the application be granted. Representations had also been received from two local residents who did not attend the hearing. The Sub Committee resolved to take their written representations into account and proceed in their absence.

The Sub Committee heard from Mr A Yates on behalf of the Club who was accompanied by Mr L Miller (President) and Mrs B Hutchinson (Secretary). The applicant addressed the objectors' concerns regarding noise and use of the car park and also described the clientele and current style of operation of the WMC. Mr Miller confirmed he anticipated the premises would only remain open until 00:30 on New Years Eve and there was no intention to provide live music every night of the week simply to continue with artists on Fridays/Saturdays and at functions with the usual cut off time of 23:15 hours. Mr Miller explained that Committee Members patrolled the perimeter to check for noise outbreak on function nights and Mrs Hutchinson stated that windows and doors were kept closed to prevent noise breakout.

The Sub Committee carefully considered all the written and verbal submissions before them. The Sub Committee was pleased to acknowledge that the Membership Committee had attempted to liaise with local residents to overcome the issues raised in their representations and would continue to do so. Members also had regard to the measures offered in the application and those agreed with the responsible authorities

**RESOLVED** – To grant the application as requested  
Licensable activities (including Sale of alcohol)

Monday to Sunday 11:30 until 00:30 hours

Hours the premises open to the public

Monday to Sunday 11:30 until 01:00 hours

#### Conditions

- The Sub Committee felt that the measures previously agreed between the applicant and WYP and LCC EPT were necessary and appropriate and these will be imposed as conditions on the licence
- The measures offered by the applicant and contained within the Pro-forma Risk Assessment accompanying the application were also felt to be appropriate and will be included within the new Premises Licence as conditions

The applicant was reminded that the part of Premises Licence which allowed the retail sale of alcohol could not be operated until a Designated Premises Supervisor was in place.

#### **244 "Bownass Newsagent" - Application for the grant of a Premises Licence for Bownass Newsagent, 13 -15 Harthill Parade, Gildersome, Morley, Leeds LS27 7ET**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of Bownass Newsagent, Gildersome seeking to operate an off-licence facility within a convenience store. The Sub Committee noted that no Designated Premises Supervisor had been nominated by the applicant.

Representations containing measures proposed to address the crime prevention licensing objective had been received from West Yorkshire Police (WYP). The applicant had agreed to the proposed measures prior to the hearing and the representations had been withdrawn on the understanding that the measures would be included as conditions on the new Premises Licence, should the application be granted. Representations had also been received from local residents and on behalf of Gildersome Parish Council neither of whom attended the hearing. The Sub Committee resolved to take their written representations into account and proceed in their absence

The Sub Committee heard from Mr R Jordan, consultant, who was accompanied by Mr B Patel – the applicant. Mr Jordan noted the objectors' concerns and outlined the applicants' training and operating procedures in response. He stated the applicant was aware of his responsibilities regarding the sale of alcohol and issues relating under age sales and proxy sales and



had been subject to; and had not failed; test purchases for sale of cigarettes and lottery tickets. Mr Jordan referred to both Mr & Mrs Mr Patel's licensing experience and relevant qualifications and both intended to work in the store. Additional staff would be required to complete the 3 week training programme. The Sub Committee viewed an internal layout plan and ascertained that alcohol sales would equate to 10% of total shop sales. Mr Jordan confirmed that as a small independent retailer, there would be no scope to offer cut price alcohol.

Members considered all the written and verbal submissions before them and were reassured by the level and aim of the training programme which they felt would address local residents' concerns and the issue of under age sales in particular. Members also had regard to the agreements reached with WYP and the limited hours the applicant proposed for sales of alcohol. The Sub Committee also noted that the applicant deemed three weeks to be a suitable period for new staff to undertake the training programme before they would be allowed to make a sale of alcohol.

**RESOLVED** – To grant the application as requested  
Supply of alcohol for consumption off the premises only  
Monday to Sunday 08:00 until 20:30 hours  
Hours the premises are open to the public  
Monday to Sunday 05:00 until 20:30 hours

Conditions

- The Sub Committee felt the measures proposed by WYP to address the crime prevention licensing objective were necessary and proportionate and imposed the measures as conditions on the licence

Members reiterated that there could be no sales of alcohol until a Designated Premises Supervisor was in place

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## Licensing Sub-Committee

Tuesday, 26th April, 2011

**PRESENT:** Councillor R Downes in the Chair

Councillors C Townsley and G Wilkinson

**245 Election of the Chair**

Councillor Downes was elected Chair of the meeting

**246 Late Items**

No formal late items of business were added to the agenda. All parties were however in receipt of an additional email of representation which had been submitted in time but omitted in error from the report on Office 2719 (minute 248 refers).

**247 Declarations of Interest**

There were no declarations of interest

**248 "Alcohol Delivery Service" - Application for the Grant of a Premises Licence for Office 2710, Sugar Mill, Oakhurst Road, Beeston, Leeds LS11 7HL**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of Office 2710, Sugar Mill, Oakhurst Road, Beeston seeking to operate a night time alcohol delivery service.

Representations containing measures proposed to address the crime prevention licensing objective had been received from West Yorkshire Police (WYP) and had been agreed by the applicant prior to the hearing. Those measures would be included as conditions on the new Premises Licence, should the application be granted.

Representations had also been received from several local residents and local ward Councillor A Gabriel. The Sub Committee resolved to take the written representations of those not in attendance into account and proceed in their absence. A further email of representation submitted by local ward Councillor Ogilvie was presented at the hearing, the contents were noted by all parties present and considered at the hearing. Present at the hearing were:

Mr A D Rose – the applicant	Councillor A Gabriel
Mr D Trigg – for the Designated Premises Supervisor	Councillor A Ogilvie
Ms D Waddington	Mrs L Watson
	Mrs J Poulter
	Ms C Knowles
	Mr & Mrs Munro
	Mr E Nichols
	Mrs B M Wood

The Sub Committee agreed to vary normal procedure to allow the applicant to explain the nature of the proposed business first as they felt this would be beneficial to the residents present. The applicant also tabled photographs of the premises.

The Sub Committee heard from local ward Councillor Gabriel who expressed concern about the impact the late night movements of delivery vehicles would have on the quiet and narrow residential streets. The local residents supported the comments of Councillor Gabriel and referred to the photographs tabled by the applicant which they did not feel showed the true nature of the existing parking problems and narrow streets. Residents explained that as these were terrace homes, residents parked on street overnight, creating single track highway. The residents queried the true nature of the proposed business plan for the premises and expressed concern that if granted a licence the premises may operate as a night club

The Sub Committee then heard from Mr Trigg on behalf of the DPS who referred to the photographs and the comments of objectors in the written submissions. Mr Trigg confirmed the main access to the unit would be from Oakhurst Avenue, which was a through road and was used currently throughout the night. Mr Trigg stated the business would utilise 2 cars maximum to make deliveries to customers. The unit would not attract public customers and would be highly secure. No deliveries of stock would be made to the premises at night; rather the applicant would replenish stock during daytime hours. Mr Trigg outlined the measures agreed with WYP stated there was no intention to open a bar/club at the premises.

The Sub Committee carefully considered all the written and verbal submissions before them. Members noted the agreements reached with WYP; the contents of the applicants' own "Policy for Delivering" and measures offered in the Pro Forma Risk Assessment submitted with the application. Members were concerned that noise could arise at the destination for the sale of alcohol or from restocking at the premises during the hours of operation. However Members felt that if additional steps were taken, this premises in this location would not undermine the prevention of public nuisance licensing objective.

**RESOLVED** – To grant the application in the following manner:

Hours and activities – granted as requested

Sale by retail of alcohol (for consumption off the premises)

Every day 21:00 hours until 06:00 hours the following day

Conditions

Members felt it necessary and proportionate to impose the following:

- The Premises Licence Holder/Designated Premises Supervisor shall ensure compliance with the "Policy for Delivery"
- Noise from audio equipment in delivery vehicles shall not be heard externally during their use
- The premises shall not restock during the hours of operation of the Premises Licence

- The measures previously agreed between the applicant and WYP will appear as conditions on the Premises Licence

**249 "Leeds United Football Club" - Application for the Grant of a Premises Licence for Leeds United Football Club, Elland Road, Holbeck, Leeds, LS11 0ES**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a new Premises Licence which would allow outdoor music events to be held at the grounds of Leeds United Football Club, Elland Road, Holbeck, Leeds. Members noted that a number of multi-agency meetings had already been held in order to progress plans for a concert to be held at the stadium in June 2011.

A representation containing measures proposed to address the prevention of crime and disorder licensing objective had been submitted by West Yorkshire Police (WYP). The applicant had agreed to the proposed measures, with amendments just prior to the hearing and WYP were in attendance to outline the changes. A representation had also been received from local ward Councillor A Gabriel.

The Sub Committee heard from Mrs M Falciano-Padron on behalf of WYP who detailed the amendments made to the wording of the proposed measures now agreed by the applicant.

The Sub Committee then heard from Councillor A Gabriel who described the residential nature of the area surrounding the football ground and the impact events at the ground had, in terms of litter, on the locality. Councillor Gabriel stated the club did litter pick in the immediate vicinity of the ground, but as attendees often travelled to the ground by car and parked in residential streets, she attributed litter in those streets after match days to match goers. She anticipated similar problems from patrons of the proposed music events. A representative of Leeds Utd FC had attended a residents meeting and offered to fund one extra litter bin. Councillor Gabriel tabled a map of the local area to all present on which she indicated the affected areas and stated she felt that Leeds Utd could do more.

The Sub Committee then heard from Mr S Harvey on behalf of Leeds Utd who highlighted the application would allow three events per year, and that only one event was proposed for 2011. He stated that the Event Management Plan aimed to educate patrons to take their litter to the litter bins and that Leeds Utd did clear the immediate vicinity after matches. He compared the 20,000 maximum capacity for music events to the 32,000 for matches, with 4,200 car parking spaces available at the ground.

During discussions Mr Harvey confirmed that Leeds Utd would now offer three additional litter bins to assist with control of litter. Members also clarified the wording of the first condition proposed by WYP.

The Sub Committee carefully considered all the written and verbal submissions before them. The Sub Committee was satisfied that, given the measures proposed by the applicant within the pro-forma risk assessment and those agreed with WYP, that granting the application would not undermine the crime prevention objective. However, Members were concerned that the measures proposed to deal with nuisance caused by litter were sufficient and therefore felt there were further steps which could be taken to address this

**RESOLVED** – To grant the application in the following terms:

Hours and activities: Granted as requested

Conditions

- The measures proposed by the applicant within the pro forma risk assessment submitted with the application shall also appear as conditions on the Licence
- The South Inner Area Chair Committee Chair, or their representative, shall be consulted on the Litter and Waste Management Strategy
- The Sub Committee imposed the following measures, as amended and agreed between the applicant and WYP as conditions on the licence as these were felt to be necessary and proportionate

The Sub Committee took the opportunity to express their concern about the likely impact of litter on the surrounding neighbourhood and although they recognised the amended offer of 3 litter bins, they did not feel this would be sufficient. Members urged the applicant to do more as a good neighbour.

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## Licensing Sub-Committee

Monday, 9th May, 2011

**PRESENT:** Councillor V Morgan in the Chair

Councillors G Hussain

**250 Election of the Chair**

**RESOLVED** - Councillor Morgan was elected chair for the meeting

**251 Late Items**

There were no late items of business

**252 "Slip Inn" - Application to vary a Premises Licence for Slip Inn, Temple View Grove, Burmantofts, Leeds LS9 9 LH**

The Chair welcomed all parties present to the hearing, and explained that the normal hearing procedure was to be varied in order to deal with issues which had arisen just prior to the hearing and had been discussed in detail by the Sub Committee.

The Legal Adviser to the Sub Committee addressed the meeting and explained that one Member of the Sub Committee had come to realise that a close family member owned a property very close to the application site which constituted a personal interest. Having discussed the matter at length, that Member now concluded that the public may take the view that the interest was prejudicial. Any Member with a personal and prejudicial interest would not be able to determine the application.

Members were also concerned that, as the Sub Committee consisted of only two Members due to the third member not being re-elected at the Local Elections held 5<sup>th</sup> May 2011, although the applicant and speaker for the objectors had verbally intimated prior to the hearing that they were happy to continue with 2 Members, the quorum of the meeting was now in jeopardy.

As such the Sub Committee had resolved not to proceed with the hearing but to adjourn the matter to a later date. Members discussed future meeting dates with the relevant parties and

**RESOLVED** – That this matter be adjourned to a hearing on Tuesday 31<sup>st</sup> May 2011

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## Licensing Sub-Committee

Monday, 23rd May, 2011

**PRESENT:** Councillor D Wilson in the Chair

Councillors C Townsley and G Wilkinson

**253 Election of the Chair**

Councillor Wilson was elected Chair of the meeting.

**254 Late Items**

No formal late items of business were added to the agenda

**255 Declarations of Interest**

There were no declarations of interest.

**256 "Cafe Liqueur" - Application for the grant of a premises licence for Cafe Liqueur, 10 Lowtown, Pudsey LS28 7AA**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of Café Liqueur, 10 Lowtown, Pudsey.

Representations containing measures proposed to address the relevant licensing objectives had been submitted by LCC Health & Safety Team (LCC H&S) and West Yorkshire Police (WYP) and had been agreed by the applicant prior to the hearing. Representations had also been received from LCC Environmental Protection Team (LCC EPT) and LCC City Development Department.

Mr C Sanderson addressed the Sub Committee on behalf of LCC Department of Development regarding the current permitted use and hours of operation of the premises. He stated it was unlikely that a current planning application for change of use of the premises to café/bar would be successful as the Department maintained concerns over its impact on and close proximity to residences.

Mr B Kenny then addressed the hearing on behalf of LCC EPT who suggested this premises was not suitable for the provision of live/recorded music due to its location within a predominantly residential area and noted that the application suggested a drinking establishment, rather than a café. There was also the possibility that noise and disturbance would be caused by smokers congregating on the pavement to the front of the premises. Mr Kenny requested the Sub Committee consider adding the LCC EPT measures as conditions on the premises licence should the application be granted.

The Sub Committee then heard from Mr B Thompson who was accompanied by Mr D Wilford, the applicant. Mr Thompson outlined the licensed history of the premises; the experience of the applicant and the proposed style of

operation of the premises. The applicant now offered to reduce the proposed hours and activities having regard to the representations received and would also accept the measures proposed by LCC EPT should this application be granted.

Mr Thompson stated the applicant did not seek to operate a bar. Seating would be provided throughout; the premises had a small capacity of 75 – 90 patrons which was unlikely to generate a large number of smokers congregating outside at any one time.

The Sub Committee heard that the premises was in a unique location as it lay within Pudsey town centre with 17 other licensed premises, some of which currently operated later hours, but was also surrounded by residential properties.

The Sub Committee carefully considered all the written and verbal submissions before them. Members noted the agreements reached with WYP and LCC H&S; the measures proposed in Box P of the application form and the amendments offered at the hearing by the applicant.

The Sub Committee was concerned that there was potential for noise to be generated from the operation of this premise as a café/bar but felt that if additional steps were taken, this premises in this location would not undermine the prevention of public nuisance licensing objective.

**RESOLVED** – To grant the application in the following manner:

Hours and activities – granted as amended

Provision of recorded music and Supply of alcohol (for consumption both on and off the premises)

Sunday to Thursday	11:00 until 22:30 hours
Friday & Saturday	11:00 until 00:00 midnight

Provision of late night refreshment

Friday & Saturday only	23:00 until 00:00 midnight
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Hours the premises shall be open to the public

Sunday to Thursday	11:00 until 23:00 hours
Friday & Saturday	11:00 until 00:30 hours

#### Conditions

Members felt it necessary and proportionate to impose the following:

- Tables and chairs for use by the patrons must be provided at all times the premises are open.
- Those measures proposed by LCC EPT and agreed by the applicant at the hearing will appear as conditions on the Premises Licence
- Those measures offered in Box P of the application form shall also appear on the Premises Licence as conditions
- The measures previously agreed between the applicant and WYP and LCC H&S will appear as conditions on the Premises Licence

The Sub Committee took the opportunity to remind the applicant to regularise the planning use for the premises.

**257 "Albert Inn" - Application to vary a Premise Licence for Albert Inn, High Street, Yeadon, Leeds LS19 7TA**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application to vary the existing Premises Licence held at the Albert Inn, High Street, Yeadon.

Representations had been received from LCC Environmental Protection Team (LCC EPT) and from R Oddy, a local resident. The following were in attendance:

Mr J Coen, solicitor for the applicant and Mr D King observing  
Mrs C Kingston and Mr J Kingston - applicants  
Mr B Kenny – LCC EPT

The Sub Committee dealt with two preliminary matters prior to the substantive hearing relating to the late submission of written representation from local ward Councillor C Campbell on behalf of a local resident who wished to remain anonymous and three letters of support for the application from the applicants solicitor.

The Sub Committee noted that the applicant objected to the late written submission from Councillor Campbell and went onto hear representations from both parties on this matter. Having received legal advice, the Sub Committee considered that a valid representation had been made within the timescales by Councillor Campbell, however that paperwork had not been included in the Licensing Officers report. Members concluded that it would be unfair to that local resident to reject the paperwork at this hearing; equally it would be unfair to the applicant to proceed without the applicant having had the opportunity to prepare a response. The Sub Committee therefore resolved to adjourn the hearing to allow for all relevant paperwork to be presented to a future hearing.

On receipt of this decision, the applicant indicated their preference to continue the hearing rather than defer. The Sub Committee accepted that offer, and agreed to adjourn for a short while to enable all parties to read the additional submissions.

On recommencement of the hearing, the Sub Committee heard the submissions of Councillor Campbell on behalf of a local resident regarding noise and disturbance already caused by activities held at the premises through open windows and doors; patrons leaving the premises late at night, parking their cars in nearby residential streets and congregating to the front of the premises to smoke. Councillor Campbell also stated that staff at the premises had been unhelpful when issues had been raised with them.

The Sub Committee then heard from Mr B Kenny on behalf of LCC EPT who stated that no complaints about noise had been made to the Department

since 2006; however the department was concerned over the potential for noise and disturbance to be caused to residents in the surrounding area. He requested that the measures proposed by LCC EPT be included on the Premise Licence should this application be granted

Mr J Coen on behalf of the applicant then outlined the licensing history of the premises, the current and proposed style of operation and the managerial experience of the applicants. Mr Coen confirmed that drinking on the pavement was not allowed, however those patrons who did slip outside were requested to go back inside. Signs were displayed to remind patrons not to take drinks outside. Mr Coen stated that neither the residents nor Councillor Campbell had contacted the premises directly with their concerns. To conclude, he suggested an amendment to the requested inaudibility condition to specify those local streets the measure was intended to protect. He suggested it would be sufficient to seek the inaudibility clause after 19:00 hours and to condition doors and windows being kept shut. He added that a Temporary Event Notice had been held at the premises without objection.

The Sub Committee carefully considered all the written and verbal submissions before them. Members were concerned that there was a potential for public nuisance to be caused to local residents from noise generated by the new activities offered through the granting of this application. Members emphasised the need for tight controls to manage any noise and as such they felt there were steps which could be taken to ensure that this premises did not undermine the prevention of public nuisance licensing objective.

**RESOLVED** – To grant the application in the following manner:

Hours and activities – granted as requested with the following

Conditions: Members felt it necessary and proportionate to impose the following

- Doors and windows must be kept closed at all times when live music and/or karaoke are in operation
- Measures 1, 3, 4, 5 & 6 proposed by LCC EPT will appear as conditions on the Premises Licence
- Measure No. 2 is amended and will be imposed as follows:
  - 2) Noise from licensable activities at the premises will be inaudible at the nearest noise sensitive premises at Rockfield Terrace, Alma Street, Back Alma Street, Club Row and Albert Terrace (the streets nearest to the premises)

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## Licensing Sub-Committee

Tuesday, 31st May, 2011

**PRESENT:** Councillor R D Feldman in the Chair

Councillors R Downes and G Hyde

**1 Election of the Chair**

Councillor R D Feldman was elected Chair of the meeting.

**2 Late Items**

No formal late items of business were added to the agenda however the Sub Committee was in receipt of an additional site map and an additional page of one objectors' letter which had been omitted from the Licensing Officers report relating to the Leeds Metropolitan University application (minute 261 refers)

**3 Declarations of Interest**

There were no declarations of interest

**4 "Leeds Metropolitan University" - Application for the grant of a Premises Licence for Hospitality/Entertainment Area adjacent to the Tennis Centre, Leeds Metropolitan University, Leeds LS6 3QS**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of an area of land adjacent to the Tennis Centre, Leeds Metropolitan University required for hospitality/entertainment events.

Representations had been received from a number of local residents, although not all attended the hearing and the Sub Committee resolved to take their written representations into account and proceed in their absence. The following were in attendance: Mr I McKeeking, Mrs B Smith, Mr T Stewart and local ward Councillor B Chastney on behalf of several other residents who had submitted letters.

Councillor Chastney addressed the Sub Committee expressing the views of local residents on issues of noise and additional traffic/car parking which they attributed to this application. Mrs Smith then spoke emphasising the quiet character of the locality and Mr McKeeking made representation on behalf of West Park Residents Association. He highlighted the likelihood of public nuisance caused by event noise, car parking and also disturbance to local wildlife. Mr McKeeking stated residents already experienced noise and disruption caused by events held at the University on this site and expressed concern over noise emissions caused by the current use of marquees for some functions. noise. The residents also stated that the University had not consulted with them over the proposals.

The Sub Committee then heard from Mr D Collett and Mrs C Simpson on behalf of the applicant who explained there was no intention to operate nightclub style facilities, but to hold University related events such as graduations, open days and sports events. Clarity was also provided on the exact nature of the application. It was noted that a recent University Senior Management decision not to utilise a marquee, but to hold events within the Blue Hall building now changed the nature of the application,

During further discussions with the Sub Committee, the representatives of the applicant indicated their desire to defer further consideration of the application in its present form

**RESOLVED** – To defer determination of the application to 27<sup>th</sup> June 2011. It was noted that all revised submissions should be received by the Licensing Authority by 13 June 2011

**5 "Slip Inn" - Application to vary a Premises Licence for Slip Inn, Temple View Grove, Burmantofts, Leeds LS9 9LH**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application to vary an existing Premises Licence in respect of the premises formerly known as The Slip Inn public house, Burmantofts. The applicants wished to change the use of the building to a grocery store with off licence facility. An initial hearing to determine the application had been adjourned from 9 May 2011 as the Sub Committee had been inquorate. This date of 31 May 2011 had been agreed with all parties present.

Written representations had been received from local ward Councillor R Pryke on behalf of local residents who wished to remain anonymous. Councillor Pryke did not attend the hearing although several local residents, who had not made a representation, attended as observers. Officers confirmed that notification of the hearing had been served. Additionally, this was the second matter before the Sub Committee at this meeting. Members determined that sufficient notice of the hearing had been given and resolved therefore to proceed with the hearing and consider Councillor Pryke's written representations in his absence.

Representations had been received from West Yorkshire Police (WYP) which included measures proposed by them to address the licensing objectives. Those proposed measures had been agreed by the applicant prior to the hearing and WYP had subsequently withdrawn the representation on the understanding the measures would be imposed on the Premises Licence, should it be granted.

Mr K and Mrs P K Patel - the applicants - attended the hearing. They were accompanied by Mr C Waddingham. Mr & Mrs Patel outlined their experience in the licensed and retail trades, the nature of the application and their proposals for the store. They also confirmed that they would surrender a premise licence they held for a post office cum general store with off-licence in the locality, should this variation application be granted.

The Sub Committee carefully considered all the written and verbal submissions and was pleased to note the relevant experience of the applicants. Members also noted the commitment to surrender the Premises Licence currently held at the post office premises owned by the applicant, which effectively meant there would not be an increase in the number of outlets selling alcohol in the locality.

**RESOLVED** – To grant the application as requested

Conditions

- The measures proposed by WYP to address the prevention of crime and disorder licensing objective and agreed by the applicant prior to the hearing were deemed necessary and proportionate to the grant of the licence and will be included within the Premises Licence as conditions
- The applicant shall surrender the Premises Licence currently held by them at the Post Office premises prior to the opening of this premises at Temple View. (Members noted the applicant agreed to surrender the document to the Licensing Authority by Monday 6 June 2011)

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## Licensing Sub-Committee

Monday, 6th June, 2011

**PRESENT:** Councillor G Hyde in the Chair

Councillors J Dunn and R D Feldman

**6 Election of the Chair**

Councillor G Hyde was elected Chair of the meeting

**7 Late Items**

No formal late items of business were added to the agenda, however a full version of the covering report relating to 31 North Lane had been despatched to the Sub Committee prior to the hearing. (minute 267 refers).

**8 Declarations of Interest**

There were no declarations of interest

**9 "Grocery Store" - Application for the Grant of a Premises Licence for Grocery Store, 253 Dewsbury Road, Hunslet, Leeds LS11 5HZ**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of the premises at 253 Dewsbury Road, Hunslet.

Written representations had been received from several local residents, none of whom attended the hearing. The Sub Committee resolved to consider their written representations in their absence and to proceed with the hearing.

Mr J Coen made representation on behalf of the applicant; he was accompanied by Mr D King (observer) and Mr O Kondu (the applicant). Mr Coen outlined the experience of the applicant in the licensed and retail trade and the intention to operate the premises as a grocery store with off licence facility predominantly stocking goods of polish origin for the local Polish community. The store was located within a commercial area on a busy road. The applicant anticipated 65% dry and 35% wet sales split.

Mr Coen referred to the measures proposed by the applicant to address the licensing objectives and highlighted the fact that the applicant had offered to install CCTV, an alarm system and would operate a "Challenge 25" ID system. Mr Kondu also explained that signs would be displayed to discourage adults from purchasing alcohol for under age persons and went onto confirm that he did have the relevant planning permission to open the premises for the hours he had requested in this premises licence application.

The Sub Committee carefully considered all the written and verbal submissions and was pleased to note the relevant experience of the applicants. Members noted this was a new application and this applicant had

not previously traded from this premises. Members also had regard to the measures proposed by the applicant in his application.

**RESOLVED** – To grant the application as requested  
Conditions

- Those measures contained within Box P of the application form as proposed by the applicant were deemed necessary and proportionate to the grant of the licence and will be included within the Premises Licence as conditions

**10 "Off Licence" - Application for the grant of a Premises Licence for Off Licence, 31 North Lane, Headingley, Leeds LS6 3HW**

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence for premises at 31 North Lane, Headingley which was proposed to operate as a shop with an off-licence facility. Members noted the premises lay within Cumulative Impact Area Policy Area 2, although the CIP did not include off-licence premises.

Representations had been received from West Yorkshire Police (WYP) which included measures proposed to address the licensing objectives. Those measures had been agreed, with amendment, by the applicant prior to the hearing and WYP had subsequently withdrawn the representation on the understanding the measures would be imposed on the Premises Licence, should it be granted.

Written representations had been received from several local residents, none of whom attended the hearing. The Sub Committee resolved to consider their written representations in their absence and to proceed with the hearing.

Mr J Coen made representation on behalf of the applicant. He was accompanied by Mr D King as an observer and Mr B Jewitt – the applicant. Mr Coen stated the application had been amended in order to close the premises at 23:00 hours. Mr Jewitt currently operated the shop, without alcohol sales, and his intention was to achieve 60% dry and 40% wet sales in the future. Mr Coen outlined the size and style of shop and reported there had been no problems associated with its operation since opening in February 2011. Mr Coen addressed the comments contained from local residents. He highlighted the fact that North Lane did not appear within WYP statistics for crime and disorder and that LCC Environmental Protection team had not made a representation based on public nuisance concerns.

Mr Jewitt acknowledged that he did not yet have a Personal Licence and confirmed he understood he could not act as Designated Premises Supervisor until that Personal Licence was confirmed. He also confirmed that he had spoken to some local residents.

The Sub Committee carefully considered all the written and verbal submissions and was satisfied that this applicant had engaged with the local community. This was reflected in the amendment made to the hours of operation. Members also noted there were no proposals to operate an alcohol

delivery service from this premises. The Sub Committee also had regard to the agreements reached with WYP.

**RESOLVED** – To grant the application as requested

Conditions

- Those measures contained within Box P of the application form as proposed by the applicant were deemed necessary and proportionate to the grant of the licence and will be included within the Premises Licence as conditions
- Those measures proposed by WYP to address the prevention of crime and disorder licensing objective and agreed by the applicant prior to the hearing were deemed necessary and proportionate to the grant of the licence and will be included within the Premises Licence as conditions

Members reminded the applicant that this Premises Licence could not be operated until a Designated Premises Supervisor was in place.

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## Licensing Sub-Committee

Monday, 20th June, 2011

**PRESENT:** Councillor S Armitage in the Chair

Councillors T Hanley and D Wilson

**11 Election of the Chair**

Councillor Armitage was elected Chair for the meeting

**12 Late Items**

No formal late items of business were added to the agenda, however Members had received additional representation from West Yorkshire Police and the applicants representative in respect of Lajkonik (minute 14 refers). A further copy of the report had also been despatched to replace the poor quality copy within the agenda.

**13 Declarations of Interest**

There were no declarations of interest

- 14 "Lajkonik" - Application for the Grant of a Premises Licence - New Application for Lajkonik, 319 Harehills Lane, Harehills, Leeds LS9 6AA**  
The Sub Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for a proposed continental food and delicatessen store with alcohol sales situated at 319 Harehills Lane, Harehills trading as "Lajkonik".

Representations had been received from LCC Environmental Protection Team (LCC EPT) which included measures proposed to address the licensing objectives. Those measures had been agreed by the applicant prior to the hearing and LCC EPT had subsequently withdrawn the representation on the understanding the measures would be imposed on the premises licence, should it be granted.

Representations had also been received from one local resident who did not attend the hearing and from West Yorkshire Police (WYP). The Sub Committee resolved to consider the residents' written representation in their absence and to proceed with the hearing. Mr R Tees-Edwards attended the hearing as an observer.

PC L Dobson made representation on behalf of WYP against the grant of the Licence. She stated that the applicant had not reached agreement with WYP prior to the hearing despite the statement within the applicant's letter dated 16<sup>th</sup> June 2011. The premises lay within a parade of businesses in a busy area. Furthermore, this applicant was linked to other premises on Harehills Lane that were known to WYP for their links to crime and the illegal importation of alcohol, cigarettes and tobacco into the UK. Some of those had

unsuccessfully applied for premise licences in order to legitimise illegal activities.

The Sub Committee heard evidence of events at 319 Harehills Lane as recently as 10<sup>th</sup> May 2011 when intelligence was received relating to the sale of illegally imported goods at the store. HMRC seized nearly three kilograms of mixed hand rolling tobacco where no duty had been paid which had been hidden in a freezer at the store.

PC Dobson then addressed the written representation submitted by the applicant on 16<sup>th</sup> June 2011 and reiterated her belief that the applicant was involved in illegal activity and was seeking to legitimise the unlawful importing of goods to sell via a legitimate off licence. Members heard that on 10<sup>th</sup> June 2011 HMRC Officers had seized 60 illicit cigarettes being sold over the counter at another licensed premises owned by the applicant in Halifax. To conclude, PC Dobson stated that the grant of this licence would undermine the licensing objective intended to prevent crime and disorder.

The Committee then heard representations from Mr Sina on behalf of the applicant who repeated his comments contained in his letter dated 16<sup>th</sup> June 2011. Mr Sina described the good character of the applicant and stated he was now prepared to cease sale of alcohol at 21:00 hours in response to the local residents comments. The premises would close to the public at 23:00 hours. Furthermore, the applicant would adopt the conditions proposed by WYP as well as those measures contained within the risk assessment attached to the application. Mr Sina then provided the Sub Committee with the applicant's account of events of 10<sup>th</sup> May 2011 and disputed the account presented by WYP. He stated the tobacco had not actually been found within the premises but had been found outside. It appeared wet because it had been exposed to the weather and not in a freezer, in fact, the HMRC Officers had brought this tobacco to the contractor working at the premises at the time. Mr Sina added that the applicant had not been prosecuted and no HMRC enforcement action had been taken.

The Sub Committee carefully considered all the written and verbal submissions. Members felt that the use of premises for crime was particularly serious and it would be necessary to take steps to address this issue. The Sub Committee preferred the representations of WYP to those of the applicant and had regard to the evidence that incidents had occurred recently at the premises subject to this application and at another premises run by this applicant. Members therefore felt that this premises had been and would be used for tax evasion by the importing of goods where no duty had been paid.

The Sub Committee therefore was satisfied that granting the application in part or with condition would undermine the crime prevention objective. It was therefore necessary for the promotion of this objective to refuse the application.

**RESOLVED** – To refuse the application.

## Standards Committee - Assessment Sub-Committee

Wednesday, 27th April, 2011

### PRESENT:

#### Independent Members

Gordon Tollefson (Chair)

#### Councillors

E Nash                      R D Feldman

#### Parish Members

Councillor Mrs P Walker

### **7      Declarations of Interests**

There were no declarations of personal/prejudicial interests for the purpose of section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.

### **8      Case Reference 1011002**

The Monitoring Officer submitted the above complaint to the Assessment Sub-Committee for consideration. The Deputy Monitoring Officer was in attendance at the meeting to advise the Sub-Committee on any procedural issues.

The Assessment Sub-Committee agreed that the complaint was about a Member of Leeds City Council, that the subject Member was in office at the time of the alleged conduct, and that the Code of Conduct was in force at the time.

The Assessment Sub-Committee then considered whether the complaint, if proven, would be a breach of the Code of Conduct under which the Member was operating at the time of the alleged misconduct.

The Assessment Sub-Committee agreed that the subject Member was acting, claiming to act, or giving the impression they were acting in their official capacity during the incident.<sup>1</sup>

After considering all paragraphs of the Code of Conduct, the Assessment Sub-Committee agreed that there was no potential breach of the Code of Conduct disclosed in the complaint.

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<sup>1</sup> Councillors Feldman and Nash required that it be recorded that they voted against this decision.

**RESOLVED** – The Assessment Sub-Committee decided to take no further action in relation to the allegations.

## **9 Lessons to Learn**

The Assessment Sub-Committee agreed that all Members should be advised (via their Group Whip) to consider carefully any e-mails that are sent from their Council e-mail address.



## **EMPLOYMENT COMMITTEE**

**THURSDAY, 9TH JUNE, 2011**

**PRESENT:** Councillor J Blake in the Chair

Councillors J Dowson, A Lamb and  
D Wilson

### **1 Meeting Called at Short Notice**

Meeting called at short notice under the provisions of paragraph 4.1 of the Access to Information Procedure Rules.

### **2 Exclusion of Public**

**RESOLVED** - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

### **3 APPOINTMENT TO FOUR SENIOR POSITIONS WITHIN THE CHILDREN'S SERVICES DEPARTMENT**

That following the consideration of the applications for four positions within the Children's Services Department it was

#### **RESOLVED –**

(a) That six applicants be short listed for further assessment for the post of Deputy Director of Children's Services, Safeguarding, Targeted and Specialist Services.

(b) That nine applicants be short listed for further assessment for the post of Deputy Director of Children's Services, Learning Skills and Universal Services.

(c) That nine applicants be short listed for further assessment for the post of Chief Officer Strategy, Commissioning and Performance.

(d) That eight applicants be short listed for further assessment for the post of Chief Officer, Partnership Development and Business Support.

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## **EMPLOYMENT COMMITTEE**

**MONDAY, 13TH JUNE, 2011**

**PRESENT:** Councillor R Lewis in the Chair

Councillors M Dobson, S Golton and  
A Ogilvie

Apologies Councillor A Carter

### **4 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

### **5 EXCLUSION OF PUBLIC**

**RESOLVED** - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

### **6 DECLARATIONS OF INTEREST**

There were no declarations of personal/prejudicial interests for the purpose of section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.

### **7 APPOINTMENT OF THE DIRECTOR OF CITY DEVELOPMENT**

Following the consideration of the applications for the position of Director of City Development it was

**RESOLVED** – That five applicants be short listed for interview.

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## **Corporate Governance and Audit Committee**

**Monday, 21st March, 2011**

**PRESENT:** Councillor G Driver in the Chair  
Councillors P Grahame, N Taggart,  
G Kirkland, A Lowe , P Harrand, W Hyde,  
J Lewis and T Hanley

**Co-optee**  
G Tollefson

Apologies Councillors C Campbell and J Elliott

### **103 Matters Arising**

Making reference to the pending departure of the Assistant Chief Executive (Corporate Governance) from the Council, the Chair expressed the Committee's thanks for the help and guidance provided to the Committee by the Assistant Chief Executive and wished Ms Jackson well for the future.

### **104 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **105 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **106 Late Items**

There were no late items submitted to the agenda for consideration excepting a proposed revision to the minutes of the previous meeting held on 14<sup>th</sup> February 2011.

### **107 Declaration of Interests**

There were no declarations of interests made.

### **108 Apologies for absence**

Apologies for absence were received from Councillors C Campbell and J Elliot.

## 109 Minutes of the Previous Meeting

The minutes of the Corporate Governance and Audit Committee held on 14<sup>th</sup> February 2011 were approved as a correct record subject to an amendment to the resolution contained in Minute 96 – Implications of the Localism Bill for the ethical framework in Leeds. The minute to now read as follows:

The Chair of the Standards Committee and the Head of Governance Services presented a report of the Assistant Chief Executive (Corporate Governance) which sought preliminary views from the Committee as part of a consultation process on aspects of the Localism Bill which relate to the Council's ethical governance arrangements, specifically: Members' Code of Conduct; Standards Committee; and Local Assessment arrangements.

Members discussed the report in detail, considering the various questions relating to the Standards Regime which had been framed in response to the Member Code of Conduct implications of the Localism Bill.

Members considered whether in principle a code of conduct need be put in place. Members commented that public interest in such arrangements is likely to remain. Members also commented that should a new code be introduced consideration of allegations of misconduct should be different to what has gone before in that Members should be informed from the outset that a complaint had been made against them. Furthermore that it would be essential for any complaint to be reviewed before any proceedings take place to ensure that frivolous complaints are rejected.

Members were also of the view that if adopted any new code of conduct should be signed by all current Members and any new Members on being elected to the Council.

The Committee agreed that if any local arrangement be introduced consideration would need to be given as to the role of independent people as co-opted Members.

**RESOLVED** – Members resolved that:

- (a) should a voluntary code of conduct be introduced by the Council, that the code be different to the previous code, specifically allowing Members to be informed from the outset of any complaint made in respect of their compliance with it; and
- (b) a further report be brought to the Committee providing details of the wider governance implications of the Localism Bill.

(Councillor Lowe entered the meeting at 10:08am during the discussion if this item)

## **110 Minutes of the Standards Committee**

The Committee reviewed the Standards Committee minutes. The Chair of the Standards Committee informed Members that owing to the Standards Committee now not meeting on a regular basis and there subsequently being a back log of Corporate Governance and Audit Committee minutes to be noted it had been requested that the minutes not be added to the Standards Committee agenda pack and that the Chair of Standards Committee update the rest of the Standards Committee of any key issues discussed by the Corporate Governance and Audit Committee.

Members commented that at minute 28, – Ethical Audit Action Plan – HR Issues Updates, the actions assigned to the Chief Officer (Human Resources) following the ethical Audits undertaken in 2006 and 2007 have only just being completed and that this was a long time for work to be outstanding.

**RESOLVED** – The Committee Resolved to:

- (a) note the minutes of the Standards Committee;
- (b) note the intention of the Standards Committee to not receive the Corporate Governance and Audit Committee minutes; and
- (c) request that information relating to any further outstanding actions following the Ethical Audits in 2006 and 2007 be circulated to members of the Committee.

## **111 KPMG report - Financial Statements Audit Plan**

The Principal Financial Manager presented a report of the Director of Resources which informed Members of KPMG' audit plan for the audit of the Council's accounts. The attached report from KPMG highlighted the risk based approach to the audit and the main risks they had identified for 2010/11. The report also provided a summary of the actions undertaken by officers of the Council to mitigate the risks identified.

Mike McDonagh and Alison Ormston from KPMG were in attendance to present the KPMG Financial Statements Audit Plan 2010/11 to the Committee.

Members discussed the audit fee with the representatives from KPMG, highlighting their concerns over an increasing fee in light of the Council's current financial position. Mike McDonagh confirmed that if the audit could be completed for less than the stated price of £530,383 then KPMG would reimburse the Council. It was noted that the risk factors that would determine whether such a course of action was possible were highlighted in KPMG's statement of audit fee assumptions.

The Committee also discussed why the Council was recognising assets on the Balance Sheet when they had been sold or demolished and sort assurance that the new procedures being put in place would minimise the risk of such errors in the future.

Minutes approved as a correct record at the meeting held on Monday, 18th April, 2011

**RESOLVED** – The Committee resolved to:

- (a) agree the external audit plan in respect of the Council's financial statements;
- (b) note the action taken by officers to manage the risks identified;
- (c) request a report on how the new procedures would minimise the risk of assets being recognised on the Council's Balance Sheet when they have been sold or demolished; and
- (d) To receive a further report on the 2010/11 audit fee and the extent to which KPMG were able to finalise the audit at a cost below that previously agreed.

**112 KPMG report - Grants and Returns in 2009/10**

The Principal Finance Manager presented a report of the Director of Resources which informed Members of the result of the work KPMG have carried out on the certification of grant claims in respect of 2009/10.

Mike McDonagh and Alison Ormston from KPMG were in attendance to present the work undertaken on the certification of grants and claims for 2009/10.

**RESOLVED** – The Committee resolved to note the results of the 2009/10 audit of grants and returns.

**113 Annual Information Security Report**

The Project Manager (Planning, Policy and Improvement) presented a report of the Assistant Chief Executive (Corporate Governance). The report was the annual report on the steps being taken to improve Leeds City Council's information security in order to provide assurance for the annual governance statement.

Members discussed the report in detail giving consideration to the new powers being given to the Information Commissioner's Office and the potential reputational and financial risks in terms of fines for breaches of data protection principles where Council employees misplace sensitive information. Members also highlighted the increasing use of contractors who provide outsourced services and the steps that need to be taken to ensure that such contractors comply with data protection principles. In terms of attacks from intruders to the Council's systems, Members requested to know the detail surrounding any major or minor attacks.

Members considered the framework of policies being developed as part of the Information Governance Project, and the contribution these will make to strengthening the security arrangements for the Council's information assets. It was noted that many of these policies are still only at draft stage and that work should continue to complete these.



Members also commented on what access there was to the private emails of Members and other private Council information and the risks of such access being used inappropriately.

**RESOLVED** – The Committee resolved to:

- (a) note the contents of the report;
- (b) request a report;
  - 1. detailing the extent of intruder attack on Council IT systems;
  - 2. outlining progress made in agreeing and implementing the policies which are still in development;
  - 3. explaining the arrangements that are in place for access to Members' emails; and
  - 4. describing the assurance Members can gain from the Council's arrangements for information security.

#### **114 Contract Procedure Rules**

The Chief Procurement Officer presented a report of the Assistant Chief Executive (Corporate Governance) which set out the current position in relation to the Council's Contract Procedure Rules.

Members considered;

- the number of officers who can make purchases on behalf of the Council;
- the extent of work required to improve procurement controls, particularly in respect of monitoring arrangements to be introduced by the Chief Procurement Officer;
- the extent of consultation with Members when contracts with suppliers of goods and services are being drawn up; and
- the extent to which waivers to contract procedure rules are submitted and the value of those waivers.

Members also made reference to a recently undertaken Central and Corporate Scrutiny Board review of the contracts procedure rules

**RESOLVED** – The Committee resolved to:

- (a) note the contents of the report; and
- (b) request a further report be submitted to the Committee in three months time to update on progress made.

(Councillor Lowe left the meeting at 11:02am and Councillor Taggart entered the meeting at 11.15am during the discussion of this item)

## 115 Work Programme

The Assistant Chief Executive (Corporate Governance) submitted a report notifying Members of the draft work programme.

The Committee reviewed its forthcoming work programme and also considered the removal of the May meeting because of the small number of items planned for May.

**RESOLVED** - The Committee resolved to:

- (a) note the draft work programme; and
- (b) agree that the May meeting of the Committee should be cancelled.

## Corporate Governance and Audit Committee

Monday, 18th April, 2011

**PRESENT:** Councillor G Driver in the Chair  
Councillors C Campbell, G Kirkland,  
A Lowe, J Elliott, P Harrand, W Hyde,  
J Lewis and T Hanley

**Co-optee** G Tollefson

Apologies Councillors P Grahame, N Taggart and  
S Smith

### **116 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **117 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **118 Late Items**

There were no late items submitted to the agenda for consideration excepting an updated version of the KPMG Report - Value for Money Audit Approach 2010/11 (see Agenda item 7.)

### **119 Declaration of Interests**

There were no declarations of interest made.

### **120 Apologies for Absence**

Apologies for absence were received for Councillors N Taggart, P Grahame and S Smith.

### **121 Minutes of the Previous Meeting**

The minutes of the Corporate Governance and Audit Committee meeting held on 21<sup>st</sup> March 2011 were approved as a correct record.

## 122 Matters Arising

The Head of Governance Services informed the Committee, in relation to Minute 110, from 21<sup>st</sup> March 2011, Minutes of the Standards Committee, and the request for further information on any outstanding actions following the Ethical Audits in 2006 and 2007, that there are no other outstanding actions to be completed.

## 123 KPMG report - Value For Money Audit approach 2010/11

The Chief Officer Financial Management presented a report of the Director of Resources informing the Committee of KPMG's approach for the audit of the Council's Value for Money arrangements. The updated KPMG report, circulated after the despatch of the final agenda, highlighted the risk based approach to the audit and the main risks they have identified for 2010/11. The significant risks identified by KPMG are 'managing for less', the early leavers initiative and waste management.

Steve Clarke and Sam Bradford from KPMG were also in attendance.

Members discussed the need to ensure that the work carried out by KPMG as our external auditor complemented the Council's engagement with the future direction of public sector audit. Members also questioned the KPMG representatives in relation to:

- the work KPMG will undertake on the Early Leavers Initiative, particularly as in excess of two thirds of the target 1500 staff reduction by the end of 2011/12 have already left the employment of the council by 31/03/11; and
- the omission of references to the very specific demand led challenges relating to Adult Social Care and Children's Services.

**RESOLVED** – The Committee resolved to note the external audit approach to assessing the Council's arrangements for securing value for money.

(Councillor Campbell entered the meeting at 10:14 am during the discussion of this item)

## 124 Value For Money Arrangements

The Chief Officer (Audit and Risk) presented a report updating the Committee on progress that has been made in ensuring that the Council delivers value for money. The report also provided an assurance about the value for money arrangements at the Council and highlighted key activities where further progress could be made.

Members of the Committee discussed the report in detail, particularly considering the definition of value for money and how best this can be achieved by the Council. Discussion also took place in relation to economy,

Minutes approved as a correct record at the meeting held on Wednesday 15<sup>th</sup> June 2011

efficiency, and effectiveness of using in-house services and procuring venue hire external to the council.

Members also discussed the procurement process as a key area for achieving value for money.

**RESOLVED** – The Committee resolved to;

- note the assurance that the Council has sound arrangements for securing value for money; and
- request future case studies looking into value for money of the hire of venues and procurement of goods and services.

#### **125 The Accounts & Audit (England) Regulations 2011.**

The Chief Officer (Audit and Risk) presented a report of the Director of Resources. The report updated Members on the main changes to the Accounts and Audit Regulations 2011 following the consultation exercise reported to the Committee on 14<sup>th</sup> February 2011.

**RESOLVED** – The Committee resolved to note the new Accounts and Audit Regulations 2011.

#### **126 Leeds Initiative Partnership and City Planning**

The Head of Leeds Initiative and International Partnerships presented a report of the Assistant Chief Executive (Planning, Policy and Improvement). The report updated the Committee on progress made with the review of the Leeds Initiative Partnership arrangements and the associated planning and performance management arrangements in the City.

Members discussed the report in detail particularly focusing on the membership of the Leeds Initiative Board and that this should be reviewed to consider both the representation of the smaller political parties and also an increase in private sector representation, specifically the financial services sector upon which the Leeds economy greatly depends. Members also highlighted the need for more strategic thinking specifically around how the partnerships will help benefit both local communities and the city as a whole.

**RESOLVED** – The Committee resolved to:

- note the contents of the report; and
- request a report further to update the Committee on progress made.

#### **127 Report Writing Guidance**

The Head of Governance Services presented a report of the Director of Resources. The report sought comments from the Committee on the revised report writing guidance and template, attached at Appendix 1 of the report. It

Minutes approved as a correct record at the meeting held on Wednesday 15<sup>th</sup> June 2011

was proposed that the revised guidance and template come into effect from the start of the 2011/12 municipal year.

Members noted an excellent paper and considered that the new template would be of benefit to the Council.

As a result of deliberations of the Committee the Head of Governance Services undertook to;

- Strengthen references to Value for Money considerations into the report writing guidance;
- emphasise the need for reports to incorporate a short précis in the forthcoming briefing sessions; and
- report back to the committee on the introduction of the new arrangements.

**RESOLVED** – The Committee Resolved to note the contents of the report and the undertakings given by the Head of Governance Services.

## **128 Work Programme**

The Director of Resources submitted a report notifying Members of the draft work programme.

The Committee reviewed its forthcoming work programme and noted that the next meeting of the Committee would be on June 15<sup>th</sup> 2011.

The Chair of the Committee thanked Members and officers for their hard work during throughout the 2010/11 municipal year.

**RESOLVED** – The Committee resolved to note the draft work programme.

## **Corporate Governance and Audit Committee**

**Wednesday, 15th June, 2011**

**PRESENT:** Councillor G Driver in the Chair  
Councillors P Grahame, N Taggart,  
C Campbell, G Kirkland, J Elliott, W Hyde,  
T Hanley, C Fox and G Hussain

**Co-optee** G Tollefson

Apologies Councillors A Lowe

### **1 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **2 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **3 Late Items**

There were no late items submitted to the agenda for consideration.

### **4 Declaration of Interests**

Councillors Campbell and Driver declared a personal interest in Agenda item 11 (Minute 11. refers) as Members of Plans Panel.

### **5 Apologies For Absence**

Apologies for absence were received from Councillor Lowe.

### **6 Minutes Of The Previous Meeting**

The minutes of the Corporate Governance and Audit Committee meeting held on 18<sup>th</sup> April 2011 were approved as a correct record.

### **7 Future of Local Public Audit; Consultation Response**

The Chief Officer (Audit and Risk) presented a report of the Director of Resources which informed the Committee on some fundamental changes Communities and Local Government (CLG) are consulting on in relation to the

local public audit regime. The paper allowed Members the opportunity to shape and influence the Council's response to the consultation exercise.

The Committee discussed the report in detail. Initially Members considered the merits of an annual Council report on the key business activities and targeted at the public.

The consultation document proposes that with the abolition of the Audit Commission, Council's will appoint their own external auditors. In order for them to do so, CLG suggest that Councils' audit committee should be made up of a majority of independent members (i.e. not councillors) to help ensure the independence of the external auditors. Members felt that the Committee was already independent as it operated as a separate body to the Executive Board and that, as democratically elected representatives, they were the appropriate body to recommend the appointment of external auditors to Council. Furthermore comparisons were made with the private sector and that they do not use independent members but non-executive Directors.

Members also considered the extent to which the size of the Council might limit the number of audit firms with the capacity, experience and skills to tender for this work and the scope that there may be for encouraging other firms to be able to tender for such work. The Chief Officer (Audit and Risk) indicated that there was a reasonable likelihood of elements of the Audit Commission's operation becoming a 'Mutual' organisation which might be capable of tendering for this scale of work.

The scope of audit work was also considered, Members concluded that that the current scope of the audit should be extended to include an audit of the proposed annual report, should there be a new requirement to produce such a report.

In discussion Members also confirmed that the Council would not wish to take on the function of appointing auditors or independent examiners to smaller bodies (such as town councils or large parish councils) within the Council's boundary.

**RESOLVED** – The Committee resolved to:

- agree the consultation response subject to the additional comments made by the Committee; and
- request further updates on this matter.

(Councillor Taggart entered the meeting at 2.10pm during the discussion of this item)



## **8 Risk Management and the Budget Process**

The Principal Risk Manager presented a report of the Director of Resources the report provided an assessment on the robustness of the 2011/12 budget risk assessments included in the Director of Resources' report, 'Revenue Budget and Council Tax 2011/12' presented to Executive Board on 11 February 2011.

Members discussed the report in light of the current financial climate. Members raised the importance of risks being flagged up to the Council in a timely manner giving opportunity for Members to react and noted that budget monitoring reports that include a projection of spend to the year end, are received by Executive Board on a monthly basis, rather than quarterly as was previously the case. Members questioned officers in relation to the financial reporting process and received confirmation that budget holders are required to review budget spend on a monthly basis and provide a projection for the year and that appropriate action is taken if this is not completed.

**RESOLVED** – The Committee Resolved to note the contents of the report.

## **9 The accurate recognition of assets on the Council's balance sheet**

The Principal Finance Manager presented a report of the Director of Resources which detailed the new procedures which will minimise the risk that sold or demolished assets will still be recognised on the Council's Balance Sheet.

Members discussed the report and questioned officers on how the valuations of Council owned property was calculated. In particular highways infrastructure assets, and their subsequent depreciation, were considered.

**RESOLVED** – The Committee Resolved to note the improvements in the process for minimising the risk that sold or demolished assets are recognised on the Council's Balance Sheet.

## **10 Annual Internal Audit Report**

The Head of Internal Audit presented a report of the Director of Resources which provided the annual audit opinion on the internal control environment. The opinion is that 'the internal control environment, including key financial systems, is well established and continues to operate well in practice. At the time of writing, there are no outstanding significant issues arising from the work undertaken by internal audit. However, no system of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.'

Members discussed the report. Concerns were raised about the monitoring of financial arrangements of partnerships particularly those of adult social care.

Members also reviewed the reporting process for when an audit report results in no or limited assurance being provided by Internal Audit and noted the escalation process, including reporting to the Corporate Governance and Audit Committee.

**RESOLVED** – The Committee Resolved to:

- note the assurance given in the Annual Internal Audit report; and
- approve the Internal Audit Operational Plan;

## **11 Planning Decisions Process**

The Head of Planning Services presented a report of the Chief Planning Officer. The report provided assurance on the process by which planning decisions are taken at the Council.

Members discussed the report in detail, noting that there had been less complaints received in relation to planning decisions but an increase in the number of complaints being referred to the Ombudsman.

As part of this consideration Members had regard to correspondence received from a member of the public and an elected member. The Head of Planning Services addressed all the points made in the correspondence to the satisfaction of Members.

**RESOLVED** – The Committee Resolved to:

- note the contents of the report and the assurance that it provides in terms of the methodology used in taking planning decisions at the Council; and
- receive a report on planning decision making on an annual basis.

## **12 Standards Committee - Annual Report 2010/11**

The Head of Governance Services and The Chair of the Standards Committee presented a report of the Director of Resources the report informed the Committee of the Standards Committee Annual Report 2010/11.

**RESOLVED** – The Committee Resolved to note the Standards Committee Annual Report 2010/11.

### **13 Annual report on Community engagement**

The Assistant Chief Executive (Policy, Planning and Improvement) presented a report informing the Committee of the Council's ability to support residents' involvement in decision making and the development of services.

Members discussed the report and questioned officers on how topics were selected.

Members considered that the concept of community engagement was good and discussed the positive roles that 'Facebook' and 'Twitter' could play in engaging the community and that the Council should utilise these mediums.

The recruitment process of the citizens panel was also discussed by Members.

**RESOLVED** – The Committee Resolved to:

- (a) note that while the Council's engagement arrangements meet the relevant elements of the Code of Corporate Governance, there remained scope for the consistency and co-ordination of community engagement to be improved;
- (b) recommend that the Code of Corporate governance section 6 should be revised to include criteria that address compliance and quality of engagement work;
- (c) note the planned improvements to the way we manage community engagement; and
- (d) receive regular updates on improvement throughout 2011/12.

### **14 Work Programme**

The Director of Resources submitted a report notifying Members of the draft work programme.

The Committee reviewed its forthcoming work programme.

**RESOLVED** – The Committee Resolved to note the draft work programme.

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## **MEMBER MANAGEMENT COMMITTEE**

**TUESDAY, 29TH MARCH, 2011**

**PRESENT:** Councillor P Gruen in the Chair

Councillors S Bentley, D Blackburn,  
B Cleasby, T Hanley, G Hyde, G Latty,  
T Leadley, M Lobley, E Nash and J Procter

### **33 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

### **34 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **35 Late Items**

There were no late items submitted to the agenda by the Chair for consideration.

### **36 Declarations of Interests**

All Members of the Committee declared a personal interest in items 6 and 7 of the agenda (Minutes 38 and 39 refer), by virtue of their position as a Leeds City Councillor.

### **37 Minutes**

Members requested further information in relation to Minute 29. It was reported that there had been some difficulty in implementing the Committee's resolutions due to the legal and governance implications, and that an update would be provided to the Committee by e-mail.

Members expressed concern with regard to the lack of progress and communication regarding this issue, and requested that the actions outlined at Minute 29 are implemented as soon as possible.

Members agreed an amendment to Minute 29(b) to reflect that the requirements outlined in Minute 29(a) should not apply to an organisation if they would give the Council control or influence over the organisation under the provisions of the Local Government and Housing Act 1989.

**RESOLVED** – That the minutes of the meeting held on 12<sup>th</sup> January 2011 be approved as a correct record, subject to an amendment to Minute 29(b), as follows:

‘The above requirements should not apply to an organisation if they would give the Council control or influence over the organisation under the provisions of the Local Government and Housing Act 1989.’

### **38 Insurance and Indemnities for Members**

The Head of Property, Finance and Technology and the Insurance Manager presented a report introducing and seeking comments on a draft Executive Board report regarding insurance and indemnities for Members.

Members particularly discussed the personal accident insurance which was outlined at Appendix 1 to the report. Concern was expressed in relation to the amounts payable, and Members requested that they be raised to a reasonable level. The Insurance Manager undertook to review the policy and provide a further report to the Committee.

Members were also concerned that an indemnity had not yet been agreed under the provisions of the Local Authorities (Indemnities for Members and Officers) Order 2004. It was agreed that it would be preferable for the appropriate officer to approve the new indemnity for Members and Officers (as attached at Appendix 5 to the report) if possible, rather than wait until the next Executive Board meeting, which was due to be held on 18<sup>th</sup> May 2011.

**RESOLVED** – Member Management Committee resolved that:

- (a) the new indemnity for Members and Officers (as attached at Appendix 5 to the report) be approved by the appropriate officer if possible; and
- (b) the Insurance Manager review the Council’s personal accident insurance with a view to raising the amounts payable, and provide a further report to the Committee.

### **39 Report to provide an update on ICT matters**

The Chief Officer (ICT) presented a report providing a position statement on the ICT projects and services which impact on elected Members.

Members particularly discussed the options for connecting to the Council’s network from a Member’s home, and the advantages and disadvantages associated with each method. The preferred method of connectivity was for Councillors to use a Council laptop with the Virtual Private Network (VPN) client installed and their own private connection, which would significantly reduce the cost of providing access to the network. However, it was acknowledged that this method may not be suitable for all Members, particularly those who are not familiar with using IT equipment.

It was agreed that all new Members should use the preferred method (as outlined above), and that the Chief Officer (ICT) should work with existing

Members to change their provision to the preferred method wherever possible.

Further to queries raised, the Chief Officer (ICT) outlined the reasons for the recent replacement of the Council's Uninterruptible Power Supply (UPS) and the robustness of the new system.

The Committee further discussed the proposed developments to the Members Casework system, and the Standards Committee's proposed amendment to the Members E-Mail Code of Practice, and was supportive of both.

**RESOLVED** – Member Management Committee resolved that:

- (a) the report be noted;
- (b) all newly elected Members should use a Council laptop with the VPN client network installed and their own private connection, in order to connect to the Council's network from home;
- (c) the Chief Officer (ICT) should work with existing Members to change their provision to that outlined in (b) above wherever possible, and liaise with the Member Development Officer in order to provide any associated training;
- (d) the proposed developments to the Members Casework system, as outlined in paragraph 3.3.7 of the report, be supported; and
- (e) the Standards Committee's proposed amendments to the Members E-Mail Code of Practice, as outlined in paragraph 3.4.2 of the report, be supported.

#### **40 Member Development**

The Member Development Officer submitted a report of the Chief Democratic Services Officer providing an update on training and development issues relating to elected Members.

**RESOLVED** – Member Management Committee resolved that:

- (a) the Member development activities and attendance summary for 2010/11 as attached at Appendix 1 to the report be noted; and
- (b) the proposals for future events and new ways of working as outlined in Appendix 2 to the report be supported.

#### **41 Local Authority Appointments to Outside Bodies**

The Corporate Governance Officer submitted a report of the Chief Democratic Services Officer providing an update on the current position regarding Member appointments and seeking to confirm Member nominations to remaining vacancies.

**RESOLVED** – Member Management Committee resolved that:

- (a) the Cardigan Centre be categorised as Community and Local Engagement;
- (b) the Morley Borough Independent Group Whip be provided with further information on the role of the Year of Volunteering Steering Group; and

- (c) the change of appointments since the last meeting, as detailed in paragraph 3.6 of the report, be noted.



## GENERAL PURPOSES COMMITTEE

TUESDAY, 17TH MAY, 2011

**PRESENT:** Councillor K Wakefield in the Chair

Councillors S Bentley, A Blackburn, J Blake, S Golton, P Gruen, A Lowe, J Procter and N Taggart, M Lobley (as substitute for A Carter), G Latty (as substitute for J L Carter) and T Leadley (as substitute for R Finnigan)

Apologies Councillor A Carter, J L Carter and R Finnigan

### 64 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

### 65 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

### 66 Late items

There were no late items submitted to the agenda for consideration.

### 67 Declaration of Interests

No declarations of interest were made either under this item or at any stage during the meeting.

### 68 Apologies for absence

Apologies for absence were received from Councillors J L Carter, A Carter and R Finnigan.

### 69 Minutes of the Previous Meeting

**RESOLVED** - That the minutes of the General Purposes Committee meeting held on 30<sup>th</sup> March 2011 be approved as a correct record.

### 70 Matters Arising

The Chair raised the proposal for an additional meeting of full Council to that already circulated to be held on 30<sup>th</sup> November 2011 which would be solely for the purposes of receiving and debating a State of the City Report. The

Chair proposed that this date should be incorporated into the schedule of Council meetings to be agreed at the Annual meeting.

**RESOLVED** – Members agreed to recommend to full Council that an additional meeting on 30<sup>th</sup> November 2011 be scheduled to receive and debate a State of the City Report.

## 71 Annual Review of the Constitution

The City Solicitor presented his report. The report asked the Committee to recommend amendments to the Constitution to full Council.

Members discussed the report in detail and specifically focussed on:

(a) the proposed revisions to the Area Committee Procedure Rules. Members expressed a desire for Area Committee Members to continue to have involvement in the process of electing Chairs for Area Committees. However, it was also noted by Members that the current procedure (whereby Area Chairs are appointed by the Area Committees at the first meeting of the committees in the new municipal year, and contested elections are referred to full Council) was not satisfactory owing to the significant delay in appointments which might arise. Members requested that the proposed amendments be revised to incorporate reference to a nomination process by Area Committee Members, but to allow appointment by full Council at its Annual Meeting where an election is contested.

(b) the proposed revisions to the Council Procedure Rules. In relation to Council Procedure 11.2, Members considered that Whips should continue to confirm the order of questions, but that it would be useful for clarity about the order to be obtained, at an earlier stage in the process. Members considered that the proposed amendment would do this. In relation to Council Procedure 13.1, Members acknowledged difficulties raised by existing time-scales, but raised concerns about delays arising during the process for considering amendments to the Budget Motion before they are submitted to the Chief Executive under the Council Procedure Rules. Members therefore asked for a review of this process to be carried out, in addition to the proposed amendment..

**RESOLVED** – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) the revised Article 4 be amended, as set out in Appendix 1 of the report;
- (b) the terms of reference of the General Purposes Committee be amended as set out in Appendix 2 of the report;
- (c) the delegations to the Chief Recreation Officer be withdrawn;
- (d) the additional function of making a special extinguishment order under Section 118B of the Highways Act 1980 to the Chief Highways and

- Transportation Officer and the Director of City Development be concurrently delegated;
- (e) exception (h) to the delegation to the Chief Planning Officer, be amended to read “the determination of applications submitted in a personal capacity by or on behalf of Members, Directors or any other officer who carried out development management functions”;
  - (f) the Council Procedure Rules 11.2 and 13.1 be amended as set out in Appendix 3 of the report;
  - (g) a review to be conducted into the timescales affecting how amendments to the Budget Motion are dealt with before they are submitted to the Chief Executive under the Council Procedure Rules;
  - (h) the amendments relating to the appointment of Area Committee Chairs to Article 10.6 as shown in Appendix 4 of the report, and to Area Committee Rule 5.1 be not approved,
  - (i) That further proposals for approval at the Annual Council Meeting be brought forward which preserve the role of Area Committees in appointing the Chair whilst also ensuring Area Committees meet in advance of the Annual Council Meeting to appoint chairs and that any deadlock in this respect, is capable of being resolved at the Annual Council meeting, and;
  - (j) that the amendment to Area Committee Procedure Rule 6.7 be approved ;

(Councillor A Blackburn arrived at 3:07pm during the discussion of this item)

## **72 Overview and Scrutiny - Proposed Changes and Amendments to the Constitution**

The Head of Scrutiny and Member Development presented his report, which set out recommendations in respect of amendments to the Overview and Scrutiny function. The report also detailed a number of minor changes to the Scrutiny Board Procedure Rules and Article 6 to ensure consistency in wording and to provide clarity.

Members discussed the report in detail giving consideration to possible implications for smaller Groups, arising from the proposed amendment to Article 6, to provide that Group spokes persons should not be appointed as Scrutiny Board Chairs. Members considered the proposal should be amended so that it did not apply to groups with a small proportion of Council membership.

Concerns were also raised about full Council solely determining the work programme of the Scrutiny Boards and Members agreed that Scrutiny Boards should retain the authority to determine their own work programme in addition to the topics identified in the proposed terms of reference. It was agreed that amendments to the proposed terms of reference be made to reflect this.

**RESOLVED** – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) the following Scrutiny Boards be appointed, with the terms of reference set out in Appendix 1 to the report, subject to those terms of reference being amended to reflect :
  - Scrutiny Board (Children and Families);
  - Scrutiny Board (Safer and Stronger Communities);
  - Scrutiny Board (Sustainable Economy and Culture);
  - Scrutiny Board (Regeneration);
  - Scrutiny Board (Health and Well-being and Adult Social Care); and
  - Scrutiny Board (Resources and Council Services).
- (b) To approve the revised Article 6 as set out in Appendix 2, but subject to amendments to allow Group spokespersons from smaller parties to be appointed to Chair a Scrutiny Board and to reflect the Committee's decision in relation to the Boards' Terms of Reference; and
- (c) the revised Scrutiny Board Procedure Rules be amended as set out in Appendix 3, subject to any further amendments required to reflect the Committee's decision in relation to the Boards Terms of Reference.

(Councillor T Leadley left the meeting at 4:00pm during the discussion of this item)

## **NORTH WEST (INNER) AREA COMMITTEE**

**WEDNESDAY, 23RD MARCH, 2011**

**PRESENT:** Councillor B Chastney in the Chair

Councillors S Bentley, J Chapman,  
M Hamilton, G Harper, J Illingworth,  
J Matthews, J Monaghan and L Yeadon

**OFFICERS:** Chris Dickinson, West North West Area Management  
Stuart Robinson, Chief Executive's Department

**MEMBERS OF THE PUBLIC:**

Josie Green, North Hyde Park Neighbourhood  
Association

Tony Green, North Hyde Park Neighbourhood  
Association

Sue Buckle, South Headingley Community Association;  
Friends of Woodhouse Moor; Royal Park Community  
Consortium

**72 Chair's Opening Remarks**

The Chair welcomed everyone to the Special Meeting of the North West (Inner) Area Committee held in the Civic Hall, Leeds.

**73 Declarations of Interest**

The following personal interests were declared:-

- Councillor J Illingworth in his capacity as a Director and Company Secretary of Kirkstall Valey Park and also as a Member of Kirkstall Valley Community Association (Agenda Item 6) (Minute 75 refers)
- Councillor L Yeadon in her capacity as a Member of Kirkstall Valley Community Association (Agenda Item 6) (Minute 75 refers)

**74 Apologies for Absence**

An apology for absence was received on behalf of Councillor P Ewens.

**75 Wellbeing Fund Report**

Referring to Minute 70 of the meeting held on 24<sup>th</sup> February 2011, the Director of Environment and Neighbourhoods submitted a report providing the Area Committee with details of the projected capital and revenue Wellbeing carry forward from 2010-11. The report also confirmed what budgets were available for funding allocation in 2011-12 and presented the Area Committee with two capital funding requests for the Kirkstall Ward and proposals for the allocation of the Area Committee's 2011-12 revenue funding.

Appended to the report was a full list of Wellbeing revenue requests for the information comment of the meeting.

Chris Dickinson, West North West Area Management presented the report and responded to Members' queries and comments.

Discussion ensued on the contents of the report and appendices.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the new capital funding requests as set out in Section 3 of the report be approved.
- c) That this Committee notes the capital budget position as set out in Section 4 of the report.
- d) That this Committee notes the revenue Wellbeing budget position as set out in Section 5 of the report.
- e) That the revenue funding requests as set out in Section 6 of the report be approved.
- f) That on behalf of the Committee, the Chair be requested to write to the Executive Member, Neighbourhoods and Housing with a request for increasing the amount of revenue and capital allocation to the North West (Inner) Area Committee for 2012/13.

**76 Date and Time of Next Meeting**

Thursday 14<sup>th</sup> April 2011 at 7.00pm at the West Park Centre, Spen Lane, Leeds LS16 5BE.

(The meeting concluded at 11.20 am)

**Addendum to the Minutes  
North West (Inner) Area Committee  
23<sup>rd</sup> March 2011**

**Section 6: Wellbeing Revenue Projects**

	<b>Project</b>	<b>Project Applicant</b>	<b>Agreed</b>
1	Small Grants	Area Management	£10,000
2	Hyde Park Neighbourhood Management	Area Management	£19,568
3	Weetwood Additional Festive Lights	Area Management	£2,480
4	CALLS Physical Activity Programme	CALLS	£3,260
5	Community Planning Officer	Development	£40,000
6	Environmental Action Team officer	Environmental Action Team	£36,591
7	Ash Road Traffic Reduction Measures	Highways	£10,000
8	Hyde Park Unity Day	Hyde Park Unity Day Committee	£5,000
9	Friday Night Project	INW ES Cluster	£5,000
10	Kirkstall Festival	Kirkstall Festival Committee	£5,000
11	Leave Leeds Tidy	Leeds University Union	£13,000
12	Family Activity Action Group	Open XS ES Cluster	£8,119
13	Woodhouse Moor Enforcement Patrols	Parks & Countryside	£15,894
14	Royal Park School Business Plan Development	Royal Park Community Consortium	£2,949
15	Seagulls Life House	Seagulls	£4,000
16	Streetscene Changeover Extra Collections	Streetscene	£10,000
17	Youth Mobile Project	Youth Service	£6,750
<b>Total Value of Applications</b>			<b>£197,611</b>

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## **NORTH WEST (INNER) AREA COMMITTEE**

**THURSDAY, 14TH APRIL, 2011**

**PRESENT:** Councillor B Chastney in the Chair

Councillors J Akhtar, B Atha, S Bentley,  
P Ewens, M Hamilton, J Illingworth,  
J Matthews, J Monaghan and L Yeadon

**OFFICERS:** Chris Dickinson, West North West Area Management  
Ryan Platten, Community Planner  
Lynne Hamshaw, West North West Homes Leeds  
Simon Jessop, West Yorkshire Police  
Stuart Robinson, Chief Executive's Department

### **MEMBERS OF THE PUBLIC:**

Amanda Jackson, University of Leeds  
Paul Gold, Leeds University Union  
John Mc Guinness, Leeds University Union  
Sue Buckle, South Headingley Community  
Association  
Penny Bainbridge, Cardigan Centre  
Marian Charlton, Cardigan Centre  
David Santa Maria, Royal Park Community Consortium  
Paul Hudson, Royal Park Community Consortium  
Darren Furness, Royal Park Consortium  
Stella Darby, OBLONG/Royal Park Community  
Association  
Ken Waterworth, Kirkstall Valley Community Association  
Sheila Waterworth, Kirkstall Valley Community  
Association  
Steve Harris, Beecroft Primary School/Kirkstall Valley  
Community Centre/Kirkstall Festival  
Tony Green, North Hyde Park Neighbourhood  
Association  
Josie Green, North Hyde Park Neighbourhood  
Association  
Juliette Brown, Local Resident  
S Atma, Local Resident  
K Abdul-Ghaffar, Local Resident  
Ahmed Chawdry, Local Resident  
J Sherwin, Local Resident  
Gay Bennett, Local Resident

### **77 Chair's Opening Remarks**

The Chair welcomed everyone to the April meeting of the North West (Inner) Area Committee held in the West Park Centre, Spen Lane, Leeds 16.

## 78 **Declarations of Interest**

The following personal interest was declared at the meeting:-

- Councillor J Matthews in his capacity as a Member on METRO (West Yorkshire Integrated Transport Authority) (Agenda Item 9) (Minute 84 refers)

## 79 **Apologies for Absence**

Apologies for absence were received on behalf of Councillors J Chapman and G Harper.

## 80 **Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee:-

### a) Royal Park School Building – Latest Developments

David Santa Maria, representing Royal Park Community Consortium, reported on the latest developments in relation to purchasing a lease for the Royal Park School building. The Committee noted that the Royal Park Consortium had recently received an offer of £825,000 from Community Builders, subject to a new condition that the Consortium raise a further 1.8 million before it was released.

In concluding, the Royal Park Community Consortium requested the Area Committee to give consideration to supporting an extension to the purchase leasing arrangements for a period of 6 to 9 months in order to give them more time to complete the transaction.

Following a brief discussion, the Chair agreed to write, on behalf of the Area Committee, to the Leader of Council requesting the Executive Member for Development and Regeneration to support this request for an extension.

In relation to the access arrangements referred to at the meeting, the Chair agreed to express concerns on this issue to the Executive Member for Development and Regeneration.

### b) Education Leeds – Area Committees

Marian Charlton clarified the reporting arrangements at Area Committee meetings following the demise of Education Leeds.

The Chair responded and confirmed that the Area Committee would consider matters relating to Education Leeds, but the Executive Board would be more involved in day to day policy issues.

- c) New South Stand Development – Headingley Stadium  
Marian Charlton referred to the new South Stand development at Headingley Stadium and requested the Area Committee to give serious consideration to the height, access and scale of the development.

The Chair responded, on behalf of the Area Committee and acknowledged the ongoing planning issues.

- d) Leeds Girls High School - Valuation Issues  
Councillor J Illingworth informed the meeting that he had forwarded a copy of an e mail to Members of the Committee addressed to the Chief Executive in relation to a request for more accurate information on the valuation of the site for Leeds Girls High School. He requested the Committee to support this course of action.
- e) Kirkstall Deli Market – 28<sup>th</sup> May 2011  
Councillor L Yeadon reminded the meeting that the Kirkstall Deli Market would take place in the grounds of Kirkstall Abbey on 28<sup>th</sup> May 2011.

**81 Minutes - 24th February 2011 and 23rd March 2011**

**RESOLVED-**

- a) That the minutes of the previous meetings held on 24<sup>th</sup> February 2011 and 23<sup>rd</sup> March 2011 be approved as a correct record.
- b) That the matters arising update from the 24<sup>th</sup> February 2011 meeting be noted.

**82 Matters Arising from the Minutes**

- a) Delegation of Environmental Services (Minute 62 refers)  
Councillor J Monaghan clarified as to whether or not an operative driving a buggy was issuing spot fines on Woodhouse Moor in relation to litter. He requested that this issue should be addressed at a future meeting of the Environment Sub Group.

Councillor Monaghan also made reference to the excellent work being undertaken by staff from Parks and Countryside on Woodhouse Moor and the Chair agreed to write a letter, on behalf of the Area Committee, to the Head of Parks and Countryside congratulating the staff on their efforts.

- b) Environment Sub Group (Minute 69 refers)  
Councillor J Matthews raised his concerns following a decision to cancel a recent meeting of the Environment Sub Group due to the non-availability of officers from Streetscene Services and Environment Enforcement.

Following a brief discussion, the Chair agreed to write, on behalf of the Area Committee, to the Director of Environment and Neighbourhoods reminding him of the importance of officer representation at this meeting.

### **83 Area Leader's Report**

The Director of Environment and Neighbourhoods submitted a report informing Members of the progress in relation to two projects, namely; the delegation of Environmental Services to the Area Committee and the Dobby Row BMX trail in Kirkstall.

Chris Dickinson, West North West Area Management presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- liability issues around the Dobby Row BMX scheme and the need to look at granting licences to Community Groups to maintain Council control and ownership
- clarification of when the Area Committee would receive a report on the Service Level Agreement  
*(Chris Dickinson, West North West Area Management responded and informed the meeting that this would be considered at the July meeting)*
- the concerns expressed that mechanical sweeping and litter picking was not being undertaken as planned in certain areas within the North West Inner area and that such issues needed resolving by officers before the Area Committee could enter into a Service Level Agreement

#### **RESOLVED –**

- a) That the contents of the report be noted.
- b) That this Committee notes the progress made on the Environmental Services delegation to the Area Committee.
- c) That this Committee notes the current position of the Dobby Row BMX scheme.
- d) That this Committee notes the recent Hyde Park Neighbourhood Management Activity.

### **84 Key Messages from Area Committee Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report providing Members with an update and summary on progress made at the Area Committee sub groups and ward forums that that have taken place since the last Area Committee.

Chris Dickinson, West North West Area Management presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- the need for the Transport Sub Group to investigate the proposed surplus of money available in respect of the Local Transport Plan (LTP)

- the need to commission a piece of work with the relevant agency on the current status of student housing within the North West Inner area
- the concerns expressed about in relation to the lack of data and information contained within planning reports and the need for Planning Officers to reflect the accountability of Councillors' views on such issues in their day to day duties and responsibilities
- to note that in Section 5.2 of the report, Councillor G Harper and not Councillor J Akthar chaired the Little London Forum meeting held on 7<sup>th</sup> April 2011

#### **RESOLVED-**

- a) That the contents of the report be noted.
- b) That the key messages outlined in Section 7.2 and 7.3 of the report arising from the Planning Sub Group and Transport Sub Group be noted and approved, where applicable.
- c) That in relation to the proposed surplus of money available in respect of the Local Transport Plan (LTP), this issue be referred to the Transport Sub Group for further investigation.
- d) That in relation to student housing, the West North West Area Management Team be requested to commission a piece of work with the relevant agency i.e. Unipol etc on the current status of student housing within the North West Inner area.
- e) That this Committee expresses it's deep concern in relation to the lack of data and information contained within Planning reports and the need for Planning Officers to reflect the accountability of Councillors' views on such issues in their day to day duties and responsibilities. It deems that current practices have, on occasion, been unsatisfactory and that these have led to deleterious outcomes for local communities. It requests that this dissatisfaction be clearly communicated to relevant Senior Planning Officers with the aim that the situation can be improved over the coming year and beyond.

#### **85 Community Planner Work Programme 2011/2012**

The Community Planner submitted a report advising the Committee on the Community Planner work programme for the next 12 months and also including a review of the work programme over the previous 12 months.

Ryan Platten, Community Planner presented the report and responded to Member's queries and comments.

In summary, specific reference was made to the following issues:-

- to welcome the development of a Community Planner website
- the need for the Community Planner to be directly involved in the discussions and negotiations regarding the Kirkstall District site
- the ongoing developments in relation to the TRICKS data base
- the need for a report on the Localism Bill to be submitted to a future meeting for consideration

**RESOLVED-**

- a) That the contents of the report be noted.
- b) That authority be given for the Community Planner to be directly involved in the discussions and negotiations regarding the Kirkstall District site.
- c) That a report on the Localism Bill be submitted to a future meeting for consideration.

**86 Dates, Times and Venues of Area Committee Meetings 2011/12**

The Chief Democratic Services Officer submitted a report on the dates, times and venues of the North West (Inner) Area Committee for 2011/12.

**RESOLVED** – That the following dates and times be approved for meetings of the North West (inner) Inner Area Committee for the 2011/12 municipal year, the remaining venues to be arranged by the Area Leader in consultation with Members:-

14<sup>th</sup> July 2011 (Woodsley Road Mulicultural Community Centre)  
22<sup>nd</sup> September 2011 (HEART Centre)  
27<sup>th</sup> October 2011  
15<sup>th</sup> December 2011  
23<sup>rd</sup> February 2012  
12<sup>th</sup> April 2012

Meetings to commence at 7.00pm

(The meeting concluded at 8.00pm)

## **NORTH WEST (OUTER) AREA COMMITTEE**

**MONDAY, 28TH MARCH, 2011**

**PRESENT:** Councillor B Cleasby in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, R Downes, C Fox, G Latty,  
C Townsley and P Wadsworth

### **76 Chair's Opening Remarks**

The Chair welcomed everyone to the March meeting of the North West (Outer) Area Committee held at The Stables, Back Church Lane, Adel, Leeds 16.

### **77 Declaration of Interests**

a) The following personal declarations were declared at the meeting:-

- Councillor J L Carter in his capacity as Vice Chair of the West Yorkshire Police Authority; Chair of the Board/Member of the Executive of Safer Leeds – Community Safety Partnership and also personally knowing someone on the Adel War Memorial Association (Agenda Item 9) (Minute 82 refers)
- Councillor C Fox in his capacity as personally knowing someone on the Adel War Memorial Association and also as Member on the West North West Homes Leeds Area Panel (Agenda Item 9) (Minute 82 refers)
- Councillor G Latty in his capacity as a Member on the West North West Homes Leeds Area Panel (Agenda item 9) (Minute 82 refers)
- Councillor P Wadsworth in his capacity as a Board Director of West North West ALMO (Agenda item 9) (Minute 82 refers)
- Councillor C Townsley in his capacity as a Member on the West Yorkshire Fire and Rescue Authority (Agenda Item 13) (Minute 86 refers)

b) The following personal and prejudicial interests were declared at the meeting:-

- Councillor B Anderson in his capacity as a Member on the Adel War Memorial Association and also as a Member of the Cookridge Covenant Garden Society (Agenda Item 9) (Minute 82 refers)
- Councillor B Cleasby in view of his wife being a Member on the Billing View Community Management Committee (Agenda Item 9) (Minute 82 refers)

**78 Apologies for Absence**

Apologies for absence were received on behalf of Councillors A Barker, G Kirkland and P Latty.

**79 Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

**80 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the previous meeting held on 7<sup>th</sup> February 2011 be confirmed as a correct record.

**81 Introduction of Tom Riordan; Chief Executive, Leeds City Council**

The Chair welcomed to the meeting the Council's Chief Executive, Tom Riordan, who was attending all ten Area Committees as part of his familiarisation induction.

The Chief Executive responded to Members' queries. In brief summary these were:-

- the concerns around the growing increase of planning applications within the North West Outer area, in particular the Horsforth ward and the need for a plan to be introduced to control the infrastructure *(The Chief Executive acknowledged this point and confirmed that there was a need to review the Core Strategy)*
- the need for a more robust working relationship between Councillors and officers, with particular emphasis on those officers who have little or no contact with Councillors
- the concerns that locality working was failing to deliver, especially around service enhancements and in pockets of deprivation in North West Outer
- the need for Councillors to have an input within the locality working process i.e. cleansing issues for example and not to be informed of decisions after the event
- the need for departments to work more closely together, especially during budget pressures the need to acknowledge that on costs did have an impact on the system and thereby putting constraints on the Council  
*(The Chief Executive acknowledged the importance of locality working and informed the meeting that the recharging scheme would be revisited to address the base line issues)*

In concluding, the Chair thanked the Chief Executive for his attendance and contribution to the meeting.



(Councillor J L Carter joined the meeting at 2.20pm during discussions of the above item)

## 82 Well-being Budget Report

Referring to Minute 68 of the meeting held on 7<sup>th</sup> February 2011, the Director of Environment and Neighbourhoods submitted a report providing Members with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

Jane Pattison, West North West Area Management presented the report and responded to Members' queries and comments.

### RESOLVED-

- a) That the contents of the report be noted.
- b) That this Committee notes the current position of the Well-being budget as detailed in Sections 2.0 and 3.0 of the report.
- c) That the following projects outlined in Section 4.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Horsforth PCSOs	West Yorkshire Police and Horsforth Town Council	Agreed £ 8,100 (revenue)
Horsforth CCTV – Monitoring and Maintenance	Leeds Community Safety	Agreed £3,192 (revenue)
Otley CCTV	LCC Community Safety	Agreed £7,420 (revenue)
Yeadon CCTV	LCC Community Safety	Agreed £6,185 (revenue)
Replacing trees in the Cookridge Garden Estate	Cookridge Gardens Estate (1919) Covenant	Agreed £1,650 (revenue)
Replacement of Main Hall Floor	Adel War Memorial Association	Agreed £10,000 (revenue)
Cookridge Cricket Club Roof Repairs	Cookridge Cricket Club	Agreed £2,000 (revenue)
Billing View Community Garden	Billing View Community Group	Agreed £10,000 (revenue)

Outdoor activities for young people and their families – Leeds Sailing and Activity Centre Yeadon Tarn	Sport and Recreation Service – City Development	Agreed £2,432 (revenue)(£608 per ward)
Covert and Crime Reduction Team	West Yorkshire Police	Agreed £5,063 (£2,500 capital and £2,563 revenue)
Serious Fun	Serious Fun	Deferred for further Information
Grove Hill Park Children's Playground	Grove Hill Park Action Group	Agreed £2,000 (capital)

- d) That the small grants outlined in Section 5.0 of the report be noted.  
e) That in relation to un-committed capital, the Area Leader be requested to look with Ward Members at any un-allocated capital with a report back on progress at the next meeting.

(Councillor B Anderson having previously declared a personal and prejudicial interest in the replacing trees in the Cookridge Garden Estate and the replacement of Main Hall Floor projects, left the room and took no part in the voting or discussion thereon)

(Councillor B Cleasby having previously declared a personal and prejudicial interest in the Billing View Community Garden project, left the room and took no part in the voting or discussion thereon. Councillor G Latty, in his capacity as Deputy Chair, took the Chair during the Chair's absence)

### **83 Area Leader's Report**

The Director of Environment and Neighbourhoods submitted a report informing Members of progress on a number of projects in Outer North West Leeds as determined by the Area Delivery Plan 2010/11.

Jane Maxwell, Area Leader and Jane Pattison, West North West Area Management presented the report and responded to Member's queries and comments.

At the request of the Chair, Councillor B Anderson in his capacity as Chair of the Environment and Streetscene Sub Group reported on the Environment and Streetscene Sub Group meeting immediately prior to the Area Committee. In summary the issues raised were:-

- concern regarding the lack of detail in relation to the budget
- the problems associated with graffiti and ginnel work and the ALMOs involvement
- the need to discuss the Service Level Agreement in detail at the workshop on 30<sup>th</sup> March 2011 and to address the consequences of not signing the document
- the need to set up Hot spot teams

In concluding the discussions, the Chair requested that a copy of the notes of the Environment and Streetscene Sub Group meeting be circulated to Members as soon as they were available.

**RESOLVED** - That the contents of the report be noted.

#### **84 Key Messages from Area Committee Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report providing Members with an update and summary on progress made at the Area Committee sub-groups and Ward Forums that have taken place since the last Area Committee meeting.

Jane Pattison, West North West Area Management presented the report and responded to Members' queries and comments.

Arising from discussions in relation to the Community Centre Sub Group, a specific request was made for details on how much had been lost by bookings not been made at Yeadon Town Hall.

Jane Pattison, West North West Area Management responded and agreed to look into this request with a report back at the next meeting.

**RESOLVED** - That the contents of the report be noted.

#### **85 Dog Control Orders - Phase Two**

The Director of Environment and Neighbourhoods submitted a report with regards to the Council's proposals to introduce further Dog Control Orders in the City.

Stacey Campbell, Service Manager, Health and Environmental Action Service presented the report and responded to Member's queries and comments.

Members were invited to offer any comments with regards to:-

- Potential consultees who were not listed within the report
- Landowners or managers who may be interested in Dog Control Orders on their land, particularly in the local area covered by this Committee
- Advise on any areas of land which they feel would benefit from Exclusion Orders

- Offer any observations which need to be incorporated into the public consultation
- Nominate their Area Champion to receive the formal consultation outcome on behalf of their Committee

In summary, specific reference was made to the following issues:-

- clarification of the procedure around Phase 2
- the need for Friends of Hall Park to be consulted, together with Parish Councils
- the need to include football pitches within Phase 2  
*(The Service Manager responded and agreed to this request)*
- clarification of the involvement of traffic wardens, PCSOs and Park Rangers within the process
- the need for joint working between agencies and to be clear about enforcement responsibilities
- the need to address the possibility of PCSOs reporting dog fouling incidents directly to the Dog Warden Team for appropriate action
- clarification of the dog exclusion procedures
- clarification of the number of dogs people can walk and the need for the Committee to see a list of areas which have been designated as 'Dog Lead Free' including children play areas  
*(The Service Manger responded and agreed to e mail relevant details to West North West Area Management for circulation to Members of the Committee)*

#### **RESOLVED-**

- a) That the contents of the report be noted.
- b) That this Committee notes the proposals for further Dog Control Orders in accordance with the report now submitted.
- c) That Councillor B Anderson be nominated as Area Champion to receive the formal consultation outcome on behalf of the Area Committee.

#### **86 West Yorkshire Fire and Rescue Service (WYFRS) - Collaborative Working with the Area Committees**

The West North West Area Manager submitted a report which brought to the attention of the Area Committee as to what West Yorkshire Fire and Rescue Service (WYFRS) can do to assist partners in helping to reduce the risk in our communities. The report also highlighted ways that the Area Committee and its partners can help WYFRS achieve its ambition to make West Yorkshire safer.

Nigel Atkins, Station Commander, (Rawdon Cookridge and Otley), West Yorkshire Fire and Rescue Service was in attendance and responded to Member's queries and comments.

In summary, specific reference was made to the following issues:-

- clarification of the powers and procedure in relation to stacked cardboard boxes outside shop premises
- the need to revisit the scheme of providing free smoke detectors (and carbon monoxide detectors) to elderly people
- clarification of the types of smoke detectors available on the market which can be decentralised when cooking food
- clarification of the powers and procedures in relation to restricting fire exists in nightclub premises
- clarification of the working relationship between ALMOs and the West Yorkshire Fire and Rescue Service and the protocol around replacing smoke detector stock in areas of need
- clarification of whether or not 'hot target funding' was still available (The Station Commander responded and agreed to look into this issue and e mail relevant details to West North West Area Management)

**RESOLVED –**

- a) That the contents of the report be noted.
- b) That Station Commander be thanked for his attendance and contribution to the meeting.

**87 Dates, Times and Venues of Area Committee Meetings 2011/12**

The Chief Democratic Services Officer submitted a report on the dates, times and venues of the North West (Outer) Area Committee for 2011/12.

**RESOLVED –** That the following dates and times be approved for meetings of the North West (Outer) Inner Area Committee for the 2011/12 municipal year, venues to be arranged by the Area Leader in consultation with Members:-

20th June 2011  
 26<sup>th</sup> September 2011  
 7<sup>th</sup> November 2011  
 12<sup>th</sup> Dcember2011  
 6<sup>th</sup> February 2012  
 26<sup>th</sup> March 2012.

Meetings to commence at 2.00pm

(The meeting concluded at 4.00pm)

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## **NORTH WEST (OUTER) AREA COMMITTEE**

**MONDAY, 20TH JUNE, 2011**

**PRESENT:** Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, B Cleasby, R Downes, C Fox,  
G Kirkland, P Latty, P Wadsworth and  
D Collins

### **1 Chair's Opening Remarks**

The Chair welcomed everyone to the first North West (Outer) Area Committee meeting of the new municipal year, and invited all in attendance to introduce themselves.

### **2 Declaration of Interests**

Councillor Wadsworth declared a personal interest in respect of agenda item 10 entitled, 'West North West Homes Leeds Involvement in Area Committees' and a personal and prejudicial interest in agenda item 13, entitled 'Wellbeing Budget Report', due to his position as a Director of West North West Homes Leeds (Minute Nos. 10 and 12 refer).

Councillor Cleasby declared a personal and prejudicial interest in respect of agenda item 13, entitled 'Wellbeing Budget Report', as his daughters were governors at Rawdon St. Peter's Church of England Primary School, with his granddaughter being a pupil there (Minute No. 12 refers).

Councillors Fox and Latty both declared personal interests in relation to agenda items 10 entitled, 'West North West Homes Leeds Involvement in Area Committees' and item 13, entitled 'Wellbeing Budget Report', due to their respective positions as West North West Homes Leeds Area Panel Members (Minute Nos. 10 and 12 refer).

A further declaration of interest was made at a later point in the meeting. (Minute No. 14 refers).

### **3 Apologies for Absence**

An apology for absence from the meeting had been received on behalf of Councillor Townsley.

### **4 Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

Draft minutes to be approved at the meeting  
to be held on Monday, 26th September, 2011

**5 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 28<sup>th</sup> March 2011 be approved as a correct record.

**6 Matters Arising from the Minutes**

Minute No. 85 – Dog Control Orders – Phase Two

In response to Members' enquiries, officers undertook to pursue the plan sought at the previous meeting relating to phases 1 and 2 of the Dog Control Orders and circulate once it had been made available.

**7 Notification of Appointment of Area Committee Chair for 2011/2012 and Revisions to Area Committee Procedure Rules**

The Chief Officer (Democratic and Central Services) submitted a report formally notifying Members of the appointment made by Council, at its Annual Meeting to the position of North West (Outer) Area Committee Chair for the 2011/12 municipal year. In addition, the report also advised of the revisions agreed at the same meeting in respect of Area Committee Procedure Rules, specifically regarding the future appointment of Area Committee Chairs and the consideration of the minutes from Area Chairs' Forum meetings. The report also invited the Committee to consider whether it wished to appoint a Deputy Chair for the municipal year, as it had done in previous years.

**RESOLVED –**

- (a) That the appointment by Council, at its Annual Meeting on 26<sup>th</sup> May 2011, of Councillor G Latty to the position of North West (Outer) Area Committee Chair for the duration of the 2011/2012 municipal year, be noted.
- (b) That the revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26<sup>th</sup> May 2011 and as reflected within the amended Area Committee Procedure Rules, be noted.
- (c) That the revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26<sup>th</sup> May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees, be noted.
- (d) That Councillor Cleasby be appointed to the position of Deputy Chair of the North West (Outer) Area Committee for the duration of the 2011/12 municipal year.

**8 Delegation of Environmental Services - Update**

The Director of Environment and Neighbourhoods submitted a report providing an update on the progress made towards the delegation of certain environmental services to Area Committees, whilst also outlining the current position in respect of the review being undertaken into street cleansing services.



In presenting the report, Jason Singh, Locality Manager, West North West Leeds, advised that work on the Service Level Agreement (SLA) for those environmental services being delegated was ongoing, and that the intention was to submit the final SLA to the September 2011 meeting of the Area Committee for approval.

Members received a summary of the issues and concerns which had been identified by the Committee's Environment and Streetscene Sub Group when considering the proposed scope and timescales of the delegation. The key points raised and discussed were as follows:-

- The levels of resource and capacity which would be available to the Committee to deliver the service
- The current record management system for the work undertaken by the operatives
- The proposed relationship to be adopted between Members and officers in delivering the service
- Levels of Member input into the process
- The availability of appropriate sanctions, should work not be undertaken in line with the SLA
- The inclusion of details within the SLA regarding the cleansing and classification of ginnels
- The inclusion of details within the SLA which ensured that cleaning rounds were completed
- The possibility of continuing to hold some services centrally, which were proposed to be delegated, such as graffiti enforcement.

Responding to the Committee's queries regarding the cleansing of ginnels, the Locality Manager, West North West Leeds, undertook to provide Members with a map detailing the location of ginnels and footpaths in the area for their consideration and comment.

In concluding the discussions, the Chair requested that the Committee's Environment and Streetscene Sub Group met prior to September in order to consider this matter further, and having put the report's recommendations to a formal vote, it was

#### **RESOLVED –**

That the contents of the submitted report be noted, and that the Area Committee recommends to the Executive Member for Neighbourhoods, Housing and Regeneration that the submission of the full Service Level Agreement to the Area Committee for the purposes of approval, which is currently scheduled for the September 2011 meeting, be deferred pending further consideration being undertaken on this matter.

## **9 Anti Social Behaviour Report**

The Director of Environment and Neighbourhoods submitted a report informing Members of the changes which had been made to how partner agencies across Leeds dealt with reports of anti-social behaviour, following the conclusion of a comprehensive city wide review which had been undertaken.

Draft minutes to be approved at the meeting  
to be held on Monday, 26th September, 2011

Harvinder Saimbhi, Public Safety Manager, presented the report and responded to Members' queries and comments. Superintendent Martin Deacon of the West Yorkshire Police was also in attendance, and provided the Committee with details from the West Yorkshire Police perspective.

In considering this matter, the following comments were raised:-

- The significance and benefit of using the 'Quest' methodology as part of the review process.
- The need to monitor the issue of anti-social behaviour which occurred outside of the council housing environment.
- The methods which would be used to monitor the performance of the new approach.
- Members were provided with details of the staffing and budgetary arrangements for the Leeds Anti-Social Behaviour Action Team (LASBAT), in addition to the process by which reports of anti-social behaviour would be acted upon.
- In response to a specific enquiry, the Public Safety Manager undertook to provide Members with the relevant contact details for the LASBAT.
- Members requested that a further report was provided in due course, which provided performance details for the new approach, with representatives of the LASBAT attending as appropriate.
- Responding to enquiries, details were provided on the processes and timescales by which a problem tenant would be moved on, with Members highlighting the need to ensure that the new approach was proactive and provided timely intervention.
- Members were provided with details of how the new approach would impact those lettings which were age based.

**RESOLVED -**

- (a) That the contents of the submitted report be noted.
- (b) That a further update report be submitted to the Committee for consideration, with representatives of the Anti-Social Behaviour Service being invited to attend future meetings of the Committee as appropriate.

**10 West North West Homes Leeds Involvement in Area Committees**

The Chief Executive of West North West Homes Leeds (WNWHL) submitted a report outlining the purpose of WNWHL's involvement in the Area Committee process, whilst also exploring the ways of making that involvement as meaningful and productive as possible.

Kevin Bruce of WNWHL presented the report and responded to Members' queries and comments.

The Committee discussed the most appropriate methods and timescales to submit update reports to the Area Committees, highlighting that the six monthly cycle recommended in the report, may be too infrequent. Members then suggested that the scheduled Councillor briefings provided by WNWHL

could be replaced with a regular update to the Area Committee, which provided details specific to the Outer North West area.

In concluding the discussion, the Chair proposed that the Chief Executive of WNWHL was contacted, in order to determine the most appropriate methods and timescales to submit update reports to the Area Committee.

**RESOLVED -**

- (a) That the contents of the introductory report be noted.
- (b) That the Chief Executive of West North West Homes Leeds be contacted in order to determine the most appropriate methods and timescales to submit update reports to the Area Committee on the progress made in respect of areas of mutual interest, with such reports being submitted to the Committee in due course.

**11 Area Committee Roles for 2011/2012**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting a summary of the Area Functions and Priority Advisory Functions for 2011/12 municipal year.

Shaid Mahmood, Area Leader for South East Leeds introduced the report and responded to Members' queries and comments.

Responding to enquiries, officers undertook to provide Members with details of the current controllable revenue budget for Yeadon Town Hall, whilst also providing details of the other venues which the Committee currently held such budgets for, under the Community Centres function.

Following Members' enquiries, officers undertook to provide further information in respect of the Police Community Support Officer provision in Outer North West Leeds, including a breakdown of which officers were funded internally and which were funded externally.

The Committee highlighted that whilst noting the report, Members concerns raised earlier in the meeting in respect of the delegation of the Street Cleansing and Environmental Enforcement Services function still remained.

**RESOLVED -** That the summary of approved Area Functions and Designated Priority Functions for the 2011/2012 municipal year, as appended to the submitted report be noted, subject to the concerns raised by the Area Committee earlier in the meeting in respect of the Street Cleansing and Environmental Enforcement Services function (Minute No. 8 refers).

**12 Wellbeing Budget Report**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining the current position statement for the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those small grant applications which had been received to date.

Jane Pattison of West North West Area Management, presented the report and responded to Members' queries and comments.

In responding to Members' enquiries, officers undertook to provide financial details of how the revised allocation criteria for Wellbeing budgets had specifically impacted upon the Area Committee's Wellbeing fund.

Following Members' questions, officers undertook to provide newly elected Members with details of the process by which the Committee's Wellbeing funding was allocated.

**RESOLVED -**

- (a) That the current position of the Area Committee's Wellbeing budget, as set out within sections 2 and 3 of the submitted report be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Small Grants Budget	North West Area Management	£12,000.00 agreed, subject to the allocation levels of this sum being reviewed in January 2012. (£3,000.00 per ward) (Revenue)
Community Skips Budget	North West Area Management	£4,000.00 agreed, subject to the allocation levels of this sum being reviewed in January 2012. (Revenue)
Heritage Lighting for Back Church Lane, Adel	Adel Association	£1,800.00 agreed. (Revenue)
Shaw Close Car Park	West North West Homes Leeds	£5,223.00 agreed. (Revenue)
The Phoenix Project	Pool A.F.C.	£10,000.00 agreed. (Revenue)
Broadgate Primary School Outdoor Space	Broadgate Primary School	£5,515.00 agreed (Revenue)
Adventure Playground	Rawdon St. Peter's	£5,000.00 agreed.

Draft minutes to be approved at the meeting  
to be held on Monday, 26th September, 2011

- (c) That the small grant allocations, as detailed at section 5 of the submitted report, be noted.

(Having declared a personal and prejudicial interest in the application entitled 'Shaw Close Car Park', Councillor Wadsworth left the meeting room during the consideration of this application and took no part in the discussion or voting thereon).

(Having declared a personal and prejudicial interest in the application entitled 'Adventure Play Ground', Councillor Cleasby left the meeting room during the consideration of this application and took no part in the discussion or voting thereon).

### **13 Key Messages from Area Committees Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report providing an update on the work of the Area Committee's sub groups and Ward Forums which had taken place since the last Area Committee meeting. The report also invited Members to consider the memberships of the sub groups for the forthcoming municipal year.

In considering the report, Members discussed a proposal to submit the sub group minutes to the Area Committee for formal consideration, accompanied by an update from the respective sub group Chairs. In addition, the Committee considered the frequency and scheduling of some of the sub group meetings and the establishment of a Policy Sub Group.

#### **RESOLVED -**

- (a) That the contents of the submitted report be noted.
- (b) That the minutes from sub group meetings be submitted to future Area Committee meetings for consideration, with the relevant Chairs providing updates on their sub group's activities, when such minutes are considered.
- (c) That the memberships of the Area Committee's sub groups for the 2011/2012 municipal year be agreed as detailed within appendix 1 to the submitted report, subject to the following appointments:
- Councillor D Collins to fill the vacancy on the Children and Young People Sub Group.
  - Councillor P Wadsworth to replace Councillor G Latty on the Environment and Streetscene Sub Group.
  - Councillor P Wadsworth to fill the vacancy on the Business and Transport Sub Group.

- (d) That a Policy Sub Group, chaired by Councillor G Latty be established, comprising one representative from each Ward, with nominations for representatives to sit on the sub group being sought in due course.

**14 Wellbeing 2010/2011 Year End Monitoring Report**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report providing an overview of those Wellbeing projects which had been commissioned by the Committee during the 2010/11 municipal year.

Members provided an update in respect of several of the projects detailed within the report.

**RESOLVED** - That the contents of the submitted report be noted.

(Councillor Cleasby declared a personal interest in relation to this item, as his wife was a member of the Billing View Community Group Management Committee)

**15 Local Authority Appointment to Outside Bodies**

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to the appointment of representatives to those outside bodies falling within the Community and Local Engagement category, which had been delegated to the Area Committee to determine.

The Chair advised that correspondence had been received from the Executive Member for Children's Services which sought a Member to represent the Area Committee on the Corporate Carers' Group. In response, the Chair advised that further information was required on what this role would entail and that nominations for this representative would be sought once such information had been obtained.

**RESOLVED –**

- (a) That the contents of the submitted report and appendices be noted.
- (b) That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2011/12 municipal year:-

Aireborough Voluntary Services to the Elderly with Disabilities	Councillor Downes
Bramhope Youth Development Trust	Councillor Fox
Horsforth Live at Home Scheme	Councillor Cleasby
Prince Henry's Grammar School - Foundation Governors (A 3 year appointment with effect from 2011 to 2014)	Councillor Downes

ALMO Outer North West Area Panel	Councillor G Latty Councillor Fox
Divisional Community Safety Partnership	To be confirmed, following further consultation with Members.
Area Children's Partnership	Councillor P Latty
Area Health and Wellbeing Partnership	Councillor G Latty
Area Employment, Enterprise and Training Partnership	Councillor Cleasby

- (c) That in respect of the 3 year appointment to the Rawdon and Laneshaw Bridge Trust, Mr D Longley be re-appointed for the period 2011 to 2014, subject to Mr Longley being contacted in order to ensure that he is agreeable and willing to continue to undertake the role.

**16 Date and Time of Next Meeting**

Monday, 26<sup>th</sup> September 2011 at 2.00 p.m.  
(Venue to be confirmed)

(The meeting concluded at 4.05 p.m.)

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## NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 20TH JUNE, 2011

**PRESENT:** Councillor G Hussain in the Chair

Councillors J Dowson, S Hamilton,  
M Lobley, C Macniven and M Rafique

### 1 **Chair's Opening Remarks**

The Chair welcomed all in attendance to the first North East (Inner) Area Committee meeting of the new municipal year and invited Members and Officers present to introduce themselves to the meeting.

He also welcomed Councillor C Macniven to her first meeting and paid tribute to the previous Chair of the Area Committee, Councillor M Rafique.

### 2 **Declaration of Interests**

There were no declarations of interest made at the meeting.

### 3 **Apologies for Absence**

Apologies for absence were received on behalf of Councillors R Charlwood, M Harris and E Taylor.

### 4 **Open Forum**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by members of the public.

### 5 **Minutes of the Previous Meeting**

**RESOLVED**-That the minutes of the meeting held on 14<sup>th</sup> March 2011 be confirmed as a correct record.

### 6 **Matters Arising from the Minutes**

#### a) Expansion of Primary School Provision (Minute 76 (a) refers)

Sharon Hughes, East North East Area Management informed the meeting that Member briefing reports would be submitted to the Ward Member meetings in relation to Allerton Grange and Roundhay schools.

b) Children's Services – Performance Report (Minute 78 refers)

Sharon Hughes, East North East Area Management informed the meeting that a representative from Children's Services would be briefing Ward Members on this issue in the near future.

c) Area Delivery Plan and Community Charter – Annual Refresh (Minute 79 refers)

Sharon Hughes, East North East Area Management informed the meeting that the production of the Area Delivery Plan and Community Charter 2011/12 was nearing completion.

**7 Notification of Appointment of Area Committee Chair for 2011/2012 and Revisions to Area Committee Procedure Rules**

The Chief Officer (Democratic and Central Services) submitted a report on the appointment of Area Committee Chair for 2011/2012 and revisions to Area Committee Procedure Rules.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Extract from the Area Committee Procedure Rules (Appendix 1 refers)
- Agenda Items (Appendix 2 refers)

**RESOLVED –**

- a) That the contents of the report and appendices be noted;
- b) That the Area Committee notes the following specific issues identified within the report:-
  - that Councillor G Hussain was elected as Chair of the North East (Inner) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26<sup>th</sup> May 2011;
  - the revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26<sup>th</sup> May 2011 and as reflected within the amended Area Committee Procedure Rules; and
  - the revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26<sup>th</sup> May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees

**8 Local Authority Appointments to Outside Bodies**

The Chief Officer (Democratic and Central Services) submitted a report which outlined the procedure relating to local authority appointments to outside bodies and invited Members to consider making appointments to those outside bodies detailed within the report.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appointment to Outside Bodies Procedure Rules (Appendix 1 refers)
- Appointments Schedule (Appendix 2 refers)

#### **RESOLVED –**

- (a) That the report and information appended to the report be noted;
- (b) That approval be given to the following Outside Body appointments being made for the 2011/2012 municipal year:

Moor Allerton Elderly Care – Councillor R Charlwood  
Community Action for Roundhay Elderly – Deferred – to be reconsidered at the next meeting  
Chapelton Citizens Advice Bureau – Deferred – to be reconsidered at the next meeting  
East/North East Homes Inner North East Area Panel – Councillor S Hamilton and Councillor G Hussain  
Divisional Community Safety Partnership – Councillor E Taylor  
Area Children’s Partnership – Councillor C Macniven  
Area Health and Wellbeing Partnership – Councillor S Hamilton  
Area Employment, Enterprise and Training Partnership – Councillor M Rafique

(Councillor M Lobley joined the meeting at 4.10pm during discussions of the above item)

#### **9 North East Divisional Community Safety Partnership Annual Report**

A report of the North East Divisional Community Safety Partnership was submitted providing the meeting with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- North East Leeds – 2011/12 Targets (Appendix A refers)
- North East Division – Divisional Community Safety Partnership – Updated Structure (Appendix B refers)
- Summary of POCA Projects funded in the Inner North East area (Appendix C refers)

Beverley Yearwood, Area Community Safety Co-ordinator, Environment and Neighbourhoods presented the report outlining the key issues and responded to Members’ queries and comments.

Superintendent (Operations) Timothy Kingsman was also in attendance to provide the meeting with additional background information.

In summary, specific reference was made to the following issues:-

- Increased number of crime reduction initiatives in the Chapel Allerton Ward compared to Roundhay and Moortown during 2010/11
- The need to focus on a high level of policing within the Moortown ginnels area i.e. Wensley's and Carr Manor's in order to reduce the problems of anti social behaviour
- Clarification that domestic violence was included within the assault figures and increases reflect improved reporting of domestic violence
- Clarification of how targets for crime are set for the North East Police Division and Safer Leeds
- A request by Councillor S Hamilton to be informed of future PACT meeting dates
- An overview of the current burglary problem across Leeds and offender management processes currently in place to tackle perpetrators

In concluding, Rory Barke, East North East Area Leader informed the meeting the North East Inner area was in the best position in terms of reducing crime and with the effective use of joint resources now available, the North East division was to be congratulated on this achievement.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Area Committee supports the continuation of the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2011/12 through partnership work at neighbourhood level.

**10 CCTV Report for Leeds City Council Community Safety - CCTV Service in North East (Inner) Area Committee**

The Director of Environment and Neighbourhoods submitted a report highlighting the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in reducing the crime and facilitating the apprehension and detection of offenders in areas covered by mobile and fixed CCTV cameras.

Beverley Yearwood, Area Community Safety Co-ordinator, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- To acknowledge that the CCTV reports were helpful and that CCTV was a useful deterrent in tackling crime
- Clarification of the circumstances and financial rationale resulting from the decision in certain areas to remove public space surveillance CCTV cameras

- Clarification of the latest position in relation to installing CCTV cameras in Harehills Cemetery  
*(The Area Community Safety Co-ordinator responded and informed the meeting that the proposal to install CCTV cameras in Harehills Cemetery had been refused. She agreed to forward a copy of the East Inner Area Committee recommendations to Members for their information/retention)*

**RESOLVED**—That the contents of the report and information appended to the report be noted.

#### **11 East North East Homes Leeds Work Programme 2011/12**

A report of the Chief Executive East North East Homes Leeds was submitted on a proposal for joint working between East North East Homes (Leeds) and the Area Committee.

Steve Hunt, Chief Executive, East North East Homes Leeds presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- Contract management with specific reference to poor painting programmes i.e. Gledhow Towers and the need for contractors to improve on performance and targets
- Adaptations and the need to lobby for more funding and to support elderly people who were required to move to a new property
- Funding allocations for future capital works
- Introductory tenancies
- Grounds maintenance and the historical problems i.e. Potternewton Heights and the need for more joint working
- The need to recognise that fuel poverty was an important issue and to address those properties who do not have central heating through the Total Heat Scheme
- Clarification of repairs target criteria and the need to improve feedback after the 28 day period
- Clarification of new regulations for ALMOs to borrow money in order to build more houses  
*(The Chief Executive East North East Homes Leeds responded and confirmed that a report on this issue would be brought to a future meeting)*

**RESOLVED –**

- a) That the contents of the report be noted.
- b) That this Area Committee confirms it's agreement that a senior management representative of East North East Homes Leeds attends future Area Committee meetings.

(Councillor J Dowson joined the meeting at 4.55pm during discussions of the above item)

## 12 **Environmental Services Delegation - Update and Progress Report**

Referring to Minute 82 of the meeting held on 14<sup>th</sup> March 2011, the Director of Environment and Neighbourhoods submitted a report on an update on progress towards the establishment of a new locality based Environmental Service and its delegation to Area Committees, including relevant information relevant information relating to the current review of street cleansing services.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Area Committee Function Schedules Extract (Appendix A refers)
- Environmental Services – East North East Locality Team Structure (Appendix B refers)

John Woolmer, Environmental Locality Manager for East North East presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- The need to achieve the overall principles in order to work more effectively
- The need to recognise that quality was also important, together with addressing the level of supervision and monitoring
- The need to resolve such issues as cars parked in streets which prevents the street from being cleaned

Discussion also ensued with regards to determining the membership of the Member Environmental Sub-group and the Area Committee agreed that this meeting would be open to all Members to attend should they so wish.

### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the progress towards the establishment of a new locality based Environmental Service and the structure for the ENE Locality Team.
- c) That the progress towards the delegation to Area Committees including initial resource, budget and performance information to support the development of the first Service Level Agreement (SLA) be noted.
- d) That approval be given to the principles (as set out in section 36) on which to base the operational and service delivery proposals to be included in the Service Level Agreement (SLA) and to agree that this will form the basis for the July workshops with the final SLA to be presented at the September meeting for approval.
- e) That approval be given to the revised role and following membership of the Member Environment Sub-group for Inner NE Area Committee to manage the detailed oversight of the delegated services with officer support:-  
Councillor R Charlwood  
Councillor G Hussain  
Councillor M Rafique

- f) That Councillor G Hussain be confirmed as the Environmental Champion for Inner NE Area Committee for 2011/12.

### **13 Well Being Fund Update and New Applications**

Referring to Minute 83 of the meeting held on 14<sup>th</sup> March 2011, a report of the East North East Area Leader was submitted on the Well Being Fund Update and New Applications.

Appended to the report was a copy of the Inner North East Area Committee Well-being Budget 2011 -12 (Appendix A refers) for the information/comment of the meeting.

Sharon Hughes, East North East Area Management presented the report and responded to Members' comments and queries.

Representatives from the Chapel-Allerton Arts Festival Committee were also in attendance to provide the meeting with background information on the project.

Discussion ensued on the contents of the report and appendices and prior to determining the membership of the Well Being Member Working Group, the Area Committee agreed that this meeting would be open to all Members to attend should they so wish.

#### **RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That Councillors J Dowson, S Hamilton and C Macniven be nominated as a Member representative from each Ward to sit on the Well Being Member Working Group.
- c) That the following project proposals be approved, together with the appropriate amount of grant to be awarded as now outlined:
  - Chapeltown 10-2 Club - Summer Programme - £1,250
  - Chapel Allerton Arts Festival Committee – Chapel Allerton Arts Festival 2011 – (£2,500)
  - Community Safety - Burglary Reduction Initiative – (£6,950)
  - West Yorkshire Police Off Road Cycles – (£500)
  - Area Management - Community Payback Projects – (£1,000))
- d) That the current budget position be noted in accordance with the report now submitted.

### **14 Priority Neighbourhoods - 2010/11 Progress Report and Priorities for 2011/12**

Referring to Minute 80 of the meeting held on 14<sup>th</sup> March 2011, the Director of Environment and Neighbourhoods submitted a report on progress in delivering the Neighbourhood Improvement Plans for the Chapeltown and Scott Hall, Meanwood and Moor Allerton Priority Neighbourhoods during 2010/11.

Draft minutes to be approved at the meeting  
to be held on Monday, 5th September, 2011

Steve Lake, Neighbourhood Manager, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the priorities for the three priority neighbourhoods for the 2011/12 financial year be received and approved in accordance with the report now submitted.

**15 Area Committee Roles for 2011/12**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting the meeting with a summary of Area Functions and Priority Advisory Functions for 2011/12.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 1 refers)
- Details of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 2 and 3 refers)

Rory Barke, East North East Area Leader presented the report and responded to Members' queries and comments.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That the summary of approved Area Functions and designated priority functions for 2011/12 be noted.

**16 Area Committee Forward Work Programme 2011/12**

A report of the East North East Area Leader was submitted providing the meeting with a forward work programme for the 2011/12 municipal year.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inner North East Area Committee Forward Plan 2011/12
- "Working Together" Community Engagement Strategy 2011-12

Sharon Hughes, East North East Area Management presented the report and responded to Members'; comments and queries.

A proposal was made and supported to move the item on Children's Services (including Youth Services) from the 12<sup>th</sup> March 2012 meeting to 30<sup>th</sup> January 2012 meeting.



**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That, subject to the above revision, approval be given to the proposed Work Programme for 2011/12 in accordance with the report now submitted.
- c) That approval be given to the updated forward plan of reports to Area Committee.

**17 Date and Time of Next Meeting**

Monday 5<sup>th</sup> September 2011 at 4.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.55pm)

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## NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 21ST MARCH, 2011

**PRESENT:** Councillor G Wilkinson in the Chair  
Councillors A Lamb, J Procter,  
R D Feldman, Mrs R Feldman, P Harrand,  
A Castle, R Procter and M Robinson

Apologies Councillor

### 70 Councillor Mrs R. Feldman

This being Councillor Mrs R. Feldman's last Area Committee meeting prior to retirement as a Leeds City Councillor, on behalf of the Committee the Chair paid tribute to her, thanked her for all hard work and wished her a long and happy retirement.

### 71 Declaration of Interests

No declarations of interest were made.

### 72 Open Forum

Reference was made to the provision contained in the Area Committee Procedure Rules for an Open Forum session to take place at each ordinary meeting of an Area Committee, to allow members of the public to ask questions or to make representations on matters which fell within the remit of the Area Committee. On this occasion, no such matters were raised.

### 73 Minutes - 7 February 2011

**RESOLVED** – That the minutes of the meeting held on 7<sup>th</sup> February 2011 be confirmed as a correct record.

### 74 Matters Arising from the Minutes

- (a) Proposed Delegation of Environmental Services to Area Committees  
(Min. No. 59 refers)

Further to Minute No. 59, 7<sup>th</sup> February 2011, the Chair indicated that he had recently received a copy of the draft Service Level Agreement (SLA), and he would circulate this to Members prior to the Members' Workshop, at which it would be discussed, to be held in the Members' Lounge at Civic Hall, Leeds, on Tuesday 29<sup>th</sup> March, 10am – 1.00pm. He hoped that as many Members as possible would be able to attend.

In response to a query regarding a commensurate delegation of resources to Area Committees in respect of this proposed delegation of service, it was regarded that this was an issue which Members could pursue at the Workshop.

- (b) Town and Parish Council Forum Meeting, 21<sup>st</sup> April 2011, 7.00pm, Deepdale Children's Centre (Min. No. 68 refers)

It was reported that this meeting would now, in fact, be Chaired by Councillor John Procter.

## **75 Dog Control Orders - Phase Two**

Further to Minute No. 10, 5<sup>th</sup> July 2010, the Director of Environment and Neighbourhoods submitted a report regarding public consultation prior to the proposed introduction of Phase 2 of the Dog Control Orders.

Phase 1 had introduced limitations to the number of dogs which an individual could walk. Following representations from professional dog walkers, and further consideration by the Scrutiny Board (Environment and Neighbourhoods), discussions were ongoing regarding this issue, including the possible introduction of a voluntary licensing scheme for dog walkers. In the interim, the current limit of no more than four dogs per walker still applied, with officer discretion to allow up to six dogs, provided that they were being walked responsibly.

Phase 2 dealt with the exclusion of dogs from prescribed areas e.g. sports pitches and children's play areas, and dogs requiring to be kept on leads whenever owners were so requested by an authorised officer e.g. when being walked on a footpath adjacent to a road or in a cemetery.

In attendance at the meeting, and responding to Members' queries and comments, was Graham Wilson, Head of Environmental Action and Parking. In brief summary, the main points discussed were :-

- Graham Wilson explained that the aim of Phase 2 was to encourage more responsible dog ownership, to ban dogs from prescribed areas (which would become known to the public and to a large degree self-enforcing) and to encourage dog owners to clean up after their dogs. There was also a road safety aspect to the dogs on leads on footpaths proposal. Consultation would take place over the summer, and would involve Area Committees, professional dog walkers and canine organisations and the general public. Reports would then be submitted to the Scrutiny Board (Environment and Neighbourhoods) and the Executive Board in the autumn, with a view to the Orders coming into operation early in 2012. He sought Members' views on the proposals, particularly in relation to any areas where it was regarded that dog walking should perhaps be banned;

- Members' re-iterated their views expressed at the Area Committee meeting held on 5<sup>th</sup> July 2010 (Min. No. 10 refers). They were highly sceptical regarding the overall benefits of the scheme relative to the costs involved, and also the Council's ability, or otherwise, to enforce the Orders. It was also regarded that the practical application of the Orders was likely to have a disproportionately unfair effect on the, by and large, responsible dog owners in areas such as this Committee's area, whilst at the same time doing very little to encourage responsible dog ownership in inner-City areas;
- It was suggested that the Orders should be flexible enough to allow for the exemption of certain areas of the City, say for instance villages in largely rural areas of the City.

Graham Wilson undertook to report this suggestion back to the Project Board. Ultimately, it was a matter for the Executive Board to resolve. However, he could envisage problems if the Orders were applied selectively. He also undertook to supply Members with an approximate costing relating to the introduction of the Orders.

**RESOLVED** – That, subject to the above comments, the report be received and noted.

( N.B. Councillor R. Procter left the meeting at 6.40pm, at the conclusion of this item ).

## **76 Well-Being Fund 2010/11 and 2011/12 - Update Report**

Further to Minute No. 66, 7<sup>th</sup> February 2011, the East North East Area Leader submitted a report updating the Committee on its current revenue and capital wellbeing budgets, and setting out details of some applications before the Committee today for a decision.

In respect of the proposal to create a new post of Localism Officer, it was agreed that the Area Management Officer would prepare a briefing note for discussion at the next Harewood and Wetherby Town and Parish Council Forum meeting on 21<sup>st</sup> April, with a view to encouraging local councils to support and contribute towards the costs of the initiative. The briefing note could also be used by Ward Members for the same purpose. Although the proposal was being funded from the Harewood and Wetherby Wards' wellbeing allocation, there was no objection to Alwoodley Parish Council possibly getting involved in the initiative if it so wished.

**RESOLVED -**

- (a) That the report be noted, including the current balances for the 2010/11 financial year for capital and revenue wellbeing budgets;

- (b) That approval be given to the following revenue projects, for which the wellbeing applications have already been received:
- £3,150 for WISE – activities for people over 60 years old;
  - £4,960 for Barleyfields youth club refurbishment;
  - £5,850 for Deepdale fencing;
  - £2,000 for Deepdale Community Association assistance with venue hire;
- (c) That approval be given to the following revenue and capital projects, subject to receiving appropriate applications and financial process and eligibility being met:

**Revenue**

- £16,667 for LCC Highways - parking improvements in Sandringham Drive;
- £3,000 for LCC Highways – parking restrictions in Scholes;

**Capital**

- £9,747 for LCC Highways – parking improvements in Sandringham Drive;
- £3,000 for LCC City Signs – welcome sign for Alwoodley;
- £20,000 for Parks and Countryside – enhancement of Wetherby roundabouts
- £5,000 for a highway and environmental fund in Alwoodley Ward;

- (d) That approval be given to the following revenue projects from 2011/12 wellbeing budget:
- £40,000 from Wetherby and Harewood Wards – development of a localism officer post, subject to the full compliance with LCC’s HR policies and procedures
  - £2,000 for MAEcare – Promoting Partnerships – programme to benefit older people in Harewood Ward.
- (e) That the capital wellbeing project currently in development for the Harewood Ward (tree planting, Moor Lane) be noted.
- (f) That the availability of wellbeing revenue for 2011/12 (Appendix 3) be noted.

( N.B. Councillor P. Harrand left the meeting at 6.55pm, at the conclusion of this item ).

**77 Area Delivery Plan 2008 - 2011 - Update Report**

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

The East North East Area Leader submitted a report updating the Committee on actions taken in respect of delivering the 2008 – 2011 ADP.

The Alwoodley Members expressed some concerns regarding the current lack of concrete information regarding proposals to convert the former Lingfield public house into an Islamic multi-faith centre, with associated sport and community facilities, and the potential damaging effect this lack of information could have on local community relations. The Area Leader undertook to pursue the matter on Members' behalf and to keep them informed.

**RESOLVED –**

- (a) That the report be noted;
- (b) That the Committee receive an update report at its meeting in July regarding progress on the delegation of Environmental Services to Area Committees.

**78 Community Engagement - Update Report**

The East North East Area Leader submitted a report updating the Committee on community engagement activity carried out by the Area Management Team during the winter 2010/spring 2011 period, including feedback from community engagement events.

**RESOLVED –** That the report be noted, and similar arrangements be made next year.

**79 Area Delivery Plan 2011/12**

The East North East Area Leader submitted a report regarding the proposed refreshed ADP for 2011/12 and the draft Neighbourhood Improvement Plan (NIP) for the Moor Allerton Partnership area for 2011/12.

In brief summary the main points of discussion were :-

- The Area Management Officer undertook to brief the Alwoodley Ward Members more fully regarding the Middle Super Output Areas in their Ward, at the Ward Member meeting on Friday 25<sup>th</sup> March;
- Special Constables – although these were now recruited and administered centrally by West Yorkshire Police, it was suggested that it might be beneficial to promote the issue locally – the Area Management Officer to liaise with Inspector Griffiths;
- ‘Affordable’ housing – the loose definition of what was deemed to be ‘affordable’ housing was discussed. Some developers had a ‘first purchasers only’ clause. It was believed that a scheme might be possible whereby affordable homes were in some way legally vested in the local Parish Council, and the Area Leader undertook to investigate the suggestion further.

**RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

- (a) That the refreshed ADP 2011/12 be approved;
- (b) That the information contained in the Neighbourhood Index be noted;
- (c) That, subject to the costs being met by the Area Management Team, the production and distribution of a poster version of the ADP be approved;
- (d) That the draft NIP priorities for the Moor Allerton Partnership for 2011/12 be approved.

**80 Dates, Times and Venues 2011/12**

**RESOLVED** – That the following dates and times be approved for meetings of the Area Committee during the 2011/12 municipal year, venues to be arranged at a later date in consultation with Members :-

Monday 4<sup>th</sup> July 2011, at 6.00pm

Monday 19<sup>th</sup> September 2011, at 6.00pm

Monday 24<sup>th</sup> October 2011, at 5.30pm

Monday 5<sup>th</sup> December 2011, at 5.30pm

Monday 6<sup>th</sup> February 2012, at 5.30pm

Monday 19<sup>th</sup> March 2012, at 6.00pm

**81 Mike Earle, Democratic Services**

This being Mike Earle's last meeting of the Area Committee prior to his retirement on 31<sup>st</sup> March 2011, on behalf of the Committee the Chair paid tribute to Mike, thanked him for all his work for the Committee and the Council and wished him a long and happy retirement.



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## EAST (INNER) AREA COMMITTEE

THURSDAY, 24TH MARCH, 2011

**PRESENT:** Councillor G Hyde in the Chair

Councillors A Hussain, A Taylor, R Brett,  
R Pryke, B Selby, V Morgan, R Grahame  
and K Maqsood

**CO-OPTEEES** S Covell, M Dean, R Manners and P Rone

### 65 Declaration of Interests

There were no declarations of interest at this stage of the meeting.

### 66 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

### 67 Minutes - 3 February 2011

**RESOLVED** – That the minutes of the meeting held on 3 February 2011 be confirmed as a correct record.

### 68 Matters arising from the minutes

#### Minute No.54 Open Forum

Further to earlier reports of the poor condition of the temporary repairs to the former library building it was commented that further repairs had not yet been carried out.

#### Minute No.57 Delegation of Environmental Services

It was reported that the Service Level Agreements were still being developed and that workshops had been held for Members.

### 69 Children's Services

The report of the Director of Children's Services supported local member engagement with the work of Children's Services by providing the Area Committee with an update against key data relating to education for the academic year 2009/10 and November 2010 and NEET and Not Known data.

Final minutes approved at the meeting  
held on 23 June 2011

It also provided details of recent key inspections that had taken place across Children's Services and provided an update on the development of the new Children and Young People's Plan 2011-15.

Ken Morton, Locality Enabler presented this item to the Committee.

Members attention was brought to the appendices to the report which focussed on achievement and attainment and also included an update NEETs. Further issues referred to included changes at Primrose School and Leeds City College and work with the Academies and John Smeaton and Parklands Schools. Attendance, NEETs and looked after children remained priorities.

#### **RESOLVED –**

- a) That the report be noted
- b) That ward information be supplied to Members at Ward Member meetings.

#### **70 East North East Homes Leeds**

The report of the Chief Executive of East North East Homes Leeds (ENEHL) referred to the creation of Locality Management and the scope for closer working between East North East Homes Leeds and the Area Committee. The report also set out some elements of the work programme for ENEHL for 2011/12 and indicated some areas where there is cope for an immediate impact on joint working.

The Chair welcomed Steve Hunt, Chief Executive, ENEHL to the meeting.

It was reported that the ENEHL work programme had been set for the next 12 months and Members attention was brought to the Capital Programmes as detailed in the report.

In summary, the following issues were highlighted:

- The estimated value of spend for 2011/12 was £37 million.
- There was approximately £15 million for repairs and improvements.
- £3 to £4 million would be spent on ensuring decency standards were maintained. 95% of properties currently met decency standards and of the other 5% these were properties where it had not been able to gain access.
- Current projected funding would ensure that decency standards were maintained until 2013/14.
- Further spending included £2 million on adaptations and £3 million on void properties.
- There were additional funds for sheltered housing schemes and for the conversion of unused flats into houses.

- There would be a £50,000 capital and £70,000 revenue budget available to be spent by the ENEHL Area Panels in agreement with the Area Committee.
- The caretaking service had been rationalised and would be provided by mobile teams.
- There would be shared service areas across the Leeds ALMOs – back office functions such as Finance and Human Resources.
- Review of Anti-Social Behaviour – this was being done in conjunction with the Council and Police.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding grass verges in Gipton – it was reported that these should be maintained under current contractual arrangements and it would be investigated.
- Decency standards were currently being met but over 800 properties would fall below standard in the following year due to issues such as the projected lifespan of boilers becoming out of date.
- Central Government introduced decency standards in 2003. At that time Leeds City Council carried out a decency plus programme which was no longer sustainable and now only works to maintain decency were carried out.
- Limited resources had meant a reduction in the provision of local housing offices. Service provision would be re-opened in South Gipton.
- ALMO spending was proportional to the number of properties across different Wards.
- Double glazing was not part of the decency standards. Not all properties had heating requirements to decency standards as some tenants refused on the grounds of potential costs with bills.
- Six apprentices had been appointed to ENEHL in the past 12 months.

#### **RESOLVED –**

- (1) That the report be noted
- (2) That a further report be brought to the Area Committee in 6 months.

#### **71 Dog Control Orders**

The report of the Director of Environment and Neighbourhoods provided information to the Area Committee with regards to the Council's proposals to introduce further Dog Control Orders across the City. Dog Control Orders have been considered in two phases. Phase One orders came into force on 1 February 2011.

The Chair welcomed Stacey Campbell of Environmental Services to the meeting.

It was reported that Dog Control Orders had been introduced to encourage responsible dog ownership and Members were reminded of the orders introduced during phase one. These limited the numbers of dogs that could be walked by one person, introduced some exclusion areas (children's playgrounds) and areas where dogs had to be kept on leads when requested to do so. Phase two would introduce further exclusion areas including sports pitches and school fields and further areas where dogs were to be kept on leads at all times.

The Committee was informed of the consultation process for Phase Two which would give landowners opportunity to opt in to the exclusion areas. It was planned for the consultation to go public in July 2011 before referral back to the Scrutiny Board (Environment & Neighbourhoods) for further consideration.

In response to Members comments and questions, the following issues were discussed:

- It was suggested that the Community Leadership Teams were included in the consultation. Area Management would arrange this.
- Role of the ALMOs and enforcement of tenant arrangements in relation to dog ownership – it was reported that the ALMOs were represented on a multi agency project board.
- Concern where dogs became a noise nuisance – these issues were addressed by the Environmental Action Teams.
- Status dogs – where people had dogs that contravened the Dangerous Dogs Act, it became a Police matter.

**RESOLVED** – That the report and proposals for Dog Control Orders be noted.

## **72 Early Diagnosis and Intervention to Lung Cancer**

The report of the Health and Wellbeing Manager – Inner East Leeds introduced a presentation to the Area Committee which provided details of work underway to reduce high levels of lung cancer deaths within Inner East Leeds through the undertaking of a social marketing campaign that encouraged local residents to attend for early screening if they had key symptoms such as a troublesome cough.

The Chair welcomed Liz Bailey, Health and Wellbeing Manager – Inner East Leeds and Paul Plant, Leeds Teaching Hospitals Trust to the meeting.

Key issues highlighted included the following:

- There was a focus on those aged over 50 and those who had a persistent cough for 3 weeks or more.
- Training was being given to Community Health Education workers
- Encouraging people to see their GP.
- Quicker hospital referrals.

- There were 500 cases per year in Leeds – of these 45% had been diagnosed at stage IV of the disease – the figure for East Leeds was higher at 60%.
- Attention to the advertising campaign.
- The referral service available at Seacroft.

In response to Members comments and questions, the following issues were discussed:

- The smoking ban had not yet had an effect on lung cancer, as this was usually associated with the duration that someone had smoked. There had been a fall in cardio vascular illnesses.
- Members suggested more local places to advertise the campaign and services available.
- Concern over links to air pollution and higher levels of lung cancer due to the industrial developments in East Leeds. It was reported that the overwhelming cause of lung cancer was smoking but air pollution could be linked to other illnesses such as asthma.
- The sale of counterfeit cigarettes – these had up to 100 more times toxins than other cigarettes.

**RESOLVED** – That the report be noted and the promotion of lung cancer work taking place in Inner East Leeds be supported.

### **73 2010/11 Wellbeing Fund**

The report of the East North East Area Leader provided an overview of spending to date and presented for consideration, a number of new proposals requesting funding for 2010/11. It also set out a spending plan for 2011/12 together with a number of new project proposals for 2011/12. The Area Committee was requested to:

- Note the spend to date and current balances for the 2010/11 financial year;
- Note the awarding of small grants;
- Agree a wellbeing revenue spending plan for 2011/12;
- Consider the following project proposals and approve where appropriate, the amount of grant to be awarded:
  - Youth Service school holiday programme - £15,000
  - Community Sports school holiday programme - £6,000
  - Space 2 Leeds, Breathing Buddies - £3,000
  - Connect Housing, Sing for Joy - £2,520
  - NHS Leeds, Inner East Leeds Fall Prevention - £3,760

- East Leeds FM - £10,000
- Consider the following capital project proposal and approve where appropriate the amount of grant to be awarded:
  - CASAC, Burglary Reduction - £7,000

Carole Clark, East North East Area Management presented the report and gave further details on the project proposals outlined in the report. Members attention was also brought to the Wellbeing Revenue Draft Budget for 2011/12 as detailed in Appendix B. Members discussed the proposed equitable split of funding across the Inner East wards and a suggestion was made that this could be adjusted to take account of higher rates of deprivation in Burmantofts and Richmond Hill. A proposal was made to move the recommendation as detailed in the report and this was carried.

#### **RESOLVED –**

- (1) That the spend to date and current balances for the 2010/11 financial year be noted.
- (2) That the awarding of small grants be noted.
- (3) That the wellbeing revenue spending plan for 2011/12 be agreed.
- (4) That the following revenue project proposals be approved:
  - Youth Service Holiday Programme - £15,000
  - Community Sports School Holiday Programme - £6,000
  - Space 2 Leeds, Breathing Buddies - £3,000
  - Connect Housing, Sing for Joy - £2,520
  - NHS Leeds, Inner East Falls Prevention - £3,760
  - East Leeds FM - £10,000
- (5) That the following capital project proposal be approved:
  - CASAC, Burglary Reduction - £7,000

#### **74 Community Charter 2011/12**

The report of the East North East Area Leader set out the proposals for a Community Charter for 2011/12 along with details of the partnership working and consultation that had taken place.

The Charter is a public facing documents that sets out key achievements for the previous year and as series of promises to the community for the forthcoming year.

Members were asked to endorse the proposals for the Community Charter including the promises set out in Appendix A and note the information provided from the Neighbourhood Index.

Attention was brought to the suggested content of the Community Charter and the Draft Promises for 2011/12.

**RESOLVED** – That the proposals for the Community Charter be endorsed, including the proposals set out in Appendix A and the information from the Neighbourhood Index be noted.

## **75 Community Engagement Strategy**

The report of the East North East Area Manager sought Area Committee approval of the refreshed Community Engagement Strategy for Inner East which set out the methods of consultation, engagement and communication with residents within the resources available to the Area Committee, or that could be levered in from partner organisations. It also outlined the proposals for co-opting community representatives to the Area Committee for 2011/12.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the lack of transparency at Community Leadership Team (CLT) meetings – it was stressed that the CLTs aimed to be open and transparent and public attendance was welcomed at all meetings and there would be opportunity for involvement.
- Community Forums would continue to operate in line with current arrangements in Burmantofts and Richmond Hill. These would not be replaced with CLTs.
- Concern was expressed regarding the lack of community consultation in Harehills as the CLT had not yet been established and the PaCT meetings were to be discontinued.

### **RESOLVED –**

- (1) That the report be noted.
- (2) That the continuation of the ‘Working Together’ community engagement strategy for 2011/12 be approved.
- (3) That nominations be sought for co-opted members from Gipton, Seacroft and Harehills (when it is formed) CLTs, plus Burmantofts & Lincoln Green and Richmond Hill Forums for appointment at the first meeting of the Area Committee in the 2011/12 Municipal Year.

## **76 Neighbourhood Improvement Plans**

The report of the East North East Area Manager provided the Area Committee with a summary of progress made in 2010/11 by Neighbourhood Managers in the five priority neighbourhoods of Inner East – Burmantofts, Gipton, Harehills, Richmond Hill and Seacroft. The report also sought to consult the Area Committee on the current Neighbourhood improvement Plans (NIPs) and asked for views on any changes for the refreshed 2011/12 plans.

Members discussed the role of the Community Leadership Teams in the preparation of the Neighbourhood Improvement Plans, Members attention was brought to arrangements in Richmond Hill and Burmantofts.

## **RESOLVED –**

- (1) That the review of progress for 2010/11 be noted.
- (2) That the outline 2011/12 NIPs for Burmantofts, Gipton, Harehills, Richmond Hill and Seacroft be approved.
- (3) That the intention to bring completed NIPs, including action plans, to the June Area Committee for approval be noted.

## **77 Community Centres**

The report of the East North East Area Leader outlined the recent work of the Community Centres Working Group within Inner East Leeds which required consideration by the Area Committee. It gave an update on the current position with the closure of Harehills Place and South Gipton Community Centres and also looked at options for the provision of alternative community space within the locality.

The following issues were discussed:

- Concern regarding the lack of consultation and the provision of Youth facilities. This had been addressed with the local MP.
- Concern with the lack of response to issues at Nowell Mount Community Centre by Corporate Property Management.

## **RESOLVED –**

- (1) That the contents of the report and progress made to date on the work requested be noted.
- (2) That Gipton Members discuss provision at a future Ward Member Briefing.
- (3) That the proposal for Education Leeds to expand Wykebeck Primary School on the site of South Gipton Community Centre, and to invest in the provision of a community space within the expanded school be supported.

## **78 Dates, Times and Venues of future Meetings**

**RESOLVED –** That meetings of the East Inner Area Committee take place at 6.00 p.m. on the following dates during the 2011/12 Municipal Year:

- Thursday, 23 June 2011
- Thursday, 8 September 2011
- Thursday, 20 October 2011
- Thursday, 1 December 2011
- Thursday, 2 February 2012
- Thursday, 22 March 2012

Venues to be confirmed.



## **EAST (INNER) AREA COMMITTEE**

**THURSDAY, 23RD JUNE, 2011**

**PRESENT:** Councillor G Hyde in the Chair

Councillors A Hussain, A Taylor, R Pryke,  
B Selby, V Morgan, A Khan, R Grahame  
and K Maqsood

### **1 Notification of Appointment of Area Committee Chair 2011/12 and Revisions to Area Committee Procedure Rules**

The Chief Officer, Central & Democratic Services, submitted a report formally notifying the Area Committee of the appointment of Councillor G Hyde as Chair of the Area Committee for the 2011/12 Municipal Year. The report also highlighted revisions made to the Area Committee Procedure Rules affecting arrangements for the annual election of Chairs and the items of business to be included on future agendas.

**RESOLVED** – To note the following

- a) That Councillor G Hyde was elected as Chair of the East (Inner) Area Committee for the duration of the 2011/2012 Municipal Year by Council at its Annual Meeting on 26th May 2011;
- b) The revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26th May 2011 and reflected within the amended Area Committee Procedure Rules
- c) The revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26th May 2011, requiring the minutes from the Area Chairs' meetings to be formally considered by Area Committees.

### **2 Late Items**

The Chair agreed to accept one additional item of business as follows:  
Well Being Fund - an additional application for funding from the Well Being Fund which required consideration before the September Committee meeting (minute 17 refers)

### **3 Declaration of Interests**

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor A Taylor – Well Being Fund (Rainbow Group application) - declared a personal interest in the application for funding as the Group had its' base at St Aidan's Church where Councillor Taylor is minister – although he would not directly benefit from the grant (minute 17 refers)

Councillors G Hyde & R Grahame – Well Being Fund (Garden Gang) - declared personal interests as members of ENE Homes as the Garden Gang had undertaken works for ENE Homes (minute 17 refers)

Councillor A Khan – E-ACT - declared a personal and prejudicial interest during discussions on single sex education as part of consideration of the

item as he stated his daughter attended Parklands Girls High School (minute 12 refers)

**4 Apologies for Absence**

Apologies for absence were received from Mr P Rone, Burmantofts Forum co-optee

**5 Open Forum**

No matters were raised under the Open Forum Session by members of public.

**6 Minutes**

**RESOLVED** – That the minutes of the previous meeting held 24<sup>th</sup> March 2011 be agreed as a correct record

**7 Local Authority Appointments to Outside Bodies**

The Chief Officer, Central & Democratic Services, presented a report outlining the procedures for Council appointments to Outside Bodies and requesting the Committee consider appointments for the 2011/12 Municipal Year

**RESOLVED** –

- a) To note that Councillor Maqsood had offered to join Chapeltown CAB, but due to other commitments would require more time to consider the role
- b) That the following appointments be made:

Outside Body	Name(s)	Review Date
Chapeltown Citizen Advice Bureau	To be confirmed	June 2012
Richmond Hill Elderly Aid	R Pryke	June 2012
East North East ALMO Area Panels	V Morgan K Maqsood A Khan	June 2012
Divisional Community Safety Partnership	B Selby	June 2012
Area Children's Partnership	V Morgan	June 2012
Area Health & Wellbeing Partnership	R Grahame	June 2012
Area Employment, Enterprise & Training Partnership	R Grahame	June 2012

**8 Appointment of Co-optees**

The Chief Officer, Central & Democratic Services, presented a report requesting approval for the appointment of nominees as Co-Optees on the Area Committee. The report detailed those nominees known at the time of the agenda despatch. The Committee welcomed Lizz Johnson from the Richmond Hill Forum and Rod Manners from the Killingbeck & Seacroft Community Leadership Team to the meeting.

Clarification on the status of the Harehills and Gipton CLT's was provided. The Committee noted the intention to invite Harehills residents to the Gipton CLT meetings in order to provide them with useful experience and information

Draft minutes to be approved at the meeting to be held on Thursday, 8th September, 2011

prior to the establishment of a new Harehills CLT. Members noted the comment that there hadn't been a public forum for some time in Harehills and the suggestion that the progress of the Harehills CLT should be discussed at the ward Councillors July Area Management meeting

**RESOLVED** – That approval be given to the following appointments as Co-Optees to the East (inner) Area Committee:

Name	Representing
Rod Manners	Killingbeck & Seacroft CLT
	Harehills CLT
	Gipton CLT
Lizz Johnson	Richmond Hill Forum
Philip Rone	Burmantofts/Lincoln Green Forum

## 9 Area Committee Roles for 2011/12 (Business Plan)

The Area Committee considered the report of the Assistant Chief Executive (Planning, Policy & Improvement) summarising the Area Functions and Priority Advisory Functions for 2011/12. It was noted that amendments had been made to the environmental delegations, dealt with under a separate report, but all other functions remained the same.

A review of the effectiveness of the functions, locality operating arrangements and delegated powers would be undertaken during the 2011/12 Municipal Year.

**RESOLVED** – To approve the Area Functions and designated priority functions for 2011/12 as contained in the summary attached to the submitted report

## 10 North East Divisional Community Safety Partnership Annual Report

Ms B Yearwood, Area Community Safety Co-ordinator and Chief Inspector M Jones of West Yorkshire Police attended the meeting to present the North East Division Community Safety Partnership Annual Report. The report provided an overview of the performance of the Partnership and ward based Neighbourhood Policing Teams and included details of the key initiatives delivered in the local communities to reduce crime and disorder during the previous year.

The following were highlighted as key achievements:

- Reduction in the number of incidents of burglary (dwelling) within the Gipton & Harehills ward
- The local community schemes funded from the Proceeds of Crime Act

The Committee discussed the incidents of burglary which resulted from windows/doors left open and the work undertaken by Neighbourhood Policing Teams to educate householders. In addition, Councillor Khan referred to the Leeds Burglary Reduction Strategy which included an allocation of £1,326,000 available through the Community Safety Fund to support the delivery of the Leeds Burglary Reduction Programme. The Strategy had been approved at Executive Board on 22<sup>nd</sup> June 2011

**RESOLVED** –

- a) To note the contents of the report

Draft minutes to be approved at the meeting  
to be held on Thursday, 8th September, 2011

- b) To confirm the continuing support of the Area Committee for the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during the 2011/12 year, through partnership work at neighbourhood level

**11 CCTV Report - for Leeds City Council Community Safety CCTV Service in East (Inner Area)**

The Director of Environment & Neighbourhoods submitted a report highlighting the services provided by LCC Community Safety CCTV Service ("Leedswatch"). The report demonstrated the effectiveness of the Service in reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.

Details of the costs of the provision, and the Service Level Agreement between ENE Area Management and Leedswatch were included within the report. Bev Yearwood introduced the report and highlighted that the costs of the CCTV camera at Bellbrooke Place would need to be reconsidered in due course as the Authority was required to provide 6 months notice for line rental.

Members raised the issue of future funding for all the CCTV cameras and requested a report on the future requirements for funding be presented to the next Committee meeting to include a map plotting the locations of CCTV cameras in the area.

**RESOLVED** – To note the contents of the report and to request a report on the future funding requirements for the CCTV cameras within the East (Inner) Area Committee area be presented to the next meeting.

**12 Building Schools for the Future Phase 5 - E-ACT Leeds East Academy Project**

The Director Children's Services submitted a report on proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School and seeking the Committee's comments on the plans. Stuart Gosney, Head of Building Schools for the Future and Academies, attended the meeting to discuss the proposals with the Committee. Site plans and architects drawings were included within the report

Members considered the following matters:

- Employment of local people regarded as a key concern
- Concern that there should be a robust contingency plan, noting the collective BSF arrangements in place should there be a cost over-run on this particular scheme
- Academy admissions procedures

Members noted that Executive Board had previously taken the decision to end provision of single sex education for girls in Leeds on 7 April 2010 and were concerned over the strength of local feeling that the choice of single sex education should still be offered. It was confirmed that a city wide consultation had shown little city wide support for retaining single sex education, however Members were minded to take a view that it should be retained in order to offer parents a choice and variety.

(Councillor A Khan declared a personal and prejudicial interest at this point in the point stating his daughter attended Parklands Girls High School and took no further part in the discussions)

Councillor Taylor proposed a motion which was seconded by Councillor A Hussain that the Area Committee should take the view that the City should retain an option for single sex schooling.

**RESOLVED –**

- a) To note the contents of the report and the comments made so far, and to support the proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School
- b) That the Area Committee take the view that the City should retain an option for single sex schooling

(Under the provisions of Council Procedure Rule 16:5 Councillor Pryke required it to be recorded that he voted against the matter in (b) above)

**13 Area Committee Work Programme and Forward Plan for 2011/12**

The Committee considered the report of the East North East Area Leader setting out a proposed work programme for the forthcoming year and seeking nominees to appoint Chairs of the local area Forums and to the Community Centre Working Group.

**RESOLVED –**

- a) To approve the proposed Work Programme for 2011/12
- b) To approve the updated forward plan of reports to Area Committee
- c) To appoint the following members to the Community Centre Working group – Councillor G Hyde (Chair) and Councillors Maqsood, A Khan and Morgan
- d) To appoint the following Members as Chairs to the following CLT's and Forums
  - a. Seacroft & Killingbeck CLT – Councillor Morgan
  - b. Gipton CLT – Councillor Maqsood
  - c. Harehills CLT – Councillor A Hussain
  - d. Burmantofts & Lincoln Green Forum – Councillor R Grahame
  - e. Richmond Hill Forum – Councillor A Khan

**14 Community Centres Update Report**

The East North East Area Manager presented a report on the progress made to secure a future for the South Gipton Community Centre and the negotiations undertaken so far on behalf of the Area Committee. Members supported the approach adopted and noted that liaison with local Councillors and tenants & residents associations had been undertaken to determine likely uptake and future uses of the centre.

The ENE Area Manager reported that meetings were due to be held with Children's Services and provided assurance that demolition would not commence until the challenges had been addressed and a timetable for provision of a new facility had been set. The outcome of those discussions would be reported to the Chair in the first instance. Members further

commented that the Area Committee should formally express the view that Youth Service provision should be provided in the South Gipton area.

**RESOLVED** – To note the contents of the report and the approach to be adopted

(Councillor Taylor left the meeting at this point)

## **15 Environmental Services Delegation - Progress Report**

The Director of Environment & Neighbourhoods submitted a progress report on the establishment of a new locality based Environmental Service and its delegation to Area Committees. The report also highlighted the consultation on the Service Level Agreement (SLA) yet to be agreed between the new service and the East (Inner) Area Committee and the feedback on issues previously raised at Area Committee workshops. John Woolmer, ENE Locality Manager attended the meeting and reported the following:

- Appointments to the new Senior Officer Supervisory Posts to be confirmed to Members on 24 June 2011 with appointments to the Principal Officer posts to follow
- Figures on the service to be provided prior to the July workshop
- Important to note the SO posts were regarded as essential to drive up the service standards as there had not been realistic across-the-service supervision previously. Supervisory efforts had mainly concentrated on the refuse service
- The contents of the proposed SLA principles had been drawn from previous discussions and included themes such as:
  - Responsive and flexible street cleansing service
  - Importance of community organisations and schools within the SLA
  - Clarity of policy regarding shopping frontages and responsibilities
  - Relationship between LCC and ENE Homes

Members highlighted the following issues to be further discussed at the July workshop

- Bin yard policy which Members felt remained unchanged
- Seasonality and whether staff who undertook seasonal tasks such as leaf clearing (autumn) could also undertake snow clearance (winter/spring)
- Dogs and public awareness of the evidence required to support enforcement action
- Ownership issues on responsibility for cleansing
- Boundaries and the need to ensure continuity of services where ward/area boundaries abut each other and to prevent duplication
- The need to draw failings in the service to the attention of officers

(Councillor Selby joined the meeting at this point)

Members broadly welcomed the principles and further discussed the flexibility of service and staff provision between the three area management areas. It was noted that continued monitoring of service provision, resources and take up would reveal what level of resource would be required for each service delivered. Members were also keen to consider appropriate parameters by

which to measure the services at the July workshop. Finally the Area Committee considered proposals to establish an Environment Sub Committee

**RESOLVED –**

- a) To note the progress towards the establishment of a new locality based Environmental Service and the structure for the ENE Locality Team
- b) To note the progress towards the delegation to Area Committees including initial resource, budget and performance information to support the development of the first Service Level Agreement (SLA)
- c) To approve the principles (as set out in paragraph 36 of the submitted report) on which to base the operational and service delivery proposals to be included in the Service Level Agreement (SLA) and to agree to that this will form the basis for the July workshops with the final SLA to be presented at the September meeting for approval
- d) To establish a Member Environment Sub-Group for East (Inner) Area Committee to manage the detailed oversight of the delegated services with officer support and to agree the membership of the Environment Sub-Group as:
  - Councillor G Hyde (Chair) with Councillors A Hussain and A Khan. One further Member to be appointed in due course
- e) To confirm Councillor G Hyde as the Environmental Champion for East (Inner) Area Committee for the 2011/12 Municipal Year

**16 Inner East Priority Neighbourhoods 2011/2**

The East North East Area Leader presented an update report on Neighbourhood Improvement Plans (NIPs) for each of the Burmantofts, Gipton, Harehills, Seacroft and Richmond Hill priority areas. The report outlined the work undertaken to put new local delivery and accountability arrangements in place as part of a new innovative “team neighbourhood” approach to locality management and on work to support the delivery of the Area Committees community engagement strategy.

Members requested that information on the location of works undertaken by the Garden Gang be presented to the next meeting.

**RESOLVED –**

- a) To note the progress made since March 2011 in developing the Neighbourhood Improvement Plans
- b) To request a report on the work of the Garden Gang undertaken within the East (Inner) area be presented to the next meeting

**17 2011/12 Well- Being Fund Report**

The East North East Area Leader presented a report including an overview of spending to date and seeking approval for a Well Being revenue spending plan for 2011/12. The report also included monitoring information on projects previously funded, information on small grants awarded and an outline of new proposals seeking funding.

Further details of the projects were provided at the meeting on the following applications:

- |                              |         |
|------------------------------|---------|
| • Bicycle Reparation Project | £2,000  |
| • Garden Gang                | £10,000 |

- Off Road Motorcycles £2,500
- Domestic Violence Early Intervention £3,000
- Lark in the Park £1,000
- Activities for young people (Youth Service) £2,520
- Harehills Youth in Partnership £8,747

The Committee considered each of the applications in turn and welcomed Mr James Barton who gave a short presentation on the development of the Bicycle Reparation scheme and work undertaken with young people from its base at Denis Healey Hub. Members noted the information particularly

- work involves male and females referred by the Youth Offending Service, from a variety of localities and backgrounds
- the work provided them with a positive connection to St Martins House
- a similar scheme ran from the Laser Centre, Armley and a further satellite scheme could be established but that would require further funding. Members were minded to request a further report in September to consider that possibility

(Councillors G Hyde and R Grahame declared personal interests at this point in the following application as members of East North East Homes )

Garden Gang – noted the suggestion to invite representatives of the Garden Gang to a future meeting to present information on works undertaken

Off Road Motorcycles – noted the comments of Chief Inspector Jones on the value of support provided by LCC off-road motorcycles to WYP

Domestic Violence – welcomed Simon Featherstone to the meeting who addressed funding issues and the need for the services within the locality

Lark in the Park – all Members noted they were Honorary Members of the event and went onto comment that the ALMO Area Panel did not appear to fund events equably throughout the area. The Chair agreed that a letter should be sent to the Area Panel seeking equal funding for all events of this type throughout the wards

The Committee was advised of an additional application for funding which the Chair had agreed should come to this meeting, as consideration by the September Committee would be too late. However the remaining 3 applications (Activities for Young People; Harehills Youth Partnership and Rainbow Hearts Women's Group) from the Gipton & Harehills ward would total more than the funds available. It was suggested that authority to approve or reject the applications be delegated to officers following further discussions with ward Councillors

**RESOLVED –**

- a) To welcome and note the monitoring information on projects previously funded
- b) To note the spend to date and current balances for the 2010/11 financial year
- c) To note the Small Grant awards
- d) To agree a wellbeing revenue spending plan for 2011/12
- e) To approve the award of the following grants
  - i. Bicycle Reparation Project £2,000



ii.	Garden Gang	£10,000
iii.	Off Road Motorcycles	£2,500
iv.	Domestic Violence Early Intervention	£3,000
v.	Lark in the Park	£1,000

And to note the balance remaining in the Wellbeing Fund

- f) That, subject to the outcome of discussions with ward Councillors, authority to deal with the remaining three applications from the Gipton & Harehills ward (Activities for Young People; Harehills Youth Partnership and Rainbow Hearts Women's Group) be delegated to the ENE Area Leader

## 18 Dates and Times of Future Meetings

**RESOLVED** - To note the request to review venues for the meetings and to note the dates and times of future meetings as

8<sup>th</sup> September 2011

20<sup>th</sup> October 2011

1<sup>st</sup> December 2011

2<sup>nd</sup> February 2012

22<sup>nd</sup> March 2012

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## **EAST (OUTER) AREA COMMITTEE**

**TUESDAY, 22ND MARCH, 2011**

**PRESENT:** Councillor K Parker in the Chair

Councillors S Armitage, M Dobson,  
P Grahame, P Gruen, W Hyde, M Lyons,  
A McKenna, T Murray, D Schofield and  
K Wakefield

### **71 Chair's Opening Remarks**

The Chair welcomed all in attendance to the March meeting of the East (Outer) Area Committee.

On behalf of the Area Committee, the Chair paid tribute to Lynne White, who it was reported was retiring from the Council on Friday 25<sup>th</sup> March 2011. Members thanked Lynne for her hard work and positive contribution during her time at Leeds City Council.

### **72 Declarations of Interest**

Councillor Armitage declared a personal interest in agenda item 8, Wellbeing Budget (Revenue) 2010/11 and proposals for expenditure in 2011/12, in her capacity as Chair of Swarcliffe Good Neighbours. (Minute No. 76 refers)

A further declaration of interest was made at a later point in the meeting. (Minute No. 77 refers)

### **73 Apologies for Absence**

An apology for absence was submitted by Councillor James Lewis.

### **74 Minutes - 8th February 2011**

**RESOLVED** – That the minutes of the meeting held on 8<sup>th</sup> February 2011 be confirmed as a correct record.

### **75 Open Forum**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised by members of the public.

### **76 Well Being Budget (Revenue) 2010/11 and proposals for expenditure in 2011/12**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 5th July, 2011

The South East Area Leader submitted a report which updated the Area Committee on project work funded through the Well Being Budget for 2010/11. The report also provided details of the budget available in 2011/12 and how this could be used to improve local services.

The following information was appended to the report for Members' information:

- Outer East small grant position as at 4 March 2011
- Well Being Revenue Budget Spending Plan for 2011/12 – Options 1 and 2.

Martin Hackett, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the key areas of discussion were:

- Concern about the lack of alternative gardening provision.
- The need for greater monitoring of the scheme and encouraging feedback from customers.
- Clarification about the criteria for undertaking gardening work – the Area Management Officer reported that only a handful of cases had been rejected on the basis that gardening work had already been undertaken on previous occasions and needed to be more evenly distributed across the area. The Chair advised that he was arranging monthly meetings to discuss with the provider the number of gardens completed, etc.
- Concern about funding implications relating to the future of Good Neighbours and other similar schemes.
- Clarification under appendix 3 to the report that the decorating aspect of the scheme would continue, but would no longer be subsidised by the Council. The Area Management Officer reported that a maximum rate of £100 per room had been agreed with the provider.
- There was a need for further work in relation to publicising the gardening scheme.

#### **RESOLVED –**

- (a) That the report and information appended to the report be noted
- (b) That the Area Committee approves a gardening scheme for 2011 at a cost of £20,000. This is a reduction in cost on last year of almost £17,000, with this money being carried over into the budget for 2011/12. This scheme does not provide for subsidised decorating.
- (c) That the following commitment for 2011/12 be noted

- Monitoring and maintenance of 11 LeedsWatch CCTV cameras – £33,000

(d) That the Area Committee approves option 2, as identified in Appendix 3 to the Well Being Budget report, to provide a gardening service whilst at the same time providing funding of £29,000 per ward to be targeted at ward based priority work.

This option includes the following:

- Small grants budget - £10,000
- Community Payback scheme - £15,000
- Gardening scheme in 2012 - £20,000
- Cost of Community Environment Support Officer (CESO) - £27,700
- Neighbourhood Management 'tasking teams' - £40,000
- Community Engagement and Involvement - £40,000
- Additional Services to young people - £36,000

(e) That the Area Committee allocates £20,500 from its well being budget to increase the opening hours at Garforth Leisure Centre for a maximum 10 week period until an alternative provider is found. This allocation will be met from funding allocated specifically to that Ward.

## **77 Actions, Achievements and update report**

The South East Area Manager submitted a report which updated Members on the actions and achievements of the Area Management Team since the last meeting.

The following information was appended to the report:

- The Job Stop, Leeds Kirkgate Market – Cumulative Outline of Activity
- Minutes of the South East Health and Wellbeing Partnership meeting held on 27<sup>th</sup> January 2011
- Minutes of Swarcliffe Forum and PACT meeting held on 2<sup>nd</sup> February 2011
- Minutes of North Whinmoor Forum and PACT meeting held on 10<sup>th</sup> January 2011
- Minutes of Cross Gates Forum held on 12<sup>th</sup> January 2011
- Minutes of Halton Moor Forum held on 18<sup>th</sup> January 2011
- Minutes of Halton Forum held on 20<sup>th</sup> January 2011
- Minutes of Garforth and Swillington Forum held on 7<sup>th</sup> March 2011
- Briefing paper for Elected Members on 2011 Census.

Martin Hackett, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the main highlighted points were:

- Confirmation that revenue raised from fixed penalty notices in relation to dog fouling was redistributed back to LCC.
- Update on the environmental services delegation and the role of Elected Members, particularly in terms of their involvement at Member workshops to inform the development of a service level agreement.

**RESOLVED** – That the report and information appended to the report be noted.

(Councillor Murray declared a personal interest in this item due to his involvement with a charitable organisation which was involved in the establishment of the Job Shop at Kirkgate Market.)

## **78 Dog Control Orders - Phase Two**

The Director of Environment and Neighbourhoods submitted a report on proposals to introduce further Dog Control Orders in the City.

The Chair welcomed to the meeting, Graham Wilson, Head of Environmental Action and Parking, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- The need for more strategic location of dog waste bins.
- Concern about the lack of dog waste bins. Members were advised that dog waste could be disposed in plastic bags in general waste bins. Members felt that this needed to be publicised as generally dog owners were not aware of this.
- Concerns about proposals to restrict the number of dogs on leads, particularly the impact on professional dog walkers. It was advised that a licence scheme was being established – currently a maximum of 4 dogs on lead permitted, but under new licence arrangements this was being extended to 6.
- The need to extend the consultation exercise to private clubs and businesses that may be affected by the proposals.

**RESOLVED** – That the contents of the report be noted.

## **79 Dates, Times and Venues of Area Committee Meetings 2011/12**

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2011/12 municipal year.

**RESOLVED** – That the following meeting dates be approved for 2011/12 to take place at the Leeds Civic Hall at 3.00 pm.

Tuesday 5<sup>th</sup> July 2011, Tuesday 13<sup>th</sup> September 2011, Tuesday 18<sup>th</sup> October 2011, Tuesday 13<sup>th</sup> December 2011, Tuesday 14<sup>th</sup> February 2012 and Tuesday 20<sup>th</sup> March 2012

(The meeting concluded at 4.15 pm.)

Draft minutes to be approved at the meeting  
to be held on Tuesday, 5th July, 2011

## **SOUTH (INNER) AREA COMMITTEE**

**THURSDAY, 24TH MARCH, 2011**

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, P Davey, K Groves,  
E Nash and A Ogilvie

### **69 Chair's Opening Remarks**

The Chair welcomed all in attendance to the March meeting of the South (Inner) Area Committee.

### **70 Declarations of Interest**

Councillor Groves declared an interest in agenda item 9, Inner South Wellbeing Budget, in her capacity as a Member of Middleton Elderly Aid. On the basis that the interest was prejudicial, she withdrew from the meeting during the consideration of the item and did not vote. (Minute No. 80 refers)

Councillor Ogilvie declared a personal interest in agenda item 9, Inner South Wellbeing Budget, in his capacity as a Director of South Leeds Community Radio. (Minute No. 80 refers)

Councillors Blake and Gabriel declared a personal interest in agenda item 9, Inner South Wellbeing Budget, in their capacity as Members of Health for All. (Minute No. 80 refers)

### **71 Apologies for Absence**

Apologies for absence were submitted by Councillors Congreve, Driver and Iqbal.

### **72 Minutes - 9th February 2011**

**RESOLVED** – That the minutes of the meeting held on 9<sup>th</sup> February 2011 be confirmed as a correct record.

### **73 Matters Arising from the Minutes**

#### Minute No. 36 – Proposed Merger for Joseph Priestley College

The Chair welcomed to the meeting, Sally Blunt, Principal of Joseph Priestley College, and Peter Roberts, Principal of Leeds City College, to provide a brief update on recent developments in relation to the proposed merger involving Joseph Priestley College and Leeds City College.

Members were advised that today was the final day of the consultation process. The colleges had undertaken joint working which included a

Minutes approved as a correct record  
at the meeting held on Tuesday, 21st June, 2011

decision to retain the 3 sites at Beeston, Morley and Rothwell. It was reported that discussions had taken place with South Leeds Youth Hub to discuss support for young people in the area. Reference was made to the current financial climate and the need to explore other sources of funding. The Principal of Joseph Priestley College reported that she was hopeful that the merger would be finalised on 1<sup>st</sup> August 2011. The Area Committee requested further updates, particularly in relation to the skills agenda and partnership working.

#### **74 Open Forum**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

The Area Committee was informed that the waiting restrictions at New Princess Street, Holbeck, had now been completed.

It was reported that discussions with Tesco's to develop a site in Holbeck, were still ongoing.

Local residents expressed concern about disabled access at today's venue, South Leeds Youth Hub, and the need for improved signage. One local resident felt there was a need for the Youth Hub to acknowledge the contribution of, Merlyn Rees, a former Member of Parliament for Leeds South.

Al Garthwaite informed the Area Committee about the website, South Leeds Life, which provided local residents with information about news and events in Holbeck, Beeston, Cottingley, Hunslet, Belle Isle and Middleton. For further information please visit [www.southleedslife.wordpress.com](http://www.southleedslife.wordpress.com)

#### **75 Introduction of Tom Riordan, Chief Executive, Leeds City Council**

The Chair reported that, unfortunately, due to other commitments, Tom Riordan, Chief Executive, Leeds City Council, was unable to attend this evening's meeting of the South (Inner) Area Committee.

#### **76 Early Diagnosis and Intervention to Lung Cancer**

The South East Health and Wellbeing Improvement Manager submitted a report which presented details of work underway to reduce the high levels of lung cancer deaths within the inner south area of Leeds.

The Chair welcomed to the meeting, Dr Matt Callister, Consultant Respiratory Physician at St James's University Hospital, and Bash Uppal, South East Health and Improvement Manager, to present the report and respond to Members' questions and comments.



Further information and guidance in relation to early lung cancer detection in Leeds was circulated to the Area Committee. Members were informed that information had been forwarded to gp's surgeries and health centres. The Area Committee was encouraged to distribute the information to local community groups and organisations.

**RESOLVED** – That the report and information appended to the report be noted.

## **77 Bus Quality Contract Scheme for West Yorkshire**

A report of the Bus Development Team at Metro was submitted which provided the Area Committee with proposals for a Quality Bus Contract Scheme for West Yorkshire and the associated public consultation process.

The Chair welcomed to the meeting Louise Porter and Neale Wallace, West Yorkshire Passenger Transport Executive, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- Confirmation that, subject to no legal challenge, phased implementation of the Quality Bus Contract Scheme could take place in 2013.
- Concern that Metro had promised a bus service from Dewsbury Road to Belle Isle, around the time that the John Charles Centre for Sport was built, and this had not been delivered. It was agreed that Metro would provide a response to the Area Committee on this issue.
- Members highlighted the need for improved services connecting local communities, particularly between Beeston / Middleton to Belle Isle.
- Concern about anti-social behaviour on some bus services. It was reported that under the Bus Quality Contract Scheme, there would be a more co-ordinated response to these types of issues.

**RESOLVED** –

- (a) That the report and information appended to the report be noted; and
- (b) That the Area Committee supports proposals to introduce a Bus Quality Contract Scheme.

## **78 Voluntary Sector Sports provision in the Inner South Area**

A report of the Sport and Recreation Service was submitted which outlined the role of the Sport Development Team in supporting voluntary sector sports clubs in the inner south area.

The following information was appended to the report:

- A summary of the new Sportivate scheme
- List of sports providers in the inner south area.

Minutes approved as a correct record  
at the meeting held on Tuesday, 21st June, 2011

The Chair welcomed to the meeting, Sue Doherty, Senior Community Sports Officer, Learning and Leisure, to present the report and respond to Members' questions and comments.

The Area Committee discussed the need to be provided with further information in relation to links with extended services clusters and targeted outreach work.

**RESOLVED –**

- (a) That the report and information appended to the report be noted; and
- (b) That Ward Member meetings be arranged to consider the issues identified above.

**79 Dog Control Orders - Phase Two**

The Director of Environment and Neighbourhoods submitted a report on proposals to introduce further Dog Control Orders in the City.

The Chair welcomed to the meeting, Simon Frosdick, Business Development Manager, Parks and Countryside Service, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- There was a suggestion that friends of groups be added to the list of groups to be consulted. One Member suggested that the consultation list be forwarded to Ward Members.
- Concern about the lack of Dog Enforcement Officers, particularly in terms of tackling the issue of dog fouling. It was advised that Police Community Support Officers (PCSOs) had powers to issue fixed penalty notices for dog fouling.
- There was a need for improved signage at Multi Use Games Areas (MUGAs) – The Business Development Manager reported that this issue was being addressed.

**RESOLVED –** That the contents of the report be noted.

**80 Inner South Wellbeing Budget**

The South East Area Leader submitted a report which contained details of proposed projects and activities to deliver local actions relating to the agreed themes and outcomes of the Area Delivery Plan (ADP).

Keith Lander, Deputy Area Manager, presented the report.

In brief summary, the main highlighted points were:

- The Area Committee emphasised the importance of greater Member involvement in projects, particularly in view of the current financial climate and demands on the Council's budget.
- The Area Leader discussed conducting a review of the process for allocating wellbeing funding to groups and organisations.
- The Chair thanked, Steve Ross, South Leeds Area Management, for his hard work, particularly in terms of recent work undertaken in tackling the unusually high volume of wellbeing applications that had been submitted.

## **RESOLVED –**

- (a) That the report and information appended to the report be noted;  
 (b) That the following decisions be made in relation to applications for wellbeing funding:

- St Luke's Cares – youth activities  
 Beeston and Holbeck Ward: £17,940 approved  
 City and Hunslet Ward: £19,552 approved  
 Middleton Park Ward: £15,756 approved
- Youth Service – youth activities  
 Beeston and Holbeck Ward: £7,047 approved  
 City and Hunslet Ward: £5,467 approved  
 (Subject to funding only being allocated towards locally based trips and activities.)
- Re'new – work in Middleton Park Ward: £26,950 approved
- Middleton Elderly Aid – outreach worker – £5,000 approved from Middleton Park Ward
- West Yorkshire Police – off road bikes – £2,964 approved (£988 split equally from each of the three Inner South Wards), subject to receiving further information in relation to a similar scheme which it was believed had been funded by the Area Committee, particularly around usage of the bikes.)
- Cottingley Health and Wellbeing Group – Make a Difference – £3,013 approved from Beeston and Holbeck Ward
- Leeds Ahead – job search support / capacity building for community groups / environmental improvement days – £4,500 approved (£3,000 from Beeston and Holbeck Ward and £1,500 from City and Hunslet Ward)
- Aspire to succeed: investment ready partnership – £3,400 approved from the Enterprise and Economy pot (£1,133 from each of the three Inner South Wards), to include representation from a Ward Member, Councillor Groves.
- Radio Asian Fever – £5,000 approved from the City and Hunslet Ward
- Aire Valley Homes – Manor Farms (Newhall Road garages site) – £9,333 declined
- Kidz Klub – Kidz Cklub in LS11 – £5,677 approved (£2,839 split equally from Beeston and Holbeck and City and Hunslet Wards)

- South Environmental Action Team – tape recording equipment – £1,661 declined (£554 split equally from each of the three Inner South Wards).
- (c) That £8,200 be allocated to Holbeck street nameplates rather than £8,000 incorrectly referred to in the Wellbeing Budget Report at the February Area Committee meeting.

## 81 Actions and Achievements report

The Area Committee considered a report from the South East Area Leader which updated Members on the actions and achievements of the Area Management Team since the Area Committee meeting in January 2011.

The following information was appended to the report:

- Minutes of South Leeds Children Leadership Team held on 26<sup>th</sup> January 2011
- Minutes of South East Health and Wellbeing Partnership held on 27<sup>th</sup> January 2011
- Briefing paper for Elected Members on 2011 Census.

Keith Lander, Deputy Area Manager, presented the report.

In brief summary, the key highlighted points were:

- The Chair reminded the Area Committee that census day was on 27<sup>th</sup> March 2011. Specific support and guidance sessions were planned for residents of south Leeds if they needed help filling in the census form. The Area Leader emphasised the importance of completing the form, particularly in terms of the impact on Government funding for the area.
- The Chair thanked Keith Lander for his valued contribution to the work of the Area Committee and support to Members. It was reported that Keith would no longer be regularly attending future meetings of the Area Committee in his new role.
- The Area Leader provided a brief update regarding ongoing work to develop Cross Flatts Forum.

**RESOLVED** – That the report and information appended to the report be noted.

## 82 Dates, Times and Venues of Area Committee Meetings 2011/12

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2011/12 municipal year.

One Member raised concern that the report was weighted in favour of meetings taking place at various venues across the inner south area, as

opposed to the Civic Hall, Leeds, which it was felt was more accessible for Members and the public.

**RESOLVED** – That the following meeting dates be approved for 2011/12 to take place at to take place at various venues across the inner south area of Leeds at 6.30pm.

Tuesday 21<sup>st</sup> June 2011, Wednesday 21<sup>st</sup> September 2011, Tuesday 8<sup>th</sup> November 2011, Wednesday 11<sup>th</sup> January 2012, Tuesday 7<sup>th</sup> February 2012 and Wednesday 21<sup>st</sup> March 2012

(The meeting concluded at 8.35 pm.)

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## **SOUTH (INNER) AREA COMMITTEE**

**TUESDAY, 21ST JUNE, 2011**

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,  
G Driver, K Groves, E Nash and A Ogilvie

### **83 Chair's Opening Remarks**

The Chair welcomed all in attendance to the first South (Inner) Area Committee meeting of the new municipal year and invited everyone present to introduce themselves. In particular, the Chair welcomed to the meeting, Sam Casey, reporter for the Yorkshire Evening Post covering South Leeds. E-mail [sam.casey@ypn.co.uk](mailto:sam.casey@ypn.co.uk)

### **84 Declarations of Interest**

Councillors Blake and Gabriel declared a personal interest in agenda item 11, South Inner Area Committee Wellbeing Budget, in their capacity as Members of Health for All. (Minute No. 92 refers)

### **85 Apologies for Absence**

An apology for absence was submitted by Councillor Iqbal.

### **86 Minutes - 24th March 2011**

**RESOLVED** – That the minutes of the meeting held on 24<sup>th</sup> March 2011 be approved as a correct record.

### **87 Matters Arising from the Minutes**

#### Minute No. 73 – Proposed Merger for Joseph Priestley College

The Area Management Officer reported that the skills agency supported the proposed merger submission. The final decision was due to be announced by the Minister later in the month.

#### Minute No. 74 – Open Forum

A Ward Member reported that discussions were taking place in relation to strengthening the reference to Merlyn Rees at South Leeds Youth Hub.

#### Minute No. 79 – Dog Control Orders – Phase Two

Andy Beattie, South East Environmental Locality Manager, reported that the next stage of the consultation process was due to start in the summer.

One local resident requested further information on dog enforcement cases in Cross Flatts Park, particularly in view of recent media coverage. The South East Environmental Locality Manager agreed to report back with further information.

It was advised that there was a contact telephone number in relation to dog enforcement in South Leeds. Please contact (0113) 22 24406

(Councillor Driver joined the meeting at 6.32pm during the consideration of this item.)

## **88 Open Forum**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

A local resident raised concern about steps in need of repair at Cross Flatts Park. Councillor Ogilvie agreed to investigate this issue and report back to the Area Committee.

Another local resident raised concern about an empty property on Stratford Terrace, Beeston, which had been neglected and was in need of repair. The South East Environmental Locality Manager agreed to forward these concerns to the Council's housing department.

There were also concerns about empty housing in the Hillside area, litter in the gardens, houses boarded up, etc. It was advised that the Council was in the process of exploring options as part of PFI to improve the area and discussions were ongoing.

A local representative requested information by extended services in relation to the activities fund. Area Management agreed to report back with relevant information.

(Councillor Davey joined the meeting at 6.40pm during the consideration of this item.)

## **89 Notification of Appointment of Area Committee Chair for 2011/12 and Revisions to Area Committee Procedure Rules**

The Chief Officer (Democratic and Central Services) submitted a report on the appointment of the Area Committee Chair for 2011/2012 and revisions to Area Committee Procedure Rules.

Extracts taken from the Area Committee Procedure Rules were appended to the report for Members' information.

### **RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 21st September, 2011



- (a) That the report and information appended to the report be noted  
(b) That the Area Committee notes the following key points identified within the report:

- That Councillor A Gabriel was elected as Chair of the South (Inner) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26<sup>th</sup> May 2011;
- The revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26<sup>th</sup> May 2011 and as reflected within the amended Area Committee Procedure Rules
- The revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26<sup>th</sup> May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees.

## **90 Area Committee Roles for 2011/12**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report which provided the Area Committee with a summary of the Area Functions and Priority Advisory Functions for 2011/12.

The following information was appended to the report:

- A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12
- Details of the delegated functions and priority advisory functions for Area Committees for 2011/12.

Tom O'Donovan, Area Management Officer, presented the report and responded to Members' questions and comments.

**RESOLVED** – That the report and information appended to the report, which includes the approved Area Functions and Priority Advisory Functions for 2011/12, be noted.

## **91 Inner South Area Committee Business Plan 2011-12**

The South East Area Leader submitted a report which presented a proposal to replace the Area Committee's Area Delivery Plan with a new annual Business Plan.

Appended to the report was a copy of the draft structure for the new annual Business Plan.

Tom O'Donovan, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the key points of discussion were:

- The importance of involvement from local community organisations and key agencies in supporting the work of the Business Plan.

- Developing the work of the citizen's panel and ensuring a consistent approach across the city.
- The need to extend the Business Plan beyond 2011/12 – it was suggested that a 3-5 year Business Plan was more appropriate.

**RESOLVED –**

- (a) That the report and information appended to the report be noted
- (b) That an annual Business Plan be approved to replace the Area Delivery Plan and incorporate Community Engagement planning and actions.
- (c) That the contents and structure outlined in Appendix 1 to the report, be approved
- (d) That the Area Management Team continues to develop a Business Plan for the South (Inner) Area Committee and provides an update at the next meeting.

**92 South Inner Area Committee Wellbeing Budget**

The South East Area Leader submitted a report which updated Members on both the capital and revenue elements of the Committee's Wellbeing budget, advised the Area Committee of the Small Grants approved since the last meeting and invited Members to determine the capital and revenue proposals, as detailed within the report.

Tom O'Donovan, Area Management Officer, presented the report and responded to Members' questions and comments.

**RESOLVED –**

- (a) That the report and information appended to the report, which includes the available balance of the Area Committee's revenue and capital wellbeing budgets, be noted;
- (b) That the following decisions be made in relation to the wellbeing funding proposals which had been submitted for determination at the meeting:
  - Community Sports – Summer Multi-Sports Camp – £4,600 (£1,533 from each Ward) – Approved;
  - Health for All (Wednesday in the Woods (summer activity programme) – £2,855 revenue (£1,427.50 from Middleton Park Ward, £713.75 from Beeston and Holbeck and City & Hunslet Wards) – Approved;
  - Fayre Care for Christmas – Christmas Hamper Distribution – £1,500 revenue (£500 from each Ward) – Approved;
  - ASHA Neighbourhood Project – Asha Pre-School – £4,762 (City and Hunslet Ward) – Approved in principle, subject to further consultation with Ward Members.

**93 Delegation of Environmental Services Update**

The Director of Environment and Neighbourhoods submitted a report which provided an update on progress towards the delegation of certain

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environmental services to Area Committees, as well as information in relation to the current review of street cleansing services.

Andy Beattie, South East Environmental Locality Manager, presented the report and responded to Members' questions and comments.

In brief summary, the key areas of discussion were:

- Concern that resources were too heavily focused on hotspot areas.
- Developing an integrated approach to tackling waste, involvement of key agencies and community groups, etc.
- Encouraging residents to take more personal responsibility.
- Key involvement of children and young people – good practice in Germany in relation to recycling.
- The importance of incentives – it was reported that the current cost to the Council of clean ups in South Leeds was approximately £2m per annum.
- Concerns that there were some inconsistencies in relation to mechanical street sweeping of some routes.
- Undertaking joint working with local businesses and making them aware of their responsibilities.
- Confirmation that the planned collaborative approach was likely to commence in early July.

**RESOLVED** – That the contents of the report be noted, which includes the intention to submit, for approval, a full Service Level Agreement to the September meeting.

#### **94 A Summary of Key Work**

The Area Committee considered a report from the South East Area Leader which detailed work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.

The following information was appended to the report:

- Minutes of the Inner South Community Centres Sub-Committee held on 4<sup>th</sup> October 2010
- Inner South Community Centre Sub Committee Terms of Reference
- Inner South Environmental Co-ordination Sub Group Terms of Reference.

Tom O'Donovan, Area Management Officer, presented the report and responded to Members' questions and comments.

**RESOLVED** –

- (a) That the report and information appended to the report be noted
- (b) That Councillors Davey, Driver and Gabriel be appointed to serve on the Community Centres Sub-Committee

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- (c) That Councillor Gabriel be appointed Chair of the Community Centres Sub Committee
- (d) That the terms of reference for the Community Centres Sub Committee, be approved
- (e) That Councillors Driver, Iqbal and Ogilvie be appointed to serve on the Environmental Co-ordination Sub Group
- (f) That Councillor Ogilvie be appointed Chair of the Environmental Co-ordination Sub Group
- (g) That Councillor Ogilvie be confirmed as the Environmental Champion
- (h) That the terms of reference for the Environmental Co-ordination Sub Group, be approved.

## **95 Local Authority Appointments to Outside Bodies**

The Chief Officer (Democratic and Central Services) submitted a report which outlined the procedure relating to local authority appointments to outside bodies and invited Members to consider making appointments to those outside bodies detailed within the report.

### **RESOLVED –**

- (a) That the report and information appended to the report be noted;
- (b) That approval be given to the following Outside Body appointments being made for the 2011/2012 municipal year:

- Corporate Carers Group – Councillor Driver
- Belle Isle Elderly Winter Aid – Councillor Blake
- Belle Isle Tenant Management Organisation – Councillors Blake and Driver
- Holbeck Elderly Aid – Councillor Ogilvie
- Middleton Elderly Aid – Councillor Groves
- Inner South ALMO Area Panel (Aire Valley Homes Leeds) – Councillors Iqbal and Ogilvie
- Divisional Community Safety Partnership – Councillor Groves
- Area Children’s Partnership – Councillor Gabriel
- Area Health and Social Care Partnership – Councillor Groves
- Area Employment, Enterprise and Training Partnership – Councillor Driver.

## **96 Dates, Times and Venues of Future Meetings**

One Member requested swapping the venues of the September and November meetings, as it was felt that the Civic Hall was more accessible during the winter months. Area Management agreed to check available bookings and report back.

Wednesday, 21<sup>st</sup> September 2011  
(Leeds Civic Hall, Leeds, LS1 1UR)

Tuesday, 8<sup>th</sup> November 2011  
(Belle Isle Family Centre, St John and Barnabas Church, Belle Isle Road,  
Leeds, LS10 3PG)

Wednesday, 11<sup>th</sup> January 2012  
(Leeds Civic Hall, Leeds, LS1 1UR)

Tuesday, 7<sup>th</sup> February 2012  
(To be confirmed)

Wednesday, 21<sup>st</sup> March 2012  
(To be confirmed)

(All meetings to commence at 6.30 pm.)

(The meeting concluded at 8.20 pm.)

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## WEST (INNER) AREA COMMITTEE

TUESDAY, 5TH APRIL, 2011

**PRESENT:** Councillor Harper in the Chair

Councillors D Atkinson, T Hanley, A Lowe,  
J McKenna and N Taggart

**CO-OPTEEES** Hazel Boutle – Armley Community Forum  
Eric Bowes – Armley Community Forum  
Roland Cross – Bramley and Stanningley Community Forum

### 78 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of the West (Inner) Area Committee.

### 79 Apologies for Absence

There were no apologies for absence.

### 80 Late Items

One Member expressed concern that the Area Committee had not adequately addressed potential funding in relation to Bramley Baths. The Chair reported that she had received legal advice stating that due to the politically sensitive nature of the issues involved, that it was not appropriate to include the item on today's agenda.

Members discussed arranging a Special Meeting of the Area Committee to take place after the forthcoming local elections. The meeting could be used to address the issues identified above and consider applications for wellbeing funding that had been submitted.

### 81 Declaration of Interests

There were no declarations of interest.

### 82 Open Forum / Community Forums

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised by members of the public.

**83 Minutes - 16th February 2011**

**RESOLVED** – That the minutes of the meeting held on 16<sup>th</sup> February 2011 be confirmed as a correct record.

**84 Matters Arising from the Minutes**

Minute No. 65 – Open Forum

The Area Management Officer reported that a proposal had been submitted by a local resident and agreed by Parks and Countryside in relation to improvements required at Rodley Park. It was agreed to consider the proposal at the Special Meeting of the Area Committee after the Local Elections.

Minute No. 73 – Future Options for Long Term Residential Care and Day Care for Older People

The Area Management Officer reported that a further update report was being submitted to the Area Committee in June 2011. One Member raised concern that there had been no contact with Touchstone in relation to the needs of the BME population in Leeds. Area Management agreed to raise this issue with the Department and report back.

Minute No. 74 – Children’s Services – Performance Report

The Area Leader reported that due to other commitments, a representative from Children’s Services was unable to attend today’s meeting. Members stressed the importance of a representative being available to attend the Area Committee in June 2011.

**85 Minutes - ALMO West Inner Area Panel, 7th February 2011**

**RESOLVED** – That the minutes of the ALMO West Inner Area Panel held on 7<sup>th</sup> February 2011, be noted.

**86 Inner West Area Committee Wellbeing Fund Update**

The Director of Environment and Neighbourhoods submitted a report which provided details of the amount of wellbeing capital and revenue funding available for 2011/12, and an update on commitments already made. The report also sought approval for new and continuing projects commissioned by the Area Management Team.

**RESOLVED –**

(a) That due to the politically sensitive nature of an issue raised by an elected Member, the wellbeing report (with the exception of one project referred to below), be deferred and considered at a Special Meeting of the Area



Committee to take place after the forthcoming local elections in May 2011, when the period of Purdah had ended.

(b) That the Area Committee approve the following application for wellbeing funding:

- Armley Community Fun Day Committee – Armley Fun Day – £1,500 approved.

## **87 Area Leader's Report**

The Director of Environment and Neighbourhoods submitted a report which informed the Area Committee of progress against the Leeds Strategic Plan and the Inner West Area Delivery Plan.

Clare Wiggins, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the main areas of discussion were:

- The need for improved signage in relation to traffic calming works at Hill Top Road and Greenhill Road. Councillor Harper reported that a number of local residents had also raised concerns about this issue.
- Confirmation that Jason Singh had been appointed Environment Locality Manager for the inner west area of Leeds.
- Update on the work of the Armley Town Centre Manager – it was agreed to provide a more detailed review to the Area Committee in June 2011.
- Concerns about anti-social behaviour on Armley Town Street and the need for additional resources to tackle this.
- Concerns about high teenage conception rates in the inner west area – it was suggested that the Council's Teenage Pregnancy Co-ordinator be invited to attend the Area Committee in June 2011 to discuss the Area Committee's concerns.

### **RESOLVED –**

- (a) That the contents of the report be noted  
(b) That Councillors Hanley and Harper to appointed to serve on an Environmental sub-group to deal with service delivery matters, as part of the environmental services delegation.

(Councillor J McKenna left the meeting at 6.30 pm during the consideration of this item.)

## **88 Forward Plan of Area Committee Business - June 2011**

The Area Management Officer reported that there were some additional items to be added to the Forward Plan in relation to, school performance, teenage conception and Armley Town Centre Management.

**RESOLVED** – That subject to the inclusion of additional items identified above, the Forward Plan of Area Committee Business for June 2011, be noted.

## **89 Community Safety - Update Report**

The West North West Area Leader submitted a report, which updated the Area Committee on Community Safety Issues in Inner West Leeds since the last meeting on 16<sup>th</sup> February 2011.

The Chair welcomed to the meeting, Gill Hunter, Divisional Community Safety Co-ordinator, and Inspector Bownass, to present the report and respond to Members' questions and comments.

Inspector Bownass introduced Superintendent Deacon to the Area Committee. Superintendent Deacon briefly discussed the challenges of the current financial climate and the ongoing commitment to frontline services. He advised that there were no planned cuts to neighbourhood policing. He then thanked the Area Committee for funding the work of Police Community Support Officers (PCSO's). Members highlighted the positive contribution of PCSO's in the local community.

The following key points were also discussed:

- Concerns about metal theft at railways and the impact on train services.
- Update on Wythers Action Day – Councillor Lowe reported that she had arranged a meeting with Richard Walker, West North West Homes, to discuss support for victims of race hate crime.
- Councillor Atkinson requested a list of PCSO's in Bramley, which Inspector Bownass undertook to provide.

**RESOLVED** – That the contents of the report be noted.

## **90 Dog Control Orders - Phase Two**

The Director of Environment and Neighbourhoods submitted a report on proposals to introduce further Dog Control Orders in the City.

The Chair welcomed to the meeting, Stacey Campbell, Service Manager, Environmental Services, to present the report and respond to Members' questions and comments.

In brief summary, the key areas of discussion were:

- Concern about noise nuisance arising from persistent dog barking.
- Empowering members of the public to encourage dog owners to act more responsibly.
- Concern that only 5 Dog Enforcement Officers were employed across Leeds.

- Proposals to restrict the number of dogs on leads and the impact on professional dog walkers. It was advised that a licence scheme was being established – currently a maximum of 4 dogs on lead permitted, but under new licence arrangements this was being extended to 6.
- Members welcomed proposals under phase 2 to exclude dogs from sports pitches and school grounds / playing fields.

**RESOLVED** – That the contents of the report be noted.

**91 Children's Services - Performance Report**

This item was deferred to the Area Committee in June 2011.

**92 Dates, Times and Venues of Area Committee Meetings 2011/12**

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2011/12 municipal year.

Members briefly discussed altering the date of the April 2012 Area Committee meeting to avoid any issues in relation to Purdah.

**RESOLVED** – That the following meeting dates be approved for 2011/12 to take place on a Wednesday at various venues across the inner west area of Leeds at 5.00 pm.

22<sup>nd</sup> June 2011, 7<sup>th</sup> September 2011, 19<sup>th</sup> October 2011, 14<sup>th</sup> December 2011, 15<sup>th</sup> February 2012 and 21<sup>st</sup> March 2012.

(The meeting concluded at 7.08 pm.)

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## **WEST (INNER) AREA COMMITTEE**

**TUESDAY, 17TH MAY, 2011**

**PRESENT:** Councillor J Harper in the Chair

Councillors D Atkinson, T Hanley, J Harper,  
A Lowe, J McKenna and N Taggart

### **CO-OPTTEES**

Hazel Boutle – Armley Community Forum  
Eric Bowes – Armley Community Forum  
Roland Cross – Bramley and Stanningley Community Forum

#### **93 Chair's Opening Remarks**

The Chair welcomed all in attendance to the Special Meeting of the West (Inner) Area Committee.

#### **94 Declaration of Interests**

There were no declarations of interest.

#### **95 Apologies for Absence**

There were no apologies for absence

#### **96 Well Being Fund - Bramley Baths Additional Hours 2011/12**

The Chief Recreation Officer submitted a report in relation to a proposal to extend the opening hours at Bramley Baths, after they fall in September 2011 to 29 hours per week.

The Chair welcomed to the meeting, Ian Waller, Sports Operation Manager, to present the report.

**RESOLVED** – That the Area Committee approves wellbeing funding of £37,800 to buy 20 extra hours per week at Bramley Baths from September 2011 until 31 March 2012.

(Councillor Taggart joined the meeting at 5.40 pm during the consideration of this item.)

#### **97 Well Being Fund Budget update**

The West North West Area Leader submitted a report which updated Members on the current amount of capital and revenue funding committed and available via the Area Committee Well Being Budget for wards in the

Inner West area. The report also sought approval for new and continuing projects commissioned by the Area Committee.

Clare Wiggins, Area Management Officer, presented the report.

Jane Maxwell, West North West Area Leader, submitted a revision to appendix 5, outlining an additional funding option 1a for Members' consideration. Members were advised that other sources of funding had been secured in relation to the West Yorkshire Police, Covert Crime reduction project.

It was agreed to provide the Area Committee with a ward breakdown of the funding allocation in relation to all future wellbeing applications.

## **RESOLVED –**

(a) That the Area Committee notes the potential budget deficit set out in paragraph 3.9 to the report if all projects were funded at their full amount

(b) That the following applications be considered for wellbeing funding as follows:

- Inner West Community Centres Consortium (CCC) / BARCA Leeds – Community Asset Management – £41,000 approved
- West Area Management Team – Small Grants and Skips – £5,500 (Small Grants) and £800 (Skips) approved
- Leeds Youth Service – Lazer Centre and Friday Night Project – £2,000 approved
- Streetscene Services / Parks and Countryside – Additional litter bins (revenue funding to supplement capital shortfall) – £691 approved
- Sport and Active Recreation; Development – Bramley Baths – £37,800 approved to increase the opening hours by 20 hours to 49 hours.

(c) That funding option 1a (as tabled at the meeting) be approved as the Inner West Area Committee's preferred funding option to include the following:

- Town Centre Manager (Leeds Ahead) – Summer Bands in Parks 2011 – £1,200 approved
- Leeds Ahead – Town Centre Manager (including £5,000 events budget) – £23,000 approved
- I Love West Leeds – I Love West Leeds festival – £18,000 approved
- LCC; Sports Development – Holiday Sports provision – £3,563 approved
- West Yorkshire Police – Covert Crime reduction – other sources of funding secured for this project
- LCC; Youth Service – Armley Sports project – £1,656 approved
- Armley Common Rights Trust – Armley Community Fun Day – £1,500 approved.

## **98 Date, Time and Venue of Next Meeting**

Wednesday 22<sup>nd</sup> June 2011 at 5.00 pm (venue to be confirmed.)

Members briefly discussed potential meeting venues for the 2011/12 municipal year, particularly, Rodley Church Hall and Trinity Church.

**99 Councillor Harper**

The Area Committee paid tribute to Councillor Harper for her hard work and support as Chair of West (Inner) Area Committee.

(The meeting concluded at 6.16pm.)

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## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 22ND JUNE, 2011

**PRESENT:** Councillor D Atkinson in the Chair  
Councillors T Hanley, J Harper, A Lowe  
and J McKenna

**CO-OPTEEES:** Hazel Boutle, Armley Forum  
Eric Bowes, Armley Forum  
Stephen McBarron, Bramley and  
Stanningley Community Forum

### 1 Chair's Opening Remarks

The Chair welcomed all in attendance to the first West (Inner) Area Committee meeting of the new municipal year and thanked Cllr Harper for her contribution as Chair to the Area Committee over the last twelve months.

### 2 Declaration of Interests

Cllr Lowe declared a personal interest in relation to Agenda Item 19- Future Working Between West North West Homes and Area Committees as she is a Director of West North West Homes ALMO.

### 3 Apologies for Absence

Apologies were received from Cllr Taggart.

### 4 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised by members of the public.

### 5 Minutes - 5th April 2011 and 17th May 2011

**RESOLVED** – That the minutes of the meetings held on 5<sup>th</sup> April 2011 and 17<sup>th</sup> May 2011 be confirmed as a correct record.

### 6 Matters Arising from the Minutes

There were no matters arising from the minutes

### 7 Minutes - Community Forum Meetings

A copy of the minutes of the Armley Community Forum meetings held on 15<sup>th</sup> March 2011, 19<sup>th</sup> April 2011 and 17<sup>th</sup> May 2011, together with the minutes of

the Bramley and Stanningley Community Forum meetings held on 14<sup>th</sup> April 2011 and 31<sup>st</sup> May 2011 were attached for Members' information.

Members enquired how many people had been fined for on street drinking within the Designated Public Places Order (DPPO) area on Armley Town Street. In response, Gill Hunter, Community Safety Co-ordinator and Nigel Conder, Town Centre Manager undertook to follow this matter up with the Police.

**RESOLVED** – That the minutes of the Armley Community Forum meetings held on 15<sup>th</sup> March 2011, 19<sup>th</sup> April 2011 and 17<sup>th</sup> May 2011, together with the minutes of the Bramley and Stanningley Community Forum meetings held on 14<sup>th</sup> April 2011 and 31<sup>st</sup> May 2011 be received and noted.

## **8 Notification of Appointment of Area Committee Chair for 2011/12 and Revisions to Area Committee Procedure Rules**

The Chief Officer (Democratic and Central Services) submitted a report on the appointment of Area Committee Chair for 2011/2012 and revisions to Area Committee Procedure Rules.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Extract from the Area Committee Procedure Rules (Appendix 1 refers)
- Agenda Items (Appendix 2 refers)

**RESOLVED** –

- a) That the contents of the report and appendices be noted;
- b) That the Area Committee notes the following specific issues identified within the report:-
  - that Councillor D Atkinson was elected as Chair of the West (Inner) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26<sup>th</sup> May 2011;
  - the revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26<sup>th</sup> May 2011 and as reflected within the amended Area Committee Procedure Rules; and
  - the revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26<sup>th</sup> May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees

## **9 Teenage Pregnancy**

The Director of Children's Services submitted a report informing and updating the meeting on performance and action taken towards the reduction of teenage conceptions in the Inner West Area of the City.

Lisa Banton, Children's Services presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- Bramley has twice the teenage pregnancy rate of Leeds overall. Tailored support measures are being put into place to address this.
- Multiagency working has been shown to be successful in reducing teenage pregnancy rates elsewhere.
- The importance of supporting young people in the transition time whilst they are leaving care as this is a vulnerable time for them in terms of teenage pregnancy.
- That officers circulate a larger version of appendix 1 to the submitted report, so that it was more legible.

**RESOLVED –**

- a) That the content of the report be noted.
- b) That the proposed initiatives outlined be endorsed in accordance with the report now submitted.
- c) That this Committee requests partners receiving funding from the Area Committee to be required to support and evidence their engagement with vulnerable groups such as Looked After Children and offer a no cost provision where possible.
- d) That approval be given to a structured, regular reporting system for teenage pregnancy updates via cluster partnerships, west leadership team meetings and annual reports to Inner and OT
- e) That Members be requested to attend cluster partnership meetings to increase strategic support for teenage pregnancy.

## **10 Delegation of Environmental Services**

Referring to Minute 82 of the meeting held on 14<sup>th</sup> March 2011, the Director of Environment and Neighbourhoods submitted a report on an update on progress towards the establishment of a new locality based Environmental Service and its delegation to Area Committees, including relevant information relating to the current review of street cleansing services.

Jason Singh, Environmental Locality Manager for West North West presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- The importance of communication with the public so that they are aware of services available to them, and how to make contact regarding those services.
- That the Inner West Area Committee co-optees should be invited to the member workshop on 15<sup>th</sup> July.
- That provision should be made within the Environmental Services budget for publicity and communications around service provision.
- That an Environment Sub Group had been established for Inner West, consisting of Cllr Hanley and Cllr Harper, to consider the detail of this work.

**RESOLVED-** That the contents of the submitted report be noted, and to note that a full Service Level Agreement will be submitted to the September meeting of the Area Committee for approval.

#### **11 Minutes - ALMO Area Panel**

**RESOLVED** – That the minutes of the ALMO West Inner Area Panel meeting held on 11<sup>th</sup> April 2011 be received and noted.

#### **12 Appointment of Co-optees 2011/12**

The West North West Area Leader submitted a report which sought approval for the annual appointment of Co-opted Members to the West (Inner) Area Committee, in accordance with Article 10 of the Constitution, which states that there was provision for the Area Committee to appoint up to five non-voting co-opted members to support the Area Committee.

**RESOLVED** - That Hazel Boutle and Eric Bowes (Armley Forum) and Stephen McBarron (Bramley & Stanningley Forum) be appointed as non-voting co-opted members on the West (Inner) Area Committee for the 2011/2012 municipal year. Members noted that the election for the second Bramley & Stanningley Forum co-optee would take place at the July Forum.

#### **13 Local Authority Appointments to Outside Bodies**

The Chief Officer (Democratic and Central Services) submitted a report which outlined the procedure relating to local authority appointments to outside bodies and invited Members to consider making appointments to those outside bodies detailed within the report.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appointment to Outside Bodies Procedure Rules (Appendix 1 refers)
- Appointments Schedule (Appendix 2 refers)

Members noted that Bramley Surestart no longer existed and Councillor Hanley requested an update on the Area Employment, Enterprise and

Training Partnerships, as he had not received any requests for involvement with this group.

Clare Wiggins, North West Area Management, informed the Area Committee that a letter had been received from Cllr J Blake, Executive Member for Children's Services, seeking a nomination from each Area Committee for the Corporate Carers Group.

**RESOLVED –**

- (a) That the report and information appended to the report be noted;
- (b) That approval be given to the following Outside Body appointments being made for the 2011/2012 municipal year:

ALMO West Inner Area Panel – Councillor J McKenna and Councillor N Taggart

Divisional Community Safety Partnership – Councillor J McKenna

Area Children's Partnership – Councillor A Lowe

Area Health and Wellbeing Partnership – Councillor J Harper

Area Employment, Enterprise and Training Partnership – Councillor T Hanley

Bramley Pools Allotment Trust – Cllr N Taggart

- (c) That Cllr N Taggart be the West (Inner) Area Committee representative for the Corporate Carers Group.

**14 Area Committee Roles for 2011/12**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting the meeting with a summary of Area Functions and Priority Advisory Functions for 2011/12.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 1 refers)
- Details of the delegated functions and priority advisory functions for Area Committees for 2011/12 (Appendix 2 and 3 refers)

Clare Wiggins, West North West Area Management presented the report and responded to Members' queries and comments.

**RESOLVED** - That the summary of approved Area Functions and Designated Priority Functions for the 2011/12 municipal year, as appended to the report be noted.

**15 Inner West Area Committee Wellbeing Fund Update 2011/12**

The Director of Environment and Neighbourhoods submitted a report updating the Area Committee on the amount of wellbeing capital and revenue funding

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th September, 2011

available for the financial year 2011-12 and an update on commitments already made.

Clare Wiggins, West North West Area Management presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- The amount of money that would be appropriate to award as small grants in the current economic climate
- The disappointment of the Area Committee regarding the condition of the Hayleysfield Allotment Toilets, as these were funded by the Area Committee.

**RESOLVED –**

- a) That the contents of the report be noted.
- b) That this Committee notes the financial status of the capital and revenue streams of the Inner West Well-Being Budget in accordance with the report now submitted.

**16 Community Safety Issues, Inner West Leeds**

The West North West Leeds Area Manager submitted a report on Community Safety issues in Inner West Leeds.

Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods also gave an update on current issues.

In summary, specific reference was made to the following issues:-

- The CCTV system on the Broadleas was now operational. Members were invited to see the new CCTV system control at Middleton.
- An update was provided with regard to current work to reduce problems with metal theft crime which is an ongoing system. Members were informed of the joined up working which is currently being done to address these problems.

**RESOLVED-** That the contents of the report and the update provided by the West Yorkshire Police be noted and welcomed.

**17 Area Progress Report**

The West North West Area Leader submitted a report detailing work by the Area Management Team and partners on key priorities in the inner west area of Leeds since the last Area Committee meeting.

Clare Wiggins, West North West Area Management presented the report and responded to Members' queries and comments.

In summary specific reference was made to the following issues:-

- The I Love West Leeds Festival – the concert at the Bramley Baths had sold out, and another date had been added.
- Members were informed that the Fairfields Action Day was to be held on Friday 24<sup>th</sup> June 2011.

**RESOLVED-** That the contents of the report be noted.

## **18 Town Centre Management Update**

The Armley Town Centre Manager submitted a report providing an update on current issues facing Armley town centre and actions that were planned by the Town Centre Manager (TCM) to address these issues and improve the vitality and viability of Armley town centre.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Armley Events 2011 (Appendix 1 refers)
- Armley Budget 2011-2012 (Appendix 2 refers)
- Empty Units – Town Street Armley (Appendix 3 refers)

Nigel Conder, Armley Town Centre Manager presented the report and responded to Member's queries and comments.

In summary, specific reference was made to the following issues:-

- The number of charity shops in the area, and the effect that these have on the area.
- Due to the success of the Keep Armley Tidy Scheme, it was being rolled out to other schools.
- The possibility of future involvement of Mary Portas, Queen of Shops with the Armley Town Centre.

During consideration of this item, Cllr Atkinson left the meeting. Cllr Hanley assumed the Chair.

**RESOLVED-** That the contents of the report and appendices be noted

## **19 Future working between West North West homes Leeds and Area Committee**

The Chief Executive of West North West Homes Leeds (WNWhL) submitted a report outlining the purpose of WNWhL involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

Michael Parker, West North West homes Leeds presented the report and responded to Member's queries and comments.

In summary, specific reference was made to the following issues:-

- Possible ways of securing future development of social housing and self build opportunities in the area, particularly the possibility of developers entering into long lease arrangements with Councils.
- Steve McBarron invited the officer from WNWhL to the Housing Forum for Bramley.

**RESOLVED –**

- a) That the contents of the introductory report be noted.
- b) That this Committee notes that West North West homes Leeds would provide a six monthly update to Area Committee of progress with areas of mutual interest.
- c) That a report on future increases of Social Housing to the area be brought to a future meeting of the Area Committee.

**20 Children's Services Performance Report**

The Director of Children's Services submitted a report providing Area Committees with an update of key data relating to education for the academic year 2009-10; and November 2010 NEET and Not Known data. The report also provided details of recent key inspections that have taken place across Children's Services and provided an update on the development of the new Children and Young People's Plan 2011-2015.

Izabella Atraszkiewicz, Children's Services presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- The current performance of Swallow Hill High School and Leeds West Academy
- The progress of transformation of Swallow Hill High School into an Academy

**RESOLVED –** That the contents of the report and appendices be noted.

**21 Date, Time and Venue of Next Meeting**

Wednesday 7<sup>th</sup> September 2011 at 5.00pm Strawberry Lane Community Centre.

(The meeting concluded at 7.32 p.m.)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th September, 2011





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